BRd 3 (1)
NAVAL PERSONNEL MANAGEMENT
FEBRUARY 2020 EDITION VERSION 1
This publication is sponsored by the Head of Naval People Strategy (Hd NPS); editorial control is delegated to the Sponsor Desk Officer whose details are below.

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

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PO14 1AS

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EQUALITY ANALYSIS

The policy in BRd 3(1) has been subject to Equality Analysis (EA) in accordance with Departmental policy. Chapter POCs are responsible for conducting EA on any new policy which affects the employment of personnel in order to ensure that it does not have a disproportionate impact on those in the Protected Characteristic groups.

CONVENTIONS

<table>
<thead>
<tr>
<th><strong>WARNINGS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AN OPERATING PROCEDURE, PRACTICE OR CONDITION THAT MAY RESULT IN INJURY OR DEATH IF NOT CAREFULLY OBSERVED OR FOLLOWED.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CAUTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>An operating procedure, practice or condition that may result in equipment damage if not carefully observed or followed.</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Author by</th>
<th>Checked by</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Cdr M A K Cropper</td>
<td>Signed: Signed on File Copy</td>
<td>Date: 28 Feb 2020</td>
</tr>
</tbody>
</table>

The classification of this publication has been reviewed by the Desk Officer to reflect the new Government Security Classifications iaw JSP 440 Part 4 Section 1 Chapter 1.

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- **February 2020 Version 1**
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**Tally:**
- NAVY NPS-BR3
- EDITOR SO1

**Signature:**
- Signed on File Copy

**Date:**
- 28 Feb 2020
PROPOSALS FOR CHANGE

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

Proposals For Change Form

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

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

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

1. This Naval Book of Reference (BR) exists in electronic form only (hence the letter 'd', denoting 'digital', after 'BR'). The publication is very large. Printed extracts may become invalid after they are printed.

2. How to Use this BR

References to external material within the BRd are listed throughout; these can be accessed via the user’s internet/intranet access platform, where the relevant permissions are held. The BRd can be searched in two ways: by using the Search (binoculars) button in the File Toolbar to search within the publication as a whole; or by looking in the Index which lists Paragraph titles throughout the BR in alphabetical order – clicking on the selected item will take the reader to the paragraph in question.

3. Aim

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

4. Scope

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

5. Concept and Development

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

6. Structure of BRd 3

BRd 3 is structured in two Volumes, Volume 1 covering the Regular Service and Volume 2 - which is a separate stand-alone publication – covering the Reserves (see para 4 above for scope of these terms). Following the Preliminary Pages, which incorporate a List of Abbreviations and Glossary of Terms, BRd 3(1) is comprised of the following parts:

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

b. Part 2 (Establishment Administration). Part 2 explains how the total demand for trained Naval personnel today and in future is defined in Establishment Lists. It lays down policy and practice and gives rules, guidance and limitations on the formulation and change of Establishment Lists.
c. **Part 3 (Personnel Planning and Costing).** Part 3 outlines how Naval personnel planning is conducted, drawing on the personnel Planning Liability that is derived from summations of Naval positions in Establishment Lists and subsequent adjustments. It also gives a brief insight to personnel costing.

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

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

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

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

h. **Part 8 (Promotion).** Part 8 covers Officer and Ratings’/RMORs’ Promotions policy, processes and regulations.

i. **Part 9 (Individual Training, Learning Development and Resettlement).** Part 9 outlines the policies under which Naval Individual Training, Education, Learning and Development and Resettlement are conducted. It does not cover the detail of the training delivery process.

j. **Part 10 (Spare).**

k. **Part 11 (Recall Reserve and Naval Cadet Forces).** Part 11 contains policy regulations governing the administration of the Recall Reserve and Naval Cadet Forces.

### 7. Terminology

Considerable effort has been put into standardising terminology used in the Naval Service. Terms used are in accordance with those included in the tri-Service Manpower Lexicon in JSP 755. Some terms, primarily where not covered in JSP 755, are given in the Glossary. Terminology is always evolving. Examples of changes already widely (but not exhaustively) incorporated include: Liability in place of Requirement; Unit Establishment List in place of Scheme of Complement, Position in place of Billet or Post; and Assignment in place of Appointing and Drafting. Some personnel management terminology is quite specialised so, to improve readability, the use of ‘Plain English’ has been maximised. Common abbreviations are used widely (as defined in the List of Abbreviations) and personnel groups have usually been identified explicitly; less common terms have often been given in full. Unless stated otherwise, the following assumptions should be recognised when specific terms are used:
a. ‘Naval’ refers to the Naval Service as a whole;

b. ‘Ratings’ also includes RMOR, except where stated;

c. ‘Ships’ also include Submarines, Mine Countermeasures, Fishery Protection and Patrol Boat Vessels.

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

e. RN Ranks (which includes Rates) encompass RM and QARNNS equivalents (an equivalent rank table is placed later in these Preliminary Pages.)

f. In the rare cases where a gender-neutral expression is not readily available, male terminology includes female.

8. Associated Information

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

a. Other Regulations. The following publications continue to provide the authoritative source of information, but some or all may in due course be superseded by incorporation into BRd 3(1):

(1) BR 8374 (Officers’ Training Regulations). BR 8374 provides policy and guidance on officers’ training, from new entry, through branch specific career training courses, to broadening staff courses etc.

(2) Maritime Reserves. The policy, Instructions and Guidance on Maritime Reserves (RNR and RMR) in BRd 3(2) are governed by the provisions of the Reserve Forces Act 1996 (RFA 96). Policy dictated by RFA 96 may not be altered without approval of the Admiralty Board of the Defence Council. Any queries concerning current policy should be referred to CMR.

b. Mobilisation and Naval Augmentation.

(1) JSP 753. JSP 753 gives the tri-Service Regulations on Mobilisation.

(2) BR 3162. BR 3162 - Instructions for the Redeployment, Mobilisation and Demobilisation of Personnel in Crisis and War - is obsolescent but remains a source of Naval information in the event of mass mobilisation.

d. JSP 462 Chapters 5 and 7. Chapters 5 and 7 of JSP 462 (Financial Management and Charging Policy Manual) describe, respectively, the system of delegation of control of costs in Defence and the roles and responsibilities of budget holders and other MOD authorities.

e. JSP 419. Adventurous Training in the UK Armed Forces.


g. JSP 464. Tri-Service Accommodation Regulations.

h. JSP 750. Centrally Determined Terms of Service.

i. JSP 751. Joint Casualty and Compassionate Policy and Procedures.

j. JSP 752. Tri-Service Regulations for Expenses and Allowances.

k. JSP 754. Tri-Service Regulations for Pay.

l. JSP 755. Centre-Determined Policy for Career Management and the Admin of Tri-Service Positions and Assignments (which includes a lexicon of Personnel terms).

m. JSP 757. Tri-Service Appraisal Reporting Instructions.

n. JSP 759. Developing and Naming Competencies.

o. JSP 760. Tri-Service Regulations for Leave and Other Types of Absence.

p. JSP 761. Honours and Awards in the Armed Forces.

q. JSP 830. Manual of Service Law.

r. JSP 831. Redress of Individual Grievances: Service Complaints.

s. JSP 835. Alcohol and Substance Misuse and Testing.

t. JSP 887. Diversity, Inclusion and Social Conduct.

u. JSP 950. Medical Policy.

w. **RAF Equivalent Publications.** RAF equivalent publications are found on the Defence Intranet under Ministry of Defence | Royal Air Force | Reference | Publications, notably AP3376 (Trade Structure of the RAF), AP3379 (RAF Manual of Training), AP 3390 (RAF Manpower Establishments and Manpower Scales), AP3391 (RAF Manual of Recruiting and Selection), AP3392 (RAF Manual of Personnel Administration), and AP3393 (RAF Officer Commissioning and Terms of Service).
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### EQUIVALENT RANKS TABLE (FROM JSP 752, JSP 754 and BRd 2 (QRRN))

<table>
<thead>
<tr>
<th>NATO CODE</th>
<th>ROYAL NAVY inc QARNNS¹</th>
<th>ROYAL MARINES</th>
<th>ARMY</th>
<th>ROYAL AIR FORCE</th>
<th>CIVILIAN STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>of 10</td>
<td>Admiral of the Fleet</td>
<td>-</td>
<td>Field Marshal</td>
<td>Marshal of the Royal Air Force</td>
<td>PUS 2nd PUS</td>
</tr>
<tr>
<td>of 9</td>
<td>Admiral</td>
<td>General</td>
<td>General</td>
<td>Air Chief Marshal</td>
<td></td>
</tr>
<tr>
<td>of 8</td>
<td>Vice Admiral</td>
<td>Lieutenant General</td>
<td>Lieutenant General</td>
<td>Air Marshal</td>
<td>SCS Pay Band 3</td>
</tr>
<tr>
<td>of 7</td>
<td>Rear Admiral</td>
<td>Major General</td>
<td>Major General</td>
<td>Air Vice-Marshal</td>
<td>SCS Pay Band 2</td>
</tr>
<tr>
<td>of 6</td>
<td>Commodore</td>
<td>Brigadier</td>
<td>Brigadier</td>
<td>Air Commodore</td>
<td>SCS Pay Band 1</td>
</tr>
<tr>
<td>-</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Band B1</td>
</tr>
<tr>
<td>of 5</td>
<td>Captain</td>
<td>Colonel</td>
<td>Colonel</td>
<td>Group Captain</td>
<td>Band B2</td>
</tr>
<tr>
<td>of 4</td>
<td>Commander</td>
<td>Lieutenant Colonel</td>
<td>Lieutenant Colonel</td>
<td>Wing Commander</td>
<td>Band C1</td>
</tr>
<tr>
<td>of 3</td>
<td>Lieutenant Commander</td>
<td>Major</td>
<td>Major</td>
<td>Squadron Leader</td>
<td>Band C2</td>
</tr>
<tr>
<td>of 2</td>
<td>Lieutenant</td>
<td>Captain</td>
<td>Captain</td>
<td>Flight Lieutenant</td>
<td>Band D</td>
</tr>
<tr>
<td>of 1</td>
<td>Sub Lieutenant Midshipman (both junior to Army &amp; RAF equivalents)</td>
<td>Lieutenant</td>
<td>Lieutenant</td>
<td>Flying Officer</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Second Lieutenant</td>
<td>Pilot Officer Acting Pilot Officer (junior to Army equivalent)</td>
<td></td>
</tr>
<tr>
<td>OR 9</td>
<td>Warrant Officer, Class 1</td>
<td>Warrant Officer, Class 1</td>
<td>Warrant Officer, Class 1</td>
<td>Warrant Officer Master Aircrew</td>
<td></td>
</tr>
<tr>
<td>OR 8</td>
<td>Warrant Officer, Class 2</td>
<td>Warrant Officer, Class 2</td>
<td>Warrant Officer, Class 2</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>OR 7</td>
<td>Chief Petty Officer Master at Arms</td>
<td>Colour Sergeant</td>
<td>Staff Corporal Staff Sergeant</td>
<td>Flight Sergeant Chief Technician</td>
<td></td>
</tr>
<tr>
<td>OR 5/6</td>
<td>Petty Officer</td>
<td>Sergeant</td>
<td>Sergeant</td>
<td>Sergeant Corporal of Horse</td>
<td>E1</td>
</tr>
<tr>
<td>OR 4</td>
<td>Leading Hand</td>
<td>Corporal</td>
<td>Corporal Bombardier</td>
<td>Corporal</td>
<td></td>
</tr>
<tr>
<td>OR 3</td>
<td>-</td>
<td>Lance Corporal</td>
<td>Lance Corporal Lance Bombardier</td>
<td>Lance Corporal (RAF Regt only)</td>
<td></td>
</tr>
<tr>
<td>OR 2</td>
<td>Able Rate 1</td>
<td>Marine</td>
<td>Private Class 1-3 however described, e.g. Driver, Trooper, Ranger, Sapper</td>
<td>Junior Technician Senior/Leading Aircraftman</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Junior Technician Senior/Leading Aircraftman</td>
<td>Aircraftman</td>
<td></td>
</tr>
<tr>
<td>OR 1</td>
<td>Able Rate 2</td>
<td>-</td>
<td>Private Class 4</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

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

¹ In the performance of their duties in wards etc., nursing personnel are to use professional titles, e.g. Nurse, Sister (Charge Nurse in respect of male nurses), Senior Sister, Matron, etc.

² Promotion to Admiral of the Fleet, Field Marshal and Marshal of the Royal Air Force is held in abeyance in peacetime.

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**LIST OF ABBREVIATIONS**

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

<table>
<thead>
<tr>
<th>2OE</th>
<th>Second Open Engagement (obsolescent)</th>
</tr>
</thead>
</table>

**A**

<table>
<thead>
<tr>
<th>AAO</th>
<th>Accused’s Assisting Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAS</td>
<td>Assistant Chief of the Air Staff</td>
</tr>
<tr>
<td>ACGS</td>
<td>Assistant Chief of the General Staff</td>
</tr>
<tr>
<td>ACLO</td>
<td>Area Careers Liaison Officer</td>
</tr>
<tr>
<td>ACMP</td>
<td>Augmentation &amp; Crisis Manpower Planning</td>
</tr>
<tr>
<td>ACNS</td>
<td>Assistant Chief of Naval Staff</td>
</tr>
<tr>
<td>ACNS(Pers)</td>
<td>Assistant Chief of Naval Staff (Personnel) (also see NavSec)</td>
</tr>
<tr>
<td>ACOS</td>
<td>Assistant Chief of Staff</td>
</tr>
<tr>
<td>ACOS(RP)</td>
<td>ACOS (Resources and Plans)</td>
</tr>
<tr>
<td>ACOS(PCap)</td>
<td>ACOS (People Capability)</td>
</tr>
<tr>
<td>ACSC</td>
<td>Advanced Command and Staff Course</td>
</tr>
<tr>
<td>ADC</td>
<td>Additional Duties Commitment (a form of part time Reserve Service)</td>
</tr>
<tr>
<td>AFA</td>
<td>Armed Forces Act</td>
</tr>
<tr>
<td>AFCEI</td>
<td>Armed Forces Careers Enquiry Interview</td>
</tr>
<tr>
<td>AFCO</td>
<td>Armed Forces Careers Office</td>
</tr>
<tr>
<td>AFCO ME</td>
<td>AFCO Medical Examiner</td>
</tr>
<tr>
<td>AFOPS</td>
<td>Armed Forces Overarching Personnel Strategy</td>
</tr>
<tr>
<td>AFPRB</td>
<td>Armed Forces Pay Review Body</td>
</tr>
<tr>
<td>AFPS</td>
<td>Armed Forces Pension Scheme</td>
</tr>
<tr>
<td>AG</td>
<td>Adjutant General (Army PPO)</td>
</tr>
<tr>
<td>AHR</td>
<td>Acting Higher Rank/Rate</td>
</tr>
<tr>
<td>AIB</td>
<td>Admiralty Interview Board</td>
</tr>
<tr>
<td>AinU</td>
<td>Articles in Use</td>
</tr>
<tr>
<td>AIP</td>
<td>Accelerated Incremental Progression</td>
</tr>
<tr>
<td>AMP</td>
<td>Air Member for Personnel (RAF PPO)</td>
</tr>
<tr>
<td>AMS</td>
<td>Acquisition Management System</td>
</tr>
<tr>
<td>AP</td>
<td>Accounting Period</td>
</tr>
<tr>
<td>ARC</td>
<td>Area Redeployment Centre</td>
</tr>
<tr>
<td>AT</td>
<td>Adventurous Training</td>
</tr>
<tr>
<td>ATL</td>
<td>Above the Line</td>
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<tr>
<td>AUN</td>
<td>Authorised Numbers</td>
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</tbody>
</table>

**B**

<table>
<thead>
<tr>
<th>BC</th>
<th>Business Case</th>
</tr>
</thead>
<tbody>
<tr>
<td>BD</td>
<td>Branch Designator</td>
</tr>
<tr>
<td>BM</td>
<td>Branch Manager</td>
</tr>
<tr>
<td>BPSS</td>
<td>Baseline Personnel Security Standard</td>
</tr>
<tr>
<td>BR 2</td>
<td>Queen’s Regulations for the Royal Navy</td>
</tr>
<tr>
<td>BR 60</td>
<td>Regulations for the Royal Naval Reserve (repealed)</td>
</tr>
<tr>
<td>BR 61</td>
<td>Regulations for the Royal Fleet Reserve and Recall Reserve (repealed)</td>
</tr>
</tbody>
</table>
BRd 3(1) Regulations for the Royal Marines Reserve (repealed)
BR 64 Regulations for the Naval and Marines Reserve (repealed)
BR 31 Redeployment, Mobilisation and Demobilisation
BR 8374 Officers' Training Regulations
BRNC Britannia Royal Naval College
BS Branch Structures
BT Branch Transfer
BTL Below the Line

C
CA Careers Advisor
CAMID Concept/Assessment/Demonstration/Manufacture/In-Service/Disposal
CAPPS Common Assignments
CBRN Chemical, Biological, Radiation & Nuclear
CC Career Commission; Corps Commission (RM); Career Check
CCS Career Commission Stage
CDP Chief of Defence People
CE Commission Extension
t Customer Executive Board
CM Chief of Joint Operations
CMCM Career Manager
CMMC Contingency Mobilisation Centre/Crisis Management Centre/Career Managemen
CMF/CMFM Costed Manning Forecast/CMF Model
CMR Commander Maritime Reserves
CMRTM CMR Temporary Memorandum
CMS Core Maritime (or Military) Skills
CMT College of Management and Technology
CNLS Captain Naval Legal Services
CNP&T Chief of Naval Personnel and Training
CNR Captain Naval Recruiting
CO Commanding Officer
COEIA Combined Operational Effectiveness Investment Appraisal
CONEMP Concept of Employment (of an operational system)
CONOPS Concept of Operations
CONUSE Concept of Use (of an operational system)
COO Cost of Ownership
COTF Chaplain of the Fleet
CPF Change Proposal Form
CPD Common Promotion Date
CR Compensating Reduction
CRB Criminal Records Bureau (Obsolete, see DBS)
CRD Common Reporting Date
CRFAL Compulsory Removal from Active List
CRP Customer Response Process (recruitment)
CS (Naval) Careers Service
CSA Customer Supplier Agreement
CTCRM Commando Training Centre Royal Marines

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February 2020 Version 1
CVS  Carrier Vessel Strike
CVF  Carrier Vessel Future
CWO  (Navy) Command Warrant Officer

D
DA  Dormant Appointment
DAC  Defence Augmentation Cell
DACOS  Deputy Assistant Chief of Staff
DASA/DASA(N)  Defence Analytical Services and Advice/DASA(Navy) (obsolete, see DS(N))
DB  Defence Board
DBS  Disclosure & Barring Service / Defence Business Services
DCDS  Deputy Chief of Defence Staff
DCDS(P&T)  DCDS Personnel and Training
DCMC  Defence Crisis Management Centre
DCMT  Defence College of Management and Technology (Shrivenham)
DCSA  Defence Communication Services Agency
DD/FF  Destroyer/Frigate
DE  Direct Entry
DE&S  Defence Equipment and Support
DGMO  Director General Management & Organisation
DHG  Defence Hospital Group
DII  Defence Information Infrastructure
DIN  Defence Instructions and Notices
DITC  Directorate for Individual Training Capability
DLO  Defence Logistics Organisation
DLOD  Defence Lines of Development
DLP  Defence Learning Portal
DMG  Defence Medical Group
DO  Divisional Officer
DOE  Defence Operations Executive
DP  Defence Programme
DPA  Defence Planning Assumptions/Data Protection Act
DSAT  Defence Systems Approach to Training
DSP  Defence Strategic Plan
Dstl  Defence Science and Technology Laboratories
DS(N)  Defence Statistics (Navy)
DTES  Defence Training Establishments
DTOEES  Defence Technical Officer and Engineer Entry Scheme
DTR  Defence Training Review
DTUS  Defence Technical Undergraduate Scheme
DV  Developed Vetting
DVA  Defence Vetting Agency

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

F
FAA  Fleet Air Arm
FATs  Flying Aptitude Tests
FBNW  (Fitted) For But Not With
FC  Full Career
FCS  Full Commission Stage
FD(N)  Finance Director (Navy)
FE  Functional Employer
FEMO  Final Examining Medical Officer (recruitment)
FLC  Front Line Commander
FMC  Finance & Military Capability (Fin Mil Cap)
FN  Future Navy
FNV  Future Navy Vision
FNOC  Future Navy Operational Concept
FOC  Full Operating Capability/First of Class
FOO  Forecast of Outturn
FORes  Flag Officer Reserves
FOSNI  Flag Officer Scotland and Northern Ireland
FOST  Flag Officer Sea Training
FRI  Financial Retention Incentive
FS  Family Services
FSC  Future Surface Combatant
FSD/A  First Sea Draft/Assignment
FSL  Foreign Service Leave
FTR  Fit to Receive
FTRS(FC/LC/HC)  Full Time Reserve Service (Full/Limited/Home Commitment)

G
GB  General Billet
GCB  Good Conduct Badge
GCHQ  Government Communications Headquarters
GS  General Service
GSP  Geographic Squad Pooling
GTS  Gains to Trained Strength
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<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>HA</td>
<td>Higher Authority</td>
</tr>
<tr>
<td>Hd NPS</td>
<td>Head of Naval People Strategy</td>
</tr>
<tr>
<td>HMS</td>
<td>Her Majesty’s Ship</td>
</tr>
<tr>
<td>HOD</td>
<td>Head of Department/Division</td>
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<tr>
<td>HR</td>
<td>Human Resources</td>
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<tr>
<td>HRR</td>
<td>High Readiness Reserve</td>
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<tr>
<td>IBD</td>
<td>Incremental Basic Date</td>
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<tr>
<td>ICR</td>
<td>Initial Career Reporting</td>
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<tr>
<td>ICS</td>
<td>Initial Commission Stage</td>
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<tr>
<td>ICSC</td>
<td>Initial Command and Staff Course</td>
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<tr>
<td>IDPA</td>
<td>Interim Defence Planning Assumptions</td>
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<tr>
<td>IG</td>
<td>Initial Gate (in Project Management)</td>
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<td>IIP</td>
<td>Investors in People</td>
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<tr>
<td>ILC</td>
<td>Interactive Learning Centre</td>
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<tr>
<td>INM</td>
<td>Institute of Naval Medicine</td>
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<tr>
<td>IPT</td>
<td>Integrated Project Team</td>
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<tr>
<td>IOC</td>
<td>Initial Operating Capability</td>
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<tr>
<td>IS</td>
<td>Information System</td>
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<tr>
<td>ISD</td>
<td>In Service Date</td>
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<tr>
<td>IT</td>
<td>Information Technology</td>
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<tr>
<td>ITEA/P</td>
<td>Integrated Test, Evaluation and Acceptance/Plan</td>
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<td>ITP</td>
<td>Initial Training Pipeline</td>
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<td>IY</td>
<td>In-Year</td>
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<td>JFAG</td>
<td>Joint Force Air Group</td>
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<td>JMES</td>
<td>Joint Medical Employment Standard</td>
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<td>JOFB</td>
<td>Junior Officers Fleet Board</td>
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<td>JPA</td>
<td>Joint Personnel Administration</td>
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<tr>
<td>JR</td>
<td>Junior Rate (Royal Navy)</td>
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<td>JSP</td>
<td>Joint Service Publication</td>
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<td>JSU</td>
<td>Joint Support Unit</td>
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<tr>
<td>KPI</td>
<td>Key Performance Indicator</td>
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<td>KUR</td>
<td>Key User Requirement</td>
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<td>L</td>
<td>Logistics</td>
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<td>LANTERN</td>
<td>Literacy and Numeracy Testing and Education in the Royal Navy</td>
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<td>LFS</td>
<td>Local Foreign Service</td>
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<tr>
<td>LoD</td>
<td>Line of Development</td>
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<td>LOS</td>
<td>Length of Service</td>
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<tr>
<td>LOV</td>
<td>List of Values</td>
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<td>LPD</td>
<td>Landing Platform Dock</td>
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<tr>
<td>Abbreviation</td>
<td>Definition</td>
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<tr>
<td>LPH</td>
<td>Landing Platform Helicopter</td>
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<tr>
<td>LS</td>
<td>Liability Substitution</td>
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<td>LSSA</td>
<td>Longer Separated Service Allowance</td>
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<td>LSSB</td>
<td>Long Service at Sea Bonus</td>
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<td>M</td>
<td>Margin Area/Military Assistant</td>
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<tr>
<td>MAA</td>
<td>Minor Administrative Action</td>
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<td>MC of OC</td>
<td>Moral Component of Operation Capability</td>
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<td>MCA</td>
<td>Manpower Control Authority</td>
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<td>MCE</td>
<td>Manpower Control Establishment</td>
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<td>MCMV</td>
<td>Mine Countermeasures Vessel</td>
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<td>MDG(N)</td>
<td>Medical Director General (Navy)</td>
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<tr>
<td>ME</td>
<td>Marine Engineering</td>
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<tr>
<td>MFD</td>
<td>Medically Fully Deployable</td>
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<td>MG</td>
<td>Management Group/Main Gate (in Acquisition)</td>
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<tr>
<td>MO</td>
<td>Medical Officer</td>
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<td>MoD</td>
<td>Ministry of Defence</td>
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<td>MPAR</td>
<td>Mid-Period Appraisal Review</td>
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<td>MSFT</td>
<td>Multi-Stage Fitness Test</td>
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<tr>
<td>MTA</td>
<td>Minimum Time Ashore (obsolete)</td>
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<td>MTD</td>
<td>Man Training Days</td>
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<td>MTM</td>
<td>Manning and Training Margin</td>
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<tr>
<td>MTS</td>
<td>Minimum Time to Serve</td>
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<tr>
<td>MUSA</td>
<td>Married Unaccompanied Service Allowance</td>
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<td>MWV</td>
<td>Minor War Vessel</td>
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<tr>
<td>N</td>
<td>Naval Assistant</td>
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<tr>
<td>NAMET</td>
<td>Naval Mathematics and English Test (obsolescent)</td>
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<td>NAVB</td>
<td>Navy Board</td>
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<tr>
<td>NavSec</td>
<td>Naval Secretary (see ACNS(Pers))</td>
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<td>NBC</td>
<td>Nuclear, Biological and Chemical (obsolete, see CBRN)</td>
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<tr>
<td>NBPCP</td>
<td>Navy Board Personnel Change Programme</td>
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<td>NCXT</td>
<td>Navy Command Executive Team</td>
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<td>NETE</td>
<td>New Entry Training Establishment</td>
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<td>NETS</td>
<td>Naval Education Training and Skills</td>
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<td>NFGP</td>
<td>Naval Force Generation Plan</td>
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<tr>
<td>NGO</td>
<td>Non-Governmental Organisation</td>
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<td>NGT</td>
<td>Naval General Training</td>
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<td>NMC</td>
<td>Nursing Midwifery Council</td>
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<td>NMCWG</td>
<td>Naval Manpower Coordination Working Group</td>
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<td>NMMIS</td>
<td>Naval Manpower Management Information System (obsolete)</td>
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<tr>
<td>NMR</td>
<td>Naval Manpower Requirement/Naval Manning Review</td>
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<tr>
<td>NMRSRSM</td>
<td>Naval Manpower Requirement Sustainability Model</td>
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<tr>
<td>NO</td>
<td>Nursing Officer</td>
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<tr>
<td>NOK</td>
<td>Next of Kin</td>
</tr>
<tr>
<td>NPFS</td>
<td>Naval Personal and Family Service (obsolete, see RNRMW)</td>
</tr>
</tbody>
</table>
NPGO  Navy Publications and Graphics Organisation
NPP  Navy Performance Plan
NPS  Naval Personnel Strategy
NPT  Naval Personnel Team
NRC  Naval Regional Commanders
NS  Naval Service
NSMBOS  Naval Service Medical Board of Survey
NSMEB  Naval Service Medical Employability Board
NSP  Naval Strategic Plan
NST  Naval Swimming Test
NVQ  National Vocational Qualification

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

P
PCS  Personal Clothing System
PDev  Physical Development
PEd  Physical Education
PFS  Personnel Functional Standards
PJHQ  Permanent Joint Headquarters
PJFT  Pre-Joining Fitness Test
PJT  Pre-Joining Training
PMU  Permanently Medically Unfit
POC  Point of Contact
POC  Potential Officer Candidates (AIB process)
POC  Potential Officers’ Course (RM/RMR selection process)
PTOL  Post Operational Tour Leave
PPLAN  Personnel Planning
PPO  Principal Personnel Officer
PQ  Professional Qualification
PQC  Professional Qualifying Course
PQE  Professional Qualifying Examination
PR  Planning Round
PRMC  Potential Royal Marines Course
PRT  Pre-enquiry Recruiting Testing
PSA  Public Sector Agreement
PUS  Permanent Under Secretary
PVR  Premature Voluntary Release (obsolete, see VO & ET)
Q
QARNNS  Queen Alexandra’s Royal Naval Nursing Service
QB  Quarter Bill
QELR  Qualified Educationally for the Leading Rate
QEWO  Qualified Educationally for Warrant Officer
QRRN  Queen’s Regulations for the Royal Navy (BR2)
QVRM  Queen’s Volunteer Reserve Medal

R
R[No.]  Readiness State [eg. R2]
(R)  (Reserve)
RAMS  Redeployment and Mobilisation System
RCMA  Regional Career Management Advisor
RCR  Resource Change Request
REQM  Requirements Manager (obsolete, see BM)
RFA  Royal Fleet Auxiliary
RFA96  Reserve Forces Act 1996
RFAL  Removed from Active List
RFR  Royal Fleet Reserve
RM  Royal Marines
RMOR  RM Other Rank
RMR  Royal Marines Reserve
RN  Royal Navy
RNAS  Royal Naval Air Station
RNFT  RN Fitness Test
RNR  Royal Naval Reserve
RNDB  RNR Data Base
RNRM  Royal Navy and Royal Marine
RNRMW  Royal Navy and Royal Marines Welfare
RNTM  Royal Naval Temporary Memorandum
RP  Resource and Programmes
RR  Recall Reserve
RT  Recruiting Test; Remedial Training
RTC  Reserve Training Centre (obsolete term)

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

T
T&S Travel and Subsistence
TACOS See TCOS
TAFMIS Training Administration and Finance Management Information System
TB Task Book
TCOS Terms and Conditions of Service
TCSSE Tailored Career Short Service Engagement
TDA Training Delivery Authorities
TLB/TLBH Top Level Budget/TLB Holder
TM Temporary Memorandum
TMU Temporarily Medically Unfit
TNA Training Needs Analysis
TOS Terms of Service
TP Temporary Position
TrAD Training Authorisation Document
TS Trained Strength
TX Terminal Expiry (date) (meaning End of Naval Regular Service)

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

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

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

## POINTS OF CONTACT

### PART 1- PERSONNEL STRATEGY AND POLICY

<table>
<thead>
<tr>
<th>Post (DII Email Address)</th>
<th>Role</th>
<th>MoD Network Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVY NPS STRAT COS</td>
<td>People Strategy Coordination</td>
<td>93832 5740</td>
</tr>
<tr>
<td>NAVY NPS-BR3 EDITOR SO1</td>
<td>BRd 3 Editor</td>
<td>93832 5832</td>
</tr>
<tr>
<td>NAVY NPS STRAT COS</td>
<td>BRd 3(1) Part 1 POC</td>
<td>93832 5740</td>
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<tr>
<td>NAVY LEGAL-CASEWORK LEGAD SO2</td>
<td>BRd 3(1) Annex 1E POC; Casework Cell</td>
<td>93832 5332</td>
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### PART 2 - ESTABLISHMENT ADMINISTRATION

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<th>Post (DII Email Address)</th>
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<tbody>
<tr>
<td>NAVY PCAP-PPLAN SWCM ESTAB SO1</td>
<td>BRd 3(1) Part 2 POC; I/C Naval Establishments Administration.</td>
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### PART 3 - PERSONNEL PLANNING

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<tbody>
<tr>
<td>NAVY PCAP-PPLAN SWPO SO1</td>
<td>Officer Personnel Planning.</td>
<td>93832 8755</td>
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<tr>
<td>NAVY PCAP-PPLAN SWPR SO1</td>
<td>Rating/OR Personnel Planning</td>
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### PART 4 - RECRUITING

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<td>BRd 3(1) Part 4 POC; Recruiting Policy.</td>
<td>9380 27534</td>
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## PART 5 - LIFE MANAGEMENT

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<tbody>
<tr>
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<tr>
<td>NAVY LEGAL-DISCIPLINE LAW SO1</td>
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<td>NAVY SEC-2 DISCIPLINE 1</td>
<td>BRd 3(1) Chapter 20 Sections 21 &amp; 22 POC</td>
<td>93832 5738</td>
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<td>NAVY NPS-EXEC SO1</td>
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<td>NAVY OP TRG-RNLA RASQN-OIC</td>
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<td>NAVY CHAPLAINCY-COTF EA</td>
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<td>93832 5508</td>
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<td>NAVY SEC-3RD SECTOR CHARITIES</td>
<td>BRd 3(1) Chapter 32 POC</td>
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### PART 5 - LIFE MANAGEMENT (Continued)

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<td>NAVY NPS-PFCS TRIM SO2</td>
<td>BRd 3(1) Chapter 34 POC</td>
<td>93832 5816</td>
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<td>NAVY NPS DANDI SO1</td>
<td>BRd 3(1) Chapter 35 POC</td>
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<td>NAVY NPS STRAT POL EMPLOY POL SO1</td>
<td>BRd 3(1) Chapter 36 POC</td>
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<td>NAVY NPS-EXEC SO1</td>
<td>BRd 3(1) Chapters 38-46 POC; Uniform Regulations Policy</td>
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<td>NAVYLOGINFRA-LAUNDRYMAILBOX</td>
<td>BRd 3(1) Chapter 47 POC Laundry</td>
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<tr>
<td>NAVY PCAP-PROM RRORPS SO1C</td>
<td>BRd 3(1) Chapters 48-57 POC Terms of Service Policy</td>
<td>93832 8900</td>
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<tr>
<td>NAVY PCAP COORD</td>
<td>BRd 3(1) Chapters 58-61 POC Career Management Policy</td>
<td>93832 8996</td>
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<td>NAVY SEC-2 DISCIPLINE 1</td>
<td>BRd 3(1) Chapter 60 Section 7 POC</td>
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<td>NAVY PCAP-BM COHERENCE SO1</td>
<td>BRd 3(1) Chapter 62 POC Branch Management Policy</td>
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<tr>
<td>NAVY PSYA-PERS SY SO1C</td>
<td>BRd 3(1) Chapter 63 POC Security Vetting Policy</td>
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<td>NAVY PCAP-PROM RRORPS SO1C</td>
<td>BRd 3(1) Part 8 Chapters 65-91 POC Promotion and Advancement Policy</td>
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<tr>
<td>NAVY TRG -IND TRG CAP POL SO2</td>
<td>BRd 3(1) Chapter 95 POC Individual Training.</td>
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<td>BRd 3(1) Chapter 96 POC Resettlement</td>
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<tr>
<td>NAVY MR-HQ POLICY SO2</td>
<td>BRd 3(1) Part 11 (except Chapter 151) POC – Recall Reserves Policy.</td>
<td>93832 5686</td>
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<tr>
<td>NAVY TRG CORE_HQ CUYTL</td>
<td>BRd 3(1) Chapter 152 POC – Naval Cadet Forces</td>
<td>9380 26366</td>
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# GLOSSARY OF TERMS

(See also the tri-Service Manpower Lexicon in JSP 755)

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<tr>
<th>TERM</th>
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</thead>
<tbody>
<tr>
<td>Acting Higher Rank/Rate</td>
<td>A rank that is higher than a Service Person’s substantive Rank and is awarded for a temporary period. Paid at the Acting Rank/Rate. In RM referred to as Acting Rank.</td>
</tr>
<tr>
<td>Arm</td>
<td>A top-level breakdown of a Service on functional grounds.</td>
</tr>
<tr>
<td>Assignment</td>
<td>A former, current or future allocation of a Service Person to a given Position.</td>
</tr>
<tr>
<td>Augmentation</td>
<td>Augmentation is the temporary re-distribution of individuals (regular, reserve or civilian) to wherever they are needed to meet directed operational Military Tasks and Events that cannot be achieved within peacetime establishments.</td>
</tr>
<tr>
<td>Branch</td>
<td>A professional functional sub-division which can be further divided into specialisations.</td>
</tr>
<tr>
<td>Competition Position</td>
<td>A Position which is filled by competition across and/or outside the Services.</td>
</tr>
<tr>
<td>Donor Position</td>
<td>A pre-determined and flagged Position which does not itself have a Crisis or Exercise function and that is filled by a Service Person who may be required for (later) Augmentation duties.</td>
</tr>
<tr>
<td>Dual Assignment</td>
<td>A Position which does not have a Crisis or Exercise function which is annotated to provide its incumbent to fill a specific Position, in another Unit, which has a Crisis or Exercise role only.</td>
</tr>
<tr>
<td>End Dated Position</td>
<td>A Position which counts towards Liability and which has a defined end date.</td>
</tr>
<tr>
<td>Enduring Position</td>
<td>A Position which counts towards Liability and which has no end date.</td>
</tr>
<tr>
<td>Establishment</td>
<td>An authorised account of the numbers and details of Positions in an Organisation.</td>
</tr>
<tr>
<td>Establishment Administration</td>
<td>The term used to describe the maintenance of Establishment documentation.</td>
</tr>
<tr>
<td>Hierarchy</td>
<td>An arrangement of Units, Organisations and/or Positions for command and administrative purposes.</td>
</tr>
<tr>
<td>JOB</td>
<td>A JPA term comprising three elements: Service/Domain/Detail, which is applied to every Position as a generic descriptor to assist Manning Authorities in Assigning personnel appropriately.</td>
</tr>
<tr>
<td>Junior Rank/Rate/Rating</td>
<td>A Service Person having a Rank up to NATO Rank OR4.</td>
</tr>
<tr>
<td>Liability</td>
<td>Liability refers to the requirement for specified types of trained military personnel. A baseline ‘Service Liability’ is agreed for each of the Services against which Manning Balance and the Public Sector Agreement is measured. These Service Liability totals are adjusted through the Departmental Planning process and endorsed by the Defence Board.</td>
</tr>
<tr>
<td>Local Foreign Service</td>
<td>Positions in an overseas Organisation that is not classified as SEA.</td>
</tr>
<tr>
<td>Local Rank/Rate</td>
<td>An unpaid rank that is different to a Service Person’s substantive Rank and is awarded for a temporary period. Paid at the substantive Rank/Rate, unless also holding Acting Higher Rank/Rate.</td>
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<thead>
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<tbody>
<tr>
<td>Manning and Training Margin (MTM)</td>
<td>The mechanism by which replacements for temporarily non-effective, trained personnel are generated from within endorsed single-Service resources, through personnel provision which is included within the Liability for each Service.</td>
</tr>
<tr>
<td>Maritime Reserves</td>
<td>See Volunteer Reserve Forces</td>
</tr>
<tr>
<td>Naval Service</td>
<td>Royal Navy (which includes QARNNS, Chaplains and Family Service), Royal Marines, Royal Fleet Reserve, Royal Naval Reserve, Royal Marines Reserve, and Naval Careers Service.</td>
</tr>
<tr>
<td>Officer</td>
<td>A Service Person holding a Royal Commission.</td>
</tr>
<tr>
<td>Organisation</td>
<td>A discrete Service group of any size and at any level.</td>
</tr>
<tr>
<td>Other Rank</td>
<td>A Service Person having a Rank up to NATO Rank OR9.</td>
</tr>
<tr>
<td>Phase 1 Training</td>
<td>All new entry training to provide basic military skills.</td>
</tr>
<tr>
<td>Phase 2 Training</td>
<td>Initial individual specialisation, sub-specialisation and technical training following Phase 1 Training prior to joining the Trained Strength.</td>
</tr>
<tr>
<td>Phase 3 Training</td>
<td>A period of individual training undertaken at any stage in a Serviceperson’s career after GTS.</td>
</tr>
<tr>
<td>Planned Augmentation</td>
<td>Planned Augmentation reflects a known requirement for augmentees during times of crisis. It is reflected in Joint HQ augmentation manning lists and as “M Role” Positions in an Establishment for a Naval Unit.</td>
</tr>
<tr>
<td>Position</td>
<td>Position is an authorised personnel element of an Organisation to which one or more individuals may be Assigned.</td>
</tr>
<tr>
<td>Regular Reserve Forces</td>
<td>The Royal Fleet Reserve, Army Reserve and Royal Air Force Reserve. It is primarily (but not exclusively) comprised of ex-regular personnel who carry a reserve Liability.</td>
</tr>
<tr>
<td>Rotational Position</td>
<td>A Position filled in turn by more than one Service in a pre-determined cycle. Such Positions can include foreign servicemen.</td>
</tr>
<tr>
<td>Senior Rank/Rate/Rating</td>
<td>A Service Person having a NATO Rank of OR5 or above, up to OR7.</td>
</tr>
<tr>
<td>Service Person</td>
<td>A member of the UK armed forces. Includes the Naval Service, Army and RAF.</td>
</tr>
<tr>
<td>SEA Organisation</td>
<td>Positions in these Organisations meet specific criteria associated with an expectation of a high degree of separated service (BR 3(1) Chapter 2 refers).</td>
</tr>
<tr>
<td>SHORE Organisation</td>
<td>Positions in these Organisations do not meet the SEA or Local Foreign Service criteria.</td>
</tr>
<tr>
<td>Specialisation</td>
<td>A professional sub-division of Branch likely to reflect a particular field of expertise. Specialisations can be further divided into Sub-Specialisations.</td>
</tr>
<tr>
<td>Status</td>
<td>Status is the operational stance in which an Organisation or Unit is operating.</td>
</tr>
<tr>
<td>Strength</td>
<td>The number of personnel in an organisation. It may be further sub-divided by a number of groupings e.g. Service, Arm, Branch, Specialisation, sub-Specialisation, or rank.</td>
</tr>
<tr>
<td>Sub-Specialisation</td>
<td>A division of Specialisation on professional grounds. This is the lowest recognised level within the tri-Service structure.</td>
</tr>
<tr>
<td>Temporary Position</td>
<td>A Position that is created for a specific purpose and for a specific, finite period of time and does not count towards Liability.</td>
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<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
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<tbody>
<tr>
<td>Trained Strength</td>
<td>The number Service Personnel who have completed Phase 2 Training having reached Training Performance Standard (TPS).</td>
</tr>
<tr>
<td>Unit</td>
<td>A collection of Positions and/or Organisations grouped together for a particular purpose. It may contain several sub-units.</td>
</tr>
<tr>
<td>Untrained Strength</td>
<td>Number of serving military personnel who have yet to complete Phase 2 training.</td>
</tr>
<tr>
<td>Volunteer Reserve Forces</td>
<td>The Royal Naval Reserve, Royal Marines Reserve, Territorial Army and Royal Auxiliary Air Force. They are volunteers who are required to train and are legally liable to be mobilised. Members may be ex-regulars. Naval volunteer Reserve Forces are also known as Maritime Reserves.</td>
</tr>
<tr>
<td>Warrant Officer</td>
<td>A Service Person holding a Royal Warrant and equivalent to NATO Rank OR8 or OR9.</td>
</tr>
<tr>
<td>Warrant Officer 1</td>
<td>A Service Person having NATO Rank OR9. Also referred to as Warrant Officer Class 1 or Warrant Officer 1st Class.</td>
</tr>
<tr>
<td>Warrant Officer 2</td>
<td>A Service Person having NATO Rank OR8. Also referred to as Warrant Officer Class 2 or Warrant Officer 2nd Class.</td>
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CHAPTER 1

PEOPLE MANAGEMENT ORGANISATION & STRATEGY

Hd NPS COS

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**Annex 1B**
Allocation of Junior Ratings' Sub-Specialisations by CMC

**Annex 1C**
ACOS(PCap) ManOps Staff and Waterfront Manning Office 1st and 2nd Reporting Officers

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Strategic, Operational and Tactical Governance of the JR Manpower Pillar of OC

**Annex 1E**
CMC Functions, Dependencies and Responsibilities
CHAPTER 1
PERSONNEL MANAGEMENT ORGANISATION AND STRATEGY

SECTION 1 – HIGH LEVEL ORGANISATION

0101. Introduction

a. **Naval Personnel Policy.** The detailed Regulations, policies and doctrine that govern the management of Naval Service Personnel are issued in official publications, including Joint Service Publications (JSPs) and Naval Books of Reference (BRs). These are subject to regular formal amendment and, in the shorter term, to update through a variety of Notices and Temporary Memoranda, including Defence Information Notices (DINs) and Royal Naval Temporary Memoranda (RNTMs).

*Note. Throughout this publication, “Naval” refers to the Naval Service, comprising the Royal Navy (including QARNNS and Chaplains), Royal Marines, Maritime Reserves and the Naval Careers Service.*

b. **Naval Personnel BRs.** This publication – Naval Personnel Management (BRd 3) – is the key single Service source of reference for current Naval personnel strategy, policy and doctrine. It replaced a number of previous BRs and associated publications. It refers to other extant prime sources of information as appropriate.

c. **Data and JPA.** Information on Freedom of Information is at Para 0108, on Data Protection is at Para 0109 and on JPA is at Para 0110.

d. **Armed Forces Covenant.** Information on the Armed Forces Covenant is at Para 0111.

e. **Change.** Regulations, policies and processes are subject to continuous improvement. As the Naval Service changes to meet new operational challenges (through the changing world environment and through acquisition of new classes of ships, submarines and aircraft and supporting capability), and re-organises shore support (through organisational and estate rationalisation and new training requirements), there is a need to ensure that personnel policies remain coherent with these changes.

f. **Organisation and Processes.** This Chapter explains firstly the organisation by which policy for the management of Naval personnel is delivered and developed. It then outlines the processes by which this organisation achieves its purposes.

0102. Personnel Management Organisation

a. **Ministry of Defence (MoD).** The Chief of Defence People (CDP) organisation, encompassing management of Service personnel, Civil Servants and contractors, is replacing previous stovepiped structures that included Deputy Chief of the Defence Staff (Personnel and Training) (DCDS(Pers and Trg)). CDP, as the Service personnel process owner, is the MoD authority dedicated to leading the Service Personnel organisation.
b. **Organisational Structure.** The principal areas conducting personnel management business in the Naval Service are shown in the organisational chart at Figure 1-1. Other areas of the overall structure have been omitted. More detail is available in the Navy Command Operating Model (NCOM) v.3 and is briefly summarised in the subsequent paragraphs.

![Figure 1-1. Naval Personnel Management Organisation](image)

**First Sea Lord (1SL).** 1SL, who is also Chief of the Naval Staff (CNS), is head of the Naval Service and the Naval Top Level Budget (TLB) holder.

de. **Fleet Commander.** Responsible for the Generate and Operate functions under the new DOM. The Fleet Commander exercises Full Command (delegated by 1SL) of all Fleet Units, Battlestaffs, the Royal Fleet Auxiliary, Fleet Air Arm (including aviation Force Elements (Fes)) and Royal Marines with the aim of ensuring the generation of RN units for task in accordance with the Command Plan, and for the operational effectiveness and efficiency of the RN. As Deputy Chief of Naval Staff (DCNS), Fleet Commander also supports 1SL in the delivery of his intent, the Navy Board Headmark and Future Navy Vision.

e. **Second Sea Lord (2SL).** Responsible for the Develop and Deliver functions under the new DOM and the totality of Capability Management, 2SL is in charge of all aspects of RN capability covering all Programmes, ICSM and DLODS. 2SL leads the Strategic Headquarters of the Royal Navy. 2SL is also the Royal Navy’s Principal Personnel Officer (PPO), responsible for maintaining the Moral Component of the Service now and in the future.
g. **Heads of Branch, Specialisation and Fighting Arm.** Details of these specialist positions are at Para 6025 and Para 6026.

h. **Assistant Chief of Naval Staff (Personnel)/Naval Secretary (ACNS(Pers)/NavSec).** ACNS(Pers)/NavSec is Deputy PPO and responsible for shaping and directing policy for generating Naval personnel, the Navy Command People Sub-Portfolio, and for personnel provision. NavSec oversees the career management of all Naval personnel and is responsible to 1SL for all matters relating to Flag Officers’ assignments. ACNS(Pers) is responsible for helping meet the Fleet’s priorities for the personnel component of operational capability and directs the management of the Maritime Reserves. Under ACNS(Pers), the following positions are key:

1. **Head of Naval People Strategy (Hd NPS).** Hd NPS is responsible for defining personnel strategy, setting the supporting policy and directing the associated research and concept development. Hd NPS oversees the Naval Strategy for People (NSP), manages the Navy Command People Sub-Portfolio on behalf of NavSec and is responsible for people policy and strategy and its delivery, including People Programmes, Pay, Allowances, Pensions, Job Evaluation, People Support (including specialist welfare and PDev), Employment Policy, Management of personnel Information, Diversity and Inclusion, and people-related Research.

2. **ACOS People Capability (ACOS(PCap)).** ACOS(PCap) is responsible for the full gamut of people planning and delivery. People planning incorporates Establishments’ Administration (see Chapter 2), Strategic Workforce Planning (see Chapter 3) and Branch Management (see Chapter 62). People delivery includes Career Management, assignment, promotion, selection for further service and specialist welfare of all Naval Service Officers below Captain RN/Colonel RM, and all Royal Naval Ratings and Royal Marines Other Ranks. These duties are discharged by the Naval Personnel Teams which are organised by branch (Warfare, Engineering, Logistics/Medical, Royal Marines, RFA and Reserves), headed by DACOS Career Management at OF5 rank. Delivery also involves personnel deployment issues concerning the Naval Reserves, Force Generation, Augmentation and Crisis Management (see Para 0113).

3. **Captain Naval Legal Services (CNLS).** CNLS is responsible for the development, co-ordination and organisation of legal services within the Naval Service to ensure the provision of timely, accurate and appropriate legal advice. CNLS’s core tasks are: the strategic direction of the Legal sub-specialisation; legal advice and input to the development of Naval and tri-Service policy; support to current operations and to exercises through the provision of deployable legal advisers on request from Fleet Legal Ops; legal advice to individual service personnel; and the oversight and quality assurance validation of training of RN personnel in the law. See Para 0115.
(4) **Assistant Chief of Staff Medical (ACOS Med)/Head Royal Navy Medical Service (Hd RNMS).** ACOS Med/Hd RNMS is responsible to NavSec for the provision of the medical component of Royal Naval Operational Capability and for the promotion, protection and restoration of the health of the Royal Naval Service.

(5) **Commander Maritime Reserves (CMR).** CMR commands the Maritime Reserve Training Units - and the Volunteer Reserve and Regular Service personnel attached to them - and is responsible for providing a reservist personnel capability to meet Navy Command contingency requirements. See Para 0117.

(6) **Naval Assistant (NA).** NA is responsible to NavSec for the Career Management of all Naval Service Officers at OF5 (Captain RN/Colonel RM) and OF6 ( Commodore RN/Brigadier RM) levels. NA is also an adviser to the OF5 Sea Appointments Selection Board (SASB), for sea, air and major OC related shore commands and the Military Command Board (MCB) for Colonels RM.

i. **Assistant Chief of Naval Staff (Policy) (ACNS(Pol)).** ACNS(Pol) exercises a number of key delegated functions, including management of Commander Regional Forces and some tri-Service personnel-related business.

j. **Finance Director (Navy) (FD(N)).** FD(N) delivers Navy Command resource management, business development, corporate governance, strategic civilian HR, corporate communications, heritage and Department of State business. This includes setting planning requirements, for assessing personnel costs and affordability and for administering information control. See Para 0114.

k. **Flag Officer Sea Training (FOST).** FOST is responsible to Fleet Commander for recruiting and the governance and delivery of all individual training for Naval Personnel and platform collective training across the Naval Service responding to command pull from ACNS(Cap), COMOPS and ACNS(Pers)/NAVSEC. See Para 0115.

**0103. Processes**

a. Key elements of the Naval PPO’s outputs are:

(1) Deployment of Naval Service personnel in support of current and contingent operations;

(2) Maintenance of manning balance and full manning;

(3) Delivery of the Navy People Strategy, policies and conditions;

(4) Delivery of individual training output.
b. This publication covers all the aims and aspirations in the preceding paragraphs related to Naval personnel, except that it does not cover detail of training delivery. In order to deploy personnel in support of operations, 2SL aims to provide the Naval personnel needed by Fleet Commander and other TLBs to deliver their outputs. To do so, while trying to maintain manning balance, 2SL must provide Naval personnel policies and conditions which sustain the availability of Naval personnel. Each of these activities stimulates tension with the other.

c. There are 6 broad, interacting processes that, together, comprise Naval Personnel Management:

   (1) Personnel Strategic Policy management;

   (2) Personnel Planning (including Establishments’ Administration);

   (3) Recruiting;

   (4) Life Management;

   (5) Career Management and Branch Management;

   (6) Individual Training, Education and Resettlement (delivery of training is not covered by BRd 3);

d. These Personnel Management processes can be considered within 3 broad areas:

   (1) Strategic Policy Management;

   (2) Management of Positions (the posts that Naval personnel may fill); and,

   (3) Management of People.

e. An outline explanation of the processes follows, while detail on the management of people and positions is in the specified Parts of this BR.
SECTION 2 – STRATEGIC POLICY MANAGEMENT

0104. Vision, Intent, Guidance and Change

a. Vision, Intent and Guidance. Regular issues of Defence and Naval vision, intent and guidance documents provide strategic views of the current and anticipated future position, while also giving top-level indicators of how efforts should be focussed and directed. The Vision for Defence People 2016 states that “Defence Outputs are delivered by the right mix of sufficient, capable and motivated people that appropriately represent the breadth of society we exist to defend, now and in the future.” 1SL, Fleet Commander and 2SL issue their own vision, intent, or guidance documents. The Maritime Strategy 2035 ‘A Return to warfighting at scale’ states “Our people are a pivotal component of Maritime Strategy 2035; the ability to attract and retain the right balance in our workforce is self-evident and remains a near-term challenge. In the longer-term, the Royal Navy must restructure its workforce to meet its operational demand, particularly around warfighting …”

b. Defence People Strategy (DPS). The DPS sets out how the single Services and TLBs will deliver the right mix of capable and motivated people across the Whole Force of Regular and Reserve Service personnel, civil servants, MOD civilians and contractors. It is owned by CDP, who is the Process Owner for Service Personnel and Chairman of the Defence People & Training Board (DPTB). An associated Defence People Plan (DPP), published annually, provides the detailed execution of the strategy, setting out the DPTB’s priorities for action in the succeeding year.

c. Naval Strategy. The Maritime Strategy 2035 provides a policy framework and coherent direction to the Royal Navy for development of plans and programmes out to 2035 in order to develop a Navy as part of the Joint Force 2025 that is capable of winning when warfighting at scale and articulates a headmark for 2030 and beyond. The Royal Navy Strategy sits within the Command Plan (CP Pt2) and directs the delivery of the long term aspirations of Defence Policy and Future Navy Vision (FNV) through workforce and financial strategies to be delivered through the NC portfolio.

d. Navy People Strategy. Set against the landscape of SDSR15, and the direction given in the National Security Strategy, the purpose of the Navy People Strategy is to develop and deliver a people component of the Joint Force 2025 that is capable of winning when warfighting at scale, set against a headmark for SDSR 2030. Fully compliant with Maritime Strategy 2035, this strategy will ensure the Naval Service is fully equipped with a Whole Force ready to deliver and maintain the fighting edge.

0105. Management of Risk

All identified risks are held within the Navy Command Risk Register which allows comparisons to be made between risks in different areas. The way that risks are identified, analysed, planned and managed is in accordance with JSP 525 (Corporate Governance and Risk Management). All risks are reviewed monthly at DACOS level and every 3 months by more senior officers. The risks are taken account of in regular reports to the Navy Board as well as the ABC Round that allocates PPO resources.
0106. External Relationships - Key External Customers and Partners

a. The Naval PPO contributes to the provision of advice and support to Ministers as required in relation to achievement of Public Service Agreement objectives.

b. Close links are maintained in meeting the Naval personnel requirements of non-Naval authorities, including other TLBs, Other Government Departments (OGDs), NATO and other nations.

c. Much effort is put into maintaining and enhancing the reputation of the Naval Service and improving its visibility across the UK; this work embraces links with many sectors of UK society and much of it is focussed through the Naval Regional Commanders under FOSNNI.

d. In partnership with Defence Equipment and Support (DE&S) and the Equipment Capability Customer (ECC), and exercised through Chief of Materiel (Fleet), a Navy Command objective is to optimise the provision and coherence of support to in-Service and future units and equipment, including their manning requirements; this also involves a close relationship with key suppliers and industry.

0107. Contact with the Media and Communicating in Public

The rules governing contacts between all MoD personnel - military and civilian - and the media, and for writing or speaking in public, are currently contained in DIN 2014DIN03-024.

0108. Freedom of Information (FOI)

Naval PPO staff officers manage information with careful attention to the balance that needs to be struck between the duty of disclosure, imposed by the Freedom of Information Act (FOIA) 2000, and the overriding need to maintain operational effectiveness through appropriate security measures, the control of personal information and an individual's personal privacy. The policy and guidance for the disclosure of information is contained in JSP 400 which is to be regarded as authoritative in these matters. FOI and Data Protection are administered by the RN Disclosure Cell - see Para 0114 sub para a. Advice on FOI is at Chapter 1 Annex 1D.

0109. Data Protection

It is Naval policy that all business is conducted in accordance with the Data Protection Act 1998. Advice and guidance in ensuring that personal information is managed in accordance with the Act is provided by the RN Disclosure Cell - see Para 0114 sub para a. Guidance on Data Protection is at Chapter 1 Annex 1C.

0110. JPA

a. Much of the key data supporting delivery of the Naval PPO’s outputs is held and managed in the Joint Personnel Administration (JPA) system, introduced into the Naval Service in 2006.
b. JPA is not simply an IT system but a human resource management system which embraces people, processes, structures, training, supporting documentation as well as the enabling IT systems. JPA is accessible to all service personnel via the Defence Intranet and individuals can view their own information and information applicable to their current assignment.

c. There are a number of JPA processes that provide direct interaction between Career Managers and assignees, detailed at Part 7 of this BR. For details on relevant JPA processes, personnel should refer to the Self Service User Guides that can be found from the JPA Portal.

d. It is mandatory for all personnel to maintain their own personal information (see Para 2121 for details).

0111. Armed Forces Covenant (including the Community Covenant and the Corporate Covenant)

a. The Armed Forces Covenant is an enduring covenant between the people of the United Kingdom, Her Majesty’s Government and those who serve or who have served in the Armed Forces of the Crown, and their families.

b. The NCHQ lead for all Covenant matters is DACOS People Support. Advice and information on all Covenant matters is available from NAVY NPS-PFCS AFC SO2.
SECTION 3 – PERSONNEL POLICY MANAGEMENT

0112  Hd NPS Organisation

a. **Immediate Staff.** Hd NPS has a PS and a Lt Coord. They act as the focal point for the management and co-ordination of information flow in and out of Hd NPS.

b. **Strategy and Policy (Strat Pol).** The Strat Pol area sets, influences, develops and assures policy conditions for the sustainable delivery of personnel to the Naval Service, ensuring coherence with other force development areas. It provides the focal point for people policy programmes, including tri-service programmes led centrally by CDP, and employment policy including PFS (see Chapter 22), maternity, paternity and adoption (see Chapter 35). DACOS Strat Pol also oversees the following sub-teams:

(1) **Navy Command Executive Team (NCXT).** The primary roles of the NCXT, together with the Command Warrant Officers (CWO), are: the provision of command and executive advice and support; the conduct of unit and establishment visits; and to be the SMEs for the Divisional System, the Code of Social Conduct and Substance Misuse. It advises CNLS on discipline policy matters and sponsors the Personnel Support Briefs, Ship’s General Orders, FLAGOs and PMIS. The NCXT also provides line management of the Compulsory Drug Testing (CDT) team.

(2) **Diversity and Inclusion Team.** See Chapter 30.

(3) **Terms of Service Team.** See Part 7 of this BR.

c. **Pay, Pensions and Allowances (PPA).** The PPA area delivers the RN case in the formulation and adjustment of policy for Pay, Pensions and Allowances (including Compensation), whilst ensuring that policy direction is consistent with the RN Personnel Strategy, the New Employment Model and The Navy Plan. The PPA area is in MOD Main Building, co-located with Army, RAF and Centre PPA staffs in order to ensure that the requirements of the Naval Service are considered fully in joint PPA policy development. See Chapter 27.

d. **Job Evaluation Judge (JEJ).** The RN JEJ sits with Army and RAF counterparts on the Joint Service JE Team to conduct JE in the various employment categories of other ranks across all three services to determine Whole Trade Score supplement pay recommendations, in support of the New Employment Model pay structure. JE of officers is undertaken on an opportunity basis. The results of both officer and OR JE also provide the Office of Manpower Economics (OME) with information to allow them to undertake pay comparability studies between Service jobs and those in civilian life, on behalf of the Armed Forces’ Pay Review Body (AFPRB).

e. **Research.** The HR Research Cell is made up of research specialists who undertake 3 main research activities: review of theory and literature (military and non-military); primary data collection (eg. surveys and focus groups); and secondary data analysis.
f. **People Support.** People support encompasses two broad areas of PFCS and PDev:

(1) The PFCS Organisation incorporates Welfare (Policy & Delivery – see Chapter 24), Community Development; Casualty Notification, Management and Tracking (CNMT); Trauma Risk Management (TRiM) and Operational Stress Management (OSM – see Chapter 34); Wounded, Injured and Sick (WIS) recovery - see Chapter 33; the Armed Forces Covenant (AFC); and accommodation policy and casework (see Chapter 25).

(2) The PDev staff, based at HMS TEMERAIRE, are responsible for the direction of Sport, Physical Education, embedding the PDev culture and promoting Adventurous Training in the Naval Service, including management of Naval Outdoor Centre (Germany), Joint Services Adventurous Sail Training Centre and the Joint Services Sub Aqua Diving Centre. See Chapter 29.

0113. **ACOS(PCap) Organisation**

a. **Immediate Staff.** ACOS(PCap)’s immediate staff consists of a PA and a Co-ord. They act as the focal point for the management and co-ordination of information flow in and out of ACOS(PCap).

b. In addition to the outer office staff, ACOS(PCap) has a Business Manager’s Section who is responsible for all aspects of financial and resource management within the PCap budget and, on behalf of DACOS Commitments, for the Deployed Welfare Package (DWP).

c. The rest of the PCap Division is divided into 5 areas, each headed up by an OF5 DACOS:

(1) Career Management.

(2) Ops & Plans.

(3) People Capability Plans.

(4) Branch Management.

(5) Promotions.

d. **Career Management.** Career management covers the assignment of individuals in accordance with endorsed current and future Service requirements, exploiting skills, career development needs and, whenever possible, personal preferences, whilst providing advice on future career paths.

(1) Career structures are governed by methods of entry into and transfers within the Service, Commissions and Careers, the method for advancement up the rank structure and how the career of each individual Service Person is managed throughout their careers. See Part 7 of this BR for details.
(2) Career Managers (CM) are accountable to DACOS CM and are structured to reflect the equivalent Branch Management organisation who act as the primary link with the Strategic Manpower Planners. Common assignments, ie. those designated as being suitable for officers of more than one branch, are managed and administered by NAVY PCAP-CM WF CAPPS SO2.

(3) Career Management Cells (CMCs) in Naval Bases and Air Stations deliver RN Junior Ratings’ (JR) career management on behalf of the DACOS CM - details in CMC CONOPS (Annex 1B). A collocated cell within the RM Career Management area career manages all RM ORs.

(4) An overview of the CM and BM organisations is at Fig 1-2 below.

e. **Ops and Plans.** Under DACOS Ops and Plans the team is divided into two areas:

   (1) **Ops Area.** The Ops Area is responsible for resolving short term gapping issues across all ranks and rates, for tackling the root causes of manpower gapping and acting as the current manpower issues focal point/liaison between NCHQ, West Battery, Northwood, the waterfront and the frontline.

   (2) **Plans Area.** Responsible for arranging the temporary redistribution of individuals (Regular or Reserve) to meet a liability for directed operational Military Tasks, exercises and extraneous events that cannot be otherwise met within peacetime liability. They also become the Navy HQ operations room for Military Aid to Civilian Authorities (MACA) activities.

f. **People Capability Plans (PCAP PLAN).** The PCAP PLAN area delivers the Naval Service Personnel Line of Development for current and future capability management, including NS workforce planning and provision of workforce data and analysis (see Chapter 3) and Unit Establishment Lists administration (see Chapter 2). It also provides the Naval Service Focal Point for Business Information Systems (specifically JPA, see Para 0110).

g. **Branch Management.** Branch Management (see Chapter 62) is the function of ensuring that the Naval Service has both sufficient and capable personnel in each of its branches. The Branch Managers (BMs) are responsible for ensuring that each Specialisation is carefully managed such that sufficient personnel are available to meet current and future commitments.

h. **Promotions.** See Part 8 of this BR for detailed rules on promotions. The Promotions Section is responsible for proposing and implementing Naval Service transfer and promotions policy, operating the transfer and promotion systems for all RN/RM officers, RN ratings and RM other ranks up to 1* rank and the staffing of completed appraisal reports.
0114. Legal Services – CNLS

a. Many of the functions of CNLS are covered at Chapter 20 (Discipline), Chapter 23 (Representations and Complaints) and widely throughout this BR.

b. Casework Cell. Casework is defined as any administrative action which affects a named individual. In the usual context it refers to actions such as Discharges, Reversions, removals from assignment and other administrative actions – but not disciplinary action. The majority of casework for officers and ratings is staffed through the Navy Command Casework Cell (see Annex 1E, which supplements guidance in JSP 831, JSP 763 and other specialist publications). Specific guidance on the RN’s arrangements for dealing with statutory Service Complaints, made under the Armed Forces Act 2006 (AFA 06), is given at Chapter 23.
0115. Recruiting and Training – FOST
From the GTS Targets set by ACOS(PCap), FOST calculates, publishes and reviews recruiting targets. From these, when combined with an understanding of career and other training requirements, FOST can judge the total future individual training load, from which training plans can be developed. Some of these plans are very long term, and have expensive solutions, so FOST must be involved in personnel planning as early in the process as possible.

a. The principles and processes for bringing people into the Naval Service are determined by Captain Naval Recruiting (CNR). Recruiting activity is centred on the work of the Naval Careers Service and the Recruiting Field Force under the Naval Regional Commanders. The task is to meet the recruiting targets set, for Regulars and Maritime Reserves, by FOST in qualitative and quantitative terms, not only for the current year but also as anticipated in future years. Details are at Part 4 Chapter 4 et seq.

b. DFOST is responsible for delivering individual training strategy and policy. Details of Individual Training policy are at Chapter 95, and Education, Lifelong Learning and Resettlement Policy is covered at Chapter 96. The Course Booking Cell provides a booking service for CMs and Flotillas for Phase 3 non-career course places and also provides a focal point for prioritisation of course places, waiting lists for a number of discrete courses and monitoring of course place wastage and cancellations.

0116. Reserves Management
Aspects on Maritime (volunteer) Reserves are covered separately in BRd 3 Vol 2. Under ACNS(Pers)/NavSec, CMR manages Maritime Reserves (RNR and RMR). Under ACOS(PCap), NPT(Res) manages Regular Reservists and full and part time Reserve Service commitments.

0117. Defence Business Services (DBS)
DBS (previously Service Personnel and Veterans Agency (SPVA)) provides a comprehensive range of through-life personnel support functions direct to Service personnel and the veterans’ community, including: pay, allowances, pensions, compensation, records administration, medals and veterans’ services. It is responsible to ACOS(PCap) for a number of discrete functions, including:

a. The provision of Terminations/Leavers’ packs.

b. London Gazette Entries.

c. Commissioning Parchments.

0118. Setting and Meeting Requirements
Employers within Navy Command and in the other TLBs are responsible for identifying their requirements for Naval personnel, in terms of numbers, ranks, branches and specialisations. Assistant Chief of Naval Staff (Capability) (ACNS(Cap)) is responsible for setting the overall and specific capabilities that Naval personnel are required to deliver. The Naval PPO is responsible for meeting those requirements as far as possible. The linkages between the various management functions are illustrated in Figure 1-3.
Figure 1-3. The Personnel Management Process

1. Establishment Lists for each organisation are maintained in JPA.

2. Liability-driving Positions in Establishment Lists are summed, to which margins are added.

3. From this is derived the Planning Liability in each manning category, used in planning the future Strength.

4. Policy on career structures, recruiting, training, education and Conditions of Service draws on projections of future numbers of personnel.

5. Each Specialisation is managed in order to grow the right numbers at each Rank level and to ensure that Crisis commitments can be met while providing sound career profiles. The capabilities required of Naval Personnel are set by ACNS(Cap).

6. Each individual Service Person’s capability and motivation is delivered through training and consideration of their behavioural, emotional, physical and family circumstances.

7. Personnel are Assigned to fill valid Positions and to Margin Areas as reqd.
ANNEX 1A

NAVAL PERSONNEL HIERARCHY

1. Introduction
   The Naval personnel hierarchy describes the categorisation of personnel by type. This categorisation is reflected in the way that both people and Positions are identified in JPA.

2. Structure
   At the highest level in the structure, the Naval Service comprises the Royal Navy, Royal Marines, Queen Alexandra's Royal Naval Nursing Service (QARNNS), Reserve Forces and Naval Careers Service.

3. Sub-Divisions
   Some of the main groupings can be further subdivided into:
   
   a. **Branch.** This is a professional functional sub-division, with Arms (some or all of General Service, Fleet Air Arm and Submarine), which can be further divided into Specialisations. Examples in the Naval Service are Warfare, Engineering, Logistics and Royal Marines. All personnel, except for those in the Careers Service, belong to a Branch.

   b. **Specialisation.** This is a professional sub-division of Branch likely to reflect a particular field of expertise. Some personnel will have more than one Specialisation and others may have none.

   c. **Sub-Specialisation.** This is a division of Specialisation on professional grounds and is the lowest recognised level within the tri-Service structure.

4. A table showing these sub-divisions and their owning Branch Manager is at Appendix 1 to this Annex.

5. Reserve Forces
   The Reserve Forces are made up of the Regular Reserves and the Maritime Reserves (Royal Naval Reserve (RNR) and the Royal Marines Reserve (RMR)). The Maritime Reserves have a range of Branches and Specialisations that closely mirror those of the Regulars. When activated, RNR personnel are managed by NPT(Res), with RMR personnel being managed by NPT(RM).

6. Chaplaincy
   The Chaplaincy does not contain sub-divisions and is managed within the Logistics NPT. The Chaplaincy is comprised of both Regulars and Reserves.

7. The Naval Careers Service
   The Naval Careers Service (NCS) is a special Service within the Naval Service and comprises former Regular Royal Navy and Royal Marines personnel. NCS personnel wear military rank and have the Specialisation 'Careers Advisor' (CA) embedded in their title. Currently all new-entrants to the Careers Service are employed on FTRS(NCS) commitments and are recruited at the Senior Rate level.
8. **Tri-Service Strength Categorisation**

A tri-Service categorisation of personnel Strength is contained within JSP 755 (JSP 755; Tri-Service Positions & Assignments – Instructions, Chapter 6 – Appendix). This categorisation shows a high level structure of the different personnel categories employed across Defence.
## APPENDIX 1 TO ANNEX 1A

### SUB-DIVISION OF NAVAL PERSONNEL BY BRANCH MANAGEMENT

<table>
<thead>
<tr>
<th>Officer Specialisation</th>
<th>Warfare</th>
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<th>Logistics &amp; Medical</th>
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### Note.

- Points specific to the Reserves
  - Although not listed, most RM Specialisations are replicated in the Reserves eg. LC(R)
  - All Reserve Specialisations have the suffix (RES):
  - All Royal Marines Reserves are recorded as RMR(OF) on JPA
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**UNCONTROLLED WHEN PRINTED**
**Note.** Points specific to the Reserves:

- a. Although not listed, most RM Specialisations are replicated in the Reserves eg. LC(R), PTI(R)

- b. All Reserve Specialisations have the suffix (RES).

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ANNEX 1B

HUB AND SPOKES – THE ROLE AND FUNCTIONS OF ACOS(PCAP) (HUB) AND CAREER MANAGEMENT CELLS (SPOKES) – CONCEPT OF OPERATIONS (CONOPS)

References:

A. DNPS Manpower and Training Value Stream Concept of Operations dated Nov 06.
B. DNCM Hub & Spokes Annex to M&T VS CONOPS dated 22 Mar 07.
D. DNPers 20090922 Career Management CIE – Output.

1. Introduction

a. These revised CONOPS support Reference A, which states that the Value Stream will deliver a more agile response to ‘Command Pull’ in generating sufficient, capable and motivated personnel to meet the requirements of all employers of Naval Service manpower. Hub and Spoke is designed to meet this requirement and also deliver a better career management service to our Junior Ratings. This is a living document that has been and will continue to be fed by well considered and agreed continuous improvement. These CONOPS will be reviewed annually and will be reissued each April. The CONOPS are sponsored by ACOS(PCap) and all comments, recommendations for changes and additions should be passed to the ACOS(PCap) CM DACOS COS.

b. The Hub and Spoke concept is based on the principle of career management of main branch Junior Ratings being devolved from ACOS(PCap) centralised staff based in NCHQ (the Hub) to waterfront and Typed Air Stations ACOS(PCap) outstations - Career Management Cells - (the Spokes) for more effective and localised delivery of outputs. The Hub retains responsibility for delivery of all officer, Warrant Officer, Senior Rating (except HM) and smaller and specialist Junior Rating branches/sub branches career management.

2. Background

a. In Nov 06, the 'Hub and Spokes' concept received 3* endorsement as the best available model for Junior Rating and Other Rank (JR/OR) Career Management. The concept was taken forward by DNPers as a Fleet Transformation project. Detailed clarification of how the Hub and Spokes model would meet the requirement for JR/OR careers and employment was confirmed during subsequent Fleet Transformation events in Jun 07, Sep 07 and Dec 08. Waterfront Management Office (WMO)\(^1\) 2* ownership was resolved, and WMO Career Manager training and JPA technical issues completed in Oct 07, leading to the declaration of Initial Operating Capability (IOC) on 22 Oct 07. The WMOs were rebranded Career Management Cells (CMCs) in Oct 10 to reflect better their primary output.

\(^1\) The transfer of the existing Flotillas/TAS WMOs to DNPers Line Management was confirmed at IOC (declared 22 Oct 07).
b. There are currently five separate CMCs, each of which has a distinct identity related to the units associated with their geographical location and the nature of the legacy tasking from local Flotillas, Naval Base Commanders (NBC) and Typed Air Stations (TAS). The CMCs are a fully integrated part of the Navy Command manpower management structure; they are accountable for the Career Management of JRs and as such are fully ‘owned’, managed and responsible to ACOS(PCap) for their output.

c. The primary function of the CMCs is the Career Management of JRs either through routine assignment procedures on behalf on the NPTs or using the principle of maintaining manpower OC of units in conjunction with ACOS(PCap) PERS OPS. Nevertheless, the legacy arrangements with Flotillas, NBCs and TASs must continue to be maintained. The CMCs often have functional responsibilities to Flotillas/FGAs or Force Cdrs and respond to Command Pull accordingly. Whilst these arrangements work well they must be formalised such that each group is conscious of the boundaries of the other and of the functional relationship between them. The nature and detail of the legacy relationships with these organisations will be agreed and formalised in Service Level Agreements established between the then DNPerS and Flotillas, NBCs and TASs during 2010.

3. **Hub & Spokes Fundamentals**

   The founding principles of the Hub and Spokes model are:

   a. Junior Ratings’ DEPCOs, EWOs and Divisional Officers have local access to Career Managers.

   b. Individual JR have local access to Career Managers to discuss current and future assignments.

   c. **Regional employers of JR pull on the local CMC for provision of JR Manpower.**

   d. **The Career Managers in CMCs know which JR positions they are responsible for.**

   e. **Waterfront CMCs directly assign JR to/from all squadded and non-squadded GSP positions (except Hub owned JR, eg. PTIs).**

   f. **JR have local access to limited professional Career Advice as part of the CMC Career Management function.**

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2 In this context CMCs are ultimately responsible to ACOS(PCap) for their output, however, in practice, accountability is exercised through CM SO1s, and PCAP OPS SO1.

3 A CIE in 2010 served to clarify the responsibilities of those organisations comprising the generic “Waterfront Manning Organisation”

4 For Career Management purposes, the Hub should be considered to be the offices of the Career Management Teams in West Battery, Portsmouth. Line management and the reporting structure for the CMCs is detailed at Appendix 1B-1

5 JR assigned to positions/locations which are remote from a CMC will have ‘phone/email access to Career Managers at their CMC.

6 JR assigned to positions/locations which are remote from a CMC will have ‘phone/email access to Career Managers at their CMC.

7 The resources necessary to support this function were reviewed in Sep 07 and determined to be 1 x CPO in each WMO, responsible directly to the WMO Warrant Officer. However, this role has been largely discontinued due to the need for increased staff resources in CMCs to manage higher priority augmentation requirements.
g. With assistance from Flotillas, TAS and Hub CMs, CMCs will co-ordinate the tactical/short term management requirements (e-OPDEFs, e-PERREQS, endorsed augmentation etc.) for Officers, WOs, SRs and JRs of units within their geographical/allocated sphere of responsibility.

4. Hub Responsibilities

a. The Hub will provide co-ordination, direction and guidance, including career management policy, arbitration, and personnel casework related to career management. Although the Hub must retain these responsibilities, the initial Single Point of Contact for all routine JR career management activities should be the Career Manager in the CMC. The following processes will remain the sole responsibility of the Hub but should be discussed and where appropriate co-ordinated with the CMC:

(1) Position creation and deletion.
(2) MEB recommendations.
(3) AB to LH substantive promotions.
(4) Extensions of Service (> 6 months).
(5) Withdrawal of Notice approval.
(6) FTRS approval.
(7) Branch Transfers.

b. The Hub provides career management co-ordination, sets operational policy and gives direction and guidance to career managers.

c. The careers and assignments of Senior Ratings, Warrant Officers and Officers are managed by West Battery CMs (except HM Senior Ratings, delegated to CMC(D).

d. West Battery Career Management retains responsibility for RM ORs and RN JR specialisations as specified at Appendix 1B-1 (with the exception of RM Chefs on amalgamation into the RN Logistics Branch in 2014).

e. The Hub based CM Coord and CM COS act as points of contact for pan-CMC issues and will engage pan-CM as required. For single branch issues, the CMC will continue to engage directly with West Battery which in turn will task CMCs with branch specific issues (in both cases the CM Coord/CM COS may not be involved).

5. Role of CMCs as the ‘Spokes’

The CMCs are the local Point of Contact for all aspects of JR career management, both for the employers and for individuals. They are the local focus for regional ‘Command Pull’ for JR manpower. They initiate, execute and co-ordinate career management activity at the tactical and operational levels, as follows:

a. Selection and assignment of JRs to the positions they control.
b. Assignment of JRIs to Career and Professional Courses including LH to POQCs (through consultation with Hub for POQC to consider operational constraints).

c. Arranging PJTs/TEMs for JRIs assigned to non-TMSS units via the ACOS(PCap) Course Booking Cell (CBC) based in MWS COLLINGWOOD, except CMCs(Air)\(^8\) and CMC(F)\(^9\) for FAST and SWS.

d. Non-substantive promotions to LH and substantive promotion AB2 to AB1.

e. e-PERREQ/e-OPDEF management in conjunction with PERS OPS, Hub Career managers, Flotillas and units and as directed by latest RNTMs.

f. Initiation by PSyA Disclosure Cell of DV\(^10\) and Disclosing and Barring Service (DBS) Clearance applications as required for ratings joining positions requiring relevant clearances.

g. JR Career Terminations for personnel allocated to them.

h. Nomination of Augmentees as directed by ACOS(PCAP) PLANS for endorsed requirements, including obtaining PSR statements from all employers (Flotilla, Battle Staff, other TLBs etc.), where appropriate.

i. JR/OR inter-Spoke Assignments (CMC to CMC).

j. Liaison with the local Recovery Cell to support the appropriate employment of JRIs whilst assigned to MA7 MTM, and are returned to the trained strength at the earliest opportunity\(^11\).

k. Collation of PFS and other Performance Indicators and submission of statistical reports as required by West Battery CMs, DACOS CM, ACOS(PCap) or higher authorities\(^12\).

l. Support to the Divisional System in their region as required by employers\(^13\).

m. Support to the Naval Personnel Families Service in their region as required by individual casework.

n. Optional limited Career Advisory interviews by CMC Senior Rates for JRIs to enable them to explore options for developing their career and prior to submitting Notice. The CMCs will also provide advice to Service-couples With Dependent Children (SWDC) including liaison with the counterpart RN career managers, or the Army/RAF equivalents responsible for the Service Spouse for whom they are responsible.

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8 The two Air CMCs will arrange the TEM Packages for the FAA JRIs that they manage, prior to assignment to Front Line Positions.
9 CMC(F) only book TEMs for ratings being assigned from Shore to Sea and for MCM1 squad ratings.
10 DVA(Y) will alert NCHQ Disclosure Cell to the requirement for the lower-level Security Clearance (SC) reviews.
11 Detail subject to future Continuous Improvement development and events and different geographical arrangements.
12 As directed by the BM/CMs or, as is more likely, by the CM DACOS COORD SO2C.
13 By ACOS(PCap)’s agreement and subject to the SLA.
6. **Allocation of JR positions to CMCs**

JR positions are normally tied to a specific branch and specialisation\(^{14}\). Whilst West Battery CMs retain responsibility for RM ORs positions (except RM Chefs) and specified RN JR positions (see Appendix 1), all other JR positions are allocated to a nominated CMC according to the following principles:

a. Positions tied to General Service (GS) or Submarine Service (SM) Specialisations

   (1) GS/SM positions on the Establishment Lists of sea-going units (both squadded and non-squadded) are allocated to the CMC where the unit is base-ported\(^{15}\).

   (2) GS/SM shore positions in base port areas are generally allocated to the CMC in the vicinity of base port. However, some positions are allocated to other CMCs able to supply the required branch/specialisation. Therefore, JRs can be assigned to a different base port area for short periods up to and including normal assignment length without changing their Career Manager and may retain the same ‘CM Person Tag’. This may be necessary to meet the needs of the Service, the individual’s career development or their personal preferences. If it is anticipated that a JR will remain in the new base port area for more than a single assignment, then they will normally be assigned into a position belonging to the receiving CMC; in such cases, there would be a change of Career Manager, CM Position Tag and CM Person Tag.

   (3) GS positions in Naval Air Squadrons (NAS) and Air Stations are allocated *pro-rata* to CMCs D and P in order to supply ratings of the required specialisation.

   (4) GS/SM shore positions remote from Base Ports or Air Stations (including Local Foreign Service (LFS)) are allocated *pro-rata* to CMCs. All JRs have the opportunity to be assigned away from the port/station environment for short periods up to and including normal assignment length to meet the needs of the Service, career development requirements or personal preferences. JRs assigned to such positions may remain CM Person Tagged to the same Career Manager for the duration of the out-of-area assignment. Alternatively, upon agreement, they may fully transfer CM Position Tag and Person Tagged to the new positions Career Manager.

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\(^{14}\) An increasing number of officer/WO positions are designated Common Assignment Positions (CAPPS), and are open to officers from more than 1 branch.

\(^{15}\) For Engineering, Logistics and Warfare (with the exception of Warfare HM positions, all of whom are allocated to CMC(D).
b. **Positions Tied to Fleet Air Arm (FAA) Specialisations**

   (1) The CMCs at RNAS Culdrose and RNAS Yeovilton are nominated as the lead-CMC for particular FAA specialisations (see Appendix 1). All of the positions for a particular FAA specialisation are allocated to the nominated lead CMC, including all FAA positions remote from Naval Air Stations. For example, Portsmouth CMC would not assign to a position requiring a FAA rating in Portsmouth Naval Base. This would be the responsibility of whichever air station CMC controls assignments for the particular specialisation.

   (2) Some LFS positions are tied to FAA. Depending upon specialisation, FAA ratings have the opportunity to be assigned to these overseas shore positions to meet the needs of the Service, career development or personal preferences.

7. **Shortages of JR Manpower**

   Inter-spoke communication and co-operation will be a key enabling mechanism in minimising the effects of short-term JR manpower shortages. PERS OPS will co-ordinate the resolution of shortages in the CMCs, in consultation with the Hub SO2 CMs. The transfer of ratings between CMCs will be primarily driven by Service requirements or rating’s preferences. Whilst there could be a tendency to retain ratings currently held within a spoke to protect local manning levels, it is vital that CMC Career Managers take into professional consideration to transfer ratings to another spoke with the view to achieving operational priorities, ratings’ preferences or balance complements across Flotillas or Establishments. Inter-spoke assignment between the CMCs is essential to ensure the following:

   a. Sufficient manning levels to priority units across Flotillas and in support of regeneration.

   b. Balanced geographical gapping and complement strength across Flotillas and Establishments.

   c. Ratings’ Base Port preferences are fulfilled where possible.

   d. Category 0 (zero) positions are maintained to required strength.

   e. Balanced professional and personal development opportunities for all ratings.

   f. Continuous back-to-back or extended assignments to non-preference area within the constraints of service and branch limitations/structure are avoided.

   g. SO2 CM Co-ord will be responsible for monitoring pan-branch trends and manning levels between CMCs and are the POC for establishments regarding this matter.
8. **The Recovery Cell Function**
   To ensure that maximum effect is achieved from available JR Manpower, close co-ordination by CMCs with CM and Recovery Cells in the Base Ports and Air Stations is required\(^\text{16}\), together with regular monitoring by CMCs of specific individuals assigned to Recovery Cells with regards to progressing availability for assignment into sea or shore positions.

9. **JR Retinue Assignments**
   CMCs will continue as CMs for Retinue positions, however, West Battery Logistics CMs will monitor, supervise and co-ordinate the selection process.

10. **Branch Requirements and Career Management Co-ordination**
    As the Single Point of Accountability for their branch, SO1 Branch Managers, under DACOS Branch Management, control the overall number of JRs on the trained strength and in the training pipeline. Branch Managers manage the sustainability of ratings' branches/specialisations and assist in the management of ‘Critical Manpower Groups’. Branch-specific CMs and BMs work closely together to provide whole-branch co-ordination of the JR ‘career management plots’ and provide direction and guidance to CMC career manager desks for their respective branches.

11. **Personnel Operations (PERS OPS)**
    Within the Naval Service Single TLB, Navy Command is by far the largest customer for JRs. Whilst CMs and BMs fulfil the Service-wide PPO function, PERS OPS provides a clear focus on the Navy Command and front line units as the priority customer for manpower. PERS OPS co-ordinates and manages the effect of ‘Operational Pinch Points’ and provides D&G to CMCs for short term manning requirements, both within and with less than normal assignment notice.

12. **CMC Organisation/Reporting Chain**
    a. The reporting line management of CMCs is a mixture of PERS OPS and TAS staff. Some routine business in the Waterfront CMC is related to resolving short-notice manning issues (short-term career management) which is exactly the remit of PERS OPS, the line management and certain staff reporting responsibilities lie with PERS OPS (see Appendix 2). In this respect the heads of the respective CMCs should consider themselves to be the local PERS OPS representative. However, PERS OPS does not have any responsibility for routine career management and the importance of the career management function for the CMC must be recognised in the line management chain. A summary of Line Management and 1 and 2RO responsibilities is at Appendix 2).

\(^{16}\) The Recovery Cell and Geographical Manpower Co-ordination function are subject to a future Continuous Improvement Event.
b. Notwithstanding the agreed definition of career management for JRs (and all other ranks/rates): “The Assignment of individuals in accordance with endorsed current and future Service requirements, exploiting skills, career development needs and, whenever possible, personal preferences, whilst providing advice on future career paths” 17, there are tasks associated with the co-ordination, supervision of JR plots and the associated assignment process that must be overseen by the Hub. The Hub must be proactive in promoting an inclusive relationship with the CMCs to ensure that the JR Career Managers are perceived as an integral part of the manpower management system and, most importantly, as part of the overall assurance of career management through the Officer, Warrant Officer, Senior Rating and Junior Rating continuum. A list of Hub responsibilities is at Appendix 4.

c. In order to optimise manpower deployment for the delivery of unit OC it is recognised that employers of JRs must provide clear and regular local guidance and prioritisation to CMCs, in order to facilitate local decision making and resolution of manning issues. Inter-CMC dialogue is pivotal; CMCs should only need to refer decisions to the Hub when confronted with issues that call for Navy Command or inter-TLB prioritisation.

13. PCAP OPS FWD SO2s

a. As lead manpower officers in Portsmouth and Devonport CMCs, PCAP OPS FWD SO2s are line-managed by ACOS(PCap) OPS. They work closely with their respective CMCs. In Faslane, the lead manpower officer is undertaken by PCAP-OPS SM SO2 who works in Navy Command HQ.

b. It is acknowledged that any future change of ‘ownership’ of the CMCs might result in a conflict of interest between legacy-local and potential-new wider tasking. Clearly the CMCs have an element of responsibility for understanding the overall manpower requirements of all employers of naval manpower in the respective geographical areas. This manpower customer community is considerably larger than the front-line commands in Portsmouth, Devonport and Faslane, although operational Fleet units will invariably be the highest priority manpower customers. In this respect, the PCAP OPS FWD SO2s and the WO1s (where they are heads of the CMC) must consider themselves as primarily responsible to ACOS(PCap), whilst acknowledging their responsibilities to Flotillas/FGAs, NBCs and the TAS. These secondary tasks have been agreed between ACOS(PCap), Flotillas, NBCs and the TAS and are recorded in respective Service Level Agreements.

17 Career Management definition as agreed at Sep 09 CIE and promulgated in DNPERS 20090922 Career Management CIE – output.
14. Governance

a. CMC governance is required to enable best practice by CMCs and will ensure regular, relevant and decisive dialogue on all manning issues affecting OC and to allow COMOPS and his subordinate commanders, COS(CAP), Hd NPS, ACOS(PCap) and DACOS CM to be presented with a comprehensive and common picture of manning issues. The arrangements for the governance of the CMCs are based upon the requirement for the CMCs to deliver short notice career management in conjunction with (and on behalf of) PERS OPS and longer term career management on behalf of the Hub.

b. Existing governance arrangements include daily dialogue and weekly VTC discussions between PERS OPS and the CMCs on the most pressing OC-related manning issues and procedural matters (short notice career management). These are backed up with regular visits by PERSOPS and CM staff to the CMCs.

c. The governance of longer term career management is achieved through regular and routine liaison between the CMC and West Battery on specific branch and specialisation matters. Regular visits by staff of all levels to each CMC are encouraged. CM policy and co-ordination (non-branch specific guidance) will be delivered by the CM DACOS COORD SO2C. Based in the Hub, with a pan-CM responsibility for CM co-ordination issues, CM DACOS COORD SO2C is functionally responsible to DACOS CM. As such, governance and oversight for CM issues will be provided by DACOS CM by virtue of being responsible for the CMC routine career management output and through regular visits and liaison.

d. The arrangements for collection of manning data in order to inform discussion between ACOS(PCap), Hd NPS and FGAs and front line commanders at the strategic level; and between PERS OPS/CMCs and the TAS/MOB, Flotilla and Battle Staffs at the operational and tactical levels, are detailed at Appendix 3.
## APPENDIX 1 TO ANNEX 1B

### ALLOCATION OF JUNIOR RATINGS’ SUB-SPECIALISATION BY CMC

Table App 1/1B-1. Allocation of Junior Ratings’ Sub-Specialisations by CMC

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Notes:

1. Except RM Chefs who are assigned by CMC Devonport since integration into RN Logs Branch in Apr 14.

2. The process for dealing with FTRS varies across CMCs. Further work is required to formalise the delegated tasks.

1. West Battery (WB) retains career management responsibility for Officers, WOs, SRs/NCOs (except HM CPOs and POs which is delegated to CMC(D)) and for certain cadres of JRs/ORs, mainly those sub-branches of a smaller size or with unusual deployment patterns, and including Royal Marine Other Ranks. Currently these JR/OR cadres are:

   a. WB Warfare CM: Aircrewman, Communications Technician, Diver, Naval Airman (Photographer), Physical Trainer, RN Police, and, since Mar 13, Naval Airman (Aircraft Controller) and Naval Airman (Aircraft Handler)

   b. WB Royal Marines CM: All Royal Marines Other Ranks (except RM Chefs since Apr 14 on amalgamation into RN Log Branch), RN Ratings attached to Special Forces (in liaison with source-branch)

   c. WB Engineering CM: Naval Airman (Survivalist Equipment), Lightning II Air Engineer Technicians

   d. WB Medical CM: Medical Assistant, Medical Technician, Naval Nurse, management and coordination of Retine Billets

   e. WB Reserve CM: All Full Time Reserve Service Ratings

2. Though the Fleet Medical Division retains the career management responsibility for Dental Hygienists and Dental Surgery Assistants, this is carried out by West Battery Medical CM.
# APPENDIX 2 TO ANNEX 1B

## CNPERS PERSONNEL OPERATIONS STAFF AND CAREER MANAGEMENT CELLS

### 1ST AND 2ND REPORTING OFFICERS

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</tr>
<tr>
<td>CMC(D) Career Managers</td>
<td>CMC(D) CPO Supervisor</td>
<td>CMC(D) WO1</td>
</tr>
<tr>
<td><strong>CMC Faslane</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMC(F) WO1</td>
<td>CM OR WAR SO1</td>
<td>DACOS (CM)</td>
</tr>
<tr>
<td>CMC(F) CPO Supervisor</td>
<td>CMC(F) WO1</td>
<td>CM OR WAR SO1</td>
</tr>
<tr>
<td>CMC(F) Career Managers</td>
<td>CMC(F) CPO Supervisor</td>
<td>CMC(F) WO1</td>
</tr>
<tr>
<td>CMC(F) SPF Manager</td>
<td>CMC(F) WO1</td>
<td>MANOPS SM SO2</td>
</tr>
<tr>
<td><strong>CMC Culdrose</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMC(C) WO1</td>
<td>CM OR ENG AESO2</td>
<td>CM OR ENG SO1</td>
</tr>
<tr>
<td>Culdrose CMC CMs</td>
<td>CMC(C) WO1</td>
<td>CM OR ENG AESO2</td>
</tr>
<tr>
<td>Culdrose CMC LWtr</td>
<td>CMC(C) WO1</td>
<td>CM OR ENG AESO2</td>
</tr>
<tr>
<td>Culdrose CMC POMA</td>
<td>CMC(C) WO1</td>
<td>Culdrose DPMO</td>
</tr>
<tr>
<td><strong>CMC Yeovilton</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMC(Y) WO1</td>
<td>CM OR ENG AESO2</td>
<td>CM OR ENG SO1</td>
</tr>
<tr>
<td>Yeovilton CMC CMs</td>
<td>CMC(Y) WO1</td>
<td>CM OR ENG AESO2</td>
</tr>
<tr>
<td>Yeovilton CMC POMA</td>
<td>CMC(Y) WO1</td>
<td>Yeovilton PMO</td>
</tr>
<tr>
<td>Yeovilton MACCO Staff</td>
<td>CMC(Y) WO1</td>
<td>Yeovilton DLSC</td>
</tr>
<tr>
<td><strong>CMC Marham</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMC(M) WO1</td>
<td>CM OR ENG AESO2</td>
<td>CM OR ENG SO1</td>
</tr>
</tbody>
</table>
APPENDIX 3 TO ANNEX 1B

STRATEGIC, OPERATIONAL AND TACTICAL GOVERNANCE OF THE JR AND OR MANPOWER PILLAR OF OC

1. Strategic Governance
   This will be ensured through routine dialogue between COMOPS, COS(CAP), ACNS(P), FOST and between ACOS(PCap), Hd NPS, Flotilla Cdrs/FGAs, Battle Staffs and TAS Cdrs. This dialogue will be supported by formal review of common data sets provided termly by CMCs (see Appendix 4 to Annex 1B). Ideally, this termly review will be linked to DCINC’s Termly Flotilla Cdrs’ Mtg and will cover:
   
   a. Strategic manning issues – Fleet and environment wide.
   b. Fleet Manpower Prioritisation and Future Programmes.
   c. Longer-term issues.

2. Operational Governance
   CMCs are under the line authority of SO1 MANOPS for the delivery of OC/tactical (e-OPDEF and e-PERREQ) outputs, and for day-to-day administrative aspects (including OJAR/SJAR reporting). For branch specific Career Management outputs, CMCs are functionally accountable to separate NPT CM SO1s, and for augmentation tasking/delivery to ACMP SO1. Governance will be further assured through formal processes, including:
   
   a. Termly
      
      (1) **CMC Steering Group.** CMC SO2/WO1s/SO2 CM/NPT Meetings (minuted). These should be arranged by each CMC WO1 and take place at West Battery or the CMC as convenient to the NPT SO1s’ programme.

      (a) D&G from SO2/NPT CM and BM SO1s.

      (b) Feedback from CMC WO1s.

      (2) **CMC Working Group.** ACOS(PCap)/ManOps-convened co-chaired by CNPers ManOps and a CM representative (from West Battery)

      (a) OC priorities, issues, trends and new operational requirements.

      (b) OC and pan-branch policy and process.

      (c) FGA and Scheduling perspectives.

      (d) Augmentation policy, processes and scheduling

      (e) MANOPS SO1 to visit all CMCs to collate best practice that will be issued by the CNPers CM Coord Team.
(f) CMC SO2s and/or WO1s invited to termly NPT 1* reviews.

(g) Visits to CMCs by all NPT CM SO1s and RCM SO2s, and DACOS CM COS

b. Monthly. Local CMC formal discussion with Flot/FGAs and TAS Cdrs, for Stats, trends, OPP, CMC and OPDEF data.

3. Tactical Level Governance

This will be ensured through formal and informal processes, accountable through MANOPS (OC delivery/tactical management of e-OPDEFs and e_PERREQs), NPTs (for Career Management outputs) and ACMP (for augmentation including Op Tours) as follows:

a. Responsibilities

(1) On a day-to-day basis, CMC Managers (SO2/WO1) are responsible for managing issues and optimising manning delivery based on (see Appendix 4 to Annex 1B):

   (a) Service need – OC delivery and tactical management of manning deficiencies (e-OPDEFs and e-PERREQs).

   (b) Meeting COMOPS Task priorities, FGA Force Generation plans and Fleet Manning Priorities.

   (c) Optimised Pipeline flow and pull through to Petty Officer

(2) MANOPS will lead a weekly VTC meeting covering:

   (a) OC and emergent related CM issues.

   (b) Weekly ManOps Rolling Issues brief to ACOS(PCap).

(3) Additionally, the following data, which is not exhaustive, should be compiled and monitored by CMCs and be available by request to NPTs as required:

   (a) Gapping and predicted gapping

   (b) VO rates

   (c) Medically downgraded (SOS, MND, MLD, including personnel assigned MA7 MTM)

   (d) Overbearings

   (e) Augmentation and Op Tour commitments
(f) Strength by specialisation and rate

(g) Churn/personal turbulence

(h) Personnel that are assigned to MA1, MA2, MA4, MA5, MA6, MA7 and MA10 MTMs
### APPENDIX 4 TO ANNEX 1B

**CMC FUNCTIONS, DEPENDENCIES AND RESPONSIBILITIES**

**Note.** Although these CONOPS have not yet been reissued, all references to WMOs should now refer to Career Management Cells (CMCs).

<table>
<thead>
<tr>
<th>Functions</th>
<th>Responsible to</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CMCs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managing the short term JR requirement at less than normal assignment notice (3 – 5 months).</td>
<td>PERS OPS, PERS PLANS, Flotilla, Force Cdrs (COMOPS) CMC Inter-CMC / PERS OPS CMC CM/BM CMC/Unit (Flotilla), Force Cdrs</td>
<td>Hub D&amp;G, Approvals, assurance &amp; oversight. (Irresolvable within the CMC) Priority and P&amp;G. Transparency between CMC and common tools. (Irresolvable outside FLEET)</td>
</tr>
<tr>
<td>Resolvable within the CMC</td>
<td>Resolvable outside FLEET</td>
<td>Unit sustainability</td>
</tr>
<tr>
<td>Augmentation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enduring FLEET Operational Decorational Local events/exercises</td>
<td>PERS PLANS Flotilla/NBC/TAS</td>
<td>Fair apportionment. Prioritisation, realistic bids, clarity. All requirements passed to for Events Diary.</td>
</tr>
<tr>
<td>Career advice to JR and SRs (manage expectations) (Ratings Career Advisor)</td>
<td>CNPers, CMs, CMC CMs.</td>
<td>Training, regular updates, empowerment of OIC CMC. Hub D&amp;G on advice to SR.</td>
</tr>
<tr>
<td>PERREQ/OPDEF of Officer, SR and JR.</td>
<td>Unit, PERS OPS, Flotilla, Force Cdrs, CMs.</td>
<td>Policy involvement. See Flotilla responsibilities for OPDEF / PERREQ.</td>
</tr>
<tr>
<td>Support to NPFS (CMs).</td>
<td>Rating/Unit/CM/BM</td>
<td>Early disclosure, consultation and liaison.</td>
</tr>
<tr>
<td>Long term Career Management of JR (including oversight and action of AB2 – AB1 process).</td>
<td>Individual (where possible), CM and BM, Units, FCIG (as the PLoD lead).</td>
<td>Priorities, apportionment of promotions and GTS, common CM tool, accurate and transparent data, FLEET operational and maintenance programme notification, visibility of augmentation liability, priority system of DV, faster DV process, clear termination policy.</td>
</tr>
</tbody>
</table>
### Functions

<table>
<thead>
<tr>
<th>Functions</th>
<th>Responsible to</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordination and supervision of JR CM plots:</td>
<td>BM/CM</td>
<td>Close consultation between JR and SR CM</td>
</tr>
<tr>
<td>Promotion to PO (push &amp; pull)</td>
<td>BM/CM</td>
<td>Push/pull communication</td>
</tr>
<tr>
<td>Acting Local PO (push)</td>
<td>BM/CM/Unit/Rating</td>
<td>Liaison with Branch Mgr</td>
</tr>
<tr>
<td>Sideways Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inter-service transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional Employment Cell / MACCO function (Geographical, some CMC only)</td>
<td>NBC/Flotilla/TAS</td>
<td>To be included in future RIE and SLA.</td>
</tr>
<tr>
<td>Divisional Support</td>
<td>PERS OPS/ AWO/TDA/Ship’s Mgr CMC/COMPORFLOT</td>
<td>Ownership clarification Recovery Cell formalised Formal lines of authority</td>
</tr>
<tr>
<td>CMC staff MCM Squads &amp; Survey squads</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identifying PLoD risks</td>
<td>PERS OPS / Flotillas / FCIGs and CMs</td>
<td>SPOC for pan-branch, D&amp;G on reporting lines to CMC information flow.</td>
</tr>
<tr>
<td>AB2 Pull</td>
<td>CMs/CNPS</td>
<td>Distribute AB2 reports to Flotilla units, hasten any rating overdue or recorded authorised extensions.</td>
</tr>
</tbody>
</table>

### Functions of associated organisations:

<table>
<thead>
<tr>
<th>Function</th>
<th>Needed to complete</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERS PLANS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promulgate apportionment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compile and maintain an Exercise and Events diary to feed Hub apportionment process.</td>
<td>Input from Flotillas, units managed by the CMCs.</td>
<td></td>
</tr>
<tr>
<td>Provide clarity wrt job and training requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fair and proportional apportionment for non-operational centrally driven requirements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide rationale for apportionment of the HRC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PERS OPS</strong></td>
<td>Weekly VTC</td>
<td>PERS OPS will chair the weekly VTC as the primary means of providing D&amp;G to CMCs.</td>
</tr>
<tr>
<td>Provide D&amp;G to CMCs for short term Manning within assignment notice (normally 3 – 5 months)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop and implement a standard P&amp;G format.</td>
<td></td>
<td></td>
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<tr>
<td>Authorise ERP activation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promulgate the OPDEF/PERREQ/Manning process following consultation with all stakeholders.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>The HUB</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide D&amp;G to CMCs for long term Manning out with the minimum assignment notice (&gt;5 months).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide solutions to support resolution of manpower OPDEFs</td>
<td>Hub Career Managers</td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td>Needed to complete</td>
<td>Comment</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Provide advice to CMCs and PERS OPS on short term issues affecting long term sustainability.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct, based on CMC bids, the apportionment of phase 2 &amp; 3 GTS Ratings to the CMCs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide oversight of Ratings overdue advancement from AB2 to AB1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct, after liaison with CMC CMs, to pull LHs to attend POQC.</td>
<td>CMCs to take assignment action in all cases.</td>
<td></td>
</tr>
<tr>
<td>Provide early indication of Branch/Inter service transfers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct the level of Careers Advice provided by CMC staff to Senior Ratings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direction on landed squad management.</td>
<td>Desk Instructions / BR3.</td>
<td></td>
</tr>
<tr>
<td>Provide apportionment, via PERS PLANS, for operational augmentation within single branch and pan-branch.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide access via the CM Coord for pan-branch issues.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deliver training to all CMs and identify an appropriate training solution.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify and direct a formal handover process and timescale for CMs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>At all times identify best practice and apply appropriate policy and standards.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide solutions to support resolution of manpower OPDEFS</td>
<td>Flotilla / Force Cdrs</td>
<td></td>
</tr>
<tr>
<td>Provide an events diary to CMC with a 6 month look ahead.</td>
<td>Flotillas / NBC / TAS</td>
<td></td>
</tr>
<tr>
<td>Flotilla / NBCs and TAS to agree SLA for non Career Management roles of CMC</td>
<td>Flotillas / NBC / TAS</td>
<td>NoK Informing</td>
</tr>
<tr>
<td>Overview of the executive manpower function, including SSPT.</td>
<td>Flotilla / TAS</td>
<td></td>
</tr>
<tr>
<td>Conform to SLA for secondary function of Recovery Cell and Temporary Employment Cell functionality.</td>
<td>Flotillas / NBC / TAS</td>
<td></td>
</tr>
<tr>
<td>Accountability for M&amp;T information in JPA casualty notification required for accurate JPA data</td>
<td>Unit CO</td>
<td></td>
</tr>
<tr>
<td>Early disclosure / liaison and recommendation before final outcome decided.</td>
<td>NPFS</td>
<td></td>
</tr>
<tr>
<td>Planned and accurate training requests</td>
<td>Units</td>
<td></td>
</tr>
<tr>
<td>Propose solutions for the resolution of manpower OPDEFS and implement them from within Flotilla resources where specifically authorised to do so.</td>
<td>Flotilla / Force Cdrs</td>
<td></td>
</tr>
<tr>
<td>For PERREQS: Flotillas are to propose solutions and discuss them with Career Managers and PERS OPS (Forward) implementing the action where specifically authorised to do so from within Flotilla resources.</td>
<td>Flotilla / Force Cdrs</td>
<td></td>
</tr>
</tbody>
</table>
ANNEX 1C

DATA PROTECTION ACT 1998

1. Summary

a. The Data Protection Act 1998 (DPA98) is designed to protect an individual’s privacy and to safeguard them from any harm or embarrassment that could be caused by the loss or unauthorised disclosure of their personal data, and sets out both the responsibilities of organisations (Data Controllers) and the rights of individuals (Data Subjects) for the handling of personal data.

b. Individuals may suffer harm if personal data stored and processed about them is:
   - inaccurate, insufficient or out of date;
   - excessive or irrelevant;
   - kept for too long;
   - disclosed to those who ought not to have it;
   - used for inappropriate purposes; and
   - not stored securely.

c. Such harm can present itself in different ways. Sometimes it will be tangible and quantifiable, for example the loss of a job. At other times it will be less well defined. For example, damage to professional and/or personal relationships and social standing arising from illicit disclosure of personal data. There is also harm which goes beyond the immediate impact on individuals. The harm arising from improper use of personal data may, at least initially, be imperceptible or inconsequential to individuals, but cumulative and substantial in its impact on the Royal Navy and the MOD as a whole.

d. The Naval Service and the MOD are legally bound by the provisions of DPA98, and it is the personal responsibility of all Service and Civilian staff to store and process the personal data within their care in accordance with the eight DPA98 principles described below.

2. What is Personal Data?

a. DPA98 uses the term personal data to describe any information relating to a living individual (the Data Subject) who can be identified from that information in the possession of the Data Controller – in this case the Naval Service.
b. Some common examples of where personal data is to be found are:
   - Service and Civilian Personnel Files, Staff Performance Appraisals and Training Records;
   - Contact details;
   - Pay slips and pay and pension records;
   - Job applications;
   - Medical, Welfare and Equality & Diversity records;
   - Legal records and criminal investigations;
   - Disciplinary records; and
   - Security vetting records.

3. **DPA98 – A brief Guide**

a. In order to comply with the provisions of DPA98 the Naval Service must adhere to the eight Principles set out in the Act. In summary, these Principles are as follows:

b. Personal data shall be;
   
   (1) obtained and processed fairly and lawfully;
   
   (2) obtained and processed for a specific and lawful purpose;
   
   (3) adequate, relevant and not excessive for the purpose it is intended for;
   
   (4) accurate and kept up to date;
   
   (5) kept for no longer than is necessary;
   
   (6) processed in accordance with the individual’s rights;
   
   (7) kept safe from unauthorised access, accidental loss or destruction;
   
   (8) not transferred to a country outside the European Economic Area (EEA), unless that country has equivalent levels of protection for personal data.

c. DPA98 creates two categories of personal data known as ‘Sensitive Personal Data’ and ‘Protected Personal Data’.
(1) **Sensitive Personal Data.** This is personal data that might incite harassment, discrimination or persecution if released. It includes:

- Racial or Ethnic origin;
- Political opinions;
- Religious beliefs;
- Membership of Trades Unions;
- Physical or mental health or condition;
- Sexual life; and
- Allegations of or convictions for criminal offences.

The sensitive nature of this personal data is such that its unauthorised disclosure may cause particular harm or distress to individuals, and consequently, DPA98 stipulates additional processing criteria.

(2) **Protected Personal Data.** This is personal data that does not meet the narrow DPA98 definition of Sensitive personal data, but would cause particular damage and distress to individuals if it were lost, misused or inappropriately disclosed. For example, it may be used for fraudulent purposes such as identity theft. It includes:

- National Insurance numbers;
- Bank Account details;
- Credit Card details;
- Personal telephone numbers; and
- Dates of birth.

4. **Storing and Processing Personal Data**

a. All personnel must comply with the following rules and guidelines for storing personal data:

- Where computer shared areas (Team Sites) are used, personal data must be only be stored within areas that have appropriate access restrictions to limit access to authorised personnel only. Personal data must not be stored in unprotected shared areas that can potentially be accessed by unauthorised personnel;
- All computer files containing personal data must be password protected;
• Care should be taken when naming computer files containing personal data so that the nature and content of those files are not revealed by the file name. For example, a file named ‘Notes from John Smith Disciplinary Hearing’ may be appropriately filed so that unauthorised personnel cannot read its contents, but it could still cause harm to that individual if unauthorised personnel are able to view the title of the document;

• Within MOD it is a mandatory requirement that removable memory devices and laptop hard disks holding personal data must be encrypted;

• Users of laptops or other portable electronic devices which have full hard disk encryption installed must ensure that when the laptop is not in use, the laptop and any security token (such as BeCrypt) and password are kept separate so that in the event that either is lost or stolen, data on the laptop is not compromised;

• A laptop that does not have its hard disk encrypted must not be taken off MOD sites regardless of whether it contains personal data;

• The amount of personal data held on laptops and portable storage devices should be the minimum necessary to carry out the task;

• All personal data must be deleted from laptops and portable storage devices once it is no longer required;

• Personal data must not be sent over the internet unencrypted. In individual cases some personal data, provided it is at a level no higher than UNCLASSIFIED, may be sent over the internet to the data subject if the data subject has provided their explicit written consent;

• Personal data should not be viewed, whether on a laptop or in paper form, in a public place (for example on a train);

• Personal data should not be discussed where a third party may overhear the discussion. This applies to both public places and MOD sites; and

• The identity of people seeking access to personal data (whether about themselves or others) must be verified and their legal entitlement to receive such information established.

b. All personnel must observe the following rules and guidelines for processing personal data:

• **Processed fairly and lawfully.** Personnel should question why the personal data exists and what it is used for, and ask whether the data subject knows what the data is used for. Navy Command must have legal grounds for processing the personal data. Where there is neither implicit nor explicit consent from the Data Subject to do so, personnel should seek advice on whether they can lawfully process the data;
- **Obtained for a specific and lawful purpose.** Personnel should take care that they do not process personal data for a purpose for which it was not originally intended and should ensure that the data subjects have given their prior consent where the basis for processing that data has changed. For example, a list of addresses held for emergency recall purposes cannot also be used as a target list for advertising or mailing information;

- **Adequate, relevant and not excessive for the purpose it is intended for.** There must be just enough personal data upon which to base decisions to meet the purpose, and no more. Personnel should not collect additional personal data on the basis that it might be useful, and should ensure there is an appropriate business need for any processing of personal data;

- **Accurate and kept up to date.** Personnel should make sure that the personal data is accurate to begin with, and that there is a procedure in place, and utilised, for keeping personal data up to date. Periodic data cleansing should be carried out to ensure any errors are detected and rectified;

- **Kept for no longer than necessary.** Personnel should ensure that procedures are in place, and followed, for disposing of personal data promptly and routinely when there is no longer a business need to keep it;

- **Processed in accordance with the individual’s rights.** Personnel must not disclose personal data outside MOD unless there is a lawful reason to do so. Personnel should be aware that individuals have the right to see any personal data that is held on them and to have it corrected if necessary; and

- **Kept safe from unauthorised access, accidental loss or destruction.** Personnel should ensure that only the persons authorised to process the personal data have access to it, and that the personal data is sufficiently protected both physically and digitally with encryption and password protection.

5. **The consequences of breaching DPA98**

   a. The Information Commissioner’s Office (ICO) may serve an enforcement notice where it is satisfied that an organisation has failed (or is failing) to comply with any of the eight DPA98 Principles. An enforcement notice may require an organisation to take specified steps to comply with the Principle(s), or not to process any personal data, either at all, or for a specified purpose, or in a specified manner. Failure to comply with an enforcement notice is a criminal offence.

   b. The ICO has statutory powers to impose a financial penalty on an organisation if it is satisfied that there has been a serious breach of one or more of the DPA98 Principles, and the breach is/was likely to cause substantial damage or distress.
6. Subject Access Requests

a. A Subject Access Request (SAR) is a request by an individual for access to, or information about the personal data an organisation is storing and processing about them. Under DPA98 organisations are obliged to disclose personal data to the individual within 40 calendar days from receipt of a valid written request. Within the MOD, individuals submitting a SAR are encouraged to do so using MOD Form 1694 (see Fig 1C.1). Whilst the applicant can expect to receive the majority of information held about them, some exemptions to disclosure may apply. Exemptions that may be claimed are:

- Confidential references;
- Management forecasts;
- During negotiations with the data subject;
- To protect combat effectiveness of the Armed Forces;
- For Judicial, Crown and Ministerial appointments, honours or awards;
- Self incriminations in respect of a criminal offence; and
- Prior to the release of data such as exam results.

b. SARs should always be complied with at the lowest possible level, and a formal submission should not in most cases be either necessary or appropriate. For example, someone wishing to check the accuracy of their contact details should not need to complete a MOD Form 1694 to do so. However, in such cases the person granting access to the personal data must always ensure that the individual making the request is the data subject. This is particularly important when requests are made by telephone or email.

c. A degree of common sense is required when considering whether a SAR can be answered in full by the unit, or whether it needs to be referred to the FLEET Disclosure Cell (for Naval personnel), or RFA Pers Ops (for RFA personnel) or the PPPA (for Civilian personnel) for further investigation. Contact details for each of these are as follows:

<table>
<thead>
<tr>
<th>Naval personnel</th>
<th>RFA personnel</th>
<th>Civilian personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN Disclosure Cell</td>
<td>RFA Pers Ops</td>
<td>PPPA People Services</td>
</tr>
<tr>
<td>Mail Point G.2</td>
<td>Mail Point G.1</td>
<td></td>
</tr>
<tr>
<td>Room 48 West Battery</td>
<td>Room 13 West Battery</td>
<td></td>
</tr>
<tr>
<td>Whale Island</td>
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<tr>
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<td>Portsmouth</td>
<td></td>
</tr>
<tr>
<td>Hampshire</td>
<td>Hampshire</td>
<td></td>
</tr>
<tr>
<td>PO2 8DX</td>
<td>PO2 8DX</td>
<td></td>
</tr>
<tr>
<td>MoD email: NAVY PERS-SEC DISC CELL SO2C</td>
<td>MoD Email: NAVY PERS-RFA CMTTL SO3</td>
<td></td>
</tr>
</tbody>
</table>

The contact details are as follows:
- RN Disclosure Cell: Mail Point G.2, Room 48 West Battery, Whale Island, Portsmouth, Hampshire, PO2 8DX. MoD email: NAVY PERS-SEC DISC CELL SO2C.
- RFA Pers Ops: Mail Point G.1, Room 13 West Battery, Whale Island, Portsmouth, Hampshire, PO2 8DX. MoD Email: NAVY PERS-RFA CMTTL SO3.
- PPPA People Services: 13 Shoulder Road, Portsmouth, PO2 8DX. MoD Email: NAVY PERS-PPPA SO3.
7. **Where to seek further advice**

   a. In the first instance, all DPA98 queries and requests for advice should be referred to the unit Data Protection Officer (unit DPO) who acts as the focal point within the unit, either providing advice as required, or referring specialist and complex queries to the Command Data Protection Officer (NAVY SEC-2 CDPO).

   b. The websites below provide more detailed guidance and advice:

   - **Navy Command Data Protection Act Project Support Team Intranet Website:**
     http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Teams/BrowseTeamCategories/Orgbased/royal+navy/NavyCommandDataProtectionActProjectASupportTeam.htm

   - **MOD CIO Data Protection Act Intranet Website:**
     http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Admin/RespondToRequestsForInformation/ComplywiththeDataProtectionAct/ComplyWithTheDataProtectionAct.htm

   - **JSP440 The Manual of Defence Security:**
     http://defenceintranet.diiweb.r.mil.uk/DefenceIntranet/Library/CivilianAndJointService/BrowseDocumentCategories/SecurityAndIntelligence/jsp440.htm

   - **Information Commissioner’s Office.**
     http://www.ico.gov.uk
8. **Freedom of Information (FOI)**

Information on FOI is at Annex 1D.

**Figure 1C.1 - SAR Form**

See following pages

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Full Forename(s):</th>
<th>Title:</th>
</tr>
</thead>
</table>

<table>
<thead>
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<th>Date of Birth:</th>
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<table>
<thead>
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<tr>
<td>Royal Navy:</td>
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<td></td>
</tr>
<tr>
<td>Royal Air Force:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Guard (HG):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide the address that you want the information sent to plus your daytime telephone number (if different from above, in case we need to speak to you to discuss your request). If seeking information on behalf of someone else please provide your full name.

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</table>

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<tr>
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</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Town:</th>
<th>Country:</th>
</tr>
</thead>
</table>

**Part 2 - What to do next**

Please complete Parts 3 and 4 plus Part 6, if necessary, and forward the form (plus written consent and/or court order if acting on behalf of the data subject) to the appropriate address below:

<table>
<thead>
<tr>
<th>Royal Navy:</th>
<th>RN Disclosure Cell, Mail Port 42 Room 49, West Battery, Whale Island, Portsmouth, PO2 6DX</th>
<th>DSTL:</th>
<th>Data Protection Adviser, DSTL Personnel Centre, DSTL Seelands, Deeside, Flintshire, CH5 2LS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Army &amp; HG:</td>
<td>APC Solicitor, Disclosure 2, Mail Port 150, Kemper House, 65 Brown Street, Glasgow, G2 6EX</td>
<td>DSO:</td>
<td>Data Protection Adviser, DSTL Personnel Centre, DSTL Seelands, Deeside, Flintshire, CH5 2LS</td>
</tr>
<tr>
<td>RFA Seafreens:</td>
<td>RFA Pers Ops, Room 13, Mail Port 41, West Battery, Whale Island, Portsmouth, PO2 6DX</td>
<td>MoDef:</td>
<td>People Services, APIS, J Block, Foxhill, Bath, BA1 5AS</td>
</tr>
<tr>
<td>DSTL:</td>
<td>DSTL SDPO, Room 56, 64 St George’s Road, Salisbury, SP2 7LF</td>
<td>SPVA:</td>
<td>SPVA, Data Protection Team, Room E303, Nortcross, Blackpool, FY5 3WP</td>
</tr>
</tbody>
</table>

PRIVATE (When completed)
**PRIVATE (When completed)**

Data Protection Act 1998 - MOD Subject Access Request - MOD Form 1694

### Part 3 – Information Requested

State clearly the information you require, with dates where known e.g. my medical records while serving at HMS Centurion 1990-1993

Please provide as much information as possible to assist us in locating your data.

Continue using Part 6, if necessary.

---

Please enter the number of Continuation Sheets used:

---

The MoD will use the information provided to locate the data sought. Your request will be processed in accordance with Departmental personnel policies under the Data Protection Act 1998.

### Part 4 – Declaration by Requestor

**Verification of identity is required before your request can be processed:**

I enclose as verification of identity a photocopy of my [ ] Passport [ ] Driving Licence [ ] Utility Bill [ ] Other [ ]

I declare that, to the best of my knowledge, the information I have provided on this form is correct.

Signature:

Name in Capitals:

Date:

### Part 5 – MoD Use Only

**Actioned By:**

(Name in Capital)

Date Received: 

SAR Reference No.

Signature:

Date Responded:

---

PRIVATE (When completed)
PRIVATE (When completed)
Data Protection Act 1998 - MOD Subject Access Request - MOD Form 1694

Part 6 – Information Requested Continuation Sheet

Only use this sheet where you have been unable to detail all of the information you are requesting at Part 3.

<table>
<thead>
<tr>
<th>Name in Capitals:</th>
<th>Service/Staff No:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Please provide as much information as possible to assist us in locating your data.

Continue using another Part 6 sheet, if necessary.
ANNEX 1D

FREEDOM OF INFORMATION ACT 2000
AND ENVIRONMENTAL INFORMATION REGULATIONS 2004

SECTION 1 - INTRODUCTION

1. Summary

a. The Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIRs) came into force on 1 January 2005. They provide members of the public with a statutory right of access to information held by public authorities ranging from Government Departments, through Parliament, to Local Government.

b. The FOI Act confers a general (and world-wide) right of access by members of the public to information held by public authorities and requires a response in writing within 20 working days from the date when the request is received in the MOD. In any case where it is necessary to contact the applicant to clarify what information is being sought, the 20 working day deadline will commence from the date on which sufficient clarification is received. In handling requests, units must be mindful that the timeframe will be eroded where elements of the requested information are held in different areas of MOD, or if the Request for Information (RFI) is first received in a part of the MOD which does not lead on the subject and therefore needs to be transferred.

c. Whilst on duty, or acting in an official capacity and whether in the UK or deployed, any member of the Naval Service or civilian official, may in principle receive a RFI directly from the public.

d. RFIs may be in electronic or paper form, and may be posted, faxed or e-mailed, or indeed handed in at the gangway of a ship or the main gate of an establishment. If the RFI contains the applicant’s name, address (e-mail addresses are acceptable) and details of the information requested then, for the purposes of the Act, the MOD is in receipt of a valid request and the 20 day clock for a response has started. Consequently, speed of handling will be essential. Individuals receiving a RFI are legally responsible for ensuring this process is set in train. Accordingly, on no account is a RFI to be ignored or destroyed.

e. RFIs which request personal data about the applicant are subject to the Data Protection Act 1998 (DPA 98) and, as different processes apply, should continue to be handled in accordance with current guidelines as explained in the DPA part of this Annex.

f. Questions with an environmental aspect may come under the auspices of EIR and can (if necessary) be accepted verbally. However, applicants should be encouraged to contact directly the Navy Command HQ FOI Coordination Cell (referred to in this Annex and on the website as the Naval Service FOI Coordination Cell (NSFOICC), but the question should in any case be transcribed by the original recipient and forwarded to the Cell for immediate action as if it were an RFI.
2. Right to Information

a. Any person making a request for information to a public authority is entitled:

- To be informed in writing by the public authority whether it holds information of the description specified in the request; and
- To have that information communicated to them.

b. All recorded information falls within the scope of the Act not just that recorded within official files but also e-mails, notebooks, photographs, wallcharts, etc.

c. The Act provides a right to “information”, rather than documents or records. However, the most practical means of providing any information is likely to be in the form of copies of particular records or documents. Of course there are good reasons why some information cannot be made freely available to members of the public. The Act and Regulations recognise this but nonetheless require us to be as open as we can and to justify any refusal to share the information we hold.

d. The above does not apply if the information is covered by:

- An absolute exemption; or
- Public Interest Tested (PIT) exemption (qualified), and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

e. There are 23 exemptions in total. Some are absolute and include personal information, data relating to Special Forces and information which is already available through other means. The majority are, however, qualified exemptions which require a PIT and can apply to (for example) Defence, National Security and information intended to be published in the future.

f. Being the single authority for logging, tracking, collating and responding to RFIs in the Navy Command HQ, the NSFOICC is responsible for communicating directly with the applicant, tracking the progress of the RFI and agreeing the content of releasable information with information holders and Subject Matter Experts (SMEs). On receipt of an RFI, either directly from the applicant, via MOD Chief Information Office (CIO) or a receiving unit, the NSFOICC will identify the relevant FOI Focal Point or SME likely to “own” the requested information and will forward the RFI asking them to provide the data and also their views on its potential release. If the information is to be withheld, robust specific arguments must be provided.

g. Information cannot be withheld simply because disclosure will be embarrassing to MOD. The disclosure of information must cause real harm, not merely embarrassment.
h. There is no automatic exemption for classified information. If the information requested carries protective markings, it will be for the document owner to explain the sensitivities, to the satisfaction of the 1*. A protective marking on a document will not automatically exempt the information within it. All cases are dealt with on their merits.

i. If data is to be withheld, MOD policy requires that this decision be authorised at 1* level – Deputy Command Secretary (DCS) – and its justification under the Act be fully documented in case of an appeal by an applicant to the Information Commissioner.

j. If requests for information are refused under the permitted exemptions within the Act or Regulations, the requestor has recourse to a specified appeals process. This can eventually be heard by the Information Commissioner (who can be thought of as the independent ombudsman for FOI) whose decision is final and legally binding. Details of how to appeal are sent out with every response from the Cell.

3. **Key Principles in Responding to RFIs**

   Ensuring that the Department answers requests for information promptly is a shared responsibility.

   - Make sure that individuals within your unit know who is responsible for FOI/EIR.
   - Pass on without delay any request which is not your responsibility. The 20 day clock starts as soon as the request is received within the organisation;
   - Practise good records management as laid down in JSP 441 “Defence Records Management Manual”. This should ensure information can be quickly identified and retrieved. If you have to spend the 20 days just locating and retrieving the information requested, it won’t leave any time at all for consulting and deciding on the recommendations for its potential release/non-disclosure; and
   - Remember that the 20 working days limit begins as soon as a request is received by a public authority. Within this timescale a public authority must either provide the information or explain, as fully as possible, why it is not going to do so.

4. **Key Principles to Remember**

   a. Do not wilfully destroy or alter any original documents that are the subject of a RFI. Under the legislation this is a criminal offence for the individual official responsible (not the authority), carrying a potential fine of up to £5,000. Any document for destruction must be handled in accordance with your unit’s record management arrangements.

   b. Embarrassment is not a legitimate reason for refusing to disclose information.
5.  Contacts/Useful Links

a.  All FOI requests, queries and requests for advice should be referred to the NSFOICC which is located in Navy Command HQ. The Cell handles questions which fall within the Naval Service’s area of responsibility and acts as the point of entry and exit for such correspondence with the public. Their contact details are as follows:

   Postal Address:  Navy Command HQ, NSFOICC, Leach Building, Whale Island, Portsmouth, PO2 8BY
   Tel: 023 92 625190  Mil: 93832 5190
   Fax: 023 92 625279  Mil: 93832 5279
   Email: NAVYSEC-FOIMAILBOX@MOD.UK

b.  The websites below provide more detailed guidance and advice:

   NSFOICC Intranet Website:
   http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/Navy/Organisations/Orgs/Res/HdCOMMS/Pages/NCHQFOI.aspx

   MOD Freedom of Information Intranet Website:
   http://defenceintranet.diif.r.mil.uk/POLICY/INFO/FOI/Pages/FOIHome.aspx

   Ministry of Justice Website – FOI:

   Information Commissioner’s Internet Website:
   http://www.ico.gov.uk/

   Defra Website – EIR:

6.  Data Protection

   Information on Data Protection, and a copy of the Subject Access Request (SAR) form is at Annex 1C.
1. **Purpose and Organisation**
   The Regional Legal Offices sit within the Commodore Naval Legal Service’s organisation and exist to deliver a consistent approach to the handling of personnel casework at higher authority level. RLOs provide advice to units on both disciplinary and non-disciplinary administrative sanctions. Contact details are at Para 5. Advice should be sought from the appropriate RLO or obtained from unit SLAs.

2. **Authority**
   The delegated authority for deciding administrative applications is set out at Annex 54A. When personnel casework is forwarded by a Commanding Officer to NCHQ as the higher authority it will be considered by an officer of a rank no lower than Capt RN (or equivalent) exercising the delegated powers of NavSec.

3. **Responsibilities**
   The Regional Legal Offices are responsible to NavSec for oversight and legal staffing of the following casework (all actions refer to Officers and Ratings/Other Ranks where they apply to both):
   
   a. Administrative Discharges (Shore and SNLR for Ratings and Other Ranks) (see Chapter 54).
   
   b. Application to remove or suspend an individual from their assignment, including Command Assignments (see Chapter 60).
   
   c. Applications for withholding of promotion or re-promotion following withholding of promotion (see Chapter 67).
   
   d. Applications for disrating or reversion or re-promotion following disrating or reversion (see Chapter 70).
   
   e. Applications for Censure (see Chapter 20 and BR 2).

4. **Administrative Applications (See Chapter 54, Chapter 57 and Chapter 60)**
   Where a CO wishes to take an administrative action in relation to an individual under their command, the guidance at Annex 54F should be followed. Where action cannot be approved locally, a written application should be made, by name, to NAVSEC/ACNS(Pers) c/o Regional Legal Office and, as a minimum, should contain the following:
   
   a. **Title.** The title is to indicate exactly what the Application is for and who it relates to eg. ‘APPLICATION FOR DISCHARGE SHORE TU(I)– ET(ME)1 J F SMITH, 30234567’
   
   b. **Introduction.** The introduction should detail the relevant policy references and articulate exactly what the CO is applying for, and on what basis.
c. **Background.** An outline history of the case should be provided including a brief summary of the individual’s service, any relevant matters such as periods of warnings, MPARs, significant failures in professional performance, and any administrative or unspent disciplinary action taken against the individual.

d. **Considerations.** The CO should outline their thought process and explain to the Deciding Officer why the application is considered appropriate, and (where relevant) why they have discounted other possible courses of action. This should include a discussion of why the CO thinks the case fits within the relevant policy, or why that policy should be departed from. It is not possible to cover every eventuality, but the published policy provides helpful guidance which should be used to articulate the reasons why the CO believes he is applying for the most suitable measure.

e. **Representation.** Individuals who are the subject of applications must be given full disclosure. This means that subjects should be given a hard copy of the draft application letter and ALL supporting evidence or enclosures, including the policy references, but not including legal advice. The CO must ensure that the individual is afforded the services of an Assisting Officer and given at least 24 hours to decide whether to make a representation against the application. Should the individual decide to make representation, they should be given at least a further 48 hours to prepare that representation or such longer time as is reasonable in the circumstances. Where a representation is submitted, the CO must take this into account before finalising the application to the RLO, acknowledging this formally in the application letter. Those who choose to not make a representation must sign a waiver to this effect (an example is at Annex 54J) and this must accompany the application. There may be exceptional circumstances where this is not possible; these circumstances should be discussed with the RLO and must be explained in the application letter.

f. **Recommendation.** The CO should conclude the application by summarising why and on what basis the application is being made.

g. **Enclosures.** An application for most forms of administrative action must be accompanied by a copy of a Special (SPEC) SJAR/OJAR, a signed Representation or Waiver of the Right to make Representation (an example is at Annex 54J), and any relevant evidence such as warning proformas, unspent disciplinary records or police investigations (a guide is at Annex 54E). Signed copies are required, although a scanned signed copy can be used in order to expedite the process. All enclosures must be disclosed to the individual prior to application being made.
5. **Contact Details**  
The addresses and contact details of the Regional Legal Offices are as follows:

<table>
<thead>
<tr>
<th>Regional Legal Office (East)</th>
<th>Address</th>
<th>Mailbox</th>
<th>Phone 1</th>
<th>Phone 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP 2.2</td>
<td>MP 2.2</td>
<td>NAVY LEGAL-RLO MAILBOX (MULTIUSER)</td>
<td>93832 8718</td>
<td>02392 628718</td>
</tr>
<tr>
<td>West Battery</td>
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<tr>
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<td>Command Building</td>
<td>Command Building</td>
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<tr>
<td>HMNB CLYDE</td>
<td>HMNB CLYDE</td>
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<td>G84 8HL</td>
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<th>Phone 2</th>
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<tr>
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<td>NAVY LEGAL-RLO MAILBOX (MULTIUSER)</td>
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<td>02392 628718</td>
</tr>
<tr>
<td>Grenville Block</td>
<td>Grenville Block</td>
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<td>01752 557183</td>
</tr>
<tr>
<td>HMS DRAKE</td>
<td>HMS DRAKE</td>
<td>NAVY LEGAL-RLO MAILBOX (MULTIUSER)</td>
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</table>
CHAPTER 2
ESTABLISHMENT ADMINISTRATION

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0202. Governance
0203. JPA Establishments
0204. Policy

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Annex 2D Planned Augmentation & Establishment Administration.
Annex 2E Detailed Establishment Amendment Process.
Annex 2F Establishment Policy Specific to New Build Ships & Submarines.
CHAPTER 2

ESTABLISHMENT ADMINISTRATION

References:
A. JSP 462 Financial Management Policy Manual (Chapters 5 and 7)
B. JSP 755 Tri-Service Positions & Assignments – Instructions
C. RNTM 01-033/18 Achieving Manpower Change – The Manpower Change Gateway
D. RNTM 01-034/18 Re-Invigoration of Liability Change Committees

0201. Introduction
The purpose of this Part of BRd 3(1) - Establishment Administration - is to give guidance and direction for maintaining and making changes to JPA Establishments (Ship, Unit or other Organisation) containing Naval Service manpower.

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

0202. Governance

a. Authority

(1) Establishments within the Ministry of Defence are authorised by the Permanent Under Secretary (PUS) who has delegated some complementing powers and responsibilities to the Principal Personnel Officers (PPOs) of the single Services. The RN Establishment Team, under 2SL as the PPO, has the responsibility for maintaining and implementing endorsed changes to all Naval Service positions within the JPA Establishment. Delegation by the PPO allows the Establishment Team to create positions up to and including OF5 (Capt RN).

(2) Proposals to create new Positions at 1* Level or above that are in addition to the current TLB’s Senior Officer liability ceiling must be submitted to HRD Head of HR Strategy who will seek PUS approval for the PPO to create the Position.

(3) The policy and procedures here are only intended to apply to Naval Service Positions within Navy Command and TLBs that employ RN personnel. Army and RAF Positions in Naval Service Organisations are administered by the owning Service and not by Naval Service Establishments staff.

b. Organisation

(1) Senior Posts. The PPO Organisation is at Chapter 1 Para 0102.
(2) **Strategic Manpower Planning.** The lead for strategic manpower planning for the Naval Service lies in the ACOS(PCap) PPLAN area. In conjunction with Fin Mil Cap (FMC), sustainable plans are made to ensure that the right quantities and types of Naval manpower are available to meet the authorised demand (Liability) - referred to by FMC as Workforce Requirement. This long term planning is covered in detail in Chapter 3.

(3) **Augmentation Crisis Manpower Planning.** PCap Plans is the ACOS(PCap) empowered authority for dealing with all Naval Service augmentation requirements. Some of the augmentation demands for Naval personnel will be authorised through the Defence Augmentation Cell (DAC) and are known as Above the Line (ATL) augmentation; others will be internal to the Naval Service as part of the single Service force generation process and are known as Below the Line (BTL) augmentation. Crisis Augmentation and Donor Positions are explained further below and in Chapter 59.

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

(5) **Career Managers (CM).** Information on Career Management is in Chapters 58 to 61. The roles of the CM include assigning personnel to meet current customer demand (as reflected in a unit’s Establishment) and also managing individual careers.

(6) **Naval Service Establishments Team.** The Establishments Team makes all authorised changes to Naval Service Positions (with the exception that PJHQ is authorised to make changes to ATL non-Liability-driving Augmentation Positions) and processes all customer change requests that seek changes to the Establishment. The Establishments Team Webpage on the Defence Intranet provides information on the Establishment Team, points of contact and details on ‘How to make an Establishment Change’.

(7) **Unit Establishment Administrator (UEA).** The UEA has a key role in managing the Position Hierarchies for a Unit. This role is explained further in Para 0203 sub para d covering JPA Organisations – Hierarchies and Workflows.

(8) **Liability Change Committee.** Each 2* area has an established Liability Change Committee (LCC). The purpose of the LCC is to take 2* ownership and make Capability led manpower changes. They are to determine short-term needs and develop longer term requirements. They will operate within allocated resources and choose Compensating Reductions when directed. If a sponsor wishes to make a Major Change (Para 0204 sub para c), the LCC should be made aware and kept informed.
0203. JPA Establishments

a. Composition of a JPA Establishment. An Establishment is comprised of a number of (JPA) Organisations and (JPA) Positions as illustrated below:

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

Notes:
1. It is common for the command Organisation to have the same title as the overall Unit.
2. Each Organisation can have only one UIN, but more than one Organisation can share a common UIN.
3. The figure shows only a few of the Organisations and Positions that make up a Unit.

b. JPA Positions

(1) Entitlement. JPA is the single authorised data source showing an entitlement to Naval Service manpower and it is the Position data within JPA that shows each Unit’s entitlement for manpower. For those Positions that count towards Liability, the entitlement is continuous while the Position remains valid (if a position counts towards Liability then it is taken into account for recruiting, training and promotion targets. A baseline liability is agreed for each of the Services against which Manning Balance and the Public Sector Agreement (manpower ceiling) are measured). For those that do not count towards Liability, the entitlement is active only for a specified purpose and period of time. It should be noted that, although there is an entitlement to specify manpower requirements, if there are any constraints on the supply of manpower then some posts will be Gapped (common constraints are: personnel being unavailable due to illness; being temporarily employed on an operational Augmentation task; or general manpower shortage).
(2) **Enduring Position.** Enduring Position is the standard Position type. It represents a funded and enduring (permanent) demand for manpower of the type specified.

(3) **End Dated Position.** End Dated Position represents an authorised demand for manpower up until the date it is ended. Any requests to extend this type of post will be treated as a request for a new Position and will follow the change request rules. This rule applies as funding assumptions will not extend past the end date and Personnel Planners and Branch Managers have planned on the basis of not having to provide that manpower past the end date. To continue to provide the manpower could be at the expense of gapping an authorised Position elsewhere.

(4) **Temporary Position.** A Temporary Position is created to meet a specific short term high priority demand for manpower. It is created for a finite period of time between 3 months and one full assignment. Temporary positions do not count towards liability and, as a consequence, do not drive recruiting and promotion targets. They can usually only be filled by gapping a liability driving post elsewhere, which is clearly undesirable.

(5) **Rotational Position.** A Rotational Position is filled in turn by either 2 or all 3 Services with the Positions counting ½ towards Liability in the bi-rotational case and \( \frac{1}{3} \) where each Service is involved. Rotational Positions exist in Joint organisations and they represent an authorised demand for Naval manpower for the rotation that the Naval Service has agreed to fill the post. They can also exist in multinational organisations such as NATO and the rotation may be shared with more than one nation.

(6) **Competition Position.** A Competition Position does not belong to any particular Service and candidates ‘compete’ for selection. As with Rotational Positions, they predominantly exist in Joint organisations and follow the rotational rules for Liability attribution. They represent an authorised demand for Naval manpower for the period that the Naval Service agrees to fill the post as part of the “competition”.

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

(8) **Crisis Augmentation and Donor Positions.** Crisis Augmentation Positions are only activated for a specific period and for a specific reason ie. a ‘crisis’. Donor Positions are Enduring Positions that have been identified in advance as being suitable for providing personnel to fill the activated Crisis Positions. Some of these Donor Positions are designated as Dual Positions and in this case the incumbent is linked to a specific Crisis Position. As with all augmentation issues, the ACMP staff has the lead. Mobilisation policy is covered in JSP753; Naval Force Generation, Augmentation and Crisis Management are expanded upon in Chapter 59.
(9) **Manning & Training Margin (MTM) and Untrained Strength (UTS) Pool Positions.** Within JPA there are a large number of MTM and UTS pool Positions that are used for assigning personnel who are temporarily unavailable for normal duties (common reasons for assignment to the MTM are that the individual is Medically Downgraded, on a training course or on Post Operational Leave). The PPO policy on MTM and UTS Positions is to strike a balance between having sufficient to support customer business needs without Establishment administration becoming unwieldy; thus the Establishment team will authorise the minimum necessary. Illustrative structures for margin activity organisations and positions are at Annex 2A. A more detailed explanation of MTM Positions and how they are managed is at Part 3 Annex 3B.

(10) **Compensating Reduction.** A Compensating Reduction (CR) is an enduring Position that is offered for deletion in order to create a new enduring Position within a TLB. The CR offered by the employing TLB, or agreed to be transferred from another TLB, will be deleted when the new Position is created such that liability within the TLB remains in balance. CRs are to be offered at the same rank/rate and specialisation as that required for the new Position; the use of CRs of differing rank/rate and specialisation may be considered if TLB funding and Branch structural sustainability allows.

(11) **Liability Substitution.** A Liability Substitution (LS) is an enduring Position that is formally gapped within the employing TLB’s Establishment in order to create a Temporary Position of between 3 months and one full assignment. An LS underpins the structural sustainability of the supplying Branch and ensures liability within the TLB remains in balance.

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

c. **JPA Positions and Organisations.** JPA Positions are tagged with the Position Category (sometimes referred to as Role) in which they are to be filled. A Position may have multiple categories and for a Position to be active it must have a category that matches the current status of its parent Organisation and have a valid EIT status. The Organisation will only ever have one status active at any time (eg. a ship under construction (Manned) will be in the ‘Z’ Role) and this will determine which of the positions within that Organisation require filling. Position Categories used by the Naval Service are shown at Annex 2B.
d. **JPA Organisations – Hierarchies and Workflows.** When creating a JPA organisation for the first time, or moving a JPA organisation, the following JPA functions need to be set up:

1. **Command and Administration Hierarchies.** The Command Hierarchy shows where a JPA organisation features in the chain of command, whereas the Administration Hierarchy facilitates a number of administration support functions for a unit’s personnel. The Command and Administration Hierarchies are set up by the Establishment Administrator. These Hierarchies are explained in more detail at Annex 2C.

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

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

### 0204. Policy

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

b. **PPO Tests.** When considering changes to the Establishment, the PPO examines four key criteria prior to creating or making amendments to the JPA Establishment. All TLBs should be aware that the four tests outlined below must be passed prior to the creation of temporary positions or changes to permanent liability within JPA. If the requirement is urgent then the process will be applied quickly but a failure either to obtain the necessary approval or apply the tests will result in rejection by the PPO and incur a delay:

1. **Funding.** Demands for NS manpower must be financially supported and, when requests are made to increase the requirement for Naval manpower, evidence of budgetary provision, approved by RP, must be given.
(2) **Structural Impact.** The PPO must ensure that proposed Establishment changes do not place unmanageable stress on branch structures and that the affected specialisations remain controlled and sustainable. This is effected through the carding process where Branch Managers, in consultation with Career Managers, should consider the following factors with regards to Structural Impact:

(a) **Sustainability.** A sustainable Branch will normally have a broad base at the junior level and this will narrow at each higher rank. An unsustainable Branch does not allow the PPO to grow sufficient quantities of the required manpower at each level and it will not offer an acceptable career for those personnel within the Branch.

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

i. **SEA Organisations.** Service in an Organisation such as a ship or other front line unit is recognised as requiring a great deal of duty away from home. These Organisations are classified in JPA as SEA.

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

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

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

(c) **Planned Augmentation.** Planned Augmentation reflects a known requirement for augmentees during times of crisis. This requirement is reflected in augmentation manning lists and as 'M Role’ Positions in Establishments with Naval manpower. The PPO has a remit to maintain sufficient Donor Positions to meet this crisis demand for manpower and any requests for change need to be considered against the Planned Augmentation situation. Augmentation issues affecting Establishment Administration are discussed in more detail at Annex 2D.
(3) **Liability Control.** The PPO has a manning ceiling, authorised annually by the Defence Board, covering the total liability for Naval Service manpower. To remain within the agreed liability, the PPO must be provided with a CR to offset the creation of new posts or a LS to stand up temporary posts. Further detail on the use of a CR or LS is given at Annex 2E.

(4) **Timing.** CMs have the right to apply a rule whereby an employer may have to wait up to 12 months to have a JPA position filled or vacated. This ensures that short notice assignments do not cause excessive churn, disrupt unit plans or personal conditions of service. The Service may also need time to grow/reduce personnel within a specified category. To ensure that expectations for the change are realistic, it is strongly advised that agreement is reached with the relevant CM before a request for JPA action is submitted.

c. **Changes to Establishments**

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

(2) **Minor Change.** For simple amendments that do not alter Liability or funding do not require full staffing; an EAF outlining the requested change will suffice. Examples in this category are changing a Position name, organisation/location, competencies or supporting remarks.

(3) **Major Change.** All requests for Major in year change should follow the procedures and process currently laid down in RNTM 01-033/18 Achieving Manpower Change – The Manpower Change Gateway and RNTM 01-034/18 Re-Invigoration Of Liability Change Committees.

(4) **Changes Agreed at Higher Defence Level.** Some manpower changes are agreed at a higher level in Defence (eg. Defence Board) and are often associated with setting up or enhancing an existing Joint capability. These changes often involve a change in the authorised Naval Service Liability and to the centrally agreed funding for manpower. A modified version of the PPO tests applies, and this procedure is not detailed any further in this publication.

d. **Ships and Submarines.** There are very specific procedures associated with the Establishment for a ship or submarine. These procedures are explained in detail at Annex 2F.
ANNEX 2A

ILLUSTRATIVE STRUCTURE FOR MTM AND UTS IN ORGANISATIONS AND POSITIONS

Figure 2A-1. Generic Example of Training Establishment MTM & UTS Structure

Key to Illustrations:
- JPA Organisation
- JPA Pool Position
- JPA Non-Pooled Position

SULTAN

MA10A EXERCISE

MTM SULTAN MA1 CAREER TRAINING UIN: N0079A

MTM SULTAN MA2 NON CAREER TRAINING UIN: N0079B

MTM SULTAN MA6 SURPLUS UIN: N0079F

UTS SULTAN UIN: N0079U

MA1 OFFICERS CAREER COURSES SULTAN

MA2 OFFICERS NON CAREER COURSES SULTAN

MA6A AWAITING ASSIGNMENT SULTAN

UTS OFFICERS SULTAN

MA1 SENIORS RATES CAREER COURSES SULTAN

MA2 SENIORS RATES NON CAREER COURSES SULTAN

UTS SENIOR RATES SULTAN

MA1 JUNIOR RATES CAREER COURSES SULTAN

MA2 JUNIOR RATES NON CAREER COURSES SULTAN

UTS JUNIOR RATES SULTAN

UNCONTROLLED WHEN PRINTED
Figure 2A-2. Generic Example of Ship Establishment MTM & UTS Structure

**Note.** Unlike shore establishments UTS positions on Ships/SMs are not pool positions.
Figure 2A-3. Generic Example of Naval Base Establishment MTM Structure
1. Introduction
Within JPA, each Organisation will be allocated a Status according to its programme. Each position may have one or more Categories. The Organisation Status must match one of the Position Categories for the Position Status EIT to be valid.

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

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

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

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

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

<table>
<thead>
<tr>
<th>Category Status Meaning</th>
<th>SHIP</th>
<th>SM</th>
<th>Front Line RM/ Air Units</th>
<th>SHORE Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Establishment</td>
<td>B</td>
<td>B</td>
<td>B</td>
<td>P</td>
</tr>
<tr>
<td>Reduced Sea Going Manning (Adaptive Force)</td>
<td>A</td>
<td>A</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SM prepared for disposal</td>
<td>-</td>
<td>E</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SSBN enhanced single crew</td>
<td>-</td>
<td>G</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Reduced Harbour Manning (Ship preservation by operation, SM lay-up and preparation or Harbour Training Ship)</td>
<td>J</td>
<td>J</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Planned Augmentation Position that may be activated during crisis</td>
<td>M</td>
<td>M</td>
<td>M</td>
<td>M</td>
</tr>
<tr>
<td>Unmanned (“Nil”), Including Refit / Overhaul for SHIP and SM</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Operational (Crisis)</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>SM flood up and undock</td>
<td>-</td>
<td>Q</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SM prepare overhaul</td>
<td>-</td>
<td>R</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Under construction (Manned)</td>
<td>Z</td>
<td>Z</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
2. **Updating Ship/Submarine Roles in JPA**

   a. **In Build.** The Establishment Team will set the Organisation Status to change from N (Unmanned) to Z (Under construction (Manned)), and subsequently to B (Basic) as advised by the DE&S Project Team.

   b. **In Upkeep.**

      (1) For Ships/SMs approaching an Upkeep Period, the Establishment Team will normally set the N Status to commence at the Upkeep Period Start Date (UPSD), and the B Status Date to re-commence at Fleet Date (as advised by Navy Command Upkeep Support - NAVY SSM-SS E SUPPORT SO2).

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

   c. A typical manning profile for a Ship in refit is illustrated in the figure below:

   ![Figure 2B-1. Typical Ship Upkeep Manning Profile](image)

   d. For Ships approaching a Docking Period or Contractor Support Period (CSP), the Establishment Team will normally keep the B Status set throughout Non-Fleet Time or the CSP.

3. **Final Non-Operational Date**

   The Establishment Team will set the Organisational Status to change to N (Unmanned) on the Final Non-Operational Date as detailed in the Navy Plan.
ANNEX 2C

JPA ORGANISATIONAL HIERARCHIES

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

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

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

   ![Command Hierarchy Diagram]

   Notes:
   1. The Command Hierarchy is not limited by location or Service, but is a representation of the chain of command for a unit. For example, the MWS Command Hierarchy includes subordinate organisations such as DEFENCE DIVING SCHOOL (AE) ARMY DIVER TRAINING UNIT and DIVING STANDARDS ORG that are located at Whale Island, not the COLLINGWOOD site.
   2. The JPA organisation DEFENCE DIVING SCHOOL (AE) ARMY DIVER TRAINING UNIT is part of a joint RN/Army unit that is part of MWS.
3. Administration Hierarchy

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

![Figure 2C-2. Administration Hierarchy Example](image)

**Note.** HMS EXCELLENT – FTL contains the UPO. This Hierarchy enables the pay staff to 'see' the JPA accounts of the personnel assigned to the subordinate organisations. As there are many organisations supported by Whale Island, this amounts to 150 subordinate organisations.

4. Unit Position Lists (UPL)

The Administration Hierarchy can be used by the UEA, as well as EAs, to run UPL reports of Organisations and their subordinates. This Administration Hierarchy enables, for example, the UEA of COMUKAMPHIBFOR to run a UPL for the whole COMUKAMPHIBFOR unit, including its 4 Subordinate Organisations (Business Process Guides are available on JPA for this function). The filter 'Command Hierarchy' can also be used in this way and can also be used to view subordinate organisations from a Command rather than Administration perspective.
ANNEX 2D

PLANNED AUGMENTATION AND ESTABLISHMENT ADMINISTRATION

1. Introduction

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

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

c. Managing the force generation requirement for crisis M Category receiver Positions and developing the associated Donor Positions is the responsibility of PCap PLANS, with the administrative JPA action carried out by the the Establishments Team. To meet this task each request for an Establishment change has to be viewed against the impact it will have on the ability to meet the Planned Augmentation manpower requirement.

2. Position Categories and Planned Augmentation

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

<table>
<thead>
<tr>
<th>Position Category</th>
<th>Meaning</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>SHORE Position required in peace but not crisis.</td>
<td>These are Donor Positions for Planned Augmentation.</td>
</tr>
<tr>
<td>PO</td>
<td>SHORE Position required in Peace and in Crisis.</td>
<td>Incumbents are not earmarked as Planned Augmentation donors.</td>
</tr>
<tr>
<td>BO</td>
<td>SEA Position required in Peace and in Crisis.</td>
<td>Used for ships and front line RM and aviation units. Also used for temporary crisis Augmentation eg. Operations TELIC &amp; HERRICK.</td>
</tr>
<tr>
<td>M</td>
<td>Crisis Position inactive during Peace but activated during Crisis.</td>
<td>Used for enduring crisis Augmentation that requires widespread activation of FLEET operational units.</td>
</tr>
</tbody>
</table>
3. **Donor Positions**

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

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

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

4. **Establishment Changes and Planned Augmentation**

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

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

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

c. **Creating a new M Donor Position**. If PCap Plans staff confirm there is a genuine new Planned Augmentation requirement then a search will be made for a suitable donor. If a Donor Position is found, or if a less deserving M Category Position of the same rank and Specialisation can be negotiated for deletion, then the new M Category Position can be created. If these events are not possible then the relevant NPT leader will be asked to adjudicate. The deletion proposal will either be rejected or be allowed to proceed with the acceptance that the donor pool is in deficit.
d. **Deleting a Dual Donor Position.** A Dual Donor Position must be replaced before it can be deleted. The creation of a new Donor Position requires careful negotiation and in the first instance the TLB wishing to delete the Dual Donor will be asked to find its replacement. Should it not be possible to find a replacement from any TLB, then the deletion proposal will be rejected.

e. **Creating a New M Donor Position with Dual Donor Linkage.** Once PCAP Plans staff confirm the requirement for a new M Category Position linked to a specific Dual Donor Position then negotiations will take place to find a suitable Dual Donor. If a Dual Donor is found, then the new M Category Position will be created; if one cannot be found then the new M Category Position will be rejected or will be created without Dual Donor Linkage.
ANNEX 2E

DETAILED ESTABLISHMENT AMENDMENT PROCESS

1. Introduction

The use of JPA across all 3 Services provides a standardised manage establishment process for creating and making changes to service Positions and organisations. Under current agreement, each Service will amend its own Positions within JPA. All proposed RN manpower related changes to JPA Establishment Organisations and Positions are to be raised by or through the relevant TLB Manpower Coordinator. They are to be submitted using the Establishment Amendment Form (EAF) and forwarded by e-mail to the relevant Establishments staff (see Annex 2B for points of contact). The latest version of the EAF can be found in the JPA home page – JPA Forms.

2. Establishment Amendment Background

Outside of the Annual Budgetary Cycle (ABC), it is the responsibility of employing TLBs to manage their manpower requirements and for the PPO to implement the changes when the 4 fundamental tests have been met. As the Naval Service possesses a finite resource, all Establishment changes requested by TLBs must be realistic in terms of anticipating the availability of personnel in terms of rank, rate and specialisation. When processing EAFs, the PPO needs to consider, via the carding process, the collective effect on the Naval Service which may lead to increased churn, higher VO rates and excessive gapping all of which undermine our ability to deliver a sustained supply of manpower. Therefore, all requests to create new permanent liability or temporary positions must be carefully managed.

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

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

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

      (2) The TLB provides a suitable Compensating Reduction (CR) of the same rank/rate and specialisation in order to create the new position.

      Note. It is the responsibility of the employing TLB to identify the CR which will be used to create the new requirement. Proposals to create permanent liability positions without a valid CR or endorsed ABC uplift will not be authorised and sponsors should engage with 2* Liability Change Committee points of contact in accordance with RNTM 01-034/18.
b. **Temporary Positions.** Temporary Positions are posts created for a specific purpose of between 3 months and one full assignment. Requests for temporary position of longer than one full assignment will be rejected. Temporary positions do not count towards liability and, as a consequence, do not drive recruiting and promotion targets. In the current manning situation they can usually only be filled by gapping a liability driving position elsewhere, which is clearly undesirable. Temporary positions cannot be used as a means of masking a genuine enduring requirement and the PPO will pay close scrutiny to all requests.

(1) In order to stand up a Temporary Position, it is the responsibility of the employing TLB to identify a Liability Substitution (LS), which is the Gap that will be tied to the Temporary Position for the duration of the requirement. The LS will continue to underpin sustainability of the supplying Branch. Prior to the assignment being completed, the employing TLB should conduct a formal review of the requirement for the Temporary Position and the LS. When the position has end dated it will become invalid, will be removed from JPA and the LS position returned to the respective Career Manager. If as part of the review the position is viewed as enduring rather than temporary (greater than one full assignment), the TLB will need to provide a CR so that an enduring liability driving post can be created.

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

   (a) Has been gapped to stand up the NLD position, or

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

Regardless of the method selected, the employing TLB will be responsible for prioritising as to which position is used as a LS. This process ensures overall liability within the TLB remains in balance and physically ties a liability position to a Temporary NLD position for the duration of the requirement. Non-compliant applications will be returned with a description detailing as to why they failed.

**Note.** The creation of Temporary positions or Permanent liability to meet future ABC liability enhancements will only be approved if the TLB provides a LS or CR. This must occur as a gap will need to be created elsewhere within the TLB to provide the resource (strength) for the new requirement.

4. **Establishment Supplementary Positions Policy**

With increases in Gains to Trained Strength (GTS), there is a requirement for additional NLD positions within seagoing units and air stations for the sole purpose of pulling through SQEP. The introduction of SUPP positions is a direct replacement for the legacy Overborne Strength (OBS) position and the policy detailed below will assist Branch Managers to deliver sustainable branch structures and allows CMs to manage personnel to support the pull through of SQEP.
a. **RN SUPP.** RN SUPP positions are used for the sole purpose of providing sustainable branch structures and are not to be used as a means of addressing Unit Position List (UPL) or Whole Ship Watch and Station Bill shortfalls. Similarly, CMs should only fill SUPP positions on the basis that the individual is conducting branch/career specific training. Use for any other purpose requires the approval of Navy Establishments SO1; if required liaise with Navy Establishments SO2C (93832 8905). In addition, Units are not to retain an individual in a SUPP position once the intended branch/career specific training requirement has been achieved. Once the intended training requirement has been met, Unit staff should advise CMs accordingly. The CM should then re-assign the individual to fill a gapped enduring liability position within the same Unit, or elsewhere, or to a career/leadership course.

b. **RM SUPP.** RM SUPP positions are aligned to each RM sub-Unit for the sole purpose of transitioning personnel within Unit JPA architectures to onward assignments and are not to be used as a means of addressing manning/Unit Position List (UPL) shortfalls. Use for any other purpose requires the approval of Navy Establishments SO1; if required liaise with Navy Establishments SO2C (93832 8905). CMs should only fill a SUPP position when an individual is required to vacate a position in lieu of new arrival, but is required to remain within the existing Chain of Command.

5. **Type of Position**

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

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

b. All other ranked positions are to be single occupancy. However, in situations where handover periods are required, shared positions may be authorised by the PPO if suitable justification can be provided by Branch Managers (BMs).

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

d. Positions attracting Recruitment & Retention Pay (RRP) are to be single occupancy unless BMs can demonstrate to PPA that all pooled personnel within the SUPP position qualify for RRP. If a requirement for RRP exists, BMs should submit full justification to PPA using policy detailed in JSP 754 Part 1 Section 6.

6. **Position Details**

SUPP positions will be created using the following criteria:

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

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

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

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

e. SUPP positions shall only exist within Navy Command TLB (NC TLB) and not within other TLB Organisations.
7. Establishment Amendment Detail

All proposed changes for JPA Positions and Organisations must be submitted using JPA Form JPA A001 (EAF), the latest version of which can be found in the JPA home page – JPA Forms.

a. Establishment Amendment Form (EAF). The EAF has been designed to ensure that the following conditions are met:

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

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

(3) Only a minimum number of requests are returned to their originator for lack of the necessary detail or clarity.

b. Completion of the EAF. The EAF is to be fully completed (where appropriate) by the originator before submission to Establishments staff. As appropriate, EAF submissions should include supporting e-mails showing:

(1) Budgetary authority from the appropriate TLB Budget Holder (all major changes and inter TLB transfers). (For NC TLB securing budgetary authority will require a Formal Change Request (FCR) to be raised and it must be approved by NAVY RP.)

(2) Confirmation from the appropriate Branch Managers, in consultation with Career Managers, that the proposed amendments are acceptable from a Branch/Specialisation sustainability perspective (all major changes and inter TLB transfers).

(3) Approval obtained from the respective Service specialist security authority where there are DV security requirements associated with the amendments.

(4) Agreement of the respective RRP authority/WG if the amendments involve the addition or removal of RRP markers.

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

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

(1) The amendment has not used the latest Establishment/UPL in JPA as the baseline and has not identified Positions by their unique JPA number.
Effective February 2020

(2) Changes that increase Liability but that have no supporting budgetary approval, CR or LS.

(3) Requesting new 1* Positions and above without PUS approval (only required if TLB Senior Officer Liability ceiling exceeded).

(4) Requesting Rotational or Competition posts without approval from DS Sec and the single Services’ agreement.

(5) Requesting Exchange/Loan Schemes where the ACOS(PCap) lead/International Policy and Planning (IPP) has not been consulted.

(6) Asking for changes to an Establishment when the appropriate authority has not been sought.

8. JPA Data Requirements

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

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

Table 2E-1. NATO Rank Codes

<table>
<thead>
<tr>
<th>NATO Grade</th>
<th>Royal Navy</th>
<th>Royal Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>OF-10</td>
<td>Admiral of the Fleet</td>
<td>-</td>
</tr>
<tr>
<td>OF-9</td>
<td>Admiral</td>
<td>General</td>
</tr>
<tr>
<td>OF-8</td>
<td>Vice Admiral</td>
<td>Lieutenant General</td>
</tr>
<tr>
<td>OF-7</td>
<td>Rear Admiral</td>
<td>Major General</td>
</tr>
<tr>
<td>OF-6</td>
<td>Commodore</td>
<td>Brigadier</td>
</tr>
<tr>
<td>OF-5</td>
<td>Captain</td>
<td>Colonel</td>
</tr>
<tr>
<td>OF-4</td>
<td>Commander</td>
<td>Lieutenant Colonel</td>
</tr>
<tr>
<td>OF-3</td>
<td>Lieutenant Commander</td>
<td>Major</td>
</tr>
<tr>
<td>OF-2</td>
<td>Lieutenant</td>
<td>Captain</td>
</tr>
<tr>
<td>OF-1</td>
<td>Sub Lieutenant</td>
<td>Lieutenant/2nd Lieutenant</td>
</tr>
<tr>
<td>OR-9</td>
<td>Warrant Officer 1</td>
<td>Warrant Officer 1</td>
</tr>
<tr>
<td>OR-8</td>
<td>Warrant Officer 2</td>
<td>Warrant Officer 2</td>
</tr>
<tr>
<td>OR-7</td>
<td>Chief Petty Officer</td>
<td>Colour Sergeant</td>
</tr>
<tr>
<td>OR-6</td>
<td>Petty Officer</td>
<td>Sergeant</td>
</tr>
</tbody>
</table>

(Continued)
Table 2E-1. NATO Rank Codes (Continued)

<table>
<thead>
<tr>
<th>NATO Grade</th>
<th>Royal Navy</th>
<th>Royal Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR-5</td>
<td>Not used in RN</td>
<td>Not used in RM</td>
</tr>
<tr>
<td>OR-4</td>
<td>Leading Hand</td>
<td>Corporal</td>
</tr>
<tr>
<td>OR-3</td>
<td>Not used in RN</td>
<td>Lance Corporal</td>
</tr>
<tr>
<td>OR-2</td>
<td>Able Seaman</td>
<td>Marine</td>
</tr>
<tr>
<td>OR-1</td>
<td>Not used in RN</td>
<td>Not used in RM</td>
</tr>
</tbody>
</table>

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

b. **JPA Job Value.** The JOB value comprises 3 segments: Service, domain and skill.

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

(1) Examples are:

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

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

c. **JPA Competence.** These are the skills, competences or accomplishments allocated against a given Position to enable the incumbent to carry out their role. Requests to add competences may be referred to Capability Delivery Team (CDT) and Branch Manager's approval as the change may have Safety or Operational implications or may result in increased tasking on training schools and can restrict the number of personnel available to fill a post.
d. **General Billets (GBs).** The annotation of a GB competence to a Position enables that Position to be filled by personnel from more than one Specialisation. It allows more flexibility to CMs in filling the Position than if it were specified by the employer to one particular Specialisation. The task of filling the Position will be allocated to the specified CM, who may then pass it to other CMs if required. Not only will this reduce gapping levels within employment areas, but it will assist in balancing any gap or surplus that may exist. GBs are visible in JPA as competences and the following table shows those most commonly used.

Table 2E-2. Commonly Used General Billet Competences

<table>
<thead>
<tr>
<th>Competence</th>
<th>Definition</th>
<th>Rating Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB General Billet-Any Rating</td>
<td>Any Rating</td>
<td>Any GS, SM or FAA Rating</td>
</tr>
<tr>
<td>Navy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GB General Billet-Any Submarine Rating</td>
<td>Any SM Rating</td>
<td>Any SM Rating</td>
</tr>
<tr>
<td>Navy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GB General Billet-Any Fleet Air Arm Rating</td>
<td>Any FAA Rating</td>
<td>Any FAA Rating</td>
</tr>
<tr>
<td>Navy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GB May be Filled By Any Royal Marine</td>
<td>Any Royal Marine</td>
<td>Any RM Other Rank</td>
</tr>
<tr>
<td>Navy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GB Male Essential</td>
<td>Any Male Rating</td>
<td>Any Male GS, SM or FAA Rating for the Position Rank/Rate specified</td>
</tr>
<tr>
<td>Navy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GB Female Incumbent Essential</td>
<td>Position must be filled by Female Only</td>
<td>Any Female GS or FAA Rating for the Position Rank/Rate specified</td>
</tr>
<tr>
<td>Navy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GB Female Incumbent Preferred</td>
<td>Position preferred to be filled by Female</td>
<td>Any Female GS or FAA Rating preferred for the Position Rank/Rate specified</td>
</tr>
<tr>
<td>Navy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

e. **Recruitment and Retention Pay (RRP) Markers.** RRP Markers can be applied to specific Positions and approving their use depends on a number of factors, including that the post should only be filled by a person with the appropriate specialist qualification. Approval for the addition/removal of the RRP Markers to a Position must be given by the appropriate RRP authority before the Establishment Team will make the change in JPA.

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

g. **Temporary Positions.** A Temporary Position is created to meet a specific short term high priority demand for manpower. It is created for a finite period of time between 3 months and one full assignment. Temporary positions do not count towards liability and, as a consequence, do not drive recruiting and promotion targets; they still require budgetary approval by the TLB. In the current manning situation they can usually only be filled by gapping a liability driving post elsewhere, which is clearly undesirable. No Temporary Position will be created until the appropriate Career Manager has agreed to provide an incumbent at the Position’s start date.
h. **Rotational/Competition Positions.** Requests for new posts have to be staffed for approval by the appropriate authority:

Table 2E-3. Staff List Authorities

<table>
<thead>
<tr>
<th>List</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior tri-Service Appointment List (STAL)</td>
<td>DS Sec</td>
</tr>
<tr>
<td>Junior Rotational List (JRL)</td>
<td>DS Sec</td>
</tr>
<tr>
<td>Rotational Appointment Committee (Medical) RACM</td>
<td>DS Sec</td>
</tr>
<tr>
<td>Other Ranks Rotational List (ORRL)</td>
<td>DS Sec</td>
</tr>
</tbody>
</table>

Staffing rules vary and JSP 755 is the authority Reference book for both Rotational and Competition Positions. Tours for rotational posts are projected several years into the future and the Establishments Team ensure that they are kept up to date and in accordance with the appropriate authorised list.

i. **Exchange Positions.** All requests to change Inter-Service and International Exchange Positions must be staffed via the ACOS(PCap) lead:

NAVY PERS-CM DACOS COORD SO2C on 93832 8836

j. **Loan/Secondment Positions.** All requests to create or amend a loan or a secondment position must have International Policy and Planning (IPP) approval as detailed in JSP 755 Chapter 4 and JSP 486.

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

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

m. **UIN.** An Organisation must have a UIN annotated to it and all Positions in an Organisation are costed to the same UIN. Where a unit is comprised of personnel funded by more than one UIN then its Establishment must be comprised of multiple Organisations. UINs must be supplied by the TLB budget manager who is responsible for funding that Organisation. If the UIN does not exist in JPA then it is the responsibility of the submitting TLB Budget Manager to have it added. This is actioned by means of completing a MoD Form 942.
n. **Overlap.** Overlap indicates the handover period, in days. Where the field is blank in JPA then either the standard handover period of 4 days applies or there is no handover period. Career Manager authorisation is required for any increase to the standard handover period as this inevitably leaves a longer gap elsewhere.

o. **Margin Pooled Positions.** Units needing extra pooled Positions to be created should email their requirements to the Establishment Team. The Establishment Team will assess whether these requests can be met by the existing margin structure, ensuring that the number of pooled Positions are the minimum to meet the requirement. The criterion is that pool Positions should exist wherever manpower managers need to exercise administrative oversight of the individuals assigned to the margin areas. In the case of MA5, it is appropriate that there is a pooled Position wherever a unit has a Service pay facility.
ANNEX 2F

ESTABLISHMENT POLICY SPECIFIC TO SHIPS AND SUBMARINES

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

2. The Manning Process

a. The manning process for new build platforms starts on initiation of the Concept Phase. During that phase an initial Quarter Bill (QB) is produced by the Integrated Project Team (IPT) using tasks derived from the platform’s User Requirements Document (URD), Ship Specification and Concept of Use documentation. From this QB an initial Establishment will be generated by the IPT in consultation with PCAP Future Capability, RN Establishments Team, key stakeholders and other SMEs. Once agreed, the RN Establishments Team is issued with the QB Spreadsheet and creates the organisation and positions on JPA, as directed, with the future start dates.

b. As the project moves forward the IPT will progressively develop a more targeted QB and Establishment. In liaison with the RN Establishments team the overall numbers and Specialisations of the Positions in the Establishment will be refined and the accommodation requirement will be calculated. The accommodation requirement is determined by the number and Rank/Rate of the Positions in the Establishment plus an Accommodation Margin.

3. The Quarter Bill (QB)

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

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

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

5. **Through Life Management of the QB and Establishment**

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

6. **Pre-joining Training Requirements**

   Once the Business Case (BC) for a new class of vessel has been approved, a Training Needs Analysis (TNA) is conducted to identify the best means of providing the training required for the platform. The resulting competences requirement should be input onto JPA by way of an EAF via the RN Establishments Team.

7. **Mixed Gender Manning**

   As a general rule, RN surface ships are mixed–manned. The proportion of each gender on board a ship will generally reflect the gender balance of manpower strength within the RN. Accommodation arrangements are managed by the platforms’ EWO or Cox’n, who will allocate mess decks according to the Rank/Rate and gender mix within the ship.

8. **Accommodation Margin**

   a. The Establishment of a platform will dictate the minimum number of bunks required on board. In addition to this minimum, further bunks will be required to account for extra boarded personnel as well as flex within the Unit itself. The calculation of the Accommodation Margin is very platform specific, depending on size, role and design use. Once established the Accommodation Margin will be controlled by the EWO/Cox’n.
b. For each new project build IPT will use the Establishment, calculating in other factors as detailed in the Accommodation Margin Elements (see para 6), to find the accommodation requirement for the platform. The additional requirement for bunks is given by the Accommodation Margin and the total accommodation requirement is therefore driven by the Establishment plus the Accommodation Margin.

9. **Accommodation Margin Elements**

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

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

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

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

d. **Staff Margin.** A defined number of bunks for Officers and Ratings to allow for visiting staff; this could include FOST Staff, Inspection Teams, METOCs, Medical/Chaplaincy Staff, Embarked Forces, Embarked Flight crew/Air Groups, Battle Staff etc.

e. **Flexibility Margin.** A margin of 2 JR bunks for each gender, or cabin if applicable to provide a variation of the onboard mix of gender personnel (where applicable).
CHAPTER 3

PERSONNEL PLANNING AND COSTING

POINT OF CONTACT – PART 3

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0302. Liability and Strength
0303. The Live Liability
0304. The Planning Liability
0305. Matching Liability and Strength
0306. Management of the Trained Strength
0307. Personnel Strength Control Mechanisms (“Personnel Regulators/Levers”)
0308. Factors affecting Target-Setting in Personnel Planning
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SECTION 2 – MARITIME RESERVE PERSONNEL

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CHAPTER 3
PERSONNEL PLANNING & COSTING
SECTION 1 – REGULAR PERSONNEL

0301. General Manning Policies

a. This Part describes the process of personnel planning and explains how the personnel Liability is derived and how Strength is matched to that Liability. Career progression and Branch structures have to be taken account of in this process, which require a detailed knowledge of the personnel characteristics in each specialisation, rather than relying on a 'one size fits all' approach. Current and future manning policies have a big impact on this work. The aim is to ensure that suitably qualified Officers, Ratings and Other Ranks are available to meet the sea and shore requirements of the Naval Service in peace and crisis within allocated resources and, at the same time, offer rewarding careers that will encourage retention.

b. The methodology for this is through operation of computer Planning Models that compare the current and future Liability with projections of the Trained Strength that should develop, based on set assumptions and variable “control levers” also known as ‘manpower regulators’; these include numbers joining and promotion targets.

0302. Liability and Strength

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

b. The number of trained Regular Service men and women who can be deployed to satisfy the Liability is known as the Trained Strength (TS); the Trained Strength is sustained by those who are undertaking initial training in the Untrained Strength (UTS). The Liability was previously widely known as the Requirement (Capital ‘R’) and the Strength was known as the Bearing.

c. The Liability comprises the 2 key elements shown in Figure 3-1. In simple terms these are the sum of all ‘Liability Driving’ Positions in Establishments that are marked as counting towards Liability plus allowances (Margins) because there are occasions when, for a variety of reasons, the Trained Strength will always include some people who are not available for filling normal Establishment Positions.
Figure 3-1. The Liability

<table>
<thead>
<tr>
<th>Establishment Positions counting towards Liability.</th>
<th>Allowances.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Liability Drivers)</td>
<td>e.g. Manning and Training Margin (MTM) allowance</td>
</tr>
</tbody>
</table>

d. Each of the Armed Forces has a Service Liability set by the DB at the conclusion of every Departmental Planning Round. It does not have sufficient detail for PPO planning purposes, and is used as a numerical ceiling against which Manning Balance and Public Sector Agreement is measured. Effectively acting as a Trained Strength (i.e. Regular and Full Time Reserve Service personnel filling Regular Liability) cap for each Service, it is very firmly policed by ACDS(Pers) and an important aspect of ACOS(PCap) Personnel Planning staff’s work is to ensure that no surplus is generated.

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

f. **Margin Liability.** This is the allowance provided in the total Liability for predictable and planned use of Margin that needs additional personnel to be grown. Margin Liability is defined as a single Manning and Training Margin (MTM) entity; Margin usage is sub-divided into 2 categories: Training Margin (previously known as Higher Training Quota (HTQ)); and Manning Margin. A full explanation of these is at Annex 3B. Note that there are also some other similar but small Allowances from past Options such as for Resilience.

g. **Establishments.** Full information on Positions and MTM is provided at Part 2.

0303. **Live Liability**

The sum of all Positions counting towards Liability (‘Liability Drivers’) plus the MTM overhead is called the Live Liability. Once produced, it shows the requirement for trained personnel at each rank level within every Specialisation at monthly hitpoints for the next 10 years. The Live Liability is the responsibility of ACOS(PCap) and is updated continuously in JPA by the ACOS (PCap) Establishment Administration team.

0304. **The Planning Liability (formerly known as the ‘Headmark’)**

a. Whilst the Live Liability is used for career management, it cannot be used, in isolation, for workforce planning. Therefore the Live Liability is subjected to adjustment by ACOS(PCap) Personnel Planning staff. The result, known as the Planning Liability (PL) (see Note) (formerly the ‘Headmark Requirement’), takes account both of known and anticipated changes in the Liability, and provides a corporate aiming point which inevitably includes a level of risk which ACOS(PCap) is prepared to accept. The PL will therefore contain adjustments at Risk made in anticipation of future agreed Options. Examples of measures include assessments
of the impact of changes to Top-Level Budget (TLB) organisations, the Equipment Programme, Partnering, Private Finance Initiatives (PFI), contractorisation and Planning Round Options and Choices. The result is used as the basis for planning the future requirement for officers and ratings by Rank/Rate, Branch and Specialisation. This is illustrated in Figure 3-2 (not to scale) and the sequence is as follows:

Note. ‘Planning Liability’ is defined within the Tri-Service Manpower Lexicon as ‘A derivation of Liability that takes account of anticipated (but not authorised) changes’.

(1) The first adjustment is the addition of all known and agreed programme measures (specified in detail) which are planned to occur during the 10 year planning period but which have yet to be reflected in the relevant Establishments.

(2) Then anticipated changes over the 10 year planning period are incorporated, such as may result from reorganisation, contractorisation, Planning Round Options and Choices.

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

(4) Finally, the ‘unsmoothed’ PL is smoothed by Rank/Rate, Branch and Specialisation only to remove sudden peaks and troughs.

b. The resultant ‘smoothed’ Planning Liability is used by ACOS(PCap) Strategic Workforce Planners to prime Defence Statistics (Navy) (DS(N)) computer modelling tools (see Para 0306 sub para c) so they can decide what targets need to be set for the growth of the right numbers of trained personnel (the Trained Strength (TS)), broken down by Rank/Rate, Branch and Specialisation in the same way as the Liability. It is important that the ‘smoothed’ Planning Liability is at or below the Service Liability ceiling set by DMB.

c. A derivation of the Planning Liability is also used by the Centre and TLB resource and plans staff to establish the likely costs of personnel for future years.
d. While the upkeep of the Live Liability is a continuous process, the Planning Liability is normally derived twice a year in Mar/Apr and Sep/Oct, the exact timings being determined by the demands of the Planning Round and manpower modelling processes. Following each issue of a new Planning Liability and subsequent DS(N) modelling, it is possible to update personnel regulator levers, such as recruiting targets and promotion numbers.

0305. Matching Liability and Strength

a. The aim of ACOS(PCap) is to match continuously the current Live Liability with an equivalent Trained Strength having the correct mix of rank/rate and skills. The high-level aim is to achieve a Trained Strength within +1% and −2% of the Liability at the global level (the Public Sector Agreement (PSA) target).

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

c. Management of the Liability is covered under Part 2, for Establishments, and Annex 3A for Margin. Management of the Trained Strength is the output of Personnel Planning that is covered in the following paragraphs.
0306. Management of the Trained Strength

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

(1) Gains to the Trained Strength (GTS) (Para 0307 sub para b);
(2) Promotion numbers (Para 0307 sub para d);
(3) Commission Transfers (Officers) and Engagement Transfers (Ratings/Other Ranks (ORs)); (Para 0307 sub para f)
(4) Flows from Rating/OR to Officer (Para 0307 sub para g);
(5) Branch and Specialisation Transfers (Para 0307 sub para h);
(6) Acting Higher Rank use (Para 0307 sub para i);
(7) Extensions of Service (Para 0307 sub para j);
(8) Re-entrants (Para 0307 sub para k);
(9) Voluntary Retirement/Release constraints and influences (Para 0307 sub para l);
(10) Financial Retention Incentives (Para 0307 sub para m);
(11) Commitment Bonuses;
(12) As a last resort, Directed Early Retirement and Redundancy (Para 0307 sub para n).

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

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

(2) Reservist Service, primarily Full Time Reserve Service (FTRS), Additional Duties Commitment (ADC), Mobilisation and Recall. These are controlled at the tactical level by ACOS(PCap). JSP753 (Mobilisation), and Chapter 59 give more details.
c. **Planning Models.** Because the Liability changes with time, clearly a forecast of how the Strength will change is also required. The future Strength is forecast by modelling techniques that look at past, current and predicted inflow and outflow rates and promotion/transfer numbers in order to predict the numbers that are likely to be delivered to each branch and specialisation at each rank. These are then compared to the future Liability to derive recruiting targets and other personnel regulators. The DS(N) Officer and Rating Planning Models are the prime tools for managing the size of the Trained Strength. As with any forecasting process, the result is only as accurate as the information from which it is derived. The models are particularly susceptible to changes in the Liability, wastage and inflow from New Entry Training. In recognition of this, the models are re-run each time a new Planning Liability is issued, although targets may not be adjusted on each occasion. The assumptions that underpin the models are agreed for each modelling round between ACOS(PCap) Strategic Workforce Planners, Branch Managers (BMs) and DS(N), following extensive detailed scrutiny.

d. **Branch/Specialisation structures are hierarchical and generally bottom-fed.** This means that careful consideration has to be given to ensure that the requirement at the upper levels can be achieved and sustained in the long term by sufficient input at the bottom, given the projected attrition of personnel in the years after they join the Trained Strength. This is demonstrated by using a Sustainable Experience Profile (SEP) which illustrates whether the future demand can be met and whether a Branch is ultimately sustainable. Generally, it is accepted that there must be a progressively smaller requirement for the higher ranks than the lower ranks, however, the actual sustainable ratio is unique to individual Specialisations and will depend on flow rates and ‘man-years’ at each rank.

### 0307. Personnel Strength Control Mechanisms (‘Personnel Regulators/Levers’)

a. **The Supply and Growth of Personnel.** Historically, the skill and experience required of most Naval personnel has demanded that they be grown from the lowest level. However, there have always been some areas where this is not the case and work is in hand to explore the potential for increasing the number of these categories. Current examples of categories that do not fall within the ‘bottom-fed’ mould include Senior Upper Yardmen (SUY), Upper Yardmen (UY), Senior Corps Commission (SCC RM), Corps Commission (CC RM) and Sideways Entry Specialisations. Introduction of the Flexible Career Structure and the Warfare and Technician structures should also expand the scope for more flexible entry routes. Despite these current and potential future exceptions, the majority of officers and ratings join at the bottom of their structures, within flexible but set age limits, and remain for as long as their commission or engagement allows while progressing up the rank scale. Education and training to satisfy the requirements of rank, specialisation and specific sea going positions is provided, and individual careers are managed by Career Managers (CMs) so as to provide a broadening of experience within the rank and capability of each Service Person.
b. **Gains to the Trained Strength (GTS).** The numbers of trained officers, ratings and other ranks each Branch and Specialisation requires to be introduced on to the Trained Strength is determined by ACOS(PCap), taking account of the training pipeline capacity. The number of personnel that should be recruited to meet the required GTS is determined subsequently by the FOST Pipeline Manager (see Para 1102).

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

d. **Promotion Targets.** These are determined by the ACOS(PCap) Strategic Workforce Planners, guided by DS(N) Planning Model outputs together with consultation with each BM and CM. The Maximum Authorised Numbers (MAuNs) are based on the current and future Strength and Liability, with agreed assumptions on future inflows and outflows, and (for officers) smoothed over the next few years to reduce large year-to-year fluctuations. The MAuNs are then used by Promotion Boards to control promotion numbers.

e. **Commissions, Careers and Engagements**

   (1) **Commissions.** Officers’ career progression will be linked to changes in commission. Figure 3A.1 shows how that progression will occur; most Lt RN/Capt RM will follow a path to Lt Cdr/Maj on a Career Commission Stage (CCS) and then transfer to a FCS from there (for further details see Paras 4901-4903). As with promotions, the number of Commission transfers is set by the ACOS(PCap) Strategic Workforce Planner (Officers), guided by DS(N) Planning Model outputs together with consultation with each BM and CM. The MAuNs are established at levels to maintain Strength within Liability ceilings at each rank and are implemented by Commission Transfer boards.

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

f. **Promotion from Rating/OR to Officer.** The number of places available for SUY and SCC RMs at BRNC and CTCRM respectively is determined annually for all Branches/Specialisations by ACOS(PCap) in consultation with BMs and forms part of the overall GTS. Details of the promotion process are in BRd 3(1) Chapter 50.
g. **Branch/Specialisation Transfers.** Movement between Branches or Specialisations, which includes Sideways Entry, affects the Trained Strength in the supplying and receiving category. ACOS(PCap) Strategic Workforce Planners set the planning assumptions for Branch Transfers annually and co-ordinate the transfer process. Officer transfers are considered on a case-by-case basis.

h. **Acting Higher Rank (AHR).** AHR is not normally used as a personnel regulator, although it does naturally affect the numbers of personnel available to fill posts in each rank and it may need to be limited to specific cases if necessary to avoid breaching Defence Planning Ceilings (for further details, see Paras 6503,6915-6917). For Officers, Career Managers are to pass AHR requests to the Branch Manager and Strategic Workforce Planner (Officers) for comment before a decision is made at an appropriate level (for further details see paras 6647-6651).

i. **Extensions of Service.** Career Managers are to raise any request for EOS over 6 months and pass it to Branch Managers and Strategic Workforce Planners for their comments on the impact on the manning situation in the Specialisation concerned. Decisions are made by the BM concerned and passed to Workforce Planning staff; these inform debate over expected levels of awards which are then incorporated as assumptions affecting wastage within the Planning Models. Requests for EOS of less than 6 months (commonly referred to as CM EOS) may be granted directly by the CM concerned. More details are at Para 5811.

j. **Re-entrants.** CNR will process all Officer and Rating/OR re-entrant candidates to both the Trained and Untrained Strengths. Staffing will include relevant ACOS(PCap) input. The individuals’ experience and rank will be considered together with the state of the Specialisation which they wish to re-enter.

k. **Voluntary Outflow.** Voluntary Outflow (VO) through early termination to leave the Service is a regulator over which BMs have little control, but which is nevertheless closely monitored and projected forward, so as to inform the planning models. It is most influenced by Conditions of Service, career expectations, domestic pressures and civilian employment conditions. Personnel policy can therefore exert an influence on the rates of uptake, generally in an un-targeted manner, but CMs may decide not to approve requests for VO withdrawal, drawing on advice from Strategic Workforce Planners. When necessary to avoid exceeding funded personnel levels, approval of requests for VO withdrawal may be restricted to those requests that would help relieve Operational Pinch Points (OPPs), Critical Manning Groups (CMGs) or for Specialisations that are predicted to be significantly underborne. See the following paragraphs for measures to affect outflow rates.

l. **Financial Retention Incentives (FRI) and Re-Joining Bounties (RJB).** FRI and RJB measures are available for selective use, with necessary higher approval - normally Ministerial or PPO - and last for a clearly defined, short period. They aim to encourage personnel to continue serving or to re-enter the Service, respectively, where a severe and damaging shortage exists. Strict controls are placed on eligibility for such an award, and individuals are targeted in very discrete groupings by age, seniority and/or length of service to offset the precise area of shortage. The introduction of each measure will be announced by signal and DIN.
m.  **Redundancy and Directed Early Retirement (DER).** In the event of the Trained Strength exceeding the requirement and when all other means of regulation have been unable to contain the surplus, redundancy and/or DER may be considered. Because of the cost, the loss of expertise and the detrimental impact upon Service cohesion, redundancy is only ever considered as a last resort; DER is more likely. High level approval will always be necessary before initiating a programme and, for redundancy, this will need to be at Ministerial level.

0308. **Factors affecting Target-Setting in Personnel Planning**

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

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

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

d. **Reserve Service.** Full Time Reserve Service (FTRS) and Additional Duties Commitment (ADC) (the part time equivalent of FTRS) are filled by ex-Regulars (RFR) and Royal Naval/Royal Marines Reserves (RNR/RMR). FTRS and ADC can be used to relieve Operational Pinch Points (OPPs) or Critical Manning Groups (CMGs) or where a Specialisation is significantly underborne (subject to constraints from FTRS Authorised Numbers (AUN). The decision on whether to approve an FTRS request will draw on advice from other BMs and the Strategic Workforce Planners. An AUN may be applied by ACOS(PCap), planning for a set amount of FTRS/ADC usage to ensure that the combined total of personnel on FTRS and in the (Regular) Trained Strength is affordable and does not exceed the Liability. Personnel Planning targets will take any FTRS AUN and decisions on the award of FTRS Commitments into account, but will ultimately aim to meet the full Liability with Regular personnel. More details on FTRS & ADC are at Para 5953 and the full Naval Regulations are in BRd 3(2) Chapters 18 and 19.

e. **Wastage Other Than Through Notice.** Rates of Discharges for reasons outside the control of the Service are carefully monitored and placed as an assumption in the Planning Models. These rates are fairly consistent and low. Medical Discharge may be directed by Medical Employment Boards (MEB), following Medical Boards of Survey (MBOS). Run monthly, except in August, December and April, these Boards assess the suitability of permanently downgraded personnel for further employment in the Naval Service. A detailed description of regulations and procedures may be found in BR 1991.
Effective  
February 2020  

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

**0309. Gapping**

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

**Figure 3-3. Gapping in the RN and RM**

<table>
<thead>
<tr>
<th>Trained Strength (TS)</th>
<th>Actual Deployment of Trained personnel</th>
<th>Authorised Liability For Trained personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deficit</td>
<td>TS in Liability Positions</td>
<td>Gaps due to deficit</td>
</tr>
<tr>
<td></td>
<td>TS in TPs &amp; Overbearings</td>
<td>Filled Liability Positions</td>
</tr>
<tr>
<td></td>
<td>Manning Margin Usage by TS</td>
<td>Gaps due to TPs/OBs</td>
</tr>
<tr>
<td></td>
<td>Training Margin Usage by TS</td>
<td>Gaps due to Margin overuse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manning &amp; Training Margin (MTM) Liability</td>
</tr>
</tbody>
</table>
0310. Costing Personnel and the Planning Round process

a. Under the Annual Budget Cycle (ABC) process, each TLB reassesses its personnel costings for the forthcoming ABC period. Bids are made on the basis of the actual personnel that the TLB expects to have deployed to him (i.e. the Forecast Strength) and not the Liability. In order to do this, the TLB needs information on the personnel costs associated with each of the TLB’s employers. The information required to assemble realistic costings for financing its uniformed personnel includes:

(1) The level of personnel detailed in the Establishment (Permanent positions on the TLB’s Trained Strength), noting how this changes throughout the PR period as new positions start and existing ones are end-dated - i.e. the Live Liability.

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

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

(4) The capitation rates associated with the above personnel. These are dependent upon rank, Arm, Branch and Spec. They will also vary with TLB not least because of relative seniority of personnel and the likelihood of Specialist Pay.

b. The personnel numbers forecasting process, and its accuracy, is essential in determining the personnel costs for the FOO, monthly AP and the ABC bid/baseline. The Planning Liability plays a key function in this, which in turns feeds into setting both GTS targets and hence UTS numbers. By applying UTS capitation rates to the numbers, the UTS costs can also be calculated.

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

(1) Ensuring that the individual bids from all employers of Naval personnel, including the Manning and Training Margin, when added together, match the forecast of total Trained Strength. This is achieved through the ABC process. (If personnel balance is achieved through TLB Strategic Workforce Planners through the use of like-for-like personnel compensators to ensure no growth in personnel numbers or costs.)

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

(3) Ensuring Branch structures are sustainable, both structurally and numerically.
d. The PPO recognises the need to provide information to TLBs on the probability of their personnel requirements being met, the degree to which they may be gapped and their probable Margin costs.

e. Individual TLBs play a key role in costing personnel during the ABC process, using locally-derived methods, and taking account of a number of factors that will determine the cost/savings profile over the ABC. The factors are similar to those used by PPO staff for Personnel Planning.

f. Remaining within headcount thresholds is a key factor for the PPO and for individual TLBs. Numerical growth through an increase in the number of Positions driving the Naval Service Liability should be avoided; compensating reductions should be provided with any bid for additional personnel.
0311. Personnel Considerations in the Maritime Reserve

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

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

2. **Personnel Requirement.** The total requirement (Liability) for trained personnel is based on the following:
   
   (a) **Operational Task Requirement (OTR).** The OTR is determined by Functional Employers based on personnel requirements.

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

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

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

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

   (b) In the RMR this is normally all ranks who have successfully completed Royal Marine Phase 1 and 2 training.
(4) **Untrained Strength.** The total number of personnel in the training ‘pipeline’ necessary to maintain the Trained Strength at a satisfactory level. The combined Trained and Untrained Strength must not exceed the authorised Reserves Personnel Ceiling.

0312. **RNR Air Branch Personnel Requirement**

a. The RNR Air Branch requirement is identified as M-role Positions in FAA Squadron and Air Station Establishments and in other areas where an aviation Reserve capability is required by COS AVN.

b. Air Branch personnel are allocated to a dormant M-role Position on joining, based on the individual’s most recent experience and an evaluation of their best use. Generally the Reservist will remain in one Position throughout their RNR service, however re-assignments may be made to make greater use of an individual’s expertise and to meet developing requirements of the FAA.

0313. **RNR Air Branch Annual Personnel Review**

a. A review of RNR Air Branch personnel is conducted annually in the autumn. Conducted by HAB with Aircraft Force Commanders, Squadron COs and Air Station HODs, the Board specifically reviews:

   (1) Officers approaching 5-year milestones;

   (2) Aircrew approaching age 45;

   (3) Ratings approaching the end of an engagement;

   (4) Officers approaching age 50;

   (5) Officers and ratings who have failed to train or are otherwise regarded as non-achievers.

b. The review also considers Requirement and Manning in each area.
ANNEX 3A

COMMISSION STRUCTURES

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

**Fig 3A-1. Commission Structures**

<table>
<thead>
<tr>
<th>Initial (8/12 years)</th>
<th>Career (16/18 years)</th>
<th>Full (to RA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry</td>
<td>Lt</td>
<td>Capt &amp; Above</td>
</tr>
<tr>
<td>Lt Cdr</td>
<td>Lt Cdr</td>
<td>Cdr</td>
</tr>
</tbody>
</table>

**Note.** Bigger arrows indicate the major flow routes.
ANNEX 3B
PERSONNEL MARGINS AND COSTING

1. Margin Definitions

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

b. Margin Liability. Previously calculated as separate Manning and Training components, MTM is now representative and based on analysis of all Margin usage. For Squadded categories, there is effectively no MTM allowance, as this is subsumed within Squad Positions in the unit’s (or pool) Establishment; there are some small allowances for some Training especially Engineer Junior Rates. For others, the Liability is defined in a number of separate Establishment Lists that are currently managed by ACOS(PCap) staff externally to JPA, and the MTM allowance totals are added to the Planning Liability; these aim to provide some of the extra numbers needed in the Liability to compensate for those who are removed from Unit Positions for a number of discrete reasons. The MTM allowance is shown for each Branch and Specialisation at each Rank/Rate level. It is calculated on the broad basis that a relief for an individual should be provided if there would otherwise be an absence to an agreed minimum of at least three months or where absences of less than three months consistently and predictably place an ongoing demand on personnel within a category. MTM numbers take account of the aggregate demand. The size and breakdown of the allowance is recalculated periodically. Reasons for MTM include: Pre-joining training for sea service (PJTs); Post Operational Leave; Career training; Educational Training such as for MBAs; Long term sickness; and Terminal leave.

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

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

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

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

3. Margin in the Squad System

In specialisations that are subject to Squad System manning, the principle is that there is generally no separate Liability allowance for Manning and Training Margin. Almost all Margin provision, and demand for augmentation, is subsumed into the Squad (except for some Career Course Margin cover). The size of the Squad thus reflects the requirement to man the ship and to accommodate Margin usage. Squad sizes are calculated to take account of anticipated requirements for Margin usage and therefore may be adjusted, by CNPS in agreement with the employer, in the light of experience.
4. **Funding and Paying for the Margin**

Unlike occupied Positions in Establishments, which are paid for entirely by the owner of the UIN specified against the organisation concerned, some elements of the Margin are paid for by the employer and some by Navy Command on behalf of the PPO (2SL). The breakdown of ‘who pays for what’ is also shown in Table 3B-1. Because Margin usage is the most volatile component of the manpower equation it is therefore the most difficult to estimate and cost by TLB and by category. Excessive use of the Margin can incur costs to one TLB while leading directly to gapping in another; this may necessitate a re-distribution of (rather than additional) resources. Whilst TLBs cost the manpower resources required by their programmes on the basis of forecast average strength during the scrutiny process, towards the end of each PR round it is necessary for ACOS(PCap) and ACOS(RP) to reconcile the TLBs’ costings in order that the total of all the individual bids matches ACOS(PCap)’s global estimate. Cash allocations and risk assessments are then made on the basis of this reconciled count.

5. **Margin Efficiency**

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

**Figure. 3B-1. The Approach to Reducing ‘Margin-derived’ Gapping**

![Figure. 3B-1. The Approach to Reducing ‘Margin-derived’ Gapping](image)
Table 3B-1. Naval Service MTM Assignment Categories

<table>
<thead>
<tr>
<th>Category (Note 1)</th>
<th>Term</th>
<th>UIN</th>
<th>Definition</th>
<th>Trigger Point for Assignment (Note 3)</th>
<th>Trigger Point for Costing</th>
<th>Paid by (Note 4)</th>
<th>Comment/JPA Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA1</td>
<td>Career Courses</td>
<td>N0079A</td>
<td>MTM for a Service Person on a Career Course that in duration meets or exceeds the single Service trigger point for assignment.</td>
<td>30 days</td>
<td>Day 1 of course</td>
<td>PPO</td>
<td>Pool position per course type in each Naval &amp; joint training unit</td>
</tr>
<tr>
<td>MA2</td>
<td>Non-Career Courses</td>
<td>N0079B</td>
<td>MTM for a Service Person on a Non-Career Course that in duration meets or exceeds the single Service trigger point for assignment.</td>
<td>30 days</td>
<td>Day 1 of combined courses over 30 days</td>
<td>PPO except where activity occurs within current unit without reassignment, then individual should be Move &amp; Tracked and paid for by parent TLB. Note: the margin only funds courses for sea service.</td>
<td>Pool positions per training school in each Naval &amp; joint training unit</td>
</tr>
<tr>
<td>MA4A</td>
<td>Maternity Leave (Ordinary)</td>
<td>N0079D</td>
<td>MTM for a Service Person on authorised maternity leave having met the Ordinary Maternity Leave qualifying criteria as defined in JSP 760 Chapter 20.</td>
<td>1 day</td>
<td>Day 1</td>
<td>PPO except where activity occurs within current unit without reassignment, then individual should be M&amp;T and paid for by parent TLB.</td>
<td>At each of 3 x NB, 6 x WMO, CTCRM &amp; RMB Stonehouse.</td>
</tr>
<tr>
<td>MA4B</td>
<td>Maternity Leave (Additional)</td>
<td>N0079D</td>
<td>MTM for a Service Person on authorised maternity leave having met the Additional Maternity Leave qualifying criteria as defined in JSP 760 Chapter 20.</td>
<td>1 day</td>
<td>Day 1</td>
<td>PPO</td>
<td></td>
</tr>
<tr>
<td>MA4C</td>
<td>Parental Leave</td>
<td>N0079D</td>
<td>MTM for a Service Person on authorised unpaid leave having met the Parental Leave qualifying criteria as defined in JSP 760 Chapter 23.</td>
<td>30 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category (Note 1)</td>
<td>Term</td>
<td>UIN</td>
<td>Definition</td>
<td>Trigger Point for Assignment (Note 3)</td>
<td>Trigger Point for Costing</td>
<td>Paid by (Note 4)</td>
<td>Comment/JPA Structure</td>
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</tr>
<tr>
<td>MA4D</td>
<td>Adoption Leave (Ordinary)</td>
<td>N0079D</td>
<td>MTM for a Service Person on authorised paid leave having met the Adoption Leave (paid) qualifying criteria as defined in JSP 760 Chapter 21.</td>
<td>1 day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA4E</td>
<td>Adoption Leave (Additional)</td>
<td>N0079D</td>
<td>MTM for a Service Person on authorised unpaid leave having met the Adoption Leave (unpaid) qualifying criteria as defined in JSP 760 Chapter 21.</td>
<td>1 day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA5</td>
<td>Terminal Leave</td>
<td>N0079E</td>
<td>MTM for a Service Person on authorised paid leave, in their last 28 days of service in the UK, having met the Terminal Leave qualifying criteria as defined in JSP 760 Chapter 19.</td>
<td>1 day</td>
<td>Day 1</td>
<td>PPO (see Note 3)</td>
<td>Pool at HMS NELSON &amp; selected release units</td>
</tr>
<tr>
<td>MA6A</td>
<td>Awaiting Assignment</td>
<td>N0079F</td>
<td>MTM for a Service Person who is Awaiting Assignment</td>
<td>30 days</td>
<td>Day 1</td>
<td>PPO</td>
<td>At each of 3 x NB &amp; 6 x WMOs</td>
</tr>
<tr>
<td>MA6B</td>
<td>Miscellaneous - Short Project/Study Diversion</td>
<td>N0079F</td>
<td>MTM for a Service Person employed on a Project or a Study.</td>
<td>30 days</td>
<td></td>
<td></td>
<td>At each of 3 x NB &amp; 6 x WMOs</td>
</tr>
<tr>
<td>MA6C</td>
<td>Miscellaneous - Display Team</td>
<td>N0079F</td>
<td>MTM to enable a Service Person to take to take a specified period of time away from their mainstream duties in order to undertake duties on a specified display team.</td>
<td>30 days</td>
<td></td>
<td></td>
<td>Only at TEMERAIRE</td>
</tr>
<tr>
<td>MA6D</td>
<td>Miscellaneous - Elite Sports Diversion</td>
<td>N0079F</td>
<td>MTM for a Service Person who is not employable as they have an authorised full-time commitment to training for sport (at present special paid or unpaid leave is used for this activity as defined in JSP 760 Article 2.026).</td>
<td>30 days</td>
<td></td>
<td></td>
<td>Only at TEMERAIRE</td>
</tr>
<tr>
<td>Category (Note 1)</td>
<td>Term</td>
<td>UIN</td>
<td>Definition</td>
<td>Trigger Point for Assignment (Note 3)</td>
<td>Trigger Point for Costing</td>
<td>Paid by (Note 4)</td>
<td>Comment/JPA Structure</td>
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</tr>
<tr>
<td>MA6E</td>
<td>Miscellaneou s – Missing in Action</td>
<td>N0079F</td>
<td>MTM for a Service Person that is Missing in Action (MIA).</td>
<td>The Service Person will be assigned to the MTM once they have been declared as MIA.</td>
<td></td>
<td></td>
<td>Only at NELSON</td>
</tr>
<tr>
<td>MA6F</td>
<td>Detainee</td>
<td>N0079F</td>
<td>MTM for a Service Person that is a Prisoner of War (PW) and or a detainee (legal &amp; illegal).</td>
<td>The Service Person will be assigned to the MTM once it is assumed/know n that they are a detainee as judged by the chain of command.</td>
<td></td>
<td></td>
<td>Only at NELSON</td>
</tr>
<tr>
<td>MA7A</td>
<td>Medical - Long Term Sickness.</td>
<td>N0079G</td>
<td>MTM for a Service Person who for medical reasons cannot be employed in their current job and are not able to be assigned to another position; they will be either in a medical facility or on medical absence (as defined in JSP 760 Chapter 15), and the absence duration is expected to meet or exceed the single Service trigger point for assignment.</td>
<td>3 months</td>
<td>3 months</td>
<td>PPO except for Squadded JRs and personnel where activity occurs within current unit without reassignment: individual should be M&amp;T and paid for by parent TLB. (see Note 4)</td>
<td>At each of 3 x NBs &amp; 3 x FAA WMOs. Personnel at sea or in front line Squadrons to be assigned to MA7 in appropriate</td>
</tr>
<tr>
<td>Category (Note 1)</td>
<td>Term</td>
<td>UIN</td>
<td>Definition</td>
<td>Trigger Point for Assignment (Note 3)</td>
<td>Trigger Point for Costing</td>
<td>Paid by (Note 4)</td>
<td>Comment/JPA Structure</td>
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</tr>
<tr>
<td>MA7B</td>
<td>Welfare Diversion</td>
<td>N0079G</td>
<td>MTM for a Service Person who for welfare reasons (as defined in JSP 760 Chapter 16) cannot be employed in their current job and are not able to be assigned to another position, and their absence duration is expected to meet or exceed the single Service trigger point for assignment.</td>
<td>There are no fixed rules for assignment thresholds; it is an individual career management issue as the CM will try to employ the service Person within their welfare limitations</td>
<td></td>
<td></td>
<td>WMO.</td>
</tr>
<tr>
<td>MA7C</td>
<td>Discipline - Under Sentence Retained</td>
<td>N5370J</td>
<td>MTM for a Service Person who is not employed due to being formally held under custody at the Military Correction Training Centre Colchester, and who is to be retained upon completion of their period of custody (JSP 760 Chapter 12), and their custody duration meets or exceeds the single Service trigger point for assignment.</td>
<td>1 day</td>
<td>Day 1</td>
<td></td>
<td>Only at Military Correction Training Centre Colchester</td>
</tr>
<tr>
<td>MA7D</td>
<td>Discipline - Under Sentence Discharged</td>
<td>N5370J</td>
<td>MTM for a Service Person who is not employed due to being formally held under custody at the Military Correction Training Centre Colchester, and who is to be discharged upon completion of their period of custody (JSP 760 Chapter 12), and their custody duration meets or exceeds the single Service trigger point for assignment.</td>
<td>1 day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category (Note 1)</td>
<td>Term</td>
<td>UIN</td>
<td>Definition</td>
<td>Trigger Point for Assignment (Note 3)</td>
<td>Trigger Point for Costing</td>
<td>Paid by (Note 4)</td>
<td>Comment/JPA Structure</td>
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</tr>
<tr>
<td>MA7E</td>
<td>Discipline - Case Pending</td>
<td>N0079G</td>
<td>MTM for a Service Person who is categorised as Discipline - Case Pending.</td>
<td>There are no fixed rules for assignment thresholds; it is an individual career management issue</td>
<td>3 months</td>
<td>PPO except for Squadded JRs and personnel where activity occurs within current unit without reassignment: individual should be M&amp;T and paid for by parent TLB. (see Note 4)</td>
<td>At each of 3 x NBs &amp; 3 x FAA WMOs. Personnel at sea or in front line Squadrons to be assigned to MA7E in appropriate WMO.</td>
</tr>
<tr>
<td>MA10A</td>
<td>Miscellaneous - Exercise Diversion</td>
<td>Own Unit’s UIN</td>
<td>MTM to enable a Service Person to take a specified period of time away from their mainstream duties in order to meet the requirements of a specific exercise.</td>
<td>30 days</td>
<td>Day 1</td>
<td>TLBH</td>
<td>Pool Position at all units employing RN personnel.</td>
</tr>
<tr>
<td>MA10B</td>
<td>Miscellaneous - Event Diversion</td>
<td>Own Unit’s UIN</td>
<td>MTM to enable a Service Person to take a specified period of time away from their mainstream duties in order to meet the requirements of a specific event.</td>
<td>30 days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA11A</td>
<td>Unpaid Leave</td>
<td>N0079L</td>
<td>MTM for a Service Person on authorised unpaid leave for an exceptional absence as defined in JSP 760 Chapter 17.</td>
<td>1 day</td>
<td>Day 1</td>
<td>TLBH</td>
<td>At each of 3 x NB &amp; 6 x WMOs</td>
</tr>
<tr>
<td>MA11B</td>
<td>Miscellaneous - Career Breaks</td>
<td>N0079L</td>
<td>MTM for a Service Person to take authorised unpaid leave for a specified period of time out of their Service Career to meet personal objectives or to deal with personal circumstances which they would otherwise be unable to do using leave entitlements.</td>
<td>1 day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category (Note 1)</td>
<td>Term</td>
<td>UIN</td>
<td>Definition</td>
<td>Trigger Point for Assignment (Note 3)</td>
<td>Trigger Point for Costing</td>
<td>Paid by (Note 4)</td>
<td>Comment/JPA Structure</td>
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</tr>
<tr>
<td>MA12</td>
<td>Discipline – AWOL</td>
<td>N0079M</td>
<td>MTM for a Service Person that is absent from their place of duty without their Line Manager’s approval and where they have not informed the unit of their reason for non-attendance, and they are not employed due to being formally categorised as AWOL (as defined in JSP 760 Chapter 11), and the absence duration meets or exceeds the single Service trigger point for assignment.</td>
<td>1 day</td>
<td>Day 1</td>
<td>TLBH</td>
<td>Only at NELSON</td>
</tr>
</tbody>
</table>
### Table 3B-2. Other Tri-Service MTM Categories (Absence Types)

<table>
<thead>
<tr>
<th>Category</th>
<th>Term</th>
<th>Definition</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA4</td>
<td>Paternity Leave</td>
<td>MTM for a Service Person on authorised paid leave having met the Paternity Leave (paid) qualifying criteria as defined in JSP 760 Chapter 22.</td>
<td>This is a JPA absence type and there is no assignment to the MTM.</td>
</tr>
<tr>
<td>MA6</td>
<td>Post Tour Leave - Sea Goers Leave</td>
<td>MTM for a Service Person on authorised paid leave having met the Post Tour Leave/ Sea Goers Leave qualifying criteria as defined in JSP 760 Chapter 4.</td>
<td>This is a JPA absence type and there is no assignment to the MTM.</td>
</tr>
<tr>
<td>MA6</td>
<td>Post Tour Leave - Foreign Service Leave</td>
<td>MTM for a Service Person on authorised paid leave having met the Post Tour Leave/ Foreign Service Leave qualifying criteria as defined in JSP 760 Chapter 8.</td>
<td>This is a JPA absence type and there is no assignment to the MTM.</td>
</tr>
<tr>
<td>MA6</td>
<td>MTM Post Tour Leave - Post Operations Leave.</td>
<td>MTM for a Service Person on authorised paid leave having met the Post Tour Leave/Post Operations Leave qualifying criteria as defined in JSP 760 Chapter 3.</td>
<td>This is a JPA absence type and there is no assignment to the MTM.</td>
</tr>
<tr>
<td>MA6</td>
<td>Post Tour Leave - Relocation Leave</td>
<td>MTM for a Service Person on authorised paid leave having met the Re-engagement Leave qualifying criteria as defined in JSP 760 Chapter 7.</td>
<td>This is a JPA absence type and there is no assignment to the MTM.</td>
</tr>
</tbody>
</table>
Notes:

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

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

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

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

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

6. Need to capture medical downgrades etc. <3mth from other JPA data e.g. MEDCAT. Service men or women remains in unit or Move & Tracked (M&T) to hospital, for example, so costs remain with parent TLB. The 3 month threshold will be reviewed by ACOS(PCap) after further experience with JPA.

7. Untrained strength does not count towards the Manning and Training Margin.
CHAPTER 4

INTRODUCTION AND OVERVIEW

POINT OF CONTACT – PART 4

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0402. Recruiting Requirements
0403. Naval Service Recruiting Policy
0404. Organisation of NS Recruiting Field Force
0405. Captain Naval Recruiting – Functions and Responsibilities
0406. Candidate Definitions
0407. Legislative Exclusions
0408. Proposals for Change to Recruiting Process
0409. Recruiting Operations Manual – Function and Referencing
CHAPTER 4
INTRODUCTION AND OVERVIEW

0401. Application of Recruiting Rules
All rules outlined in this Part of BR 3(1), unless otherwise stated, apply to all candidates regardless of application to Regular Service or Reserve Forces. A plan of the structure of Part 4 is here:

Structure Diagram (Forms)

0402. Recruiting Requirements
In order to achieve Navy Command objectives through delivery of the Second Sea Lord’s Personnel Effects, the Naval Service requires the ability to identify, attract and recruit from our society in order to generate sufficient, motivated and capable service personnel to join the Trained Strength.

0403. Naval Service Recruiting Policy
The policy for Naval Service Recruiting is to:

a. Deliver recruits that reflect the eligible population of UK society, through the operation of a recruiting process that is inclusive, fair to all and free of bias.

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

c. Ensure potential recruits, from initial contact to entering the Naval Service, are informed and aware of the loyalty and personal commitment necessary to join and in particular the requirement for ‘grit’ in a fighting service to enable informed career choice.

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

e. Provide effective personal mentoring to candidates who are committed to joining the Naval Service to prepare them for entry and initial training and provide realistic expectations of life and employment in the Naval Service.
f. Provide potential recruits with opportunities to interact with Naval Service personnel. These contacts are a powerful tool that is able to dispel misconceptions, to convert awareness into a desire to find out more and may be the final motivator that leads an applicant to join. These constitute an integral part of RN Outreach marketing activities and will be supported by the Fighting Arms of the Naval Service.

g. Provide the ‘gatekeepers’ of potential recruits - the Families, Friends and Community Leaders - with sufficient information to enable them to support their young peoples’ choices and understand the commitment necessary to undertake a Naval Service career.

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

i. Develop and utilise appropriate media to distribute the Naval Service recruiting message to target populations and ensure regular revision to recognise technological development, research findings and marketing initiatives especially as research has confirmed the media habits in society change at a faster rate than has previously been appreciated.

j. Comply with all relevant legislation, MOD and Navy Command directives and in particular the DHALI recommendations.

k. Ensure the media messages and activity to raise the Naval Service awareness in pools of potential recruits are, where appropriate:

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

   (2) Provided to Def(PR) to influence and enable coherence of their activity.

   (3) Reflecting Navy Command manning priorities.

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

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

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

0404. Organisation of Recruiting Field Force

The 6 Area Recruiting Officers (AROs) have responsibility for the Recruiting Field Force (RFF) under the command of the Commanding Officer Recruiting Field Force (CO RFF).
0405. Captain Naval Recruiting - Functions and Responsibilities

Captain Naval Recruiting (CNR) is responsible for interpreting Navy Command recruiting policy to design and implement a national recruiting strategy to deliver recruiting targets. This is achieved through provision of a validated recruiting process and its key enablers (training, information systems, marketing tools, visits), advising on resource issues, coordinating national and cross-regional boundary matters, market research, and provision of enabling contracts for Royal Navy in the Public Eye (RNIFE) and Outreach activity. CNR also provides a specialist recruiting role for the Royal Fleet Auxiliary (RFA) and Medical personnel.

0406. Candidate Definitions

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

b. **Contact:** An individual who has shown interest in the Naval Service, but not yet attended for Recruit Test (RT), by making an inquiry through the contact centre, completing a “Find Out More Form” or visiting the AFCO.

c. **Applicant:** A candidate who has sat the RT whether passed or failed.

d. **Potential Entrant:** A candidate who has been given an offer of service and a provisional entry date.

e. **Entrant:** A candidate who has entered service.

f. **Re-entry:** A candidate who has former service in the British Armed Forces.

0407. Legislative Exclusions

a. The government has excluded the Armed Forces from the Equality Act for Operational and Safety requirements.

b. Service in the Armed Forces is excluded from the Equality Act employment provisions on Disability (Equality Act Schedule 9 para 4(3)). Employment as a Ministry of Defence civilian, without a rank, should still fall within the Equality Act. The Government has said the exclusion is: ‘because the Armed Forces personnel need to be combat effective in order to meet a world-wide liability to deploy, and to ensure that military health and fitness remain matters for Ministry of Defence (MoD) Ministers based on military advice, not for the courts’.

c. An amendment challenging the exclusion was resisted by the Government in the House of Commons Committee on the Equality Bill, (Col 346-349, Hansard, Public Bill Cttee, 18th June 2009) and also in the House of Lords Committee (Col 1278 HL Hansard, 25th Jan 2010).

d. In 2009 the UK Government maintained its position by entering a reservation on service in the Armed Forces in its ratification of the UN Disability Convention (Annex A to the document at the following: www.officefordisability.gov.uk/docs/wor/uncon/un-memo.pdf).
e. These exclusions include people with severe stammers and other speech impediments.

f. RFA recruiting is not exempt from the employment law that allows the Naval Service to legally discriminate and exclude candidates for certain protected characteristics. RFA candidates that do declare disability or learning difficulties will receive no adjustment to the assessment process or recruiting standards\(^1\) and will be required to meet the basic criteria. No additional allowance is to be made during the recruiting process for any declared disability or learning difficulties and each candidate’s suitability for employment in the RFA is to be measured against the current standards.

0408. Proposals for Change to Recruiting Process
Information regarding the process to follow when proposing changes to the recruiting process, including changes that will result in the generation of Recruiting General Memorandums, Recruiting Instructions, Recruiting Operations Manual or changes to BR 3(1) Part 4, is detailed in Chapter 4 of CNR’s Standing Orders.

0409. Recruiting Operations’ Manual - Function and Referencing

a. Supplementary information regarding the desk level processes to be followed in various recruiting serials is issued as the Recruiting Operations Manual. While Part 4 of BR 3(1) details the policy for Naval recruiting, the Recruiting Operations Manual provides systematic instructions to enable field force personnel to achieve the policy’s goal.

b. The Recruiting Operations Manual is maintained by the Royal Naval Centre of Recruiting and is used as one of the standards against which audits are assessed.

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\(1\) Recruiting standards refers to both medical and academic standards.
CHAPTER 5
CAREERS COUNSELLING

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0502. Initial Engagement Periods (Ratings and Other Ranks)
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0505. Ratings and Other Ranks Statutory Right of Discharge
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0507. Dietary Requirements (Health/Religion)
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0510. Childcare Provision During and After Initial Training
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0513. Transsexuals
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CHAPTER 5

CAREERS COUNSELLING

0501. Initial Commission Periods (Officers)
Details of officer commissions are at Chapter 48 Section 1.

0502. Initial Engagement Periods (Ratings and Other Ranks)

a. Ratings and Other Ranks join the Naval Service on a 12 year Engagement Stage 1 (ES1), with the possibility thereafter of transferring to an Engagement Stage 2 (ES2) – to 20 years’ service or age 40, whichever is later – and then to Engagement Stage 3 (ES3).- Chapter 48 Section 2.

b. All RNR ratings join for an Initial Engagement of 5 calendar years with subsequent re-engagements every 5 years. Ratings over 40 will normally only be re-engaged until their 45th birthday. Separate application for an extension of service is required to serve beyond the normal retirement age of 45. More detail is at BR 3(2) Chapter 2.

0503. Branch of Preference (BOP) - General Guidance

a. Some candidates will be totally unaware of which BOP they would like or are suitable for. Many will have only a limited knowledge of what they would like to do, and these candidates will need special and considerate counselling towards an appropriate BOP.

b. It is essential that, at the time of application, candidates are made aware of the full range of possibilities open to them.

c. Candidates who are considered suitable for a BOP which subsequently becomes over subscribed and is then closed to recruiting should be re-interviewed and an alternative BOP offered to the them. However, the final choice of branch/category must be left to the candidate. The possibility of a subsequent branch transfer back to their original choice of BOP is never to be given to the candidate and is never to be offered as an inducement to choose a particular BOP. Candidates who do not wish to consider an alternative BOP are to be withdrawn and invited to re-visit the AFCO at a future date.

d. Candidates who are considered by Careers Staff to be more suitable for a branch/category other than the BOP chosen are to be carefully counselled and alternative opportunities explained.

e. The final choice of branch/category must be left to the candidate.

f. RNR candidates are recruited to the Naval Service and only allocated on completion of Phase 1 training – approximately 9-12 months after attestation. They may express a preference for a particular specialisation, but they are allocated as directed by the Maritime Reserves Branch Manager.
0504. Careers Advisers – Candidate Relationship Management (CRM)

a. Making Contact. In order to improve conversion rates of interest, enquirers will be initially categorised as either ‘Active’ or ‘Passive’. This categorisation will enable enquirers who have already decided on a BOP to have early interaction with an AFCO to start their recruiting journey without delay.

b. It is vital to ensure that all eligible ‘Active’ enquirers are passed to the AFCO in an efficient and timely manner for immediate processing. Enquirers who are confident they want to join the Naval Service, but are uncertain of their BOP, will also be offered earlier interaction with an AFCO.

c. It is vital to ensure all ‘Passive’ and ‘Ill-Informed’ enquirers are nurtured throughout the process and sufficiently engaged by the Contact Centre and AFCOs to make an informed career choice prior to commencing the application process:

   (1) An ‘Active’ enquirer is an individual who is actively seeking a career in the NS; this could be on-line, a walk-in at an AFCO or at an event;

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

   (3) An ‘Informed’ enquirer is an individual who has researched their job choice, considers themselves eligible and should be encouraged to submit an application;

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

d. One of the key areas of loss to the number of potential recruits is failure to make contact. Feedback and trials indicate that adopting a multi-communication approach over a number of days yields the most success, with an effective approach being a combination of e-mail, text and telephone.

e. If no contact is made, or the candidate fails to respond to any message left, the Defence Recruiting System (DRS) record is to be withdrawn 3 days after the final contact attempt. For those not on DRS, the relevant feedback in the Candidate Referral Form should be used to inform the Contact Centre.

f. Should the potential candidate want more detailed information, or during discussion disclose further medical information relating to their specific conditions, the CA or ACLO must then politely halt the conversation. The CA or ACLO must clearly state that they are not medically trained and cannot offer advice on medical conditions.

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1. If it is found the options presented in Contact Centre feedback require expansion, feed these change proposals to CNR-GPS SO2.

2. Or other nominated individual deemed competent by the Office Manager.
g. With the potential candidate’s consent the CA or ACLO2 can forward their contact details to the medical specialists at the Service Entry Medical Cell (SEMC) who will contact the person to discuss the specifics of their medical condition. The SEMC will advise the potential candidate and AFCO whether entry into the service may be possible or not.

**0505. Ratings and Other Ranks - Statutory Right of Discharge**

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

b. Ratings/Other Ranks whose six month option point has passed, but who are still under the age of 18 years, now have a statutory right to end their service up until their 18th birthday by giving notice in writing to their Commanding Officer. In such cases, individuals may leave as of right, after a 3 month cooling off period, or earlier if agreed between the recruit and Service authorities – details are at Para 5404 sub para b.

**0506. Ratings and Other Ranks – Early Termination (following end of Phase 1 and Phase 2 Training)**

Having completed 6 months service, or reached the age of 18 (if this comes after the end of the 6 month period), Ratings and Other Ranks must complete a minimum of 2½ years from the end of their Phase 1 and Phase 2 Training before they become eligible to exercise their right to give 12 months notice to leave their Service. Naval Nurses (Student) must complete 3 years service before they are eligible to apply for Early Termination. The training period varies from branch to branch and is shown in the Summary of Entry Standards. See Chapter 53 for further details.

**0507. Dietary Requirements (Health/Religion)**

The Naval Service aims to cater for all special religious dietary requirements where possible and in general vegetarian options or halal or kosher meat may be provided. However, preparation of kosher food in strict observance of the Jewish faith cannot be guaranteed. Vegetarian, halal and kosher Operational Ration Packs are readily available when deployed on operations and exercises.
0508. Religion and Religious Observances

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

b. Every effort will be made to allow the celebration of religious festivals/holidays (e.g. Yom Kippur, Easter, Christmas, Vai Sakhi, Eid Al-Fitr, Diwali, etc). In most circumstances, arrangements can be made for daily prayer although this may not always be practicable. Muslims will normally be allowed to fast during Ramadan. In operational conditions or when the physical demands on an individual are high and to fast may prove hazardous, fasting may not be permissible.

c. For more details see Chapter 31.

0509. Specific Religious Dress

a. General. The Naval Service recognises the need to observe specific codes of dress in accordance with a number of religious beliefs. Specific rules are detailed below. In general, no exceptions are made to standard Naval Uniform regulations (see Part 6, specifically Chapter 38 Section 2). CNR should be contacted in the event of any doubt regarding what can and cannot be observed.

b. Sikhs. In the Naval Service, Sikhs are permitted to wear the five K’s: Kara (steel bangle), Kesh (uncut hair), Kanga (small comb), Kaccha (special design knee length underwear) and Kirpan (small sword); male Sikhs may also wear a turban. However, some constraints regarding the wearing of a turban and keeping facial hair uncut do exist, as follows

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

(2) Facial Hair. For occupational or operational reasons, where a hazard clearly exists, personnel authorised to wear beards on religious grounds will have to be prepared to modify or remove their beards to such an extent as to enable the correct wearing of a respirator or breathing apparatus.
(a) **Aircrew.** It is unlikely that a male Sikh will be able to obtain an effective seal on his oxygen mask without trimming his beard.

(b) **Respirator.** An effective seal on a respirator can only be achieved when the skin is clean shaven. In an operational environment where there is an NBC threat, Sikhs or other personnel with beards will need to shave. However, when practising NBC drills, male Sikh personnel would not be required to shave their beards.

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

- (a) PRNC(R) and RNLALCs.
- (b) CTCRM LALC.
- (c) CNR-sponsored outreach courses.

(4) POC and PRMC require helmets to be worn for parts of the course to comply with Health and safety standards and all must comply. Some of these tests are criteria pass or fail and must be done by all candidates on PRMC and POC. Additionally, non-attendance on areas of the courses would give an unfair advantage to a candidate who would be able to rest between activities. Other areas of PRMC and POC require full immersion in water in confined space. Long or loose hair could pose a safety risk if not fully tied up or covered.

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

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

(2) **Respirator.** An effective seal on a respirator can only be achieved when the skin is clean shaven. In an operational environment where there is an NBC threat, personnel with beards will need to shave. However, when practising NBC drills, male Muslim personnel would not be required to shave their beards.
d. **Muslim Women.** Muslim women are allowed to wear uniform trousers, rather than a skirt and may wear a hijab except when operational or health and safety considerations dictate otherwise. Long sleeve shirts can be worn with all forms of Service dress. Tracksuit bottoms may be worn for sport. All Naval Service personnel are required to achieve a basic swimming standard as part of their training. Although every effort will be made to ensure that these tests take place in an all female environment, it should be stressed to female Muslim personnel that this may not always be possible.

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

0510. **Childcare Provision During and After Initial Training**

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

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

c. During the initial training period accommodation for families is not provided.

d. **ACTION: CANDIDATES.** Candidates who are parents will have to demonstrate their ability to provide full-time child care, if required, at the Interview stage. There are many ways in which this might be provided. The following list is not exhaustive, but provides guidance over typical arrangements:

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

(2) Child living with grandparents.

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

(4) Full time nanny employed.

(5) Full time boarding school (but arrangements during holidays must be made).
e. Single or lone parents must also think seriously about the provision of child care after the training period. Although family accommodation is available after initial training, no special arrangements can be made for working hours or assignments for single/lone parents and there will be many occasions when 24 hour child care is essential on a long term basis.

0511. Disabilities and Specific Learning Difficulties (SpLD)

a. SpLDs are not a bar to entry, nor do they have to be declared. However, if applicants declare their SpLD, they are not allowed more time/assistance to complete aptitude tests.

b. **ACTION - CAREERS STAFF.** Careers Staff must not attempt to diagnose SpLDs themselves or make reference to claimed SpLDs in recruiting documentation/MIS.

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

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

0512. Sexual Orientation

Candidates are not to be asked about their sexual orientation by the recruiter\(^3\). Sexual orientation is regarded as a private matter for the individual. If at any stage during the recruiting process a candidate discloses the fact that they are heterosexual, lesbian, gay, bisexual or transsexual, this fact is not to be recorded by the recruiter.

0513. Transsexuals

a. Candidates claiming to be transsexuals are to be processed and treated like any other candidate. They must meet the same entry criteria for their chosen Branch of Preference as other applicants.

b. Individuals who are receiving medical counselling or treatment towards gender re-assignment should have their entry deferred until all treatments are complete. Those who have undergone gender re-assignment will continue to require hormone replacement therapy, but this is not a bar to entry (see 2009DIN01-07 Para 22).

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\(^3\) The Recruit Trainee Survey and Potential Recruit Survey asks a question regarding sexual orientation, however these surveys are anonymous. Any information collated will be used for research purposes only and will not identify a candidate.
c. In cases where there are additional concerns, from either the candidate or the AFCO, candidates can be referred to the SMO SE. However, this is only to be done if the candidate consents to that line of referral.

d. All Personnel are reminded of the right to privacy – prohibition of disclosure of “Protected Information”. Section 22 of the Gender Recognition Act 2004 establishes a right to privacy for the transsexual person in that it is a criminal offence for a person to disclose information that he or she has acquired in an official capacity about an individual’s application for a Gender Reassignment Certificate or about the gender history of an applicant.

0514. Financially Supported Education Schemes and Awards

a. A range of financially supported education schemes and awards are available to candidates looking to join the Service in certain branches, including:

   (1) Scholarship and Reserved Place Scheme: Eligibility, Selection and Progression.

   (2) Defence Sixth Form College (DSFC)/Welbeck College: Entrance Requirements and Applications.

   (3) Bursaries for University Study: Applications, Awards and Service Commitments.

   (4) Defence Technical Undergraduate Scheme (DTUS) for Engineering Students: Applications, Awards and Approved Degrees.

   (5) Cadetships for Medical and Dental Students (Final 3 Years).

b. Reference. Explanatory detail regarding these schemes and awards is found at Chapter 15.
CHAPTER 6

SERVICE CONSTRAINTS

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CHAPTER 6

SERVICE CONSTRAINTS

0601. Un-discharged Bankruptcy, IVA or Significant Debts

a. Once entered into the Naval Service financial problems may, through worry and other pressures, seriously reduce an individual's efficiency. Moreover, if an individual is financially irresponsible, particularly if it leads to dishonesty, it will affect future advancement, the handling of classified material, and may therefore become an administrative burden leading to discharge from the Service. The examination of personal finances is therefore an important part of the recruiting process. Careers Staff/CNR OES must assess the candidate's suitability in terms of financial responsibility. In particular, information must be obtained about the candidate's debts, assets, monthly outgoings and income and any unpaid County Court Judgements (which can be a bar to entry).

b. Candidates who are declared "Undischarged Bankrupt" are not eligible for entry into the Naval Service until they can produce proof of "Discharge from Bankruptcy".

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

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

e. On the basis of the information obtained during the interview, an assessment must be made of the candidate's likely trustworthiness and ability to survive financially on future service pay, without becoming an administrative burden. In making this assessment the primary concern must be whether or not the candidate is financially responsible and his/her attitude towards incurring debts.

f. It is impossible to state a sum which could be considered as unacceptable; e.g. a mortgage (or other secured loan) or student loan are entirely different debts from those owing to a debt agency or credit card. Careers Staff must use their judgement and experience but in all cases when total outgoings exceed 50% of the candidate's expected rate of pay on entry, the candidate must demonstrate that their outgoings will not present any undue pressure during training. Where Careers Staff consider the candidate's outgoings are in excess of 50% of the expected rate of pay on entry, the candidate can be offered the opportunity to clarify their financial situation by completing a financial summary.
0602. Credit Reference Checks

a. As part of the Security Check, NSV carries out a credit reference check for all candidates over the age of 19 years. The check may reveal serious financial difficulties and the existence of any unpaid County Court Judgements against a candidate.

b. **ACTION: AFCO.** Candidates should be made aware that this check will be carried out.

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

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

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

0603. Political Activities Within the Naval Service

Regulations regarding Political Activities within the Naval Service are at BRd2 (QRRN) Chapter 66.

0604. Membership of Political Parties

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

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

0605. Membership of Extremist Groups

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

b. There are numerous such groups and organisations with frequently changing names and objectives. Candidates who, during the recruiting process, declare themselves members of such groups, or who have unspent convictions for racially motivated offences or express extreme racial views, are to be interviewed and rejected for lack of personal qualities.
c. CNR SO1 OPS is to be contacted for clarification if Careers Staff have any doubt about such a group or organisation.

0606. Formal Police Cautions and Fixed Penalties

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

b. FPCs, Reprimands and Final Warnings are held on police records for up to five years but are not subject to the Rehabilitation of Offenders Act. There is no requirement for the Careers Adviser to ask questions relating to FPCs, Reprimands, Final Warnings or Fixed Penalties. However, candidates must declare, in confidence, all convictions to NSV when application is made for Security Clearance. The rehabilitation period is taken as expired when the FPC is given.

0607. Anti-Social Behaviour Orders

a. Technically, an Anti Social Behaviour Order (ASBO) is not a punishment, but it may be ordered in conjunction with a punishment, e.g. a fine. An ASBO on its own should be considered ‘Spent’ once the Order ceases to have effect, but where an ASBO has been joined with a sentence of punishment, the rehabilitation period is the period associated with the punishment.

b. ACTION - CAREERS STAFF. Candidates with an ‘Unspent’ ASBO are not to be processed.

0608. Care and Restraining Orders

a. Candidates who are the subject of Care or Supervision orders which have been made for reasons other than for the committing of a crime, e.g. because of parental neglect or in need of care and protection, may be considered for entry before the Court order has run its full course, provided they appear suitable in all other respects. Application is to be made to the relevant Local Authority using the appropriate letter. The Local Authority letter of recommendation must be included with Part Entry Papers (PEPs) when forwarded to the New Entry Training establishment (NETE).

b. ACTION - CAREERS STAFF. Candidates who are subject to Restraining orders are not to be processed until the Order has passed its expiry date.

0609. Custodial Sentences

All enquiries received from those serving custodial sentences are to be referred to CNR OPS CA1 PC.
0610. Police Involvement – Future and Prior to Entry

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

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

0611. Declared Criminal Convictions – Spent and Unspent

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

b. The assessment of the reliability and suitability for employment in the Naval Service is the responsibility of CNR OPS SO1. Certain criminal convictions, while they may be acceptable and tolerated in civil society, are not acceptable in the Naval Service. As a general rule candidates with criminal convictions that are unspent will not be eligible for entry. However, where the unspent conviction meets certain conditions laid down in ROM Chapter 14, a waiver, or dispensation, may be sought. Each application is considered on its merits. The gravity and nature of the offence(s) are the main factors when considering a dispensation.

c. Careers Advisers may openly discuss ‘unspent’ convictions with the candidate to establish suitability for entry on completion selection interview; ‘spent’ convictions must not be discussed, but see sub para d below.

d. Candidates applying for Medical branches are excluded from the Rehabilitation of Offenders Act and are not afforded protection from it (Note 6 MOD Form 493). Accordingly, candidates for Medical branches may be questioned about ‘spent’ and ‘unspent’ convictions declared on online application and MOD Form 493. These candidates must comply with the requirements of the Disclosure & Barring Service (DBS). Details for the Naval Service are at Chapter 60 Section 7.

e. Only unspent criminal convictions need be disclosed to Careers Advisers unless the candidate is applying for entry into a Medical/Dental branch (or Nursing Service), in which case all convictions must be disclosed. However, all criminal convictions (including Formal Police Cautions) must be declared, in confidence, to the NSV when an application is made for Security Clearance. Candidates must also inform Careers Advisers of any police involvement, including the requirement to attend court as a witness, prior to their entry.
f. Candidates who have declared criminal convictions on their online application and MOD Form 493 which are ‘unspent’ (and ‘spent’ for Medical/Dental branch candidates) must meet the requirements shown above. If there is a mandatory rehabilitation period required for a specific offence or sentence then the candidate must not be processed until that period is complete, unless a waiver can be applied.

g. **ACTION – CAREERS ADVISER.** Career Advisers are to question the candidate and establish details of convictions after the Selection Interview. On completion, if the candidate is considered suitable, an application for a waiver should be made in accordance with ROM Chapter 14.

h. **Reference: Recruiting Operations Manual (ROM) Chapter 14 – Clearances and Waivers.** Explanatory detail regarding waivers is found at ROM Chapter 14 – Clearances and Waivers.

### 0612. Criminal Convictions – Failure to Declare

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

b. Except in the most serious cases, those candidates who fail to declare ‘spent’ convictions will be sent a ‘second chance letter’ by NSV requesting them to reconsider their Criminal Convictions declaration. If the candidate further refuses to admit convictions, NSV would normally refuse a security clearance on the grounds of ‘dishonesty during the vetting process’ and inform sponsor. A reject letter is to be sent by the sponsor direct to the candidate giving the reason for rejection as “dishonesty during the recruiting process”. If appropriate, the letter will state a waiting period, which must elapse before the candidate may reapply.

### 0613. Drugs

a. Drug misuse may be tolerated in some walks of life, but the lives of those in the Naval Service depend on the reliability of each and every member of a team. Drug misuse is not only illegal, it is also incompatible with the duty of the Naval Service to preserve the safety of all personnel. More detail is at Chapter 21.

b. **Drugs Classifications.** Class A, B or C drugs are classified by the Misuse of Drugs Act 1971. The following unspent convictions for drugs related offences are a Bar to entry:

1. Any conviction relating to Trafficking or Supply of drugs.

2. Any conviction relating to Class A drugs.

3. More than one conviction for the use of Class B or Class C drugs. A single conviction for “possession for personal use” of a Class B or C drug may be considered for a Waiver.
c. The link below to the Home Office website lists the classifications of illegal drugs. In the case of any doubt clarification is to be sought from CNR-OPS RR.

http://www.homeoffice.gov.uk/drugs/drug-law/

d. **Compulsory Drug Testing (CDT).** All Naval Service personnel are subject to Compulsory Drug Testing (CDT) and a positive test result may lead to Administrative Discharge:

   1. **Ratings/Other Ranks.** Discharge SNLR.
   2. **Officers.** Discharge Misconduct.

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

0614. **DBS/Disclosure Certificate**

a. Government legislation requires people working with children and vulnerable persons to be subject to checks by the Disclosure and Barring Service (DBS) and issued with a Disclosure Certificate (DC). NSV administer the application process for the MoD and all MoD clearances are conducted at the ‘Enhanced’ level. If appropriate, NSV will issue a letter informing the DC sponsor that a DC has been issued.

b. The requirement to comply with this legislation includes all careers staff and members of presentation teams. The DC procedures for members of CNR staff are contained within CNR Standing Orders and will be updated by RGM as required.

c. A DC that is acceptable to the MOD can only be obtained from the DBS when application is made on a Disclosure Application Form (DAF) through NSV who are the MOD focal point for processing requests for Disclosure Certificates.

d. **DC Requirements for Specific Branches.** This procedure only applies to candidates for the following branches:

   1. Medical, Dental and Nursing Officers.
   2. Nurses, Medical Assistants, Medical Technicians and Dental Nurses.
   3. Chaplains.
   4. Re-entry Leading Physical Training Instructors.
e. **ACTION - CAREERS STAFF.** Careers Staff must inform candidates for the branches listed above (including RNR), during initial discussions, that the post for which they wish to apply requires disclosure checking. It should be explained that this is a legal requirement and an acceptable Disclosure Certificate will be required for which they will have to be checked by the DBS. A statement to this effect will be included on all appropriate Careers Information.

f. **Disclosure Certificate (DC) Procedure**

   (1) Candidates complete DAF with the Section B term “Trainee” before their prospective Job Title.

   (2) **ACTION - AFCO/SPECIALIST RECRUITER.** Act as Verifying Officer and use UIN N6130A only.

   (3) Completed forms sent to NSV for processing, and SYVETT-003A form completed and sent to NAVY PSYA-SYVETT DBS MAILBOX (MULTIUSER).

   (4) **ACTION - CANDIDATES.** The candidate must bring the DC to the AFCO/Specialist Recruiter for sighting and then keep the original copy.

   (5) **ACTION - AFCO/SPECIALIST RECRUITER.** AFCO/Specialist Recruiter to verify and photocopy every page of DC, stamping and signing the copy with “Certified True Copy”. This copy is then forwarded to:

   SYVETT CRB E1
   CRB/DBS Officer
   Room 48
   Mail Point G-2
   West Battery
   Whale Island
   PORTSMOUTH
   Hampshire
   PO2 8DX

   DRS is to be updated that DC has been sighted and passed to SYVETT.

   (6) After confirmation from SYVETT the AFCO/Specialist Recruiter is to update DRS with DBS clearance.

g. **DBS Assessment: ‘Green’, ‘Amber’ and ‘Red’ Lights.** DBS will conduct necessary checks and inform the Sponsor and the candidate by providing a Disclosure Certificate assessing the candidate as either ‘green light’ or ‘red light’.

   (1) Where there is no difficulty, this is a ‘green’ light situation and NSV will issue the DC to the candidate, informing the Sponsor.
(2) Where the assessment of the disclosure certificate shows some area of concern an ‘Amber’ light situation will exist. NSV will write to the nominating authority explaining their reasons for not issuing a DC and give advice. It will, however, be the Nominating Authority’s final decision as to whether they take the advice on whether to continue with the recruitment. All such decisions will be made within CNR HQ. Individual AFCOs and Spec recruiters are responsible for advising the individual on any outcomes.

h. DBS Appeals

(1) **ACTION: CAREERS STAFF.** The following rights must be explained.

(2) In the event that a candidate believes that the information listed in the Disclosure Certificate is in error, the candidate has a right to contact DBS on the DBS Disclosure Dispute line, 0870 90 90 778, to challenge disclosure information, or if they believe any information contained in their disclosure is incorrect.

i. DAF - Disposal of Unused Forms

(1) Each DAF is uniquely numbered by the DBS.

(2) **ACTION - AFCO/Spec Medical Recruiter.** Any forms sent to candidates that are returned uncompleted to the AFCO/Spec Recruiter should be forwarded to NSV, stating that the candidate has withdrawn.
CHAPTER 7

BASIC ELIGIBILITY AND ENTRY STANDARDS

POINT OF CONTACT – PART 4

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CHAPTER 7

BASIC ELIGIBILITY AND ENTRY STANDARDS

0701. Divorce Proceedings, Recently Bereaved or Appearing as a Witness

a. With the exception of those applying for entry into the Maritime Reserves, candidates who declare that they are awaiting divorce proceedings, or have suffered a recent bereavement, are not to be fully processed until their personal circumstances have been resolved. This will ensure that, once entered, they will not be distracted during initial training.

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

0702. Medical Standards for Candidates – General

a. Careers Advisers are not, in any circumstances, to comment on, advise or guide candidates on their medical suitability for entry.

b. All candidates must be medically fit to serve world-wide. In general, physical defects of the body, impediment of speech, defect of sight or hearing, and predisposition to constitutional or hereditary disease or weakness will cause rejection if these conditions are considered to be of such a nature as to render the candidate incapable of performing general duties in the Naval Service ashore and afloat.

c. Automatic rejection will apply to those suffering from active asthma, epilepsy, diabetes, the majority of childhood cancers (even if successfully treated), colitis, Crohns Disease or any other long standing bowel disorder or removal of spleen, rheumatoid arthritis, or other major bone or joint disorders. An application may be rejected due to other medical conditions which are not listed but which are subject to the discretion of the examining doctor or Service Medical Authorities. All medical appeals will be examined by a board chaired by SMO(SE) and should be forwarded to CNR SEMC.

0703. Option for Medical Discharge During Phase 1 Training

a. Ratings and other ranks who, during Phase 1 Training, are found to be unfit for service due to a medical condition which existed prior to entry and has so materially worsened as to render the recruit unfit to continue training will be discharged from the service on medical grounds. This period is interpreted as the first 10 weeks of training for RN recruits, and the first 15 weeks for RM recruits. For any individual this method of discharge period may therefore cover periods of back-classing, rehabilitation and leave, but with an absolute upper limit of 12 months. The following administrative action will be taken by the NETE:

   (1) A letter will be sent to the recruit (or parents/guardians if under 18) explaining the reasons underlying the decision and indicating whether they can re-apply in the future and, if so, what conditions will have to be met prior to this re-application.
(2) A discharge letter will be forwarded to the recruit's GP as part of transferring primary care. The FMed 133 will normally suffice but PMOs may provide any additional information they may wish to the GP.

(3) A letter will be forwarded to the appropriate AFCO indicating that the recruit has been discharged under the scheme and whether they may re-apply in the future.

(4) A letter will be forwarded to SMO(SE) providing full medical details of the condition leading to the discharge and indicating whether this was pre-existing and could reasonably have been expected to have been picked up at the initial medical. Information on any prior treatment or specialist assessment should also be provided.

(5) For recruits from Commonwealth and Non-UK countries, who will have immigration exemption from Week1-2, reference should be made to Para 5465.

b. Candidates who, prior to entry, deliberately withhold information of a pre-existing medical condition will be discharged Fraudulent Entry.

0704. Physical Standards for Candidates – Height

a. Minimum height standards for candidates:

   (1) MR, RM and RN General Service is 151.5 cm.

   (2) Submariner is 157 cm.

   (3) RFA personnel are not required to meet a minimum height standard.

b. With the exception of Submariners, potential candidates who measure less than the above heights can be offered the opportunity to take the RN Reach Test. The test requires candidates to reach the top clip of a standard RN bulkhead door. Test rigs are based at the Institute of Naval Medicine (Gosport), and in Rosyth, London and Manchester. Potential candidates will be required to travel to undertake the test, and will be provided with a return rail ticket by Careers Staff. Candidates should be advised that their likelihood of success in the reach test is extremely low. AFCOs are to refer candidates who wish to carry out the reach test to NAVY-CNR OPS PC CA1 (PNB 27747).

0705. Physical Standards for Candidates – Weight

a. General. The standards for entry regarding weight are contained in JSP 346. Candidates must have a minimum body mass index of 18 (see JSP 950, Chapter 2 (JSP 346, Leaflet 2, Annex C) for further clarification).
b. **BMI Standards.** Using the information provided by candidates in their online application, BMI should be checked using DRS or the calculator provided. Acceptable range is:

1. For candidates under 18 years of age, BMI between 17 and 27 inclusive.
2. For all other candidates, BMI between 18 and 28 inclusive.
3. Exceptionally, candidates who fall outside of these criteria, yet in the judgement of the CA will meet the new entry fitness standards, must be referred to NAVY CNR-OPS MM SO3 to authorise a waiver. This will allow the candidate to proceed to medical assessment, where further checks will be conducted in accordance with more detailed medical entry standards.
4. The results of BMI check is to be captured in DRS on the pre-medical section, medical summary page. This will form the auditable detail for deferring candidates who do not meet the required BMI standard.
5. Candidates who fail to meet the required BMI standard should not be advanced in the recruiting process but informed to contact the AFCO when their BMI meets the required standard. The candidate’s involvement is to be changed to deferred, under the subject heading BMI. An alert is to be set for the required contact period/s, with CAs maintaining contact with these candidates at intervals not exceeding 3 months. A journal entry is to be recorded to register contact.
6. Candidates who are deferred for BMI should be advised to contact their GP for advice in meeting the BMI standard and referred to the pre-joining fitness programme, available on the RN website. The NHS Choices website has a BMI healthy weight calculator at ‘NHS BMI Calculator’ and is available for candidates to measure their progress. Candidates should also be advised that height and weight will be measured and BMI recalculated during the medical assessment process.

c. **Royal Marines (excluding RMBS).** All RM Officer, OR and RMR candidates must weigh at least 65kg OR have a minimum BMI or 23 before undertaking the PRMC, POC or commencing New Entry Training. Weight is to be established during medical. **ACTION: CAREERS STAFF.** Candidates must be guided to maintain this minimum eligibility weight/BMI between the AFCO ME Medical and joining; a candidate who is underweight during the final entry medical check at CTCRM may not be finally accepted for RM entry. No waivers are to be issued to those who fall short of these metrics.
0706. Candidates Affected by Asthma or Hayfever

a. **Asthma.** Candidates who currently suffer from asthma, have required treatment for asthma, or have been prescribed medication, during the last four years, should not be accepted into the Service. Individuals who have suffered from asthma as a child may be considered but only if they have been treatment and symptom free for at least 4 years. Individuals prescribed a single inhaler for a chest infection may be eligible after consultation with the GP by AFCO ME.

b. **Hay Fever.** Mild attacks which would not affect the efficient performance of duty may be ignored. Severe hay fever is likely to be a bar to entry, the severity being judged by the need for prolonged medication (including inhalers). Hay fever in Aircrew has the potential to cause incapacitation in flight. Aircrew candidates with a declared history of hay fever may be considered for selection if they have had no treatment and no symptoms in the 4 years preceding their appearance at the selection Medical Board.

c. In cases where there is doubt as to the individual's fitness, they must be referred by the AFCO ME to SMO(SE) with the RN Respiratory Questionnaire completed by the candidate’s general practitioner.

0707. Eyesight Standards for Candidates – General and Corrected Vision

a. Eyesight standards are promulgated in JSP 950. Individual branch standards are shown in the Eligibility Matrix (Para 0759).

b. There are a large number of abnormalities of the eye or visual system (congenital, traumatic or pathological) which may be a cause of rejection regardless of visual acuity. These are detailed in JSP 346 Chapter 3 Article 0302 but include those candidates who have monocular or uniocular vision or who have suffered a detached retina or undergone lens implantation or corneal grafting.

c. Candidates who have undergone certain types of surgery for correction of refractive errors may be acceptable for Service subject to certain criteria and following specialist assessment. Acceptable forms of surgery include Photorefractive Keratectomy (PRK), Photorefractive Astigmatic Keratectomy (PARK), Laser In-Situ Keratomileusis (LASIK) and Intrastromal Corneal Rings (ICRs), otherwise known as Intrastromal Corneal Ring Segments (ICRSs). Candidates who have undergone Incisional Keratectomy, i.e. Radial Keratectomy (RK), Astigmatic Keratectomy (AK) or a combination of both will be rejected. It should be noted however that any form of surgical correction of myopia or hypermetropia is an absolute bar to entry as aircrew, Pilot or Observer. Candidates seeking advice on corrective laser surgery should be given a copy of the letter available on the MIS which deals with eye surgery.

d. There is no general restriction to the wearing of spectacles or contact lenses to improve visual efficiency provided the eyesight standards, aided and unaided, are met. However, candidates must not wear contact lenses for a minimum of 48 hours prior to the eyesight test.
e. If a candidate who does not possess spectacles or other visual aids fails the eyesight test, but the AFCO ME considers that their visual acuity could be correctable within the prescribed limits for entry to the Service, then the candidate should normally be referred to an optician to confirm this. Candidates are to be advised that reimbursement for such an examination may be made on their return to the AFCO for further medical examination.

f. It is a PJHQ mandate that all personnel deploying to an operational theatre must have passed the Annual Personal Weapon Test (APWT). To fire an SA80 rifle effectively the user must be able to independently close the LEFT eye. As part of the Entry Medical, AFCO ME are to test for the ability to close the LEFT eye independently. Those unable to do so are unfit for entry.

0708. Eyesight Standards for Candidates – Colour Perception (CP)

a. CP testing will be conducted by the AFCO ME using the Ishihara 38 Plate Booklet. The test is to be conducted in a well-lit area. Fluorescent lighting is acceptable.

b. Candidates requiring testing to CP1 and CP3 standard are to book a Holmes-Wright lantern test via the AFCO ME booking system.

c. Candidates who are below CP3 will be required to undertake a further CP test using the Colour Perception Trade Test Board. All wires are to be correctly matched by colour and connected to the wire on the opposite side of the board. The candidate is to complete the test in a well-lit area within 3 minutes. Results are to be recorded as follows:

   (1) All wires correct - CP4.
   (2) Any wire incorrect - CP5.

d. The candidate may wear glasses if necessary.

0709. Dental Standards for Candidates – General and Orthodontics

a. Candidates may be rejected for excessive dental decay or other oral conditions that are identified during the recruiting medical examination (see JSP 346 Chapter 4).

b. Due to the proven difficulties of continuing orthodontic treatment during the initial training period, recruits who are undergoing active orthodontic treatment with fixed or removable appliances are to be strongly encouraged to complete the course of treatment prior to entry. If orthodontic treatment cannot be completed prior to entry, the entry date is to be deferred (with the exception of DTUS, Welbeck and URNU).
0710. **Food Allergies and Related Conditions**

As a general rule a history of gluten enteropathy or gluten sensitivity, serious food allergy (e.g. peanuts), lactose intolerance and inborn errors of metabolism are incompatible with military service. Exceptions to this general guidance may be permitted under certain circumstances and will be determined by the AFCO ME, referring to SMO(SE) if required.

0711. **Pregnant Women – Acceptance for Training, Deferrals and Cancellations**

a. To refuse or defer an offer of employment to a woman solely on the grounds that she is pregnant constitutes unlawful sexual discrimination. Careers Staff are not to ask candidates if they are, or intend to become, pregnant.

b. If during the recruiting process, but before being given a provisional entry date, a candidate reveals that she is pregnant, her application may be deferred on the grounds of protecting the health and safety of the candidate and her unborn child since there are genuine health and safety risks in allowing her to undertake initial training. Following the birth however, the candidate is free to continue her application and should be referred to the AFCO ME as part of the normal recruiting process. The requirement for the provision of child care should be explained at the earliest opportunity. Refer to Para 0510 (Childcare provision during and after initial training).

c. If a candidate declares herself to be pregnant after she has received a provisional entry date, her entry into the Service must be allowed to proceed. If the candidate gives birth whilst awaiting entry, the candidate is free to continue her application after childbirth and should be referred to the AFCO ME as part of the recruiting process. The requirement for the provision of child care should be explained at the update interview stage.

d. Should a pregnant candidate wish to defer or cancel her entry to the Service, the candidate must formally request deferral or cancellation in writing. This letter must be retained in the candidate’s S1605. The candidate should not, however, be forced to do so.

e. A candidate who requests advice on possible health and safety risks should be referred to her own GP. Careers Staff must not offer medical advice. AFCO MEs may seek advice from PMOs of NETEs or SMO(SE).

f. Advice on maternity, paternity and adoption in the Naval Service is at Chapter 35.

0712. **Body Piercing and Wearing of Jewellery**

a. Current fashion has encouraged the practice of body piercing and the wearing of body jewellery. The risk of injury, infection and the requirement for an individual’s bearing to be neat, discreet and have a restrained personal appearance when in uniform, combine to make body piercing inappropriate within a Service environment.
b. No jewellery is to be visible with uniform other than the following items:

   (1) Signet and wedding rings for men.

   (2) Signet, engagement, wedding rings and small plain gold sleeper or stud earrings for females.

   (3) All medical personnel (MOs, NOs, NNs, Dental Officers and MAs) must follow current clinical guidelines when in a clinical environment or clinical uniform.

c. This paragraph includes ‘flesh tunnels’. Should a candidate elect to remove the tunnel, the hole resultant of the piercing must be resolved to enable eligibility on health and safety grounds.

d. No other form of jewellery will be allowed to be worn on the body even where a part of the body has been pierced or prepared, whether for any ring, stud or sleeper. Body piercing does not include a piercing of the ear lobe for the wearing of a stud or sleeper.

0713. Tattoos

a. Individuals applying for entry into the Naval Service are to be rejected if they have any tattoo, whether visible or not, which is obscene or offensive (eg. racist, anti-religious, crude, overtly sexist, drugs related or of an extreme political nature). Naval Service tattoo policy is only repeated here and is stated in Para 3817. The AFCO ME is to bring to the attention of Careers Staff any applicant with a tattoo which is considered unacceptable.

b. **ACTION: AROs, ACLOs, ARMs and CAs.** All are reminded that the interpretation of whether a tattoo is offensive, or not, is an executive function. It is not the responsibility of the AFCO ME to make such a decision but they are to highlight the existence and description of any tattoos to the CA who is empowered to make a judgement as to whether it is offensive. If there is doubt, advice should be sought using the normal command chain (ARM/ARO).

c. Tattoos which are visible on a front view passport photograph taken whilst the candidate is wearing an open necked polo style shirt with one button undone eg. on the face, throat, front of ears or forward of a line from the bottom of the ear to the collar bone, are not permitted and are a bar to entry. Advice is to be sought from NAVY CNR-OPS WO in cases of doubt.

d. When rejecting candidates it must be explained that the Naval Service, as a disciplined Service, requires an individual's bearing to be neat, discreet and have a restrained personal appearance when in uniform.

e. NAVY CNR-OPS WO may be consulted if there remains doubt. On no account are Careers Staff to advise candidates to have tattoos removed and should state that the candidate cannot join the Naval Service whilst wearing the non-compliant tattoo.
0714. Minimum Age Requirements for Application

a. An application for entry to the Naval Service may be accepted from an individual provided that:

(1) **Ratings/Other Ranks Entry.** The candidate is aged at least 15 yrs and 9 months. Exception: candidates are not to be forwarded for selection boards and auditions under the age of 16 years.

(2) **Officer Entry.** The candidate is aged at least 15 years 9 months. Exception: Potential Welbexians may become enquirers at age 14 years.

(3) Applications to Welbeck Technical College may be processed from enquiries at age 14 years, with parental permission.

(4) The candidate will be eligible to leave school under the Local Education Authority rules.

b. Conditions of Service and Reserve liability are to be fully explained to all candidates at the Enquiry stage. It is essential that candidates under the age of 18 yrs understand the full implications of the undertaking they are entering into.

0715. Statutory School Leaving Ages (Age of Participation)

a. Students must stay in some form of education or training until their 18th birthday if they were born after 1 Sep 97. Their options are as follows:

(1) Full time education.

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

(3) Part time education or training – as well as being employed, self employed or volunteering for 20 hours or more a week.

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

c. The specific limitations are as follows:

(1) **Schools in England.** Pupils may leave school on the last Friday in June in the school year in which they reach the age of 16 years. The school year normally ends on 31 Aug.
(2) **Schools in Northern Ireland**

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

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

(3) **Schools in Scotland**

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

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

0716. **Parental Consent for Candidates and Enquirers Under 18**

a. **ACTION: AFCO.** Parental consent must be obtained for those under the age of 18 years before any processing can take place. This is sought when the RT invitation email is sent.

b. Parental consent must be checked prior to the RT and is then valid for the remainder of the recruiting process. This consent is provided by parental signature on the form that is sent with the invitation to attend RT.

0717. **Under-18s and Active Service – UN Convention on the Rights of the Child**

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

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

(1) Those under 17 years old will not be assigned to HM Ships or an RM Operational Unit until they have attained 17 years of age.

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

0718. **Parental Consent Form for Under-18s**

a. A MoD Form 486 is required for all candidates under the age of 18 on entry. This form must be signed by parents post selection interview.
b. The form is to be given to the candidate for Parental Consent signature and returned to the AFCO on completion. Although the details of the form are computer generated they must be checked by the Careers Adviser for accuracy. The ‘Notes’ relating to parental consent are to be explained to the candidate and it must be stressed that the ‘witness to signature’ is to be signed by a person with some standing in the community (examples at Para 0723 sub para (d)). MoD Form 486 is to be included with Part Entry Papers (PEPs).

c. Recruiting personnel are to issue the parental consent form for photography of under 18s at the same time as the MoD Form 486. The consent form should be forwarded to HMS RALEIGH/CTCRM with the Part Entry Papers.

0719. Age Restrictions on Entry – Ratings/Other Ranks

a. Minimum Age. All candidates must enter Initial Naval Training (INT) either on their birthday or the day after in line with the minimum age birth year for the branch/specialisation as directed in the CNR BRd 3(1) Eligibility Matrix. For example, RN Officer: 17 years, this means they may enter BRNC on or after their 17th birthday.

b. Maximum Age Limit. All candidates must be entered into INT in the year shown as the ‘Max to join’ as published in the CNR BRd 3(1) Eligibility Matrix and on or before reaching their next birth year. For example, RN rating: 36 years (up to the day prior to their 37th birthday).

c. Careers Staff must use discretion when considering processing candidates who are approaching the upper age limit. Consideration must be given to the requirement to complete the BPSS, obtain security clearance and enter the candidate before the upper age limit is reached.

0720. Minimum Age Restrictions on Entry – Officers (Direct Entry)

Officer Entrants must be over 17 years old on the first day of the month of entry to BRNC or CTCRM.

0721. Age Restrictions on Entry – Officers (Bursary/Sponsorship/Welbeck)

Notwithstanding the general regulations above, special age restrictions apply to certain Officer entry types:

a. Sixth Form Scholars. As there must be no formal break in education between academic Years 11, 12 and 13 where candidates will normally be 16, 17 or 18 years of age, advice is to be sought from CNR OES for any candidate outside this range.

b. Welbeck. Candidates must be aged between 15 years 9 months and 17 years 6 months on 1 September immediately preceding the day they intend to enter the College. Entry takes place once per annum, in September.
c. **Defence Technical Undergraduate Scheme (and non DTUS Bursars).**
Candidates must be under 23 at the commencement of their degree course and under the age of 26 on entry to the Naval Service. Candidates are usually accepted for a 3 year course but can be selected for a 4 year course. Non DTUS Bursars must be under the age of 26 on the first day of entry to BRNC or CTCRM. Their age on commencement of the degree course will therefore be dependent upon the length of the course.

0722. **RNR/RMR Recruiting Process – Age Limits and Waivers**

a. Normal age limits are detailed in the Eligibility Matrix (Para 0759). However, NPT(RES) may approve age waivers for candidates who do not meet the age criteria.

b. **Age Waivers.** If the candidate falls outside the age limits for RNR/RMR candidates, Careers Staff are to take the following actions:

1. Careers Staff are to make a formal application for an age waiver to CNR RP using the standard approval to process method. Once received the application will be forwarded to the Maritime Reserves Branch Manager for RNR candidates and RMR Career Manager for RMR.

2. If approved, eligible and recommended the candidate is to be processed in the normal way.

0723. **Identity Documents – Acceptable**

a. An essential aspect of establishing the trustworthiness and integrity of an individual is confirming their identity. If the subject's identity has not been properly established as part of the BPSS procedure, any further vetting is likely to be flawed.

b. To be eligible for processing, all candidates must produce the following original documents.

1. **Nationality Identifying Documents**
   
   a. British Nationals: Full 10 year passport or 2 of the following:
   
   i. British Driving Licence.
   
   ii. Birth Certificate issued within 6 weeks of birth.
   
   iii. Cheque book and bank card – with 3 statements and proof of signature.
   
   iv. Credit Card – with 3 statements and proof of signature Credit Card – with photograph of the individual.
   
   v. Proof of residence – such as a current tax, gas, electricity or telephone bill.
(b) Other Nationals:

i. National Identity Card.

ii. Full Passport and a Home Office document confirming the individual’s United Kingdom (UK) immigration status.

c. For processing and entry documentation, Ratings/Other Ranks are also required to produce the following:

(1) National Insurance Card (for those registered for employment). (Students/overseas Candidates will be allocated a National Insurance number on entry).

(2) National Health Service Card.

(3) If applicable, Marriage Certificate and Change of Name Deed.

d. In some cases, particularly where young individuals are concerned, such documents may not be available to prove identity. Where this appears to be a genuine problem, the individual should be asked to give a passport-sized photograph endorsed on the back with the signature of a person of some standing in the individual’s community, for example, a JP, medical practitioner, officer of the armed forces, clergyman, teacher, lecturer, lawyer, bank manager, or civil servant. The signatory should have known the individual for a minimum of 3 years. This should be accompanied by a signed statement from the signatory giving their full name, address and telephone number, and confirming the period that they have known the individual.

e. References which may be obtained during the Reference check stage can also be used to provide the basis for proof of identity, particularly when given by a reputable organisation or person known to the MoD. Where an individual has particular difficulty in proving identity and obtaining adequate referee coverage, it may be appropriate to get both from the same referee.

f. The recruiting authority should check that the signatures on the photograph and the statement match. In all cases of doubt, the signatory should be contacted to confirm that they did complete the statement and have known the individual for the stated period.

g. Nothing within this list reduces the requirement for a Passport check to confirm a candidate’s nationality before entry.

0724. ID Documents – Unacceptable
The following documents are not acceptable as proof of identity:

a. An International Driving Licence.

b. A copy of a Birth Certificate (dated more than 6 weeks after birth).
0725. **ID Documents – Verification**

a. **ACTION: CAREERS STAFF.** When checking documents it should be borne in mind that a small proportion of individuals may not be who they claim to be. There can be a number of motives for such deception, including:

   (1) Illegal immigration.
   (2) Concealment of a criminal record.
   (3) Concealment of previous Service discharge category.
   (4) Concealment of identity for the purposes of terrorism or espionage.
   (5) DSS fraud.

b. **ACTION: CAREERS STAFF.** The following checks are to be made to verify the documents produced by the candidate:

   (1) Original documents are to be produced. Transcripts or photocopies are unacceptable. Modern photocopies are often difficult to identify and should be checked very carefully, comparing with known genuine versions.
   (2) Check that paper and typeface are similar to any others you have to hand and that watermarks, where appropriate, are present (passports and driving licences invariably have watermarks).
   (3) Examine documents for alterations or signs that photographs or signatures have been changed. Check that signatures correspond with other examples in your possession.
   (4) Check that details on documents correspond with those already recorded.
   (5) Check the date of issue of documents. Care should be taken where documents are recently issued, particularly if they are new and there is little referee coverage.
   (6) Check that any signature on the documents compares with other examples and, if practicable, ask the candidate to sign something in the presence of CA/ACLO.

c. **ACTION: CANDIDATE.** It is the responsibility of the candidate to provide the documents referred to above. Careers staff are to give advice on what is required but are not to get involved with the procurement of documents for candidates.
0726. Passport Requirements, Validity and Sighting

a. All candidates entering the Naval Service (including Reserves) must hold a valid passport.

b. The type of passport required will depend on the candidate’s nationality:

   (1) **British Citizens.** Must hold a valid UK Passport.

   (2) **British/Dual Nationals.** Must hold a valid UK Passport. They may also hold a valid passport relevant to their dual nationality.

   (3) **Commonwealth/Irish Citizens.** CAs are to ensure all Commonwealth Citizens have a valid passport, and all visas/residency biometric passes/stamps are valid for for the duration of their recruiting pipeline and up until the first date of entry into Naval Service. If any of the above expire during the applicant's process, their DRS account must be 'Deferred' until they produce an in-date document. No letters to support an applicant's Home Office request are to be given by AFCOs.

c. **ACTION: ACLOs/CAs.** They should sight the candidate’s passport(s) entering the passport number into the MIS. Full details are set out below.

d. **Rating/Other Rank Candidates.** All candidates entering the Naval Service must hold a valid passport, which must be sighted by a CA as early as possible in the recruiting process (e.g. RT). Candidates without a passport should be advised to wait until passing the required selection interviews and medical before applying for a passport to avoid nugatory expense on their part. Candidates are not to be entered into the Service until their passport has been sighted.

e. **Waivers.** Waivers to the above rules will be granted only in exceptional circumstances, and at the discretion of CNR OPS SO1.

0727. Passport Fees - Payments by Candidates and Reimbursements

a. It will be the responsibility of the candidates to obtain and pay for their own passport. Candidates requiring new or renewed British passports should be encouraged to visit the nearest Main Post Office for a Passport Application Form.

b. In the event of the candidate expressing a genuine difficulty, then the claim form in MIS Letters should be given to the candidate for reimbursement of the fees. The measure of genuine hardship of the candidate should be at the discretion of the CA. Hardship must be fully proven to the full satisfaction of the CA and always be considered the exception. Policy states that the passport requirement for candidates without a valid passport should be after passing the selection interview and medical. This is to ensure financial propriety and an audit trail. The candidate must request a receipt when they send their application to the Passport Office/Post Office; this receipt will need to be attached to the claim form, passed to the AFCO for a counter signature endorsing the payment and then sent to NAVY FIN-TRG INT DESK OFFR, Leach Building, HMS EXCELLENT. These requests will be processed promptly on receipt and a cheque from DBS, Liverpool will be sent in 10 working days, directly to the home address of the applicant.
c. A similar process is to be adopted on the reimbursement to candidates of travel expenses to and from the PJFT. Candidates must be encouraged to use public transport at all times and the actual fare incurred may be claimed on submission of receipts. Candidates wishing to use a private vehicle are to state the mileage for the journey on the form and claims will be paid at appropriate mileage rate. The use of taxis should be in exceptional circumstances and reason for use should be stated on the form. Again, it is up to the discretion of the CA to authorise payment due to true hardship.

d. Under no circumstances should money be withdrawn from Contingency accounts and given to candidates.

0728. Recording Candidate Passport Details
The passport number is to be entered in the MIS in order for the passport number to be pre-populated onto the PEP summary sheet sent to the NETE.

0729. UK Immigration Exemptions for Commonwealth Candidates

a. Under Section 8(4) of the Immigration Act 1971 members of the Armed Forces are exempt immigration control for the duration of their service in the Armed Forces. On discharge, however, immigration exemption is no longer valid and in these circumstances reference should be made to Chapter 19. Commonwealth candidates with valid UK visas in their passports, who pass all elements of the recruit process, including security clearance, may be entered into the Naval Service. The appropriate MIS Letter is to be raised by CNR OES/AFCO and must be included with Entry Papers when forwarded to the New Entry Training Establishment. All candidates must hold a valid passport and visa/residency permit before entering the Naval Service.

b. Once engaged/attested, the New Entry Training Establishment's UPO/HR Admin Office is to forward the candidate's passport and the covering MIS letter to the Home Office, a template for which can be found at Annex A to Chapter 19. The letter must state that the candidate has now entered the Armed Forces and request an exempt stamp to be placed in the passport.
0730. Nationality Eligibility Criteria for Recruitment into the Naval Service

a. For entry into the Naval Service, a candidate must satisfy one of the following nationality criteria:

(1) **Sole British Citizen**. An individual who was:

(a) Born in the UK (including the British Crown Dependencies of the Channel Islands and Isle of Man) and has been a British citizen at all times since birth.

(b) Born outside the UK but qualifies for British citizenship from birth by descent, eg. parents who, at the time of birth, were serving on Crown service in a country other than a Commonwealth country or the Republic of Ireland and the birth was registered at a British Military unit or British Embassy or Consulate.

(2) **Sole Irish Citizen**. Someone who was born in the Republic of Ireland and has been a citizen at all times since birth.

(3) **Sole Commonwealth Citizen**. Someone who was born in the independent Commonwealth country of which they are now a citizen and has been a citizen of the country at all times since birth. A full list of Commonwealth countries is shown at Para 0730 sub para g.

(4) **Dual Nationals**. The following individuals are also eligible:

(a) British citizens who hold nationality of any other country.

(b) Irish citizens, as described at Para 0730 a sub para (2), who hold nationality of another country.

(c) Commonwealth citizens, as described at Para 0730 a sub para (3), who hold nationality of another country.

(d) Born outside the UK but now holds Dual British citizenship following naturalisation. Their former Nationality is also retained.

(5) **Gurkhas**. The Armed Forces (Aliens) Regulations 2009 exempts citizens or nationals of Nepal who serve or have served for not less than 5 years in the Brigade of Gurkhas, from the prohibition on aliens serving in the Armed Forces. This means that they are eligible to apply to join the Naval Service.

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1 The following are not British citizens unless they qualify under historical nationality criteria: British Overseas Territories citizen, British Overseas citizen, British subject, British National (Overseas) or a British Protected person. All are classed as Commonwealth citizens. Please refer to the website www.gov.uk/types-of-british-nationality or contact the Home Office/UK Visas and Immigration for further information if required.

2 Unless voluntarily rescinded to be considered a Sole British Citizen. Evidence of the rescindment is required.
b. Asylum Seekers or Refugees are not eligible for entry into the Naval Service.

c. **Nationality Waiver.** In exceptional circumstances, a waiver of the recruitment eligibility criteria may be granted by Hd NPS (on behalf of the Secretary of State for Defence) to candidates who are Commonwealth citizens or citizens of the Republic of Ireland at the time of their application (whether sole or dual nationals) but were born outside the country of which they are now a citizen or have formerly held a different nationality. **REFERENCE: CH 63, 6314**

   (1) Candidates who seek such a dispensation will have their case considered on its individual merits and are not to be processed; applications for a waiver should be made in the first instance to CNR OES (for Officers) or CNRRP (for Ratings and Other Ranks).

   (2) A copy of the individual's AFCO Form 101 is to be forwarded as part of the submission along with a brief report stating whether the candidate is recommended for a waiver or not.

   (3) AIB or CNRRP should then forward the paperwork to the Head of Terms of Service for consideration within the Navy Command Headquarters. Once a decision has been made, all documents will be returned to the ACLO/AFCO for a reply to be made to the candidate.

d. Candidates who do not meet the conditions above, and are not eligible to be considered for a waiver, are to be counselled that they do not meet the nationality eligibility criteria for entry into the Naval Service.

e. **National Service Liability.** Candidates who are citizens of a country other than the UK or the Republic of Ireland must (where indicated below) present written confirmation from the Government of the nation(s) concerned that they are not required for national service (or military service), either now or at some future date. Such documents must be produced by the candidate before an application can be accepted at the AFCO or AIB.

   (1) Commonwealth Countries - only where national/military service is currently required: Bermuda, Botswana, Cyprus, Malaysia, Mozambique and Singapore.

   (2) Non-Commonwealth Countries – on every occasion.

f. **Promotion to Officer from the Ranks.** RN and RM candidates holding sole Commonwealth citizenship should be advised that, in most branches, they will not be able to be promoted to Officer from the ranks (via the Upper Yardman/Corps Commission or Senior Upper Yardman/Senior Corps Commission schemes) due to nationality employment rules which stipulate the need to hold British citizenship.

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3 This list of countries is reviewed annually.
g. **List of Commonwealth Countries** (as at 21 Sep 18).

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<thead>
<tr>
<th>Country</th>
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<th>Country</th>
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<tbody>
<tr>
<td>Antigua and Barbuda</td>
<td>Jamaica</td>
<td>St Lucia</td>
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<tr>
<td>Australia (see Note1)</td>
<td>Kenya</td>
<td>St Vincent and the Grenadines</td>
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<tr>
<td>The Bahamas</td>
<td>Kiribati</td>
<td>Samoa</td>
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<td>Botswana</td>
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<td>Dominica</td>
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<td>Fiji</td>
<td>New Zealand (see Note 2)</td>
<td>Trinidad and Tobago</td>
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<td>Ghana</td>
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<td>Grenada</td>
<td>Papua New Guinea</td>
<td>United Kingdom (see Note 3)</td>
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<tr>
<td>Guyana</td>
<td>Rwanda</td>
<td>Vanuatu</td>
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<tr>
<td>India</td>
<td>St Kitts and Nevis</td>
<td>Zambia</td>
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</table>

**Notes:**

1. **Including the Australian External Territories:** Australian Antarctic Territory (including MacDonald, Heard and Macquarie Islands), Christmas Island, Cocos (Keeling) Islands and Norfolk Island.

2. **Including the New Zealand Colonies and Dependencies:** Niue, Ross Dependency, Tokelau Islands Group; and the associated state: Cook Islands.

3. **Including the British Overseas Territories:** Anguilla, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn Islands, St Helena, Ascension, Tristan da Cunha, South Georgia and the South Sandwich Islands, Turks and Caicos Islands, the Sovereign Base Areas of Akrotiri and Dhekelia on Cyprus.

**0731. Employment of Royal Navy and Royal Marines Personnel**

a. The CNR Eligibility Matrix for RN, RM and RFA covers the eligibility requirements for Ratings/Other Ranks and Officer entry into the RN, RM and RFA. See Para 0759.

b. The CNR Eligibility Matrix for Maritime Reserves covers the eligibility requirements for Ratings/Other Ranks and Officer Entry into the Maritime Reserves. See Para 0760.
0732. Residency Criteria

a. Introduction

(1) In order to obtain security clearance all candidates should have resided in the UK (including Northern Ireland) or the Republic of Ireland continuously prior to application iaw JSP 440. This ensures that UK Security Vetting’s IT security vetting system (UKSV, or ‘NSVS’), has access to sufficient historical data on the applicant to fully assure the security vetting process (see Annex 63A).

(2) Applicants with less than 5 years UK/Republic of Ireland residency, i.e. have lived or travelled/visited, studied or worked overseas for prolonged periods, will provide an incomplete picture to NSVS, which interfaces with Security Service and Police National Computer systems, and limits the credibility of Credit Worthiness Checks, etc.

b. Residency Criteria for Foreign and Commonwealth Candidates

(1) In order to obtain security clearance all Regular Commonwealth candidates must have resided in the UK (including Northern Ireland) for a period of 5 years continuously with no single period of absence in excess of 180 days at the point of application.

(2) An individual who has been out of the country for greater than 180 days within the period of 5 years immediately prior to application, is ineligible. Past residency does not count.

(3) Maritime Reserve applicants are required to demonstrate that they have indefinite Leave to Remain (ILR), also referred to as Settlement. There are no transitional arrangements for Maritime Reserves.

(4) The 5 year UK residency requirement does not apply to Citizens of the Republic of Ireland, Malta and the Republic of Cyprus, who have freedom of movement to live and work in the UK as European Union/European Economic Area Citizens. Individuals who are subject to Para 0732 sub para b(2) may still require a residency waiver.

(5) All Re-entrants are subject to the above eligibility criteria.

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4 In accordance with Para 0730.g.
5 Application is defined as the date of receipt of the ICARAS application at the AFCO.
6 Consideration is to be made in accordance with Para 0732 sub para b (4).
7 Indefinite leave to remain (often known as ILR and ‘settlement’) is permission to remain in the UK without any time restrictions on the length of stay. It is not the same as naturalisation as a British Citizen.
8 Maritime Reserves transferring to the Regulars must comply with Para 0732.a and have 5 years Residency.
c. **Residency Criteria for Non-Commonwealth Candidates**

(1) UKSV will automatically process any Naval Service candidates:

(a) With at least 5 years continuous UK (including Northern Ireland) or Republic of Ireland residency prior to application.

(b) Or who have either:

i. Lived in the UK or Republic of Ireland **continuously** for at least the last **3 years immediately prior** to application or;

ii. Lived in the UK or Republic of Ireland for a total of **4 years out of the last 5** (which might, for example, allow candidates that have travelled/worked/studied abroad for no more than 12 months in the last 5 years to qualify for minimum residency).

In all cases periods of up to 28 days spent out of the UK/Republic of Ireland, eg. to allow for foreign holidays, may be disregarded.

(2) The residency status of the candidate’s parents or partner is not considered for standard Security Check (SC) clearances, except for Communication Technicians – see Para 0732 sub para f.

(3) A residency waiver may be requested iaw Para 0733 in the following circumstances:

(a) For candidates that do not meet the criteria at Para 0732.c sub para (1).

(b) If concerns are raised over a candidates residency or security suitability during the SC process. At the point it becomes apparent that a residency waiver is required, UKSV will inform the relevant Sponsor of the need for a residency waiver and inform Navy PSYA and the procedures at Para 0733 shall be followed.

(c) **Communication Technicians.** Candidates for entry as a Communication Technician (CT) require Developed Vetting (DV) and must have resided in the UK for a minimum of 10 years continuously immediately prior to making an application. A residency waiver will only be considered exceptionally for prospective CTs. In addition to holding sole British citizenship, CT candidates must satisfy the following requirements:

i. Their parents must be sole British.

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9 Includes British Citizens living abroad, Dual British Nationals and those listed at Para 0732 b sub para (4).
10 Navy PSYA has granted UKSV with a blanket concession to accept shorter periods of UK/Republic of Ireland residency. In these circumstances a short term SC will be granted until sufficient data is available to UKSV to complete the normal vetting process.
ii. Their spouse/cohabitant and their surviving parents must hold sole British nationality.

iii. Their immediate family, and any other person to whom the candidate is bound by affection or obligation, should not be subject to physical, mental or other forms of duress by a foreign power.

0733. Residency Rules – Waiver Application

a. Candidates who do not meet the Residency criteria/rules iaw Para 0732 sub para c. and require a waiver are required to provide additional supporting documents, as detailed in subsequent paragraphs, for Navy PSYA-Pers SY to determine the potential security risk. If deemed acceptable, Navy PSYA will provide UKSV with a Residency Waiver authorising the issue of "Short Term SC", which will be reviewed when the applicant has resided in the UK for the minimum period necessary for a credible Police National Computer (PNC) and Credit Worthiness Check (CWC) to be carried out.

b. Waiver requests against the 5 year Residency requirement (Para 0732 sub para b) for British or British Dual Nationals are dealt with strictly on a case-by-case basis by either OES, OPS E1C or Overseas Recruiter.

c. Waiver requests against the 5 year Residency requirement (Para 0732 sub para b) for Foreign and Commonwealth Citizens are dealt with strictly on a case-by-case basis by either PSyA, OPS E1C or the Overseas Recruiter.

d. Following the normal application to UKSV for security check (SC) using the online NSVS facility a concurrent residency waiver application is to be made to Navy PSyA by CNR RP, CNR OES or the Overseas Recruiter. The e-Form ‘NSV001’ will not be visible to Navy PSYA (or UKSV) to consider alongside the supporting documentation until NSVS status shows ‘In Progress’, i.e. both candidate and sponsor have completed the on-line application. Therefore, recruiting staff should compile the necessary supporting information and only submit this once NSVS indicates ‘in progress’.

e. In order to mitigate the potential security risk, the following evidence to confirm identity and the applicant’s loyalty, reliability and trustworthiness is required. Applicants are mandated to provide ALL of the following documentation:

- Birth certificate
- Passport
- AFCO Form 101
- Full written references (as per below)
Plus (as appropriate):

1. Mandatory for UK Citizens/Expatriates who have Resided or Undertaken Full-Time Education or Employment Overseas:
   - Evidence of educational qualifications (where appropriate)
   - Written reference from head teacher (where appropriate)
   - Overseas police certificates (or statement to detail non-availability)
   - Full details of employment and employee references (where appropriate)
   - Suitable proof of residence for time spent abroad
   - Character references (e.g., from fellow employees/students)

2. Mandatory for UK Citizens who went Travelling/Backpacking Overseas either During Gap Year or Post Full-Time Education:
   - Character references (e.g., from fellow UK travellers/students)
   - Detailed Itinerary of where travelled/stayed
   - Overseas police certificates (or statement to detail non-availability)

3. Mandatory for ALL Applicants who are NOT Sole UK Citizens:
   - Overseas employee or academic references
   - Character references
   - Certificate of non-eligibility for conscription iaw Para 0730 sub-para e.
   - Educational qualifications (where appropriate)
   - Suitable proof of residence for time spent abroad
   - Overseas police certificates (or statement to detail non-availability)

4. Discretionary (As Appropriate):
   - References from UK organisations based overseas (e.g., FCO missions, British Council, NGOs).

f. Originals to be sighted, checked and certified copies provided with submission for residency waiver consideration to:

1. CNR OES for UK based Officer candidates.

2. CNR RP for UK based Ratings/Other Ranks candidates.

3. Overseas Recruiter, AFCO London, for all overseas candidates, eg. from the Republic of Ireland or Commonwealth countries listed at Para 0730 sub para g.

G. Residency waivers are considered on a case-by-case basis. Meeting the criteria detailed above does not guarantee that Navy PSYA Personnel Security staff will issue a residency waiver.
h. In the event of an individual failing to obtain SC clearance their employment with the Naval Service will be terminated.

0734. Security Clearance for Overseas Candidates
Overseas candidates may attend the PRMC, PRNC, auditions or selection boards but are not to be allocated a provisional entry date until SC has been received from UKSV.

0735. Eligible Candidates – Entry into Recruiting Procedure

a. **ACTION: CANDIDATE.** Once eligibility has been confirmed at the online application and conduct of CRM (Para 0507) the candidate will be asked to complete a Tattoo Proforma and MOD Form 493 (and Parental Consent Form where applicable), and will be invited to attend the AFCO for a Recruiting Test (RT). On successful completion of RT they will attend a selection interview and continue with the rest of the selection process.

b. **ACTION: CAREERS STAFF.** Careers Staff are to raise Form S1605 (Applicant’s Document Cover). This is to be used to contain the documents and correspondence generated during the recruiting process. The front cover of the S1605 is to be completed with enough detail to continue with the selection process in the event of MIS not being accessible. The S1605 and contents are to be retained in the AFCO for 12 months after end-stating.

0736. Ineligible Candidates

a. During the CRM process it is essential that the proper rejection procedure is followed. Candidates who are not eligible to continue with their application are only to be rejected after careful consideration. It is most important that any reason for rejection is explained and conveyed as sympathetically as possible. Rejections are to be made by a qualified Careers Adviser only.

b. Certain Occupations are ineligible to join the RNR/RMR. These are as follows:

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

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

(3) Serving members of a University Royal Naval Unit (URNU) including Honorary Midshipmen and Training Staff.

(4) Candidates in receipt of any form of sponsorship detailed in Chapter 15.
c. **ACTION: CAREERS ADVISERS.** Whilst there are no longer any Reserved Occupations, employees are to be strongly encouraged to verify their employer’s local policy for employment of Reservists. It is common for employers to establish quotas on the overall number of Reservists permitted.

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

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

f. Candidates are not eligible for entry into the Naval Service and are not to be processed with any of the following unspent convictions:

   (1) Hospital Order.

   (2) Sexual offences (including those listed on the Sex Offenders Register).

   (3) Offences involving loss of life.

   (4) Arson.

   (5) Terrorist Activities.

   (6) Explosives.

   (7) Misuse of Drugs:

      (a) Any offence relating to Trafficking or Supply of drugs.

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

      (c) More than one conviction for "possession for personal use" of a Class B or C drug. (See drugs classifications).

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

g. Candidates with spent or unspent convictions for sexual offences, drugs related offences, violence or dishonesty, or those who have been subject to a custodial sentence or Hospital Order are not eligible for entry into Medical, Dental or Nursing branch/specialisations.
h. Candidates are also not eligible to be processed if they:

(1) Are on Bail or awaiting criminal prosecution.

(2) Have unpaid Fines or Compensation orders.

(3) Have unexpired Conditional Discharge, Bound Over or Curfew Orders.

(4) Have Probation, Community Service or Combination Orders which have not been completed.

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

0737. Rejecting Candidates

a. **ACTION - CAREERS STAFF.** It is CNR policy that candidates who are rejected may, at the discretion of the CA, be either verbally rejected or rejected by letter. Candidates rejected verbally must also be sent the appropriate MIS letter. A rejection reason is to be entered on MIS and the AFCO 101.

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

c. Candidates who ‘fail to attend’ (FTA) at any stage of the recruiting process prior to being given an allocation date (eg. RT, Interview, Medical, Selection Board, Audition or PRMC) are to be considered for rejection.

d. It is essential that details of any candidates who refuse to attest or engage at the NETE are recorded on MIS by CNR RA.

0738. Baseline Personal Security Standard (BPSS)

BPSS is a collective term for pre-employment enquiries made to ensure that suitability has been properly established and checked, of those who may have uncontrolled access to, or knowledge or custody of, Government assets. The BPSS is an essential part of the MoD’s system of protection against risks from terrorism, espionage and crime by providing assurance about the identity and integrity of individuals.
0739. **BPSS – Use within Recruiting Process**

a. The BPSS forms part of the recruiting process. It is important that all those conducting any part of the BPSS understand that the suitability of a candidate for Naval Service must be assessed from both security and employability aspects. While the checks for each aspect are complementary, some of the checks for security require different processes. There will be cases where, although a candidate may be able to meet the requirements for obtaining a Security Check, they may not be employable. The converse may also be true. In particular the security checks conducted by UKSV using NSV 001 will only be as good as the information provided by the initial checker. The role of Careers Staff in conducting the BPSS is therefore of critical importance. Unless Careers Staff take great care, and use an inquisitive mind and imagination, in establishing and checking the identity of the candidate, later processes may be fatally flawed.

b. The following components form part of the BPSS:

<table>
<thead>
<tr>
<th>Nationality, Immigration and Residency requirements.</th>
<th>Security and employability</th>
</tr>
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<tbody>
<tr>
<td>Identity.</td>
<td>Security and employability</td>
</tr>
<tr>
<td>Record of Criminal Convictions.</td>
<td>Trustworthiness, security and employability</td>
</tr>
<tr>
<td>By Interview, background, motivation, character and financial difficulties.</td>
<td>Security and employability</td>
</tr>
<tr>
<td>By Medical examination, confirmation that there are no indications of instability or addiction.</td>
<td>Security and employability</td>
</tr>
<tr>
<td>Suitability established by receipt of satisfactory education, employment, and character references from reliable persons.</td>
<td>Security and employability</td>
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</table>
Figure 7.1 – Security Clearance Process Flow Chart

Applicant starts process

Check Nationality and Residence

Identity Checked
Identity not proven

Criminal Convictions

Interview and Request References

Sign BSVR and initiate NSV 001

NSV 001 to DBS NSV
SC NOT ISSUED

References
Check References

Clear to Enter

SC Issued
Reject

SC NOT ISSUED

Ineligible

Spent or never spent

Identity not proven

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c. For information regarding the BPSS process at RT refer to Para 0816 - Initiating BPSS at RT.

d. For information regarding acceptable forms of documentation refer to Para 0 to Para 0725.

0740. Security Clearance – Applying to UKSV

a. Once the candidate has passed the selection interview, references are to be obtained and the BPSS check completed. An application is then to be made to UKSV for Security Clearance (SC) using the online NSVS facility.

b. A record of the date of initiation of the NSV 001 to UKSV is to be made on the Form S1605 and MIS.

c. Candidates may attend the PRMC, musical auditions and selection boards in parallel with the SC application.

d. Careers staff must inform UKSV, by cancelling on NSVS, of those candidates who are rejected or withdraw their application after submission has been made to UKSV for SC.

e. Should the candidate already hold an SC, e.g. as a serving member of the Armed Forces, UKSV may transfer the SC without a new NSV 001.

0741. UKSV Processing of SC Applications

a. On receipt of the NSV 001, UKV will carry out checks against the National Collection of Criminal Records and carry out a Credit Worthiness Check. The Security Services check is carried out by an external agency.

b. UKSV expects to process SC within the timescale laid down in JSP 440. However, where overseas enquiries are needed, or candidates need to be contacted with reference to undeclared criminal convictions or debts, then the process is likely to take longer. The UKSV Help Desk can be contacted to check on the progress of SC applications, although progress can be monitored on NSVS.

c. A candidate cannot normally enter the Naval Service until SC has been received, although CNR OPS RA, CMR and CNR OES may grant waivers provided the SC is in progress and after discussions with UKV. In certain circumstances and in the interests of national security SC may be refused. A reason for refusal of SC will not be given. It is therefore vital that, on completion of successful interview, the candidate is cautioned using MIS generated Post Interview Caution.
0742. UKSV Notification of SC

a. UKSV will forward notification of SC to the sponsor electronically and by post for those candidates awarded SC.

b. **ACTION – AFCO.** On receipt of the SC notification at the AFCO, the SC number and date is to be input into MIS. The SC certificate is to be retained in the candidate’s S1605 after documentation has been forwarded to the NETE.

0743. SC Validity Periods

a. An SC is normally valid for 10 years provided that the candidate enters the Service within 6 months from the date of issue. However, Pers SyA has agreed to extend this period to 12 months from date of issue or 36 months for overseas candidates. The candidate’s SC will lapse 12 months from the date of issue if the candidate has not entered the Service and an application for renewal should be made.

b. Applications for renewal of SC should not be made until 11 months from the date of initial applications. For applicants who are due to join the RN around the renewal point, extensions may be granted by CNR OPS RA up to a maximum of 13 months from original date of application.

0744. UKSV SC Refusal Procedure

a. UKV informs the sponsor of those candidates who have been refused SC.

b. **ACTION: AFCO.** AFCO will write direct to the candidate using the rejection letter on MIS. The reason for rejection will not be given. A further application is not to be accepted without permission from CNR HQ. Queries or complaints from the candidate must be forwarded to CNR HQ and a holding letter sent to the candidate to this effect.

0745. SC Applications – Guidance to Candidates

a. **ACTION: CAREERS STAFF.** Careers Staff must fully explain to the candidate the significance of the NSV 001 and MoD Form 493 when they are issued. The candidate must be warned that failure to disclose relevant information when completing these forms is likely to be regarded as evidence of unreliability and may result in rejection for entry into the Naval Service.

b. **ACTION: CAREERS STAFF.** Candidates are to be instructed to complete the NSV 001 using identical data to that inserted by the CA/CNR OES when initiating the form. Completion of the form is thereafter ‘intuitive’, although CAs/CNR OES may need to be in close contact with the candidate as they fill out the form. Guidance notes for the Applicant and Sponsor are on the UKSV website.
0746. Maritime Reserves Entries – SC Waivers

a. **ACTION: AFCO.** If a candidate has not received their SC 4 weeks after submission of SC application then the AFCO is to request a waiver from CMR SO2 Training (NAVYMR-HQRRNTRAININGSO2@mod.uk). Any such waiver is granted at-risk; candidates must be reminded that security clearance is mandatory for acceptance into service.

b. Candidates in receipt of an SC waiver are not to progress beyond Phase 1 until full SC is granted. They may attend HMS RALEIGH but must not be subsequently branched. If SC is subsequently refused the candidate is to be discharged.

0747. Disclosure and Barring Service (D&BS)

Refer to Chapter 60, Section 7 for candidates applying for BoPs that require D&BS clearance prior to entry.

0748. Communication Technicians

a. DV clearance applications are to be initiated by the AFCO once candidates have passed selection interview.

b. DV clearance is valid for 7 years once granted. It will remain valid until the Candidate enters service, regardless of how long the Candidate is in the recruitment pipeline and will automatically get refreshed once the Candidate joins SCU.

c. A candidate with full SC clearance may enter new entry training as long as the DV process has been initiated. If the DV is not in place prior to the new entrant joining Phase 2 training, this will be dealt with in service.

0749. References

References are no longer routinely processed by the AFCO, with the following exceptions:

a. Welbeck candidates.

b. Candidates with residency issues.

c. Candidates where an SC waiver is required.

d. If the CA has any doubts.

0750. Sighting of Certificates and Qualifications

a. Candidates applying for any form of entry requiring educational qualifications are to produce certificates, unless awaiting results, when attending RT.
b. **ACTION: CAREERS STAFF.** CAs are to verify academic qualifications by sighting original certificates, taking a copy and certifying a true copy of the original. Detailed educational qualifications are found in the entry matrices at Para 0759 and Para 0760.

c. Candidates may be processed whilst awaiting results of examinations but are not to be entered until fully qualified. If any doubt exists about the acceptability of educational qualifications, guidance is to be sought from CNR OPS RR SO2C or AIB.

**0751. Educational Requirements – Ratings/Other Ranks**

a. Entry into most Rating/Other Rank branches in the Naval Service does not require any formal educational qualifications.

b. All candidates must however complete the Recruiting Test (RT). There are minimum Test scores required by individual branches and these are shown in the Eligibility Matrix.

c. In addition to the RT, the following branches also require GCSE or equivalent grades as shown in the Eligibility Matrix:

   (1) Communications Technician.
   (2) Medical Technician (Student) (Radiographer).
   (3) Medical Technician (Student) (Biomedical Scientist).
   (4) Medical Technician (Student) (Operating Department Practitioner).
   (5) Dental Nurse (Student) – 2 GCSEs.
   (6) Naval Nurse (Adult or Mental Health) (Student).
   (7) Aircraft Controller.
   (8) Undergraduate Apprenticeship Scheme (UGAS).
   (9) Accelerated Apprentice Scheme.

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

   (1) A minimum of 120 UCAS Tariff points or equivalent are considered on an individual basis; guidance from SR-MED PO available as not all are accepted.

   (2) Education criteria and other equivalent qualifications can be found at the following link: http://www.bcu.ac.uk/courses/diagnostic-radiography.
e. **Medical Technician Student (Biomedical Scientist).** The educational eligibility standards for Medical Technician Biomedical Scientist (Student) are set by Aston University, Birmingham. They are as follows:

1. Students: 3 A-Levels at minimum BBB; must include Biology/Human Biology.

2. Mature Students (21+): BTEC, Access & other:
   a. Access to Science for mature students considered on an individual basis.
   b. BTEC Level 3 Diploma in Applied Science: DD plus A-Level Biology at grade B.
   c. BTEC Level 3 Extended Diploma in Applied Science: D*DD.
   d. BTEC Level 3 Subsidiary Diploma: D plus two A-Levels, including Biology at grades AB.
   e. Students who have taken BTEC qualifications as a first option and who achieved five or more GCSEs (including Maths and English) at grade 4/C or above. Additional A-Level requirements listed above must also be met.

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

1. A minimum of 88 UCAS Tariff points or equivalent are considered on an individual basis; guidance from SR-MED PO available as not all are accepted.

2. Education criteria and other equivalent qualifications can be found at the following link: [http://www.bcu.ac.uk/health/courses/diploma-in-operating-department-practice](http://www.bcu.ac.uk/health/courses/diploma-in-operating-department-practice).

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

1. A minimum of 120 UCAS Tariff points or equivalent are considered on an individual basis; guidance from SR-MED PO available as not all are accepted.

2. Education criteria and other equivalent qualifications can be found at the following link: [http://www.bcu.ac.uk/courses/nursing-adult](http://www.bcu.ac.uk/courses/nursing-adult).
(3) Evidence of study within the last 5 years.

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

h. **Medical Technician Qualified (Radiographer).** Eligibility Standards are as follows:

(1) Minimum age on entry is 20 years.

(2) Educational qualifications: BSc in Diagnostic Radiography.

(3) **Registration.** The candidate may be in the process of gaining registration at the time of application. Clarification of acceptable registration standards may be obtained from CNR OPS NRAPO. Candidates must be registered prior to entry with Health Care and Professions Council (HCPC) as Radiographer.

i. **Medical Technician Qualified (Biomedical Scientist).** Eligibility Standards are as follows:

(1) Minimum age on entry is 20 years.

(2) Educational qualifications: IBMS accredited Degree in Biomedical Sciences. Non-accredited degrees will be considered; guidance from SR-MED PO available as not all are accepted.

(3) **Registration.** The candidate may be in the process of gaining registration at the time of application. Clarification of acceptable registration standards may be obtained from CNR OPS NRAPO. Candidates must be registered prior to entry with Health Care and Professions Council (HCPC) as Biomedical Scientist.

j. **Medical Technician Qualified (Operating Department Practitioner).** Eligibility Standards are as follows:

(1) Minimum age on entry is 20 years.

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

(3) **Registration.** The candidate may be in the process of gaining registration at the time of application. Clarification of acceptable registration standards may be obtained from CNR OPS NRAPO. Candidates must be registered prior to entry with Health Care and Professions Council (HCPC) as Operating Department Practitioner.
k. **Naval Nurse Qualified (Adult).** Eligibility Standards are as follows:

1. **Minimum age on entry is 20 years.**

2. **Educational qualifications:** BSc/MSc or BA or Diploma in Adult Nursing (the applicant may be eligible if within 9 months of gaining this qualification – contact CNR OPS NMD SO3 for guidance) and be registered with the Nursing and Midwifery Council (NMC).

3. **Registration.** Candidates must be registered prior to entry. The candidate may be in the process of gaining registration at the time of application. Clarification of acceptable registration standards may be obtained from CNR OPS NRAPO. Candidates must be registered prior to entry as Registered General Nurse (RGN) or Registered Nurse (RN) (Adult) on sub part 1 (RN1, RNA) or alternatively sub part 2 (RN2, RN7) of the Nursing and Midwifery Council.

l. **Naval Nurse Qualified (Mental Health).** Eligibility Standards are as follows:

1. **Minimum age on entry is 20 years.**

2. **Educational Qualifications.** BSc/MSc or BA in Mental Health Nursing (the applicant may be eligible if within 9 months of gaining this qualification – contact CNR OPS NMD SO3 for guidance.

3. **Registration.** Candidates must be registered prior to entry. The candidate may be in the process of gaining registration at the time of application. Clarification of acceptable registration standards may be obtained from CNR OPS NRAPO. Candidates must be registered prior to entry as Registered General Nurse (RGN) or Registered Nurse Mental Health on sub part 1 (RN3, RNMH) or alternatively sub part 2 (RN4) of the Nursing and Midwifery Council.

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

1. Registered General Nurse (RGN) or Registered Nurse (RN) (Adult) on sub part 1 (RN1, RNA) or alternatively sub part 2 (RN2, RN7) of the Nursing and Midwifery Council.

2. Officer candidates must hold a Degree or Diploma in Adult Nursing.

3. Ratings are to hold a Nursing Degree or must be currently working towards a Nursing Degree.

4. Currently working in an acute clinical setting.
(5) The candidate should be directed to forward a CV to CNR Nurse Recruit Adviser (NRA) at NAVYCRN-OPSNRAPO@mod.uk. This will be appended to the candidate’s journal by NRA. On NPT(Res) Branch Manager authority, the NRA will hand the candidate off to the processing AFCO with the authority to proceed with Application.

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

n. Undergraduate Apprenticeship Scheme (UGAS). Candidates must meet the following criteria:

(1) A minimum of 5 GCSEs or equivalent at Grade 4/C or better including Maths, English and at least one science based subject.

(2) New UCAS Tariff Tables were introduced for use from 1 Sep 17 onwards. Depending on the expected date of entry the following UCAS point achievement is required:

   (a) For applicants expected to enter the Royal Navy prior to 1 Sep 17: using the 2016 UCAS Tariff Tables, a minimum of 160 UCAS Tariff points or equivalent with a minimum of 120 points derived from Science, Technology, Engineering and Maths subjects.

   (b) For applicants expected to enter the Royal Navy on 1 Sep 17 or later: using the 2017 UCAS Tariff Tables, a minimum of 48 UCAS Tariff points or equivalent derived from Science, Technology, Engineering and Maths subjects.

o. Accelerated Apprentice Scheme. Candidates must meet the following criteria:

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

(2) The AA scheme requires applicants to hold specified Level 3 qualifications. There are two options open to applicants:

   (a) Option 1 – (All) Vocational. A vocational qualification in an engineering discipline at Level 3, generally carrying the title ‘Level 3 Diploma in Engineering’. There are many sub-disciplines or ‘pathways’, including Mechanical, Electrical/Electronic, Manufacturing or Aeronautical Engineering as required by the individual branch.

   Or

   (b) Option 2 – (ME, WE, MESM & WESM only) Academic. GCEs (A-Levels) in Mathematics and Physics at Grade D or higher (or Scottish equivalent).
(c) **Option 2 – AE only – Vocational and Academic.** GCEs (A-Levels) in Mathematics and Physics at Grade D or higher (or Scottish equivalent) and specific Level 2 Aeronautical engineering course.

0752. **Educational Requirements – Officers (Non Graduate)**

a. The Eligibility Matrix shows the educational standard for non-graduate Officer entry.

b. If unsure of overlapping subject areas, CNR OES or FOST EL should be contacted.

c. All Officer candidates must have passed the RT test as per the requirements shown on the Eligibility Matrix.

0753. **Educational Requirements – Officers (Graduate)**

a. All graduate candidates will be required to hold a suitable UK degree, or equivalent, and they must satisfy the non-graduate standard above (except Chaplains who only require a Chaplaincy degree). In exceptional cases this condition may be waived, but only at the discretion of CDR(E) AIB via CNR OES TSO (if a waiver is granted ACLOs are to annotate the MIS journal to this effect). There is no specified criterion on the Quality of Degree which states that the degree must be of honours standard; an ordinary pass degree is acceptable.

b. **Non Engineer.** The Direct Graduate Entry (DGE) standard is for a UK degree, or equivalent. For candidates interested in Graduate Entry for Warfare, Aircrew, Logistics or Royal Marine Officer, the course content or class of their degree is of no real relevance to their eligibility.

c. **Engineer.** All degrees which are accredited by the UK Engineering Council\(^\text{11}\) to IEng or CEng level are acceptable qualifications for entry into the Royal Navy as an Engineer Officer. Broader STEM\(^\text{12}\) based degrees, not necessarily accredited by the UK Engineering Council will be considered for all specialisations\(^\text{13}\) as long as an engineering interest/experience and potential is demonstrated with the accompanying application\(^\text{14}\). Notwithstanding this, the following preferences exist for each specialisation, as follows:

(1) **WE/WESM.** UK-recognised degree accredited to IEng or CEng in Engineering, Computer Science, Information Systems, Communications and Telecommunications. If the number of applicants exceeds the places available, primacy will normally be afforded to those holding Electronic, Electrical or Computer Science related qualifications.

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\(^\text{11}\) An accredited course search facility is available on the Engineering Council website: http://www.engc.org.uk/education-skills/course-search/acad/

\(^\text{12}\) Science, Technology, Engineering and Maths

\(^\text{13}\) WE/WESM, ME/MESM, AE

\(^\text{14}\) Education waiver will be required.
(2) **ME/MESM.** UK-recognised degree in Mechanical or Marine Engineering accredited to CEng or IEng level.

(3) **AE.** UK-recognised degree accredited to CEng or IEng level in Electrical, Electronic or Mechanical Engineering or an Aeronautically related degree similarly accredited. However, if the number of applicants exceeds the places available, primacy will normally be afforded to those holding aeronautically related qualifications.

(4) **E(TM).** UK-recognised honours degree in any subject.

(5) For WE/WESM, ME/MESM and AE the route to Incorporated or Charted status is clearly defined. Provided that the degree studied is recognised by the UK Engineering Council, the Royal Navy’s training package for Engineer Officers meets their requirements for corporate membership. For those Engineer Officers joining with non-UK Engineering Council recognised qualifications, a route to IEng and CEng status remains, but it is not as clearly defined and may need additional experience based evidence to fulfil the requirements for membership.

(6) For WE/WESM, ME/MESM and AE the route to Incorporated or Charted status is clearly defined. Provided that the degree studied is recognised by the Engineering Council, the Royal Navy’s training package for Engineer Officers meets their requirements for corporate membership.

d. **Medical and Dental**

(1) **Medical Officers.** DGE Medical Officers require a medical degree and full General Medical Council registration (no conditions) plus 4 months foundation training in Emergency Medical and General Practice.

(2) **Dental Officers.** DGE Dental Officers require a dental degree, full General Dental Council registration (no conditions) and to have completed foundation training.

(3) **Nursing Officer (Adult).** Nursing Officers need to have a BSc/MSc or BA Adult Nursing as a minimum and be registered with the Nursing and Midwifery Council (NMC).

(4) **Nursing Officer (Mental Health).** Nursing Officers need to have a BSc/MSc or BA Mental Health as a minimum and be registered with the Nursing and Midwifery Council (NMC).

(5) **Environmental Health Officer.** EHOs are required to hold a BSc or MSc in Environmental Health from an accredited institute and be registered (or working towards registration) with the Environmental Health Registration Board (EHRB).

(6) **Medical Services Officer.** MSOs must hold a UK recognised BSc/MSc or BA degree in any subject or specialisation.
0754. **UCAS Points Requirement**

a. The Job Eligibility Matrix (para 0759 refers) lists the minimum UCAS point requirement against each applicable role.

b. UCAS Points Requirement: each subject must be allocated a minimum of 20 UCAS points if they are provided as part of an accumulation towards the total UCAS point requirement for a role. Any subjects allocated less than 20 points are not to be accepted.

0755. **Thirteen Month Rule for Qualifying Subjects**

Qualifying subjects must normally have been obtained within a maximum spread of time of 13 months. Discretion may be given to candidates with exceptional qualities or those with exceptional circumstances (eg. family break-up) which may have affected examination results. In cases of doubt advice must be sought from CNR OES.

0756. **Educational Equivalency – General Guidance**

a. Educational equivalency is a complex area, and the GCSE and UCAS tables below provide only limited guidance. Any qualification which is not covered by these tables should be referred to the CNR OES.

OES
AIB
HMS SULTAN
GOSPORT
Hampshire
PO12 3BY
Fax 023 9254 2122 (Mil 93843 2122)

b. Queries must be accompanied by a copy of the certificates of qualifications in question, when issued, and details of all qualifications held including those in question.
0757. Convertibility of New Scottish Qualifications

a. The new Scottish qualifications can be mapped to the current qualifications using the equivalence table below:

<table>
<thead>
<tr>
<th>SCQF Level</th>
<th>New Scottish Qualifications</th>
<th>Previous Scottish Qualifications</th>
<th>QCF/NQF Level</th>
<th>BRd 3(1) Eligibility Matrix Qualifications</th>
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</thead>
<tbody>
<tr>
<td>1 and 2</td>
<td>National 1 and National 2</td>
<td>Access 1 and Access 2</td>
<td>Entry Level</td>
<td>Entry Level Certificates</td>
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<tr>
<td>3</td>
<td>National 3</td>
<td>Access 3 Standards Grade (Foundation Level)</td>
<td>Entry Level</td>
<td>Entry Level Certificates</td>
</tr>
<tr>
<td>4</td>
<td>National 4</td>
<td>Standard Grade (General Level) Intermediate 1</td>
<td>1</td>
<td>GCSE Grades D-G Level 1 Qualifications, Foundation Certs/Diplomas etc</td>
</tr>
<tr>
<td>5</td>
<td>National 5</td>
<td>Standard Grade (Credit Level) Intermediate 2</td>
<td>2</td>
<td>GCSE Grades A*-C Level 2 Qualifications Certs/Diplomas etc</td>
</tr>
<tr>
<td>6</td>
<td>Higher (New)</td>
<td>Higher</td>
<td>3</td>
<td>GCE AS/A Level</td>
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<tr>
<td>7</td>
<td>Advanced* Higher (new)</td>
<td>Advanced Higher</td>
<td>3/4</td>
<td>A Level</td>
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</tbody>
</table>

b. Within a National 5, a student will receive a grade A to D. There is no A* however grades A to C map across to the equivalent GCSE grade (A to C). Therefore, where the matrix currently stipulates that a candidate must hold a GCSE A* to C, this will equate to a National 5 grade C or above.

0758. Acceptable Alternatives to GCSE Mathematics and English Grade 4/C

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<thead>
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<th>DO NOT ACCEPT</th>
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<tbody>
<tr>
<td><strong>MATHEMATICS</strong></td>
<td></td>
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</tr>
<tr>
<td>SCE Ordinary Grade: A, B, C *</td>
<td>CSE Grade 1 in Arithmetic</td>
<td></td>
</tr>
<tr>
<td>SCE Standard Grade: 1, 2, 3 *</td>
<td>CSE Grade 1 in Applied Mathematics</td>
<td></td>
</tr>
<tr>
<td>Irish Leaving Certificate Ordinary Level; 01 – 04 or A - C/A1 – C3 *</td>
<td>SCE pass in Arithmetic</td>
<td></td>
</tr>
<tr>
<td>For Maths equivalence a candidate must present a full Mathematics level NII unit passed at a minimum of Merit level or a pass at the Higher level (indicated on certificates as NIII or H).</td>
<td>GCSE/SCE pass in Statistics</td>
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<tr>
<td>Relevant Open University Credits</td>
<td>'Application Of Numbers' Key Skills</td>
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<tr>
<td><strong>ENGLISH LANGUAGE</strong></td>
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<tr>
<td>A pass in a full unit of General and Communications studies at BTEC NC, ND, HNC or HND.</td>
<td>CSE Grade 1 in English and Business Communication</td>
<td></td>
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<tr>
<td>Irish Leaving Certificate Ordinary Level; 01 – 04 or A - C/A1 – C3</td>
<td>A compensatory award in SCE H grade English</td>
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</tr>
<tr>
<td>SCE Ordinary Grade: A, B, C *</td>
<td>'Communications' Key Skills</td>
<td></td>
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<tr>
<td>SCE Standard Grade: 1, 2, 3 *</td>
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</table>
0759. UCAS Requirements – Qualifications other than A/AS/H level

<table>
<thead>
<tr>
<th>QUALIFICATION</th>
<th>REQUIRED STANDARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irish Leaving Certificate</td>
<td>Higher Level: A pass in 5 subjects, 2 of which must be at Grade C or above equates to at least 140 UCAS points</td>
</tr>
<tr>
<td>European Baccalaureate (EB)</td>
<td>Completion of a full EB to the required standard for entry</td>
</tr>
<tr>
<td>International Baccalaureate (IB)</td>
<td>Completion of the full IB to the required standard for entry</td>
</tr>
<tr>
<td>BTEC Certificate</td>
<td>Distinction, Merit (at level 3)</td>
</tr>
<tr>
<td>BTEC Diploma</td>
<td>Merit, Merit, Merit (at level 3)</td>
</tr>
</tbody>
</table>

Equivalencies for all other qualifications must be referred to CNR OES.

0760. Eligibility Matrix – RN, RM and RFA

The JEM_RM_RN_RFA Eligibility Matrix may be found by navigating back to the Home/Splash Page and clicking on the seventh button down entitled ‘Forms’.

0761. Eligibility Matrix – Maritime Reserves

The JEM_MR Eligibility Matrix may be found by navigating back to the Home/Splash Page and clicking on the seventh button down entitled ‘Forms’.

0762. Specialist Entry RNR Officers

a. Medical. Candidates must be fully registered with the General Medical Council of the UK and be a fully accredited Consultant or a Specialist Trainee working in Emergency Medicine, Anaesthetics, Gastro-intestinal and Vascular Surgery, Trauma Orthopaedics, Burns and Plastics, Maxillofacial Surgery, Ophthalmology, Ear, Nose and Throat, Urology, Microbiology, Haematology, Radiology, Critical Care, General Medicine, General Practice, Psychiatry or Rheumatoid and Rehabilitation Medicine. Any other Medical/Surgical speciality or sub-speciality will be considered on an individual basis. Candidates are to provide a professional CV to be forwarded to CNR’s Specialist Recruiter (NAVYCNR-OPSNMDSO3@mod.uk). Medical students or junior doctors may join the RNR as a General Entry Officer.

b. Chaplain. Entry requirements are the same for regular Chaplains as shown in the RNR/RMR Eligibility Matrix (see Para 1011.b sub para (4)).

c. Amphibious Warfare(AW). Suitably experienced serving or former Merchant Navy (MN) Deck and Engineer officers are recruited into the RNR(AW) specialisation to provide Senior Naval Officer (SNO) onboard commercial shipping chartered for military purposes and Ship-to-Objective Manoeuvre (STOM) watch-keepers onboard RN amphibious assault platforms (see Para 1012.b sub para (3)).
CHAPTER 8
TESTING PROCESSES

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CHAPTER 8

TESTING PROCESSES

0801. Initial Careers Presentation
This is no longer conducted. Potential candidates who wish to register their interest now do so via the RN website or call the Contact Centre.

0802. RN Website
Candidates who have completed the Role Finder and the online Expression of Interest (EOI) form are presented with two options:

a. "I am ready to apply". EOI sent to the Contact Centre for basic eligibility checking.

b. "I am not ready to apply". EOI sent to the Contact Centre and an outbound call placed to the Candidate.

0803. Contact Centre
The RN Contact Centre operates on a 3 tier support system:

a. Level 1. Basic eligibility check. If Candidate is ready to proceed an ICARAS application URL is sent out via email. If not ready to proceed, the Candidate is passed on to Level 2 support.

b. Level 2. The Candidate is called from the Contact Centre to discuss their needs and direct the Candidate to specific information, preferably online, to see to those needs. If Candidate is ready to proceed, an ICARAS application URL is sent out via email. If not ready to proceed, the Candidate is passed on to Level 3 support.

c. Level 3. The Candidate is handed over to the AFCO. The Contact Centre emails the Candidate’s ‘Lead Sheet’ to the AFCO and emails the Candidate informing them that the AFCO will be in touch. The AFCO will make contact with the Candidate as requested, with ACLO assistance for Officer Candidates as required. If ready to proceed, the AFCO is to complete the ‘Lead Sheet’ with the following conclusions:

   (1) Eligible - Ready to Proceed.

   (2) Failed to Attend.

   (3) Not Committed to Proceed.

   (4) Ineligible – Age.

   (5) Ineligible – Residency.

   (6) Ineligible – Nationality.

   (7) Ineligible – Other.
This ‘Lead Sheet’ is then returned to the Contact Centre. Candidates who are assessed as being ‘Eligible - Ready to Proceed’, will be sent an ICARAS application URL via email. If, however, the Candidate is not ready to proceed, face to face contact with a CA may be offered, if expedient to the Candidate’s needs. If the Candidate does not wish to proceed, CAs are to remind them of the RN Website should they reconsider in the future. The Contact Centre will follow up with an outbound call 3 months after the decision not to proceed.

0804. **Face to Face Contact with a Recruiter**

a. Meeting a Candidate face to face at the AFCO is an important stage in effective recruiting, Outreach or any other recruiting activity.

b. The process is as follows:

(1) If at an AFCO, complete the EOI form.

(2) If at Outreach, complete the Find Out More (FOM) form.

(3) If ‘Eligible – Ready to Proceed’, attempt to provide the Candidate with internet access to apply online, or provide access to a telephone to call the Contact Centre on 0345 607 5555.

(4) If secondary contact is made via the website or Contact Centre, the EOI/FOM form is to be destroyed locally.

c. If the Candidate is not ready to apply, the EOI/FOM forms are to be forwarded to the following address for processing:

Naval Service Recruitment Team  
Teleperformance  
St James House  
Moon Street  
BRISTOL  
BS2 8QY

d. An application should not normally be initiated on DRS by the AFCO.

0805. **ICARAS Form**

a. Once registered on ICARAS the candidate will receive the following treatment:

(1) An email with an ICARAS password.

(2) A reminder email after 21 days of inactivity on ICARAS and a warning that their account will be deleted in 7 days.

(3) No further warning before their account is deleted 7 days after the reminder email was sent.
b. If a Candidate does not respond to the ICARAS URL email:

(1) Within 15 days, a follow up email will be sent by the Contact Centre.

(2) After 25 days, a second reminder email will be sent.

(3) After 35 days, the Contact Centre will make a maximum of 3 outbound call attempts to the Candidate.

(4) After 90 days, the Candidate will be sent an email closing the record.

c. Upon receipt of a completed application form the Contact Centre will, within 15 days:

(1) Check all the fields are complete.

(2) Check the Candidate satisfies the basic eligibility criteria.

(3) Email the Candidate acknowledging receipt of the Form and nominating an AFCO.

(4) Transfer ‘Ready’ ICARAS Forms into DRS and allocate them to the nominated AFCO. The application will either create a new record or marry up with an existing DRS record.

d. For ‘Unready’ forms the Contact Centre will either request further information from the Candidate or reply with an email explaining why the Candidate is ineligible.

e. Once transferred to DRS, the AFCO has 72 hours to contact the Candidate and initiate CRM Procedure which requires:

(1) Discussing BOP.

(2) Confirming eligibility for Naval Service and BOP.

(3) Discussing application including process, fitness concerns and any questions etc.

(4) Arranging RT.

(5) Confirming awareness of Practice Test Booklet and recommending completion.

(6) Emailing the appropriate Call In Letter.

f. All overseas Candidates, apart from the Republic of Ireland, are to be processed by AFCO London.

g. All Republic of Ireland Candidates are to be processed by AFCO Belfast.
h. **Re-Entrants.** Candidates are to complete the standard route until they come into contact with the AFCO. When in contact, the AFCO is to:

1. Request a meeting with the potential re-entrant to view their documents.
2. For Ratings: forward those documents onto CNR OPS RP CA1 to initiate the Approval to Process.
3. For Officers: forward those documents to AIB.

0806. **Recruit Test**

The Recruit Test (RT) is an objective psychometric test used to assess the academic suitability of a candidate to join the Naval Service or RFA. This written test is to be conducted in accordance with **ROM Ch 4 - RT.** It is made up of 4 sections: reasoning, literacy, numeracy and mechanical comprehension. Each section contains 30 questions with varied time constraints.

0807. **RT - Careers Advisers' Discretion**

Careers Advisers are to continue to process all Ratings (RN and RNR) and Other Ranks (RM and RMR) candidates whose RT score falls within the discretionary range. Candidates are to be taken as far as the Selection Interview stage where the CA is to establish if the candidate has compensating qualities which will mitigate the RT score shortfall. The discretionary range is defined as a candidate who:

a. Scores up to 5 marks below the recommended minimum RT Total score and who possesses other compensating qualities or,

b. Scores up to 2 marks below a recommended minimum RT Part score and who possesses other compensating qualities. However, the requirement for minimum RT Part 2 (Literacy) and Part 3 (Numeracy) of 10 points is mandatory. A combination of total and part scores can not be used.

c. When discretion has been used in the interpretation of RT scores, the CA is to ensure that the justification is clearly stated in the MIS. The statement “Despite a shortfall in RT1/RT2/RT3/RT4/Total RT, the following compensating factors apply........” is to be used in the journal.

d. The discretion is not to be ‘hidden’ in the recorded RT score, but the true score recorded on the MIS. CAs who, after the Interview, decide that there are no/not enough compensating qualities and decide not to use their discretion are to reject the candidate NSI.

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1 Candidates who fail to achieve the required score for any branch but score a minimum of 7 in Literacy and/or Numeracy, and are judged by the CA to be a potential strong candidate in all other respects, are to be allowed to continue with their application to join the Service. This judgement is to be made after post RT counselling and the CA is fully empowered to make this determination. Discretion cannot be applied to this minimum score.
0808. RT - ACLOs’ Discretion

a. ACLOs are to continue to process Officer Candidates whose RT score falls into the discretionary range, providing evidence is gained from the Officer’s Application Questionnaire (OAQ) and the Initial Officer Career Interview (IOCI) to convince the ACLO the Candidate has sufficient compensating qualities.

b. The discretionary range is a candidate who:

   1. Either scores 1 mark below the required standard in 3 areas.

   2. Or scores 2 marks below the required standard in one area and 1 mark below in another area.

   3. Overall does not score more than 3 marks below the recommended minimum RT score.

c. If discretion has been used, the ACLO is to make sure the justification is recorded via a journal entry on DRS. The original RT score is to be entered.

0809. RT - Practice Test Material

Every eligible candidate is to be emailed the link to the online Procedures and Practice Test Booklet (PTB). The aim of the PTB is to provide candidates with a structured and fairly detailed introduction to the Selection Test before they sit it and define more clearly its role in the selection process. Additional information on the role, structure, general content and function of the selection interview is also provided in the PTB. Candidates must have the opportunity and time to be able to read, study and complete the PTB before test taking commences. The minimum time between candidates receiving the PTB and taking RT is 48 hours.

0810. RT - Versions, Administration and Marking

a. Three versions of the RT are in use: RT11, RT12 and RT14. Each version of the RT is to be rotated every 3 months as directed by CNR.

b. The RT is only to be administered by qualified careers staff who have undergone the requisite training and been licensed to conduct the test by RNCR.

c. RT may be marked by qualified CA, ACA or member of staff who has undergone the requisite training and been licensed at RNCR.

d. The RT is in 4 Parts:


   2. Part 2 - Literacy.

   3. Part 3 - Numeracy.

   4. Part 4 - Mechanical Comprehension.
e. All 4 parts of the RT are timed separately. If used according to detailed instructions, the RT will indicate likelihood of success in training. All 4 parts must be taken consecutively at the same sitting.

f. It is vital that the RT is administered exactly in accordance with the Test instructions as detailed in ROM Chapter 4 - RT. Even minor unauthorised differences in the conduct of the Test could lead to a legal challenge by an unsuccessful candidate. The written instructions must be followed and read out to all candidates. Familiarity with the conduct of the Test may tempt invigilators to take shortcuts or rely on memory. This is a dangerous and unprofessional practice. Invigilation demands full attention; Careers Staff are not to read or mark other answer sheets etc. whilst invigilating the RT test.

g. The minimum RT scores and, where applicable, academic qualifications for every BOP, including Officers, are shown in Eligibility Matrix in Chapter 7. All Rating branches require a minimum RT Part 2 (Literacy) and Part 3 (Numeracy) of 10 points in addition to branch specific part score requirements.

h. Candidates for a BOP which requires minimum academic qualifications e.g. CT etc. can only be tested if they are:

1. In possession of the required qualifications or;

2. Within the final 6 months of a course of study leading to these qualifications.

0811. RT - Disclosure of RT Test
Test scores are never to be disclosed to the candidate, or the candidate’s representative e.g. family, school teacher etc.

0812. RT - Failed Candidates

a. ACTION: CAREERS STAFF. Candidates who do not reach the minimum score for entry into any BOP and those who fail to reach the minimum mandatory Part 2 or Part 3 scores are to be rejected.

b. Candidates who achieve a RT score above the minimum required for entry into any Branch but do not reach the minimum RT requirement for their stated BOP are to be advised on other branches available to them which require a lesser score. Candidates who do not wish to consider an alternative BOP are to be rejected.

c. Candidates who are rejected for either of the reasons above are to be advised that they may, if applicable, make a further attempt. They can also be advised how to prepare themselves for a future attempt.

d. The RT results are to be recorded on the MIS.
0813. **RT - Retaking**

a. RT scores will remain valid for a period of 3 years from the last attempt. However, candidates must meet the current BOP RT requirement at the time of re-application. The Candidate must therefore enter service within a 3-year period from passing RT for their Branch. In a small minority of cases this will require re-taking of RT after an entry date has been allocated. Where relevant, applicants should be made aware of this requirement as soon as this possibility is recognised.

b. A second attempt of the RT may be authorised by the CA/ACLO after a minimum 1 month period from the date the first RT attempt was taken.

c. A third attempt can only be made in exceptional circumstances at the discretion of the ARO. A minimum of at least 12 months must have elapsed between the first and third attempts.

d. All re-tests must be conducted using a different version of the RT Test from that previously used.

0814. **RT - Pre-Enquiry Recruiting Testing (PRT)**

a. Prospective candidates for the Naval Service may sit the Recruiting Test (RT), prior to becoming an 'Applicant', provided the criteria listed below are strictly adhered to. Such action is aimed at students on BTEC Uniformed Public Service Courses (PSCs) held in Colleges of Further Education. In addition the testing regime may be made available to other groups such as the Personal Development Courses.

b. Candidates must be briefed on the full implications of success or failure in the test, including re-test Rules. The RT is to be timed, marked and administered in exactly the same conditions as for other candidates and must only be administered by licensed testers.

c. On completion of the PRT, test results are to be recorded by the conducting AFCO. Certificates will be issued by the conducting AFCO and awarded to successful candidates. Certificates will show which branches of the Service they can enter without having to re-sit the RT. The exemption(s) will remain extant for 3 years from the date of test, provided RT Entry Standards remain unchanged. PRT candidates are not to be entered onto the MIS.

d. Successful PRT candidates who subsequently produce their PRT certificate at the AFCO are to be processed and their RT scores, version and date obtained from the conducting AFCO. The RT requirement may be waived provided the candidate meets the eligibility requirements and the extant PRT score meets the current BOP requirement. Candidates who do not meet the current BOP RT requirement, or if the PRT certificate is over 3 years old, are to retake the RT. Careers Staff are to contact the conducting AFCO to obtain details of any previous test, and RT version, for candidates who claim to have completed the PRT but cannot produce a certificate.
0815. RT - Preparing the Test Room

a. The designated test room that is to be used for the completion of the forms and the testing of candidates is to be prepared prior to candidates arriving at the AFCO.

b. Reference. ROM Chapter 4 – RT provides further guidance on preparing the test room for the RT.

0816. RT - Basic Administration Instructions

a. Question Books must be inspected before re-use to ensure previous applicants have not marked them. Any mark must be removed by rubber. Should a permanent stain remain, the book must not be re-used but should be scheduled for destruction.

b. The 4 test parts 1, 2, 3 and 4 are separately timed. Accurate timing is essential, and a stopwatch must be used. Candidates are not permitted to use calculators or any other performance aid.

c. To achieve uniformity throughout the Naval Careers Service, personnel administering the Recruit Tests are to follow the instructions contained within ROM Ch 4 - RT.

0817. RT Scoring Instructions
See Reference. ROM Ch 4 – RT.

0818. RT Materials

a. Secure Storage. AROs are responsible for the safe custody of the test materials in their AFCOs and satellites. They are to issue written orders to their staff for the care, custody and general usage of CNR Test materials. On initial issue and on change of custodian, AFCO test material is to be recorded using the Review Form and a return made to CNR.

b. Reference. ROM Ch 4 – RT contains the following documents:

(1) CNR Return Proforma. This return is to be completed on change of custodian of the test material or as required by CNR.

(2) Movement Log: Bulk Stowage to Ready-Use-Log. This movement is to be conducted every 3 months for test material rotation in accordance with an annual Recruiting General Message.

(3) Bulk Stowage Log. This is used to muster all RT materials.
0819. Initiating BPSS at RT

a. ACTION: CA. CA is to conduct initial searches to provide verification and documentary evidence for the BPSS for all candidates.

b. ACTION: CA. CA carries out BPSS at the AFCO and, when completed, signs the Baseline Standard Verification Record (BSVR). The BSVR must be retained in the Form S1605 for possible future reference. Security Clearance applications for Ratings should be initiated online after the Selection Interview.

c. ACTION: CA. CA will confirm the identity of the potential officer candidates. This must be annotated on the BSVR. The BSVR must be retained in the Form S1605 for possible future reference. CNR OES will initiate the Security Clearance application for all officer candidates.

d. For more information on BPSS refer to Chapter 7 Para 0723 and ROM 1404.

0820. RT - Processing Successful Candidates

ACTION: AFCO. RT scores are to be recorded on the MIS. Candidates may be held at this stage if their BOP is subject to 'waiting times'. Candidates whose BOP is not subject to waiting times are to be processed as normal. Overseas candidates and UK Nationals resident abroad irrespective of Branch of Preference are to be treated as normal business and processed accordingly. Once all elements of the selection process are complete they will be held at allocation to await entry based on application date and requirement. Successful candidates are to be cautioned and entry documentation completed. Educational qualifications are to be entered into the MIS, if appropriate for their BOP, and once seen noted as 'Verified'. AFCOs are to consider a standard recruiting process to conduct the RT during the forenoon, marking and de-briefing these before 1200, allowing candidates a break for lunch and calling for selection interviews during the afternoon. This routine may be adapted subject to local variations as appropriate to the AFCO resources and preference of the candidate. Completing other elements of the recruiting process during the same AFCO visit may also be considered, where the candidate has practical difficulty attending the AFCO or to speed up the overall process. On successful completion of the selection interview candidates are to be issued with the following forms:

a. Medical Health Questionnaire.

b. Optician's Form.

0821. Eyesight Test – Booking

The CA is to issue the candidate with an unused code (depending on entitlement) authorising the candidate to have an optician's test (ASE in association with Boots). The candidate will be responsible for completing the online booking process and informing the AFCO when this has been completed. The optician will send a report electronically to the Pre-Entry Medical Service Provider (currently Capita). For certain locations or BoP, this process may be adapted to allow flexibility as to when the test is completed and outcome of results which may be given in hard copy and prior to full medical. Once received, the eyesight report will be uploaded with the candidate's RNMQ onto the medical portal. See ROM Chapter 5 - Medical and Eyesight Testing Procedure.
0822. Initial Aviation Eye Examinations (IAEES) For Aircrew Candidates

a. Aircrew Candidate eye tests are to be conducted by Boots Opticians prior to the IAME.

b. See Reference: ROM Chapter 1.

0823. Medical Examinations

a. All candidates must be medically fit on joining to undergo Phase 1 training, and to be able to perform their assigned duties in the Naval Service, world-wide, ashore or afloat. Candidates incapable of fulfilling those duties due to a pre-existing condition will be rejected in accordance with JSP 950 Ch 7 (JSP 346).

b. Medical appeals against the current standards iaw JSP 950 Ch 7 (JSP346) are to be forwarded to CNR Service Entry Medical Cell (SEMC). The appeal will be reviewed by CNR medical staff in respect of the standards, with a final decision on fitness to enter being determined by CNR Senior Medical Officer (Service Entry) (SMO(SE)).

0824. AFCO Medical Examiners (AFCO ME)

a. AFCO MEs will carry out initial pre-entry medical examinations for all Naval Service entries including RN, RM and Maritime Reserve; Officers and Ratings/Other Ranks, QARNNS and URNU candidates with the exception of Diver Branch candidates.

b. Diver Branch candidate initial pre-entry medical examinations are conducted under a separate contract for Diving Medical Examiners.

0825. Medical Eligibility

a. **ACTION: AFCO.** Careers Advisers may offer advice to candidates of medical ‘conditions’ that may bar them from entry and explain the entry standards using the CNR SEMC as a point of reference and, if necessary, to provide advice to candidates. Candidates declaring a barring condition should strongly be advised that they may be ineligible to apply. It is important that the medical requirement is explained and conveyed as sympathetically as possible. A qualified CA or the ACLO must give this advice. CNR SEMC is the point of contact for additional information regarding the current standards for Service entry.

b. **ACTION: CAREERS STAFF.** Careers Staff must not offer medical advice or be drawn into conversations relating to specific medical conditions. Candidates who request advice on medical conditions should be advised to reference the entry standards, their details passed to the SEMC for call back or contact their GP.
0826. Medical Requirements - Reserves/Re-Entrants

a. All candidates with former service and who fulfil the criteria below must be medically scrutinised by SMO(SE) before approval for re-entry processing is issued from CNR:

(1) Candidates who left the service due to medical reasons or in a reduced medical category regardless of length of service.

(2) For Regular Service, candidates who have left the service within 24 months of applying to re-join, regardless of the reason for discharge.

(3) For Reserve Service, candidates who have left the service within 24 months of applying to re-join, regardless of the reason for discharge.

b. In all occurrences the candidates’ details are entered on MIS and a covering letter with the original medical documents forwarded to CNR SEMC.

c. Serving RNR candidates may be accepted without a further medical examination provided that they have had a medical within the last 12 months and they have had no medical problems; see BR 1750A Chapter 2.

d. Previous Service medical records must be obtained from the relevant discharging authority before the candidates are processed. Service medical records will not be released by the discharging authority without the written consent of the candidate. The MIS produced proforma must be used for medical document requests.

e. On receipt of the Medical records the inner sealed envelope is not to be opened by Careers Staff. Medical documents for eligible candidates must be processed as at sub para b, or forwarded to the AFCO ME with the FMed 1 for the medical examination.

0827. Medical - Documentation of Eligible Candidates

a. Careers Staff are under no circumstances to take part in, or assist with, any part of the medical examination of candidates.

b. The FMed 1 is Protect - Medical and when completed the information thereon is restricted to Medical Officers and their staff.

c. Medical documents are, without exception, to be treated as 'Protect - Medical' and are always to be dispatched in accordance with ROM Chapter 5 - Medical and Eyesight.

d. ACTION: CANDIDATES. All candidates must complete a Medical Health Questionnaire - available in MIS - prior to commencing recruiting medical assessment.
0828. Medical - AFCO ME Appointments

  a. **ACTION: AFCO.** Medical appointments are to be booked iaw the current AFCO ME Contract.

  b. **ACTION: AROs.** AROs are to ensure that unacceptable medical delays are avoided. OPS MM SO3 must be informed at the earliest opportunity of any problems relating to the availability of appointment and will make additional appointments available.

0829. Medical Examination

  a. AFCO MEs will carry out the physical medical examination for entry and re-entry to determine fitness to enter. The AFCO ME will award a category of Fit to Enter, Permanently Medically Unfit (PMU) or Temporarily Medically Unfit (TMU) on completion of the medical iaw JSP 950, Part 6, Chapter 7 (JSP 346, Chapter 3).

  b. If the medical contractor or AFCO ME has any doubt regarding their findings and is unable to resolve the uncertainty, or they consider a Service Specialist opinion is warranted, the case can be referred to SMO(SE) for definitive opinion.

0830. Medical - Candidates Who Meet Medical Standards

  a. **ACTION: CAREERS STAFF.** Careers Staff must check the FMed 691 front cover on completion of the medical examination to ensure that it has been correctly completed and signed by the AFCO ME and that the candidate meets the BOP entry standards. On no account is this envelope, when sealed, to be opened other than by Medical Officers or their staff. Careers staff are to record the medical results iaw ROM Chapter 5 - Medical and Eyesight.

  b. **Branch of Preference.** Candidates who are medically unfit for their chosen Branch of Preference, but do meet the medical entry criteria for an alternative branch or Service, may be counselled towards another branch or Service without further referral to the AFCO ME.

  c. **Medical Examination - Period of Validity.** Whilst in the recruitment process, the medical examination will only remain valid for 1 year from the date of being declared Fit to Enter, after which point candidates are to be re-examined by an AFCO(ME). Specialist Medicals for Aircrew and Diving are only valid for 12 months. All diver candidates must have an in date “fitness to dive” certificate when attending Pre-Entry Diving Assessment (PDA). All candidates must be ‘in date’ for medical on the day of entry. Welbeck/DTUS candidates will require re-examination at least six months prior to entry to BRNC/CTCRM. CNR OES will advise candidates of this requirement as part of the allocation process.
0831. Medical – Entry

a. **ACTION: CANDIDATE.** On allocation of an entry date, candidates must complete the Acknowledgement/Medical Certificate (and, for those under the age of 18 years, their parent/guardian must sign the MOD Form 486). Candidates who declare illness or injury since their medical examination are to be referred to CNR SEMC for further consideration. The completed MOD Form 486 and FMed 691 and enclosures must be forwarded to the NETE with Part Entry Papers.

b. All candidates entering the Naval Service will be medically examined by a Medical Officer and their medical documents examined to determine whether any medical condition has arisen since the AFCO ME’s examination.

0832. Medical - Candidates Temporarily Medically Unfit (TMU)

**ACTION: MEDICAL CONTRACTOR.** Candidates will receive an explanation why they cannot be passed medically fit at that time. They will be advised what needs to occur before their medical fitness can be re-considered using referral for third party information or Service Specialist/SMO SE opinion. The AFCO will not be advised of the TMU reason, only the fact the candidate is TMU and, in general terms, the management of candidates to reach a medical decision on fitness to serve will be conducted by the medical contractor.

0833. Medical - Candidates Below Medical Standards

a. **ACTION: MEDICAL CONTRACTOR.** The Medical Contractor will reject candidates as Unfit for Service and annotate the FMed 1 and the rear of the FMed 691 accordingly. The relevant reject code is to be entered onto MIS. FMed 691 and enclosures are to be retained inside the candidate’s Form S1605 for 12 months and then destroyed. The medical records of those former Regular Service candidates who are medically unfit are to be returned to the relevant discharging authority.

b. Warfare and Aircrew Officer Candidates Colour Perception Testing. All potential Warfare and Aircrew Officers must be assessed as CP1 before OES will allocate an entry date. Aircrew officers will be required to attend a further Aircrew medical as part of the normal assessment process. Those candidates who do not meet CP1 standards are PMU (P8) for their BoP and alternative branches may be offered.

c. The medical reject letter must be sent to all candidates who are declared medically unfit. The medical contractor will comment to the candidate on any prognosis of the defining condition leading to a PMU decision. Candidates who are dissatisfied with the AFCO ME/Specialist decision are to be advised to consult their own general practitioner and/or submit a written medical appeal to the AFCO for the attention of CNR SEMC.
d. Candidates who are dissatisfied with the AFCO ME’s final decision on fitness to enter do not have the automatic right to appeal. An appeal from a candidate must be submitted in writing and presented to the AFCO for the attention of CNR SEMC. Candidates should be informed that they cannot appeal against the medical standard. An appeal can only be against the assessment of the candidate’s condition or the conduct of that assessment.

0834. PJFT

a. All Naval Service applicants, with the exception of RMR OR candidates, are required to pass the Pre-Joining Fitness Test (PJFT) relevant to their BOP. Candidates considered fit to continue with their application at Medical Triage may be considered fit to attend PJFT. Where there is uncertainty regarding fitness level or medical history, candidates are not to attend PJFT until being declared medically fit for service at the Medical examination and prior to an entry date being allocated.

b. The following exceptions when re-entering the Service apply:

(1) If it can be ascertained that a Re-Entrant will still be in date for RNFT/BFT on re-entry then the PJFT requirement can be waived, with an explanatory journal entry, otherwise the procedure is as below.

(2) Trained RN. The PJFT is to be completed as soon as practicable post medical as per the instruction above. Candidates re-entering the Naval Service who are aged 40 or over are allowed to undertake the PJFT but have the option and are warned that the RNFT rules will apply from their date of re-entry (i.e. mandatory Rockport Walk) and will be rejected if they fail this.

(3) Untrained RN. The normal PJFT process applies to all re-entrants who are required to undertake any part of initial training (i.e. Phase 1 or 2) on re-entry.

(4) Trained RM. The PJFT does not apply to trained RM re-entrants but they are to be warned that the normal RM BFT rules will apply to them from the date of re-entry.

(5) Untrained RM. The normal PJFT (RM)/PRMC process applies to all untrained re-entrants.
0835. PJFT - Pass Criteria

a. Naval Service Candidates

<table>
<thead>
<tr>
<th>AGE</th>
<th>MALE</th>
<th>FEMALE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RN, RMBS &amp; RNR PJFT Standards</td>
<td></td>
</tr>
<tr>
<td>15-24</td>
<td>12 min 16 secs</td>
<td>14 min 29 secs</td>
</tr>
<tr>
<td>25-29</td>
<td>12 min 42 secs</td>
<td>14 min 58 secs</td>
</tr>
<tr>
<td>30-34</td>
<td>13 min 09 secs</td>
<td>15 min 29 secs</td>
</tr>
<tr>
<td>35-39</td>
<td>13 min 37 secs</td>
<td>16 min 00 secs</td>
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<tr>
<td>40-44</td>
<td>12 min 51 secs</td>
<td>15 min 04 secs</td>
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<tr>
<td>45-49</td>
<td>13 min 18 secs</td>
<td>15 min 35 secs</td>
</tr>
<tr>
<td>50-54</td>
<td>13 min 47 secs</td>
<td>16 min 06 secs</td>
</tr>
<tr>
<td>55-59</td>
<td>14 min 16 secs</td>
<td>16 min 39 secs</td>
</tr>
</tbody>
</table>

|          | RN Diver PJFT Standards |              |
|          | All                      | 10 min 30 secs |

|          | RM PJFT Standards        |              |
|          | All                      | 12 min 30 first run |
|          |                          | 1 minute recovery/rest |
|          |                          | 10 min 30 secs second run (maximum effort/fastest possible time to be recorded) |

b. Candidates applying to join the Royal Navy are to receive the appropriate fitness guides as early as possible in the recruiting process. CAs are to ensure that copies of the relevant fitness booklet (CP L4) are handed to all candidates during their first AFCO visit.

0836. PJFT – Booking

a. **ACTION: AFCO.** Candidates are to be given/sent the appropriate PJFT Instruction letter, results proforma and list of Fitness Centres giving them the authority to book a PJFT directly with the Fitness Centre. Candidates have 7 days to book the test and 14 days to complete it. The procedure thereafter is determined by the result of the test.

b. Failure to complete the PJFT in the allocated time will result in the candidate’s application being terminated. The candidate will be notified using the appropriate letter. The candidate is to be rejected on the MIS.

c. On receipt of the Results email, the CA is to enter the results into MIS.
d. Duration of Pass.

(1) **Ratings and Other Ranks Candidates.** All PJFT passes will remain valid for a period of 6 months from the date of successful completion. Candidates who are still in the recruiting process after this 6 month period from taking and passing their initial PJFT are to re-take the test as '1st attempt candidates'. Candidates must be within the 6 month period prior to attending PRNC/PRMC and when commencing New Entry Training.

(2) **Officer Candidates.** All PJFT passes will remain valid for a period of 12 months from the date of successful completion. Candidates who are still in the recruiting process after this 12 month period from taking and passing their initial PJFT are to re-take the test as '1st attempt candidates'. Candidates must be within the twelve month period prior to attending PRNC/PRMC and when commencing New Entry Training.

e. The nominated representative of the Fitness Centre will conduct the PJFT and sign the Results Form. The Fitness Centre will email the Results Certificate to the AFCO within 24 hours of the appointment.

f. If a candidate cancels a test within 24 hours or Fails to Attend, the AFCO will be informed by the Fitness Centre and the RN will be charged for that appointment. Cancellation and re-booking by a candidate outside of 24 hours notice will not be notified to the AFCO.

g. AFCO is to contact the candidate as soon as possible and establish the reason for non-attendance. If deemed appropriate, the CA may authorise the candidate to book another date. If a candidate fails to attend a second appointment the CA is to update the MIS. The candidate is to be sent a MIS letter, which informs them that their application is being withdrawn.

0837. **PJFT - Conduct**

**Reference.** ROM Chapter 6 – PJFT. The PJFT is conducted by an external contractor in accordance with the instruction found at ROM Ch 6 - PJFT.

0838. **PJFT - Testing Procedures**

a. **ACTION: AFCO.** AFCO is to brief RN and RNR candidates on the PJFT during their CRM or first AFCO visit, covering the following points:

(1) The implication of failing:

(a) They will not be allocated a specialist board or audition, if required for their BOP, but will be given more time to get fit and re-take the PJFT.

(b) The candidate will not be allocated a date to join but will be given more time to get fit and re-take the PJFT.

---

2 Successful completion can be achieved at PRNC/PRMC or Fitness Centre.
3 Successful completion can be achieved at PRNC/PRMC or Fitness Centre.
(2) They should also be advised that to cope better with the physical demands of Phase 1 training, they should aim to achieve the RNFT fitness level before joining. Furthermore, failing Week 1 fitness test of new entry training may result in discharge.

(3) RN/RNR candidates aged 40 or over must complete the Rockport walk. For RNR, this must be within 3 months of joining the RNR; failure to pass within this time will result in discharge.

b. **ACTION: AFCO.** AFCO is to brief RM candidates on the PJFT(RM) during their CRM or first AFCO visit, covering the following points:

(1) The implication of failing (i.e. RM candidates will not be allocated a PRMC or an RMBS audition date and may be given more time to get fit and retake the PJFT).

(2) RM candidates should also be advised that the PRMC is much more physically demanding than the PJFT(RM) and that they are not to assume that passing the PJFT(RM) indicates a likelihood of passing PRMC.

c. **Travel Costs.** In exceptional circumstances, travelling expenses for candidates to attend PJFT can be paid from the Contingency Account iaw the instructions in CNR Standing Orders. This is to be determined by individual CAs on a case by case basis.

d. **Contract/Booking Difficulties.** Any problems with Fitness Centres are to be reported to CNR SO1 Ops as soon as they become evident. CAs are not to enter into dialogue with Fitness Centres directly, other than on purely administrative issues.

0839. **PJFT - Overseas Candidates**

a. **ACTION: Overseas Desk.** Overseas Recruiting Desk is to advise all overseas candidates, before travelling to UK, about the requirement to undertake the PJFT when visiting the UK for the selection process.

b. The timing of the PJFT is to be carefully programmed to allow for candidates who have travelled for extended periods and any other considerations. The procedure is as per the PJFT with the exception that, if they fail, they may undertake attempts 2 and 3, at the CA’s discretion, provided the candidate’s previous attempt(s) indicate a reasonable expectation of passing.
0840. PJFT Failure – Procedures

a. **Failure Routine after 1st Attempt.** Candidates should be warned that they have only a total of 3 attempts at the PJFT. Failures will fall into one of the following 2 categories:

(1) **Fail - Time Within 30 Seconds of Required Standard.** Candidates in this category may attempt the PJFT again after one week. Second Attempt Instructions Letter (RN/RM as appropriate) can be sent/given at a time agreed with the candidate. CAs are to set a reminder MIS alerts to ensure that they are aware when to send letters and when they should expect results.

(2) **Fail - Time Not Within 30 Seconds of Required Standard.** Candidates must allow 14 days to complete the fitness programme before attempting the PJFT again. Second Attempt Instructions Letter (RN/RM as appropriate) can only be sent/given 14 days after first attempt. CAs are to set a reminder MIS alerts to ensure that they are aware when to send letters and when they should expect results.

b. **Failure Routine after 2nd Attempt.** Candidates must allow 4 weeks to undertake the fitness programme, irrespective of time taken, before attempting the PJFT again. Third Attempt Instructions Letter (RN/RM as appropriate) can only be sent/given 4 weeks after second attempt. CAs are to set a reminder MIS alerts to ensure that they are aware when to send letters and when they should expect results.

c. **Failure Routine after 3rd Attempt.** Candidates will only be permitted to retake the PJFT a fourth time by the ARO. Candidates must allow 3 months to undertake the fitness programme, irrespective of time taken, before attempting the PJFT again. Fourth and Final Attempt Instruction Letter (RN/RM as appropriate) can only be sent/given 3 months after third attempt. CAs are to set a reminder MIS alerts to ensure that they are aware when to send letters and when they should expect results.

d. **Failure Routine after Fourth Attempt.** Should a candidate fail PJFT on the fourth attempt their application is to be withdrawn, appropriately end-stated. Candidates may not re-apply for one year from the date of their final PJFT failure. Before accepting a new application, CAs are to discuss what steps have been taken by the candidate to rectify their physical fitness issues and be convinced that they are now viable to proceed.

e. **PRNC(R)/PRMC PJFT Failures.** Any candidate who fails to pass the PJFT whilst on the PRNC(R) or PRMC is to re-take the test as a 1st attempt candidate prior to re-attending either of the aforementioned courses.

\[4 \text{ A 4th attempt may be permitted, ARO discretion only}\]
CHAPTER 9

RATINGS AND OTHER RANKS SELECTION PROCESSES

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CHAPTER 9

RATINGS AND OTHER RANKS SELECTION PROCESSES

SECTION 1 - RATINGS AND OTHER RANKS SELECTION INTERVIEW

0901. Ratings and Other Ranks Selection Interview

a. All ratings and other ranks candidates for regular service and Maritime Reserves are to be interviewed by a qualified CA. The purpose of this Selection Interview is to assess the candidates’ suitability for service, their Branch of Preference (BOP) and that they are ready to start training. The interview is BOP specific and any change of BOP before entry must be followed by a new selection interview for that branch. Re-entries (trained, part trained and untrained) and transfers from other services are also to be interviewed. The selection interview is normally conducted in an AFCO and the CA’s decision is final.

b. The interview lasts for approximately 45 mins to 1 hour and is semi-structured, covering the candidates’ home background, education, work record, spare time activities and motivation for joining the service and their BOP.

c. On completion of the interview, the CA will calculate the Selection Score for the Candidate based upon the following areas: Personal Situation, Teamwork, Physical Resilience, Mental Resilience, Discipline and Trustworthiness and Development/Motivation.

d. The Candidate is told face-to-face the outcome of the interview and subsequent actions required. This is completed by the CA who conducted the interview.

e. There are 3 possible outcomes from the interview which are as follows:

   (1) **Successful**. Candidates who are successful are moved forward to the next stage. An update interview is required for all successful candidates at 6 monthly intervals, or when required, through to entry. See sub para h.

   (2) **Not Suitable at Interview (Reject)**. Candidates who are deemed unsuitable for Naval Service and who are very unlikely to become suitable in the future.

   (3) **Not Suitable at Interview (User Defined Time Period)**. Candidates who are unsuitable at the moment, but are likely to become suitable within 12 months. The amount of time before the candidate is re-interviewed is decided by the CA. An update interview is then conducted, Selection Score assessed, and suitability decision made.
f. Post interview, the CA produces the Interview Report (AFCO Form 101). This form contains all the information required by the NETE PSOs to assess eligibility to change branch during Phase 1 of training. It contains all the evidence gained during the selection interview and is used to produce the Selection Score. It also contains an “Interviewers General Impression” which details the CAs selection decision. The content and layout of the AFCO Form 101 is determined by RNCR in conjunction with NETE PSOs. Candidates who change branch before entry must be fully re-interviewed and a new AFCO Form 101 produced.

g. Selection Interviews for re-entries, branch transfers and the Maritime Reserves are based on the standard selection interview but are amended to deal with the different requirements and circumstances.

h. Conduct. Selection Interviews for Ratings and Other Ranks are only to be conducted by qualified Careers Advisers at authorised locations. Reference: ROM Ch 7 - Ratings and other Ranks Selection Interview contains instructions on the conduct and marking of these interviews.

i. Update Interviews

(1) **NSI.** If following an unsuccessful outcome at the initial selection interview the CA identifies potential to meet the required standard the candidate is to be re-interviewed at a later date decided by the CA. During this re-interview the CA is to concentrate on all areas of concern raised previously. Once the interview is complete the same method of scoring is to be used across all competencies.

(2) **Routine Update Interviews.** Routine 6 monthly updates are to concentrate only on the mandatory information required in the AFCO Form 101. The required narrative is to record only changes or new information.

(3) **Final Update Interviews.** The aim of the Final update is to ensure that the mandatory information required by the NETE is up to date and current prior to the candidate commencing their training.

(4) **Other Occasions for Update Interviews.** Any changes in the candidate’s situation, or failure at any further selection serial including PRMC, Pre-entry Divers Assessment (PDA), Audition, Boards or PRNC. This does not include failure at medical, PJFT or SC where a comment in the journal will suffice.

0902. Competences Assessed in Ratings and Other Ranks Selection Interview and Selection Scores Awarded

The full matrix for assessing the Selection Score is available from the Royal Navy School of Recruiting website:
https://modgovuk.sharepoint.com/sites/defnet/Navy/Pages/CNR_RNSR.aspx
0903. Selection Scoring Rules

a. With a maximum of 6 per competence, total = 36.

b. Pass score for all branches = 21.

c. A Selection Score of 1 or 2 in any competence is considered a failure, apart from a 2 in either ‘Personal Situation’ or ‘Mental Resilience’, but not both.
SECTION 2 – RATINGS AND OTHER RANKS SPECIALIST SELECTION PROCESSES

0904. Naval Airman Aircrewman (NA(ACMN))

a. Eligibility criteria for NA(ACMN) are at Para 0759.

b. A return of service of 3 years will apply on completion of Operational Conversion Unit Training.

c. On completion of PJFT, NA (ACMN) are to complete additional specialist testing (CBAT) as per ROM Ch 12.

d. Candidates who fail CBAT or are PMU Aircrew are to be contacted by the AFCO and career counselled with a view to either BOP change, CBAT re-sit or withdrawal. For those candidates assessed as PMU Aircrew and who elect to change BOP, the AFCO is to contact CNR SO3 MM to confirm that the candidate remains fit for the alternative BOP and that medical issues have not been exposed during the Aircrew medical that would make them unfit for that branch.

e. A candidate who fails CBAT may re-sit providing they remain eligible in all other respects. There must be an interval of at least 12 months, which applies to those seeking to improve their grade as well as failures and candidates will only be permitted to take the tests twice.

f. Rejection or Withdrawal of any Aircrew candidate post PJFT, but prior to Specialist Medical, must be notified to OES and CNR RP immediately.

g. AFCO staffs are reminded that there can be significant delays in undertaking the Aircrewman specialist testing and should take this into account when processing candidates to meet known entry dates. Additionally, they should manage candidates’ expectations with regard to the timescales for entry and possibility of failure at CBAT, selection and medical.

0905. RM Band Service – Auditions

a. Auditions are held annually and RMSM will inform CNR of the dates. The RMSM audition lasts from PM on the Monday and completes PM Thursday or AM Friday. The audition consists of a comprehensive musical audition, a dental examination, fitness profiles, tests and a personal interview.

b. The dates of the auditions and administration procedure will be issued by CNR as an RGM.

c. The recruiting process for RMBS is contained in the Specialist Selection ROM.

0906. Naval Nurse Selection Boards - Naval Nurse (Student)

a. Student NN Boards are held in Portsmouth. Dates of Boards and administration procedure will be published by CNR as an RGM.
b. **Eligibility Standards.** Educational eligibility standards are at Para 0751.

c. The recruiting process for Naval Nurse (Student) is contained in **ROM Ch 12 - Specialist Selection**.

**0907. Naval Nurse Selection Boards - Naval Nurse (Qualified)**

a. NN (Q) Boards are held in Portsmouth. Dates of Boards and administration procedure will be published by CNR as a RGM.

b. **Eligibility Standards.** Educational eligibility standards are at Para 0751

c. The recruiting process for Naval Nurse (Qualified) is contained in **ROM Ch 12 - Specialist Selection**.

**0908. Diving Assessments**

a. **Aim.** The aim of the 2½ day (3 night) course is to show potential Divers where and how Naval diving training is conducted and, by undertaking exercises, including diving, give some exposure to the physical demands of Diver training.

b. The Assessment will take place at the Defence Diving School, Horsea Island, Portsmouth. Course dates and other practical arrangements will be promulgated by RGM. The maximum number of candidates for each course is 12.

c. The administration process for Diving Assessments is contained in **ROM Ch 12 - Specialist Selection**.

d. Grading is conducted by a Specialist Board, comprising the Diving Officer and SMDI. The board issues candidates one of the following results:

<table>
<thead>
<tr>
<th>Result</th>
<th>Description</th>
<th>CNR action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good</td>
<td>Candidate passed all aspects of PDA and performed at a good level throughout. Pass valid for 1 year.</td>
<td>Load candidate onto next available intake.</td>
</tr>
<tr>
<td>Recommended</td>
<td>Candidate passed all aspects of PDA. Pass valid for 1 year.</td>
<td>Process candidate in normal course.</td>
</tr>
<tr>
<td>Not Ready</td>
<td>Candidate failed one or more of the assessed criteria, but passed the try dive(s).</td>
<td>Candidate to return to PDA in 6 months, following further preparation.</td>
</tr>
<tr>
<td>Not Recommended</td>
<td>Candidate failed the try dive(s) serial.</td>
<td>Candidate assessed as unsuitable for further RN diver training.</td>
</tr>
</tbody>
</table>

**0909. Potential Royal Marines Course**

a. All candidates for the RM are required to undertake the Potential Royal Marines Course (PRMC) at CTCRM. A successful pass at PRMC will remain extant for a period of 12 months. Trained re-entrants into the RM will not be required to pass a further PRMC.
b. Candidates who fail to reach the standard required but are considered worthy of a further attempt are to be rejected. It is essential that candidates who fail the PRMC, but are in this category, are to be encouraged to continue with their application. A candidate may only attend PRMC three times. However, further attempts may be considered but at the discretion of the CA/PRMC WO as this will be dependent on the reasons for failure.

c. For PRMC waiver rules for ex-RMO candidates, see Chapter 10 Para 1023.d.

0910. PRMC Injuries

**ACTION: AFCO STAFF.** AFCO Staff should brief candidates that the MOD will only meet claims arising from accidents or injuries to candidates attending PRMC, if MOD is held to be negligent. MOD will not accept liability for claims which are not attributable to MOD negligence. Candidates should be strongly advised to purchase personal insurance to protect themselves against any accident or injury not attributable to MOD negligence or Act of God during the PRMC.

0911. Pre Royal Navy Course (Ratings)

a. All entrants into HMS RALEIGH must have attended the Pre Royal Navy Course (Ratings) (PRNC(R)) which is conducted at either RNAC(N) (MoD Caledonia) or RNAC(S) (HMS Collingwood). Achieving the required standards at PRNC(R) will remain extant for a period of 12 months. Trained re-entrants into the RN are not required to complete PRNC(R).

b. As ‘bid for’ candidates are allocated to an entry by CNR Ops RA, the RNAC will liaise with the candidate’s AFCO to agree a date for attendance which shall be no more than 6 months prior to their planned entry date. The RNAC will complete DRS booking procedure and the AFCO will issue the joining letter.

c. In exceptional circumstances for training pipeline management purposes only attendance at PRNC(R) can be waived with the authority of both FOST TE PM SO1 and CNR OPS SO1. Candidates who will be under 18 years of age on entry cannot be waived attendance at PRNC(R).

d. The details of the PRNC(R) course content are provided in the candidates joining letter and a video of the course is available via the RN web site.

e. On completion of the course each candidate will be invited to:

   (1) **Continue.** Having achieved the required standard at the RNFT run time and passed a swimming test.

   (2) **Defer.** The candidate will be referred back to the AFCO to determine the deferral period although this will be a minimum of 3 months.

   (3) **Withdraw.** The candidate will be directed to return to the AFCO for counselling and processing of their withdrawal of application.
f. A candidate who demonstrates the potential to meet the New Entry standard may be allowed to attempt PRNC(R) on 3 separate occasions. A third attempt is authorised for pipeline management and in exceptional circumstances, at which point the candidate will become ineligible for entry if they fail to meet the required standard. After a period of 3 years the candidate may re-apply to join the RN.

g. On successful completion of PRNC, the AFCO is to post the Candidate’s medical documents to:

Medical Centre Co-ordinator
Medical Centre
HMS RALEIGH
TORPOINT
Cornwall
PL11 2PD

0912. Direct Entry Petty Officer Technicians (DEPOT/DET)

a. Eligibility criteria for DET are at Para 0759.

b. A return of service of 6 months from end of Phase 1 and Phase 2 Training.

c. Standard eligibility criteria for ET(ME) will apply, with the following exceptions:

(1) Applicants must commence training before their 40th birthday.

(2) RT is to be recorded in DRS but there is no set pass mark.

(3) Basic eligibility and Baseline Personal Security Standard (BPSS) are to be checked when the applicant attends the AFCO for RT.

d. DET will attend a 1-day Assessment Centre which will include the following:

(1) Briefing on and exercises in Practical leadership.

(2) Engineering Case Study.

(3) Competence and suitability interview.

e. The Selection Process may be found in the ROM Chapter 1.

0913. RNR Cyber Reserves

a. The RNR Cyber Reserves Branch will recruit only suitably qualified and experienced personnel (SQEP) who have demonstrated they have the requisite cyber skills and experience developed in academia and/or employment. The skill sets sought by the JCU(R) are in extremely short supply.
b. Candidates who do not meet the RNR standard criteria for age, fitness, medical or appearance criteria will still be considered for entry to the RNR Cyber Branch with the requisite waivers being assessed on a case-by-case basis by NAVY MR-CNR RCT SO1.

c. There is no requirement to apply for approval to process for over-age applicants.

d. RT and interview are to be conducted as normal, including verification of BPSS.

0914. **Under Graduate Apprentice Scheme UGAS**

a. UGAS eligibility criteria are detailed in the Eligibility Matrix at Para 0759.

b. Standard eligibility criteria for ET(ME) and (WE) apply, with the following exceptions:

(1) Age 18 – 34 years on entry.

(2) Minimum RT score of 90.

(3) 5 GCSEs or equivalent at Grade C or better including Maths, English and at least one science based subject.

(4) New UCAS Tariff Tables are being introduced for use from 1 Sep 17 onwards. Depending on the expected date of entry the following UCAS point achievement is required:

   (a) For applicants expected to enter the Royal Navy prior to 1 Sep 17: using the 2016 UCAS Tariff Tables, a minimum of 160 UCAS Tariff points or equivalent with a minimum of 120 points derived from Science, Technology, Engineering and Maths subjects.

   (b) For applicants expected to enter the Royal Navy on 1 Sep 17 or later: using the 2017 UCAS Tariff Tables, a minimum of 64 UCAS Tariff points or equivalent with a minimum of 48 points derived from Science, Technology, Engineering and Maths subjects.

c. UGAS applicants undertake an additional interview during Pre Royal Navy Course (Ratings).
CHAPTER 10
OFFICER SELECTION PROCESSES

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CHAPTER 10
OFFICER SELECTION PROCESSES

SECTION 1 – INITIAL OFFICER SELECTION PROCESSES

1001. Officer Recruiting - Basic Principles

a. All applicants to the Naval Service must complete CRM, RT, Medical, PJFT and Security Clearance. Candidates who have the academic qualifications may then be offered Officer application. The AFCO staff will complete the initial stages of CRM, RT, Medical and PJFT, after which potential officer applicants should normally be handed over to the OCLC staff to arrange Sift interviews.

b. The candidate will be assigned an Area Careers Liaison Officer, who will help them to prepare for the Officer selection process. All Officer candidates must attend the Admiralty Interview Board (AIB) at HMS SULTAN; RM Officer candidates must additionally undertake the Potential Officers’ Course (POC) at CTCRM. Those who pass will be forwarded for selection at the Final Selection Board (FSB), which sits periodically through the year and is presided over by Commander AIB (CAIB). The FSB determines those candidates who will be offered a place at BRNC or CTCRM to begin Initial Officer Training.

1002. Officer Recruiting - Allocation of ACLO

Once a candidate is confirmed as eligible by AFCO staff, having proven their academic achievement and passing the RT, an ACLO is to be nominated for the candidate by postcode area. The ownership of the candidate, post PJFT, will be transferred from the AFCO to OCLC, thus creating an MIS alert is to be generated to inform the ACLO of the allocation.

1003. Initial Officer Career Interview

a. The Initial Officer Career Interview (IOCI) is used to mentor candidates and to facilitate earlier engagement between ACLOs and Officer Candidates.

b. Post RT the ACLO is to conduct IOCI with all Officer candidates irrespective of their RT result.

c. The following areas are to be covered, to allow the ACLO to determine the candidates’ desire and suitability to be an Officer:

(1) The candidate’s RT result and implications.

(2) The branch of preference that the candidate wishes to join and the candidate’s eligibility, including documentation check.

(3) The competence evidence given by the candidate in the OAQ, particularly the strength of Leadership and Teamwork.

(4) The next recruiting stage and action required.
d. The ACLO has the ability to utilise their discretion with the RT score, providing sufficient compensating qualities are displayed during the IOCI. Para 0807 refers.

e. Depending on whether the candidate’s RT score is a Pass, Fail or Narrow Fail, the IOCI will result in one of the following outcomes:

   (1) Reject.
   (2) Defer (Sift).
   (3) Defer (RT).
   (4) Fast Track.
   (5) Process.

1004. Sift Interview for Officer Candidates

a. **ACTION: OCLC.** OCLC is to book a Sift interview within 14 days of receipt of the candidate pack (S1605) from the AFCO. An invitation letter should be sent to the candidate as per **ROM Ch 2 - MIS.** Whilst there may be a need to introduce regional variations in contact details or venues the core elements of the letter should remain. Additionally, the candidate should be notified of the location, time and date for the Sift interview.

b. The Sift interview is used to determine the candidate’s suitability to be forwarded to AIB.

   (1) Competencies assessed during a Sift interview include: Motivation, Leadership, Values and Powers of Communication.

   (2) The Sift result is valid for 12 months (with the exception of URNU students). For URNU students, providing that they remain in the URNU, the validity of an URNU student’s AIB success is valid up to the year of their graduation and for one calendar year from the September of the year of their graduation.

   (3) There is a minimum deferral period of 6 months, however in exceptional circumstances, this may be reduced to 3 months with RRO approval. Candidates may be deferred for a maximum period of 12 months.

   (4) Candidate’s deemed unsuitable at Sift can re-apply after a minimum period of 12 months.

c. **REFERENCE: ROM Ch 8 - Sift Interview** contains explanatory details for the conduct and scoring of a Sift Interview.
1005. AIB Application Forms

**ACTION: ACLO/OCLC/CNR OES.** On completion of a successful Sift interview the Candidate is to be issued AFCO Form 104. When completed, this form is to be returned to the OCLC. The completed and checked Application Forms are forwarded to the AIB by the Admin Staff. **REFERENCE: ROM Ch 9 - CNR(OES) contains details on application forms required by the CNR OES.**

1006. Potential Officer Candidate (POC) Visits

a. POC visits provide an opportunity for candidates to see the Service at first hand and meet serving personnel in their workplace. The aim is to broaden candidates' understanding of Service life, inform them about the Service and the career opportunities within it and give them an insight into the Service ethos.

b. **Types of Visit.** Visits can be made to ships and/or shore establishments and can include an element of training and development (such as the BRNC summer camp). CNR is also involved in other presentational events and there are opportunities for candidates to be involved in these.

c. **Visit Programming and Allocation.** The visits programme is run by CNR OPS VISITS who allocates a number of places on CNR sponsored visits to each OCLC. ACLOs put forward suitable candidates for the visit iaw local OCLC procedures. The finalised list of recommended candidates for the OCLC is forwarded to CNR OPS VISITS who will dispatch joining instructions and rail tickets directly to the candidates. Visit places are limited and ACLOs should carefully consider the candidates they recommend for visits. Candidates with reasonable potential for passing AIB but who have only had limited exposure to the Service (i.e. no family connections or cadet time) are ideal.

d. ACLOs are to record the POC Visit details on the MIS.

1007. No Longer Interested (NLI), Withdrawals and Rejections (Officer Candidates)

If a candidate decides at any stage during the recruitment process that a career as an Officer in the Naval Service no longer appeals to them, then the ACLO should ascertain the reasons and ensure that the candidate has not come to this decision lightly. The candidate may well still be eligible for other branches in the Naval Service (including Ratings/Other Ranks) and should be advised accordingly but if these are of no interest then the candidate’s application is to be withdrawn as NLI. CNR OES are to be informed should a candidate withdraw from the recruiting process at any point post AIB application.

1008. Officer Candidates - Follow-up Interviews (ACLO)

a. **ACTION: OCLC.** OCLC is to book follow up interviews after the Sift interview using the relevant MIS letter. If the response form is not returned within a maximum of 6 weeks, the application will be withdrawn by the OCLC. This process is to take place at each interview booking stage.
b. **Follow-up Interview Periodicity.** The degree of ACLO-to-Candidate contact can vary widely, dependent on the candidate's age, stage in the process and selected entry pattern. However, the following should act as a guide to minimum periodicity:

1. Potential Welbexian - Once per term.
2. Potential Sixth Form Scholar - Once per term.
3. Undergraduate - 6 monthly.
4. Employed - 6 monthly.

C. Further interviews with the Candidate are to be arranged by the ACLO in accordance with the timescales above to nurture the Candidate’s interest in the Naval Service, monitor the development of the Candidate’s commitment and Service Knowledge and to advise the Candidate on how to prepare for selection and entry into the RN or RM. The nurturing process should be augmented through POC visits, both to increase Service Knowledge and understanding of the different career profiles available and also to maintain enthusiasm. It is vital that after each interview the Candidate and ACLO are absolutely clear on the next steps to be taken and the timescales involved.

1009. **Actions Following a Further Interview**

**ACTION: ACLO.** ACLO is to make a full record of the interview as a Journal entry in MIS. Relevant MIS data fields are to be completed/amended as appropriate with further information gleaned during the interview. Copies of any additional hardcopy documentation (e.g. recently awarded educational certificates) are to be put in the candidate’s file, and this fact is to be recorded in the MIS Journal. Finally, the ACLO is to set a User Defined Alert (UDA) to prompt the action (e.g. arrange interview, check exam results and bring up date).

1010. **Transfer of Candidates between ACLOs**

The receiving ACLO must transfer the candidate’s details from the previous ACLO using the MIS system. This will create an automatic Journal entry.

1011. **Officer Recruiting - Pre-AIB/POCRM Briefings**

a. **ACTION: ACLO** is to carry out a face-to-face brief with the Candidate on the conduct of the AIB. (Candidates from the Channel Islands, IOM or Scottish Isles may be briefed on AIB by telephone if a face to face meeting is impossible). The POCRM brief is to give candidates enough time to be at the peak of fitness, and must be held not less than 6 weeks before the POCRM. It is to include the following key areas:

1. AIB/POC DVD.
2. Briefing Sheet.
(3) Discussion of strengths/weaknesses.

(4) Clear instructions on how to get to CTCRM/AIB.

b. **Potential Royal Marines Officer Development Course (PRMODC).** RM Officer candidates who attend POCRM and narrowly pass or narrowly fail the course may be given the opportunity to attend a PRMODC run by Bicton College. Selection for, and invitation to take part in, the PRMODC is the responsibility of OC POC in the Office of the Corps Colonel.

c. **REFERENCE: ROM Ch 10 - POC and AIB Briefs** contains explanatory detail for conduct of such briefings.

1012. **Maritime Reserves Officers Recruiting Process**

a. In overview the recruiting process for Maritime Reserves Officers is the same as that for Regular Service officers.

b. **RNR Officers.** There are 5 routes for Officers to enter the RNR:

   (1) **General Officer Entry.** General Entry Officer candidates will not be allocated a branch until successful completion of Fleet Board. Although they may express a preference at the time of joining, their allocation will ultimately be in accordance with prevailing service requirement.

   (2) **Medical and Nursing Officers.** For Medical and QARNNS(R) Officers who have transferred to new Common Terms and Conditions of Service or who joined after 1 Apr 05, the Regulations in JSP 527 (Career Management Regulations for Defence Medical Services Medical Services, Dental Officers and Nursing Personnel) take primacy. For medical and QARNNS(R) officers who have not transferred to new CTOS, legacy regulations continue to apply in full.

   (3) **Merchant Navy Officers.** For Amphibious Warfare Reserve Officers NAVYMR-CNRRCTSO1@mod.uk is to be forwarded the candidate’s unique MCA CoC registration number; name as it appears on the certificate; date of birth; and date of issue in order that the details be validated against the MCA certificate database and the candidate’s journal to be allocated to reflect that the CoC is valid and current.

   (4) **Chaplains.** Candidates are to provide a CV for forwarding to Chaplain of the Fleet (COTF) (NavyChaplaincy-COTFEA@mod.uk Tel: 02392 625553) with info copy to NPT(Res) Requirements Manager (NAVY PERS-BMRESSO2@mod.uk).
(5) **Temporary Commissions in Times of Emergency.** The Defence Council may grant a temporary commission in the RNR/RMR, in such rank as may be deemed appropriate, to suitable persons who volunteer their services in times of emergency. Temporary officers of the RNR/RMR will be entitled, while so employed, to the rank, pay and allowances of the corresponding permanent rank in the RNR/RMR and generally will be treated in all other respects, and be subject to the same regulations, as permanent RNR/RMR officers. Such officers will be liable to service either ashore or afloat as may be directed by the Defence Council until their commission is terminated.

(6) All RNR officer candidates are to be actively encouraged to maintain ongoing contact with their local RNR Unit prior to AIB but care must be taken to manage expectations and to ensure that such contact is kept at an acquaint level.

(7) ACLOs are to ensure that candidates are invited to meet the local RNR unit Commanding Officer (CO) but there is no requirement for the CO to provide a reference or recommendation for the candidate. Specifically, the RNR unit CO is not interviewing or approving candidates for entry.

(8) The RNR does not currently require competitive selection or a Final Selection Board post-AIB. All successful RNR candidates will be sent an Offer Letter by NAVY CNR-AIB TSO which the candidate is required to acknowledge receipt to CMR HQ. In turn CMR HQ will confirm the candidate’s specific terms and conditions of service (TACOS) including date of entry, uniform grant, pay scale and rank on entry.

c. **RMR Officers.** Candidates with a previous Commission who have also successfully attained their Green Beret are eligible to apply for direct entry as an RMR officer. However, entry for all such candidates is subject to Manning Clearance from the RMR Career Manager (NAVY PCAP-CM OR RMWO) via CNR OES.

d. Attendance at the AIB is not required for an officer who has already held a Commission, eg.

(1) Former Naval Service Officers.

(2) Former officers of the other UK Regular and Reserve forces and former officers of Commonwealth Armed Services.
1013. **AIB - General Information**

a. **Aim of AIB.** The aim of the AIB is to assess the suitability of applicants to be trained as Officers, to fill a first complement appointment, and to make recommendations for the granting of Scholarships, Reserved Places and Bursaries.

b. **The Process.** The AIB is a competence-based selection process designed to assess the suitability of candidates for direct entry to the various Naval Services and in-Service commissions and specialisations for which they are eligible. In particular, to assess whether, on successful completion of training, they are likely to have the potential to become mid-seniority Lieutenants RN or Captains RM. The competences measured during the AIB’s assessment process are derived from the Operational and Training Performance Statements for Junior Officers. They underpin the generic qualities required of all junior officers regardless of specialisation and, as such, the AIB process provides an essential measure of an individual’s suitability for officer training.

c. **Composition and Duration.** Officer candidates attend the AIB in HMS SULTAN. Each Board is under the presidency of a Commander/Captain RN or a Lieutenant Colonel RM, assisted by a Lieutenant Commander RN and a Lieutenant RN. The Board takes account of the results of psychometric and written tests, performance in practical exercises and at interview. Candidates attend the Board for 2 nights and 2 days. Aircrew candidates will be required to stay an additional night to complete the aircrew medical.

d. **Final Board Mark (FBM).** The Board’s final assessment of candidates is expressed in terms of a Final Board Mark, which can range from 60 to 300. The FBM of 180 generally indicates that the applicant has demonstrated a satisfactory level of evidence to undergo initial training. Candidates will be told either that they have been forwarded for selection or have not been forwarded for selection at this time.

1014 **AIB - Applications and Forms**

Every eligible candidate has the right to apply to AIB. No one however has the right to interview at AIB. The decision to attend AIB should be a mutual one between the candidate and the ACLO, i.e. made when the candidate is: ready to commit to a career in the Naval Service; is confident of passing the Board; and when the ACLO is assured that this commitment is genuine, and that the candidate is indeed prepared by passing the Sift interview. On successful Sift, the candidate is to be issued with the relevant Application Forms. **REFERENCE: ROM Ch 9 - CNR(OES)** contains further details on administration of AIB applications.
1015. **AIB - Candidate Wishes to Withdraw During Application or Selection**
A candidate may decide against pursuing a Commission after submitting an application to AIB. **REFERENCE: ROM Ch 9 - CNR(OES)** contains administrative actions to be taken in such circumstances.

1016. **AIB - Candidate Becomes Ineligible During Application or Selection**
A candidate may become ineligible after submitting an application to AIB. It is most likely that this ineligibility will be determined in the first instance by the ACLO. **REFERENCE: ROM Ch 9 - CNR(OES)** contains administrative actions to be taken in such circumstances.

1017. **Pre-AIB Eligibility Checks and Admin Procedures**

a. **REFERENCE: ROM Ch 9 - CNR(OES)** contains supporting instructions.

b. **Ineligible Candidates.** If eligibility is in doubt the file is to be referred to XOES who will seek advice from TSO, Cdr E, Cdr A and Col RM as necessary. Candidates that have been transferred to the CNR OES who are identified as not meeting the eligibility criteria will be forwarded a written explanation by XOES copied to the candidate’s record. Candidates who meet the eligibility criteria but who are not invited to proceed will be forwarded a written explanation from TSO or CAIB.

c. **Allocation to Computer Based Aptitude Tests (CBATs); Potential Officers’ Course (POC) and the Admiralty Interview Board (AIB).** Sufficient places are to be arranged by XOES, in liaison with OASC, OC POC, TSO and Captain AIB (CAIB), for candidates to attend CBAT, POC and AIB.

d. **Fleet Air Arm Assessment.** OES will check with OASC for previous test results. Candidates who have taken the tests before will be reviewed by Cdr A who will decide if further tests are permissible. When a re-test is approved, there must be a minimum of 12 months between tests.

e. **POC.** Successful candidates will be allocated to the next available AIB in the usual way. Candidates will normally be given 6 weeks’ notice, but this may not always be possible, and they should be prepared to attend at short notice if required. This is particularly relevant in the 2 months prior to allocation. Unsuccessful candidates should wait for 12 months before returning to the POC unless a 3, 6 or 9-month comeback recommendation is given by the POC. A maximum of 3 attempts at the POC for RM is allowed unless approved by the Corps Colonel.

f. **Pre-AIB Checks are carried out by OES to ensure that all the documentation required by the Board and the post board section is present in the packs.** This used to be full eligibility checks, but these should now have been completed before AIB application. The documentation required by the Board is the Sift report, POC/FAT results sheet and Q101. Also checked is that any documentation obtained between application and Board is present and correct such as additional references, place of birth waivers, SC.
g. **Notification of AIB Date.** Once OES have assigned the candidate to a Board, the ACLO will be notified with the date for AIB by CNR OES.

h. **AIB Brief.** ACTION: ACLOs are to ensure that the candidates are fully aware of the requirements of the selection process. It is important that candidates are made aware of the intensive nature of the AIB, and ACLOs may advise candidates on profitable directions for preparation. ACLOs are not, however, to ‘coach’ candidates for the AIB, but should restrict their briefings to the general information covered in the AIB DVD and the AIB Guide for Candidates. ACLOs should not discuss Board marks with candidates. Basic competencies assessed at AIB are as follows:

1. Effective Intelligence.
2. Leadership.
4. Values.
5. Motivation.

i. **REFERENCE:** ROM Ch 10 - POC and AIB Briefs contains explanatory detail for conduct of an AIB brief.

1018. **AIB - Results Notification**

a. The candidate will be informed of the result of their AIB in a verbal de-brief by the Board President before leaving HMS SULTAN. A letter confirming this result and giving a forecast of Selection opportunities is then sent to the candidate arriving within a week of their attendance. The ACLO will also be informed of the result and the candidate’s score by way of the AIB Feedback Form which is attached to the candidate’s record on completion of the AIB Board.

b. **ACTION:** ACLOs. ACLOs are to contact all candidates (by phone if appropriate) within 14 days of their candidate’s return from AIB, irrespective of the candidate performance, and debrief them. This is an essential part of the ACLOs role in maintaining the good profile of the Service within the wider community.

c. Before debriefing any candidate, should the ACLO be in doubt, ACLOs may contact NAVY CNR-AIB TSO to gather selection/options details to ensure that the information provided is coherent with the AIB position at the time of interview.
d. ACLOs should advise candidates who failed the Board on the best route for a further application (referring to AFCOs where appropriate).

(1) **Candidate has Demonstrated Potential.** **ACTION:** ACLO is to remind the candidate (without belittling this significant achievement) that a pass at AIB does not guarantee selection and therefore entry into Officer training. There is no requirement for the ACLO to arrange a further interview, but the candidate should be assured that the ACLO is available to be contacted should there be any further questions regarding the prospective training and service in the RN/ RM. The candidate then awaits selection.

(2) **Candidate has not Demonstrated Potential.** **ACTION:** ACLO is to advise the candidate on the options available and the recommendations made by the Board in the AIB Feedback Form. The candidate will be aware of the recommendations from the verbal de-brief given by the Board President. However, these should be reiterated to the candidate to ensure there is no confusion. The following 3 recommendations will be in the report form:

(a) ‘RECOMMENDED TO RETURN’ is allocated to candidates who presented some evidence at the board but not enough to pass on the first attempt. However, the board gathered sufficient evidence to believe that the candidate could be successful on a second attempt in no less than 12 months. **ACTION:** ACLOs should contact these candidates after the board and encourage them to apply again.

(b) ‘DO NOT ENCOURAGE’ is allocated to candidates who presented little evidence at the board but could be borderline at a second attempt. **ACTION:** ACLOs should not actively encourage or chase up these candidates but rather let the candidates take the initiative by showing that they are worth another board.

(c) ‘SHOULD NOT RETURN’ is allocated to candidates who are deemed entirely unsuitable to become officers. ‘Should not return’ rather than ‘Not to return’ recognises the fact that occasionally candidates do not take full account of the feedback received and are re-boarded when, despite robust advice, there are extenuating circumstances and a second attempt is allowed. If the candidate, following a failure at Board, is no longer interested in pursuing a Commission then they are to be dealt with as a candidate NLI.

e. The AIB file will be weeded in accordance with current DPA legislation.

f. CNR OES will endorse all travelling expenses claims received, confirming attendance and checking the information provided by the candidate.
1019. **AIB - Selection Categories and Follow-up Procedures**

a. By passing AIB, including satisfying the medical standards, a candidate has demonstrated sufficient potential to be expected to successfully complete INT(O) at either BRNC or phase 1 training at CTCRM. This does not mean that a candidate has been selected for entry as an Officer in the Naval Service which should be made very clear to candidates throughout the recruiting and selection process. A pass at AIB is valid for 12 months so long as the candidate remains eligible for Officer Entry.

b. **Candidate Selected for Officer Training.** Upon selection, the candidate will receive a letter stating the specialisation, Commission, seniority and joining date for BRNC/CTCRM being offered. The ACLO will be informed by MIS upon Selection as the candidate’s Status is progressed to Potential Entrant.

c. **Candidate Selected for a Sponsorship Award.** Upon being awarded sponsorship, the candidate will receive a letter stating the specialisation, Commission, financial value and start date of the award being offered. The ACLO will be informed of this selection.

d. **Candidate Not Selected.** If a candidate has not been selected for entry or sponsorship a year on from the day of attending Board then they will need to re-attend AIB so long as they remain eligible in all respects for Officer training.

e. **Pre-Joining Medicals for Bursary and Scholarship Award Holders.** Prior to NETE entry begin granted, Bursary and Scholarship award holders will be required to pass a second medical examination only if they were under 18 years of age when they undertook their AFCO ME medical examination. The candidate will be informed by the AIB at least 6 months before being appointed to BRNC or CTCRM. Candidates will be invited by OES. **ACTION: OES** to instruct current ACLO to invite candidates to AFCO ME for this repeat examination.

1020. **AIB - Re-Attending**

a. Candidates may wish to re-attend AIB for three reasons:

   (1) Failing to achieve a pass at Board.

   (2) Passing the Board but not being selected for training.

   (3) Returning for a different scheme of entry (e.g. 2nd year Sixth Form Scholars wishing to gain university sponsorship).
b. Regardless of the reasons for returning to AIB, there must be at least 12 months between each attendance (in exceptional cases, e.g. reaching the age limit or at TSO’s discretion for those that are ‘Pass Not Selected’, candidates could be allowed to return in less than 12 months). However, candidates are allowed to apply before this 12-month stand over has passed, in order that they may be in a position to re-attend as soon as possible after that point. Candidates are normally only allowed to attend AIB 3 times (regardless of the result) and this should be borne in mind with regards to the enthusiasm some candidates may have to go back as soon as possible. ACLOs should be assured that candidates who failed a previous attempt have made sufficient progress to overcome the shortcomings identified by the AIB before re-attending. If, in the ACLO’s judgement sufficient improvement has not been demonstrated, then those candidates should be most strongly advised to delay re-applying until they are ready, in order to prevent them from squandering one of their limited opportunities to reappear before the Board.

c. Attending AIB under the Sixth Form Sponsorship/ Reserved Place scheme or Welbeck does not count as one of the 3 AIB attempts allowed.

d. **AIB Re-Attendance for Engineer Officer Candidates Awarded a Two Year Scholarship or Reserved Place.** Candidates who have been awarded a Two Year Scholarship or Reserved Place, and are already guaranteed a place on the Defence Technical Undergraduate Scheme (DTUS) or a Bursary to attend a non-DTUS University, do not re-attend AIB.

e. If a candidate has passed the Board and wishes to re-apply then the candidate’s ‘Status’ is to remain as ‘Rejected’ ‘Not suitable at Interview’ or in the case of candidates who have passed the Board but not selected, changed to ‘Rejected’ ‘Not suitable after Interview’. A new application should then be started using the same URN. Candidates should only need to complete AFs once.

Providing that the candidate’s circumstances have not changed drastically, e.g. a scholar who re-applies after university, candidates should be issued with the AFCO Form 4 only.

f. **Reimbursement of Earnings.** Candidates in employment will not be reimbursed for loss of earnings. This also applies in respect of candidates attending CBATs and the RM Potential Officers Course.

g. AIB(OES) will remain the point of contact for changes to university courses, length of degree etc to ensure that the correct OCLC and ACLO remain assigned to the Reserved Place candidate. ACLOs are to ensure that candidates keep AIB informed when personal details change.

1021. **Pre-Joining Briefs**

**ACTION: ACLOs.** All successful candidates are to receive a pre-joining brief from the ACLO, not more than 4 weeks prior to joining BRNC or CTCRM.
SECTION 3 – OFFICER SPECIALIST SELECTION PROCESSES

1022. Specialist Recruitment for Medical, Dental, Nursing and Environmental Health Officers and Chaplains

a. Due to the intricacies of the required civilian qualifications and assessment of relevant experience, recruitment of candidates interested in gaining Commissions as Medical, Dental, Nursing and Environmental Health Officers or in becoming Naval Chaplains is handled in concert with the relevant Specialist Recruiter in CNR HQ.

b. All Medical Branch candidates (RN and RNR) can start process up to a year before fulfilling the educational and registration criteria to be given a conditional offer.

c. All Medical Branch candidates need to email their CV listing their qualifications and experience to the NMD SO3, email: NAVYCNR-OPSNMDSO3@mod.uk.

d. **ACTION: CAREERS ADVISERS.** Careers Advisers are to give such candidates advice on the general nature of a career in the Naval Service. They should then be transferred to the relevant Specialist Recruiter for further advice and processing once they are undergoing the required training for that profession (e.g. started at medical school). The procedures are as follows:

   (1) Medical, Dental and Environmental Health Officers

      (a) CAs/Contact Centre are to issue candidates the latest recruiting literature. They may also show relevant recruiting videos and provide general advice to Medical/Dental candidates. If at that time the candidate's choice remains for a Medical/EHO/Dental career, they should be referred to the Medical/Dental recruiter.

      (b) Medical/EHO/Dental enquirers who are at university and beyond may be issued with the latest recruiting literature and shown relevant recruiting videos and are then to be referred to the appropriate recruiters for specialist counselling.

   (2) Queen Alexandra’s Royal Naval Nursing Service – Officers

      (a) Qualified nurses become eligible to join as officers or as a Naval Nurse (Qualified) following registration with the Nursing and Midwifery Council. All QARNNS candidates must hold a first level degree in Adult nursing or alternatively a Diploma in Adult nursing with the addition of a relevant post graduate specialist nursing degree. QARNNS specialist recruiters will advise as to relevancy. It is the individual’s responsibility to maintain their NMC registration throughout their naval career.
(b) After completion of BRNC, QARNNS Officers will be assigned to an MDHU or RCDM dependent on the amount of post graduate clinical experience they hold. If they have less than two years postgraduate clinical experience they will commence on the postgraduate mentorship programme at MDHU Derriford.

(c) Military and civilian undergraduate nurses may commence Officer entry application at the beginning of their third academic year.

(d) CAs/Contact Centre may issue candidates with the latest recruiting literature and may also show relevant recruiting videos and provide general counsel advice to QARNNS candidates, but they then must refer eligible candidates to the Specialist Recruiter for further guidance.

(e) **ACTION: CAREERS ADVISERS** must inform all candidates that rating entry is also available on completion of training. Candidates who are interested, and would like more information on rating entry, are to be referred to the Nurse Recruit Assistant.

(f) Candidates who are not qualified nurses but interested in nurse training within QARNNS are to be referred to the Nurse Recruit Assistant and their nearest AFCO to be advised on the selection process for NN(S).

(3) **DGE Medical/Dental Officers.** Applications are accepted from the start of foundation year one, for entry post foundation year two.

(4) **Chaplains**

(a) Once registered as a candidate AFCOs are to issue the standard pre-RT documents and literature (minus the Procedures and Practice Test Booklet) along with the Chaplain Supplement.

(b) Upon receipt of the documents back, the AFCO is to:

Book an IOCI, using ‘Call In For IOCI (Chaplains)’ Letter.

Waive the RT on DRS.

Forward a copy of the Chaplain Supplement to the Chaplain of the Fleet Co-ordinator (COTF COORD) at the following address:

Mrs Lee King  
Naval Chaplaincy Service Coordinator/Asst CM  
NCHQ MP1-2  
Leach Building  
Whale Island  
Portsmouth  
HANTS  
PO2 8BY
(c) ACLO is to assess Candidate post-IOCI in accordance with the ROM.

(d) **PJFT.** Where Candidates are aged 40 or over, they are to complete the Rockport Walk (RPW) at the AIB instead of a 2.4km PJFT run.

(e) For Candidates successful at SIFT, the OCLC is to book an AIB and forward the Candidate’s pack to OES.

(f) OES are to organise the COTF’s Interview Board pre-AIB via phone call to COTF COORD.

(g) Successful Candidates at COTF’s Interview Board will receive an AIB invitation from OES.

(h) Candidates are required to achieve a grade of 180 at the AIB.

(i) On successful completion of AIB, OES are to forward the application pack to COTF’s office.

1023. **Computer Based Aptitude Tests (CBATs)**

a. **CBATs Booking**

   (1) On successful completion of RT and IOCI, the AFCO is to request a specialist interview on DRS. OES will then book the Candidate onto CBAT and issue joining instructions directly to the Candidate.

   (2) On completion of CBATs, OES are to make a journal entry on DRS and set an alert to inform the AFCO.

   (3) The ACLO is to continue processing the Candidate as concurrent activity throughout the CBAT process.

b. **CBATs Results**

   (1) The candidate will be informed of the test results by the RN Liaison Officer at OASC before leaving RAF Cranwell. These results will be published on the MIS and an alert generated for OCLC to action.

   (2) **ACTION: ACLO.** ACLO is to get in contact to discuss the implications on the career options now open to the candidate. For successful candidates, the CBATs results are combined with the FBM at AIB to generate the Pilot and Observer Recruiting Assessment (PANDORA or T score) by which Fleet Air Arm (FAA) candidates can be listed in order of merit.
(3) **Candidate Passes CBATs for Chosen Aircrew Sub-Specialisation.**

If the candidate has passed for Pilot, Observer and Air Traffic Controller, or has passed all those Tests that are pre-requisites for the candidate’s aircrew sub-specialisation of choice, then all that is necessary is to arrange an AIB Brief for the candidate.

(4) **Candidate Fails CBATs for Chosen Aircrew Sub-Specialisation.**

**ACTION:** ACLO should advise the candidate on the alternative career options available within the Fleet Air Arm. Every effort should be made to maintain the candidate’s enthusiasm in a Fleet Air Arm career despite this setback. The candidate may also want to consider a Naval career outside of the Fleet Air Arm, which may require a further interview. If the candidate is content to continue in an alternative aircrew sub-specialisation offered by the Board, or to pursue a second-choice branch choice, then the candidate is to confirm this decision in writing to CNR OES and an AIB Brief is to be arranged.

(5) **Candidate Fails All CBATs.** **ACTION:** ACLO will need to advise the candidate on the alternative career options available within the Naval Service. Every effort should be made to maintain the candidate’s enthusiasm in a Naval career despite this setback and this may well necessitate a further interview to brief in more detail on, for example, Warfare Officer. AIB/OES will not allocate the candidate to a Board unless the AFs indicate a second preference career outside of the Fleet Air Arm. If the candidate has expressed a second branch choice and is content to proceed then an AIB Brief is to be arranged, otherwise the candidate should inform AIB in writing of their intentions. The candidate may wish to take time to consider the options available before progressing further and may therefore decide to withdraw the application in the meantime.

c. **CBATS - Re-attending.** A candidate may re-sit CBATS provided they remain eligible in all other respects. There must be an interval of at least 12 months before re-sitting the tests. Candidates will be allowed to retake the tests up to the age of 26. Any candidate who scores below 90 must be referred to Cdr Air AIB, for approval. Cdr Air AIB is the authority for deciding who is eligible for resits, without recourse to CNR or Flying Training. Sitting the aptitude tests for the Special Flying Award (which are different from the CBATs) will not preclude a candidate from sitting the full CBATS.

1024. **Potential Officers’ Course Royal Marines (POCRM)**

a. **Bookings**

(1) Booking Royal Marine Officer candidates on the POCRM at CTCRM is the responsibility of CNR OES. CNR OES will send a ‘System Generated Alert’ to inform the ACLO as ‘Confirmation of Booking’ once a candidate is allocated a place on POCRM at CTCRM.
(2) **ACTION: ACLO** should, by this stage, have made the candidate aware of the high level of physical preparation required for POCRM, but he will be required to attend a POCRM brief by the ACLO about the Course. POCRM joining instructions and travel warrants will be issued by CTCRM.

(3) **POCRM Brief.** The POCRM Brief should cover the format of the course, the aim of the course and the qualities that the course is designed to test in the candidates. There is no necessity for the brief to be carried out by a RM ACLO, but to be fully conversant with the format and ethos of the Course RN ACLOs should visit CTCRM and observe a POCRM at least once early in their appointments. **REFERENCE: ROM Ch 10 - POC and AIB Briefs** contains explanatory detail for conduct of a POCRM brief.

c. **POCRM Results.** Once the candidate has attended the course a ‘System Generated Alert’ will inform the ACLO of the result. The candidate will already have been informed of his result in his de-brief by OC POCRM before leaving CTCRM.

   (1) **Candidate Passes POCRM.** If the candidate passed the course, then CNR OES will automatically book the candidate on to an AIB. Therefore, an AIB Brief should be arranged as soon as possible. **REFERENCE: ROM Ch 10 - POC and AIB Briefs** contains explanatory detail for conduct of an AIB brief.

   (2) **Candidate Fails POCRM.** Candidates who fail POCRM will normally be required to wait 12 months before they can re-attend. The ACLO needs to ascertain whether the candidate wishes to continue with Royal Marines Officer selection at a later date and/or consider alternative careers in the Naval Service, either as an officer, such as RN Warfare Officer, or as an other rank. CNR OES will not allocate the candidate to a Board unless they have indicated a second preference career in the RN on AFCO Form 4. **ACTION: ACLO** should arrange an AIB brief if the candidate has expressed a second branch choice and is content to proceed; otherwise the candidate should inform CNR OES. If the candidate is intent on pursuing a Commission in the RM, then they will need to re-apply in 12 months. **REFERENCE: ROM Ch 10 - POC and AIB Briefs** contains explanatory detail for conduct of an AIB brief.

d. Candidates who have passed POC but subsequently fail AIB or pass AIB but are not selected can be given the option of making a RMOR application with the requirement to pass the PRMC waived so long as entry is within one year of passing the POC. All other elements of the RMOR process are to be completed in accordance with **REFERENCE: ROM Ch 1.** Of note, this is not the case of a PRMC pass being used instead of a POC, as POC also assesses key Officer qualities as well as physical attributes.
e. **Bursars**

(1) RM University Bursary candidates seeking bursaries of more than one year in duration will only be required to attend Day 1 of the RM POC where their fitness will initially be assessed through completion of the RM Fitness Assessment (RMFA) and the Basic Fitness Test (BFT). Following a successful RMFA/BFT, candidates will then attend AIB. If successful in gaining a University Bursary at AIB, these candidates will then be required to pass a full POCR in the September or October of their final year at university to allow sufficient time for remedial training, plus a second attempt at POCR should that be required. Once the candidate has passed POCR, they will join RM Officer training the following September.

(2) Bursars who do not pass the full POCR prior to commencement of training, or drop out of the selection process, will be required to repay the cost of their Bursary or apply to join the Naval Service in an alternative specialisation.
CHAPTER 11

ENTERING THE NAVAL SERVICE

POINT OF CONTACT – PART 4

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CHAPTER 11
ENTERING THE NAVAL SERVICE

1101. Entry Date Allocation - Regular Service Ratings and Other Ranks

a. Once the whole selection process has been successfully completed (less PRNC for RN ratings) and the online security vetting procedure started, a bid for an entry date is to be made to CNR. A bid for an entry date is not to be made until SC has been received for the following categories:

   (1) Those who do not meet the Residency requirement and have not been awarded a waiver.

   (2) Trained re-entries.

   (3) Candidates with declared criminal convictions.

b. Bids for entry places are to be forwarded to CNR. The candidate's availability dates must be accurately assessed and entered into the MIS. If this information is not shown it will be assumed that the candidate requires no notice and is willing to accept the first available entry date.

c. **ACTION: AFCO.** Candidates who withdraw their application or become ineligible after being bid for but before being allocated are to be withdrawn or rejected on the MIS which will automatically remove them from the waiting list. A new application is to be made should a candidate wish to re-apply to join the Service.

1102. Provisional Entry Date – Application

a. The FOST Pipeline Manager provides CNR with the annual RN and RM recruiting target. The target shows the entry pattern to BRNC, Raleigh, CTCRM and the RM School of Music broken down into branches and numbers required over three terms.

b. Allocation of entry dates is carried out centrally by CNR Allocations (CNR OPS RA). From the annual recruiting target, CNR RA will:

   (1) Produce a Recruiting Sitrep, outlining the CNR requirements for each term.

   (2) Action Bids from AFCOs on the MIS system.

   (3) Inform the entry establishments, a minimum of four weeks prior to the entry date, of the number of ratings/other ranks joining by name and branch.
c. The monthly ‘Recruiting Sitrep’ will also update the Field Force on those branch rosters that are oversubscribed. Where the recruiting targets are small and the branch is oversubscribed, Careers Staff must take care to explain to candidates the likely waiting time to enter these branches after they have chosen the branch before the RT.

d. CNR OPS RA will allocate a provisional entry date to meet the planned training requirement on the MIS to the AFCO.

e. **ACTION: AFCO.** AFCO must inform CNR OPS RA of those who withdraw their application after being allocated an entry date. CNR OPS RA must also be informed immediately if a candidate has any police involvement after the SC process has started or SC given. A decision will then be taken on the eligibility of the candidate for entry in conjunction with the CA.

**1103. Provisional Entry Date - Informing Candidates**

a. Great care must be taken by Careers Staff when informing candidates of the provisional entry date to ensure that they are not given the impression that entry is now guaranteed.

b. **ACTION: AFCO.** AFCO is to inform the candidate of the provisional entry date, ideally by telephone, but in all cases also by MIS letter. Before talking to the candidate, and sending the letter, all time sensitive elements of the selection process including Medical, Selection Interview, SC, PJFT and RT are to be checked; any that are going to become out of date before the entry date are to be re-booked. Consideration and planning for the dates of the PRNC and FEB (see **ROM Ch 11 - Final Entry Brief**) is also to be made. Any elements that require re-taking or completing are to be explained to the candidate and are to be completed as early as possible.

c. Since the introduction of the New Employment Model (NEM) on 01 April 15, care is to be taken when issuing the Provisional Offer of Entry. Although the MOD Form S3049 (Version Feb 15) remains extant, all those Candidates who have been allocated an entry date post-01 April 15 are to be sent the ‘RN or RM Advice on NEM’ letter on TAFMIS. The accompanying MOD Form S3049 (Version Feb 15) is to be sent and collected prior to their entry date.

d. **ACTION: AFCO STAFF.** AFCO must inform CNR RA immediately if NSV ask for additional information after a provisional entry date has been given. CNR RA will then discuss with the Careers Adviser the feasibility of the provisional entry date. Candidates who are contacted during the SC process with regard to undeclared criminal convictions or debt should be made aware of a possible delay in entry or rejection of their application.

e. **ACTION: AFCO STAFF.** AFCO is to forward PEPs to the NETE in accordance with the approved timescale. Documentation for those who cannot be given a SC to meet their entry date will, depending on the circumstances of the delay, either be retained at the NETE or returned to the AFCO.
f. **ACTION: AFCO STAFF.** AFCO is to ensure the candidate is given a minimum of two weeks notice of cancellation of their entry date by informing CNR RA of those candidates who have not been given SC 2 weeks before the planned entry date. CNR RA will liaise with NSV to hasten clearances for these candidates and inform Careers Staff of those subsequently given SC or an SC waiver. Once SC is received at the AFCO, the candidate is to be contacted with confirmation of the entry date. SC details must be entered on MIS when received. The candidate is to be instructed to attend the AFCO for final entry brief which is to be conducted in accordance with ROM Ch 11 - Final Entry Brief.

1104. **Entry Date - Candidate not Cleared or Waived within 2 Weeks of Entry**

a. It is inevitable that some candidates will have their provisional entry date withdrawn because SC has not been received. It will take great care and professionalism by the Careers Adviser to ensure this extremely disappointing news is given to the candidate in a sympathetic and clear manner immediately the decision is known. The candidate should, if possible, be informed by telephone, and must be told by a qualified CA. This is to be followed up by the appropriate MIS letter.

b. The security authorities are not obliged to give a reason for refusal or delay in giving SC. Therefore, the candidate must be left in no doubt that the delay is because CNR has not yet given final approval. The candidate is to be reassured that all efforts are being made to obtain approval and as soon as it is received the candidate will be informed. The candidate is never to be allocated a further provisional entry date until SC has been received.

c. Understandably, the candidate, and their family, may feel some anger or bitterness when given this news. Careers staff must frequently keep in touch with the candidate and their family to assure them that every effort is being made to obtain approval and that they have not been forgotten.

d. Once SC is received CNR will endeavour to allocate the candidate to the first available entry and inform the AFCO immediately.

1105. **RNR Entries – Attestation**

a. On completion of the RT, RNR Candidates can attest. Once attested, for statistical reasons, the Candidate is now classed as recruited into the RNR.

b. Once attested, Candidates are entitled to sign in and receive pay and allowances for training, with attendances counting towards Reckonable Service.

c. After attestation the normal recruiting process continues, with a requirement to pass the medical, PJFT and Selection Interviews as normal.
1106. **RNR Entries - RNR Documentation for Entry**

a. In addition to the required PEPs listed in Para 1110 sub para b. the following documents are required:

   1. Photocopy of passport.
   2. PJFT Certificate.

b. The following forms are to be completed by all candidates during the in Unit Induction day, retained at the RNR unit and married up with PEPs in due course:

   1. MOD Form 134: Official Secrets Act.
   2. JPA Standard Journey Claim (HDT details).
   3. SPVA Form F Ident 1024 (Rev 05/09) ID Card Application Form.
   4. JPA N006: Privately held Wills Form.
   5. NOK details.

1107. **RNR Entry Process**

a. Once an application for Security Clearance has been made, NSV will inform the AFCO once SC has been given. SC details are then to be entered on to TAFMIS.

b. A standard allocation pattern will be followed by AIB TSO and CNR OPS RA for all new entries, with the following dates: 01 Jul, 01 Oct, 01 Feb and 31 Mar.

c. Once allocated, an Offer of Service letter advises the Candidate they have successfully completed the recruitment process:

   1. **For RNR Ratings.** AFCO to generate ‘RNR Offer of Service’ letter and ‘Entry Papers Summary Sheet’ from TAFMIS. Letters are then sent to the Candidate and copied to the CO of the parent RNR Unit.

   2. **For RNR Officers.** AIB TSO to generate ‘RNR Officer Offer of Service’ letter and ‘Entry Papers Summary Sheet’ from TAFMIS. Letters are then sent to the Candidate, copied to the CO of the parent RNR Unit and CMRHQ SO2 Training.

d. With the dissolution of the Regional Pipeline Manager post, and creation of the Unit Warrant Officer role, the progression of the Candidate’s documentation is to be conducted as each RNR unit sees fit.
1108. RNR Recruiting - Voluntary Training In Unit

a. Candidates may attend voluntary training at their RNR unit on successful completion of the medical. This may be impracticable unless the unit is resourced to run a Holding Class alongside a New Entry class and care should be taken to avoid delivering Phase 1 by default in combining the Holding and New Entry classes. Candidates must be in no doubt that they are not yet accepted into service; specifically, they must not be given a Kit Book or be issued with uniform items.

b. Voluntary attendance does not carry an entitlement to pay or allowances nor does it count as reckonable service towards Bounty or medals.

c. **ACTION: CANDIDATES.** The RNR Temporary Identification Card/Letter of Authorisation must be completed by all candidates prior to commencement of any voluntary training.

1109. Final Entry Briefing

a. Once a candidate has been accepted for Service it will be necessary for the AFCO to complete the processing before entry at the New Entry Training Establishment (NETE). These are currently HMS RALEIGH, CTCRM and RMSoM. The processes detailed below have been worked out to ensure that a Rating’s or Other Rank’s joining procedure is eased during the first few days.

b. **ACTION: CAREERS STAFF** are to carry out the final entry brief in accordance with the ROM Ch 11 - Final Entry Brief and issue travel instructions 6 weeks before the entry date provided that the candidate has received security clearance. Candidates are to be advised that the first few hours at the NETE are hectic, and that the evening meal may be quite late.

c. PEPs for those who are not security cleared are to be forwarded to the NETE but candidates are not to be given travel documentation until security clearance has been received.

d. Tickets are to be issued to cover the journey to the NETE by the shortest practical route. Where it is necessary to issue ticket for journeys by a more expensive route (e.g. via London) the variation is to be entered in the unit date stamp space and signed by the CA. This variation is to be used sparingly and mainly for those entrants who would suffer unacceptable delay or be subject to an excessive number of train changes by the cheaper route. Tickets are to be issued for the entry date. When candidates are travelling from the far North of UK CAs are advised where practical to utilise air travel into either Bristol or Exeter airports, with onward journeys by rail. In exceptional circumstances it is possible for candidates to join on the Monday. In order to assist the Recruit School, Offices are to send candidates’ planned arrival times to the RALEIGH TUPO.

e. Signing of the Engagement/Attestation Forms will be carried out at the NETE concerned. **ACTION: CAREERS STAFF** must warn candidates that if they refuse to attest or engage they will not be given travel expenses to return back home.
f. Entry establishments and nearest railway stations are as follows:

<table>
<thead>
<tr>
<th>Entry Establishment Address</th>
<th>Railway Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMS RAble</td>
<td>Plymouth</td>
</tr>
<tr>
<td>TORPOINT Cornwall</td>
<td></td>
</tr>
<tr>
<td>PL11 2PD</td>
<td></td>
</tr>
<tr>
<td>CTCRM Lympstone Commando</td>
<td></td>
</tr>
<tr>
<td>LYMPSTONE Devon</td>
<td></td>
</tr>
<tr>
<td>EX8 5AR</td>
<td></td>
</tr>
<tr>
<td>Royal Marines School of Music</td>
<td>Portsmouth Harbour</td>
</tr>
<tr>
<td>HMS NELSON Portsmouth</td>
<td></td>
</tr>
<tr>
<td>PORTSMOUTH PO1 3TD</td>
<td></td>
</tr>
</tbody>
</table>

1110. Part Entry Papers (PEPS)

a. **ACTION: CAREERS STAFF.** Careers Staff are to check PEPs carefully. It is mandatory that the ARM checks and signs PEPs before despatch. PEPs are to be sent direct to NETEs with proof of posting at least 21 days prior to entry (New Entry Trainee Records HMS Raleigh or Foundation Block CTCRM). PEPs for candidates who have not been given an SC are also to be forwarded to NETE within the laid down timescale; once SC is received Careers Staff are to inform the NETE of the clearance details.

b. The CNR Recruiting Target Sitrep will state the dates that PEPs must be forwarded to the NETEs for the first two entries that join immediately after a leave period. AFCOs must telephone the New Entry Trainee Records HMS Raleigh or Foundation Block CTCRM when the timescale for submission if PEPs cannot be met. PEPs are to be assembled in the following order in accordance with the Summary Sheet before being forwarded to NETEs:

c. **Part Entry Papers – CTCRM**

(1) Entry Papers Summary Sheet.

(2) Signed (by CA) Form S3049

(3) Signed Form 486 and Photographic Consent Form (U18 only).

(4) Copy of the photo page of the passport along with a valid visa stamp/residency permit. (Foreign & Commonwealth only).

(5) FMED 691 with FMED 1 enclosures plus former service Med Docs if applicable.

(6) Copy of Birth (adoption) Certificate.
(7) Copy of Marriage Certificate.

(8) Statutory Declaration of Name Change (if applicable - U18 should be endorsed by parent or guardian).

(9) Acknowledgement/Medical Certificate

(10) *Self Measurement Form sent to NETE.

d. **Part Entry Papers – HMS RALEIGH**

(1) Entry Papers Summary Sheet.

(2) Signed (by CA) Form S3049.

(3) Signed Form 486 and Photographic Consent Form (U18 only).

(4) Copy of the photo page of the passport along with a valid visa stamp/residency permit. (Foreign & Commonwealth only).

(5) FMED 691 with FMED 1 enclosures plus former service Med Docs if applicable.

(6) Copy of Birth (adoption) Certificate.

(7) Copy of Marriage Certificate.

(8) Statutory Declaration of Name Change (if applicable - U18 should be endorsed by parent or guardian).

(9) *Self Measurement Form sent to NETE.

e. **Maritime Reserves.** MR Part Entry Papers are not required as candidates are advised on the attestation letter to take the following documents at attestation:

(1) Identification documents that includes photograph (Passport, Driving Licence etc).

(2) Birth Certificate.

(3) The completed Maritime Reserves Attestation Papers to be Produced at attestation.
f. **Medical Documents**

(1) For RN Ratings to HMS Raleigh: medical documents should already have been sent on successful completion of PRNC. See Para 0911 sub para g for details.

(2) For all other candidates, medical documents are to be included in the PEPs.

g. Self-Measurement Kit Form should be posted direct to The Kitting Up Store, HMS RALEIGH and The Kitting Up Clerk, Clothing & Equipment Store, CTCRM prior to arrival.

h. Medical documents for Maritime Reserve candidates are to be sent directly to the Maritime Reserves Medical Office at HMS KING ALFRED, as follows:

MR Medical Office  
HMS KING ALFRED  
Fraser Building  
Whale Island  
Portsmouth  
PO2 8ER

Tel: 023 9254 7457  
Mil: 93832 7457  
Email: NAVY MR-HQ Medical MAILBOX

i. The nature of Naval recruiting requires the transmission of a considerable amount of personal data through mail systems; this includes Part Entry Papers (PEPs), AIB Applications Forms, candidate S1605 between AFCO, occasional NSV 001, SMO SE referrals, educational certificates etc.

j. The transmission of personal data in the form of PEPs is deemed data processing and therefore the provisions of Data Protection Principle 7 must be adhered to when despatching these documents from AFCOs to Recruit Schools. JSP 440 details the minimum standards of physical security that are to be applied to the carriage of protectively marked assets.

k. PEPs should carry the protective marking Protect – Private. This also applies to all other forms of personal data sent through mail systems. JSP 440 directs that documents so marked should be afforded the same minimum level of protection that is applied to that marked Official-Sensitive.

l. This notwithstanding, PSyA and Navy Disclosure Cell have advised that, when processing all DPA sensitive material, staff should utilise the following procedures up to a maximum of five sets of PEPs/other personal documents:

(1) Documents should be double enveloped with the inner envelope only being marked OFFICIAL-SENSITIVE.
(2) Documents may be carried by trusted hand in a closed cover or container or, by post or other courier or messenger service. The outer cover should not be marked with protective marking, caveat or descriptor, other than PERSONAL, or ADDRESSEE ONLY. It should be addressed to an individual by name or appointment (including full address and postcode) (see below).

(3) Although not required by the References, for added security Recorded Delivery should continue to be used. The free Post Office "Certificate of Posting" does not afford the same level of security as Recorded Delivery and should not be used.

(4) An administrative record should be maintained for the dispatch and return of these PEPs through use of either MOD Form 24 or RAF Form 591 receipt notes. In both cases, the return address should be completed in full.

m. Thus for up to five sets of PEPs/personal documents, Royal Mail Recorded Delivery may be used. For "bulk handling" of data, which where PEPs/personal documents are concerned is defined as in excess of five sets, they should be processed using a secure courier such as Parcel Force 24. However, there is nothing to prevent a larger package from being broken into two or more smaller packages in order to minimise the risk and then using the normal Royal Mail system.

n. PEPs sent to HMS RALEIGH should be addressed to:

The Training Records Officer
HMS RALEIGH
TORPOINT
Cornwall
PL11 2PD

o. PEPs sent to CTCRM should be addressed to:

UPO – New Entry
CTCRM
LYMPSTONE
Devon
EX8 5AR

p. PEPs sent to RMSoM should be addressed to:

OPS NCO
Royal Marines School of Music
HMS NELSON
Queen Street
PORTSMOUTH
Hampshire
PO1 3HH
Effective
February 2020

q. All items of official mail are to include a clear return address on the outer cover. For items circulating to military addresses in GB or via BFPOs a branch/unit date-stamp is acceptable. These items are to be endorsed with the generic MOD return address as follows: PO Box 701, HA4 4DW.

1111. Entry Establishments – Arrival

a. **RN Ratings.** On arrival at HMS RALEIGH candidates will receive a welcome brief outlining the routine for the 36 hours including the signing on process. They will then receive a hot meal before being shown to their accommodation in the division. Staff from the Recruit School including a senior recruit will be available throughout the night. Due to civilian contractual reasons the hot meal will cease at 2100, therefore candidates who will arrive after this time should be advised to purchase a meal or meals during their journey. Candidates need to retain their receipts in order to claim back expenses in-line with current subsistence rates and rules. CAs are to ensure that they are fully conversant with current regulations when briefing candidates of their subsistence entitlement.

b. **ACTION: RM GENERAL SERVICE CANDIDATES.** Candidates are to arrive at CTCRM on the Monday, between 1400 and 1600, which may be extended to 1800 if meeting this time proves difficult. The names and ETA of any candidate who cannot arrive within the designated time or is delayed should be relayed to the Foundation Block SNCO. Lympstone Commando railway station is immediately adjacent to CTCRM.

c. **ACTION: RM BAND SERVICE CANDIDATES.** Candidates are to arrive at the School of Music HMS Nelson between 1300 and 1700. Transport is provided at Portsmouth Harbour rail station.

1112 RNR/RMR Officers - Rank on Entry

The regulations concerning the rank of Officers on entry are at Chapter 49.

1113. RNR Officer Entries - Entry Letter

a. On successful completion of the AIB the results letter and the AIB Feedback form are sent to the Maritime Reserve Unit.

b. **ACTION: RNR UNIT** is to forward this to CMRHQ SO2 Training who will issue an ‘Offer Letter’ which the candidate must formally accept in writing. NPT.RES will issue an ‘Entry Letter’ on receipt of the candidate’s acceptance letter. Officers are deemed to be ‘in service’ on completion of this process.

c. The RNR Unit is to inform the OCLC on receipt of the Entry Letter to ensure OCLC updates MIS with an allocation date after which Officers’ PEPs are to be forwarded to the Unit.
CHAPTER 12

RE-ENTERING THE NAVAL SERVICE

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CHAPTER 12
RE-ENTERING THE NAVAL SERVICE

1201. Re-Entry Policy
No rating/other rank is to be re-entered after a break in Regular Service without the approval of CNR (CNR RP). This requirement for CNR approval is irrespective of the length of the break in Service or the time that the candidate had served. SPVA and the New Entry Training Establishments (NETE) will not action re-entrants pay indocs without written authority from CNR, using the appropriate MIS letter. The CNR approval letter must be included with PEPs when they are forwarded to the NETE.

1202. Re-Entry References
Terms of Service for entry and re-entry into the Naval Service are contained in Chapter 48.

a. Instructions for the award of Former Service are contained in BR3 Part 8.
b. Pay scales for those awarded Former Service are contained in JSP 754.
c. For entry to RNR with former Regular Service see Chapter 11.

1203. Re-Entry Process
A condensed processing sequence to illustrate the recruiting process for candidates with former Regular or Reserve Service who are applying to enter or re-enter on Full or Tailored Careers is shown below:

a. Sight candidate’s discharge Service documents (including SMIT return where applicable) and establish eligibility for entry/re-entry. Note: service leavers are no longer issued with a Service Certificate (SC).
b. Apply to CNR for approval to process and to gain initial rate of pay.
c. CNR will assess eligibility for re-entry/entry and issue an approval or rejection letter.
d. Re-Entry/Entry – Rank/Rate. The approval letter will state the candidate’s approved rank/rating on entry, this letter must be included with PEPs. Candidates can then be processed for re-entry and informed of the approved rank/rating on entry.
e. Confirm Re-entry Service/Branch of Choice eligibility.
g. Apply to CNR for approval to enter.
h. **Re-Entry/Entry - Allocation.** The CNR approval letter will allocate a provisional entry date for Trained re-entries. Untrained re-entries are to be 'bid' for in the normal way.

i. Allocation and entry brief.

j. The CNR letter of approval is provisional and subject to final approval at CTCRM/HMS RALEIGH.

1204. **Re-Entrant – Definitions**

For CNR processing and for the processing of candidates on entry to the New Entry Training Establishment (NETE), Trained and Untrained definitions are as follows:

a. **Trained Re-Entrant.** Definition: A fully trained and qualified Junior or Senior Rating who applies to return to the Royal Navy in the same branch/specialisation from which they exited. Manning approval will be sought in all cases from relevant Branch Managers, and for those whose date of re-entry is more than 3 years of leaving the Service, training requirements will also need to be determined. Thereafter, movements are controlled by Assignment Order, in liaison with the appropriate Lead School. Trained re-entrants join HMS RALEIGH for administrative purposes only. Trained Re-entries have no right to Premature Voluntary Release.

b. **Partially Trained Re-Entrant.** Definition: A trainee who completes Phase 1 Training before electing to leave the service, who re-enters service within 18 months. The majority of Partially Trained re-entry candidates will have left the service immediately prior to, or during Phase 2 Training, and may re-enter into their original branch/specialisation, or into a different branch of choice (BOC). This category of re-entrant will join HMS RALEIGH for administrative purposes only, and thereafter will be assigned to their appropriate Lead School for Phase 2 Training. The date of joining will generally coincide with the commencement of their Phase 2 course. Partially trained re-entrants have no right of Early Termination (previously known as PVR).

c. **Untrained Re-Entrant.** Definition: A recruit who did not complete Phase 1 Training prior to discharge. Untrained Re-entrants will re-join in their original or a new BOC at HMS RALEIGH in order to undertake complete Phase 1 and Phase 2 Training. Unless previously discharged under the 56-day rule, untrained re-entrants will generally have no right of Early Termination.

1205. **RN Ratings - Trained Re-Entries**

a. Trained RN re-entries will be allocated to enter HMS RALEIGH by 0730, normally, on the nominated dates. CNR will forward nominal lists to HMS RALEIGH at least 2 weeks before the planned entry dates.
b. HMS RALEIGH aims to process candidates as quickly as possible. On completion of documentation and kit issue, candidates will be given a PSO interview and training assessment. On completion, they will be assigned to Phase 2 training or, in the case of fully trained personnel, immediately onto the trained strength. In the normal course of events, re-entries will be processed and onward moved within the first week of joining. However, those who left the Service prior to 1991 will require a Military Training package and onward assignment will therefore be delayed until the end of the second week.

c. If candidates are in-date for the RN Fitness Test (ie. carried out the test within the past 12 months), they will not have to re-take the New Entry physical tests or the Naval swimming test, however Careers Staff must stress to candidates that they need to follow an appropriate form of fitness programme prior to entry. Otherwise, candidates out of date for the RN fitness test will have to undertake the PJFT.

d. Once an entry date has been allocated, candidates should be advised to contact their relevant Careers Manager for assignment advice. Candidates can also be advised that they may make an application for a Married Quarter. Careers Staff should advise individuals to write to the relevant area Married Quarter’s Officer.

e. Trained re-entries may use their own transport. Those opting to use own transport are to be issued with a C30 and the Regional HQ UIN is to be used. Overnight accommodation is available for those arriving after midday on the previous day. There will be no service transport available from Plymouth rail station to HMS RALEIGH.

f. HMS RALEIGH main gate staff will direct junior rates to the Ship’s Company accommodation, and Senior Rates to the Warrant Officers and Senior Rates Mess and instruct them to report to the New Entry Division.

g. Normal night and weekend leave may be granted whilst at HMS RALEIGH.

1206. RN Ratings - Untrained Re-Entries

a. Former RM/RAF/Army candidates will enter HMS RALEIGH as new entrants and complete full new entry training.

b. Untrained re-entries will enter HMS RALEIGH as new entrants. HMS RALEIGH will decide the training requirement for all Untrained re-entries. Re-entrants will be assessed individually and will undergo training at HMS RALEIGH and Phase 2 training at the school appropriate to their branch. The stage of training reached on discharge and the time spent out of the Service will be taken into account when making the training assessment.
1207. **RM Other Ranks - Untrained Re-Entries**

Untrained RM re-entries will enter with new entries on allocated Troop entry dates and their training requirement will be assessed by CTCRM.

a. Service transferees and candidates joining the RM with previous Army/RAF service will be similarly assessed by CTCRM. Candidates will be allocated to a Troop at the point in the training syllabus most appropriate to their previous training and experience. ‘Non-infantry’ candidates will normally complete the full 32-week syllabus.

b. Untrained former RM Band re-entrants will enter with new entrants at HMS NELSON on completion of audition.

c. Former Untrained RM other ranks will be administered using the following process:

   1. Candidate attends AFCO with RM Discharge Certificate and Certificate of Service. AFCO Staff copy documents and return originals to Candidate. Candidate Signs former Service "Medical Documents release" form, to allow FEMI access to their documents (Release of medical documents can take up to 4 weeks).

   2. Nominated CA confirms Candidate’s eligibility for re-entry based on discharge category and recommendation from CTCRM Wastage Return. If eligible, CA is to forward the following details to PSO CTCRM for consideration of PRMC Waiver, by phone or E-mail: Surname, Initials, DOB, Date left training.

   3. Decision by CTCRM regarding requirement for PRMC sent to AFCO and CNR RP, CA forwards ‘approval to process’ request to CNR RP using relevant DRS letter. CNR RP to check and re-confirm eligibility.

   4. Candidate processed as a New Entry, with the following additions:

      a. Re-Sit RT if original test more than 3 years old.

      b. Full AFCO interview after recovering original AFCO 101 from archive if necessary.

      c. Candidates who were discharged P2 (fully Fit) within 12 months of application must have their medical documents sent to CNR OPS RP CA1 to be forwarded to CNR SO3 MM who will decide whether a full AFCO ME medical and eye test are required. Any candidate who was discharged longer than 12 months must complete the full AFCO ME.

**Note.** If candidate medically discharged, SMO SE approval required prior to processing. Mandatory requirement to sight former Service Medical Documents in all cases.
(5) If necessary an Over age Waiver requested via CNR RP from Branch Manager BM.

(6) Pass PJFT.

(7) Attend PRMC if required.

(8) Final Approval For Entry Given by SO2 Ops/CNR RP.

(9) Bid for Entry.

(10) Assessment of training requirement made by CTW once recruit has re-joined service.

d. Candidates who re-enter have no 6 month statutory discharge option. Eligibility to give notice iaw Chapter 53 (ie. must complete Standard Initial Training Period plus a minimum time to serve period of 2 years 6 months before being eligible to give 12 months’ notice).

e. Individual queries regarding eligibility, recommendations from wastage returns etc are dealt with on a case by case basis by CNR RP seeking advice from PSO CTCRM with final decision as applicable by OC Ply Coy.

f. **RM Musician Re-Entries – Audition.** Former untrained RM Musicians must undertake a further Audition prior to re-entry.

### 1208. Discharge Categories – Unaccepted

a. CNR must be contacted if Careers Staff are in any doubt about the validity of former Service documents or discharge categories.

b. No former rating/other rank is permitted to re-enter who was discharged:

(1) Deserted.

(2) Dismissed.

(3) Services No Longer Required (SNLR). Including those discharged following a Compulsory Drug Test (CDT).

(4) Not Recommended for further Naval Service.
1209. Recommendation for Further Naval Service

a. With the exception of those to be discharged Deserted, Dismissed, or SNLR, all ratings/other ranks who have served less than 22 years are assessed as to their suitability for further Naval Service prior to discharge. This recommendation is recorded on the candidate’s personal copy of the Form S3300c – RORRS 3 Appraisal Report/SJAR.

b. Candidates ‘Not Recommended for Further Naval Service’ are not permitted to re-enter and have no RFR liability.

c. In the absence of a recommendation notation on the Form S3300c/SJAR, Careers Staff are to use the following guidance when assessing eligibility for re-entry:

   (1) To be recommended as suitable for further Naval Service, during their last three years of Service, the ‘Conduct’ of a rating/other rank was no less than ‘GOOD’ on one occasion, and the remainder ‘VG’. The ‘Efficiency’ of a rating/other rank was no lower than ‘MOD’ on one occasion with the remainder ‘SAT’ or higher.

   (2) ‘Career Records’ were introduced on 1 January 2000. To be recommended as suitable for further Naval Service a rating/other rank should be free from any ‘Career Checks’ during their last three years of service. Their ‘Effectiveness’ assessments during the same period should be commensurate with rate, experience, qualifications and seniority.

1210. Discharge Categories

a. **Shore - Unsuitable During Training.** Candidates who were discharged ‘Unsuitable During Training’ may be processed and the discharge recommendation shown on the Wastage Return/SMIT Return used for guidance. Wastage Return/SMIT recommendations are valid for a maximum of three years from date of discharge after which time candidates may be interviewed and processed on their merits.

b. **Shore - Unhappy Under-18s.** This discharge category applies to ratings/other ranks whose six month discharge option point has passed but are still under the age of 18, and it is considered that they are so unhappy with Service life that it is unlikely that they would ever settle down. Candidates are not to be processed for re-entry until a minimum of 12 months has elapsed since their discharge. Candidates may then be processed and each candidate considered on their individual merits.

c. **Shore - All Other Categories.** CNR must be contacted for all other categories of discharge ‘SHORE’ before candidates are processed. CNR will consider each case on its individual merits, consulting the CNLS Casework Cell as necessary.
d. **Discharge as of Right – Wastage/SMIT Return Recommendations.**
Candidates who exercised their ‘Discharge as of Right’ during their first 6 months’ Service may be processed using the discharge recommendation shown on the Wastage Return/SMIT Return as guidance. Wastage Return/SMIT recommendations are valid for a maximum of three years from date of discharge after which time candidates may be interviewed and processed on their merits.

e. **Fraudulent Entry.** Former ratings/other ranks discharged ‘Fraudulent Entry’ will normally be refused re-entry. However, each application will be considered by CNR on its merits.

1211. **Discharge Categories - Former Army**

a. No former Army rank is permitted to enter the Naval Service who was discharged in any of the following categories:

   (1) QR (Army) 9.396 or 9.397: Discharge by Court-Martial.

   (2) QR (Army) 9.403 or 9.404: Misconduct, Indiscipline.

   (3) QR (Army) 9.405: Retention Undesirable.

   (4) QR (Army) 9.382: False Statement.

b. CNR must be contacted, before candidates are processed, for the following discharge categories:

   (1) QR (Army) 9.375 or 9.402: Compassionate Grounds.

   (2) QR (Army) 9.383: Unsuitable for Army Service During Training.

   (3) QR (Army) 9.411 to 9.414: Not Required/ SNLR. Personnel discharged from the Army after a positive CDT test result are ineligible for entry into the Naval Service.


   (5) QR (Army) 9.381 and 9.385 to 9.387 inclusive: Medical.

1212. **Discharge Categories - Former RAF**

a. No former RAF airman/airwoman is permitted to enter the Naval Service who was discharged in any of the following categories:

   (1) QR (RAF) 607(6) and 607(7): Dismissed.
(2) QR (RAF) 607(20): False Statement.

b. CNR must be contacted, before candidates are processed, for the following discharge categories:

(1) QR (RAF) 607(11): Compassionate.

(2) QR (RAF) 607(22): SNLR. Personnel discharged from the RAF after a positive CDT test result are ineligible for entry into the Naval Service.

(3) QR (RAF) 607(15) to (18) inclusive: Medical.

1213. Discharge Categories - All Former Regular Service – Medical

a. Candidates who are currently in receipt of a Disability or Invalid Pension are not to be considered for entry.

b. Candidates previously Medically discharged are not to be processed without the prior approval of CNR. This category includes: ‘56 Day Rule’, ‘Invalided’, ‘Not Finally Attested’, ‘Defect in Enlistment Procedure’, ‘Unsuitable for Further Army Service’, ‘Ceasing to Fulfil Medical/Physical Standards’ and ‘Temperamentally Unsuitable’.

c. Candidates are to complete the online application form where their details are transferred on to MIS. A covering letter and original Medical documents are then to be forwarded to CNR for consideration for entry by the SMO SE. Each case will be considered individually on its merits and, in most cases, forwarded to a Service Medical Consultant for opinion.

1214. Discharge Categories - All Former Regular Service – Compassionate

Candidates who were discharged ‘Compassionate’ are to be interviewed informally, preferably with the spouse or parents, and the reason for discharge established. If it appears that the reasons for discharge have been resolved, Careers Staff are to contact CNR for approval before candidates are processed. CNR will consult Naval Personnel and Family Services (NPFS) where necessary. If required, NPFS will arrange with the candidate for a home visit to investigate the current family circumstances.

1215. Discharge Categories - All Former Regular Service – Redundant

a. If entered/re-entered into the Naval Service within 60 months of being made Redundant, candidates will be required to repay a proportion of the Special Capital Payment (Redundancy payment) they received on discharge. As a guide to the candidate the following formula should be used to estimate the sum to be repaid:

\[ \text{Refund} = (1-(A/60)) \times B. \]

Where \( A \) = number of complete months since last day of paid service.

\( B \) = amount of Special Capital Payment.
b. If approved for entry, CNR will liaise with Veterans UK to obtain the exact sum to be repaid by the candidate. The CNR approval letter will allocate a provisional entry date and will include a Repayment Acknowledgement Form. The candidate is to complete the Acknowledgement Form, attach a cheque for 50% of the amount to be repaid (the remainder will be recovered from pay over 2 years), and forward them to Veterans UK.

c. The provisional entry date is not to be given to the candidate until a receipt is received from Veterans UK. This receipt is to be included with the PEPs when forwarded to the NETE.

d. In the event of a candidate making a repayment and then subsequently not entering the Naval Service, candidates are to be advised to write to Veterans UK for a refund.

1216. Discharge - Repayment of Gratuity/Grants/Pension etc

a. Candidates who were discharged: ‘Redundant’, ‘Notice’, ‘Pension’, ‘Request’, ‘Engagement/Time Complete’, who were given a pension and terminal grant on discharge, will not be required to repay the terminal grant. The pension will cease on entry and any commutation of pension will be recovered from pay throughout their remaining Service.

b. Those given a Resettlement Grant on discharge will not have to repay this if the break in service is in excess of 121 days.

1217 Ratings Re-Entry - Sight of Candidate’s Discharge Documents and Grounds for Refusal

a. ACTION: CAREERS STAFF. Careers Staff must sight the candidate’s discharge documents before processing can begin. It is the responsibility of the candidate to present their former Service discharge documents.

(1) Former RN And RM – Discharge Documents. ACTION: CANDIDATE. Former RN and RM must produce either their Service Certificate, Certificate of Discharge or Form S3300c – RORRS 3 Appraisal Report. Candidates who cannot produce their discharge documents must be instructed to provide a subject access request (SAR) to the address shown.

(2) Former RAF And Army – Discharge Documents. ACTION: CANDIDATE. Former RAF and Army must produce either their Certificate of Service or Full (not Temporary) Certificate of Discharge. Candidates who cannot produce either of these documents must be instructed to contact the relevant discharging authority and request a ‘certified record of Service’. 
b. In order that the incremental pay level of entrants with previous service in the Army or RAF can be assessed correctly, candidates should supply a pay statement from the final year of their previous service. This pay statement should be included in the PEP. The Field Force should note that failure to provide a pay statement from previous service is not a bar to re-entry. However, candidates should be advised that failure to do so will prevent the correct assessment of the incremental pay level. They will therefore be paid at the lowest incremental level in the rank/rate at which they re-enter.

c. **ACTION: CAREERS STAFF.** Once the candidate’s discharge documents have been checked and eligibility has been established, Careers Staff must then obtain the candidate’s full Service record and Medical documents from the relevant discharging authority before processing.

1218. **Re-Entrant’s Documents to be Forwarded to CNR**

a. **ACTION: CAREERS STAFF.** Careers Staff must obtain all former service documents and forward them to CNR if a candidate has had any period of former Regular Service. A brief covering letter indicating the candidate’s BOC and photocopies of documents are to be forwarded to CNR.

b. **ACTION: AFCO.** AFCO is to retain original documents and forward them to the NETE with PEPs. The following documents are required as enclosures to the standard MIS letter:

1. **Former Royal Navy, Royal Marines and QARNNS**
   
   (a) Service Certificate or, if unavailable, a certified Service Record from Post Services Records.
   
   (b) Certificate of Discharge if available.
   
   (c) Form C25 – Cessation of Pay.
   
   (d) Most recent AFCO 101.
   
   (e) Wastage/SMIT Return (if applicable).

2. **Former Army**

   (a) Certificate of Service (not Temporary Certificate of Discharge) or; Soldier’s Record of Service (B200) or; if neither are available, a certified Service Record from Army Personnel Centre.

   (b) Most recent AFCO 101.
(3) **Former RAF**

(a) Certificate of Discharge/Transfer to Reserve or; Statement of Service or; if neither are available, a certified Service Record from RAF Personnel Centre.

(b) Most recent AFCO 101.

(4) **Trained RNR/RMR**

(a) Service Certificate.

(b) Most recent AFCO 101.

(5) **Former Commonwealth Regulars**

(a) Service Certificate.

(b) Most recent AFCO 101.

1219. **Commonwealth Regular Service**

The RN may award former service towards qualification for promotion and advancement to those with former Commonwealth Regular service provided that the candidate achieved at least the Able Rate or equivalent and held that rate for a minimum of twelve months. The decision for an award will be made during Part 2 training iaw BRd 3(1) Part 7.

1220. **Re-Entry - Eligibility and Branch Vacancies**

a. **Trained Re-Entries - Former RN 1st Class Designation and MNE 1st Class on Discharge.** Candidates may be processed provided that their BOC is open to recruiting and they were not qualified for L/Hand on discharge.

b. **Trained Re-Entries - Former Senior Rates/SNCOs/Leading Hands/RM Corporals (re-entering their former Branch).** A covering letter and photocopy of the candidate’s SC must be forwarded to CNR before candidates are processed. A covering letter and photocopy of the candidate’s SC are also to be forwarded to CNR (before candidates are processed) for former Leading Hands and Corporals applying to re-enter as ratings/other ranks and for former ratings/other ranks who were qualified for LH on discharge. Each application will be assessed individually by the relevant Branch Manager. CNR will inform the AFCO verbally whether or not a candidate can be processed.

c. **BOP - Untrained Re-entries.** Untrained re-entries can be processed provided their BOP is open to recruiting and they meet the requirements laid down in Summary of Entry Standards.
d. **Re-Entry Eligibility - Former Officers.** Former Officers who apply to enter as rating/other ranks may be processed provided that they did not complete officer training. Former trained officers will not normally be considered for entry as ratings/other ranks.

e. **Eligibility - Serving Personnel in UK Armed Forces.** Serving RN/RM, RAF and Army enquirers wishing to transfer to a new service are to be given the relevant CPs and instructed to make an application to transfer through their Unit Commanding Officer. Personnel who are on terminal leave may be considered for entry.

f. **Eligibility - Serving Personnel in Commonwealth Regular Armed Forces.** Serving Commonwealth Services are not eligible to ‘Transfer’ to the Naval Service. Candidates must be discharged from their relevant service before entry into the Naval Service. However, candidates may be eligible for the award of former Commonwealth service.

g. **Eligibility - Full Time Reserve Service (FTRS).** Applications to enter or re-enter the Naval Service from candidates who are serving on FTRS commitments are to be referred to CNR.

**1221. Re-Entries - Medicals**

a. All candidates with former Regular or Reserve service must be fully medically re-examined before re-entry. However, serving RNR candidates may be accepted without a further medical examination provided that they have had a recruiting medical within the last twelve months and they have had no medical problems. See BR 1750A Chapter 2.

b. Previous Service Medical documents must be obtained from the relevant discharging authority before candidates with former Regular or Reserve Service or are processed. Service Medical Records will not be released by the discharging authority without the written consent of the candidate. The MIS produced Proforma must be used for medical document requests.

c. On receipt of the Medical documents the inner sealed envelope is never to be opened by Careers Staff. Medical documents for eligible candidates must be forwarded to the AFCO ME with the FMed 1 for the Medical examination.

d. Candidates with former Regular Service, previously discharged for medical reasons, are not to be processed without approval from CNR. They are to complete the online application form for their details to be transferred across onto MIS, and a covering letter with the original Medical documents forwarded to CNR for consideration by SMO SE.
1222. **Re-Entries (Trained) - MIS/PJFT**

   a. **MIS.** All branches should be allocated a trained category for MIS input. Any queries should be addressed to CNR RA.

   b. **RNFT.** If the candidate has not undertaken the RNFT within the previous 12 months they are required to carry out the PJFT.

1223. **Re-Entries - Security Clearance**

   a. Re-application for Security Clearance (SC) is usually unnecessary if there is a gap of not more than one year between leaving the Naval Service and rejoining. The candidate should not have resided overseas for more than 6 months during this time.

   b. The following procedure is to be followed by AFCO staff:

      (1) Contact the NSV Help Desk to confirm particulars of the applicant (full names, date of birth, Service number, etc) and that the criteria are met.

      (2) Request the transfer of SC by letter, fax or MOD e-mail the appropriate DRS Letter.

         Contact Details:
         Tel: 01904 66 2644 or 2541
         Fax: 01904 66 2213
         MOD e-mail: DBS-NSV-CustomerEnquiries (MULTIUSER)
         Internet: DBS-NSV-CustomerEnquiries@mod.uk

   c. Candidates re-entering the Service must be submitted to

   d. NSV for a new SC. Documentation for trained re-entries is not to be forwarded to CNR for approval to enter until candidates have been allocated SC.

   e. Serving RNR and RMR candidates must complete a new MOD Form 493. Unspent declared criminal convictions must meet the relevant eligibility criteria. Candidates who are eligible in all other respects and their current SC details are available will not need further SC clearance.

   f. When applying for security clearance, former service details are to be shown on the BPSSVR and the relevant section of the NSV 001. If known, the previous security clearance number is also to be shown on the BPSSVR.

   g. If a Nationality waiver has been given for the original entry then this remains extant and a further application for a waiver is not required.

   h. Applicants who have resided overseas since previous discharge are to be processed within the Residency rules.
1224. **Re-Entries - Engineering Ratings**

a. **Eligibility.** Regular and Reserve basic eligibility remains unchanged.

b. **Age Limit.** There is no upper age limit for re-entry.

c. **Qualifications.** Must have achieved OPS.

d. **Initial Meeting.** Held in the AFCO to ascertain identity and gain permission to access personal data. If successful, approval to process is to be sought from CNR OPS RP CA1 and medical records sought by AFCO. The relevant Branch Manager is then to decide whether a provisional offer for re-entry should be made.

e. **Selection Interview.** If provisional offer of re-entry is made, a standard Selection Interview is to be held by the AFCO.

f. **Medical**

   (1) Candidate must be fully deployable.

   (2) Candidate is required to obtain a Defined Medical Summary (DMS) covering the period since leaving the Service.

   (3) For Candidates with less than 12 months since their discharge medical, their Service medical documents and DMS are to be forwarded to CNR OPS MM SO3 for assessment.

   (4) For Candidates with more than 12 months since their discharge medical, they must be booked onto a standard AFCO CAPITA medical. Their Service medical documents and DMS are to be provided to the AFCO ME at the appointment. CNR OPS MM SO3 is to be informed of any Candidate made Temporarily Medically Unsuitable (TMU).

g. **SC.** SC remains valid if less than 12 months since discharge. If greater than 12 months has elapsed, a new SC is to be requested. A waiver, if required, is to be requested from CNR OPS RP CA1 in the standard method.

h. **RNFT.** A RNFT is to be completed by all those under 40. All Candidates over 40 may elect to take an RNFT or complete a RPW during their re-entry induction process.

i. **Allocation to Entry.** With no alignment to a Phase 2 course, allocation will be in liaison with CNR OPS RP CA1, in order to complete the 3-day re-entry process.

1225. **Re-Entries - Naval Nurses**

CNR (SO3NMD) is to be contacted for trained Naval Nurses to be assessed prior to re-entry.
1226. Re-Entries (Trained) – LPTI
LPTIs who wish to re-enter must have an Enhanced Disclosure and Barring Service (DBS) Check before re-entering.

1227. Re-Entries (Trained) - RT Requirements
a. Former Able Rates/Mnms and above re-entering in their former Branch are not required to re-take the RT.

b. Former Able Rates/Mnms and above re-entering in a different branch or Service from that on discharge must meet the current RT Part and Total scores for the new BOP. Candidates whose original RT scores are more than 3 years old or do not meet the current RT requirement for the new BOP are to be re-tested and the RT score obtained for initial entry is to be disregarded. Candidates will be allowed the same number of RT attempts as a first time applicant.

1228. Re-Entries (Untrained) - RT Requirements
a. Irrespective of the candidate's former rank/rating or branch, Untrained re-entries must meet the current BOP entry standards. RNR ratings RT score may be used without a further RT provided that the test result is less than three years old and meets the requirements of their selected BOP.

b. Candidates who had previously achieved the necessary RT Total and Part scores for their BOP do not need to re-take the RT for a period of three years from the date of their first attempt. Candidates must meet the re-take criteria as for first time candidates. However, candidates who had previously taken the RT twice will normally be allowed a third attempt at the discretion of the RRO.

1229. Re-Entry - Selection Interview
a. The original AFCO 101 is to be obtained from CNR provided that it is less than three years old from the date the candidate was discharged. The relevant MIS letter is to be used.

b. ACTION: CAREERS STAFF. Irrespective of the length of break in Service, a new AFCO 101 is to be raised for each candidate. Careers Staff will have a great deal more information available to them about a candidate re-entering the Service than those entering for the first time. Prior to the interview, Careers Staff should make full use of the following documents:

(1) The original AFCO 101 (if less than 3 years old).
(2) Training record (if available).
(3) Training wastage return (if available).
(4) Notations recorded on the Service Certificate.
c. Since more information is available about the candidate, the re-entry interview will differ significantly from an initial interview. It is essential that the reason the candidate was discharged from the Service, and motivation for re-entry, are fully investigated and recorded on the AFCO 101.

d. **ACTION: CAREERS STAFF.** All candidates who are interviewed are to be given a full AFCO CA interview, which is to be recorded on the AFCO 101. The AFCO interview should reflect the interviewer’s assessment of the candidate’s personal suitability for training and Service life irrespective of test scores. The AFCO interview should be calculated immediately after the interview and prior to a final selection decision being made.

e. Careers Advisers have no discretion with the minimum acceptable AFCO interview for a BOP.

f. **Trained Re-Entrants.** Candidates in this category will be former RN/RM who achieved at least the Able Rate or equivalent before discharge and are re-entering the Naval Service in their former Branch. It also applies to serving RFR/RMR candidates entering on a Special Short Service Engagement. Since the Trained re-entrant will very quickly enter on to the Trained Strength, it is essential that the Careers Advisers Selection Report is as comprehensive as possible. The Interview should concentrate on the following areas:

   1. Family circumstances and, if applicable, how they differ from previous Service. What provision is being made for the care of any children and future housing requirements should also be noted.

   2. Educational qualifications are to be compared with those noted on the applicant’s Service Certificate. Only further education and qualifications obtained since leaving the Service need to be covered in this section.

   3. Details of employment or unemployment since leaving the service and steps taken to find employment. Financial outgoings and Debts must be fully covered and the individual’s ability to manage on future Service pay.

   4. Spare time activities and physical or sporting involvement or interests since leaving the Service.

   5. Reasons for leaving the service and changes in circumstances to prompt application to re-enter and, if entering a new BOC, motivation and BOC knowledge.

   6. Previous notice submissions, decorations received, advancement qualifications, poor character and efficiency assessments.

    A comprehensive Selection Report and recommendation is to be made by the Careers Adviser in the AFCO 101. It is important to note that the Form 101 are frequently referred to in the event of in Service representations and complaints.
h. **Untrained Re-Entrants.** The interview should follow the formal interview format but additional emphasis must be placed on changes to the candidate’s circumstances, work record and achievements since leaving the Service. If applicable, the steps taken by the candidate to rectify adverse comments shown on Training Records or Training Wastage returns are to be recorded on the AFCO 101.

1230. **Re-Entries (Trained) - Royal Marines**

a. **PRMC.** There is no requirement for trained RM or trained RMR other ranks to undertake a PRMC prior to re-entry.

b. **Trained Musician – Audition.** CNR is to be contacted to establish whether or not a trained RM Musician is required to undertake an Audition prior to re-entry.

1231 **Re-Entries - RMOR Fast-Track Re-Entry Procedure**

a. This procedure must result in the recruit completing the re-joining process, including medical at CTCRM, within 28 calendar days of leaving training with a ‘Training Wastage Return’ re-entry time of Immediate.

b. Only those recruits recommended for immediate re-entry will be eligible for the ‘fast track’ scheme. All ‘immediate’ category RMOR who leave by voluntary Early Termination from CTCRM will be issued an "Immediate Re-join" letter stating their "Re-entry Time". This letter will be the introduction back to the AFCO.

c. Those who have taken voluntary Early Termination who in the opinion of CTCRM could be accepted back "immediately" will fall into 3 categories.

(1) Those who re-apply through an AFCO within 21 days of release from CTCRM, and are therefore capable of being processed and re-entered such that a medical can be conducted at CTCRM within 28 calendar days of discharge.

(2) Those who re-apply through an AFCO outside 21 days.

(3) Those not seen again.

d. A MIS Journal entry is to be created for the candidate, titled ‘Fast track Re-entry’ and the following information inserted:

- Date candidate attended AFCO
- Lack of voluntary Early Termination option briefed
- S3049 issued
- SC (insert no.) re-instated
- Re-entry date to CTCRM

**Note.** CAs are not to alter the candidate’s ‘involvement level’ ie. this is to remain at ‘Entered Service’.
1232. **Re-Entries - RMOR 'Immediate' Re-Entry Procedure**

Recruits recommended for ‘immediate’ re-entry who wish to rejoin will be directed to visit the nearest AFCO (preferably the originating AFCO) at the earliest opportunity, taking with them the letter issued at discharge. Careers Staff are to confirm that the recruit exactly fits category 5.a. i.e. that the date they make contact with the AFCO is within 21 days of discharge from CTCRM.

a. CAs are to confirm that it is the candidate’s intention to re-enter and ensure they are aware that their 6 month voluntary Early Termination option no longer exists.

b. The CA is to contact NSV to inform them of the candidate’s re-entry, in order to revalidate their SC.

c. CAs are to confirm the earliest possible re-entry date with CNR RP. This will normally be between Monday-Thursday. A joining date of a Friday will be used only in exceptional circumstances in order to meet the 28 day deadline. Final clearance to re-enter will be provided by CNR RP.

d. **Joining Documentation.** This will solely consist of a duplicate S3049 and any travel documentation, such as rail warrants. Candidates are to be provided with a new S3049. CAs are to call up the candidate’s original DRS record, which should be at the status ‘Entered Service’. They should then locate the form S3049 and reproduce it, giving a copy to the candidate. No joining letter is required and PEPs will not be forwarded to CTCRM.

e. The only other administrative action required is to produce travel documentation if required.

1233. **Officer Re-Entry - Basic Principles**

Officers may re-enter the Naval Service from a wide variety of source areas including those presently serving on Full Time Reserve Service (FTRS) or from the RNR.

1234. **Officer Re-Entry - Application and Selection Process**

a. The single point of contact for all re-entry candidates, including ex-regulars or ex-reservists wishing to enter or re-enter the Reserves, will be the Admiralty Interview Board (AIB). Re-entry candidate applications sent to any other authorities, for example the Career Manager, should be forwarded to the AIB and the candidate informed.

b. For **Trained** re-entrants a request should then be made to NPT(Res) for the retrieval of the Candidate’s Personal File. For Untrained re-entrants, a request should be made to the Navy Command Terms of Service for the Candidate’s Personal/AIB File; these are then to be forwarded to NPT (Res).
c. NPT (Res) will then determine, in liaison with the appropriate Branch Manager (BM) and Career Manager (CM), whether the individual meets the Service requirement, having regard in particular to the manpower strength within the Re-entrant candidate’s Specialisation cohort and the relevant skills, experience and qualifications they are able to offer. This is a GO/NO GO decision point. If ‘NO GO’, the file is to be returned to AIB who will issue a rejection letter to the candidate and inform the relevant AFCO/OCLC. It is important that an accurate reason for the rejection is included; this should have been fully minuted when the application was staffed by NPT (Res) in conjunction with the appropriate BM and CM. The CM should recommend an initial seniority date, commission and pay increment level to enable the Terms of Service Team to create the actual terms and conditions for re-entry.

d. If a ‘GO’ decision is made, the personal file is to be passed to the relevant CM, concurrent with a note to the AIB to commence the recruiting procedures as soon as possible. AIB will advise the relevant AFCO/OCLC to obtain the candidate’s previous Service medical documents and book an AFCO ME appointment. On successful completion of the medical, all medical documents are to be sent to AIB. AIB will then commence the Security Clearance for the candidate. If unsuccessful, the previous Service medical documents are to be returned to the relevant source.

e. CMs are to make direct contact with the candidate in order to determine the exact timing of any potential re-entry and the candidate’s individual preferences on appointment. Additional discussions should cover any bespoke training package, probable career path and promotion opportunities.

f. The Terms of Service Team, in liaison with the Officer Promotion Section, will assign the type of commission for re-entry, rank and seniority on re-joining, reserved rights owing from service prior to 1 Apr 99, return of service liability for bespoke training (if deemed appropriate) and the appropriate pay increment level which should have been proposed by Hd NPS and ACOS(PCap). Once complete the personal file should be passed to BMs to determine any entitlement to Special Service Pay, FRI payments, uniform issue/allowances, pension information, and, in a small number of cases, gratuity repayment details.

g. The file is then to be returned to the relevant CM who, once an entry date and appointment have been agreed, will complete the offer conditions and pass to the relevant DACOS Career Manager for clearance. The full offer details will then be forwarded to CNR who will sign the final letter approving re-entry for return to the candidate once security clearance process has been satisfactorily completed.

h. If the candidate wishes to proceed, they should accept the job offer in writing, whereupon they can be administered by the AIB for re-entry to the Service.
1235. Officer Re-Entry - Untrained Re-Entrants

a. In considering untrained candidates who have left the training pipeline at an early stage, CAIB will utilise Final Board Mark and BRNC/CTCRM recommendations to decide whether to reject or re-board a candidate. If a re-board is necessary, the candidate will proceed as if a new entrant. Close liaison between CAIB, ACOS(PCap) and the FOST SO1 Training Pipeline Manager will be required to define the re-boarding criteria.

b. The details of candidates who have left the training pipeline at a later stage, but who have not joined the Trained Strength, and have sufficient previous service records to reflect a satisfactory performance in training, will be forwarded directly to the FOST SO1 Training Pipeline Manager for consideration. Whenever candidates would be able to quickly alleviate shortfalls in Gains to the Trained Strength (GTS) targets or specific manning shortfalls, there should be close liaison between all parties. All successful applications will be administered by the AIB for re-entry to the Service.

1236. Officer Re-Entry - Entry Dates and Joining Instructions

a. Trained RN re-entries will enter at a unit of ACOS(PCap)'s direction.

b. If candidates are in-date for the RNFT (ie. carried out the test within the past 12 months), they will not have to re-take the New Entry physical tests or the Naval swimming test. However, the AIB must stress to candidates that they need to follow an appropriate form of fitness programme prior to entry. Otherwise, candidates out of date for the RNFT must undertake a fitness test within the first month of re-joining.

c. Once an entry date has been allocated, candidates should be advised to contact their relevant CM for advice. If eligible, candidates should also be advised that they may apply for Service Family Accommodation. The CM should advise individuals to submit an application to the relevant Defence Estates Housing Information Centre (HIC) in accordance with JSP 464.

d. Trained re-entrants may use their own transport for joining their assignment. Those opting to use own transport can claim for the journey using JPA using the receiving unit UIN. Alternatively they may request a train ticket from ACOS(PCap).

1237. Officer Re-Entry - Royal Marines

See Para 4814.
CHAPTER 13

‘TRANSFERS’ TO NAVAL SERVICE – RATINGS/OTHER RANKS

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CHAPTER 13

TRANSFERRING INTO THE NAVAL SERVICE

1301. Definition
Although the term ‘transfer’ is used throughout this Chapter, the individual is being ‘prematurely discharged from one Service to enter another’ - see Chapter 48 Section 3.

1302. Reserve Forces
Transfers between the Reserve Forces should be dealt with in a similar manner to their Regular equivalents, as described in the following paragraphs.

1303. Transfer to the RM from the RN
Processing is as follows:

a. Rating requests to Commanding Officer to transfer iaw Chapter 48.

b. Commanding Officer forwards rating’s application to CNR (CNR RP) requesting manning clearance.

c. **ACTION: CNR.** CNR applies for manning clearance to ACOS(PCap) REQM (for those on the Trained Strength) and to FOST NE (for ratings under training).

d. CNR will forward the application to CTCRM PSO for ratings who are given manning clearance.

e. **ACTION: CTCRM PSO.** PSO will liaise with rating’s Commanding Officer to arrange PRMC and PSO interview.

f. CTCRM PSO will inform CNR if the rating is recommended for entry to the RM.

g. **ACTION: CNR.** For recommended ratings, CNR will:

   (1) Liaise with ACOS(PCap) CM for a suitable date for the rating to be discharged from the RN.

   (2) Allocate rating to a suitable Troop entry.

   (3) CNR will then issue the transfer letter to rating’s Commanding Officer giving date of entry to RM and instructions for the rating to be processed at a suitable AFCO. CNR forwards a copy of the CTCRM PSO report to the AFCO with the transfer letter.

h. **ACTION: AFCO.** Rating attends AFCO for documentation and AFCO ME for medical examination.

i. Obtain rating’s current SC number from NSV for use on entry to the RM.

j. Rating is processed by the AFCO to enter CTCRM as a new entry.
1304. Transfer to the RM from the Army or RAF
Processing is as follows:

a. Airman/rank requests to Unit Commanding Officer to transfer iaw individual Service instructions.

b. Army/RAF Personnel HQ forwards application to CNR.

c. **ACTION: CNR.** CNR forwards the application to CTCRM PSO.

d. **ACTION: CTCRM PSO.** PSO will liaise with airman/rank’s Unit Commanding Officer to arrange PRMC and PSO interview.

e. CTCRM PSO will inform CNR if airman/rank is recommended for entry to the RM.

f. **ACTION: CNR.** For a recommended airman/rank, CNR will:

   (1) Liaise with Army/RAF Personnel HQ for a suitable date for the airman/rank to be discharged.

   (2) Liaise with the airman/rank’s nearest AFCO for a suitable date for documentation and medical examination.

   (3) Allocate airman/rank to a suitable Troop entry.

g. **ACTION: CNR.** CNR will then issue the transfer letter to airman/rank’s Unit Commanding Officer and Personnel HQ giving date of entry to RM and instructions for the airman/rank to be processed at a suitable AFCO. CNR forwards a copy of the CTCRM PSO report to the AFCO with the transfer letter.

h. Airman/rank attends AFCO for documentation and AFCO ME for medical examination.

i. **ACTION: AFCO.** AFCO processes Airman/rank to enter CTCRM on the allocated Troop entry date.

j. Obtain rating’s current SC number from NSV for use on entry to the RM.

k. Army/RAF transferees will join with their allocated Troop and will be assessed by CTCRM. They will normally complete the full 32-week syllabus, though this may be shortened for those with suitable previous training and experience.

1305. Transfer to the RN from the RM
Processing is as follows:

a. Other Rank requests to Commanding Officer to transfer iaw Chapter 48.

b. Commanding Officer forwards Other Rank’s application to CNR requesting manning clearance.
c. **ACTION: CNR.** CNR applies for manning clearance to ACOS(PCap) BMs.

d. For Other Ranks who are given manning clearance, CNR will then arrange for them to be processed at their nearest AFCO.

e. Candidate attends AFCO for processing into requested BOP and must:

   1. Meet the BOP entry criteria laid down in the Summary of Entry Standards.

   2. Undertake a further RT if the original RT is over three years old or does not meet the entry requirements for selected BOP.

   3. Be recommended for entry by a Careers Adviser at Selection Interview.

   4. Be passed medically fit by the AFCO ME.

   5. Be in date for fitness test or re-take PJFT.

f. Obtain Other Rank's current SC number from NSV for use on entry to the RN.

g. **ACTION: CNR.** For recommended Other Ranks, CNR will:

   1. Liaise with HQRM for a suitable date for the Other Rank to be discharged from the RM.

   2. Arrange an entry date.

h. CNR will then issue the transfer letter to Other Rank's Commanding Officer and HQRM giving date of entry to RN.

i. Other Rank is processed by the AFCO to enter RN as a new entry.

1306. **Transfer to the RN from the Army or RAF**

Processing is as follows:

a. Airman/rank requests to Unit Commanding Officer to transfer iaw. individual Service instructions.

b. Army/RAF Personnel HQ forwards application to CNR.

c. **ACTION: CNR.** CNR assesses availability of requested BOP.

d. CNR will then arrange for candidate to be processed at their nearest AFCO.

e. Candidate attends AFCO for processing into requested BOP and must:

   1. Meet the BOP entry criteria laid down in the Summary of Entry Standards.
(2) Undertake the RT.
(3) Be passed medically fit by the AFCO ME.
(4) Conduct PJFT.
(5) Be recommended for entry by a Careers Adviser at Selection Interview.

f. Obtain airman/rank’s current SC number from NSV for use on entry to the RN.

g. **ACTION: CNR.** For a recommended airman/rank, CNR will:
   (1) Liaise with Army/RAF Personnel HQ for a suitable date for the discharge.
   (2) Arrange an entry date.

h. **ACTION: CNR.** CNR will then issue the transfer letter to airman/rank’s Unit Commanding Officer and Personnel HQ given date of entry to RN.

i. **ACTION: AFCO.** AFCO processes candidate to enter RN as a new entry.

### 1307. Transfer To Full Career - Trained RMR Other Ranks

a. Trained RMR ranks transferring to Full Career are required to undertake a 12 month probationary period on FTRS/SSSE in a regular RM unit (ideally a CDO) and be approved for transfer by the regular unit CO.

b. It is preferable for the RMR rank to be on General Duties Mne FTRS contract, but during periods of Mne manning balance there may not be any Mne GD gaps and only FTRS SQ contracts will be available for the probationary period.

### 1308. Transfer To Full Career - Serving RNR/RMR

a. Trained RMR ranks on transfer to Full Career will be allocated to enter CTCRM by 0800, normally, the first Tuesday of each month. CNR will forward nominal lists to CTCRM and RDCA WO1 at least two weeks prior to the planned entry date.

b. Candidates cannot make an application for Service Family Accommodation until they have successfully completed the re-training programme.

c. Trained re-entries may use their own transport. Those opting to use own transport are make a claim on JPA using the regional HQ UIN is to be used. Overnight accommodation is available for those arriving PM on the Monday.

d. Normal night and weekend leave may be granted whilst at CTCRM.
e. CTCRM will process Trained re-entries and draft them to the Trained Strength, normally, within the first month of joining CTCRM. However, it must be stressed to Trained RM re-entries that they will be required to pass all elements of the Training Assessment listed below within four weeks of arrival at CTCRM.

f. **CTCRM Joining Routine and Initial Training Assessment.** Joiners report to SO3 Human Resources at 0800. On completion they will undertake an Initial Training Assessment and complete Enlistment/Joining Brief/Documentation. Dependent upon the initial training assessment, individuals will join Infantry Support Wing (ISW) for up to 4 weeks. Within the Wing they will be administered by the Central Training Team (CTT) Staff and complete the following criteria checks:

1. PSO Interview and Initial Training Assessment.
2. Medical and Dental Checks.
5. Pass Basic Fitness Test and basic Swimming Tests.
6. Complete fieldcraft and other revision as a member of FTS.
7. Complete NBC theory and practical and annual NBC tests.
8. Written military skills and knowledge tests.
9. Formal interview with CO CTCRM.

g. On successful completion of applicable tests, SO3 Human Resources will inform ACOS(PCap) of those who have successfully completed re-entry training. Trained re-entries will then be assigned. Trained re-entries who do not successfully complete re-entry training will be Discharged SHORE.
CHAPTER 14

RFA RECRUITING PROCESSES

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CHAPTER 14

RFA RECRUITING PROCESSES

1401. RFA General Information and Background

a. The Royal Fleet Auxiliary (RFA) is a civilian manned flotilla owned by the MoD and operated by the Royal Navy; its task is to support the UK armed forces around the world.

b. It was formed in 1905 to ensure that the Navy could operate anywhere in the world without fixed operating bases. The RFA has served in every major campaign of the 20th Century; including: WW1, WW2, Falklands, Gulf War, Op Telic, Kosovo, Bosnia and Afghanistan. RFA personnel have served with distinction, many being decorated for their bravery and gallantry.

c. The policy of the RFA Service is to achieve and maintain a largely all Company Service Contract workforce. All direct external recruitment will be conducted in accordance with the Civil Service Commissioner’s Recruitment Code, embracing the principles of equality of opportunity and open and fair competition.

d. Recruitment will be undertaken through whichever facet of the open labour market can provide the numbers and quality of personnel required. All personnel recruited into the RFA Service must, in general, meet the normal conditions for the employment of civilian staff into the Ministry of Defence.

1402. RFA Recruitment - Purpose and CNR Responsibilities

a. Recruitment into the RFA Service is based on the need to achieve projected manpower requirements in order to maintain efficiency and meet operational commitments.

b. CNR is responsible for RFA recruiting and provides marketing support and processes RFA candidates as follows:

(1) Provide marketing advice and support in designing suitable advertisements for use by RFA units.

(2) In consultation with Cdre RFA, design and produce recruiting publications, posters and publicity material on similar lines to those produced for the regular Service.

(3) Include RFA in national and regional ‘spotlight’ advertising campaigns where appropriate.

(4) Include information on the RFA on the CNR Website.

(5) Refer any enquiries concerning the RFA – via the Contact Centre, AFCOs or other means – to CNR RFA Recruitment/RFA Direct (Lateral) Entry Cell.
1403. RFA - Applications for Reinstatement by former Employees

a. The basic eligibility criteria are:

(1) Must be British citizen and resident in UK or Ireland.

(2) Must pass an ENG1 seafarers medical.

(3) Must have a MoD Security Clearance.

(4) Ratings - RT (Comms 58; Stewards 49; and Others 53).

(5) Deck Officer Cadets – minimum 5 GCSEs (or equivalent) at grade 9-4/A-C; Including English Language at Grade 6/B, Mathematics at Grade 6/B and either Physics, Chemistry or Dual Science at Grade 6/B (or equivalent).

(6) Engineer Officer Cadets – minimum 5 GCSEs (or equivalent) at Grade 9-4/A-C; including English Language at Grade 4/C, Mathematics at Grade 6/B and either Physics, Chemistry or Dual Science at Grade 6/B (or equivalent).

(7) Other qualifications including Advanced Diplomas will be considered on a case-by-case basis for both Deck and Engineer Office Cadets if the minimum GCSE (or equivalent) has not been met.

b. All officer cadets will normally be entered on an HND Course, candidates with a minimum of 64 UCAS points in relevant subjects will be assessed and may be allowed to follow a Foundation Degree study programme. An RT test is mandatory. The minimum pass for RT part score for RFA Officers is:

(1) Literacy (RT2) 20.

(2) Numeracy (RT3) 18.

1404. RFA Company Service Contract (including Sponsored Reservist status)

a. Recruitments will be conducted in accordance with the published policy and regulations. It is a pre-requisite of employment that all direct entrants agree to the conditions of and sign an RFA Company Service Contract (CSC) effective from their first day of service.

b. Officer Cadets will normally be awarded their CSC upon satisfactory completion of training. Cadets are covered by the terms of their Cadet Agreement during their cadetship. The CSC and probationary period will commence from the date of advancement to Officer status.
c. As part of the terms and conditions, from 1 Jul 07 all new entrants are required to sign an agreement to become a special member of the Royal Naval Reserve (RNR), termed Sponsored Reservist, this status to be activated when serving on board RFA units required to provide military afloat support during a conflict. Failure to sign the Sponsored Reservist agreement will negate all clauses of the contract and any offer of employment will be withdrawn.

1405. RFA Recruiting Process - New Entries (Ratings)

a. **ACTION: AFCO.** AFCOs are to direct enquirers who make first contact to the Contact Centre (TPUK).

b. **RFA Candidates.** After receipt of an ICARAS handoff, CNR RFA will transfer eligible RFA candidates to the appropriate AFCO via MIS for them to arrange an RT at a mutually convenient time. Once the test is complete the results are entered into the MIS and the candidate is transferred back to CNR RFA. The test results are not to be conveyed to the candidate by AFCO Staff. CNR RFA will debrief candidates.

1406. RFA Officer Recruiting - Direct Entry (Lateral Entry)/Cadets

a. There are two routes for Deck and Engineer Officers to enter the RFA:

1. **Direct Entry (Lateral Entry).** Direct Entry (Lateral Entry) is the normal method of officer extraction from the Merchant Service, for qualified officers with relevant MCA certification. Candidates will undergo the following:

   (a) Sift of application and qualification check for suitability by departmental subject matter expert.

   (b) RT testing at their local AFCO at a mutually convenient time.

   (c) Interview at Portsmouth.

   (d) Review to assess suitability for employment based on experience, academic qualifications, RT and interview results or, if required, forward to AIB.

   (e) If successful, offer of employment followed by induction training prior to seagoing appointment and attendance at AIB.

2. **Officer Cadets.** Officer Cadet is a means of direct entry as trainee officers. This will entail a 3-year training course split between a civilian nautical college and service onboard RFA ships, qualifying as a Third Officer upon successful completion.

b. Direct Entry Systems Engineer or Logistics Supply (Trainee) Officers will be externally recruited to meet demand. Appropriate academic qualifications are essential – normally to HND standard in a relevant subject.
c. All direct entry officers and officer cadets will be required to pass a 1½ day assessment and interview board (RFAIB) and will attend a 6-week course at BRNC Dartmouth before commencement of any vocational training. Exceptionally, a waiver may be granted in accordance with Para 1406(1)(v).

1407. RFA - Post-interview Medical and Security Clearance

a. ACTION: CNR RFA. CNR RFA is to arrange ENG 1 Seafarers Medical for candidates successful at interview.

b. ACTION: CNR RFA. On completion of a successful medical examination, References are to be obtained, the BPSS completed and the NSV 001 forwarded to NSV for Security Clearance.

1408. RFA Entry

a. NSV will inform CNR RFA once SC has been given. SC details are to be noted.

b. ACTION: CNR RFA. CNR RFA will arrange an entry date for New Entry Training.

1409. Disability and Learning Difficulties Policy

a. RFA candidates who declare disability or learning difficulties will receive no adjustment to the assessment process or recruiting standards and will be required to meet the basic criteria. No additional allowance is to be made during the recruiting process for any declared disability or learning difficulties and each candidate’s suitability for employment in the RFA measured against the current standards.

b. Details of declared disability or learning difficulty are to be recorded in the candidate’s application.

c. For successful candidates, who are offered employment with the RFA, reasonable adjustment will be made during training and in employment following assessment of the type and degree of disability or learning difficulty at the training establishment.

d. Candidates who declare a disability or learning difficulty are to be informed verbally of this policy.

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1 Recruiting standards refers to both medical and academic standards.
CHAPTER 15

SPONSORSHIP

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Annex 15A: Application for Award
CHAPTER 15

SPONSORSHIP

1501. Scholarship and Reserved Place Scheme

a. The Scholarship and Reserved Place Scheme is for young people who wish to join the RN/RM as Officers. It is open to those who are about to take GCSE or SCE Ordinary/Standard Grade examinations, and are intending to study for A levels, Higher Grade, Certificate of Sixth Year Studies or other equivalents. Those who reach the qualifying educational standard, satisfy the medical criteria and successfully undergo the selection procedure will have places reserved for them to join the RN/RM (or to attend university if ‘E’ branch) conditional upon passing their A levels (or equivalent).

b. The parents/guardians of those awarded a Scholarship will receive an award towards the cost of keeping their child at school or college in order to qualify for entry to the RN/RM (or university if ‘E’ branch). The current value of an award can be found in CP22 (Rates of Pay). Parents/guardians of those awarded a Reserved Place only, will receive no financial assistance.

c. Candidates may apply for either a 2 Year Scholarship and Reserved Place, or a 1 Year Scholarship and Reserved Place. Candidates applying for a 1-Year Scholarship and Reserved Place may also be considered for University Sponsorship, the DTUS, Engineer Bursary or Non-Graduate Entry without having to reappear at the AIB. With the exception of Engineers, candidates who are awarded a 2-Year Scholarship and Reserved Place and subsequently wish to apply for University Sponsorship will be required to re-attend the AIB and be considered for selection along with the other sponsorship applicants. When Engineers are awarded the Scholarship they are guaranteed a place on the DTUS or Engineer Bursary.

d. Some scholars subsequently apply for a Bursary and are not selected, but still wish to go to university and join the RN/RM on completion of a degree. Strict adherence to the regulations requires recovery of the scholarship, but in practice the recovery of a scholarship debt from unsuccessful Bursary candidates will not be pursued provided that the candidate still wishes and applies to join the RN/RM on completion of their degree course.

e. Requirements. The minimum acceptable academic requirements are: 5 acceptable GCSEs including English Language and Mathematics. No break in education between GCSE and further qualifications. Formal application by 1 June of the year of selection. Final Entry to BRNC is taken according to one of the schemes below (with the exception of Welbeck College – see succeeding paragraph).
a. **Introduction**

(1) Welbeck - The Defence Sixth Form College (DSFC) was established to provide the opportunity for students in the 16-18 age group to undertake academic training to A-level standard. Successful completion can lead to the Defence Technical Undergraduate Scheme (DTUS) for potential Engineer Officers, with subsequent entry into the Armed Forces or MoD Civil Service. Welbeck is situated at a new purpose-built site at Woodhouse near Loughborough, Leicestershire. Details can be found in the new quad-Service Welbeck Prospectus (available from Wroughton or on the Welbeck Website). The target entry figures are 30 for both the RN and RAF, 100 for the Army and 10 for the MoD Civil Service.

(2) The Welbeck/DTUS sponsorship arrangements offer a unique opportunity for potential Engineer Officers. ACLOs are to promote the scheme actively to ensure the RN places at Welbeck are filled. Welbeck is now open to non-engineering branches, although priority will be given to Engineering applicants.
(3) Non-engineering applicants must intend to study science related AS and A levels and, if awarded a place at Welbeck, will be guaranteed a Naval College/Direct Entry place for entry to BRNC/CTCRM, provided they meet normal entry criteria (medically fit, in date for PJFT, and achieve the required UCAS points). They will also need to be given Security Clearance prior to entry. Non-engineering applicants who accept a Welbeck place and then decide to attend university will be required to make another AIB appearance to be considered for a Bursary award. The scheme should be seen as an alternative to the 2 year scholarship scheme which has similar rules regarding a further AIB for those wishing to attend university.

(4) Candidates applying for Non-engineer entry will undergo the same procedure as standard Welbeck applicants and will be selected post AIB for a provisional place at the College. Places will be confirmed once GCSE results are known.

(5) Parents of non-engineer candidates awarded a place will pay the same level of means-tested maintenance grant as all other parents and will be asked to sign a financial undertaking by the College. This undertaking commits parents to repay DSFC education fees should the candidate fail to enter IOT and complete 1 term of training. Non-engineer candidates who go onto university under the bursary scheme will be required to sign a Financial Undertaking that commits them to three years service from completion of specialist officer training. This training varies by branch of entry and is as detailed in BR3.

b. The College. The primary aim for RN students at Welbeck is to study technical A-levels in preparation to undertake an engineering degree, normally at one of the DTUS Universities (Southampton, Newcastle, Loughborough, Aston and Northumbria), before joining BRNC as Engineer Officers. Whilst primarily focused on education to provide future military engineering graduates, Welbeck provides a wide range of activities for the students, coupled with the financial support of the MoD.

c. Entrance Requirements

(1) Stringent academic requirements exist for entry, to ensure that students are capable of passing both their A-level and degree courses and thus minimising wastage. These requirements (mainly with regard to GCSE attainment levels) are clearly laid out in the new Welbeck prospectus. The requirements are also available through the Contact Centre team via their database system, for early candidate sifting.

(2) Whilst CRP will check the eligibility of candidates, their suitability for this ‘high fliers’ scheme must be assessed by ACLOs. Welbeck College does not have the capacity for all potential candidates to attend the College visit and interview. Therefore it is essential that ACLOs only recommend this route to candidates who show a high chance of successful entry.
(3) In addition to the normal requirements for entry as an Engineer Officer, additional requirements for Welbeck students are as follows:

(a) Age between 15 years and 17 years 6 months on the 1 September in the year of entry to the College.

(b) Minimum academic requirements are A grade or higher at GCSE (or equivalent) in Mathematics, B grade or higher in dual award Science/single Science equivalent, as well as C grade or higher in English Language. Further, candidates must score at least 40 points (38 in Scotland) for their best seven subjects on the basis of:

Table 15-1. Academic Grade Points

<table>
<thead>
<tr>
<th>GCSE Grades</th>
<th>Points</th>
<th>SCE Standard Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>A*</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>B</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>C</td>
<td>5</td>
<td>3</td>
</tr>
</tbody>
</table>

(4) The Ministry of Defence Civil Service also has an allocation of spaces at both Welbeck and DTUS. If a candidate’s application to join the Armed Forces fails due to unsuitability for military service, a potential career in the MoD, with access to Welbeck and DTUS should be advertised.

d. Application Procedure

(1) The procedure is illustrated at the Annex in a flow chart. Essentially, the process is as close as possible to the existing Officer application process. The key steps are:

(a) Information Seeker contacts CNR through AFCO, ACLO, CRP (through Website, telephone or Welbeck Website/Hotline).

(b) After being seen by the ACLO, and having been assessed as suitable in accordance with the criteria in Para 1503.c sub-para (1) above, candidates attend Welbeck for an informal interview (arranged by the ACLO iaw Para 1503.c sub-para (2) and College visit. Visits usually take place on Saturdays and parents/guardians are encouraged to attend. The College visit T&S costs will be met by CNR, although air travel and overnight accommodation must be approved in advance by CNR VO. ACLOs are to issue expenses claims forms to the candidate’s parents/guardians prior to the visit. Completed forms should then be forwarded to CNR VO for payment.
(c) To streamline the application process, ACLOs should no longer wait until after the Welbeck interview before booking candidates onto an AIB. Instead, candidates should be **booked on an AIB at the earliest opportunity.** A special Welbeck AIB will take place in March and July and the aim will be to process as many candidates on the March AIB as is practicable.

(d) In order to give candidates the best chance of success at the AIB, 2 Welbeck only Engineering POC Courses will take place. ACLOs are to encourage Welbeck candidates to attend one of these courses. If oversubscribed, candidates are eligible to attend the non-Welbeck Engineering POC Courses.

(e) Candidates will no longer be told if they have passed/failed the AIB. Instead, a Welbeck Selection Board will sit in July to select 30 candidates based on their AIB scores.

(f) Those who pass AIB must wait until GCSE results become available before final selection for entry to Welbeck. Candidates will be informed by Welbeck of the final result of the selection process.

(g) If candidates continue towards DTUS (or exceptionally Bursar) entry to BRNC after Welbeck no further AIB is necessary. Candidates wishing to take advantage of the UCE scheme will be re-boarded by AIB.

(h) Candidates who do not gain a University place during their Welbeck time, or who elect to change their entry preference to a non-engineering branch, will be required to repay a proportion of the fees for their studies at Welbeck. Full details of the fees payable are contained within the Welbeck Prospectus.

(2) The contact at the College to send copies of OIFs, and for ACLOs to book visits is:

Linda Tilley  
Welbeck – The Defence Sixth Form College  
Forest Road  
Woodhouse  
LOUGHBOROUGH  
Leicestershire  
LE12 8WD

Tel:    01509 891704  
Email:  linda.tilley@dsfc.ac.uk
Figure 15-2. 2 Year Scholars/Welbeck Flow Chart

Notes:

1. **Welbeck Hotline 01509 891700.**

2. **All applications for AIB must be received by the AIB prior to 31 May annually for entry in September.**

3. **Welbeck must have all copies of the Officers Information Form by 20 April for entry the following September.**

4. **Candidates confirm visit direct to Welbeck.**

5. **ACLO updates TAFMIS journal with feedback (via email) from Welbeck.**

6. **With the joining instructions, students receive a form to be faxed back to the College immediately on receipt of GCSE results. This form is signed by the school and sent by the school or student. As the results are needed as soon as they are published, a phone call to the College to confirm results is acceptable, as GCSE Certificates will be checked by the College at a later date.**

Continued
Notes (Continued):

7. Royal Navy Sponsored Undergraduate Acquaint Course (RNSUAC) at BRNC.

8. Bursars undertake the acquaint course (BMAC) at BRNC at the end of their first year of University.

9. CAIB will decide whether a re-board is required.

10. Repayments for those who fail at Welbeck, or who subsequently decide not to enter the RN, is repaid as a penalty per term attended at the College (plus one term in lieu if they leave before completion). The amount re-paid depends on the amount of fees being paid to the College (means tested). The minimum to be repaid would be £100 per term for those paying no fees, up to £1,300 per term for those paying the maximum fees of £2,210 per term. For those who join the Service, but not as an Engineer Officer, their repayment will be considered on a case by case basis, as currently occurs for Bursars.

11. For those who view the Welbeck website (http://www.welbeck.mod.uk) there is the option to click on a hyperlink which re-directs to the RN Careers page of the Royal Navy website.

1503. Bursaries

a. Candidates who do not wish to join the Service before starting a first degree course at a UK university may apply for Bursary sponsorship at any time before the start of their final year. Bursars are not part of the Naval Service and remain civilians whilst reading for their degrees, but are required to join the Service after graduation on an Initial Commission. Acquaint courses are held during vacations and bursars are required to participate.

b. A bursary is normally awarded for 3 years, but may be awarded for up to 5 years if there are bona fide reasons for attending a course of this length (eg. MEng at a Scottish university). Advice from AIB should be sought as to whether or not an award for more than 3 years is appropriate.

c. Awards cannot be deferred or suspended once awarded, so candidates wishing to take a 'year out' must do so prior to application. There is however a mechanism to consider exceptional circumstances within the scheme. These are addressed case by case and do not constitute a right to defer or extend the time taken to complete a bursary. ACLOs must seek early advice from AIB.
d. The current value of a bursary may be found on the RN Website. It is not exempt from income tax and should be declared as part of annual income to HMRC. It may, however, affect eligibility for D of EE funding of tuition fees and student loan limits. It is the potential bursar's responsibility to establish the financial impact of an award on their own circumstances and they should be encouraged both to read D of EE's Financial Support for Students booklet (which is issued in January each year) and to seek appropriate independent advice prior to applying for a Bursary.

e. Retrospective Bursaries are also available to DGE Engineers, except E(TM) and E(IS), who entered BRNC after 1 September 2006, and have not received an Armed Forces Bursary. Candidates need not to have just graduated, as long as they meet the usual criteria for entry to BRNC. Details of retrospective bursaries are promulgated in RIs.

f. See also Para 1504 sub-para k and Para 4809.a. sub-para (1).

g. **Conditions of Bursary.** Whilst Bursars remain civilians during their time prior to entering BRNC for INT(O), there are certain conditions attached to their bursary which they are required to meet throughout the duration of their sponsorship. These are as follows:

(1) **RNFT.** Bursars are required to pass the RNFT on an annual basis. The opportunity to undertake the RNFT will be provided via various training events at BRNC as well as through local URNUs. Failure to pass the RNFT will result in Bursars being subject to the same remedial package and associated warning system as serving personnel iaw BR 51. Given the geographical spread of Bursar locations and the unavailability of RN PTIs to oversee it, this remedial training will be self-led. However, advice may be sought from BRNC physical training staff as required. The Sponsored Undergraduate Staff Officer (SUSO), as Divisional Officer, is to maintain an audit trail of any warnings issued. If a bursar fails to pass the RNFT after a 9 month remedial training package he/she may have their bursary terminated and will be obliged to re-pay in full all funds previously paid to them.

(2) **URNU Attendance.** As detailed in BRd 3(2) Chapter 25, Bursars are required to join and regularly attend an URNU as an Associate Member, provided they live within 1 hour’s travelling distance from the unit. Those who do not live within 1 hour’s travelling distance are to join an alternative Reserve unit such as the OTC, UAS, RNR etc. Exceptionally (and at the discretion of the SUSO) bursars may be permitted to join or remain a member of a non-URNU Reserve unit regardless of travelling distance to their nearest URNU. Regular attendance is defined as a minimum of 2 drill nights per month. URNU COs will monitor attendance and provide feedback to the SUSO at BRNC.

(3) **Mandated Training.** As with all sponsored undergraduates, Bursars are mandated to attend the Blake Squadron Annual weekend. Additionally, all bursars are to attend a Bursars and Medics Acquaint Course prior to joining BRNC for INT(O).
(4) **Character and Leadership.** As future Naval Officers, a high standard of behaviour is expected of Bursars at all times throughout the term of their sponsorship. If a Bursar is deemed not to meet the professional standards expected of a future Naval Officer, then they will be subject to the same professional warning process as INT(O) cadets as detailed in BRNC SGOs (Chapter 14). Tier 1 warnings will be issued by SUSO; Tier 2 will be issued by Cdr U as CO Blake Squadron and Tier 3 by Captain BRNC. A Tier 3 warning will result in termination of bursary and the Bursar will be obliged to re-pay in full all funds previously received by them.

**Figure 15-3. Bursary Flow Chart**

1504. **Defence Technical Undergraduate Scheme (DTUS)**

a. The Defence Technical Undergraduate Scheme (DTUS) is a tri-Service scheme that offers the opportunity of university sponsorship to those candidates who have decided upon an Engineering career in the Armed Forces. To be considered for sponsorship candidates must pass the selection procedure, meet the medical standards contained in the Careers Guidance Medical publication, and hold, or be in the process of obtaining, the necessary educational qualifications. Candidates must also have applied to one of the universities involved in the scheme (the Universities of Southampton, Newcastle Northumbria, Aston and Loughborough) via the UCAS system. The University of Southampton is the preferred (but not mandatory) choice for the RN.
b. The current value of the DTUS scheme can be found in CP 22. It is exempt from income tax and is not affected by an individual’s or their parents’/guardians’ financial position.

c. Unlike the Bursary scheme, study can only be undertaken at one of the universities listed above. Successful candidates will read for those universities’ existing BEng degrees which are suited to Engineering in the Royal Navy.

d. Candidates who are already studying at one of the nominated universities reading for the Mechanical, Electro-Mechanical, Electronic or Aerospace Systems Engineering courses can be considered for sideways entry onto the DTUS. The sideways entry method only applies to students reading one of the specified degree courses which are already part of the DTUS. Sideways entry onto the DTUS is NOT currently permitted to students reading other engineering degrees (i.e. Electrical as opposed to Electronic).

e. In addition to reading for a degree there will be a commitment to join the University’s Military Support Unit which will entail attendance of at least 45 training days per annum, for which students will receive attendance pay in addition to their Bursary award.

f. Requirements. The minimum acceptable academic requirements are as follows: 5 acceptable GCSEs including English Language and Mathematics. 240 UCAS points including at least grade C in A - Level Mathematics and Physics (or equivalent). Candidates must be under 23 years of age at the commencement of their degree course. See also Educational Requirements and Summary of Entry Standards.

g. Those selected for the DTUS scheme receive the standard Engineering Bursary and, in addition, up to £1,500 pa for the military activities with the host unit including leave deployments and work experience.

h. Additionally DTUS is available for those wishing to study Engineering at Oxford or Cambridge Universities. Although there is not a DTUS Unit available for them at those universities, they will be able to attend the URNU drill nights and will receive the extra pay associated with the scheme. Aston University DTUS unit will look after students at Oxford University, and Loughborough University DTUS unit will oversee students at Cambridge. Sponsored students will be encouraged to take part in DTUS activities.

i. Approved Degrees. A list of the degree titles that are generally acceptable is below. The general principle is that only mainstream engineering will be acceptable for sponsorship, such as mechanical, electrical and aeronautical engineering. The list excludes degree subjects such as civil and chemical engineering. Those with degrees that are unacceptable for sponsorship may apply as DGEs noting that the preference is for ‘mainstream’ degrees. The list is not absolute; if there is any uncertainty, advice and final rulings must be sought from AIB.
j. **Engineering at other Universities.** It is also acceptable for candidates to apply for Bursaries to read engineering at a non-DTUS university of their choice. Depending on AIB score and demand for engineering candidates, they could be awarded standard bursaries but will not qualify for the extra £1,500 associated with DTUS.

k. **Streaming.** All DTUS students and Technical Bursars will commence their undergraduate studies as General ‘E’ Engineers. At the end of their second academic year, they will be streamed by MoD to AE, ME or WE. Additionally, those on a BEng who have been offered a MEng place by the University may, exceptionally, be considered for a transfer to the 4 year degree course. Streaming of ME and WE students to GS or SM will take place at BRNC.

<table>
<thead>
<tr>
<th>Table 15-2. List Of Preferred Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aeronautical Engineering</td>
</tr>
<tr>
<td>Aeronautics</td>
</tr>
<tr>
<td>Aeronautics &amp; Astronautics</td>
</tr>
<tr>
<td>Aerospace Engineering</td>
</tr>
<tr>
<td>Aerospace Systems Engineering</td>
</tr>
<tr>
<td>Automotive Engineering</td>
</tr>
<tr>
<td>Communication &amp; Electronic Engineering</td>
</tr>
<tr>
<td>Communications Engineering</td>
</tr>
<tr>
<td>Computer Engineering</td>
</tr>
<tr>
<td>Computer Systems Engineering</td>
</tr>
<tr>
<td>Electrical &amp; Electronic Engineering</td>
</tr>
<tr>
<td>Electrical Engineering</td>
</tr>
<tr>
<td>Electromechanical Engineering</td>
</tr>
<tr>
<td>Electromechanical Power Engineering</td>
</tr>
<tr>
<td>Electronic Communications</td>
</tr>
<tr>
<td>Electronic Engineering</td>
</tr>
<tr>
<td>Electronic Systems Engineering</td>
</tr>
<tr>
<td>Electronics</td>
</tr>
<tr>
<td>Electronics and Computer Systems Engineering</td>
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<tr>
<td>Electronics and Software Engineering</td>
</tr>
<tr>
<td>Electronics Manufacture &amp; Management</td>
</tr>
<tr>
<td>Engineering</td>
</tr>
<tr>
<td>Engineering (Electronics)</td>
</tr>
<tr>
<td>Engineering Acoustics &amp; Vibration</td>
</tr>
<tr>
<td>Engineering Management (Electrical Engineering)</td>
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<tr>
<td>Engineering Management, Mechanical Engineering</td>
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<tr>
<td>Engineering Science</td>
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<tr>
<td>Engineering Science &amp; Technology</td>
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<td>Engineering Technology</td>
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<tr>
<td>Manufacturing Engineering</td>
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<tr>
<td>Manufacturing Systems Engineering</td>
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<tr>
<td>Marine Engineering</td>
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(Continued)
### Table 15-2. List Of Preferred Degrees (Continued)

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<tr>
<th>Degree</th>
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<tr>
<td>Marine Technology</td>
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<tr>
<td>Mechanical &amp; Automotive Engineering</td>
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<td>Mechanical &amp; Design Engineering</td>
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<td>Mechanical &amp; Manufacturing Engineering</td>
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<tr>
<td>Mechanical &amp; Materials Engineering</td>
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<tr>
<td>Mechanical &amp; Optical Engineering</td>
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<td>Mechanical Engineering</td>
</tr>
<tr>
<td>Microelectronic Engineering</td>
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<tr>
<td>Microelectronics</td>
</tr>
<tr>
<td>Naval Architecture &amp; Shipbuilding</td>
</tr>
<tr>
<td>Ship Science</td>
</tr>
<tr>
<td>Systems Engineering</td>
</tr>
</tbody>
</table>

### Table 15-3. Additional Acceptable Degrees

<table>
<thead>
<tr>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acoustical Engineering</td>
</tr>
<tr>
<td>Aero-Mechanical Engineering</td>
</tr>
<tr>
<td>Aero-Mechanical Systems Engineering</td>
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<tr>
<td>Aerospace Design Engineering</td>
</tr>
<tr>
<td>Aerospace Manufacturing Engineering</td>
</tr>
<tr>
<td>Aeronautical &amp; Electronic Engineering</td>
</tr>
<tr>
<td>Aeronautical Systems Engineering</td>
</tr>
<tr>
<td>Aeronautical Technology</td>
</tr>
<tr>
<td>Aircraft Maintenance Engineering</td>
</tr>
<tr>
<td>Artificial Intelligence &amp; Mechanical Engineering</td>
</tr>
<tr>
<td>Artificial Intelligence &amp; Robotics</td>
</tr>
<tr>
<td>Astrophysics</td>
</tr>
<tr>
<td>Automation &amp; Control</td>
</tr>
<tr>
<td>Avionics</td>
</tr>
<tr>
<td>Chemical Engineering</td>
</tr>
<tr>
<td>Civil Engineering</td>
</tr>
<tr>
<td>Computer Science</td>
</tr>
<tr>
<td>Computer &amp; Robotic Systems</td>
</tr>
<tr>
<td>Computational Intelligence &amp; Robotics</td>
</tr>
<tr>
<td>Design Engineering</td>
</tr>
<tr>
<td>Digital Systems Engineering</td>
</tr>
<tr>
<td>Electrical Power Engineering</td>
</tr>
<tr>
<td>Electronic Control &amp; Robotics Engineering</td>
</tr>
<tr>
<td>Embedded Systems &amp; Robotics</td>
</tr>
<tr>
<td>Engineering Management</td>
</tr>
<tr>
<td>Engineering Physics</td>
</tr>
<tr>
<td>Geophysics</td>
</tr>
<tr>
<td>Mechanical Engineering with Aeronautics</td>
</tr>
<tr>
<td>Marine &amp; Offshore Engineering</td>
</tr>
<tr>
<td>Marine Engineering &amp; Naval Architecture</td>
</tr>
</tbody>
</table>

(Continued)
### Table 15-3. Additional Acceptable Degrees (Continued)

<table>
<thead>
<tr>
<th>Degree Area</th>
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</thead>
<tbody>
<tr>
<td>Marine Technology &amp; Marine Engineering</td>
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<tr>
<td>Marine Technology &amp; Naval Architecture</td>
</tr>
<tr>
<td>Marine Technology &amp; Offshore Engineering</td>
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<td>Marine Technology &amp; Small Craft Engineering</td>
</tr>
<tr>
<td>Materials Engineering/Science</td>
</tr>
<tr>
<td>Materials and Process Engineering</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>Mechanical &amp; Marine Engineering</td>
</tr>
<tr>
<td>Mechanical &amp; Energy Engineering</td>
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<td>Mechanical &amp; Materials Engineering</td>
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<tr>
<td>Mechanical Engineering Design</td>
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<tr>
<td>Mechanical Systems Engineering</td>
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<td>Mechanical Technology</td>
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<td>Mechatronics</td>
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<td>Mechatronics &amp; Robotics</td>
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<td>Motorsport Engineering</td>
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<td>Naval Architecture &amp; Ocean Engineering</td>
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<td>Naval Architecture &amp; Marine Engineering</td>
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<td>Naval Architecture &amp; Small Craft Engineering</td>
</tr>
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<td>Robotics</td>
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<tr>
<td>Robotics &amp; Automated Systems</td>
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<td>Robotics, Cybernetics &amp; Process Automation</td>
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<td>Software Engineering</td>
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<td>Software Networks</td>
</tr>
<tr>
<td>Sustainable Energy Engineering</td>
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<td>Systems Architecture</td>
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<tr>
<td>Systems &amp; Control Engineering</td>
</tr>
<tr>
<td>Physics</td>
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<tr>
<td>Physics &amp; Maths</td>
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</tbody>
</table>

### 1505. Medical Awards

Medical and Dental students are eligible for cadetships which generate a current annual salary of £13,000 with tuition fees paid and additional academic support. Cadetships can be processed from the second year at a UK Medical/Dental school (or from the first year if on a post graduate degree course). Advice on medical sponsorship is available from CNR MDRA.
ANNEX 15A
APPLICATION FOR AWARD

Royal Navy Special Flying Award

APPLICATION FOR AWARD

For Official Use Only

<table>
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<tr>
<th>TAFMIS URN:</th>
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<tr>
<td>ACLO Code:</td>
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<tr>
<td>Received</td>
<td>Acknowledged</td>
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</tbody>
</table>

1. WHEN COMPLETED, THIS FORM SHOULD BE SENT TO:

Naval Staff Officer
RAF CRANWELL
SLEAFORD
Lincs
NG34 8HB
01400 266108

2. TO BE COMPLETED IN BLACK INK AND BLOCK LETTERS

In accordance with the Data Protection Act 1998, the Ministry of Defence will collect, use, protect and retain the information on this form in connection with all matters relating to its personnel administration and policies.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Surname:</td>
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<table>
<thead>
<tr>
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<th>3. Place Of Birth</th>
<th>4. Nationality</th>
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</table>
### 7. Educational Qualifications
Please list all GCSE/AS/A Level (or equivalent) passes.

### 8. Education
Please provide the name and address of your School, College or University (if not already given at 6 above).

### 9. Cadets/Scouts/Guides
Please indicate if a member of the following:

- a. CCF Section.
- b. Sea Cadet Corps.
- c. Air Training Corps.
- d. Sea Scout Troop.
- e. 1st Class Scout/Guide Badge held.
- f. Other youth organisation (list):

### 10. Previous Gliding/Flying Experience
11. Previous Attendance
Give dates of any previous attendance at the Officer Aircrew Selection Centre at RAF Cranwell.

12. Family Details

<table>
<thead>
<tr>
<th>FATHER</th>
<th>MOTHER</th>
<th>GUARDIAN (If applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (in full)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13. CERTIFICATION. I certify that, to the best of my knowledge, the above particulars are correct.

APPLICANT
Signature of Applicant………………………………………………………………Date……………………

IF UNDER 18 the signature of a parent/guardian is required:

Name………………………………………………………………………………………………………………
Relationship to candidate………………………………………………………………………………………

Signature of Parent/Guardian………………………………………………………………Date………………

14. CERTIFICATION BY ACLO I certify that I have:
- Confirmed Educational Qualifications and PAP(O) above 23.5. □
- Confirmed the age of the Candidate. □

Name……………………………Rank…………………Office……………………………………
Signature………………………………………………………………Date……………………
# RECRUITING GLOSSARY

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Advanced Apprenticeship</td>
</tr>
<tr>
<td>AC</td>
<td>Aircraft Controller</td>
</tr>
<tr>
<td>ACA</td>
<td>Assistant Careers Adviser</td>
</tr>
<tr>
<td>ACLO</td>
<td>Area Careers Liaison Officer</td>
</tr>
<tr>
<td>ACOS(PCap)</td>
<td>Assistant Chief of Staff (People Capability)</td>
</tr>
<tr>
<td>AE</td>
<td>Air Engineering</td>
</tr>
<tr>
<td>AFCO</td>
<td>Armed Forces Careers Office</td>
</tr>
<tr>
<td>AFCO Form 101</td>
<td>The report used to record the Selection interview</td>
</tr>
<tr>
<td>AFCO Form 104</td>
<td>Application for a Commission in the Naval Service (Supplement to Application Form)</td>
</tr>
<tr>
<td>AFCOME</td>
<td>Armed Forces Careers Office Medical Examiner</td>
</tr>
<tr>
<td>AF</td>
<td>Application Form</td>
</tr>
<tr>
<td>AIB</td>
<td>Admiralty Interview Board</td>
</tr>
<tr>
<td>Applicant</td>
<td>An individual who has successfully submitted an application and wishes to continue to assessment.</td>
</tr>
<tr>
<td>APWT</td>
<td>Annual Personal Weapons Test</td>
</tr>
<tr>
<td>ARM</td>
<td>Area Recruiting Manager</td>
</tr>
<tr>
<td>ARO</td>
<td>Area Recruiting Officer</td>
</tr>
<tr>
<td>ASAP</td>
<td>as soon as possible</td>
</tr>
<tr>
<td>AV MED</td>
<td>Aviation Medical</td>
</tr>
<tr>
<td>BFT</td>
<td>Basic Fitness Test</td>
</tr>
<tr>
<td>BOP</td>
<td>Branch of Preference</td>
</tr>
<tr>
<td>BPSS</td>
<td>Baseline Personnel Security Standard</td>
</tr>
<tr>
<td>BR</td>
<td>Book of Reference</td>
</tr>
<tr>
<td>BRNC</td>
<td>Britannia Royal Naval College Dartmouth</td>
</tr>
<tr>
<td>BS</td>
<td>Band Service</td>
</tr>
<tr>
<td>BSVR</td>
<td>Baseline Standard Verification Record</td>
</tr>
<tr>
<td>CA</td>
<td>Careers Adviser</td>
</tr>
<tr>
<td>CA1</td>
<td>Careers Adviser Level 1</td>
</tr>
<tr>
<td>CA2</td>
<td>Careers Adviser Level 2</td>
</tr>
<tr>
<td>CA3</td>
<td>Careers Adviser Level 3</td>
</tr>
<tr>
<td>BRNC</td>
<td>Britannia Royal Naval College</td>
</tr>
<tr>
<td>BRNC</td>
<td>New Entry Training Dartmouth</td>
</tr>
<tr>
<td>BRNC</td>
<td>Establishment for Naval Officers</td>
</tr>
</tbody>
</table>
CAIB Captain Royal Navy Admiralty Interview Board
Candidate An individual in the recruiting process from application to entry into service
Cdr A Commander Air One of the AIB Board Presidents
Cdr E Commander Engineering One of the AIB Board Presidents
Cerberus National Security Vetting software application for processing Security Clearances
CHS Capita Health Services
CIP Candidate Interview Performance
CMR Commander Maritime Reserves
CNR Captain Naval Recruiting The establishment that controls Navy recruitment policy
CNR HQ Captain Naval Recruiting Headquarters
CNR NMD Captain Naval Recruiting Nursing, Medical and Dental
CNR OPS PC Captain Naval Recruiting Policy and Complaints
CNR OPS RA Captain Naval Recruiting Ratings Allocation
CNR OPS RP Captain Naval Recruiting Ratings Processing
CNR OPS SO1 Captain Naval Recruiting Staff Officer 1
CNR RR SO2C Captain Naval Recruiting Rules and Regulations Staff Officer 2 Civilian
Contact A member of the target audience who seeks information about a military career. They become a contact once personal details, to enable future correspondence, have been recorded to an electronic database and they have agreed to correspond in future.
CP Careers Publication
CRP Customer Response Process The process managed by DataForce
CT Communication Technician
CTCRM Commando Training Centre Royal Marines
CTOS Common Terms and Conditions of Service
DAF Disclosure Application Forms
DBS NSV Defence Business Services National Security Vetting (obsolete) Formally DVA – see NSV
DC Disclosure Certificate
DDS Defence Diving School
DGE E  Direct Graduate Entry Engineering
COTF  Chaplain of the Fleet
DET  Direct Entry Technician
DEPOT  Direct Entry Petty Officer Technician
DMG  See MDHU
DNTE (obsole)  Director Naval Training and Education
Now DFOST – see FOST
DOB  Date of Birth
DPA  Data Protection Act 1998
DPFT  Divers Physical Fitness Test
DPMO  Deputy Principal Medical Officer
DTUS  Defence Technical Undergraduate Scheme
DUDT  Discharge Unsuitable During Training
An individual who expresses an interest in a military career, via any means, and whose enquiry can be measured
Entrant  A person who begins first day of service based on data from JPA – on strength on first day of current month but not first day of previous month
EOI  Expression of Interest Form
ET  Engineering Technician
ETM  Engineering Training Management
F&C  Foreign and Commonwealth candidates
FA  Fitness Assessor
FAA  Fleet Air Arm
FAT  Flying Aptitude Test
FBM  Final Board Mark
FF  Field Force
FMed1  Medical Examination Report
FMed691  Medical Transit Envelope
Form S1605  Applicant’s Document Cover
Form S3049  Attestation Form for the entry/re-entry of RN ratings/RMORs into the Naval Service
FOST  Flag Officer Sea Training
FTA  Failed to Attend
GCHQ  Government Communications Headquarters
GS  General Service
GTM  Guidance and Testing Module

A folder which holds the candidate’s relevant paperwork whilst undertaking the recruiting process
Specific forms exist for RN and RM.
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bd 3(1)</td>
<td>Effective February 2020</td>
</tr>
<tr>
<td>Head Navy People Strategy</td>
<td>in accordance with</td>
</tr>
<tr>
<td>Identification</td>
<td>Institute of Naval Medicine</td>
</tr>
<tr>
<td>Job Eligibility Matrix</td>
<td>Joint Personnel Administration</td>
</tr>
<tr>
<td>INM</td>
<td>JEM</td>
</tr>
<tr>
<td>JPA</td>
<td>Software application to manage personnel pay and allowances, leave, career management and reporting system</td>
</tr>
<tr>
<td>JSP</td>
<td>Joint Service Publications</td>
</tr>
<tr>
<td>JSP 440</td>
<td>Joint Service Publications Defence Manual of Security</td>
</tr>
<tr>
<td>Maritime Reserves</td>
<td>In course of being renamed Defence Medical Groups (DMGs)</td>
</tr>
<tr>
<td>Ministry of Defence Hospital Unit</td>
<td>Marine Engineering</td>
</tr>
<tr>
<td>Medical</td>
<td>The Computer system that manages the candidate’s recruiting journey</td>
</tr>
<tr>
<td>MOD (or MoD)</td>
<td>Ministry of Defence</td>
</tr>
<tr>
<td>MOD Form 486</td>
<td>Under 18 years of age parental consent form</td>
</tr>
<tr>
<td>MOD Form 493</td>
<td>The Rehabilitation of Offenders Act Used to determine eligibility</td>
</tr>
<tr>
<td>Naval Careers Service</td>
<td>New Entry Training Establishments (HMS RALEIGH and Commando Training Centre Royal Marines)</td>
</tr>
<tr>
<td>Not Finally Approved</td>
<td>Not Finally Approved (Medical)</td>
</tr>
<tr>
<td>No Longer Interested</td>
<td>Naval Personnel Team</td>
</tr>
<tr>
<td>(RES) – Reserves (X) – Warfare (E) – Engineering (LM) – Logistics and Medical (RM) – Royal Marines</td>
<td></td>
</tr>
<tr>
<td>Naval Service</td>
<td>May be followed by a period of time in months which must have elapsed before the candidate can be re-interviewed eg NSI(3). May also be followed by (R) which indicates that the candidate has been rejected</td>
</tr>
<tr>
<td>Not suitable at interview</td>
<td>Online form owned by DBS sent to candidate for security check</td>
</tr>
<tr>
<td>NSRFF</td>
<td>Naval Service Recruiting Field Force</td>
</tr>
<tr>
<td>NSV</td>
<td>National Security Vetting</td>
</tr>
<tr>
<td>NSV 001</td>
<td>National Security Vetting Form 001</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>OASC</td>
<td>Officers' Aircrew Selection Centre</td>
</tr>
<tr>
<td>OC POC</td>
<td>Officer Commanding Potential Officer Course</td>
</tr>
<tr>
<td>OCLC</td>
<td>Officer Careers Liaison Centre</td>
</tr>
<tr>
<td>OES</td>
<td>Officer Entry Section</td>
</tr>
<tr>
<td>OAQ</td>
<td>Officer Applicant Questionnaire</td>
</tr>
<tr>
<td>OIM</td>
<td>Officer Interview Module</td>
</tr>
<tr>
<td>OPL</td>
<td>Office Pack Log</td>
</tr>
<tr>
<td>OR</td>
<td>Other Rank - usually Royal Marine</td>
</tr>
<tr>
<td>PAP(O)</td>
<td>Professional Achievement Predictor 'O' level</td>
</tr>
<tr>
<td>PDA</td>
<td>Potential Diver’s Assessment</td>
</tr>
<tr>
<td>PEPs</td>
<td>Part Entry Papers</td>
</tr>
<tr>
<td>PJFT</td>
<td>Pre Joining Fitness Test</td>
</tr>
<tr>
<td>PJHQ</td>
<td>Permanent Joint Headquarters</td>
</tr>
<tr>
<td>PMO</td>
<td>Principal Medical Officer</td>
</tr>
<tr>
<td>PMU</td>
<td>Permanently Medically Unfit</td>
</tr>
<tr>
<td>POC</td>
<td>Potential Officers’ Course/Potential Officer Candidate</td>
</tr>
<tr>
<td>POCRM</td>
<td>Potential Officers’ Course Royal Marines</td>
</tr>
<tr>
<td>Potential entrant</td>
<td>An individual who has successfully completed the selection process and has accepted an offer to join a Service</td>
</tr>
<tr>
<td>PR</td>
<td>Public Relations</td>
</tr>
<tr>
<td>PRMC</td>
<td>Potential Royal Marines’ Course</td>
</tr>
<tr>
<td>PRMC WO</td>
<td>Potential Royal Marines Course Warrant Officer</td>
</tr>
<tr>
<td>PRMDC</td>
<td>Potential Royal Marines Officer Development Course</td>
</tr>
<tr>
<td>PRNC(R)</td>
<td>Pre Royal Navy Course (Rating)</td>
</tr>
<tr>
<td>PRT</td>
<td>Pre-enquiry Recruit Testing</td>
</tr>
<tr>
<td>PSC</td>
<td>Pre-Uniformed Service Course/Public Service Course</td>
</tr>
<tr>
<td>Psy(A)</td>
<td>Personnel Security (Adviser)</td>
</tr>
<tr>
<td>PTB</td>
<td>Procedures and Practice Test</td>
</tr>
<tr>
<td>Acronym</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>PVR</td>
<td>Premature Voluntary Retirement</td>
</tr>
<tr>
<td>Q</td>
<td>Qualified</td>
</tr>
<tr>
<td>QARNNS</td>
<td>Queen Alexandra’s Royal Naval Nursing Service</td>
</tr>
<tr>
<td>RAF</td>
<td>Royal Air Force</td>
</tr>
<tr>
<td>RALEIGH TUPO</td>
<td>HMS RALEIGH Trainee Unit Personnel Office</td>
</tr>
<tr>
<td></td>
<td>HR and administration office for new entry recruits</td>
</tr>
<tr>
<td>Rating</td>
<td>A non Officer Naval Service Entrant</td>
</tr>
<tr>
<td>RBM</td>
<td>Regional Business Manager</td>
</tr>
<tr>
<td>Re-Entrant</td>
<td>A candidate who has former service in the British Armed Forces</td>
</tr>
<tr>
<td>RFA</td>
<td>Royal Fleet Auxiliary</td>
</tr>
<tr>
<td>RFA 96</td>
<td>Reserve Forces Act 1996</td>
</tr>
<tr>
<td>RFR</td>
<td>Royal Fleet Reserve</td>
</tr>
<tr>
<td>RGM</td>
<td>Recruiting General Memorandum</td>
</tr>
<tr>
<td>RIs</td>
<td>Recruiting Instructions</td>
</tr>
<tr>
<td>RM</td>
<td>Royal Marines</td>
</tr>
<tr>
<td>RM GD</td>
<td>Royal Marines General Duties</td>
</tr>
<tr>
<td>RMBS</td>
<td>Royal Marines Band Service</td>
</tr>
<tr>
<td>RMOR</td>
<td>Royal Marines Other Rank</td>
</tr>
<tr>
<td>RMR</td>
<td>Royal Marines Reserve</td>
</tr>
<tr>
<td>RMSM</td>
<td>Royal Marines School of Music</td>
</tr>
<tr>
<td>RN</td>
<td>Royal Navy</td>
</tr>
<tr>
<td>RNAC</td>
<td>Royal Navy Acquaint Centre</td>
</tr>
<tr>
<td>RNCIO</td>
<td>Royal Naval Careers Information Office (Single Service)</td>
</tr>
<tr>
<td>RNCR</td>
<td>Royal Naval Centre of Recruiting At Bovington</td>
</tr>
<tr>
<td>RNFT</td>
<td>Royal Navy Fitness Test</td>
</tr>
<tr>
<td>RNIPE</td>
<td>Royal Navy in the Public Eye</td>
</tr>
<tr>
<td>RNP</td>
<td>Royal Navy Police</td>
</tr>
<tr>
<td>RNR</td>
<td>Royal Navy Reserve</td>
</tr>
<tr>
<td>RNSR</td>
<td>Royal Naval School of Recruiting Part of RNCR</td>
</tr>
<tr>
<td>Rockport Walk</td>
<td>A fitness assessment carried out by personnel over the age of 40</td>
</tr>
<tr>
<td>RSOPs</td>
<td>Recruiting Standing Operating Procedures</td>
</tr>
<tr>
<td>RT</td>
<td>Recruit Test A multi-choice psychometric test, consisting of 4 parts. There are 3 versions currently in use RT11, RT12 and RT14.</td>
</tr>
<tr>
<td>RTC</td>
<td>Recruit Training Centre</td>
</tr>
<tr>
<td>SAE</td>
<td>Stamped Addressed Envelope</td>
</tr>
<tr>
<td>SC</td>
<td>Security Clearance/Service</td>
</tr>
<tr>
<td>SEMC</td>
<td>Certificate Service Entry Medical Cell</td>
</tr>
<tr>
<td>SFA</td>
<td>Special Flying Award (Obsolete)</td>
</tr>
<tr>
<td>SG</td>
<td>Selection Grade</td>
</tr>
<tr>
<td>Sift</td>
<td>Officer candidate’s filter interview,</td>
</tr>
</tbody>
</table>
normally carried out by ACLO to assess suitability to attend AIB

Sitrep  Situation Report
SM      Submariner
SMDI    Senior Military Diving Instructor
SMO SE  Senior Medical Officer Service Entry
SMO SE PA  Senior Medical Officer Service Entry Personal Assistant
SO      Staff Officer
SO1 Rec  Staff Officer 1 Recruiting
SO2 Ops  Staff Officer 2 Operations
TAFMIS  Training and Financial Management Information System
TMU     Temporarily Medically Unfit
TORs    Terms of Reference
TPUK    Teleperformance United Kingdom Contracted Contact Centre used in recruitment
TRH(J)  TAFMIS Recruiting Harmonised Joint
TSO     Training Selection Officer
UCAS    University and Colleges Admission
UGAS    Service Undergraduate Apprenticeship Scheme
URN     Unique Reference Number
URNU    University Royal Naval Unit
VO      Voluntary Outflow
WE      Weapon Engineering
Welbeck The Defence Sixth Form College
Welbexian  Student at Welbeck
X Branch Warfare Branch
XOES   Warfare Officer Entry Section
CHAPTER 18

SPARE
CHAPTER 19
SUPPORTING COMMONWEALTH AND NON-UK NAVAL PERSONNEL

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1902. Policy Background
1903. Aim
1904. Definitions

SECTION 2 – TERMS AND CONDITIONS OF SERVICE

1905. Terms and Conditions of Service
1906. Immigration Exemption
1907. Home Office Immigration Rules Appendix - Armed Forces
1908. Consular Protection Arrangements
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1911. Awareness Briefings

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1913. Application for Immigration Exemption
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1932. Reserve Family Entitlement
1933. Changes to Reserve Immigration Status
1934. Supporting Letters – Royal Naval Reserve
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ANNEXES

Annex 19A Royal Navy Request for an ‘Exempt UK Immigration’ Control Endorsement for Regular Commonwealth or Non-UK Naval Service Person
   Appendix 1 Immigration Conditions During Regular Service And Termination Of Service
Annex 19B Royal Navy Letter of Confirmation of a Sponsoring Naval Service Person’s Details for HM Forces VAF AF Application
Annex 19C Commonwealth And Non-UK Service Personnel – Additional Termination of Service Procedures to be Provided to UPO/Unit HR Admin, Career Managers and Those With Discharging Responsibilities
Annex 19D Royal Navy Request For An ‘Exempt UK Immigration’ Control Endorsement of Royal Naval Reserve Service Person For Mobilisation
   Appendix 1 Immigration Conditions for Reserve Mobilisation Service and Demobilisation Information for the Reservist
CHAPTER 19
SUPPORTING COMMONWEALTH AND NON-UK NAVAL PERSONNEL

SECTION 1 - GENERAL

1901. Introduction
This chapter provides Naval Service Policy for supporting Commonwealth and Non-UK Naval Service personnel. This policy acknowledges the immigration challenges faced by Commonwealth and Non-UK Naval Service personnel and their entitled family members in establishing a service family life, termination of service and transition back to civilian life.

1902. Policy Background.
This policy applies to all members of the Regular Naval Service whose status is ‘exempt immigration control’ by virtue of their service, and also to entitled family members who are subject to immigration control (including where the Naval Service person is a UK national). It also applies to the Royal Naval Reserve and veterans where practicable and manageable. This chapter does not replace MOD or Tri-Service policy or instructions covered in Joint Service Publications (JSPs) which apply to all Service personnel and their families, regardless of nationality.

1903. Aim.
The aim of this policy is to give direction to the Chain of Command (CoC) and individuals in supporting and advising Commonwealth and Non-UK Naval Service personnel throughout their naval service, up to and including termination of service. It is primarily concerned with matters related to immigration status.

1904. Definitions.
The following definitions are used in the context of this policy:

a. **Foreign.** The only foreign nationals eligible for recruitment to the Naval Service are citizens of the Republic of Ireland (ROI): citizens of the ROI are not subject to immigration control. EU/EEA nationals are not eligible to join, with the exceptions of Malta and Cyprus, which are members of the Commonwealth.

b. **Alien.** A citizen or national of Nepal who serves, or has served for not less than 5 years in the Naval Service is considered as an ‘Alien’ under the Armed Forces Act.

c. **Commonwealth.** A Commonwealth citizen is a person who is a national of any country within the Commonwealth member countries.

d. **Naturalisation.** Naturalisation is the legal act or process by which a non-citizen in a country acquires citizenship or nationality of that country.

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1. The terms ‘termination of service’ and ‘termination’ are used throughout to encompass the various ways in which service personnel leave the Naval Service. Other terms relating to discharge or dismissal are included only when referring to a specific route for leaving.

2. Army General Administration Instructions Chapter 50 (April 2019).

3. Member states of the European Union (EU)/European Economic Area (EEA). https://www.gov.uk/eu-eea

4. Defined under the British Nationality Act 1981 as “a person who is neither a Commonwealth citizen nor a British protected person nor a citizen of the Republic of Ireland”.

5. Commonwealth citizens are defined within the British Nationality Act 1981 as being those within schedule 3 of the Act. A list of Commonwealth countries may be found at http://thecommonwealth.org/member-countries
e. **Settlement.** Settlement is an immigration status granted to a person who does not hold the right of abode, through citizenship, in the United Kingdom. Indefinite Leave to Remain (ILR) is a status granted to those who have been admitted to the UK without a time limit on their stay and are free to take up employment or study. When indefinite leave is granted to persons outside the UK it is known as Indefinite Leave to Enter (ILE).
SECTION 2
TERMS AND CONDITIONS OF SERVICE

1905. Terms and Conditions of Service.
Non-UK nationals enlisting in the Naval Service do so under the same Terms and Conditions of Service (TACOS) as their UK counterparts. Commonwealth, Non-UK and ROI citizens enlisted in the UK and have the same employment, career opportunities and entitlement to Naval Service Family and People Support (Welfare) service as their British counterparts.

1906. Immigration Exemption.
When a Commonwealth or Non-UK national enlists in the Naval Service, they will enter the service with a valid residency visa and remain subject to UK immigration control rules during the period of service. They may be granted an exemption from immigration control under section 8(4)(a) of the Immigration Act 1971 (except for the provisions relating to deportation). The rules for UK exemption of immigration may be found at the following link. Royal Naval Reservists are not granted exempt immigration control under section 8(4)(a) of the Immigration Act 1971, unless they are called-out for permanent service under the Reserve Forces Act 1996 (RFA 96) Sections 52, 54 or 56 (commonly known as ‘mobilisation’).

1907. Home Office Immigration Rules Appendix - Armed Forces.
The rules contained in the Home Office Immigration Rules Appendix – Armed Forces apply to regular Non-UK members of HM Armed Forces only (on termination of service) and their entitled family members who are seeking to enter or remain in the UK.

1908. Consular Protection Arrangements.
When any Non-UK Service Person (SP) is placed in custody or detained, it is the responsibility of their Commanding Officer (CO) and/or Service Police to ensure that the individual is informed of their right for the appropriate consulate to be advised of their detention. If the individual exercises this right, the CO must notify the consulate without delay and where possible arrange or facilitate unfettered consular communication and consular access to the detainee.

1909. Arrest Overseas.
If a Non-UK Service Person is arrested by authorities overseas, the following actions are to be undertaken (See also BRd 2 (QRRN) Chapter 39 (Civil Power and Report of Arrests), JSP 830, Manual of Service Law Volume 1 Chapter 3 and FLAGO Chapter 16):

a. On Authorised Leave. Any Service Person who is arrested by a civil power, or summoned on a criminal charge, whether in the UK or overseas, is to report such arrest or summons to their Commanding Officer without delay. When overseas, individuals are to contact either the nearest consular department of the passport they are travelling under or the British Embassy/Consulate; they are also to inform their unit (see also BRd 2 (QRRN) Articles 3902 and 3909).

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8 Including held in Service custody or is ordered into arrest or custody without the involvement of Service Police.
9 There is no obligation for the CO to inform the consulate of the individual as a matter of course.
b. **On Exercise, Official Visit or Short Term Training Team.** When on Exercise, Official Visit or as a member of a Short Term Training Team, units must contact their Commanding Officer for advice over jurisdictional responsibilities in accordance with the Vienna Convention on Consular Relations. The CO should advise the individual requiring assistance that they have the option of contacting either the nearest consular department of the passport they are travelling under or the British Embassy/Consulate.

c. **On Operational Deployment.** When on operational deployment, unit COs must contact the Duty Fleet Controller (+44 1923 956367), who will contact the Duty Fleet Legal Adviser.
SECTION 3

GUIDE TO SUPPORTING COMMONWEALTH AND NON-UK SERVICE PERSONNEL AND NON-UK FAMILIES OF SERVING PERSONNEL


The Army Guide to Supporting Commonwealth and Non-UK SP and Non-UK Families of Serving Personnel is a comprehensive reference document that directly supports this chapter and will be incorporated fully at the next edition of BRd 3(1). It provides guidance to the CO, unit, individual and dependent family members on the immigration and cultural challenges that may be expected by Non-UK nationals during their career in the Armed Forces and their families.

1911. Awareness Briefings.

It is essential that regular awareness briefings are conducted on immigration matters relating to Commonwealth and Non-UK Naval Service personnel and their families. Briefings can be arranged on request via Seafarers’ Advice and Information Immigration Service POC advice@sailine.org.uk Freephone 0800 160 1842 or + 44 (0) 20 3597 1580. Briefings should be conducted for personnel and, where possible, their families, and also those in the Chain of Command (CoC) responsible for their management.

a. Immigration Awareness Briefings for non-UK Naval Service personnel.

Units are to deliver an awareness brief for Non-UK Naval Service personnel and their entitled family members on the following occasions:

(1) Recruitment.

(2) Phase 2 Training.

(3) On joining a new Unit or Change of Assignment.

(4) Immediately prior to termination of service.

b. The brief is to cover the following mandatory subjects:

(1) The immigration status of personnel when serving and the actions to be taken for renewal of Non-UK passports.

(2) The immigration challenge, costs of establishing a service family life and the substantial costs and challenges of settlement on termination of service\(^\text{10}\).

(3) The awareness brief should also be delivered to UK Naval Service personnel with Non-UK dependants, and to Naval Reserve Non-UK personnel on joining the unit, especially if a Reservist is to be mobilised, or about to undertake an FTRS commitment.

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\(^{10}\) Including, but not limited to, ensuring that families have the correct immigration status, the Minimum Income Threshold, and the costs associated with naturalisation or travel back to country of origin on discharge.
c. **Awareness Briefing on Non-UK Naval Service Personnel to the Unit CoC.**

The unit CoC should receive an annual, bespoke, unit awareness brief on immigration matters relating to Non-UK Naval Service personnel. The CoC needs to be aware of the immigration and financial challenges faced by Regular personnel as they seek to establish a forces family life and the immigration and financial challenges faced on termination of service, whether they intend to settle in the UK or return home after termination. For Reserve units, the CoC needs to be aware of the immigration status of the Reservist whilst on normal training (including FTRS), when mobilised and demobilised.
SECTION 4

REGULAR NAVAL SERVICE

1912. Regular Recruiting.

The recruiting criteria for all Regular Naval Service personnel are contained in Part 4 Recruiting (Chapters 7-16). With regard to Non-UK nationals, additional recruitment eligibility criteria are outlined at Chapter 7 (Basic Eligibility and Entry Standards) and Chapter 63 (Security Vetting Policy) which includes rules regarding nationality and residency. In addition, 2019DIN01-045 – Recruitment and Management of Commonwealth Nationals in the Armed Forces provides further information. The most important factor is for all Commonwealth and Non-UK candidates to be made aware of the visa and immigration rules, associated costs and implications for any family members and dependants.

1913. Application for Immigration Exemption.

When a Commonwealth or Non-UK citizen enlists in the Regular Naval Service, the new Entry Training Establishment (HMS RALEIGH, Britannia Royal Naval College (BRNC) or CTCRM Lympstone) is to apply for an exemption of immigration control under Section 8(4)(a) of the Immigration Act 1971. Both applications for new enlistments or renewal of passports are to be made using the guidance at Annex 19A. Individuals should be briefed on the content of Annex 19A Appendix 1 and given a personal copy, including a copy of their submitted Non-UK passport personal information page. UK Visas and Immigration (UKVI) (which is part of the Home Office (HO)), will write to individuals outlining the conditions of their exempt immigration control status. Immigration Exemption does not apply to dependants of serving personnel.

1914. British Naturalisation.

Naturalisation is not required for service reasons. Becoming a British citizen is a significant, life changing event and is the personal choice of the individual. Once they have completed 5 years qualifying service, Commonwealth and Non-UK Naval Service personnel (excluding Non-UK dependants) may apply for naturalisation whilst serving. The decision to naturalise is a personal one and all costs/expenses associated with naturalisation are a personal responsibility (for more information refer to ‘Apply to Become a British Citizen by Naturalisation (Form AN).

1915. Updating JPA.

Naturalisation is classed as a change in personal circumstance and the individual must report this to their UPO/HR administration office for updating of their JPA account. They will either be solely a British national or hold dual nationality and will cease to be serving as a Commonwealth and Non-UK person; this will affect entitlement to certain allowances. Failure to notify the CoC of naturalisation could result in fraudulent claiming of Get You Home (Overseas) or DOMCOL, and could also affect pre-deployment checks and readiness for overseas assignments or deployments. It forms part of an individual’s self-service responsibility.

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12 Awareness of the visa and immigration rules and understanding of the implications on their families as well as associated costs with specific reference to the Minimum Income Threshold.

13 All Commonwealth and Non-UK serving personnel who enter the Armed Forces are exempt immigration control under section 8(4)(a) of the Immigration Act 1971 whilst subject to service law.

1916. **Termination of Service.**
When a Regular Commonwealth or Non-UK individual’s service is due to be terminated (including medical discharge or discharge under training), the releasing unit must carry out additional procedures in accordance with Para 5465. Annex 54H is to be completed by the UPO/HR Admin prior to termination/discharge final date, its contents briefed to the individual and then sent to UKVI, with a personal copy being given to the individual.

1917. **UK Settlement**

a. Commonwealth and Non-UK Naval Service personnel may apply for settlement in the UK on termination of service through the Naturalisation application process. This is subject to them being able to meet the Home Office suitability and eligibility requirements of a veteran of HM Forces. The decision to apply for settlement is a personal choice and is made at personal expense. Applications may be made up to 10 weeks prior to termination of service by using the form at the link below\textsuperscript{15}.

b. Settlement may not be applied for from overseas. Career Managers of Non-UK Naval Service personnel serving overseas who intend to seek settlement after termination of service are therefore to move them back to UK (with their entitled family members) by at least a minimum of 10 weeks prior to their termination of service date. This is in order to allow UKVI to process their application(s).

1918. **Entitled Service Family Members.**
Entitled service family members who are subject to immigration control, including where the SP is a UK national, may seek to establish a family life in the UK by following the immigration rules at Footnote 14 and using the form VAF AF which may be found at the link below\textsuperscript{16}. An example of the letter of support required from the sponsoring unit is at Annex 19B. Family members who enter the UK by this method are no longer required to pay the Immigration Health Surcharge and may reclaim the cost if applications cannot be made via the new UKVI online system. Entitled service family members must not enter the UK on a standard visitor visa if they intend to remain in the UK permanently ie. not as visitors. Any spouse/partner/child travelling on a standard visitor visa will not be entitled to accompanied status or Service Family Accommodation (SFA).

1919. **Maintaining Passports and Visas.**
Units in the UK and overseas are to ensure that all Non-UK Naval Service personnel and entitled family members maintain valid passports and visas. They must inform individuals that, if a valid entry visa should lapse, UKVI will register the dependant as an overstayer in the UK, which will adversely affect their ability to work, access NHS facilities and prevent them from being able to travel abroad in an emergency or return to the UK. They will not be en-route to settlement, which may adversely affect future immigration applications. Non-UK Naval Service personnel may make application to UKVI to extend a visa up to 28 days prior to the expiry date, at their personal expense\textsuperscript{17}.

\textsuperscript{15} https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-armed-forces
\textsuperscript{16} https://www.gov.uk/government/publications/application-for-uk-visa-as-member-of-hm-armed-forces-vaf-af
\textsuperscript{17} See also Para 0726.
1920. **Assignment from Overseas to UK.**
Unit staff are to ensure that, prior to their travelling back to the UK on assignment, Non-UK entitled family members have a valid settlement entry visa for the UK. Those without a valid entry visa will need to meet UKVI entry requirements, including basic English language and minimum level of income. The policy for the public upkeep of visas for entitled families outside the UK may be found in JSP 752 Chapter 9 Section 13\(^{18}\).

1921. **Assignment from Overseas to Overseas.**
Unit staff are to manage the movement of entitled family members on assignment between overseas locations through Global Removals and Family Services\(^ {19}\).

1922. **Home Office Notification.**
The Home Office is to be informed of changes in personal circumstance of Non-UK Naval Service personnel. It is the unit’s responsibility to inform UKVI of the following occurrences, using Annex 54H:

a. **Bereavement.** On the death of a Non-UK Naval Service person, when the individual or entitled family members are subject to immigration control.

b. **Estrangement.** When an estrangement has taken place and the Non-UK Naval Service person has changed their PStat, there is no chance of reconciliation, and the individual or entitled family members are subject to immigration control.

c. **Termination of Service.** When a Non-UK Naval Service Person’s service is to be terminated or when the individual’s service is terminated in accordance with Para 1916 above. The notification is also to include entitled family members who are subject to immigration control.

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\(^{19}\) [http://authdefenceintranet.dif.r.mil.uk/Tools/Admin/UseDefenceTravel/Pages/GlobalRemovalsandFamilyServices.aspx](http://authdefenceintranet.dif.r.mil.uk/Tools/Admin/UseDefenceTravel/Pages/GlobalRemovalsandFamilyServices.aspx)
SECTION 5
ROYAL NAVAL RESERVE

1923. Reserve Recruiting.
All Non-UK Royal Naval Reservists are recruited under the residency requirements described in Chapter 4 (Recruitment Introduction and Overview), Chapter 7 (Basic Eligibility and Entry Standards) and 2019DIN01-045 – Recruitment and Management of Commonwealth Nationals in the Armed Forces.

1924. Immigration Status.
Non-UK Royal Navy Reservists are not granted ‘exempt immigration control’ status under section 8(4)(a) of the Immigration Act 1971, unless they are called-out for permanent service under the Reserve Forces Act 1996 (RFA 96) Sections 52, 54 or 56 (more commonly known as ‘mobilisation’). At all other times they must have valid leave to remain in the UK.

1925. Full Time Reserve Service (FTRS).
FTRS is a reserve commitment and the Non-UK Reservist remains under the immigration rules that govern them as a civilian. The Reservist must hold a valid right to work visa for the duration of the FTRS and units must not apply for immigration exemption on behalf of Reservists on FTRS. If the Reservist has settlement they can undertake FTRS in the UK, but it is not recommended that they undertake FTRS overseas as this could affect their ILR/E status, since UKVI will consider them to have left the country. Reservists on FTRS are subject to annual right to work checks, in accordance with Para 1928.

1926. Mobilised Reserve.
When Non-UK Reservists are mobilised, the unit or Mission Training and Mobilisation Centre (MTMC) must carry out the immigration control actions at Annex 19D, explain the contents of Annex 19D Appendix 1, and give the Reservist a copy. Units are to ensure that the Reservist’s passport will remain valid throughout the period of mobilisation. If successfully mobilised, the Reservist’s passport will be endorsed ‘exempt immigration control’ under Section 8(4)(a) of the Immigration Act 1971. UKVI will confirm in writing the conditions of the Reservist’s exemption.

1927. Demobilised Reserve.
When Non-UK Reservists are demobilised, MTMC or the demobilising unit must inform UKVI by carrying out the additional procedures in accordance with Para 5465. Annex 54H must be completed prior to their demobilisation final date and sent to UKVI. The unit must brief the Reservist that UKVI will be informed of their demobilisation and that the ‘exempt immigration period’ has ceased. The Reservist must be warned that “even though their passport stamp is not physically cancelled when they are demobilised, the Reservist will not have permission to work or remain in the UK unless they have a valid civilian UK visa”. The Reserve parent unit should also conduct the annual right to work check prior to the Reservist resuming their Reserve training, in accordance with Para 1928.
1928. **Unit Responsibility – Reservists Annual Right to Work Checks.**

Units have a statutory requirement to conduct and record annual right to work document checks of their Non-UK Reserve personnel who are subject to immigration control. To ensure that a right to work remains extant, these checks should be carried out prior to the start of each training year. For further government advice see the Right to Work Checklist\(^{21}\) and for Unit actions see 2014DIN01-181 Employment of Foreign and Commonwealth Reserve Service Personnel\(^{22}\) and the Guide to Supporting Commonwealth and Non-UK Service Personnel and Non-UK Families of Serving Personnel (Para 1910).

1929. **Incorrect Immigration Exemption.**

If a Non-UK Reservist is found to have an ‘exempt immigration endorsement’ as a result of previous regular or mobilised service, the unit must inform UKVI in accordance with Para 5465, stating that the Reservist has previously had their regular service terminated or that they have been demobilised from Reserve service. The Reservist must be informed that they are not exempt from immigration control and must regularise their immigration status in accordance with the regulations at Footnote 21 and the Guide to Supporting Commonwealth and Non-UK Service Personnel and Non-UK Families of Serving Personnel (Para 1910).

1930. **Reserve Training Overseas.**

When there is a requirement for Non-UK Reservists to train overseas, the unit must check whether a NATO Travel Order\(^{23}\) or additional visa is required by contacting Defence Travel\(^{24}\) for advice. The requirements to obtain visas for official duty are constantly changing and this list is frequently updated. If there is any doubt, then contact should be made with DSCOM Visa Section (Tel Mil 9621 84366). For guidance on payment for official visas refer to JSP 752 Chapter 9 Section 13\(^{25}\). Units are not to apply for ‘exempt immigration control’ for training reasons.

1931. **Individual Responsibility.**

Units are to remind the Non-UK Reservist that it is their responsibility to report any changes to their immigration status that affects a right to work to the UPO/HR Admin staff. It is an individual’s personal responsibility to regularise their immigration status after demobilisation and before commencing any further Reserve training.

1932. **Reserve Family Entitlement.**

There are no provisions within the immigration rules for the dependant of a Non-UK Reservist to enter or remain in the UK based solely on their sponsor’s Reserve service\(^{26}\). This includes family members of those who have been mobilised or are on FTRS. The unit should ensure that the Reservist is aware of the implications for family members and dependants.

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\(^{21}\) https://www.google.com/search?q=Acceptable+right+to+work+documents+UK&rlz=1C1GCEA\_enGB859GB859&oq=Acceptable+right+to+work+documents+UK&aqs=chrome..69i57.16975j0j8&sourceid=chrome&ie=UTF-8&safe=active


\(^{23}\) JSP 800 Defence Movements and Transport Regulations Vol 2 - Passenger Travel Instructions.

\(^{24}\) http://defenceintranet.dif.r.mil.uk/organisations/Orgs/HOCS/Organisations/Orgs/DGTC/ModCommercial/Pages/BookingTravel.aspx


1933. Changes to Reserve Immigration Status.
When a Non-UK Reservist is issued an exempt vignette for mobilised service, the status of their dependants does not change. Their dependants will remain on the immigration conditions for which they were given leave to enter or remain in the UK. If a Reservist is granted 28 days’ leave outside the rules as they no longer hold valid leave on return from mobilisation, their dependants are not entitled to be considered simultaneously.

Reserve units or individuals should not write official letters on headed paper to UKVI in support of a Reservist’s application to change their immigration status due to a change in their civilian circumstances. Regular or Reserve personnel should not attend any subsequent inquiries in an official capacity; this includes appearing in uniform at a hearing to give expert advice on Reserve service or at any tribunal or court case dealing with a Reservist’s civilian immigration issue.

The Home Office is to be informed of changes in the personal circumstances of Commonwealth or Non-UK Naval Reserve personnel. It is the unit’s responsibility to inform UKVI of the following occurrences, using Annex 54H:

a. Demobilisation. When a Non-UK Naval Reservist has demobilised.

b. Termination of Service. When a Non-UK Naval Reservist’s service has been terminated.

ANNEX 19A

ROYAL NAVY REQUEST FOR AN ‘EXEMPT UK IMMIGRATION’ CONTROL ENDORSEMENT FOR REGULAR COMMONWEALTH OR NON-UK NAVAL SERVICE PERSON

1. **Maintaining Immigration Status – Regular.** When a Non-UK passport holder has been accepted into Regular service or has a Country of Origin passport renewed during Regular service, the UPO/HR Admin Office is responsible for carrying out the following actions:

   a. Send the Non-UK passport with a covering letter by registered mail and enclose 2 x passport style photographs no more than 3 months old with the name of the individual written on the back of each (expenses may be recovered in accordance with JSP 752).

   b. Prior to dispatch the unit must issue the individual with a copy of their passport personal page and any valid visa pages, explain and give the individual a personal copy of Appendix 1: Immigration Conditions During Regular Service and Termination of Service.

   c. The Armed Forces Team at UKVI will insert the ‘exempt’ immigration endorsement into the passport and confirm the conditions of issue in writing to the individual.

   d. A covering letter should be sent to UKVI on Unit headed paper addressed as below and contain the following information:
Dear Sir/Madam,

ROYAL NAVY REQUEST FOR AN ‘EXEMPT UK IMMIGRATION’ CONTROL ENDORSEMENT FOR REGULAR COMMONWEALTH OR NON-UK NAVAL SERVICE SERVING PERSONNEL

Paragraphs do not need numbering.

I am the Unit HR Administrative Officer of (insert unit) responsible for Non-UK Exemption from Immigration Control applications.

I can confirm that (insert service number, rank/rate, full name, DoB and nationality) enlisted as a Regular Naval Service person in the Royal Navy/Royal Marines on (insert start date). Having enlisted in the Royal Navy/Royal Marines as a Regular, the above-named individual is exempt UK Immigration Control under Section 8(4)(a) of the Immigration Act 1971.

I have enclosed the individual’s Country of Origin Passport (Passport Number) and 2 x Passport photographs with the individual’s name on the back of each and request that UKVI insert an ‘exempt’ from immigration control endorsement (vignette) and inform the individual of the conditions of issue.

Please do not hesitate to contact me if you require any additional information.

Signed

Name
Rank/Rate/Position
Job Title, if not included in Unit Letter Template.
For Commanding Officer

Enclosures:

1. (Insert) Naval Service Person’s Full Name (Insert Nationality) Passport (Insert Serial Number).
2. 2 x Passport Photographs with individual’s name on the back.
APPENDIX 1 TO ANNEX 19A

IMMIGRATION CONDITIONS DURING REGULAR SERVICE AND TERMINATION OF SERVICE

Copy to be provided to Non-UK Naval Service Person for their Records

1. **Regular Service.** Your passport has been forwarded to UK Visas and Immigration (UKVI) in order for it to be endorsed with an Exempt UK Immigration Control vignette. UKVI will write to you to confirm the conditions of your exempt status. As a Non-UK citizen currently serving in HM Forces you will be exempt from immigration control under section 8(4)(a) of the Immigration Act 1971 until your service is terminated or you naturalise as a British citizen. **Your exemption does not extend to your family dependants.**

2. **Exempt Immigration Control Travel.**

   a. Your immigration exemption only allows you to travel to the UK; it is not valid for travel to other countries, if you undertake personal travel you must ensure you meet the visa requirements of the countries to which you are travelling and those you pass through in transit. The authorities in the country or territory to which you are travelling are responsible for setting and enforcing the rules for entry. If you are unclear about any aspect of the entry requirements, or need further reassurance, you will need to contact the embassy, high commission or consulate of the country or territory to which you are travelling. You should also consider checking with your transport provider or travel company to make sure that your passport and other travel documents meet their requirements. Generally, your passport should be valid for a minimum period of 6 months from date of entering the country you are visiting.

   b. If you are required to travel for MOD official purposes your UPO/unit administration office will contact Defence Travel to determine which type of visa you require and will assist you with obtaining that visa prior to travel. The office will also assist you in reclaiming any expenses incurred in obtaining the visa.

3. **Passport Renewal.** When you are required to renew your passport, you must report to the UPO/unit administration office with your new passport in order that the 'exempt immigration control' status may be transferred to your new passport.
4. Establishing a Family Life.

a. If your spouse/legal partner and children are Non-UK citizens and you wish them to join you, they may be subject to immigration control. This means that they must apply for a settlement entry visa through UKVI using a HM Forces Application Form VAF AF¹. **The Royal Navy has no liability to pay for visa or travel expenses for your family.** The settlement entry visa cost changes every April and is in excess of £1,500. Current visa fees may be found at the link below². If your spouse/partner is not a national of a predominately English-speaking country, then they may be required to be A1 (fluent in) English. **You may have to serve in the Royal Navy for several years before you reach the required salary to meet the income requirement to establish a family life.** The Home Office has a Minimum Income Requirement that you must meet for spouses/partners and children to legally enter the UK, the amount of money you must prove you are earning to apply for entry depends on whether you have dependent children and, if so, how many. You will also be required to complete the Financial Requirement Form (Appendix 2 to VAF AF) which may be found at the link below³. The required annual income before tax (also known as the gross income) is set out at the link below⁴. This may be topped up with savings.

For example: if you are applying for a partner to come to the UK you must have a combined income of at least £18,600. You will need to earn an additional £3,800 for your first child and £2,400 for each subsequent child.

b. If you are successful you will receive a Biometric Residence Permit (BRP) and be placed on a 5-year route to settlement based on your Royal Navy Service under the Immigration Rules Appendix Armed Forces⁵.

5. Termination of Service.

a. When you reach your termination of service it is your personal responsibility to inform the UK Home Office as soon as possible. Your discharging/releasing Unit will also inform the Home Office of your impending termination of service. **It is then your responsibility to regularise your own UK immigration status, and that of your family.** You can begin this process up to 10 weeks prior to your termination of service (final date of paid service), at your expense; if you choose to do this you should take action as soon as possible. **Your 'exempt immigration control' status will cease on the date of termination of service.** If, after termination, you remain in this country without a valid settlement status you will not be entitled to work, or have access to local authority housing, benefits or any other form of public funding. Even if your passport has an exemption stamp, the UKVI will have recorded you as having left the Armed Forces. This will also appear when any prospective employer conducts a statutory right to work check. It may also affect any future application to remain in the UK.

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² [https://www.gov.uk/visa-fees](https://www.gov.uk/visa-fees)
⁴ [https://www.gov.uk/uk-family-visa/proof-income](https://www.gov.uk/uk-family-visa/proof-income)
b. You are strongly advised to start saving money from the date of your enlistment in the Naval Service to meet family entry visa costs and future settlement visa costs both for you and your family. This can be achieved in a number of ways, including through an Armed Forces Credit Union. See 2019DIN08-010 Credit Union Services – Access for Armed Forces Personnel and former Personnel in receipt of an Armed Forces Pension.
ANNEX 19B

ROYAL NAVY LETTER OF CONFIRMATION OF A SPONSORING NAVAL SERVICE PERSON’S DETAILS FOR HM FORCES VAF AF APPLICATION

(Letter of confirmation of sponsor’s details to be submitted with spouse/partner’s application for an entry visa to the UK – NOT TO BE USED TO SPONSOR A VISITOR VISA)

1. A covering letter should be sent to UKVI on Unit headed paper addressed as below and contain the following information:
For the Attention of:
The Entry Clearance Officer
British High Commission (BHC)
(Insert Country of application address) Date

Dear Sir/Madam,

ROYAL NAVY LETTER OF CONFIRMATION OF SPONSORING NAVAL SERVICE PERSON

Paragraphs do not need numbering.

Sponsoring Service Person Details:
Surname  Forenames  Service Number  Nationality

Entitled Armed Forces Family Members Leave to Enter Visa applications for:

(Insert all named applicants)
Surname  Forenames  Date of Birth  Nationality and Relationship to Marine/Sailor

I am the Unit Administration Officer of (insert unit name). Under Appendix Armed Forces, the sponsoring Service Person above has requested a Royal Navy letter to confirm the above-named sponsoring service person’s details in respect of sponsorship of a UK Leave to Enter Visa application\(^1\) for those entitled family members listed above.

The above named service person is currently serving in the United Kingdom\(^2\) and I can confirm that as a condition of the service the named serving person has been provided with/will be provided\(^*\) with suitable Service Family Accommodation to accommodate the family prior to their arrival in the United Kingdom (provide allocated SFA address if available or if a contact house is being used as an interim or use the full unit address).

Please do not hesitate to contact me if you require additional information.

Signed

Name
Rank/Rate/Position
Job Title, if not included in Unit Letter Template.
For Commanding Officer

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\(^1\) This letter is not to be used to sponsor a visitor visa.
\(^2\) Overseas HQs should use an amended letter template.
ANNEX 19C

COMMONWEALTH AND NON-UK SERVICE PERSONNEL – ADDITIONAL TERMINATION OF SERVICE PROCEDURES TO BE PROVIDED TO UPO/UNIT HR ADMIN, CAREER MANAGERS AND THOSE WITH DISCHARGING RESPONSIBILITIES

1. The service of all Non-UK Naval Service personnel is terminated in accordance with the regulations at Para 5465. As soon as the individual is warned that their service is to be terminated the Career Manager, Unit Administration Officer and Releasing Unit must check the immigration status of the transitioning individual and entitled family members to determine if they can apply for settlement and calculate the costs involved. Those who have not regularised their immigration status should be briefed by their Career Manager and Divisional Officer at least 6 months prior to termination of service or as soon as notification of termination is received, with the following information:

   a. It is the Non-UK Naval Service person’s responsibility to apply for settlement, both for themself and their entitled family members, or to leave the country after termination of service. Applications are to be made on Home Office Form SET (AF)¹, in accordance with the Immigration Rules Appendix Armed Forces².

   b. All applicants must complete the Biometric Residence Permit (BRP) registration process³ in order for settlement to be granted.

   c. The effects of criminality or Service discipline offences on applications for Settlement or Citizenship have been incorporated into DIN 2013-01-130 (see also the Home Office publication ‘HM Forces: Criminality’⁴). Applicants for settlement or naturalisation must declare all criminal convictions (spent or unspent) on their application forms. If in doubt, individuals with criminal convictions should seek qualified immigration advice before applying for settlement.

   d. On the day that a Non-UK Naval Service person’s service is terminated their ‘Exemption from UK Immigration Control’ is cancelled and they become subject to UK immigration control. UKVI will issue the individual with 28 days’ notice to regularise their immigration status only if it has been notified by the Unit or the individual being discharged.

   e. If an application is submitted after termination of service date but during the 28 days’ notice period, the individual may remain in the UK legally during the consideration process (with civilian status). Individuals will not have permission to work legally, or remain in the UK, even if their passport endorsement has not been physically cancelled by the unit on termination of service, since UKVI will have been notified to cancel the exempt status.

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³ https://www.gov.uk/biometric-residence-permits
f. Termination of service normally takes place in the UK. Units terminating Non-UK Naval Service persons outside the UK must have authority from the overseas Command to do so. Once that authority has been granted, the Commanding Officer will notify the relevant Career Manager that the individual’s service will be terminated overseas. Units must advise Non-UK Naval Service personnel on housing and immigration implications and status (including for entitled family members) including any UK entry restrictions and issues if they decide to attempt to regularise immigration status overseas.

g. Where an early departure termination (Medical, Discipline, Administrative or Discharge Under Training) has been recommended for Non-UK Naval Service personnel, the unit managing the termination must take account of the UK immigration policies and time-lines for settlement application, and raise any concerns about the individual’s settlement, and implications for their entitled family members, to the Chain of Command as soon as possible. For overseas units this includes the timely return of the individual and entitled family members to the UK in order to prepare for termination, noting the policy for entitlement to occupy SFA in JSP 464.

h. Commonwealth and Non-UK Naval Service personnel whose service has been terminated and are settled in the UK are liable for the same Regular Reserve liability as their UK counterparts.

i. Commonwealth, Non-UK or Nepalese Service personnel who opt to leave the UK after termination of service have 24 months to apply for settlement (Indefinite Leave to Enter (ILE)) through their local UK Visa Application Centre.

2. Additional Unit Information in Support of Non-UK serving personnel

a. Termination after 4 years' Service. Inform individuals that, if they wish to regularise their immigration status, their applications should be submitted 10 weeks before their termination date or up to 6 months before a redundancy termination date. This will enable UKVI to grant settlement the day after termination (providing that the Immigration Rules are met).

b. Medical Discharge. Units who administer Commonwealth and Non-UK Naval Service personnel being considered for discharge on medical grounds must also take account of any additional vulnerability issues, especially if the individual has severe physical/mental disability, or if they are single and need additional family support that require support from the immigration authorities. Welfare casework should be raised well in advance of discharge, including any referral under the Veterans’ Welfare Service protocols. In all cases where the discharge is complex and requires immigration consideration, the casework team should engage with Naval Service Family and People Support (NS FPS), Naval Families Federation (NFF) and the Seafarers’ Advice and Information Line (SAIL) who will raise a referral to the appropriate authorities and Naval Charities both for immigration and eligibility for welfare support.

5 https://www.gov.uk/government/collections/veterans-welfare-service-protocols
c. **Medical Discharge - Less than 4 Years’ Service.** Where a Non-UK Naval Service person is medically discharged with less than 4 years’ service, UKVI will consider settlement applications where the medical discharge is due to injuries sustained during operations or whilst on training. When medical discharge occurs for other reasons, with less than 4 years’ service, the Non-UK Service person may still be able to apply for settlement. In both cases individuals will need to submit supporting medical evidence to UKVI and, if required, may need to seek immigration advice from an authority accredited by the Office of the Immigrations Services Commissioner (OISC). Extensions to discharge dates are not given for immigration reasons.

d. **Other Forms of Termination of Service with Less than 4 Years’ Service.** There is no discretion within the rules for settlement to be granted to those terminating with less than 4 years’ service. Units should advise Non-UK Naval Service persons to seek OISC qualified immigration advice before they submit an application to UKVI for leave to remain (‘outside the rules’). On the day of termination, the unit should receive a 28-day notice letter by fax from UKVI. Those individuals who have not regularised their immigration status may apply for further Leave to Remain; otherwise they will be expected to leave the country.

e. **Warning UKVI of Termination of Service.** Units are to give UKVI warning of the date of termination from the Armed Forces by completing the additional policy in accordance with Para 5465. Annex 54H is be completed prior to termination day and sent to UKVI. On receipt of Part A, UKVI will issue a receipt to the unit and a notice to those personnel who have not regularised their immigration status (separate letters are provided for dependants). On the final day of service, the unit must complete Part B of Annex 54H, ensuring that both the individual and unit sign the declaration to UKVI.

f. **Indicative Letter.** Once UKVI receives, checks and assesses a settlement application, it may issue an indicative letter\(^6\). This letter is to assist the individual in planning for future employment, housing, healthcare and benefits as part of the transition to civilian life\(^7\). Where an indicative letter has been issued and is not accepted by providers during transition, the individual should raise the issue with their unit, which should contact NS FPS, NFF and SAIL with details of those providers who have not accepted the letter.

2. **Day of Termination**

a. On receipt of the completed Part A, notice is normally 28 days and will be issued effective from the planned date of termination. However, in practice if the date of termination is imminent then UKVI will normally withhold notice until Annex 54H is also received.

b. If the Non-UK Naval Service person has not applied to regularise their immigration status by their date of termination, then UKVI will send the unit a fax/email/letter giving the individual a 28-day notice letter to regularise their immigration status or leave the country. When the email/letter is received, the unit should give one copy direct to the individual and confirm receipt by signature of both the individual and the Discharging Unit. The signed copy is then to be sent back to UKVI.

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\(^6\) The Home Office can only issue an ‘Indicative Letter’ if it receives the application in good time (10 weeks prior to discharge).

\(^7\) The ‘Indicative Letter’ is not a guarantee of settlement.
3. **Custodial Sentence Family Support.** When a Non-UK Naval Service person has received a custodial sentence that will lead to dismissal and termination, the supporting unit must immediately engage with the individual’s family. There may be issues of entitlement to SFA and/or Family Maintenance Grant and, if overseas, immigration issues on repatriation to the UK. Further immigration advice should be sought from CNLS, NS FPS, NFF and SAIL.

4. **Termination Prior to or After Custodial Sentence.** Before an individual’s service is terminated prior to or after a custodial sentence, the terminating unit must consider any welfare, financial or immigration issues that will impact on the family. When service is terminated under these conditions UKVI must be informed using Annex 54H.
ANNEX 19D

ROYAL NAVY REQUEST FOR AN ‘EXEMPT UK IMMIGRATION’ CONTROL ENDORSEMENT OF ROYAL NAVAL RESERVE SERVICE PERSON FOR MOBILISATION

1. When a Non-UK passport holder (with a right to work visa) in the Royal Naval Reserve has been selected for mobilisation the employing unit must take the following actions:

   a. Send by the Non-UK passport with a covering letter by registered mail below and enclose 2 x passport style photographs no more than 3 months old with the name of the individual written on the back of each (expenses may be recovered in accordance with JSP 752).

   b. Prior to despatch the unit must issue the Reservist with a copy of their passport personal page and any visa pages, explain and give the individual a personal copy of Appendix 1: Immigration Conditions for Reserve Mobilisation Service and Demobilisation.

   c. The Armed Forces team at UKVI will insert the ‘exempt’ immigration endorsement into the passport and confirm the conditions of issue in writing to the individual.

   d. A covering letter should be sent to UKVI on Unit headed paper addressed as below, containing the following information:
Dear Sir/Madam,

ROYAL NAVY REQUEST FOR AN ‘EXEMPT UK IMMIGRATION’ CONTROL ENDORSEMENT FOR ROYAL NAVAL RESERVE SERVING PERSONNEL MOBILISED

I am the Unit HR Administrative Officer of (insert unit) responsible for Non-UK Exemption from Immigration Control applications.

I can confirm that (Insert service number, rank/rate, full name, DoB and nationality) enlisted as a Reservist in the Royal Naval Reserve on (Insert mobilisation start date). Having enlisted in the Royal Naval Reserve the above-named service person is exempt UK Immigration Control under Section 8(4)(a) of the Immigration Act 1971 for the duration of the period of mobilised service.

I have enclosed the individual’s Country of Origin Passport (Passport Number) and 2 x Passport photographs with the individual’s name on the back of each and request that UKVI insert an ‘exempt’ from immigration control endorsement (vignette) and inform the individual of the conditions of issue.

The individual’s unit will inform you when the above-named reservist demobilises from the Royal Naval Reserve. Please do not hesitate to contact me if you require any additional information.

Signed

Name
Rank/Rate/Position
Job Title, if not included in Unit Letter Template.
For Commanding Officer

Enclosures:

1. (Insert) Reservist’s Full Name (Insert Nationality) Passport (Insert Serial Number).
2. 2 x Passport Photographs with Reservist’s name on the back.
APPENDIX 1 TO ANNEX 19D

IMMIGRATION CONDITIONS FOR RESERVE MOBILISATION SERVICE AND
DEMOBILISATION INFORMATION FOR THE RESERVIST

1. Immigration Control Mobilised Service
   As a member of the Royal Naval Reserve you must have a valid visa which allows you
to work and reside in the UK for the duration of your mobilised service. If you have a valid
visa, your passport will be stamped with an exemption from immigration control under section
8(4)(a) of the Immigration Act 1971. The exemption lasts only for the duration of mobilised
service with the Royal Navy.

2. Immigration Status Demobilisation
   When you are demobilised, you must contact UK Visas and Immigration (UKVI) to
inform them of your demobilisation. MTMC or your demobilising unit will also inform UKVI of
your demobilisation in accordance with Para 5465. Prior to your mobilisation you had an
immigration status and you will resume that immigration status automatically; you do not need
to make another application providing that your immigration status remains in-date and valid.
If you do not contact UKVI when you are demobilised, and you attempt to remain in the
UK without permission, you may become liable to removal.

3. Immigration Status – Civilian
   Once your exemption has been cancelled, if your visa has lapsed you will require
permission to remain in the UK and will normally be given 28 days to regularise your
immigration status or leave the country. Even if your mobilisation passport stamp remains in
your passport, it will have been cancelled by UKVI and you will not have permission to work
or remain in the UK. If you are in doubt your unit HR staff can explain this Appendix and
direct you to qualified sources of immigration advice (eg. Naval Service Family and People
Support (NS FPS), Naval Families Federation (NFF) and Seafarers’ Advice and Information
Line (SAIL).

4. Right to Work Checks
   If you remain subject to immigration control, your unit has a statutory requirement to
conduct and record right to work document checks on you. Your unit will check this before
you resume your reserve training. This check will be carried out prior to the start of each
training year to ensure that you continue to have a valid right to work. If during a right to
work check it is found that you have an ‘exempt immigration endorsement’ remaining in force
from a previous mobilisation, your unit will seek advice from UKVI regarding your immigration
status.

5. Termination of Service
   If, due to a lack of right to live and work in the UK status, your service is terminated,
you must inform UKVI of your termination. The terminating unit will also inform UKVI. As
Reserve service is classed as secondary employment, it does not entitle you to settle in the
UK under Immigration Rules Appendix Armed Forces. Even if your passport has a mobilised
service exemption stamp, the UKVI will have recorded you as having left the Armed Forces.
This will also appear when any prospective future employer conducts a statutory right to work
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CHAPTER 20

DISCIPLINE POLICY AND PROCESSES

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CHAPTER 20
DISCIPLINE POLICY AND PROCESSES

References:
A. BR 2 (Queens Regulations for the Royal Navy) Chapters 1, 3, 36-42
B. JSP 830 Manual of Service Law (the MSL)
C. FLAGO Chapter 16
D. JSP 831 (Redress of Individual Grievances: Service Complaints)
E. JSP 832 (Service Inquiries)
F. JSP 833 (Minor Administrative Action)
G. BRd 172 The Yellow Guide

SECTION 1 – GENERAL

2001. Why Discipline Matters

a. The values and standards of the Royal Navy are established, upheld and sustained by an amalgam of leadership by example, education and training, and by regulation through the Royal Navy’s discipline system. Discipline is founded in the doctrine of command which places the responsibility for maintaining discipline on commanders. In order to fulfil their disciplinary responsibilities, commanders are granted appropriate authority. Most professions and organisations have regulatory or disciplinary codes. For the Royal Navy, Commanding Officers (COs) are granted statutory powers under the Armed Forces Act 2006, including the authority to issue lawful commands, in order to support their disciplinary role. One of the objects of military law is to provide for the maintenance of good order and discipline among members of the Services and, in certain circumstances, among others who live or work in a military environment. This it does by supplementing the ordinary criminal law of England and Wales with a special code of discipline and a special system for enforcing it. Such special provision is necessary in order to maintain, in time of peace as well as war, and overseas as well as at home, the operational efficiency of an armed force. It is for this reason that acts or omissions which in civil life may amount to no more than breaches of contract (like failing to attend work) or indeed mere rudeness (like being offensive to a superior), become in the context of Service life punishable offences.

b. Discipline is one of the Royal Navy’s Six Core Values:

The Naval Service must be a disciplined service if it is to be effective. We must therefore obey all lawful orders from our superiors. Self-discipline is fundamental; being able to discipline ourselves will earn us the respect and trust of others, and equip us to cope with difficult, individual decisions we will have to make during our service.
c. Discipline in the Naval Service is underpinned through:

(1) **Formal Disciplinary Action.** Action taken to uphold good order and Service discipline using statutory powers.

and

(2) **Administrative Action.** Action taken to rehabilitate, censure or initiate sanctions to correct professional or personal failings.

d. The fundamental purpose of the disciplinary and administrative processes is to foster and promote the discipline and behaviour required for the maintenance of operational effectiveness.
SECTION 2 – DISCIPLINE POLICY, GOVERNANCE AND CHAIN OF COMMAND

2002. Governance
Governance of discipline and related legal matters in the Armed Forces is the province of the Service Justice Board (SJB). This sits at the head of the Service Justice System and comprises uniformed, MOD civilian, and other governmental, legal and judicial authorities with a shared and vested interest in the maintenance of discipline in the Armed Forces in direct support of the Moral Component of Operational Capability. The Service Justice Executive Group (SJEG) transacts routine Service discipline and other legal business in support of the SJB.

2003. Discipline Policy
a. The generation, articulation, correlation and implementation of Discipline Policy for the Naval Service is the responsibility of Commodore Naval Legal Services, drawing on executive input from other NCHQ directorates and Naval Service commands as required. Broad legal policy for the Naval Service is contained within References A to G in addition to this Chapter of BR 3.

b. Of note, the Armed Forces Act 2006 (AFA 06) replaced the single Service Discipline Acts in Oct 09 and is now the single, primary, statutory base (complemented by approximately 80 pieces of secondary legislation) for the disciplinary regime in force for members of the Armed Forces, including reservists and former members, as well as civilians or other individuals whose professional, geographic or familial links to the Armed Forces confer certain status and jurisdiction.

2004. Jurisdiction
The Armed Forces Act 2006 applies to all regular Service personnel, wherever they are in the world at all times and to Reservists at certain times. Certain civilians may also be subject to the Act at certain times and in certain locations. Detailed guidance is contained in Chapter 3 to JSP 830 Manual of Service Law (the MSL).

2005. Processes
Disciplinary processes are set out primarily within the MSL and this Chapter. See also FLAGO Chapter 16.
2006. Authority
The authority for the investigation, bringing of charges, summary hearing or Court Martial is set out in AFA 06, QRRN and this Chapter.

2007. Service Law Harmonisation
AFA 06 harmonised Service law and provides a tri-Service system that is designed to ensure consistency and parity when dealing with personnel, regardless of their Service. The increasing trend towards joint operations and joint defence organisations means that operational effectiveness is more efficiently supported by this single system of Service law.

a. Summary Discipline. Summary Hearings and the role of the CO are at the heart of Service discipline and remain the mechanism by which most offences are addressed. Summary offences and powers are harmonised across the Services. Personnel of one Service of the UK Armed Forces who serve in or with one of the other Services of the UK Armed Forces may come under the jurisdiction of the CO of the unit in which they serve or are attached. Similarly, Naval Service personnel serving in Joint organisations come under the jurisdiction of the CO of that unit or formation. All personnel dealt with at Summary Hearing have the right to appeal to the Summary Appeal Court.

b. Service Prosecuting Authority. There is a single independent Service Prosecuting Authority (SPA), staffed in part by lawyers from all three Services, and headed by a civilian Director. The SPA determines whether or not to prosecute those who are alleged to have committed offences contrary to Service law where cases are referred to it by the Service Police, the CO or on election by the accused, and the SPA conducts the prosecution in the Court Martial.

c. The Court Martial. The Court Martial is available to deal with the most serious offences or where the accused elects for trial by Court Martial. The Court comprises a Judge Advocate and a minimum of 3 or 5 Service members, depending on the seriousness of the offence. The unqualified right for all personnel to elect for trial by Court Martial regardless of the seriousness of the offence remains a fundamental tenet of the Service Justice System.
SECTION 3 - NAVAL SERVICE HIGHER AUTHORITIES, DISCIPLINE CHAINS OF COMMAND AND SOURCES OF LEGAL ADVICE

2008. Organisation

a. The CO is central to the Service discipline system – and is responsible for the effective administration of discipline at unit level. AFA 06 requires the CO to seek Higher Authority permission before exercising certain functions (in essence, for permission to hear certain specified charges, or to be granted ‘extended powers’ to award certain punishments).

b. In general terms, powers of summary discipline is vested in officers who are COs of units (meaning ships or establishments) or appointed as the ‘Commanding Officer’ of a body of service personnel. AFA06 also empowers ‘Subordinate Commanders’ who may exercise powers of summary discipline under the authority of the CO.

c. Naval Service policy requires that those who exercise powers of summary discipline are authorised in advance (either as COs of ships or establishments, or as otherwise authorised) – and that the relationship between subordinate commander, Commanding Officer and Higher Authority is approved.

d. AFA 06 defines a Higher Authority (HA) as any officer in the CO’s disciplinary chain of command who is superior in that chain of command to the CO. Within the Naval Service, those appointments in which officers may act as HAs for discipline purposes are as follows:

- Fleet Commander and Deputy Chief of Naval Staff
- Second Sea Lord
- Assistant Chief of Naval Staff (Support)
- Assistant Chief of Naval Staff Capability
- Assistant Chief of Naval Staff (Aviation, Amphibious Capability and Carriers)
- Assistant Chief of Naval Staff (Personnel) and Naval Secretary and Flag Officer Reserves
- Commander Operations
- Assistant Chief of Naval Staff (Submarines) and FOSNI
- Assistant Chief of Naval Staff (Ships)
- Assistant Chief of Naval Staff (Policy)
- Flag Officer Sea Training and Assistant Chief of Naval Staff (Training)
- Commandant General Royal Marines
- Commander Regional Forces
- Commander British Forces Gibraltar
- United Kingdom Maritime Component Commander Bahrain
- Commodore Portsmouth Flotilla
- Commodore Devonport Flotilla
- Commodore Faslane Flotilla
- Naval Base Commanders: Portsmouth, Devonport and Clyde
- Assistant Chief of Staff Training
- Assistant Chief of Staff Medical
- Commander Core Training
- Commodore Operational Training
e. The Naval Service disciplinary chain of command is set out in the table at Table 20-1. This reflects wherever possible the administrative and operational chains.

f. Where HA authority is required, COs are to apply to the HA specified in the table, unless the HA is unavailable or directed to do otherwise by that HA.

g. Reference B Chapter 9 and this chapter give detailed instructions for making applications to HA for disciplinary matters.

h. Legal advice to COs and HA is available from the appropriate Legal Adviser listed in Table 20-2 below.

2009. **Meaning of ‘Commanding Officer’**

a. The CO is central to the functioning of AFA 06. Under the Act he or she is responsible for making key decisions throughout the whole of the disciplinary process, including (as applicable) authorising custody, bringing a charge, hearing a charge summarily or referring a case to the SPA for trial by Court Martial. Under the Armed Forces Code of Practice for Victims of Crime 2015 as outlined at Annex 20K, the CO also has responsibilities in relation to certain complainants.

b. In most circumstances the identity of the CO will be readily apparent and will be the officer appointed in command of the ship, unit or establishment in which an individual is serving. The Armed Forces (Meaning of ‘Commanding Officer’) Regulations (‘the meaning of CO Regulations’) specifies that a person must be appointed ‘in command’ of a unit, ship, establishment, and if any doubt arises over the authority of an individual to act as a CO for discipline purposes, the appropriate Career Manager and JPA record should be consulted (see also Chapter 59 and the Annexes thereto). Where doubt remains, the matter should be referred to CNLS SO1 Discipline Law.

c. Regulation 3 of the Meaning of CO Regulations also allows the appointment of other officers to be the CO for purposes under the Act, such as exercising disciplinary functions. Such ‘regulation 3’ or ‘bespoke CO’ appointments may be made in circumstances where the normal CO is unavailable, such as when elements of a unit are on detached duty, or when it would be inappropriate for the normal CO to exercise disciplinary functions. An example of the latter would be when a number of individuals from different units are accused of joint offending which may be appropriately dealt with by Summary Hearing. Rather than holding several separate summary hearings, one CO can be nominated under regulation 3 to hold a single hearing.
d. The Defence Council has authorised Naval Service officers of 1* rank or above and Captain Faslane Flotilla to appoint officers for regulation 3 purposes with respect to personnel within their chain of command. In determining the chain of command, Table 20-1 should be consulted. Where it is necessary to make such an appointment for a large number of individuals across a range of commands, ACNS Personnel/Naval Secretary will normally be the most appropriate officer to make such appointments. Legal advice should be sought.

e. It should be noted that regulation 3 “bespoke CO” appointments carry no authority broader than that which is contained in the appointment itself. Thus, where the appointment is made for ‘disciplinary purposes’, the officer so appointed has the full powers that the original parent CO would have had to authorise custody or bring charges etc. but they do not have powers in relation to other non-disciplinary matters (for example, the handling of Service Complaints) which remain the responsibility of the parent CO). Similarly, the appointment relates only to matters regulated under AFA 06. It does not convey any authority in relation to matters not regulated by the Act, such as the disposition of forces or the conduct of operations.

f. Wherever practical before exercising a function likely to have a significant impact on an individual (eg. awarding a sentence of detention or reduction in rank) a regulation 3 CO should normally consult the parent unit CO. The decision remains, however, that of the regulation 3 CO.

2010. Personnel Embarked in RFA Vessels

a. Royal Fleet Auxiliaries. Naval Service personnel embarked in RFA vessels remain subject to AFA 06 at all times and are not subject to the RFA’s own disciplinary or administrative procedures. Key to the successful integration of Naval personnel into a RFA vessel is the maintenance of the highest professional standards and a culture of mutual respect and trust. There have been occasional cases where this respect and trust has been undermined by a perception that the Service Justice System is slow and unresponsive; this has been particularly so where cases have to be referred to parent units for decisions and authorisations. To avoid delay, units should consider the appointment, whenever practicable, of a temporary CO in accordance with the provisions of regulation 3 of the Armed Forces (Meaning of “Commanding Officer”) Regulations (see Para 2009 above). The appropriateness of such an appointment will vary according to the type and number of personnel embarked and the length of the deployment. For example, there may be little utility in appointing a regulation 3 CO where only a few individuals are embarked for a two-week exercise, but more benefit to be gained when a large number are drawn from disparate units for a prolonged deployment. Any regulation 3 CO appointed may only exercise his or her powers in relation to those under his or her command and has no authority over the vessel or its RFA crew.
b. Whether a regulation 3 CO is appointed or not, the senior officer of embarked Naval Service personnel is responsible for ensuring that all those subordinate to them comply with the orders and directions of the ship’s Commanding Officer. The CO of a RFA vessel remains ultimately responsible for the safety of the ship and personnel onboard and retains the right to have any individual removed from the vessel in order to ensure the safety of the ship. BRd 875 0122 gives guidance to RFA COs on the circumstances in which they can exercise their right to remove embarked Naval Service personnel and the procedure to be followed, including the requirement to consult DACOS RFA Personnel Ops SO1 and the Regional Legal Office.

c. The RFA alcohol testing policy does not apply to embarked Naval Service personnel. Whilst it is not unlawful to require embarked personnel to comply with RFA breath testing, this should only be used as a last resort, where existing AFA 06 disciplinary provisions - s.20 (drunkenness) and s.20A (exceeding prescribed limits) – are not practicable.

2011. Embarked Army, RAF and Royal Marines Units

a. The MSL Chapter 2, paragraph 22 provides that, as a general rule, when Army and RAF personnel are embarked in HM Ships they are subject to the exclusive jurisdiction of the CO of the ship. It also provides that, when a ‘formed unit’ of the Army or RAF is embarked, the default position is that the CO of that ship (or ships if the embarked unit is dispersed across a number of vessels) will exercise disciplinary powers over the unit unless prior notification has been given by HQ Land Forces or Air Command, in which case the COs of the Army and RAF formed units may retain their full disciplinary powers when embarked. This special arrangement for formed units is subject to the caveat that the CO of the ship may take jurisdiction in any case where an alleged offence committed by one of the embarked personnel affects the operational efficiency of the ship or the incident occurs overseas where the sovereign immunity of the ship is an operative factor.

b. Although not specifically mentioned in the MSL, the above policy applies in relation to embarked RM personnel. Where RM personnel are embarked as singletons or sub-units in warships (including those units which form part of the Ship’s Company, eg. the Assault Squadrons embarked in amphibious shipping or a FSRT in FF/DDs) the CO of the ship will be their CO for disciplinary purposes, although they may delegate subordinate commander powers to, for example, OCRM. Where RM units embark as formed units (ie. units which have their own COs) the unit CO retains their disciplinary powers, subject to the CO of the ship (or ships) having the discretionary right to take jurisdiction over those matters outlined in sub-para a above. This aligns RM units with embarked Army and RAF units. While formal notice in writing will not be required for RM units (unlike the other Services) COMOPS is to be informed of any RM CO’s declared intent to exercise retained disciplinary powers eg. at pre-embarkation conferences.
Table 20-1. Naval Service Discipline Chains Of Command

<table>
<thead>
<tr>
<th>Unit/Establishment</th>
<th>Sub Cdr</th>
<th>CO (Note 3)</th>
<th>1*HA (Note 3)</th>
<th>2* HA</th>
<th>Regional Legal Office (RLO)</th>
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<td>COMFASFLOT</td>
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<td>Capt SS</td>
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**Notes:**

1. The disciplinary powers of sub-commanders are not inherent in their appointments. These powers must be specifically delegated – in writing - by the CO and the exercise of those powers by sub-commanders will remain subject to certain limitations (see the MSL Chapter 6).

2. A SNO does not automatically acquire powers as CO but may be appointed as CO for disciplinary purposes under ‘regulation 3’ (see Para 2009).

3. Where the nominated 1* or 2* Higher Authority is unavailable, another Higher Authority from the list at Para 2008 may act in lieu.

4. In accordance with 2018DIN01-073 (see the MSL Chapter 44), disciplinary responsibility for joint units is divided between the three Services. Lodger dental and medical units will fall under the disciplinary chain of their host units.

5. Special arrangements apply to Army Air Corps units located within Naval Air Stations – COs should seek legal advice.

6. Special arrangements apply to lodger sub-units (see the MSL Chapter 2 for definition) within Naval Establishments eg. Submarine School and Board and Search School at HMS RALEIGH. Refer to relevant local memoranda and seek legal advice as required.
### Table 20-2. Legal Advisers – Contact Details

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<thead>
<tr>
<th>Region</th>
<th>Contact Details</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>EASTERN</td>
<td>NAVY LEGAL-RLO MAILBOX (MULTIUSER) <a href="mailto:NAVYLEGAL-RLOMAILBOX@mod.gov.uk">NAVYLEGAL-RLOMAILBOX@mod.gov.uk</a></td>
<td>93832 8718</td>
</tr>
<tr>
<td>WESTERN</td>
<td>NAVY LEGAL-RLO MAILBOX (MULTIUSER) <a href="mailto:NAVYLEGAL-RLOMAILBOX@mod.gov.uk">NAVYLEGAL-RLOMAILBOX@mod.gov.uk</a></td>
<td>9375 67183</td>
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<tr>
<td>NORTHERN</td>
<td>NAVY LEGAL-RLO MAILBOX (MULTIUSER) <a href="mailto:NAVYLEGAL-RLOMAILBOX@mod.gov.uk">NAVYLEGAL-RLOMAILBOX@mod.gov.uk</a></td>
<td>93255 3736</td>
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<td>NORTHWOOD</td>
<td>NAVY LEGAL-LEGAD NORTHWOOD</td>
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<td>3CDO BDE</td>
<td>NAVY LEGAL-LEGAD 3CDO BDE</td>
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Out of hours, the duty lawyer is contactable via the Duty Fleet Controller.

### Table 20-3. G1 Discipline Support for RMR Units

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<td>RM Poole</td>
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<td>RMR Bristol</td>
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<td>RMR Merseyside</td>
<td>43 Cdo FPGRM</td>
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<td>RMR Scotland</td>
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SECTION 4 – DISCIPLINARY AND ADMINISTRATIVE ACTION

2012. Discipline and Administrative Action – the Distinction

a. Separate to, but running in parallel with, the formal disciplinary system, there exists a range of administrative measures and sanctions that can be used to deal with personal or professional failings or minor indiscipline. Guidance on the administrative sanctions which may be imposed following a minor, serious or gross security breach committed by Royal Naval or Royal Marines personnel is outlined at Annex 20P.

b. The distinction between disciplinary action and administrative action is an important one. As a general rule, disciplinary action should be used where an offence is suspected which is wholly deserving of the consequences of the application of Service law and where an individual should, if convicted, expect to be punished. Administrative action – which is intended to address professional and personal shortcomings – should be used where it is clear that criminal and/or disciplinary measures are not necessary, appropriate or desirable. Any administrative sanction must be proportionate to the professional failing and must seek to correct the shortcoming, rather than punish the individual. However, while distinct, the two forms of action are not mutually exclusive; ‘upholding good order and Service discipline’ and ‘correcting personal or professional failings’ may cover the same, central ground and, typically, disciplinary action may be appropriate where (eg. minor) administrative action has patently failed for personal shortcomings such as lateness or slackness.

c. The availability of an administrative action regime does not preclude the Command from proceeding directly to disciplinary action where that is considered to be the more appropriate course. Placing an individual under warnings for discharge or reversion (as applicable) should always be considered where that person displays repeated indiscipline, even when administrative action alone has been used to seek to address the behaviour. Warnings may be particularly effective in dealing with persistent minor absence or minor but repeated negligence by an individual in the conduct of their duties. Where consideration is being given to administrative action other than warnings in the context of matters that are the subject of disciplinary proceedings, COs should normally wait for the conclusion of the Summary Hearing or Court Martial before deciding on administrative measures.

d. Minor Administrative Action (MAA) may not be taken in conjunction with disciplinary action for the same misdemeanour, but it may be appropriate where there is insufficient evidence to support a formal charge but there remains clear evidence of some other failing on the balance of probabilities. Similarly, some professional failings can be dealt with appropriately without recourse to disciplinary action, MAA or major administrative action. For example, minor transgressions can and should be corrected informally and immediately – often verbally.
2013. Deciding on Method of Investigation

a. **Generally.** The decision whether to have a matter investigated by RN Police (RNP)\(^1\), or through some other, formal, disciplinary investigation must be taken with care. In the event that an allegation or apparent shortcoming is amenable to MAA or other administrative disposal, an RNP investigation may not be required. COs should ensure that the authority to consider and use MAA is clearly understood within their unit. Superior officers (at every level) should be supported in their decision to use MAA, but they should be guided on when it will be appropriate to use it (and crucially, when it will not be) by the CO and the unit management. The process for deciding whether and how to use MAA is set out in JSP 833 Chapter 3 which should form the basis of unit orders and training. It should be noted that, under AFA 06, ‘prescribed circumstances’ or ‘Schedule 2’ offences **must** be reported to the RNP as a matter of law and regardless of whether the CO believes that administrative disposal would be more appropriate. Further guidance is contained within the MSL Chapter 6.

b. **Alleged Sexual Offences.** As a matter of law, COs must report all alleged sexual offences which are listed in Schedule 2 of the Armed Forces Act 2006 ("the Act"), or are committed in prescribed circumstances, to the RNP for investigation. Following an amendment to Schedule 2 in 2018, all bar one sexual offences (sexual activity in a public lavatory) are now listed in Schedule 2. For this one offence not listed, it is, nevertheless **RN policy that CO’s must also report this in the first instance to the RNP for investigation.** Thereafter, post any investigation and before taking any disciplinary or administrative action in respect of an alleged sexual offence (or deciding to take no action), the CO must seek legal advice.

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\(^1\) The term RNP embodies the Royal Marines Police Troop (RMPT) and, for the purposes of this Chapter, RNP can also be read as ‘Service Police’.
SECTION 5 - MINOR ADMINISTRATIVE ACTION

2014. Introduction

a. Minor Administrative Action (MAA) gives the power to all Service personnel from Leading Hand upwards to award ‘minor sanctions’ to rectify minor professional and personal failings (eg. minor leave breaking, poor turnout, failure to comply with Standing Orders, failure to attend, etc). A similar but distinct system of Remedial Training is used in training establishments for the management of personnel during Phase 1 and 2 training, but this is distinguished from the MAA regime which applies in all units.

b. The tri-Service policy is contained in JSP 833 – Minor Administrative Action (Ref A). All ships, units and establishments are to follow JSP 833 for the guiding principles and administrative arrangements for MAA. This section provides single Service guidance to supplement the JSP.

2015. Aim

This Section aims to guide RN/RM COs in the application and administration of MAA within RN/RM units.

2016. Overview

a. MAA is part of the overall system for the maintenance of Service ethos and standards that encompasses everything from the immediate rebuke to minor and major administrative action, summary trial and Court Martial. The CO is central to the maintenance of discipline within his or her unit; he or she sets the standard that is essential for operational efficiency and timely justice.

b. This Section is designed to give COs a framework on which to write their own unit orders based on the context in which their unit operates.

2017. Whether to take Minor Administrative Action or Disciplinary Action

a. It will be up to COs to decide and define whether MAA or disciplinary action is the appropriate route to take depending on the circumstances; seagoing units will be operating different routines to shore establishments, which may in turn differ from air stations; while submarines operate differently to surface units, while units undergoing extended maintenance periods will adopt tailored working practices. Some guidance on the types of individual shortcoming, which might amount to a disciplinary offence but which could also be suitable for MAA, is at Para 2028 below. COs should also consider including a requirement that, where it is unclear whether MAA is an appropriate response, such cases should be referred to the Chain of Command.
b. Superior Officers (Leading Hands and above in the RN, LCpl and above in the RM) are able to use MAA instead of instigating formal disciplinary action to deal with minor professional and personal failings. MAA is never to be taken in conjunction with disciplinary action for the same misdemeanour or shortcoming. The freedom to choose to deal with a shortcoming through MAA as an alternative to disciplinary action persists only up to the point at which a person committing the personal or professional failing is charged in relation to that failing. The moment that a charge has been brought (ie. the accused has been served with a charge sheet and relevant supporting papers), then MAA is no longer an option for the Command.

c. However, MAA must not be confused with major administrative action. This description of administrative action (which includes, for example, discharge Shore or SNLR, reversion and warnings for these procedures etc), may - and often should - be taken in conjunction with disciplinary action. In addition, personal failings may be noted in appraisal reports in accordance with current guidance if necessary. If in doubt as to the potential combination of desired measures, legal advice should be sought.

d. Administrative action is intended to set straight professional or personal shortcomings and should not be used in response to matters which are clearly criminal in nature. The action taken should fit the failing, and be clearly designed to correct it. MAA policy has been developed to correct inefficiency, unacceptable behaviour and minor misconduct. This supports all levels of leadership, particularly at lower levels, by ensuring that personnel are empowered to take the most appropriate action and to prevent any temptation to take unofficial 'punitive' action.

2018. Minor Administrative Action and the Chain of Command

Authority to award MAA lies throughout the chain of command, subject to the direction of the CO. By granting more junior personnel the authority to deal swiftly with failings in their subordinates, MAA strengthens the chain of command and emphasises the importance of leadership by superior Officers (Leading Hands and above). COs are therefore encouraged to delegate authority to award MAA to the lowest level commensurate with the efficient management of their ships, establishments and units.
2019. **Award of Minor Administrative Action**

a. The guidance in JSP 833 is to be followed in all cases. All matters should be dealt with at the lowest level commensurate with maintenance of discipline and standards and the efficient management of the unit. It is therefore important to decide as quickly as possible the most appropriate course of action. Delay in awarding MAA may undermine the system, and all MAA should usually be initiated within 48 hours of discovery of the failing. This time limit may be extended where necessary, such as where a disciplinary investigation was initially considered appropriate but subsequently terminated without bringing a charge. It may be possible to deal with a professional or personal failing immediately, without resorting to MAA or formal disciplinary action. For example, someone who turns to in an unacceptable state of dress may be ordered to clean their boots or iron their shirt; but where someone turns to 15 minutes adrift MAA may be appropriate depending on the ship’s programme and impact on the unit (disciplinary action may be necessary where the ship is under sailing orders). Guidance as to the types of AFA 06 offence which might be suitable to be dealt with by MAA as an alternative to disciplinary action is given below.

b. In order to make this judgement, all personnel involved in the process of awarding and administering MAA should be given appropriate training and guidance within the unit concerned, including instruction on the content and application of the CO’s policy for the individual unit, contained in Ship’s Standing Orders or CO’s Temporary Memorandum as appropriate.

c. Any MAA sanction awarded must fit the failing identified in order to restore the serviceperson’s efficiency. Guidance as to which sanction might be appropriate to given situations should be provided during such internal training in order to ensure consistency within units. Superior Officers authorised to award MAA, and Reviewing Officers, should also be instructed on the two-stage test to be applied before awarding any sanction:

1. Has a failing occurred, on the balance of probabilities (ie. is it more likely than not that the person has failed to meet the required standard, committed the misdemeanour alleged etc)?; if so;

2. **Is the Service test satisfied?** ie. ‘Have the actions or behaviour of a serviceperson adversely impacted or are they likely to impact on the efficiency or operational effectiveness of the Service?’ “Service” in this context includes the Duty Watch, Department, Ship, Unit etc. as appropriate to the situation.

d. Consideration should be given to advising those awarding sanctions, if in doubt as to whether to award a sanction or which sanction to award, to seek advice from an appropriate person of Reviewing Officer rank (see paragraph 30 below) before any action is taken. However, in the interests of empowering Leading Hands and above to take appropriate action to correct failings as swiftly as possible, with proper training and published guidance it should not usually be necessary for designated superior Officers to seek prior approval for such action. Training in the purpose and application of MAA is included in Command Courses and the Divisional Officers Course.
2020. Available Sanctions

a. The following are authorised minor administrative actions:

(1) **Report Back Muster/Parades.** Up to 3 musters/parades (45 mins maximum duration) - between 0700–2300 in whatever appropriate uniform and equipment as directed by the superior rank imposing the sanction. These may be appropriate in cases of poor timekeeping, turnout or standards of equipment. Relevant Skills Training, such as properly supervised drill and physical training, may be included if the service person’s failing warrants it. A drill lesson can only be imposed as a sanction to address failings in drill. All training is to be conducted by an appropriately qualified instructor. Presenting at a poor standard may result in an award of ‘show again’, up to a maximum of 2 ‘show again’ musters for each Muster/Parade awarded.

(2) **Extra Duties/Tasks.** Up to three extra tasks or duties may be awarded to correct a professional failing directly connected to an individual’s normal work or duty. The additional task or duty nominated must be of the same nature as the duty in which the individual failed. For example, a minor failure on gangway watch as QM could result in extra QM duties, or poor task-book progress may lead to further task-book training. Any duty or task should be of the same or lesser duration than the normal period of duty. A duty should not extend beyond 24 hours and there should be at least 48 hours between each 24-hour period of extra duty.

(3) **Extra Work.** Up to 3 periods of 4 hours (maximum) of extra work can be given. Work is to be of a type that benefits the unit but is not associated with the individual’s normal duties. Such an action would be appropriate to address a failing not directly associated with an individual’s normal tasks or duties. For example, a failure to conduct a chart outfit spot-check may result in the award of further spot-checks or similar administrative tasks.

(4) **Return to Unit (RTU).** This can be used during non-career courses or temporary loan (for example a squadded rating loaned to another unit for employment); in most circumstances the person should have been previously warned and their unit informed of the situation.

(5) **Informal Interview.** An Informal Interview may be conducted in order to brief a serviceperson on their shortcomings and to give advice on how they may be rectified. Such an interview would normally be expected to take place within the divisional system when a serviceperson needs to be made aware of minor failings, weaknesses, or mishandling of personal affairs (for example financial irresponsibility).
(6) **Formal Interview.** A Formal Interview is intended to make a serviceperson aware of his shortcomings and advise him or her on how to rectify his behaviour. It would be appropriate when an individual’s persistent personal and professional failings need to be addressed before more formal action becomes necessary. The interview should be noted on the form T-WS-MAA02 “Record of Formal Interview”, giving details of the failing and the actions required to correct it. For a Rating this will normally be conducted by the Divisional Officer or Divisional Senior Rating; for an Officer this would be conducted by the training Officer, HoD or CO as appropriate. Failure to respond to a Formal Interview may result in disciplinary or major administrative action such as formal warning or censure.

b. No sanctions other than these, and the relevant limitations on award, are permissible. All minor sanctions except for Informal and Formal Interview are to have been completed within 8 days of being issued. Awards of report back musters and associated skills training, extra tasks and extra work may not be combined, i.e. only one type may be awarded to correct a failing. All must be properly supervised, at an appropriate level, throughout.

2021. **Reviewing Officers**

a. COs should designate Reviewing Officers within their units, both within departments (it is recommended that DEPCOs be designated for MAA awarded to Junior Ratings, and that HODs be designated to review MAA awarded to Senior Ratings) and on a whole ship basis (it is recommended that EWO/BWO be designated for CPO/CSgt Ratings & below and the XO (of at least SO2 rank) for WO1s, WO2s & officers). These designations should be promulgated within the unit. Reviewing Officers will decide whether or not MAA is appropriate in the circumstances. If the Reviewing Officer considers that MAA is appropriate, he or she must offer the subject of the sanction the opportunity to request a formal review, and in all cases ensure the person in receipt of MAA is informed about the sanction and the reasons for its imposition.

b. The table below shows those ranks and rates that may be made the subject of sanctions; who can impose sanctions; who reviews the award and which sanctions may be awarded to certain ranks or rates. A CO may vary upwards the rank or rate of those who have power to award a minor sanction if this would be more appropriate to the maintenance of operational effectiveness within the unit; the precise authority of personnel will be dictated by the CO of a unit based on the needs of that unit.
Table 20-4. Naval Sanctions

<table>
<thead>
<tr>
<th>Ser</th>
<th>Subject</th>
<th>Minor Sanction imposed by (Lowest Rank/Rate)</th>
<th>Minor Sanction Reviewed by (Lowest Rank/Rate)</th>
<th>Sanctions available</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cdr / Lt Col</td>
<td>Capt RN / Col</td>
<td>Cdre / Brig</td>
<td>RTU, Informal Interview, Formal Interview</td>
</tr>
<tr>
<td>2</td>
<td>Lt Cdr / Maj</td>
<td>Cdr (Note 1) / Lt Col</td>
<td>Capt / Col</td>
<td>RTU, Informal Interview, Formal Interview</td>
</tr>
<tr>
<td>3</td>
<td>Mid/SLt/Lt / Capt (RM)</td>
<td>Lt Cdr (Note 2) / Maj</td>
<td>Cdr / Lt Col</td>
<td>RTU, Informal Interview, Formal Interview, Extra Tasks / Duties</td>
</tr>
<tr>
<td>4</td>
<td>WO1</td>
<td>Lt Cdr (Note 3) / Maj</td>
<td>Cdr / Lt Col</td>
<td>RTU, Informal Interview, Formal Interview, Extra Tasks / Duties</td>
</tr>
<tr>
<td>5</td>
<td>WO2</td>
<td>WO1</td>
<td>Lt Cdr / Maj</td>
<td>All but Report Back Musters / Parades</td>
</tr>
<tr>
<td>6</td>
<td>CPO / CSgt</td>
<td>WO2</td>
<td>WO1</td>
<td>RTU, Informal Interview, Formal Interview, Extra Tasks / Duties</td>
</tr>
<tr>
<td>7</td>
<td>PO / Sgt</td>
<td>CPO / CSgt</td>
<td>WO1</td>
<td>RTU, Informal Interview, Formal Interview, Extra Tasks / Duties</td>
</tr>
<tr>
<td>8</td>
<td>LH / Cpl / LCpl</td>
<td>PO / Sgt</td>
<td>CPO / CSgt</td>
<td>RTU, Informal Interview, Formal Interview, Extra Tasks / Duties</td>
</tr>
<tr>
<td>9</td>
<td>LCpl</td>
<td>LH / Cpl</td>
<td>PO / Sgt</td>
<td>All Available</td>
</tr>
<tr>
<td>10</td>
<td>AB / Mne</td>
<td>LH / LCpl</td>
<td>PO / Sgt</td>
<td>All Available</td>
</tr>
</tbody>
</table>

Notes:

1. Except that a CO of the rank of Lt Cdr / Maj may award sanctions at this level.
2. Except that a CO or MWV XO of the rank of Lt may award sanctions at this level.
3. Except that a CO of the rank of Lt may award sanctions at this level.

2022. Conduct of MAA Review

a. Whenever MAA has been awarded it must be reviewed by a Reviewing Officer. The Reviewing Officer is to ensure that it has been appropriately investigated by the person initiating the action; that correct procedures have been followed; and that the sanction is an appropriate one in the circumstances. The Reviewing Officer may decide that MAA is inappropriate and cancel the sanction. This might be because he or she considers that either disciplinary or major administrative action should be taken instead or, equally, it may be that he or she deems that no action is necessary. If, having reviewed the matter, a Reviewing Officer decides that MAA is appropriate, he or she may then either uphold or reduce the sanction imposed.
b. Having confirmed that MAA is appropriate, the Reviewing Officer must offer the recipient of the sanction the opportunity for a formal review. If the individual does not request such a review, then the sanction is to be performed. If, however, the subject of the MAA requests a review, that person is to be offered the opportunity to say why he or she believes the finding to be unfair or why he or she should not receive the sanction awarded. The Reviewing Officer is then to consider the matter taking into account the representations made by the subject of the sanction and any other relevant factors. The Reviewing Officer may decide to uphold the sanction awarded, to reduce it or to cancel the MAA altogether.

c. In conducting a review, the Reviewing Officer must ensure that:

(1) On the balance of probabilities the alleged incident took place;

(2) The Service Test has been satisfied; and

(3) The sanction awarded is fair and proportionate.

d. The person seeking formal review should normally be given the opportunity to appear before the Reviewing Officer to state his case. In certain circumstances, for example when a ship is at sea, it may not be possible to take the individual before an Officer of appropriate rank; in such a case review may be carried out by other means (including telephone and electronic means), and the Reviewing Officer should sign the form at the first reasonable opportunity thereafter.

e. The review is normally to take place as soon as possible after award of the sanction and, in any event, within 24 hours and before any sanction is performed.

2023. Complaints and Redress

If, after review by an appropriate superior, an individual considers him or herself to have been wronged by any administrative action taken then he or she is entitled to submit a Service complaint under AFA 06 and JSP 831. The submission of a complaint must not delay the conduct of any sanction imposed.

2024. Records and Subsequent Action

a. The administrative process is quicker and simpler than the disciplinary process. However, the action must be properly recorded to ensure fairness, to discourage misuse and to facilitate audit by higher authority. A full audit trail is also required in order to ensure the MAA system is used appropriately. Continual failings on the part of an individual should lead to a formal warning (eg. DO’s warning for Discharge Shore (Inadequacy) or Reversion) or, if a particular failing is repeated several times and it amounts to an offence under the AFA 06, disciplinary action should be taken. It will rarely be appropriate for one superior Officer to repeatedly take MAA against an individual. All cases of repeated failing should be discussed with a Reviewing Officer, Head of Department or the CO as necessary.
b. Once approved, the action should be formally recorded on form T-WS-MAA01 “Record of Minor Sanction Awarded” and placed in a unit folder\(^2\), in a Departmental subsection. In addition, if a Formal Interview is conducted this must be recorded on form T-WS MAA02 “Record of Formal Interview” and placed with the individual’s service documents for the period of their current assignment or appointment. Both forms are contained in JSP 833 and are available from JPA.

c. The recording proforma is straightforward and contains the details of the individual involved, details of the personal and/or professional failing and the remedial action proposed. It must be signed by the subject and the awarding Officer, and countersigned by the Reviewing Officer. This will ensure that the action is properly endorsed and allows for formal review. Having endorsed the imposition of a sanction the Reviewing Officer is to inform a rating/other rank’s DO or an Officer’s 1RO of the decision. When a sanction is completed the tear-off slip is to be signed by the person supervising the conduct of the sanction.

d. Departments are to keep a record of MAAs awarded which is to be inspected monthly by the XO/HoD/OC and quarterly by the CO. Records of Formal Interviews are also to be retained with the individual’s Divisional Documents or personal files as appropriate for the duration of their assignment and a copy held by the individual subject to the interview. If an individual is assigned when subject to the review period of a Formal Interview, the CO must decide whether the receiving unit should be made aware of the circumstances. Records of MAAs are to be held by the unit for 2 years for audit and inspection. Flotilla Commanders and FOST will inspect records during routine visits/OST periods to monitor consistency of standards.

2025. Requirement for Returns
There is no requirement for a formal return on MAA: units should retain records for 2 years. There is no facility or requirement to record MAA on JPA.

2026. Unauthorised Absence

a. Use of Minor Administrative Action (MAA). In the first instance, where it has been established on the balance of probabilities that an individual has been absent without leave, units should consider whether or not the matter can be dealt with appropriately by means of MAA. Disciplinary action should only be taken against an absentee where a decision has been made not to use MAA. Unless the Command determines that there are exceptional reasons to merit departure from this policy, administrative action should be taken in the following circumstances:

1. For ships and submarines alongside in the UK which are not under sailing orders, unauthorised absence up to a maximum of 48 hours.

2. For ships and submarines alongside abroad which are not under sailing orders, unauthorised absence up to a maximum of 4 hours.
(3) For all UK shore establishments, unauthorised absence up to a maximum of 48 hours.

b. Exceptionally, unauthorised absence may be dealt with by disciplinary rather than administrative means when:

(1) The ship or submarine is under sailing orders.

(2) Previous use of MAA or disciplinary action has proved ineffective in addressing an individual’s misconduct or unauthorised absence. In these cases, units should consider whether the individual is fit to retain their rate or rank or to remain in the Service, instigating warning procedures where necessary.

(3) Due to their absence, the absentee was unable to perform their duty as a member of the Duty Watch or in support of a major evolution (e.g. ammunitioning ship).

(4) The absentee ignored orders to return immediately to the unit or establishment.

(5) The individual was absent deliberately in order to avoid an arduous duty or pre-deployment training.

(6) For deployed units, significant resources were expended trying to locate the individual.

(7) Individuals breach a local curfew.

(8) The Command determines that disciplinary action is necessary in the circumstances to maintain operational capability.

c. Leave Account Regularisation. For absences of between 4 and 48 hours, one day’s leave may be deducted from an individual’s leave account for each day or part of a day of unauthorised absence. Deductions to a leave account may only be awarded by the CO or an Officer designated by the CO.

d. Whether or not a decision is made to take administrative or disciplinary action against an absentee, units must still comply with Provost Marshal (Navy)’s Technical Instruction Number 8 and take the necessary action in relation to missing persons.

2027. Conclusion

MAA has a proven track record for dealing with minor personal and professional failings without resort to time consuming, resource intensive disciplinary procedures, or worse, failing to take appropriate action or resorting to unofficial ‘punishments’. Used properly it is a powerful weapon in the management arsenal. COs are to ensure it is used appropriately within their units, that consistency of approach within units is maintained, that Leading Hands and above are thus suitably empowered to enforce ethos, discipline and standards, and that the appropriate use of MAA is recognised.
2028. Guidance on Offences which may or may not be Dealt with Using MAA

This is at Table 20-5 below.

Table 20-5. Guidance on Offences which may or may not be Dealt with Using MAA

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Administrative Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>s.9 AFA 06</td>
<td>ABSENCE WITHOUT LEAVE CONTRARY TO SECTION 9 OF THE ARMED FORCES ACT 2006</td>
<td>• If the unit circumstances are considered appropriate by the CO – absences of up to 48 hours may be dealt with by MAA unless there are aggravating factors. There is no tariff guide for MAA. • Consult JSP 833 for guidance.</td>
</tr>
<tr>
<td>s.10 AFA 06</td>
<td>FAILURE TO CAUSE APPREHENSION OF DESERTERS AND ABSENTEES CONTRARY TO SECTION 10 OF THE ARMED FORCES ACT 2006</td>
<td>• May not be dealt with by MAA.</td>
</tr>
<tr>
<td>s.11(1) and s.28(1)(b) and s.28(2) AFA 06</td>
<td>MISCONDUCT TOWARDS A SUPERIOR OFFICER CONTRARY TO SECTION 11(1) (USING VIOLENCE) and RESISTANCE TO ARREST CONTRARY TO SECTION 28(1)(b) and 28(2) (USING VIOLENCE) OF THE ARMED FORCES ACT 2006</td>
<td>• Insubordination must be suppressed as soon as possible. The rapid institution of MAA may be more appropriate and have more impact than a protracted disciplinary investigation. MAA, however, will generally only be appropriate when the overall incident is minor and there are mitigating factors.</td>
</tr>
<tr>
<td>s.13 AFA 06</td>
<td>CONTRAVENTION OF STANDING ORDERS CONTRARY TO SECTION 13 OF THE ARMED FORCES ACT 2006 (General guidance)</td>
<td>• May be dealt with by MAA except where the contravention would have been dealt with under the Road Traffic Act had an equivalent offence been committed on the public highway.</td>
</tr>
<tr>
<td>s.15(1)(a) and s.15(1)(b) AFA 06</td>
<td>FAILURE TO ATTEND FOR A DUTY CONTRARY TO SECTION 15(1)(a) and UNAUTHORISED LEAVING OF DUTY CONTRARY TO SECTION 15(1)(b) OF THE ARMED FORCES ACT 2006</td>
<td>• May be dealt with by MAA, unless there are aggravating factors.</td>
</tr>
<tr>
<td>s.15(1)(c) and s.15(2) AFA 06</td>
<td>NEGLECT OF DUTY CONTRARY TO SECTION 15(1)(C) and FAILURE TO PERFORM DUTY CONTRARY TO SECTION 15(2) OF THE ARMED FORCES ACT 2006</td>
<td>• May be dealt with by MAA, unless there are aggravating factors. • For Negligent Discharges see specific guidance in the MSL.</td>
</tr>
<tr>
<td>s.16(1)(a) and s.16(1)(c) AFA 06</td>
<td>MALINGERING CONTRARY TO SECTION 16(1)(a) or 16(1)(C) OF THE ARMED FORCES ACT 2006</td>
<td>• May not be dealt with using MAA.</td>
</tr>
<tr>
<td>s.17 AFA 06</td>
<td>DISCLOSURE OF INFORMATION USEFUL TO AN ENEMY CONTRARY TO SECTION 18 OF THE ARMED FORCES ACT 2006</td>
<td></td>
</tr>
<tr>
<td>Administrative Action</td>
<td></td>
<td></td>
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<td>-----------------------</td>
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</tr>
<tr>
<td><strong>s.18 AFA 06</strong></td>
<td>MAKING FALSE RECORDS CONTRARY TO SECTION 18 OF THE ARMED FORCES ACT 2006</td>
<td></td>
</tr>
<tr>
<td>Administrative Action</td>
<td>• May not be dealt with using MAA.</td>
<td></td>
</tr>
<tr>
<td><strong>s.19 AFA 06</strong></td>
<td>CONDUCT PREJUDICIAL TO GOOD ORDER AND DISCIPLINE CONTRARY TO SECTION 19 OF THE ARMED FORCES ACT 2006 (General guidance)</td>
<td></td>
</tr>
<tr>
<td>Administrative Action</td>
<td>• May be dealt with by MAA if very strong mitigating factors.</td>
<td></td>
</tr>
<tr>
<td><strong>s.20 AFA 06</strong></td>
<td>UNFITNESS THROUGH ALCOHOL OR DRUGS CONTRARY TO SECTION 20 OF THE ARMED FORCES ACT 2006</td>
<td></td>
</tr>
</tbody>
</table>
| Administrative Action | • Poor turnout, attitude or work as a result of previous overindulgence in alcohol may be dealt with by MAA.  
• Unfitness through drugs may not be dealt with by MAA.  
• Administrative action may be ordered (not under MAA) which does not form part of a disciplinary sentence but which might be an appropriate ancillary measure to deal with alcohol abuse. For example:  
  • Restriction of beer or spirit ration, or use of bar facilities on board, base or camp for up to one month.  
Guidance on alcohol education can be obtained from:  
  DRST CDT MAA: 93832 8885  
  Alcohol Treatment Unit - Ft Blockhouse  
  93806 65146/65379 HMS DRAKE 9375 67593. |
| **s.20A AFA 06** | EXCEEDING ALCOHOL LIMITS FOR PRESCRIBED SAFETY CRITICAL DUTIES |
| Administrative Action | • The circumstances where MAA is appropriate for such an offence will be rare.  
• Where a person is actually performing a safety-critical duty (s.20A(1)(a)), MAA may not be used.  
• In exceptional circumstances, MAA may be used where:  
  • the accused might reasonably be expected to perform such a duty but are not actually performing it (s.20A(1)(b));  
  • the duty is subject to the upper limit (ie. MAA may not be used for lower limit duties); and  
  • the proportion of alcohol is only marginally above the prescribed limits.  
• In all circumstances where MAA is being considered for this offence, legal advice should be sought.  
• The additional administrative measures detailed above for s.20 offences also apply. |
<p>| <strong>s.21 AFA 06</strong> | FIGHTING OR THREATENING BEHAVIOUR CONTRARY TO SECTION 21 OF THE ARMED FORCES ACT 2006 |
| Administrative Action | • May not be dealt with by MAA. |
| <strong>s.22 AFA 06</strong> | ILL TREATMENT OF SUBORDINATES CONTRARY TO SECTION 21 OF THE ARMED FORCES ACT 2006 |
| Administrative Action | • May not be dealt with by MAA. |
| <strong>s.23 AFA 06</strong> | DISGRACEFUL CONDUCT OF A CRUEL OR INDECENT KIND CONTRARY TO SECTION 23 OF THE ARMED FORCES ACT 2006 |
| Administrative Action | • Where an incident involves lawful activity which is considered... |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Administrative Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>s.25 AFA 06</td>
<td>MISAPPLYING OR WASTING SERVICE PROPERTY CONTRARY TO SECTION 25 OF THE ARMED FORCES ACT</td>
<td>May be dealt with by MAA.</td>
</tr>
<tr>
<td>s.27 AFA 06</td>
<td>OBSTRUCTING OR FAILING TO ASSIST A SERVICE POLICEMAN CONTRARY TO SECTION 27 OF THE ARMED FORCES ACT 2006</td>
<td>May not be dealt with by MAA.</td>
</tr>
<tr>
<td>s.29 AFA 06</td>
<td>ESCAPING FROM LAWFUL CUSTODY OR USING VIOLENCE OR THREATENING BEHAVIOUR AGAINST A PERSON IN WHOSE CUSTODY AN OFFENDER IS IN CONTRARY TO SECTION 29 OF THE ARMED FORCES ACT 2006</td>
<td>May not be dealt with by MAA.</td>
</tr>
<tr>
<td>s.30(1) AFA 06</td>
<td>NEGLIGENTLY ALLOWING ESCAPE OF PRISONERS CONTRARY TO SECTION 30(1) OF THE ARMED FORCES ACT 2006</td>
<td>May not be dealt with by MAA.</td>
</tr>
<tr>
<td>s.34 AFA 06</td>
<td>LOW FLYING AND CONTRARY TO SECTION 34 OF THE ARMED FORCES ACT 2006 and ANNOYANCE BY FLYING CONTRARY TO SECTION 35 OF THE ARMED FORCES ACT 2006</td>
<td>May not be dealt with by MAA.</td>
</tr>
<tr>
<td>s.36 AFA 06</td>
<td>INACCURATE CERTIFICATION CONTRARY TO SECTION 36 OF THE ARMED FORCES ACT 2006</td>
<td>May not be dealt with by MAA.</td>
</tr>
<tr>
<td>s.42 AFA 06 AND s.39 CJA 1988 or s.47 OAPA 1861</td>
<td>COMMON ASSAULT AND BATTERY CONTRARY TO SECTION 42 OF THE ARMED FORCES ACT AND SECTION 39 OF THE CRIMINAL JUSTICE ACT 1988 and ASSAULT OCCASIONING ABH CONTRARY TO SECTION 42 OF THE ARMED FORCES ACT AND SECTION 47 OF THE OFFENCES AGAINST THE PERSON ACT 1861</td>
<td>Very minor offences constituting a ‘technical’ assault may be suitable for MAA where there is strong mitigation and no aggravating factors; legal advice is always to be sought. It will only be in exceptional circumstances that an assault, other than common assault, can appropriately be dealt with by way of MAA.</td>
</tr>
<tr>
<td>s.42 AFA 06 AND s.13 CJA 88 or s.1 PCA 53</td>
<td>THEFT CONTRARY TO SECTION 42 OF THE ARMED FORCES ACT AND 1(1) OF THE THEFT ACT 1968</td>
<td>May not be dealt with by MAA.</td>
</tr>
<tr>
<td>s.42 AFA 06 AND s.40 TA 68</td>
<td>DISHONESTY OFFENCES OTHER THAN THEFT</td>
<td>May not be dealt with by MAA.</td>
</tr>
<tr>
<td>s.42 AFA 06 AND s.1(1) CDA 1971</td>
<td>DAMAGE TO OR LOSS OF SERVICE PROPERTY CONTRARY TO SECTION 24 OF THE ARMED FORCES ACT 2006 and CRIMINAL DAMAGE CONTRARY TO SECTION 42 OF THE ARMED FORCES ACT AND SECTION 1(1) OF THE CRIMINAL DAMAGE ACT 1971</td>
<td>May not be dealt with by MAA.</td>
</tr>
<tr>
<td>s.13 AFA 06 OR s.42 AFA 06 AND s.139 CJA 88 or s.1 PCA 53</td>
<td>CONTRAVENTION OF STANDING ORDERS (weapon offence) CONTRARY TO SECTION 13 OF THE ARMED FORCES ACT 2006 or HAVING OFFENSIVE WEAPON IN PUBLIC PLACE CONTRARY TO SECTION 42 OF THE ARMED FORCES ACT 2006 AND s1 PREVENTION OF CRIME ACT 1953 or HAVING ARTICLE WITH...</td>
<td>May be dealt with by MAA where there are strong mitigating factors.</td>
</tr>
<tr>
<td>BRd 3(1)</td>
<td>Effective February 2020</td>
<td></td>
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<tr>
<td><strong>BLADE OR POINT IN PUBLIC PLACE CONTRARY TO SECTION 42 OF THE ARMED FORCES ACT 2006 AND S139 CRIMINAL JUSTICE ACT 1988</strong></td>
<td></td>
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<tr>
<td><strong>Administrative Action</strong></td>
<td>• May not be dealt with by MAA.</td>
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<tr>
<td><strong>s.42 AFA 06 AND s.5(2) MDA 71 POSSESSION OF A CONTROLLED DRUG CONTRARY TO SECTION 42 OF THE ARMED FORCES ACT 2006 AND SECTION 5(2) OF THE MISUSE OF DRUGS ACT 1971</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Administrative Action</strong></td>
<td>• May not be dealt with by MAA.</td>
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<tr>
<td></td>
<td>• Administrative Discharge (Major Admin Action), which is quick, cheap and less resource-intensive than disciplinary action, will be appropriate in the following circumstance:</td>
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<tr>
<td></td>
<td>• Personnel who test positive for Class A, B or C drugs (whether by CDT, disciplinary investigation, PIDAT or any other investigation) but who are not caught in physical possession of them;</td>
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<td></td>
<td>and may be appropriate when:</td>
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<td></td>
<td>• Personnel voluntarily admit to drug misuse. Where the only evidence in a case is a confession, a conviction is by no means certain, although it is still possible providing the Trying Officer is sure that the confession is reliable and credible. Care should be taken, however, to spot the false confession. Difficulties can arise where the confession is disputed, and in all cases legal advice must be taken with a view to deciding whether application for Discharge or warning and monitoring is appropriate, or whether the case should be directed for trial by court-martial.</td>
<td></td>
</tr>
<tr>
<td><strong>ss. 93A, 93E, AND 93G AFA 06</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>FAILURE TO COMPLY WITH PRELIMINARY TESTING REQUIREMENT, FAILURE TO PROVIDE A SPECIMEN, FAILURE TO CONSENT TO LABORATORY TEST OF A SPECIMEN CONTRARY TO SECTIONS 93A, 93E OR 93G AFA 06</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Administrative Action</strong></td>
<td>May not be dealt with by MAA.</td>
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</tbody>
</table>
SECTION 6 – MAJOR ADMINISTRATIVE ACTION

2029. Choice of Administrative Action

a. Where an event or behaviour is not suitable for MAA, COs must consider whether other Administrative Action is appropriate – either alone, or in conjunction with disciplinary investigation and action. For Officers, QRRN Chapter 38 should be read in conjunction with this Chapter.

b. Administrative Action includes censure, reversion, recommendation for re-assignment, discharge for inadequacy or recommendation for special reporting. This Chapter is limited to guidance on the applications of censures and letters for guidance. Further guidance is contained in BRd 2 Chapter 38 (Misconduct and Negligence of Officers), BRd 2 Chapter 39 (Civil Power), BRd 3(1) Chapter 54 (Discharges), BRd 3(1) Chapter 57 (Appraisal and Warnings), BRd 3(1) Chapter 60 (Removal from Assignment), and BRd 3(1) Chapter 70 (Reversion).

c. Where an issue arises over the appropriate disposal, COs should take legal advice before disclosing their intended course to the subject concerned.
SECTION 7 – CENSURES AND LETTERS FOR GUIDANCE

2030. Administrative Censure of Officers

Administrative censure constitutes Major Administrative Action and is not a punishment. It reflects the right of the Service as an employer, after due process which includes the rules of natural justice, to admonish employees for failing in their duties or for failing to maintain the required standards of performance or conduct. Officers may be censured as a result of a conviction by a civil court (see Section 19), as well as for certain acts of misconduct or negligence. A censure stands in its own right as a formal correction and as a warning about future performance or conduct, and may properly be taken into account in decisions concerning the officer’s career.

2031. Scope

Nothing in this guidance is intended to inhibit Commanding Officers from warning officers informally about their conduct should it fall, or risk falling, from the high standards expected; nor does it affect action taken in general to accord with the customs of the Service (eg. stopping the use of bar facilities). The award of an administrative censure is not a bar to subsequent trial by Court Martial on the same issue if this is considered necessary.

2032. Available Censures and their Effects

The censures which may be awarded, and their practical effects, are as follows:

a. **Admiralty Board’s Severe Displeasure or Displeasure**. Always recorded in an officer's official and appointing records.

b. **Fleet Commander’s or Second Sea Lord’s Severe Displeasure**. Invariably recorded in an officer’s official and appointing records.

c. **Fleet Commander’s, Second Sea Lord’s or other Superior Authority’s Displeasure**\(^3\). Recorded in appointing records only, if so directed by the awarding authority.

d. **Fleet Commander’s, Second Sea Lord’s or other Superior Authority’s Formal Warning**. Not recorded in an officer's records.

e. **Commanding Officer’s Logging**. Not recorded in an officer's records.

2033. Commanding Officer's Logging

If the Commanding Officer's reproof of an officer's conduct is to be reported outside the ship to show that the error or misconduct has been dealt with locally, there should normally be a logging, so that if the officer errs again during their time in the ship the record can be produced if necessary as evidence of their antecedents. Loggings are not noted in an officer's record. It is also inappropriate for any mention of loggings to be made in an officer's confidential report, although the behaviour or error which led to the logging may of course influence the content of the report. The wording to be used in a logging is at Annex 20A.

\(^3\) Other Superior Authorities authorised to award these censures are those officers listed in Para 2008 sub para d of 2\(^*\) rank or above.
2034. Recording
The “official record” referred to in Para 2032 is the record put before promotion boards. The “appointing record” is used solely by the appointing authority for the purpose of deciding an officer’s future assignments. Censures will be removed from official and appointing records no later than five years after the date of the award, except that censures for civil convictions will be treated as spent after the period appropriate to that conviction as specified in the Rehabilitation of Offenders Act 1974. When making an application for a Superior Authority’s Displeasure or Severe Displeasure, a Commanding Officer may include a recommendation that the Censure is removed from the ‘appointing’ or ‘official’ record at an earlier point where the case merits it.

2035. Procedure

a. Commanding Officer’s Report and Recommendations. If an officer commits an act of misconduct or negligence, the Commanding Officer may make a report to his or her superior authority, accompanied by legal advice, describing the circumstances of the case and recommending such of the following courses of action as are considered proper in the circumstances. The advice of a Regional Legal Adviser should be obtained whenever censure action is being considered but, in any event, must be obtained prior to making a report to the superior authority.

b. Superior Authority. In cases where the superior authority agrees that an officer has been at fault, the superior authority will present the specific allegations to the officer through his or her Commanding Officer. In cases where the censure is to be considered by the Admiralty Board, the Fleet Commander or 2SL will arrange for this to be staffed through the relevant Regional Legal Adviser (see Annex 20B). In cases where the Superior Authority is not the immediate superior in the chain of command, the Commanding Officer should ensure his or her immediate superior is informed of the application.

c. Individual’s Right to Comment on Allegations

(1) Before any censure is awarded to an officer he or she must have been acquainted with the specific allegations against them and invited to comment or put forward any relevant matters for consideration if they so wish. Such an explanation should normally be obtained in writing.

(2) There may be exceptional circumstances, however, such as those involving security, when it would be inadvisable to call for or consider explanations. Commanding Officers should accordingly offer their recommendations when reporting such cases.
(3) If the allegation arises from the report of a Service Inquiry, the officer will be supplied with a copy of the relevant part of the report of proceedings, at the President's discretion. Any correspondence concerning allegations which arose in an officer's previous ship will normally be addressed to the officer personally, and not through their present Commanding Officer. The officer is at liberty of course to bring it to the notice of his or her new Commanding Officer, and/or seek advice from any other officer he or she wishes. Evidence before a Service Inquiry or similar fact finding investigation, or an officer's 'reasons in writing' submitted before specific allegations have been made against him or her, should not properly be regarded as a rebuttal to the allegations. An explanation, however, may already exist when, for example, the recommendation for administrative censure is the result of a trial before a civil court and the officer has there made his or her defence or mitigation. Even in such cases, the officer may make representations, should the officer so wish. If the officer does, the explanation is to be forwarded with the report of the conviction.

d. **Administration (Same Assignment).** When an officer who is still serving in the ship in which the matter arose is to be censured:

1. Two copies of the letter of censure are sent to the officer's Commanding Officer under a covering letter of instruction.

2. The Commanding Officer is to hand the officer the original letter of censure for his or her retention, and obtain the officer's signature acknowledging receipt of the censure on the duplicate.

3. The signed duplicate is to be sent by the Commanding Officer to RLO (East), who maintains a record of any censure awarded so that it can be taken into consideration if that officer again comes to adverse notice during the same assignment. For censures that are to be formally recorded on appointing and/or official records, Naval Legal Services will forward copies to the appropriate authorities.

e. **Administration (new assignment).** Where an officer is no longer serving in the same ship/assignment in which the matter arose, any correspondence will normally be addressed to the officer personally at his or her new place of work and not through his or her present Commanding Officer. The officer is, however, at liberty to bring it to the notice of his or her new Commanding Officer if he or she so wishes.

f. **Censure of Ship's or Establishment's Commanding Officer.** In the event of a Superior Authority other than the Fleet Commander or Admiralty Board taking action against a ship’s or establishment's Commanding Officer, the Fleet Commander is to be informed.
2036. Letters for Guidance
The issue of ‘Letters for Guidance’ (LFG) is a well-established customary practice. A LFG is neither a warning nor a censure but is intended to provide guidance to an officer, following an incident or investigation in which the officer’s conduct or performance may have been under scrutiny. Nor should a LFG be used as a ‘back door’ route to warn or censure an officer, although a LFG may accompany or follow the award of a censure. A LFG is time sensitive, relates to a particular event and the Chain of Command’s perspective of the officer’s part in that event, with a view to offering guidance in respect of future conduct and/or performance. Only two copies are to be produced, one for the recipient and one which is to be kept by the author. The author’s copy is to be retained only until such time that either the recipient or the author is reassigned when it must be destroyed. A LFG is always addressed to the individual officer personally, and it is not to be recorded by way of being placed in an officer’s official records. If an error of judgement or shortcoming is considered significant enough to merit being recorded – e.g. by placement in an officer’s official records - then a recorded censure is to be issued, either in place of or alongside a LFG.

2037. Letters for Guidance and the Appraisal Process
Legal advice should be sought prior to writing a Letter for Guidance (LFG) in all but the most straightforward cases. Reference is not to be made to the fact of a LFG in an officer’s report (JPA Appraisal - OJAR), although there is no bar to mentioning that an officer has “responded to advice” or “required advice and guidance” in respect of a potential shortcoming. A LFG is not a substitute for ongoing assessment of an officer’s general and/or professional performance, which the appraisal process should cover.

2038. Letters for Guidance - Other Considerations
Commanding Officers and others in the chain of command enjoy a wide discretion to give LFGs; this should be exercised with due regard to: the nature of the incident, conduct or performance; the specific, related evidence which suggests that guidance is called for; consideration of which officer is the most appropriate person to give such guidance; ensuring that the language used does not appear censorious and the possibility that the LFG may have to be disclosed subsequently.4

2039. Professional Negligence by Ratings
It is the general policy that professional negligence by ratings should be dealt with by disciplinary proceedings rather than by major administrative action because the duties of a rating generally provide less risk of their being accused of professional negligence. Minor instances of professional negligence by ratings may be dealt with via Minor Administrative Action.

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4 Following a Subject Access request under the Data Protection Act 2018, under the terms of the Freedom of Information Act 2000 or through the disclosure process attendant on civil litigation.
2040. **Warrant Officers**

Warrant Officers may be regarded as an exception to the above principle since they have wider responsibilities than other ratings. Cases which do not therefore involve gross negligence yet require warning and censure action beyond that available to a Commanding Officer, may be dealt with under the procedures at Para 2032 sub-para b, sub-para c or sub-para d. Admiralty Board censures or warnings are not considered appropriate, as cases likely to require such a high degree of censure would normally attract disciplinary action. Any censure given is to be conveyed orally to the Warrant Officer concerned by the Commanding Officer and an official record of the censure, and the circumstances that led to it, retained by the Commanding Officer.

2041. **General**

Nothing in this guidance is intended to affect the normal practice by which any rating may be formally warned by an officer (recorded as necessary in appraisal records) or the procedure for reversion.
SECTION 8 - FORMAL DISCIPLINARY PROCESS

2042. Investigation of Offences

a. The MSL Chapter 6 gives detailed guidance on the conduct of investigations. All investigations which are not conducted by the RNP are referred to as ‘Commanding Officer’s investigations’. This includes investigations by RN Cox’ns and RM CSMs. RN Cox’ns are nevertheless in a different position to others conducting CO’s investigations. Having received basic training in PACE procedures, Cox’ns should use those procedures where disciplinary action is anticipated, providing that they fulfil the requirements in accordance with the relevant Provost Marshal (Navy) Technical Instructions (PM(N) TI). Cox’ns should bear in mind that any offence for which a charge is brought for Summary Hearing may end in a Court Martial or in the SAC. The best evidence available is always to be sought. Cox’ns should always seek advice from Regional Police Commanders (RPCs) before conducting PACE interviews. It will normally be inappropriate for a Cox’n to conduct an interview where the accused has legal representation. Disciplinary action under AFA 06 cannot be taken by units until a disciplinary investigation has been completed and a report made to the CO. Where borne on the Ship’s books, either the RNP or RN Cox’n should investigate offences which require a formal disciplinary investigation. Where no RNP or Cox’n is borne, other than for minor offences, COs should seek legal advice before directing an investigation.

b. All disciplinary investigations need to be thorough yet expeditious, and will benefit from early legal advice in all but the most minor (and factually and evidentially straightforward) cases. Whatever the nature of the offence, RNP should be prepared to seek early legal advice through their RPC and, where the issues cannot be resolved at that level, the SPA in accordance with established protocols (see PM(N)’s TIs). Cox’ns should seek such advice through RPCs and RM CSMs through local RMPT or their RPC. The SPA’s role is to advise the RNP on their investigations up to the point at which a charge is recommended. Pre-charge advice is particularly important because it can assist in the identification of evidence to support the more serious charges, or conversely suggest alternative charges that may be easier to prove. In this way, hard-pressed RNP can focus their resources more effectively. CNLS Regional Legal Advisers advise the Command throughout. Service legal advice will only be available to personnel post-charge (save in relation to custody hearings) and only where a Service lawyer is available; civilian legal advice may be taken by individuals at any stage. See the MSL Chapter 6 and below for circumstances in which COs must seek legal advice before bringing a charge or deciding the appropriate disposal of a case.
c. RNP when conducting investigations are independent of the chain of command. This is essential in order that they fulfil their statutory duties. COs should be aware that when conducting higher level investigations they often act under the guidance of the DSP. The senior RNP will need to prioritise disciplinary investigations (especially those where SPA may be engaged) and balance these against unit duties or other non-policing tasking. But, commensurate with the primary role and purpose of the RNP and the exercise of their statutory duty to investigate, discipline will normally come first. Any member of the RNP who believes that they are subject to improper interference in the conduct of an investigation should report that fact without delay to the senior RNP member in their unit, RPCs, or PM(N). Reporting officers who are not members of the RNP are not to comment in OJARs/SJARs on an individual RNP member’s exercise of their investigatory functions. COs may however comment on their general qualities. For example, comments such as “PO(Police) Smith manages her busy workload well” would be appropriate but “PO(Police) Smith conducted a prolonged investigation into a serious assault entirely to my satisfaction” would not.

2043. Better Case Management in the Service Justice System: Avoidance of Delay

a. Delay has an adverse effect on the impact of the process, and undermines operational efficiency. It may:

   (1) Reduce the prospects of a proper conviction or hinder the mounting of a proper defence;

   (2) Result in a significant reduction in sentence on appeal following successful prosecution; and

   (3) Contribute to the discontinuance of proceedings by the Director Service Prosecutions (DSP) or his or her decision not to contest summary appeals.

   Ultimately, unreasonable delay may result in the effectiveness and credibility of the Service Justice System being undermined.

b. To address delay in the progress of disciplinary cases, on 1 Sep 16 the initiative 'Better Case Management in the Court Martial (BCM(CM))' was introduced. The key features of BCM(CM) are as follows:

   (1) The completion by the RNP of an expedited Initial Detail of the Prosecution Case (IDPC) which will be forwarded to the accused’s CO or DSP as applicable as soon as the Evidential Sufficiency Test (EST) is met. The IDPC will contain the following:

       (a) The Service Police Case Referral (SPCR), which will include a summary of the circumstances of the offence and any account given by the accused in interview⁵, whether contained in that summary or in another document;

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⁵ Where the RNP consider that the EST is met prior to any interview, they may decide to refer without conducting at interview.
(b) Any available supporting statements;

(c) Details of the accused's previous convictions and disciplinary record;

(d) Any CCTV footage (as applicable) if available; and

(e) Any other documents which are then available which support the case against the accused.

Submission of the IDPC to the CO or to the DSP will not be delayed pending receipt of evidence which does not impact on the EST. COs or the DSP will not receive full transcripts of interviews if this will delay case progression; summaries will suffice.

(2) Target timelines for the referral by the RNP of a case to the CO or to the DSP. In straightforward cases, the target timeline is 21 days after a complaint or report of an offence. Judge Advocates in the CM will make some allowance for the impact on an RNP investigation of deployments or the complexity of a case.

(3) Target timelines for decisions to be made by the Service Prosecuting Authority (SPA). The SPA should direct straightforward cases within 21 days, and all but very complex cases within 28 days, of receipt of a case referral from the RNP or from the CO.

(4) A revised timetable for proceedings in the CM, as part of which the prosecution and the defence will be required to indicate to the Court the matters in issue at an early stage. The case thereafter will be carefully managed by the relevant Judge Advocate, with time permitted for further evidence to be gathered and disclosure matters to be dealt with as required.

c. The RNP will apply the BCM(CM) provisions in all cases noting that, with the universal right to elect for trial by CM, any disciplinary case may be referred for trial by CM. Accordingly, where a case is referred by the RNP to the CO of the accused, the CO will receive an IDPC which may contain less evidence than RNP reports which were produced prior to 1 Sep 16. This is a function of the expedited referral process and the IDPC will still contain information deemed sufficient by the RNP to meet the EST. The RNP will identify two main areas: 'Key evidence', which is evidence that is available and relates to an evidential point to prove; and 'Non-Key evidence', which is evidence that is available but has not been gathered because it is not key. If the CO determines that disciplinary action should be taken, the CO will then proceed in accordance with JSP 830 Chapter 6 Part 4, namely:

(1) Decide whether or not he/she has initial powers in respect of the case; then

(2) Decide the appropriate mode of trial; then
(3) If a decision is taken to deal with the matter summarily, decide whether or not to bring a charge. Generally, a CO should not charge a person with a Service offence if it is plain that either there is no basic evidence against the suspect or the evidence is clearly outweighed by evidence in the suspect’s favour. Legal advice must be sought where mandated as a matter of policy.

d. If the CO requires further evidence in order to decide any of the matters outlined at sub-paragraphs (1)-(3) above, he/she should request that the RNP gather that additional evidence accordingly. Any requests for additional evidence should be clear and focussed, with the justification for the request articulated. The Regional Legal Offices remain available to support the CO should he/she require advice on evidential sufficiency or similar matters.

e. The CO’s options in relation to a case which has been referred to him/her by the RNP are unaffected by BCM(CM) and remain as follows: request that the RNP conduct further enquiries; hear a charge which is listed in Schedule 1 of the Armed Forces Act 2006; refer the case to the DSP for trial by CM; discontinue the case and take no further action; or discontinue the case and take administrative action.

f. Other than in exceptional circumstances, on receipt of an SPCR or conclusion of a CO’s Unit Investigation, any Summary Hearing is to be held within 21 days. Exceptional circumstances may include, for example, illness of the accused or the non-availability of a key witness. Unless the CO determines that there is an exceptional need to do otherwise, leave should not be prioritised over discipline matters. Where the 21-day time limit is exceeded, detailed reasons must be recorded on the Record of Summary Hearing form.

g. Units are to comply with RNTM 367/15 in recording the progress of disciplinary cases on the JPA system.

h. COs are responsible for ensuring that there is no unreasonable delay in completion of the disciplinary process for personnel within their units, and for those that are landed for squad rotation or otherwise landed pending the outcome of proceedings. For the avoidance of doubt, this includes:

1. Timely completion of investigation;

2. Prompt analysis and decision to determine whether administrative or disciplinary action is appropriate;

3. Seeking early legal advice as to disposal of the case and, if disciplinary, any appropriate charge(s);

4. Timely appearance of accused at Summary Hearing;

5. Where the matter (either a case or a charge(s)) is referred to the DSP, timely despatch of all appropriate documentation to the SPA and Naval Courts Administration Office (NCAO) as appropriate;
(6) Timely bringing of charges at the direction of the DSP and service of papers on the accused;

(7) Ensuring availability of the accused (and witnesses if appropriate) for CM and SAC hearings;

(8) Ensuring the accused has the opportunity to receive early and appropriate legal advice; and

(9) Ensuring the accused is appropriately supported by the Divisional System, including attendance of DO or other appropriate person (as Defendant’s or Appellant’s Assisting Officer) at CM or SAC hearing.

(10) Ensuring that appropriate progress, recording and sentencing action is taken by UPO/Ship’s Office staff on JPA.

i. COs should take a personal and direct interest in the effective processing of disciplinary cases in their unit. Whilst COs cannot interfere in any investigation being undertaken by the RNP, they are nevertheless entitled to inquire into general progress with a case and should ensure RNP (and Cox’ns and CSMs) are progressing investigations and reports - including recommending charges where appropriate - in a timely manner. COs should note that the administration of summary justice should take priority over leave, such that the accused’s leave may be postponed in order to conduct interviews, bring charges and serve papers on the accused, and complete the Summary Hearing process. The use of a routine meeting to discuss the administration of pending disciplinary cases is encouraged (this is wholly viable, as the CO is not precluded from dealing with the case before hearing it summarily).

2044. Commanding Officers’ Delegations

COs have authority under AFA 06 to delegate certain statutory duties relating to investigation and bringing of charges to personnel under their command. Guidance on delegations to subordinate commanders is given in the MSL Chapter 9 Part 1 and FLAGO Chapter 16. On appointment, COs should consider the need for, and effectiveness of, delegations to other personnel in their unit.

2045. Delegation of Disciplinary Powers to a Subordinate Commander

a. COs may delegate (in writing) their disciplinary functions to one or more Subordinate Commanders (Sub Cdr), for example the XO or OC. The Sub Cdr must be of OF2 rank or higher (see also FLAGO Chapter 16).

b. When the Sub Cdr is temporarily unavailable to exercise his or her responsibilities for the administration of justice, the CO of a ship, unit or establishment may delegate another officer to assume such responsibilities. This delegation must be in writing, is to be promulgated within the ship, unit or establishment and is to specify the period during which the named officer is to fulfil these duties.
c. Only one Sub Cdr may hold the CO’s delegation for a particular charge. In effect this means that the CO may delegate disciplinary powers to the XO/OC, but if the XO's/OC's powers are insufficient to deal with a particular charge then the CO would have to revoke the delegation in respect of that charge and deal with the matter personally. Such revocation need not be in writing, but may be executed by the action of bringing the charge or hearing the charge personally. However, ideally revocation should be in writing.

2046. Recommending, Bringing and Serving Charges

a. Where an investigation is completed, the RNP will either refer the case to the CO or to the DSP. If referred to the CO, the CO must then decide whether a charge is brought, what that charge should be, or whether they should refer the matter direct to the DSP without bringing a charge. Guidance on recommendation, bringing and serving of charges is contained in FLAGO Art 1606 and below.

b. Where authority to bring charges has been delegated, care is required - powers of punishment will be capped at the level of the officer who brings the charge, which may not always be the same as the officer who hears the charge (see Mode of Trial below).

c. Whenever RNP investigate a case with a view to disciplinary, as opposed to MAA or other administrative action, they must consider, where necessary having consulted with the SPA, whether there is sufficient evidence to bring a charge. Where there is sufficient evidence to bring a charge, they must either recommend a charge to the CO, or, if the offence is not a ‘CO Offence’ ie. it is a Schedule 2 offence, one suspected of having been committed in prescribed circumstances or is unlisted, the case must be referred to the DSP. Recommended charges should normally be produced in writing. Where there is sufficient evidence to bring a charge, it is most important that the RNP recommend potential charges to the CO (see the MSL Chapter 6 paragraphs 51-53).

d. If the RNP do not recommend a charge(s), the CO has no power to bring a charge in relation to that case unless the case has been referred to the DSP and the DSP:

   (1) Directs that charge(s) be brought; or

   (2) Refers the case to the CO.

e. Where the DSP directs that a charge(s) be brought, the CO must bring the charge(s). Where the DSP refers the case to the CO, the CO should decide the most appropriate course of action, taking into consideration any advice and charge(s) recommended by the DSP, seeking further legal advice as necessary.

f. Those conducting CO’s investigations (as distinct from RNP investigations – see paragraph 8 above) should recommend charge(s) but if they do not, then the CO may nevertheless bring a charge if one is potentially capable of proof. Other than in very minor and non-criminal conduct cases, COs should seek legal advice before doing so.
g. Except where the DSP directs the CO to bring a charge, wherever the CO has power to bring a charge, which charge is brought is a matter entirely for the CO, or that of the person acting on the CO’s delegated authority. However, legal advice on the appropriate charge should be sought in all but the most simple or routine cases, and in particular if the CO wishes to bring a charge different to that recommended in an SPCR.

h. Under AFA 06 the CO or delegated Officer not below the rank of OF2 (such as the XO/OC) will be required to ‘bring’ the charges when an offence is to be heard summarily. Guidance on delegation of this function is given in FLAGO Chapter 16. Bringing a charge is a 3-stage process:

(1) Preparation of the charge sheet.
(2) Signature by CO or delegated Officer.
(3) Service of the charge sheet on the accused.

i. In RN units the RNP or the Cox'n, having investigated the offence, should normally prepare the draft charge sheet with a recommended charge. In RM units, this should be done by the G1 Discipline Adviser or the CSM. In MWVs without an LO it is recommended that the Cox'n should discuss the proposed charges with the XO before drafting the charge sheet.

j. The person preparing the charge sheet should then present the case papers, including the draft charge sheet, to the CO (or XO/OC etc., as appropriate) for consideration. It is up to the charging Officer to decide whether and how to charge based on the information given, but if they decide not to proceed with charges recommended by RNP legal advice must be sought before informing the accused of the decision. If borne, the LO or DLO should advise the person finalising the charge sheet, having sought legal advice as required. The CO (or XO/OC etc.) should sign the charge sheet only if they are content that the charge is appropriate, having ensured the evidential sufficiency and Service interest tests are met (see the MSL Chapter 6 paragraphs 93 and 94) and that they are the appropriate officer to hear the case. If in doubt as to the most appropriate charge, legal advice is to be sought. A Sub Cdr may also seek the CO’s guidance on whether they should hear a case (and therefore whether he or she should bring a charge).

k. Service of the charge is the process of giving the charge sheet and associated case papers to the accused individual. This would normally be done by the RNP or Coxswain or in the RM by the G1 Disc Adv or CSM, but it may be more appropriate for the CO to serve all charges on Officers and Warrant Officers and all charges directed to be brought by the DSP. Once a charge sheet has been signed and served the charge is said to be “brought”.

l. When appropriate the CO can delegate power to bring charges to an Officer under his or her command not below the rank of OF2. The delegation can be subject to such conditions the CO might consider appropriate and can be revoked at any time. See FLAGO Chapter 16.
2047. Preparation and Service of the Case Summary

a. After the charge is brought, the CO or a person authorised by him or her must also serve a Case Summary. Guidance on the content is in the MSL Chapter 9 Article 34. The Case Summary is a summary of the evidence which the CO considers relevant to the charge. In RN units it will normally be prepared by the Command Adviser. Best practice requires that the Case Summary is prepared and agreed by the CO (or officer hearing the case), before the charge is brought. It should provide sufficient information to put the offences in context, and to indicate any particular aggravating or mitigating features. The CO (or other officer hearing the charge) must approve the content of the Case Summary before it is served.

b. The Case Summary is not evidence – and is only to form part of the Summary Hearing where the accused admits the charge. Before approving a Case Summary, COs must satisfy themselves that there is proper, admissible evidence relating to each element of the offence charged – and, in relation to any aggravating features. Any cases of doubt should be referred for legal advice before a charge is brought. There will be no opportunity to ‘top up’ the evidence once a charge is brought. In particular, if a case is subject to summary appeal (either against finding or punishment) sufficient evidence setting out the relevant features of the offence (including any aggravating features) will be required.

c. Where evidence is not already gathered, the RNP may be asked to re-visit an issue. There are limitations on whether they may interview an accused after recommending a charge, but other evidence, including witness statements, may be taken – provided they are served on the accused in the proper way before a summary hearing. Where a fact will be important to the determination of a case, or the level of sentence likely to be imposed, COs should ensure that evidence is gathered before the charge is brought.

d. The case summary, with the other case papers, is to be served no less than 24 hours before the Summary Hearing.

2048. Seeking Legal Advice

a. COs should not hesitate to seek legal advice at any stage in the process, particularly when they do not have a Command Adviser or RNP on board. Advice will normally be sought, via the Command Adviser, from the Regional Legal Office set out in Table 20-2.

b. Legal advice must be sought in the following circumstances, by completing the form at Annex 20S:

(1) Where the offence alleged is a Schedule 2 offence, one suspected of having been committed in prescribed circumstances or is unlisted (the MSL Vol 1 Chapter 6). Note, however, that such offences should be referred directly to the DSP by the RNP; it would be unusual, therefore, for a CO to deal with an offence in one of these categories.
(2) Where the CO requires the permission of Higher Authority to hear the charge (offences listed in the MSL Vol 1 Chapter 6 Annex B).

(3) Where the CO may require extended powers of punishment were the charge to be proved.

(4) Where the CO is considering the following punishments if the charge is proved:

   (a) A period of detention;

   (b) A period of suspended detention;

   (c) A financial penalty, the combined effect of which is in excess of 14 days’ pay; or

   (d) A Service Supervision and Punishment Order.

(5) Where the offence alleged was committed while the accused was under a suspended sentence of detention.

(6) Where the CO intends to refer the case or charge to the DSP.

(7) Where the CO intends not to proceed with a charge(s) recommended by the RNP.

(8) Any offence alleged to have been committed by an officer.

(9) Where the circumstances of the case indicate a sexual element to the offending (though note these are likely to amount to Schedule 2 offences in any event).

(10) Any case in which the offence alleged had, at any stage, been suspected of having been committed in prescribed circumstances.

c. The application for advice should include all the information required for an application for extended powers of punishment and to hear a charge summarily and any guidance issued separately by legal advisers. However, with the exception of the award of the sentences in Para 2048.b sub para (4) above and personnel under suspended sentence of detention, the relevant legal adviser may in exceptional cases dispense with the requirement to forward full documentation. Where advice is sought by the command, written advice will be provided by the relevant legal adviser.

d. Where legal advice has been sought, a record that advice has been sought is to be made on the Record of Summary Hearing (T-SL-SH01 - the MSL Vol 1 Chap 9 Annex C) under ‘Miscellaneous matters’, and in the case of Activation Hearings, on the Record of Activation Hearing (T-SL-SH02 – the MSL Vol 1 Chap 9 Annex I). The name of the legal adviser providing the advice is to be recorded on these forms in the event of a requirement to contact the relevant legal adviser eg. on review of the case by the Summary Hearing Review Cell.
e. **RNP and Coxswains.** Advice to the RNP and Cox’ns on the investigation, up to the point of recommending a charge, is provided by the RPC who will seek further advice from DSP Service Police Liaison staff as appropriate. Procedural advice may be sought from the appropriate DSP legal adviser at any stage. Once a charge has been recommended, legal advice (for example on formulating the final charge) may also be sought. Where a case is to be referred to the DSP the investigator should always consult DSP Service Police Liaison staff.

f. **Legal Advice to the Accused.** An accused person is to be informed that they have the opportunity to seek legal advice on whether to elect trial by CM when the charge sheet and case papers are served before a hearing. They should also be given a copy of the guide ‘Your rights if you are accused of an offence under the Service Justice System’ (the MSL Chapter 6, Annex F). Legal advice and representation may be obtained from a Naval barrister post charge, subject to their availability. Legal Aid is also available for those considering mode of trial, facing CM or the SAC. The Accused’s Assisting Officer (AAO) (see below) should ensure that the accused is aware of the opportunity to seek advice and should assist the accused in that matter if required. Further guidance on Legal Aid, including personal contribution towards costs, is contained in JSP 838. Requests for a naval barrister to assist an accused should be made to:

   NAVY LEGAL-SCMC CPOWTR
   93832 5739

   g. The accused is not allowed legal representation at the Summary Hearing, but may be assisted by his or her AAO. A Naval barrister may only assist as an AAO if the barrister is the accused’s Divisional Officer.
SECTION 9 - MODE OF TRIAL

2049. Importance of Mode of Trial

a. The structure of the Service Justice System relies on careful selection of the Mode of Trial: which may be Summary Hearing or CM.

b. Guidance on Mode of Trial is in the MSL Vol 1 Chapter 6. Where it is intended the case should be heard summarily, the proposed hearing Officer should bring the charge(s) against the accused. Where the case is more appropriate for CM the CO should refer the case to the DSP without bringing a charge (see also Para 2052 below).

2050. Choosing the Hearing Officer

The most appropriate Hearing Officer (usually CO or XO/OC) should be determined before any Summary Hearing, usually on the advice of the unit’s command adviser (LO, DLO, EA or G1 Disc Adv), such that the case is dealt with at the correct level, and preferably by the same Officer, from the outset. It should be noted that only the CO can hear a charge summarily when the offence alleged was committed during the operational period of a suspended sentence of detention.

2051. Hearing Officer’s Decision

Before bringing any charge, hearing officers must always consider whether they have sufficient powers of punishment to deal with an offence in the event of an admission of the charge or finding the charge proven, in accordance with any delegated powers of punishment and the limitations in the MSL Vol 1 Chapter 13 Annex A. If the proposed hearing Officer considers his or her powers of punishment to be inadequate, he or she must pass the case on to the next higher authority (eg. XO/OC refers to CO; CO refers the case to the DSP for CM trial) without bringing a charge. The person who is to hear the charge (ie. who intends to see the disciplinary process through) should then, if he or she considers it appropriate to do so, bring the charge(s) against the accused. In the event a charge has already been brought, and the hearing Officer considers his or her powers of punishment to be inadequate, he or she should consult the CO. The CO may then revoke the delegation to hear the charge, and hear the charge himself or refer the charge to the DSP. In cases of doubt, advice on the correct procedure to follow should be sought from the appropriate Regional Legal Adviser.

2052. Referral for Court Martial (no option)

a. In some cases it will be either mandatory or appropriate to refer the case to the DSP for consideration for a CM trial, without bringing a charge and without giving the accused the option. In other circumstances it will be appropriate to refer a charge to the DSP, without giving the option. Once a case or charge has been so referred the CO loses his or her powers to deal with it, (although they remain responsible for completion of the JPA discipline record).
b. Situations when a CO has no discretion whether to refer a case to the RNP/DSP are as follows:

(1) **Prescribed Circumstances.** Offences suspected of having been committed in certain circumstances are considered inherently more serious and must always be reported to and investigated by the RNP. The RNP will then either refer the case to the DSP or consult with the DSP before reporting the case to the CO (see the MSL Vol 1 Chapter 6 paragraphs 59 and 60). Where the case has been referred to the DSP the CO has no power to deal with it summarily unless the DSP refers the case back to the CO. However, where the RNP have consulted the DSP, and the DSP is satisfied that there is insufficient evidence to charge an offence committed in prescribed circumstances, the RNP may refer the case to the CO. The CO will then have the power to bring a charge capable of being tried summarily. Unless the DSP directs the CO to bring a charge(s), COs dealing with any case in which the offence alleged had at any stage been suspected of having been committed in prescribed circumstances must seek legal advice before bringing any charge(s).

(2) **Serious Offences.** Serious offences which are capable of being tried only by CM are listed in Schedule 2 to AFA 06 and in the MSL Vol 1 Chapter 6 Annex C. These cases must be referred to the DSP. Certain other offences (listed at the MSL Vol 1 Chapter 6 Annex B) may only be tried summarily with permission from the relevant HA. If the CO brings such a charge, and subsequently the HA refuses permission to hear the charge, the charge must be referred to the DSP without giving the accused the option. Even where the charge is capable of being heard summarily, the CO has the choice whether to bring such a charge or refer the case to the DSP.

(3) **Unlisted Offences.** On 1 July 2019, an amendment was enacted to Part 5 AFA 06 such that offences which are not listed in either Schedule 1 or 2 of AFA 06 must now be referred directly to the DSP by the RNP.

c. Situations when a CO has discretion, but should normally refer a case are:

(1) **Sentencing Threshold.** Where a conviction, following denial of the offence(s), is likely to merit a sentence beyond the CO’s maximum powers (with or without extended powers of punishment), the CO should refer the case for CM trial. COs should be aware that when an accused elects for trial by CM, the sentencing powers of the CM will be capped at the CO’s maximum (the MSL Vol 1 Chapter 13 Annex A). If the CO has been granted extended powers of punishment before giving the accused the option, the CM’s powers are capped at the CO’s maximum with extended powers. In all other cases, regardless which hearing Officer gave the accused the option, the CM’s powers are capped at those of the CO without extended powers.
(2) **Witness Difficulties.** Where a ship, unit or establishment will have difficulty securing or co-ordinating the attendance of witnesses, for example when there are civilian witnesses involved or Service witnesses are scattered, a CM may be the most convenient method of trial. Legal Advice should be sought.

(3) **Legal Difficulties/Complexity.** Where the case is legally complex, eg. the proposed charge is technical or involves multiple witnesses, difficult 'points to prove', or the case involves expert evidence or there are issues of admissibility, the CO should consider referring the case to the DSP. The CO should seek legal advice before referring any case to the DSP.

d. In all of these circumstances where the CO refers the case for trial by CM, the DSP will have full powers to deal with the case in the manner most appropriate. This includes preferring charges he or she deems have a realistic prospect of conviction, and referring the case or part thereof back to the CO, as well as discontinuing the case. Significantly, the sentencing powers of the CM will not be limited to those of the CO, as they would be if the accused elected for trial by CM.

2053. **Accused's Option for Trial by Court Martial**

a. It is obligatory to give all personnel the option of trial by CM (the MSL Vol 1 Chapter 9), unless the case or charge is to be referred for trial by CM.

b. If an accused elects to exercise his or her right to trial by CM at a Summary Hearing, charges will already have been brought so it is the charge which will be referred to the DSP, not the case. This is very significant, because the DSP’s powers to deal with the case in terms of preferring different or additional charges will be limited where the accused has opted for trial by CM. Furthermore, where an accused elects for trial by CM the powers of punishment of the CM will be limited (see above). In addition, once a charge has been referred to the DSP the CO will no longer have powers to deal with it. If the accused wishes to withdraw his or her election for trial by CM he or she will have to make a representation to the DSP through the CO and the DSP will decide whether to refer it back to the CO.

2054. **Referral of a Case or Charge to the DSP for Trial by Court Martial**

Whether the matter is proceeding towards CM as a case or charge via direct referral by the CO, or at the Accused’s option, the procedures for referring a case or charge to the DSP are detailed in the MSL Vol 1 Chapter 6 (Investigation, Charging and Mode of Trial). COs should ensure when referring cases and charges to the DSP that any covering letter includes full particulars of any factors the CO took into account when deciding whether the case should be dealt with by CM. In addition, if the RNP have referred a case directly to the DSP, the CO of the accused is entitled to provide the DSP with any additional information relevant to the case. Any such information may assist the DSP when deciding whether it is in the Service interest to prosecute the case. COs must seek legal advice when considering referring a case or charge for consideration for trial by CM. If the DSP decides to allocate a case for CM trial, he or she will direct the CO to bring a specified charge(s); the CO should sign the charge sheet and serve it on the accused (see paragraph 34 for service of charges).
2055. Applications for Extended Powers or for Authority to Hear Certain Charges Summarily

a. COs of below 2* rank must apply to Higher Authority in advance for extended powers of punishment if the offence charged, if proved, would merit one of the following punishments:

(1) Detention of more than 28 days.

(2) Detention for Leading Hand/Lance Corporal.

(3) Forfeiture of seniority (Officers only).

(4) Disrating/reduction in rank (1 step only).

b. Applications for extended powers of punishment should be submitted to the appropriate HA by completing Annex 20T, supported by the documents listed in the MSL Vol 1 Chapter 6 paragraph 18, including a copy of the Case Summary. If the application is approved by the HA, the HA will notify the CO in writing, and the CO must provide the accused with a copy of the notification not less than 24 hours before the hearing. The notification need not be signed by the HA personally.

c. In addition, COs must apply to HA for permission to hear certain summary offences in advance of the proposed Summary Hearing. These include more serious but not uncommon ‘summary level’ offences, such as assault occasioning actual bodily harm, unlawful possession of an offensive weapon, fraud/dishonesty; such offences are listed in the MSL Vol 1 Chapter 6 Annex B. Applications for permission to hear such charges summarily should be submitted to the appropriate HA by completing Annex 20T, supported by the documents listed in the MSL Vol 1 Chapter 9 paragraph 14, including a copy of the Case Summary. If the application is approved, the HA will notify the CO in writing, and the CO must provide the accused with a copy of that notification not less than 24 hours before the hearing.

d. Applications for extended powers of punishment and for permission to hear a charge summarily should be accompanied by an application to forfeit GCB(s) if the CO considers it appropriate and if forfeiture is not an automatic consequence of the proposed punishment. In the event of a finding that the charge is proved, where relevant, the imposition of a Career Check, which is obligatory depending on the punishment awarded, and forfeiture of GCB(s) should be notified to the accused when the sentence is awarded. See below and Annex 20C on the Administrative consequences of punishments.

e. Applications should normally be prepared by the LO/DLO (where borne) assisted by the senior Logs (Pers) rating. In MWVs an application should be prepared by CORRO assisted by the Coxswain. In RM units the Adjutant should prepare the application, assisted by the G1 Disc Adv. In all cases the CO should approve and sign the application.
SECTION 10 - OFFENCES BY OFFICERS

2056. Choice of Administrative Action, Summary Discipline or Court Martial

a. Offences by officers may be divided into those of misconduct and those of negligence. The most minor professional or personal failings by officers up to the rank of Cdr/Lt Col may be dealt with by Minor Administrative Action (see JSP 833). For officers below the rank of Capt RN/Col RM, offences amounting to misconduct may be dealt with by means of a Summary Hearing, where the Hearing Officer determines that their powers of punishment are sufficient. More serious offences should be considered for trial by CM. Administrative censure action may provide a suitable alternative to disciplinary action in certain circumstances. BRd 2 Chapter 38, the MSL Chapter 12, this Section and para 2012 should be considered before a decision on the appropriate disposal is made.

b. Careful judgement is needed to weigh the factors which determine the appropriate course to adopt in any given situation, and in order to ensure consistency of treatment throughout the Service, guidance should be sought from Legal Advisers in all but the most straightforward cases.

2057. Negligence

a. An officer's wide responsibilities make him or her more susceptible than a rating/other rank to allegations of negligence, and censure action provides an effective and convenient way of dealing with less serious instances of this kind. BRd 2 Article 3802 advises that negligence of a serious or gross degree will normally lead to disciplinary proceedings against the officer concerned whereas other cases may be dealt with administratively. In cases of professional negligence, a view can be taken, based on the findings of a Service Inquiry or Immediate Ship's Investigation/RM Unit Inquiry, on whether the matter requires disciplinary action or administrative censure, dependent upon the degree of negligence involved.

b. Negligence is defined in the MSL Chapter 12. In essence, an officer is negligent if either he or she has done something which a reasonably capable and careful person of his or her seniority and experience in the Service would not have done, or has failed to or omitted to do something which a reasonably capable and careful person in his or her position in the Service would have done. The degree of negligence is not determined by the consequences of the act or omission, but is determined by the extent to which the conduct failed to reach the standard of the reasonably capable and careful person. Where something has gone wrong, it does not necessarily mean someone must have been negligent. Similarly, a person may have been negligent, but have caused no loss or injury.

c. Serious or gross negligence can be regarded as a marked or notable failure to act in the way that a reasonably capable and careful person would have done. Wilful negligence, that is to say negligence with a reckless regard to the possibility of loss, damage or injury, will almost always be serious.
d. For negligence that is not serious, administrative censure action is normally the most appropriate course of action where:

(1) Culpability is not disputed;

(2) The degree of negligence is assessed, having regard to all the circumstances, as being unlikely to attract a punishment (should the allegations be proved summarily or in CM) greater than a Severe Reprimand; and

(3) There are no overriding considerations demanding disciplinary action.

e. Where the evidence suggests that disciplinary action is appropriate, then consideration should be given to whether the matter can be heard summarily or whether referral should be made for trial by CM. Summary Hearing will not be appropriate where serious negligent failings are identified by Immediate Ship’s Investigation/RM Unit Inquiry or Service Inquiry. Nevertheless, Summary Hearing may be appropriate in some cases eg. of persistent minor neglect to carry out routine but essential tasks. Referral for trial by the CM would also be appropriate where the issues are complex. In all cases, legal advice should be sought.

2058. Officers Under Training

The option of administrative action for minor misconduct may sometimes be more appropriate for officers under training because of their lack of naval (and perhaps general) experience. Cases in which misconduct is clearly attributable to misplaced exuberance may, where the circumstances and interests of discipline allow, fall into this category. Young Officers and officers under training who have, however, previously been warned about their conduct but have nevertheless repeated such or similar misconduct are less likely to avoid disciplinary action than might otherwise be the case.

2059. Senior Officers

a. An officer of the rank of Capt RN/Col RM (or other Service equivalents) and above cannot be dealt with summarily. For officers below this rank, COs may hear a case summarily, provided there is at least a two rank separation between the Hearing Officer and the accused officer. If the two-rank separation does not exist but a CO considers that Summary Hearing is appropriate, he or she should forward the case to his or her relevant Higher Authority who will appoint a bespoke CO for the purposes of hearing the case.

b. COs themselves, and Chaplains, may similarly be dealt with summarily. The Fleet Commander is to be informed where charges are being considered against a CO. For summary discipline purposes, Naval Chaplains are to be treated as though they hold the rank of Commander.
Available Punishments

The punishments which may be awarded summarily to officers are laid down in JSP 830 Chapter 13 Annex B, and include the following:

a. Forfeiture of seniority (extended powers of punishment required).
b. Fines not exceeding 28 days’ pay.
c. Severe Reprimand.
d. Reprimand.
e. Admonition.
f. Service Compensation Order.

More Serious Cases

Any offence thought to justify punishment in excess of the CO's summary powers should be referred to the DSP for CM using normal procedures. COs must take legal advice before bringing any charge against an officer and proceeding to Summary Hearing.

The Obligatory Option of Court Martial

As is the case for ratings/other ranks, it is obligatory to give officers the option for trial by CM in every case, unless the CO refers the case to the DSP for consideration for trial by CM or the DSP has referred a case back to the CO with the written consent of the accused.

Joint Hearings with Ratings/Other Ranks

Unless the interests of justice require it, the Summary Hearing of officers and ratings/other ranks should be conducted separately. Therefore, if it appears an officer and rating/other rank are both involved in an incident likely to give rise to disciplinary proceedings, legal advice on the method of trial/hearing should be sought at the earliest opportunity.

Sentencing

The general sentencing principles set out in the MSL Chapter 14 apply equally to the summary punishment of officers as for ratings. Whilst the starting point in the detailed MSL guidance should be at least that for experienced Senior Ratings/SNCOs (bearing in mind the limitations on punishment) COs should have particular regard for the status and responsibilities of officers when deciding what punishment to award.
2065. Reporting and Recording

a. Punishments awarded summarily to officers are to be recorded on JPA but, as is the case for ratings, are subject to the Rehabilitation of Offenders Act 1974\(^7\). The following policy applies with regard to recording summary convictions and sentences for officers:

1. **Forfeiture of Seniority.** Considered to be spent immediately and not to be recorded.

2. **Fine.** Recording in the official record is at the discretion of the officer awarding the fine, but a fine of over 14 days’ pay should normally be recorded for 1 year from the date of conviction (6 months if awarded to a person under 18).

3. **Admonition.** Not recorded in official or appointing record.

4. **Reprimand.** Considered to be spent immediately and not recorded.

5. **Severe Reprimand.** Considered to be spent immediately and not recorded.

6. **Service Compensation Order.** Recording in the official record only until the date on which payment has been made in full.

b. Administrative censures are recorded in JPA and are included in the Personal File record held by Career Manager.

\(^7\) As amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012.
SECTION 11 - PREPARING FOR THE SUMMARY HEARING

2066. Preparation by the Hearing Officer
Before the Hearing, the CO (or officer conducting the SH) must familiarise him or herself with the case papers, including the evidence. He or she must understand the issues in the case, and the facts which must be proved for the offence charged to be made out.

2067. Role of the Accused’s Assisting Officer
The role of the AAO is an important one. The CO must satisfy himself that the individual acting as AAO is capable of doing so, and that they have been afforded adequate time and facilities to prepare for the Hearing. The AAO’s role begins when a charge is brought – and they should be involved with the accused from that point forward. Guidance on their role is contained in the MSL Chapter 9 Annex G and in Section 23 to this chapter which must be read. HODs should be encouraged to take an interest in the progress of cases – including the role and responsibilities of the AAO.
SECTION 12 - SUMMARY HEARING PROCEDURE, ROLES AND RESPONSIBILITIES

2068. Inquisitorial Summary Hearing

The Summary Hearing is inquisitorial rather than accusatorial; there is no 'prosecution' by XO, RNP or Coxswain, but rather the hearing officer plays the role of investigator. The CO must consider the case, examining evidence from witnesses in support of the charge, the accused and witnesses for the accused before coming to a finding. A departure from previous RN practice is that the hearing officer will have seen the case papers beforehand and will usually have brought the charge. Because it is a hearing, not a trial, the accused will not plead guilty or not guilty, but will instead admit or deny the charge(s). The finding that the hearing officer will come to is that the charge is proved or not proved. The Summary Hearing procedures under AFA 06 are essentially the same across the Services, but with slight Service-specific differences in terms of the 'ceremony' of the summary hearing. The accused will be afforded the opportunity to elect trial by Court Martial before the hearing begins. If the accused agrees to Summary Hearing, they will then be asked to admit or deny the charge. If they deny the charge the evidence of witnesses will be considered, and if necessary the witnesses questioned before the hearing officer comes to a finding. The accused will be supported and represented by an Accused’s Assisting Officer who may question witnesses on behalf of the accused and give character evidence and mitigation before sentencing. The MSL Chapter 9 describes in detail the procedure to be followed, and the form 'Record of Summary Hearing' (RSH) is to be used as a guide and completed by the hearing Officer during the proceedings. A CO should not find a charge proven unless he is sure that the accused committed the offence as charged.

2069. Requirement for Global Sentence

Where a Hearing Officer records findings that two or more charges against a person have been proved, the sentence he or she awards must be a single 'global' sentence and not separate sentences for each charge proved.

2070. Role of the Hearing Officer

a. The Hearing Officer will be the CO or his or her delegated Sub Cdr (normally the XO/OC but may be any officer of Lt RN/Capt RM rank or above who has delegated disciplinary powers). He or she will follow the procedure laid down in the RSH (Annex C to the MSL Vol 1 Chapter 9) to consider the case, come to a finding and, if the charge is found proved, award a sentence.

b. In cases where the accused admits the charge it will be the Hearing Officer who reads out the Case Summary. When the accused denies the charge the Hearing Officer will read out the witness evidence and, if necessary, question witnesses before giving the accused the opportunity to do so. If the accused says (in advance of the hearing) that he or she wishes to challenge the evidence of the witnesses, or ask further questions of them, then the CO is to require the attendance of those witnesses. The CO may also question the accused. Detailed instructions on the Summary Hearing procedure are in the MSL Vol 1 Chapter 9.
2071. **Completion of the Record of Summary Hearing**

The officer hearing the case should normally maintain the RSH themself. Where necessary he or she must make a written record of any oral evidence; since the record is likely to be a paraphrase of what was said it is important that what is recorded is the understanding of the hearing officer, not a third party, and that it is completed at the time of the Hearing and treated as a live record. There is no requirement for a fair copy to be typed after the hearing. The RSH must be retained in the unit for 2 years.

2072. **Role of RNP/Coxswain/Company Sergeant Major (CSM)**

Before the hearing the RNP or Coxswain/CSM who investigated the charge should prepare the case papers, including the draft Case Summary (which in an RN unit will be prepared by the Command Adviser) and the draft Charge Sheet with the recommended charge and present them to the Hearing Officer, normally through the Command Adviser. Once the hearing officer has signed the charge sheet it should normally be the RNP/Coxswain/G1 Discipline Adviser or CSM who serves the charge sheet and the case papers on the accused. However, the Hearing Officer may decide to do this personally in appropriate cases eg. CO bringing a charge on the direction of the DSP. The CO should conduct the Summary Hearing in person – including reading out the Case Summary should the matter be admitted, and the written evidence of any witnesses where it is not. At the direction of the CO, the RNP/Coxswain/RSM/CSM should continue to arrange and stage manage the table/hearing. They should muster and march in the accused (and witnesses) and ensure that customary Service procedures are followed. They must not act as ‘prosecutor’ or read out the case summary or other evidence. If the RNP/Coxswain/RSM/CSM is to be a major witness at the hearing another suitable rating/rank such as the EWO, CBM/senior Logs (Pers)/an alternative CSM should be required to assume this role in order to preserve the fairness of the proceedings.

2073. **Accused’s Assisting Officer (AAO)**

a. All accused Service personnel are entitled to an AAO to help them before, during and after the hearing. In the RN it is expected that the AAO would normally be the DO or DSR of the accused, and must be an officer or Senior Rating. In the RM it is expected that the AAO would normally be the Tp Cdr/HOD/Tp Sgt of the accused, and must be an officer or SNCO. The potential AAO must consent to being nominated, and there may be circumstances under which the candidate is unable to act for the accused, for example if he or she is a witness. If the accused is unable to secure the services of an AAO the CO must nominate two suitable officers or Senior Ratings/SNCOs between whom the accused can choose. The services of an AAO are not mandatory and a hearing can go ahead if the accused does not want an AAO.

b. During the hearing the AAO may question witnesses on behalf of the accused. The AAO may also give character evidence and make a plea in mitigation on behalf of the accused. The AAO may present an appraisal report or assessment of the performance of the accused for the hearing officer’s perusal if the accused so wishes, but to do so is not mandatory; negative inference should not be drawn if the appraisal or assessment is not presented, it is simply an opportunity for mitigation which has not been taken. Detailed instructions are in Annex G to the MSL Vol 1 Chapter 9 – which must be read and understood by the AAO, together with the relevant Annex to that Chapter.
2074. **Witnesses**
Witnesses may be required to attend the hearing if the Hearing Officer or the accused wish to question them. The accused will be notified of the witnesses whose evidence the Hearing Officer wishes to use when he or she is served with the case papers. The accused should also notify the Hearing Officer of the witnesses whose evidence he or she wishes to call at least 24 hours in advance where possible; this is not a legal requirement but allows for effective management of the case, and is in the interest of all concerned.

2075. **Command Adviser**
If borne, the LO or DLO will normally advise the command before and during a Summary Hearing. In RM units the Adjutant or G1 Discipline Adviser will normally advise the command. When required they will prepare the applications to HA for permission to hear certain charges summarily or for extended powers of punishment (See above). They shall also finalise the Case Summary under the direction of the Hearing Officer. In RM units the Case Summary will be prepared by the G1 Discipline Adviser or CSM. The Command Adviser shall supervise the completion of all post-hearing actions (including the RSH, JPA record and submission of materials for review). It remains the CO’s responsibility that the review process is followed (see para 20103).
SECTION 13 – SENTENCING (INCLUDING GIVING REASONS)

2076. Sentencing Guidance

Guidance on the sentencing process and summary punishments is contained in the MSL Chapter 13. The MSL Chapter 14 includes a Sentencing Guide, which sets out the features and considerations in different cases, and gives guideline sentences. Both chapters should be consulted by officers exercising powers of summary discipline, and by AAOs. Guidance on the award of specific punishments, and the processes involved are set out in this section.

2077. Requirement to Give Reasons

When sentencing, Hearing Officers must give reasons, which should include an explanation of the facts which they found proved, whether any credit has been given if the charge was admitted, and any aggravating or mitigating features. Hearing Officers should not hesitate to break proceedings after finding the case proved and hearing any mitigation, in order to consider sentence and prepare their reasons. The RSH should be used to record the reasons given. Hearing Officers should take care to set out the salient facts proved, particularly where these have been disputed by the accused, or where they form features which aggravate the offence and had an effect on the sentence. Hearing Officers must explain any discount they applied to the sentence.

2078. Announcing Sentence or Awarding Sentence in the Presence of the Ship’s Company

a. Under AFA 06 there is no equivalent to the former RN warrant punishment, and consequently no requirement to conduct a formal reading of a Warrant to announce the sentence awarded. The Hearing Officer will, in all circumstances of awarding punishment summarily, inform the accused of the sentence as part of the Summary Hearing process.

b. COs may open the sentencing phase of the Summary Hearing to the Ship’s Company. This should only be done where legal advice on the charge and sentence has been received. This procedure is only to be used in relation to ratings and other ranks below the rank of Warrant Officer.

c. It is left to the CO’s discretion when such a procedure should be followed, but in the majority of cases such a procedure will not be appropriate. The procedure is only to be used where the CO considers there will be a tangible benefit in terms of the maintenance of discipline in the ship, unit or establishment.

d. There is no formal procedure for opening the sentencing part of the Summary Hearing to members of the ship’s company. However, COs will invariably wish to consider and prepare their sentencing remarks before conducting the proceedings and a stand over prior to the sentencing part of the hearing will be necessary. The CO should then re-convene the hearing before members of the Ship’s Company. The CO should then sentence the accused and give reasons for the sentence in the usual manner. COs may then wish to call a short stand over and then re-convene in the absence of the Ship’s Company to complete the summary hearing process. This will include ensuring the accused understands his or her rights and, in the case of Detention, asking the accused whether he or she wishes to go to Detention immediately or wait until the initial appeal period has passed.
Announcement of sentences awarded can be an important reminder to the Ship’s Company of the Naval Service core values and standards. Where, in more serious cases, the CO does not consider it appropriate to announce the sentence in front of members of the Ship’s Company but does wish the sentence to be fully understood, the CO should consider conducting a Clear Lower Deck of the Ship’s Company or relevant Department and explaining the sentence and reasons for it in the absence of the accused. This method has considerable benefits: it can be timed to occur after the accused has commenced the sentence, reducing the artificiality involved in a sentence of detention being announced but not implemented; it allows the CO to explain the context and reasons for the sentence – and explain what he or she expects of the Ships Company in future; and the risk of an intemperate response from the accused or others may be reduced. The normal management practice by which the ship’s senior management (XO, EWO, HOD, DOs) may informally debrief the Ship’s Company as to the effect of a severe punishment, eg. on loss of pay, pension, eligibility for the LS and GC medal, promotion opportunity etc, continues under AFA and is to be encouraged. In all cases COs will wish to consider publishing punishments awarded on Daily Orders. Where an accused subsequently appeals, the fact of the appeal and the outcome of any appeal should also be published. Consideration should be given to explanatory notes following conviction at CM.
SECTION 14 - GUIDANCE ON PARTICULAR SENTENCES

2079. Dismissal

Dismissal is not available as a summary punishment under AFA 06. However, it remains the responsibility of the accused’s CO to take the necessary administrative actions that give effect to dismissal where it is awarded by the CM. For certain offences, for example drugs offences, COs should consider administrative discharge (see FLAGO Chapter 16 and BRd 3(1) Chapter 54). In addition, where a sentence of imprisonment is awarded by the CM, administrative discharge must be considered and is the responsibility of the accused’s CO to action. Administrative discharge may also be considered where a CM has not imposed dismissal but the CO considers discharge is appropriate. In all such circumstances, legal advice should be sought.

2080. Detention and Short Term Detention

a. **Sentencing Approach.** The correct approach is to consider first whether a proved offence justifies a sentence of Detention, second, if so, what period, and third, whether the sentence should be committed or suspended. Legal advice must be taken if a CO is considering a sentence of detention, no matter what length.

b. **Is a Sentence of Detention Justified?** There are restrictions on Award of Detention. A CO may only award detention summarily to personnel of or below Leading Rate or Lance Corporal RM. The CO may not summarily sentence a PO or Cpl RM, or above, to detention. The CO may not award a sentence of detention, of any permitted length, to a Leading Hand/Lance Corporal unless he or she has applied for and been granted Extended Powers of Punishment. When awarding a sentence of detention to a Leading Hand/Lance Corporal, the CO should consider, separately, whether or not to award a separate sentence of Disrating/Reduction in Rank; the CO may (but need not) award that accompanying punishment. Re-promotion following reduction is governed by Chapter 70 and requires a minimum 12 months Career Check free service. In any event, during the time that any Naval Service offender is in custody at MCTC he or she is for all purposes treated as being of the rank or rate of able rate or marine.

c. **Offences Justifying Detention.** Advice on this aspect is given in the MSL Chapter 14 under each specific offence.
d. **Length of Sentence.** When calculating the appropriate length of sentence, COs should take the following matters into consideration:

1. **MCTC Colchester Training Programmes.** Sentences of Detention for RN/RM personnel will normally be served at MCTC Colchester. The minimum effective course of corrective training at MCTC is 21 days. MCTC will take personnel into Service Detention for periods of less than 21 days but the corrective training value and rehabilitative effect will be severely limited. After 21 days, the next natural training step is set at 28 days. Where COs conclude that, in all the circumstances, a lengthier period of training is merited, consideration should be given to awarding a sentence in excess of 28 days. In cases where the CO believes that the offender is not likely immediately to respond to corrective training and taut discipline, consideration should be given to awarding 36 days. The next steps up in length of sentence are generally accepted as being 42 days, then 60 days, and finally the summary maximum of 90 days.

2. **Remission.** Remission is not granted for sentences up to 24 days. Beyond 24 days 1/3 sentence is automatically remitted to a minimum sentence of 24 days. Therefore, for sentences of 25 days to 36 days the sentence that will be served is 24 days, for a sentence of 42 days it will be 28 days, for 60 days it will be 40 and for 90 days awarded 60 will be served. For sentences of detention over 90 days, further remission of up to 1/6 of the portion of the sentence over 90 days may be earned for exceptional behaviour. Sentences of over 90 days can only be awarded by CM.

3. **Intermediate Periods of Detention and Time Spent in Custody.** COs retain the lawful authority to award a sentence of less than 21 days, but must in all cases consider suitable alternatives. It will be the exception to the norm that other punishments, or a combination thereof, are not far more appropriate and effective. In addition to seeking legal advice, where sentences of less than 21 days are under consideration, COs must contact the RPC to ensure suitable arrangements can be made for detention either at MCTC or, if necessary and/or desirable, regional facilities run by the Army. It should be noted that regional facilities may well require additional supervisory manpower to be provided by the discharging unit, and for operational / logistical reasons, RPCs may not be in a position to provide either transport or escorts. Time spent in pre-trial custody after charge should be credited against any sentence of detention (see the MSL Chapter 13). COs should award the full sentence of detention and MCTC will calculate the time remaining where time spent in custody is to count as time served. There is no legal requirement for time spent in custody before charge to be counted against any period of detention subsequently awarded but a CO may take such periods into account when determining the length of a sentence to be awarded. Periods spent under arrest during interview will usually be so short as to be not worthy of taking into account in calculating the 'discount'.
(4) **Travelling Time.** COs should take into consideration the impact of travelling time when determining whether the period of detention proposed is adequate, subject to the principle that the length of detention proposed must still be appropriate to the offence and to the offender. Therefore, even where a sentence of 21 days detention or more would be appropriate, an alternative punishment might be better where it would not be possible to transfer the offender to and from MCTC within the requisite timescale.

(5) **Escorting Detainees.** Historically, RNP facilitated the transportation of Detainees Under Sentence (DUS), however, this is now a unit Command responsibility. Guidance is contained within JSP 837 Part 2 ‘Service Code of Practice – Custody and Detention and Committal to Civil Prison’. It is advisable that, where possible, the I/C Escort is of superior rank or seniority to the detainee. The driver should not routinely be counted as an escort. For example, a unit sending a detainee to the MCTC by a road move would require: I/C Escort, second escort, and driver (total of three personnel) in order to safely move the detainee. RPCs are available to provide support and guidance where concerns exist that a detainee is likely to become violent and/or abscond prior to successful committal to MCTC or HM Prison.

e. Sentences of 90 days must be reserved for the most serious of cases. Command Advisers (LO, DLO, Adj/G1 Disc Adv or EA) should consider carefully, on the basis of the papers and any admissions made in interview, the likelihood of the accused opting for Summary Hearing and admitting the charge. In the majority of serious cases it will be more appropriate to refer the matter to the DSP for trial by CM (without giving the option), thereby allowing the CM full sentencing powers rather than being capped to the sentencing powers of the CO.

### 2081. Suspended Sentences

a. Once a sentence of detention has been decided upon the CO must then consider whether the sentence should be suspended or committed. The MSL Chapter 13 describes the factors that should be taken into account when making this decision.

b. A sentence of detention may be suspended for a period of a minimum of 3 months and up to 12 months (the Operational Period). The CO must consider the length of time it is likely to take the offender to reform when deciding the Operational Period. The period of Detention awarded may inform the CO as to the most appropriate period of suspension. As a rule of thumb, the longer the sentence awarded, the more serious the offence, and the more likely it is to be necessary to suspend the sentence for a longer period.
2082. Activation of Suspended Sentences

a. A CO may activate a suspended sentence of detention which has been awarded at a Summary Hearing or by the SAC if the offender is found guilty of an offence in a civilian court or when an offence which has been found proved at a Summary Hearing was committed during the operational period of the suspended sentence. The MSL Vol 1 chapter 9 gives full details of the procedure for activation during a Summary Hearing when a service offence is found proved and during an activation hearing following a civilian conviction. In all cases where a CO is considering activating a suspended sentence of detention legal advice must be sought. As stated, Disrating/Reduction in Rank is incurred automatically by activation, where this was not awarded as a separate, optional punishment with the (suspended) detention.

b. Whenever a CO intends to activate a suspended sentence and at the same time award a further sentence of Detention, the two may be ordered to run concurrently or consecutively in accordance with the MSL Chapter 13. The maximum of both these sentences must not exceed the CO’s powers of punishment, ie. 28 days, or 90 days if extended powers have been granted.

2083. Alternatives to Sentences of Detention – Fines, Stoppage of Leave, Restriction of Privileges and Service Supervision and Punishment Order

Under AFA 06 COs may award up to 28 days’ detention without reference to higher authority. Before sentencing an offender to a short period of detention the CO should consider whether an alternative punishment would be more effective, both for the offender and the unit. A combination of a fine, stoppage of leave (SoL) and restriction of privileges (RoP) will have a similar financial effect on the offender and limit the offender’s liberty whilst retaining them on board. For more serious offences where detention of 28 days or more is being considered a Service Supervision and Punishment Order (SSPO) might be an appropriate alternative. The table below lists possible alternatives to Detention, and should be read in conjunction to the MSL Vol 1 Chapter 14. The Table should be read as a whole eg. 7 days’ detention = 14 days SoL + 14 days concurrent RoP + a fine equivalent to 7 days’ pay:

Table 20-6. Alternatives to Detention

<table>
<thead>
<tr>
<th>Short Detention (Days)</th>
<th>SoL + RoP (Days)</th>
<th>Fine (Days’ Pay)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>3</td>
<td>2</td>
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<td>3</td>
<td>5</td>
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<td>13</td>
<td>14</td>
<td>19</td>
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<tr>
<td>14</td>
<td>14</td>
<td>21</td>
</tr>
</tbody>
</table>
2084. Deployed Ships - Alternatives to Committed Sentences of Detention

When it is considered that a committed sentence of detention is the correct punishment, deployed ships should not suspend a sentence solely on the grounds of cost of air transport, difficulty of arranging transport to the UK or problems of providing escort. In such cases suspension is appropriate only if no transport is available or if duration of passage would be so excessive as to render time spent in MCTC too short to be effective. In such circumstances an SSPO or a combination of a fine, stoppage of leave and restriction of privileges may be considered as alternatives, in accordance with the comparable tariff in the table above.

2085. Financial and Other Consequences of Detention

It is essential that personnel under corrective training are made aware how significantly a sentence of detention will affect them financially. Consideration should be given to bringing to the attention of Ships’ Companies the consequential, and in particular the financial, effects of a sentence of detention by a note in Daily Orders after an offender has been sentenced to detention.

2086. Leave on Completion of Detention

The Commandant MCTC does not have authority to grant leave on completion of sentence. During main leave periods, the units to which an offender is to be assigned should advise MCTC of the date by which the offender is required to join. This advice must specify:

a. The authority for leave.

b. The authority for leave travel if applicable.

2087. Commencement of Sentence of Detention

a. Before sending personnel to MCTC, COs are to ensure the offender has all necessary kit and is prepared in all respects for the training regime. It is the responsibility of the committing CO to ensure that all necessary administration is complete – see JSP 837 The Code of Practice for the Management of Personnel Within Service Custody and Committal to Service Custody Premises and Civil Prisons.

b. COs should note carefully the provisions of the MSL Vol 1 Chapter 15 paragraphs 65-66, which determine the date on which a sentence of detention begins. These provisions explain when ordinarily a sentence of detention begins and when the sentence actually begins if the accused exercises his or her right to appeal to the SAC.

c. All relevant paperwork must accompany the individual sent to detention. This will be examined by MCTC on arrival and sets out the legal authority for them to take the person into custody. If paperwork is missing or incorrectly completed, MCTC may have no option but to return the individual to their parent unit.
2088. **Forfeiture of Seniority**

COs with extended powers of punishment have the ability to award the forfeiture of up to all of an officer’s seniority as a summary punishment. If a CO is considering forfeiture of seniority he or she should consider the financial and career consequences for the officer involved, consulting Career Managers as appropriate. In all cases legal advice must be sought.

2089. **Disrating/Reduction in Rank**

A CO may, with extended powers of punishment, disrate or reduce the rank of a Warrant Officer or non-commissioned officer of or above the rank of Leading Hand or Corporal. Extended powers of punishment are not needed for a CO to reduce in rank a Lance Corporal. A CO may only remove one acting or substantive rank or rate under this punishment; multi-step reductions are not allowed.

2090. **Service Supervision and Punishment Order (SSPO)**

The effect of this punishment is described in full in the MSL Vol 1 Chapter 13, and is similar to that of the former Naval punishment of Reduction to the 2nd Class for Conduct. It is designed to punish and reform a persistent offender without the need to award detention. It can be awarded summarily by the CO to an able rate or marine without reference to Higher Authority. When awarding the punishment the CO will impose whichever of the discretionary requirements of the punishment he or she considers necessary (see the MSL Chapter 13 paragraph 71b). The CO may delegate, in writing, responsibility to permit the offender to leave the ship, unit or establishment or enter specified areas to another officer not below the rank of Lt RN/Capt RM or equivalent, and it is recommended that he or she does so to appropriate duty personnel including the DCO/OOD/Duty Staff Officer (DSO) and to the XO/OC as appropriate to the unit (see FLAGO 1607). Where the requirement to undertake extra duties is imposed, the CO may detail what extra duties are to be performed (for example extra work or training), for how long and when. However, the CO is permitted to delegate, in writing, this function to a person of or above the rate/rank of CPO/CSgt. He or she may wish to prescribe the routine to be followed in SGOs/USOs (see recommended routine in Table below), but it is also recommended the function be delegated to the XO/Adjt/MAA/Cox’n/OOD/DSO/CQMS and the OC as appropriate (see FLAGO 1607) in order to cater for circumstances in which, for any reason, the normal routine cannot be followed. The DPO/DSNCO (if Sgt) will be unable to allocate the work or duties to be performed, but will have to seek the approval of the OOD.

2091. **Stoppage of Leave and Restriction of Privileges – Routines**

a. Stoppage of leave and restriction of privileges (ROP) will usually be the most commonly awarded punishments. Stoppage of leave will require the offender to be confined to his or her ship or establishment and to muster periodically during the period of the punishment. Restriction of privileges will require the offender to muster periodically and perform extra work, training or any other Service duty (up to 5½ hours per day). Both punishments may be awarded individually, or in combination.

b. As far as possible units should strive to achieve consistency in the punishment routine within the unit, and any routine worked must be clearly distinguishable from sanctions awarded under MAA. It is suggested that the relevant routines are published in SGOs/USOs. However, adjustments may have to be made, depending on the unit’s programme and the availability of staff to manage the routine, to achieve a punishment routine that is both relevant and contemporary.
c. In many cases it may be desirable for extra work to be carried out within the offender's department. Whilst it is ultimately for each ship and establishment to determine its own routine, the following table provides a model which can be adopted or adapted:

**RN Ship/Establishment Routine:**

<table>
<thead>
<tr>
<th>Routine</th>
<th>Muster at:</th>
<th>Work until (RoP only):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Harbour</td>
<td>0630</td>
<td>0700</td>
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<tr>
<td></td>
<td>1230</td>
<td>1315</td>
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<tr>
<td></td>
<td>1630</td>
<td>1730</td>
</tr>
<tr>
<td></td>
<td>1855 or 5 minutes before evening rounds</td>
<td>Evening Rounds</td>
</tr>
<tr>
<td></td>
<td>1915 RoP Only</td>
<td>2100*</td>
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<tr>
<td></td>
<td>2200</td>
<td>Muster Only</td>
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<tr>
<td>Saturday Harbour</td>
<td>0630</td>
<td>0700</td>
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<td>1230</td>
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<td>1855</td>
<td>Evening Rounds</td>
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<td></td>
<td>1915 RoP Only</td>
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<td></td>
<td>2200</td>
<td>Muster Only</td>
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<tr>
<td>Sunday Harbour</td>
<td>Half hour before call the hands</td>
<td>Muster Only</td>
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<td></td>
<td>1300</td>
<td>Muster Only</td>
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<tr>
<td></td>
<td>1630</td>
<td>Muster Only</td>
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<tr>
<td></td>
<td>1855</td>
<td>Evening Rounds</td>
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<tr>
<td></td>
<td>2200</td>
<td>Muster Only</td>
</tr>
<tr>
<td>Tropical Harbour</td>
<td>Half hour before call the hands</td>
<td>Work for 30 minutes</td>
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<tr>
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<td>1330</td>
<td>1600</td>
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<td>1630</td>
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<td></td>
<td>1855 or 5 minutes before evening rounds</td>
<td>Evening Rounds</td>
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<td></td>
<td>1930 RoP Only</td>
<td>2100</td>
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<tr>
<td></td>
<td>2200</td>
<td>Muster Only</td>
</tr>
<tr>
<td>Daily Sea</td>
<td>0630</td>
<td>0700</td>
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<td>1855 or 5 minutes before evening rounds</td>
<td>Evening Rounds</td>
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<td></td>
<td>2000 RoP Only</td>
<td>2100*</td>
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<td></td>
<td>2200</td>
<td>Muster Only</td>
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<tr>
<td>Saturday Sea</td>
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<td>1855 or 5 minutes before evening rounds</td>
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<td>2000 RoP Only</td>
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<td>Sunday Sea</td>
<td>Half hour before call the hands</td>
<td>Muster Only</td>
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<td>Muster Only</td>
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<td>Evening Rounds</td>
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<td></td>
<td>2200</td>
<td>Muster Only</td>
</tr>
</tbody>
</table>
Notes:

* If a night watch is kept then secure at 2000.

1. Specify place to muster.

2. Direct offender to muster in correct rig of the day, which is to be clean & in good repair.

3. Instruct offender to produce ‘excused chit’ in advance of foreseeable absence from time and place of muster.

4. Following from Note 3, if a night watch is kept the offender may be excused the first muster, but the DPO must be informed the day before.

5. If the offender is required for work within his or her own department at the time of a muster, this must be agreed beforehand between the DepCO and the XO/MAA/DCO/DSO/OOD or OC responsible for deciding which duties are to be performed. The presumption is that an offender should attend a muster and then return to his or her departmental work.

RM Unit/Establishment Routine:

Other Ranks on SoL and/or RoPs are to report to the DSNCO at the Unit/Establishment Guardroom (or as otherwise detailed) at the following times daily:

<table>
<thead>
<tr>
<th>Mon to Fri (Parade - SoL &amp; RoP)</th>
<th>Work Until (RoP only)</th>
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Notes:

1. Other Ranks placed on RoPs will be informed by the DSNCO of the period(s) of extra duties, work or training during non-working hours to be completed (no more than 5 and half hours in any one 24-hour period). The maximum number of working hours (16 in any 24-hour period is not to be exceeded). Note: Where the requirement to undertake extra duties is imposed, the CO may detail what extra duties are to be performed, for how long and when. However, the CO is permitted to delegate, in writing, this function to a person of or above the rate/rank of CPO/CSgt. Therefore a DSNCO of Sgt rank must obtain authorisation from the Duty Officer when considering extra work for ranks on RoPs outside of that which the CO or an Officer authorised by him or her has already laid down.

2. If an offender has to keep a night duty he or she is not to be paraded before the start of his or her normal working day (ie. normally excused the first muster time).

3. The offender is to report for each parade in the rig of the day or as directed in Unit Standing Orders or unless directed otherwise by the DSNCO.

4. If the offender is required for work at his or her normal place of work at the time of a muster then his or her Tp Sgt/HOD should liaise with the DSNCO/Duty Officer to de-conflict. The presumption being that the offender should attend a muster and then return to his or her place of work.

5. The offender is to parade in MTP if he or she is due to carry out work or training. At the other times he or she parades he or she can be detailed to parade in for example No 1 Blues, No 3 Lovat dress or No 4 Combat Dress with CEFO.

2092. Delegations Relating to Stoppage of Leave/SSPO

The CO may delegate, in writing, the function of granting permission to leave the ship, unit or establishment to an officer under his or her command of or above the rank of Lt RN/Capt RM or equivalent whilst an offender is under SoL (see the MSL Chapter 13 para 132). It is recommended this be delegated to duty personnel including the DCO/OOD/DSO and to the OC as appropriate to the unit (see FLAGO 1607). He or she may also delegate, in writing, the function of deciding which extra duties the offender must do to a person under his or her command of or above the rank/rate of CPO/CSgt (see the MSL Chapter 13 para 140). It is recommended the routine be set out in SGOs/USOs, but the function should also be delegated to the XO/Adjt/MAA/OOD/DSO/CQMS/Duty SNCO and the OC as appropriate (see FLAGO 1607) in order to cater for circumstances in which, for any reason, the normal routine cannot be followed.
2093. **Deferral of Stoppage of Leave and Restriction of Privileges**

Hearing Officers awarding SoL and RoP should note that the commencement of these punishments may be deferred by up to 28 days, and the punishment can be applied on specified days within a further 28 days. The purpose of this is to give Hearing Officers discretion to maximise the effect of the punishment by applying it only on days when the ship is alongside or the unit is on stand-down, ie. the punishment does not have to be conducted in one continuous block within the parameters above. Deferral is therefore rarely appropriate for shore establishments or ships alongside for a protracted period. When awarding deferred punishments on specified days, Hearing Officers should bear in mind that the punitive effect may be more severe than when the punishment runs continuously from award.

2094. **Supervision of Service Supervision And Punishment Order, Stoppage of Leave and Restriction of Privileges**

Hearing Officers are to ensure that all personnel awarded an SSPO or a combination of SoL and RoP carry out the routine under the close and careful supervision of a Senior Rating/SNCO.
SECTION 15 - THE ADMINISTRATIVE CONSEQUENCES OF PUNISHMENTS

2095. Requirement to Consider Administrative Consequences

a. The table at Annex 20C summarises the administrative consequences of punishments awarded under AFA 06. It lists the administrative actions which are to be taken automatically (obligatory), and those which may be taken (optional), when a member of the Naval Service is punished under AFA 06. This includes forfeiture of LS&GC medal or the MSM, forfeiture of GCBs and the imposition of a Career Check (obligatory only).

b. The potential imposition of administrative action following a conviction by the CM or the SAC, or a finding by a CO that a charge is proved, is triggered by the punishment awarded. Where the sentence was awarded by the CM or the SAC, the offender’s CO should consider whether any such action should be taken. All administrative actions dealt with under this article require approval, save that a Captain Royal Navy/Colonel Royal Marines may order forfeiture of one GCB and a CO may impose a Career Check without seeking such approval.

2096. Meritorious Service Medal

The award and forfeiture of the MSM is governed by Chapter 9 of JSP 761, which should be referred to where an offender holds the MSM.

2097. Forfeiture of Long Service and Good Conduct Medal

The regulations for the award and forfeiture of the LS&GCM were revised with effect from 1 Oct 16. An individual who has been awarded the LS&GCM and subsequently incurs an entry on his/her disciplinary record cannot now forfeit the medal unless they are sentenced to imprisonment for a period greater than 6 months and/or are dismissed. Further details regarding the award and removal of medals is contained in JSP 761 Chapter 5. Under AFA 06 deprivation of the LS&GC Medal is no longer a punishment in itself. All circumstances giving rise to forfeiture of the LS&GC Medal are to be reported to the Naval Secretary (Honours and Awards).

2098. Forfeiture of Good Conduct Badges

As with LS&GC Medal, under AFA 06 deprivation of Good Conduct Badges (GCBs) is not a punishment. However, GCBs may be forfeit following disciplinary action. This preserves the previous position whereby under the Naval Discipline Act 1957 the Officer or court awarding a punishment was obliged also to consider whether deprivation of GCBs was obligatory or optional as part of the overall punishment awarded.

a. Obligatory Forfeiture. Forfeiture of all GCBs is mandatory whenever any of the following punishments is awarded under AFA 06:

(1) Imprisonment.

(2) Dismissal.

(3) Detention over 14 days.

(4) Suspended detention over 14 days.
(5) Service Supervision and Punishment Order.

b. **Optional Forfeiture.** Forfeiture of one or more GCBs is to be considered whenever a rating/other rank holding GCBs is awarded any of the following punishments:

(1) Detention up to 14 days.
(2) Suspended detention up to 14 days.
(3) Reduction in rank/disrating.
(4) Fine.
(5) Severe reprimand.
(6) Reprimand.
(7) Service Compensation Order.

2099. **Effect of Activation of Suspended Sentence of Detention on GCBs**

Where an offender has been awarded a short period of suspended detention, GCBs were not forfeit as a result of that punishment, and that punishment is subsequently activated either wholly or in part, by a CO or the CM or SAC, the CO should consider whether the circumstances merit forfeiture of GCBs. This action may be taken whether the offence triggering activation of the suspended sentence was dealt with by a civilian court, a Service court, or by the CO.

20100. **Factors to Consider when Forfeiture of GCBs is Optional**

Wherever forfeiture is optional the following factors should be taken into consideration:

a. **Punishment Awarded.** The more severe the punishment eg. the longer the period of detention or the greater the financial penalty, the more appropriate it may be to forfeit one or more GCBs. Noting that in some (in particular, joint) units short periods of detention may be awarded in preference to a combination of Restriction of Privileges and Stoppage of Leave, care should be taken to ensure GCBs are not forfeit as a result of relatively minor offences.
b. **Offence Committed.** The type of offence committed may influence the decision whether a GCB should be forfeit. Offences involving poor conduct in relation to the offender’s or another person’s duty may justify forfeiture of one or more GCBs, particularly if the offence was committed deliberately or involves dishonesty. In particular, Desertion (AFA 08 s.8) repeated or long absence without leave (AFA 06 s.9), failure to cause the apprehension of deserters or absentees (AFA 06 s.10), misconduct towards a superior Officer (AFA 06 s.11), disobedience (AFA 06 s. 12), using force against a sentry (AFA 06 s.14), serious neglect of duty (including sleeping on watch) (AFA 06 s.15(2)), malingering (AFA 06 s.16), making false records (AFA 06 s.18), conduct prejudicial to good order and discipline (AFA 06 s.19), serious or repeated drunkenness (AFA 06 s.20), ill-treatment of subordinates (AFA 06 s.22), and misapplying or wasting public or service property (AFA 06 s.25) may justify forfeiture of a badge or badges. In addition, any offence involving physical violence, dishonesty, criminal damage, smuggling, contravention of censorship regulations or possession of an offensive weapon will usually justify forfeiture. Failure to report any of the offences listed in this paragraph, in contravention of standing orders, is also a serious matter which may warrant forfeiture of a badge(s). The list of types of offence in this paragraph is not exclusive.

c. **Disciplinary Record.** Repeated offences may indicate that the offender is unfit to hold one or more GCBs. Conversely, where an offence can properly be regarded as out of character the forfeiture of a badge, and the associated impact on award of LS&GC medal, may be regarded as unduly harsh.

d. **Conduct.** Forfeiture of one or more badges may be appropriate where the offender has previously been subject to MAA instead of disciplinary action for similar incidents. The offender’s general conduct should also be taken into consideration. Any MAA taken against the offender in the current unit may indicate that the offender’s general conduct has fallen below the required standard and therefore no longer fit to hold one or more badges.

### 20101. Approval of Forfeiture of GCBs

Where forfeiture of GCBs is obligatory, prior approval to forfeit is not required. COs of the rank of Captain Royal Navy/Colonel Royal Marines and above may award forfeiture of one GCB without seeking approval. In all other circumstances application to forfeit GCBs must be made to the Higher Authority.

### 20102. Applications for Approval by Higher Authority

Where forfeiture of a GCB requires approval, the application is to be made in writing to the HA, utilising the form at Annex 20T. Where forfeiture of a GCB is optional and the CO subsequently orders that a GCB is to be forfeited, the accused is to be informed of their right to state a Service Complaint in relation to the matter.
SECTION 16 - REVIEW OF SUMMARY HEARINGS

20103. Review of Summary Hearings – Purpose and Method

a. AFA 06 requires the review of Summary Hearings where a finding that the charge has been proved has been recorded. Review ensures that no mistake has been made in law and that the punishment awarded is commensurate with the offence.

b. It is Naval policy that review will be conducted on behalf of the Defence Council by the Summary Hearing Review Cell (SHRC). The Defence Council has delegated all barristers on the staff of CNLS of the rank of Cdr RN and above as Reviewing Officers. Only these personnel may apply for leave to appeal to the SAC or, where the accused has already lodged an appeal, notify the SAC of relevant matters.

20104. After Hearing Actions – Preparing the Case for Review

After a charge is found proved at a Summary Hearing, unit staff are to perform the following tasks without delay to facilitate a timely review of the case:

a. Complete the JPA record in accordance with the Business Process Guide.

b. Complete Annex A v.9/16 (Summary Hearing Review) (available from the SHRC) and attach it to the JPA record; and

c. Assign the JPA case to the SHRC, granting them instant access to the whole record. (If connectivity issues preclude the use of JPA then the Annex A v.9/16 should be emailed or faxed to the SHRC and the remaining actions completed as soon as JPA connectivity is returned.)

d. After Hearing Actions are to be completed within 48 hours of sentence, or within 24 hours of punishment where detention (including suspended detention) or SSPO has been imposed.

20105. Actions by Summary Hearing Review Cell

a. A preliminary screening will be conducted by SHRC staff, who will check that the punishment was lawful, was within the powers of the person awarding the punishment and that the severity was not manifestly excessive for the offence proved.

b. Any practical difficulties which will lead to a delay in completion or transmission of the case papers to the SHRC is to be raised with them at the earliest opportunity.
c. If any potential discrepancy is detected the SHRC will call for the case papers. If they encounter a potential legal difficulty they will refer the case to a Reviewing Officer on the staff of CNLS of not lower rank than Cdr RN/Lt Col RM (usually CNLS SO1 Discipline Law). The Reviewing Officer will, where necessary, make application to the SAC for leave to appeal or notify the SAC of relevant matters. The appeal may be against sentence or against finding and sentence. The offender may abandon any appeal which has been referred to the SAC by the Reviewing Officer if he or she does not wish to take the matter further.

20106. Expedited Review of Sentences of Detention

COs must always seek legal advice when they are considering awarding a sentence of detention summarily. For all sentences of detention, no matter what length, the policy for the Naval Service will be that a preliminary review is to take place within 24 hours. If an offender opts to commence their sentence of detention immediately on award commencement should not be delayed pending review. COs are to ensure that case papers are passed to the SHRC with appropriate expedition.

20107. Contact Details for the Summary Hearing Review Cell

Email (MODNET): NAVY LEGAL-SHRC MAILBOX
SHRC i/c (WO1) 93832 5210 (02392 62 5210)
SHRC Admin (Discipline Process Queries) (LWtr) 93832 5859 (02392 62 5859)
SECTION 17 - REPORTING SERIOUS DISCIPLINARY AND PERSONNEL INCIDENTS

20108. Service Policy and Employment

a. The Naval Service, both as an employer and a public body, must take account of pending and completed civil offences in order to regulate the workplace, protect the legitimate interests of the accused and his or her colleagues, to maintain the discipline and ethos of the Service, to assist the Court and the criminal justice system, and ensure that public confidence is maintained.

b. QRRN Chapter 39 should be consulted together with this section.

20109. Reporting

a. In order to ensure that all personnel are aware of the requirement to report interactions with the criminal justice system, COs are to issue Standing Orders requiring a report in the following circumstances: any arrest, fixed penalty notice, summons, conviction, Police Caution, Anti-Social Behaviour Order (ASBO), Football Banning Order (FBO), reprimand or warning (for persons under 18, under the Crime and Disorder Act 1998).

b. Fixed Penalty Notices for motoring offences need not be reported.

c. Where a CO becomes aware of an allegation, pending case or conviction, he or she must consider whether the fact should be reported immediately to Higher Authority, following the guidance below. Where a civil case is brought to the CO’s attention, he or she should keep the progress of the case under active review – both to ensure proper and full support to individuals involved, and to update Higher Authority as required.

20110. Informing Navy Command HQ

a. COs are to report serious disciplinary and personnel incidents through the Chain of Command (CoC) and to other NCHQ stakeholders by completing the Report Form at Annex U and sending it to their immediate superior officer and Duty Fleet Controller (DFC), who will distribute it as appropriate. ‘Serious disciplinary or personnel incident’ should be interpreted to mean as follows:

(1) Any alleged offence listed in Schedule 2 of the Armed Forces Act 2006;

(2) Any serious harm to RN/RM personnel, or

(3) Any other personnel matter which is likely to attract media and/or Ministerial interest.
b. Serious disciplinary or personnel incidents can have significant ramifications for operational effectiveness and/or the reputation of the RN. As such the CoC and appropriate stakeholders within NCHQ must be made aware of a situation at the earliest opportunity to ensure a swift, appropriate and coherent response. The speed of response is particularly critical when details of the incident are already within the public domain or are likely to be so imminently. If in doubt whether or not to report an incident, COs or their representative must seek immediate advice from the DFC.

2011. Cases to be Reported

The term ‘serious disciplinary or personnel incident’ is broad and covers criminal and non-criminal conduct committed by or against RN/RM personnel. COs are empowered to exercise discretion in determining whether or not this threshold is met; examples of such incidents are outlined below, but this list is not exhaustive. In all circumstances, COs will have to assess the situation and consider the potential administrative and reputational ramifications for the Service.

If in doubt, units should seek advice from the DFC

a. A fatality;
b. Any incident where there is actual or potential media or Ministerial interest;
c. Any incident that has or could have been filmed and/or photographed and that is at risk of entering the public domain.
d. An incident involving the authorities of a host nation;
e. Significant injuries to one or more persons;
f. Domestic abuse;
g. Harassment/stalking;
h. Alleged sexual offences [alleged victim not to be identified];
i. Offences involving Children;
j. Drugs offences, that involve large numbers of individuals or large quantities;
k. Harm or damage to civilians or their property;
l. Arson;
m. Illegal possession/use of a firearm (inc. ammunition) or offensive weapon;
n. Significant fraud, especially if involving public property;
o. ‘Hate’ crimes;
p. The loss or damage of significant amounts of Service property;
q. Mutiny or desertion;
r. Initiation ceremonies or rituals involving alleged physical or mental abuse;
s. Mistreatment of Captured Persons.

20112. Types of offence that need not be reported to NCHQ

a. The following list of examples is not exhaustive and only intended to give a broad indication of the type of Service or civil offence which, when reported to the CO, is unlikely to be noteworthy or require further management outside the unit (at least until completion of the case). In cases of doubt ships/units are to contact the DFC and NAVY SEC-2 DISCIPLINE 1A:

(1) Minor motoring offences (including speeding, parking and fixed penalty offences).

(2) Less serious drink driving offences that have not resulted in accident/injury

(3) Low level assault on adults falling short of ABH.

(4) Police Cautions (except those for sexual offences or drugs), Anti-Social Behaviour Orders for infringements such as littering or abandoning cars and Football.

(5) Banning Orders for minor matters such as taking alcohol/fireworks to football matches.

(6) Minor dishonesty, non-possession of TV licences etc.

(7) Minor damage to property.

(8) Fixed Penalty Notices.

b. Additionally, the following incidents should be reported by using the established reporting routine:

(1) Navigational/Seamanship Incidents.

(2) Aviation Incidents.

(3) Operational Incidents.

(4) Serious Security Breaches/Incidents (including terrorism and espionage).
c. However, where there has also been a death in Service an Annex U report is to be submitted alongside the established reporting process.

20113. Updates as Cases Progress
a. The CO is to ensure that updates are forwarded to DFC as cases progress. Such updates will typically be required when:

(1) The precise charges and custody position become known.

(2) Detail of any next step (date of court appearance for hearing, bail, fine, formal caution issued, charges dropped, etc.) is known.

(3) The date, time and place of trial are known.

(4) Any significant Service disciplinary issues occurring while the individual(s) are awaiting trial (eg. AWOL or other offences).

(5) Any relevant welfare issues of the individual(s) become apparent

(6) The name and contact details of the officer or senior rating (usually the individual's Divisional Officer) who will accompany the accused to court for hearings to watch the trial and report back to NAVY SEC-2 DISCIPLINE 1A once the outcome is known.

(7) The outcome of each court appearance is known and should be notified to NAVY SEC-2 DISCIPLINE 1A by the unit on the same day directly after the court appearance (so that a timely adjustment can be made to the DNB ahead of fresh press enquiries and in preparation for any adverse coverage that may appear in the next edition of newspapers/news broadcasts etc.)

(8) There is any indication of known interest/coverage by local and/or national press reporters including television and radio and especially whether they were present in the courtroom.

b. This list is not exhaustive and if there is any material change to the case DFC should be informed at the earliest opportunity and by telephone if that is quicker or more convenient.
20114. Method of Reporting

a. COs are to inform their immediate superior officer and DFC using the Form at Annex U. Existing direction regarding reports to the DFC remains extant and applies to all ships, submarines, Naval Air Squadrons, RM units and establishments of the Fleet, namely:

"The Duty Fleet Controller (DFC) is the first point of contact for any accident or incident, and any event which may attract the attention of Flag Officers, Ministers or the news media. Out of Hours, the DFC is also the first point of contact for all Fleet business except submarine operational matters, for which the Duty Submarine Controller (DSMC) is the first point of contact."

b. Reporting procedures for the following, as set out in this chapter also remain extant: alleged sexual offences; alleged Schedule 2 offences or those committed in 'prescribed circumstances' under the Armed Forces Act 2006; or for those appearing before civil courts.

20115. Allegations of Sexual Offences

Where a CO receives an allegation that suggests that a sexual offence may have been committed or that there may be a sexual element to an offence, legal advice must be sought. COs, NCHQ, Career Managers and Welfare Staffs have specific responsibilities in cases involving allegations of Sexual Offences (whether these allegations are being investigated by Service or civil police). Direction and guidance is contained in Section 22 of this Chapter.

20116. Media Attention and Defensive News Brief (DNB) produced by NCHQ

COs should not underestimate the effect that media attention can have in turning what is a minor incident into something that is perceived as serious. This is particularly the case where photographs or film of an incident exists and may have been provided to the media. Where any doubt exists as to whether an incident has been notified to the media, this reporting process should be followed.

a. A Defensive News Brief (DNB) using the information supplied by ships/units will only be produced when the NCHQ stakeholders (NAVY SEC DISCIPLINE, POL SEC, MEDIA, CNLS)) agree that these two conditions are met:

(1) Based on past experience the situation is assessed as having a strong likelihood of there being press/media interest in the case at either a local or national level;

(2) The press interest in the incident is assessed as being likely to result in adverse coverage and therefore constitute a risk to the reputation of the Naval Service that cannot be allowed to go unanswered when media ask for the MoD response to news coverage or proposed news coverage.

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8 BRd 9467 Fleet Administrative and General Orders Article 0116.
9 BRd 3(1) Article 20013.b, Article 20123, Chapter 20 Section 22.
10 BRd 3(1) Article 20013.a.
11 BRd 3(1) Articles 20117- 20118, and 20120-20121.
b. All the types of offence listed at Para 20111 above can warrant a DNB to be prepared for issue at the most suitable stage of the proceedings, and the question of when is an important consideration and subject to agreement between the relevant NCHQ stakeholders.

c. Other than for the typical exceptions listed below a DNB will only be produced when an enquiry is received from the Press or when charges have been raised by the Police. In all these exceptions, and any others on which NCHQ discretion may be used, a DNB will be produced as soon as sufficient accurate and reliable information is notified by the ship/unit and before charges are brought:

(1) Incidents happening overseas.

(2) Fatality or serious injury.

(3) Firearm/weapon incidents.

(4) Sexual offences where there is a particularly predatory element.

(5) 'Hate' crimes.

Any case where the individual, their family or their ship/unit will require media guidance/assistance from NCHQ Media/Comms (ie. media shielding).

d. The DNB consists of two or sometimes three parts, the first being the Background which is not for release and explains the details of the alleged incident; the second part is the Line To Take (LTT) forming the response to enquiries that the MOD is able to make without compromising future proceedings, the privacy/anonymity and human rights of those involved; in some cases it will be appropriate to have a third section Q&A brief with the answers to anticipated lines of questioning ready prepared some of which will only be used if pressed.

e. Although a copy of the DNB will be sent to the ship/unit for information any enquiries received from the press should be referred to NAVY MEDIA for the appropriate handling. The DNB will be updated whenever significant developments are reported to NAVY SEC-2 DISCIPLINE 1 by the ship/unit and this should happen promptly after the new information is known.

20117. Ministerial Submission (Min Sub) Produced by NCHQ

a. A Min Sub in this context serves the purpose of alerting the relevant Minister’s Private Office to an incident involving naval personnel that could break in the Press with news that it is thought will reflect badly on the reputation of the Royal Navy as well as the wider MoD and in extremis the UK Government. With the appropriate lines in place and the relevant background to the incident the Minister will not be caught unawares if the matter is addressed to him/her either in Parliament, by the media, or by communication direct with the Private Office.
b. Determining the requirement for and timing of a Min Sub will be agreed between Navy Sec Discipline and Pol Sec on a case-by-case basis, however based on past experience the criteria that have most frequently been found to make this necessary are as follows:

1. Criminal incidents occurring overseas especially in EU countries, countries of NATO allies and countries where diplomatic relations may be sensitive and the British Government as well as the department may be caused embarrassment.

2. Serious crimes that reflect badly on the standard of conduct of naval personnel when they are off duty.

3. Serious crimes that have a particular relevance to current issues already in the news.

4. Serious crimes that can be viewed as sensitive in the current political climate.

5. Serious crimes involving the abuse of young recruits to the Naval Service.

6. Serious crimes involving equality and diversity issues.

c. One or more of these criteria may be applicable to a particular case but one can be enough to trigger the requirement for a Min Sub to be prepared. In many less-serious cases it will be sufficient for the Private Office to be alerted by a copy of the DNB being sent through to them.

d. When a case clearly requires a Min Sub a submission will be made to the Private Office as soon as sufficient detail of the case is obtained from the ship/unit and further updates provided whenever significant developments occur. NAVY SEC-2 DISCIPLINE will prepare the draft for agreement with NAVY MEDIA/COMMS and clearance by NAVY SEC-HD.

e. The Min Sub for reporting of discipline matters follows the usual format we are given to use and is to include as an annex the current DNB for the case. Particular care will be taken to ensure consistency between the Min Sub and the DNB although it is possible that on occasion it will be appropriate for the background information in the Min Sub to contain rather more information for the Minister than is made available to the NCHQ Media and the MoD Press Office in the DNB. Information provided as background is on close hold as it will likely include sensitive personal data and therefore be subject to data protection rules; it could also include information that is sub judice and will never be disclosed without the permission of the author.
SECTION 18 - DIVISIONAL ATTENDANCE AT COURTS

20118. Guidance for Attending Officers

a. This guidance should be read in conjunction with BRd 2 Art 3903.

b. If a member of the Naval Service is to appear in the Crown or Magistrate’s Court, an officer (usually the Divisional Officer/Troop Commander (DO)) should normally attend. Divisional representation from another ship or establishment better placed than the accused’s own may be arranged. For minor offences dealt with in the Magistrates Courts it may not be necessary for the divisional staff to attend. Guidance may be sought from the Legal Adviser.

c. Prior to attending court, DOs should receive a brief from the Command Adviser, Adjutant or G1 Adviser on the purpose of their attendance, the information they may give the court, and the information they must obtain from the court. They should wear smart plain clothes in court.

d. Attending Officers should be ready to assist the court in the following areas:

(1) **Character.** DOs may testify as to the person’s character. Where available they should take a copy of the rating’s appraisal reports to court to assist them, but these should not be given to the court unless the person consents or the court so directs. The Formal Disciplinary Record (including print of JPA discipline record/S3300D Conduct Record (where still held)) should not be taken to, or given to, the court.

(2) **Pay Details.** Broad details of pay should be obtained from the UPO/JPA.

(3) **Likely Penalty.** A court may be particularly interested to know whether an individual is likely to be discharged from the Service or whether the Service would be able to accommodate someone who has been awarded a Community Sentence. The decision on discharge from the Service lies with the CO and higher authority and will take into account many factors. The DO cannot give anything more than a broad answer. A useful line to take, both to the court and to any press, is as follows:

“In line with the principle that any employer is entitled to consider the effects of a conviction in a civilian court upon an employee’s position, the Royal Navy/Royal Marines reserves the right to take any administrative action against any Service personnel so convicted. The type of action will very much depend upon the nature of the offence and how it reflects on the person’s character and reputation, and in serious cases could result in termination of service.”
(4) Payment of a fine through deduction from pay is not allowed save in exceptional circumstances. The responsibility for paying the fine remains the individual’s, and the court will usually allow payment by instalment. However, in certain circumstances the Defence Council may order deductions from a person’s pay in satisfaction of the amount ordered by a civilian court. See the MSL Chapter 20 (Forfeitures and Deductions) and JSP 754 for further guidance.

(5) Bail. If the court has to decide between remanding the individual in bail or in custody, the individual should be encouraged, through his or her legal adviser, to ask for bail. Courts have a variety of possible bail conditions but may assume, incorrectly, that the Service can supervise such conditions. The Service can usually provide the individual with Single Living Accommodation in a suitable area, but no undertaking can be given to the court that the Service will supervise bail conditions. If the court appearance is abroad there is a strong Service interest in the individual being granted bail.

(6) Community Orders. The Community Order (see note below) is the sentence of the court, not of the Service, but a court may inquire whether, if the rating were retained, a Community Order would be consistent with Naval Service. As a general rule no assurance should be given to a court that an individual’s duties can be arranged to allow compliance with a Community Order. It is, therefore, important that the court is informed of the individual’s Service commitments. Where, however, a Community Order can be carried out over evenings and weekends without detriment to Service duties, the imposition of a Community Order, instead of a custodial sentence, is to the benefit of both the Service and the individual. Normally a Pre-Sentence report (written by a Probation Officer) will be requested before such a sentence is imposed. The Probation Officer (if at court) may seek assistance from the DO.

**Note.** Courts are able to choose different elements to make up a bespoke Community Order which is relevant to the offender and the crime(s) they committed. There is a range of requirements available within a Community Order including: unpaid work, participation in specified activities, participation in programs aimed at changing offending behaviour, prohibition from certain activities, curfew, exclusion from premises or locations, residence requirements, drug treatment, alcohol treatment, supervision and (for offenders under 25) attendance at a centre. For offenders under 18, youth rehabilitation orders may also be available.
(7) **Suspended Sentences of Service Detention.** In light of a subsequent conviction for an offence, AFA 06 enables COs to commit to detention those already under a suspended sentence of detention where the sentence was awarded summarily or by the SAC. Such action is NOT a consequential penalty, but part of the summary discipline process. In addition, where the offender has committed an offence whilst under a suspended sentence of detention (or imprisonment or a detention and training order) awarded by the CM, the CM has the power to activate the sentence. COs should report such offences to the Court Administration Officer, and the DSP will decide whether to apply for CM activation proceedings. DOs should be prepared to advise the civilian court that such action is a possibility which may be considered by the CO, and should note any comments made by the court in relation to the matter. However, no undertaking should be given as to whether such action will be taken or the likely outcome of such proceedings.

e. DOs should take a blank copy of Form C57 to the court. Ships and establishments are advised to produce a DO’s Attendance at Court Proforma to ensure that the CO is provided with all the relevant information. In summary, the DO should:

1. Establish the circumstances of the offence and arrest.
2. Record the details of the court, and the date and time of the court appearance.
3. Record the wording of the charge(s), including the Act and Section.
4. Record the plea.
5. Record the sentence of the court.
6. Summarise the court’s sentencing considerations.
7. Provide an immediate update to NAVY SEC-2 DISCIPLINE 1A where the case meets the criteria mentioned in Para 20111.
f. In a few isolated cases, Court ushers have reprimanded Assisting Officers for taking written notes of court proceedings. For clarity, those Court ushers have been misguided. The Criminal Practice Directions which are issued for use in civilian courts make clear that so long as it does not interfere with the proper administration of justice, anyone attending court ‘may quietly take notes, on paper or by silent electronic means’\textsuperscript{12}. Assisting Officers, if challenged by a Court usher, should highlight this fact to ensure that they are able to take a full record to report back to the accused's CO. In exceptional cases, the Judge may prohibit note taking ‘if that is necessary and proportionate to prevent unlawful conduct’ or there is reason to believe that the individual(s) are in fact engaged in the transmission of live text-based communications\textsuperscript{13}. The default position therefore is that those attending public court hearings should be free to make notes of what occurs without seeking permission from the Judge unless the activity is likely to interfere with the course of justice.

g. Court Clerks are generally helpful and approachable; once the Judge or Magistrate has left the courtroom the DO can speak to the Clerk.

h. It is normal practice for the accused's name and address to be disclosed in court and many journalists will subsequently report these details in the media. Attending Officers should ensure that the accused is aware of this fact and encourage him/her to raise any resulting security concerns with their legal representative (or with the court directly if they are un-represented). In certain circumstances, it may be possible for the court to make an order banning publication of the accused's identity and/or address details.

\textsuperscript{12} Criminal Practice Direction 1 paragraph 6D.1.
\textsuperscript{13} Criminal Practice Direction 1 paragraph 6D.2.
SECTION 19 - ADMINISTRATIVE ACTION FOLLOWING CIVIL CONVICTION

20119. Guidance on Dealing with Civil Convictions

a. Regulations relating to the reporting of civil convictions are contained in BRd 2 Chapter 39, which should be read in conjunction with this Section.

b. The purpose of this Section is to outline the criteria to be applied by COs and Higher Authorities in determining whether or not to take administrative action against a Service person who has been convicted of an offence in a civilian court, either within the UK or abroad. This is referred to as a Service Penalty. Such action is not a further punishment but enables the Service, as an employer, to decide whether in light of a civil conviction an individual is fit to remain in the Service, retain their rank or rate or to retain an unblemished Service record. The criteria have been carefully drawn up and Service Penalties should be applied consistently. A key aim of the Service Penalty is to achieve comparable consequences to those which would have resulted from a conviction under AFA 06. The Service is also entitled to take into account character and conduct when considering whether individuals may hold superior rank or rate, or be employed in positions of particular authority. Legal advice must be sought in all cases, even where the CO considers that a Service Penalty should not be awarded. In the case of officers, Censure action (or administrative discharge as appropriate) will be considered in accordance with this Chapter. Form C57 should be used to record officers’ civil convictions and censure action taken (including no censure).

c. The approach that a CO should take is as follows:

   (1) Consider the seriousness of the offence as indicated by both the charge sheet and the court’s sentence. Would the offender have been dismissed or disrated/reduced in rank had he or she been sentenced under AFA 06? If the answer to that question is ‘yes’, then the Naval Penalties of Discharge SHORE, Discharge SNLR and reversion/reduction in rank should be considered respectively. If the answer to the question is ‘no’, go to sub-paragraph (2) below.

   (2) Would the offence, in combination with the offender’s Service record (his or her conduct record and annual appraisal) have attracted a punishment which would incur a Career Check in accordance with BRd 3(1) Annex 20C? If the answer is ‘yes’ then a Career Check should normally be imposed.

d. Table 20-7 outlines the Service’s policy in relation to Service Penalties in the light of a civil conviction for a particular offence. The penalties indicated are based on a moderately serious offence of its type committed by an offender with a satisfactory record. It is emphasised that the table is not a rigid tariff but only a guide, and that each case must be considered on its own merits. The legal advice will give consideration to the merits of each case, as well as the views of the CO, when advising on the appropriate Service Penalty.
e. If the CO proposes not to impose a Service Penalty, legal advice is still required and a C57 must still be raised to record the civil conviction and the CO’s reasons for not imposing a penalty. This is primarily because there is a requirement to keep a record of civil convictions, whether or not they lead to a Service Penalty. In addition, if a C57 is not raised and, for example, in preparation for a later Court Martial trial totally unconnected with the civil conviction, a prosecuting authority runs an antecedents check on the Police National Computer, the conviction will be shown but there will be no record of a C57 in the accused’s Conduct Record. The suspicion may then arise that the accused has committed an offence of not reporting a conviction by the civil power to Service authorities.

20120. Offences and Naval Penalties

The following Table gives the linkage between Service Penalties and offences.

**Table 20-7. Offences and Naval Penalties**

<table>
<thead>
<tr>
<th>Service Penalty</th>
<th>Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Check</td>
<td>• Serious offences of careless driving</td>
</tr>
<tr>
<td></td>
<td>• Drink driving offences (first offence and under 3 1/2 times the legal limit – see Note 1 and Note 3)</td>
</tr>
<tr>
<td></td>
<td>• Driving whilst disqualified by court order</td>
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<tr>
<td></td>
<td>• Battery or common assault</td>
</tr>
<tr>
<td></td>
<td>• Low level assaults occasioning actual bodily harm</td>
</tr>
<tr>
<td></td>
<td>• Serious criminal damage</td>
</tr>
<tr>
<td>Reversion</td>
<td>• Assault occasioning actual bodily harm</td>
</tr>
<tr>
<td>(Requires approval of Flag Officer - see Note 2)</td>
<td>• Low level offences of wounding or inflicting GBH (s.20 OAPA 1861)</td>
</tr>
<tr>
<td></td>
<td>• Domestic Abuse related offences</td>
</tr>
<tr>
<td></td>
<td>• Hate-related offences</td>
</tr>
<tr>
<td></td>
<td>• Minor dishonesty offences</td>
</tr>
<tr>
<td></td>
<td>• Drink driving (second offence (where the first conviction is not spent under ROA 74) or if 3 1/2 times over the limit –see Note 1 and Note 3)</td>
</tr>
<tr>
<td></td>
<td>• Low level arson</td>
</tr>
<tr>
<td></td>
<td>• Affray</td>
</tr>
<tr>
<td></td>
<td>• Minor sexual assault</td>
</tr>
<tr>
<td>Discharge SNLR</td>
<td>• Drugs offences</td>
</tr>
<tr>
<td>(Requires approval of NAVSEC - see Note 2)</td>
<td>• Very serious criminal damage</td>
</tr>
<tr>
<td></td>
<td>• Arson &amp; aggravated arson</td>
</tr>
<tr>
<td></td>
<td>• Sexual offences</td>
</tr>
<tr>
<td></td>
<td>• Burglary</td>
</tr>
<tr>
<td></td>
<td>• Robbery</td>
</tr>
<tr>
<td></td>
<td>• Causing GBH with intent (s.18 OAPA 1861)</td>
</tr>
<tr>
<td></td>
<td>• Dishonesty other than very minor</td>
</tr>
<tr>
<td></td>
<td>• Homicide</td>
</tr>
</tbody>
</table>
Notes:

1. The limits for alcohol in England, Wales and Northern Ireland are:
   - 35 microgrammes of alcohol in 100 millilitres of breath.
   - 80 milligrammes of alcohol in 100 millilitres of blood.
   - 107 milligrammes of alcohol in 100 millilitres of urine.

2. The limits for alcohol in Scotland are:
   - 22 microgrammes of alcohol in 100 millilitres of breath.
   - 50 milligrammes of alcohol in 100 millilitres of blood.
   - 67 milligrammes of alcohol in 100 millilitres of urine.

3. May be properly delegated Officers of no less than OF5 rank acting on the authority of the Naval Secretary.

4. The limits for alcohol in England, Wales and Northern Ireland are higher than the limits for alcohol in Scotland. As a matter of policy, and to ensure parity of treatment for Service personnel throughout the UK, the limits for England, Wales and Northern Ireland will apply for the purpose of Service Penalties.

20121. Offences Related to Unlawful Making and Storing of Images of Minors

a. The Service has seen a rise in the incidence of civil convictions for offences relating to the unlawful capture and storage of pornographic images. Such offences are typically committed contrary to s.1 The Protection of Children Act 1978 (where offences range from ‘making’ indecent images of children to the ‘distribution’ or ‘publication’ of such images) and/or s.160 Criminal Justice Act 1988 (possession of indecent photographs or pseudo photographs of children). There is a strong tri-Service presumption that sexual offending, including indecent images, will result in discharge. But each case should be considered on its own merits. COs are to note particularly the guidance at BRd 2 3906.4a over the entitlement of the Service to take action based on how the conviction reflects on the individual’s character and make appropriate recommendations in each case.
b. In making a recommendation, COs are to take into account the full facts of each case. Difficulties can sometimes arise when administering a penalty owing to the potential for inaccuracy in reporting the facts. It is important to establish the basis upon which a court sentenced an individual. The key facts to establish are the number of images ‘held’ and the seriousness of each image. Images are normally classified into three categories of seriousness ranging from Category A (most serious) to Category C (least serious). Units are to note in detail the precise charges and the total number of images involved, often represented by sample charges, as well as the level of seriousness of the images. Sentencing remarks in court will also usually give an indication of the overall seriousness of the offending behaviour and therefore care should be taken to accurately capture such remarks, word for word if possible.

c. The fact there are two variables makes it very difficult to establish a standard tariff; for example 15 images at Category B is not necessarily less serious a case than 10 images at Category A.

20122. Sexual Offences
   Conviction of a sexual offence (including one relating to indecent images of children) may involve the imposition of conditions and requirements which have a potential impact on employability and other management issues. The decision on Service Penalty in such cases is complex. Individuals are likely to be retained in the Service only in exceptional circumstances. COs must take early legal advice before dealing with such cases and be mindful of the procedures in Section 22 for the management of sex offenders.

20123. Custodial Sentences
   Where a civil conviction results in the award of a custodial sentence, including a suspended sentence, the decision as to what Service Penalty to award should be taken at no lower level than the Naval Secretary. In such circumstances it will usually be appropriate for COs to apply for the individual’s discharge from the Service, as by its sentence the court has indicated that a serious offence has been committed. In addition, it may be appropriate to forfeit pay in accordance with the MSL Chapter 20 (Forfeitures and Deductions). Legal advice must be sought in these circumstances.

20124. Committal for Contempt
   The Service Penalties authorised by QRRN 3906.4(d) are intended to follow criminal convictions and are inappropriate for individuals who are committed to prison for default in payment of court orders or for other forms of contempt. COs have the option of granting leave, from annual leave allowance, for the relevant period, if the circumstances justify it. Where it is inappropriate to grant leave or the offender’s leave balance is zero, COs should consider whether the offender’s pay should be forfeit for the period committed for contempt. See the MSL Chapter 20 (Forfeitures and Deductions) for guidance. Legal advice should be sought in these circumstances.

20125. Binding Over
   The power to bind a person over to keep the peace and/or to be of good behaviour can exist both where there has been a conviction (when it can be imposed in addition to a fine or punishment) and where there has not. In effect, the court requires the individual to promise to be of good behaviour for a specified period. Where no conviction is awarded, for instance, when the Magistrates decide not to try a complaint of a trivial nature but instead offer the option to be ‘bound over’, a Service Penalty cannot be imposed.
20126. **Absolute and Conditional Discharge**

An absolute or conditional discharge is an order of a Magistrate or Crown Court following a conviction for an offence. Service Penalty action should always be considered. An absolute discharge is imposed when the court decides that no further action is required beyond the finding of guilt. It may reflect the triviality of the offence, the circumstances in which it came to be prosecuted, or factors relating to the offender; this should be borne in mind when considering a Service Penalty.

20127. **Police Caution**

   a. If the Civil Police form the view that the offence is not serious enough to justify criminal proceedings, they have the discretion to issue a Police Caution (PC). However, increasing use of PCs is being made in cases which would be regarded, particularly when committed by Service personnel, as more serious. Typical examples are theft and unlawful possession of controlled drugs.

   b. Amendments to the Rehabilitation of Offenders Act 1974 make the determination of Service Penalties for PCs particularly complex. Since Nov 09, Simple Police Cautions become spent immediately after they are awarded, while Conditional PCs become spent on completion of the condition. Where PCs are considered spent, an employer is restricted in their ability to ask questions or take action in relation to that caution. There are a number of exceptions to the 1974 Act that apply to the Armed Forces, and in certain circumstances a PC awarded to some personnel, such as RNP, lawyers, medical personnel or those involved in youth training, may trigger appropriate administrative action. Legal advice should be sought whenever a CO becomes aware that one of their personnel has received a PC.

   c. No Service disciplinary action under the AFA 06 is to be instituted for an offence for which a PC has been given.

   d. **Scotland.** PCs are not issued in Scotland, where a Fixed Penalty Notice (FPN) may sometimes be awarded for minor offences. The Procurator Fiscal also has discretionary power to give an oral or written warning in suitable cases, rather than proceed to trial. These ‘Alternatives to Prosecution’ should be considered in the same way as a PC awarded in England and Wales. Where other Scottish penalties are awarded legal advice should be sought.

20128. **Fixed Penalty Notices/'Community Resolutions’**

FPNs, issued by Police Officers, and ‘Community Resolution’ measures do not normally require C57 action and will not normally attract a Service Penalty. But where the FPN/Community Resolution is made in relation to behaviour considered incompatible with Service life, such as for possession of illegal drugs, other administrative action may well be appropriate. Where a CO is considering administrative action following a FPN, legal advice should be obtained.

20129. **Giving Reasons**

The CO or Higher Authority deciding upon a Service Penalty must give reasons. These are to be explained to the individual when he or she is informed of the penalty.
20130. **Administrative Notes for Service Penalties**

A Service Penalty of a Career Check has no permanent effect on an individual under the age of 17 ½.

20131. **Civil Offences Committed during the Operational Period of Suspended Sentences**

Where an offender is convicted by a civilian court of an offence committed during the operational period of a suspended sentence of Service detention awarded summarily or of a suspended sentence of Service detention or imprisonment awarded by the CM, COs should consider whether the suspended sentence should be activated or whether the offence should be reported to the Court Administration Officer with a view to CM activation proceedings. In all such cases the legal adviser should be consulted.

20132. **Requirement to Allow Representations before imposing a Service Penalty**

Before imposing a Service Penalty, the individual is to be reminded of his or her right to make a representation (BRd 2 3906.8).

20133. **Right to Complain against Service Penalty**

After imposing a Service Penalty, the individual is to be reminded of his or her right to submit a Service Complaint (JSP 831 and BRd 2 Chapter 42). The effect of the penalty will not be held in abeyance pending consideration of the complaint.

20134. **Impact of Pending Appeal on Imposition of Service Penalty**

If the individual is appealing against his or her civil conviction or sentence, then reference should be made to BRd 2 3906.12.

20135. **Recording Service Penalties**

a. Service Penalties must be recorded in JPA Discipline under ‘Warnings and Sanctions’ (JPA W&S) in accordance with the relevant JPA Business Process Guide (BPG). This reporting includes the requirement for details of all civil convictions to be recorded in JPA W&S.

b. The Form C57 is to be used as a record of the CO’s action and for submission to Higher Authority when approval is required for the penalty proposed. Blank forms can be requested from the Regional Legal Office. It can also serve as a template in which to collate the details that will need to be input to JPA W&S. Instructions for the completion of Form C57 are at the section below.

c. In addition to details of Service offences/convictions, details of civil convictions (including the relevant rehabilitation period) and consequential Service penalties occurring after 31 Oct 09 can be printed automatically from JPA as the Formal Discipline Record (FDR) which is to take over from the paper Conduct Record.

20136. **Review of Service Penalties**

Service Penalties are reviewed by the Summary Hearing Review Cell (SHRC). A copy of the C57 is to be forwarded to the SHRC within 5 working days of completion.
20137.  **Form C57 Service Penalty for a Civil Conviction - Completion**
All sections must be completed as follows (those not applicable should be annotated as such):

a.  **Section A**

   (1)  Insert Date, Time and Place of Arrest.

   (2)  Insert Date and Time of which leave expired (including night leave). Insert Date and Time of return to Ship/Unit if the accused subsequently attends Court.

   (3)  Insert all Period(s) absent from ship/unit to attend court (use attached sheet if required).

   (4)  Insert date Convicted at Court or date of PC.

   (5)  Enter details of Court charged in or Police Station cautioned at.

   (6)  Insert rank/rate and name of person attending court on accused’s behalf.

   (7)  Insert Offence(s) in exact terms of Charge(s) (Attach sheet if necessary).

   (8)  Insert Order of the Court in exact terms of the order and state whether the fine/costs have been paid, if ordered.

b.  **Section B**

   (1)  Tick either ‘Yes’ or ‘No’.

   (2)  Tick either ‘Yes’ or ‘No’.

   (3)  Tick either ‘Yes’ or ‘No’. If ‘Yes’, insert rate to which Reversion is being considered.

   (4)  Tick ‘Yes’ or ‘No’. If Discharge SNLR, Discharge SHORE or Reversion is imposed, then a CC is automatically incurred.

   (5)  No longer applicable.

   (6)  Insert Rehabilitation Date: See separate instructions on Rehabilitation of Offenders. This date starts from the date of Conviction/PC at Section A4.

   (7)  In CO’s Observation box, in addition to the penalty awarded, ensure that the fact that the individual has been given the right to make a representation and right to make a complaint in accordance with paras 133 and 134 above is recorded.

   (8)  On completion of the Requestman Hearing the C57 must be signed by the Commanding Officer.
c. **Section C.** Completed by Higher Authority if required.

d. **Section D.** Forfeiture of Pay and Time is no longer awarded.

Where the CO implementing the administrative action takes a particularly severe or lenient course of action, this must be explained in the CO’s box on the reverse of the form. Any letters or accompanying documents are to be attached to the C57.
SECTION 20 - JPA DISCIPLINE REPORTING AND RECORDING PROCESS

20138. The Importance of Discipline Reporting and Recording

a. Maintenance of accurate disciplinary records is an important personnel management function which supports the disciplinary process, the Service Justice System, and provides for public accountability. The SHRC will highlight inaccuracies in JPA records to the Chain of Command. Logistics Management personnel should conduct routine checks of JPA processes and supervision in order to ensure accurate and timely completion of records.

b. Once a case has been directed for CM, a suspect has elected CM, or a case has been referred to the SAC, details of all events must be recorded onto JPA. As soon as a case is referred to the SPA (CM direction or election) or Military Court Service (MCS) (Appeal), the Command/G1 Adviser is to contact the SHRC with details of the case, the name of the suspect(s) and the relevant JPA SR Number. It remains the responsibility of the CO to keep the record up to date on JPA until the case is formally resolved/completed. On completion of the case it should be referred to the SHRC as set out in Section 16.

c. As the case progresses to trial, the HR Administrator Discipline is required to update the JPA Record as when each event happens using the appropriate tasks within the Discipline BPG. This may include the following tasks:

1. **SL Police or Unit Investigation.** Start and end date of investigation.

2. **SL CO Review or Legal Advice.** If no legal advice requested create an SL CO Review task and include explanation of why no legal advice was sought. If legal advice sought, create SL Legal Advice task and include the date Legal Advice was requested and the date that it was received.

3. **SL Summary Hearing or SL Refer to Prosecuting Authority.** Include details of Summary Hearing if held. If no Summary Hearing, include the date case was referred to the SPA and the date that direction was given.

4. **SL Legal Aid Application.** Court Martial and SAC only. Include the date that the search for legal representation commenced and the date that legal representation is in place.

5. **SL Pre Hearing.** Court Martial only. Include the date of pre-trial.

6. **SL Progress to SH or CM Review.** Forward case/record to SHRC for Review (see Section 16).

d. Details of pre-hearings and the trial will be recorded by the accused’s Unit. This will include the CO/Sub Cdr/Judge, accused’s AO/DAO, outcome, sentence awarded and any consequential penalties. On completion the record will be forwarded to SHRC for review and closure.
20139. **Conduct Record and Formal Discipline Record**

a. The arrangements for maintaining the Conduct Record for ratings are set out at Chapter 58 Annex 58K Para 10. The conduct record may be printed automatically as the ‘Formal Discipline Record (FDR)’ from data held in JPA HR and Discipline records compiled by ships/units. Where required (eg. for consideration pre-sentencing at summary hearing), the FDR can be printed using the procedure published by SPVA in the JPA Portal (Instruction to Produce Disciplinary Document {Task 46}).

b. Any conduct history paper records prior to 31 Oct 09 (ie. RN Forms S3300d and S2200e) should be forwarded to NAVY SEC-2 DISCIPLINE SPT (93832 8692/02392 628692) to ensure the completeness of the RN Legacy Discipline Database.

c. Any unit or organisation requiring assistance with pre-JPA discipline records should contact NAVY SEC-2 DISCIPLINE SPT (93832 8692/02392 628692).
20140. The Act and its Effects

a. The general purpose of the Act is to enable all but the most serious criminal offender to live down his or her criminal record after a specified period of time and, provided he or she does not acquire a fresh conviction during that period, to behave as if the conviction had not occurred. Once a conviction has been rehabilitated it is known as 'spent'. Many of the provisions of the Act were extended to Northern Ireland under the Rehabilitation of Offenders (Northern Ireland) Order 1978 and all references in these instructions to the 1974 Act should be taken to refer equally to the Northern Ireland Order 1978. These instructions apply to all members of the regular and reserve forces of the Naval Service. In March 2014 significant changes were made to the rehabilitation periods under the 1974 Act, with many punishments to be regarded as being spent immediately: the guidance below reflects these changes.

b. The main effects for Service administration (subject to the exceptions at Para 20145) are as follows:

(1) Questions asked about previous convictions, offences or conduct are deemed not to relate to spent convictions and a person may lawfully answer accordingly (s.42(2)) [s.5(2)]\(^{14}\).

(2) A spent conviction, or any of the ancillary circumstances of a spent conviction, is not proper ground for dismissing or excluding a person from any office, profession, occupation or employment or for prejudicing him or her in any way in any occupation or employment. Any person who does so is acting unlawfully. (Ancillary circumstances means the offence which was the subject of the conviction, or the conduct constituting the offence, or any proceedings preliminary to or following conviction such as an appeal, and any sentence, or anything done in pursuance of or in compliance with any sentence)(s.4(3)(b)) [s.5(3)(b)].

(3) It is an offence under the law, punishable by a fine (level 4 for the disclosure of specified information and level 5 or up to six months' imprisonment or both where specified information is obtained by means of any fraud, dishonesty or bribe) for a person to disclose information relating to a spent conviction to another person otherwise than in the course of his or her official duties (s.9(2)) [s.10(2) & (6)].

(4) Evidence relating to both spent and unspent convictions and ancillary circumstances remain admissible in any Service disciplinary proceedings or in any proceedings or appeal from any Service disciplinary proceedings (s.7(2)(b)) [s.8(2)(b)] (see para 20148.a.).

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\(^{14}\) Where a specific section of the Act is referred to, the corresponding Article of the Northern Ireland Order is given in square brackets.
c. It is therefore not lawful to take account of spent convictions, whether incurred before a person joins the Service or after, in any function involving personnel management other than disciplinary proceedings, unless the conviction is covered by exceptions listed later in these instructions.

d. The rehabilitation periods in England and Wales are shorter than the rehabilitation periods in Scotland and Northern Ireland. As a matter of policy, and to ensure parity of treatment of Armed Forces personnel throughout the UK, the Armed Forces will apply these shorter rehabilitation periods in its own internal processes.

20141. Application of the Act

The Act applies specifically to:

a. All civil offences dealt with under civil criminal proceedings.

b. All civil offences dealt with under service disciplinary proceedings, ie. those previously dealt with under Section 42 of the Naval Discipline Act 1957 (and similar offences under the Army Act applicable to the Royal Marines), or s42 of the Armed Forces Act 2006 (s.2(5)).

c. Any service offence dealt with under the Naval Discipline Act 1957 (or other service equivalent), or the Armed Forces Act 2006. (s.2(5)).

20142. Application of Rehabilitation Principle to Administrative Sanctions

a. The Act applies only to convictions. Where administrative action is used to address misconduct, it is RN policy that the rehabilitation principle should apply – and that sanctions (such as censures) should be treated as spent after a period of 5 years from the date of award (2 ½ years where the subject is under 18 at the time of the award).

b. Administrative Action taken as a result of a civil conviction (a service penalty) is to be treated as spent in the same timescale as the offence to which it relates (noting that the rehabilitation period for an offence is set by reference to the sentence imposed).

c. Administrative decisions regarding character, conduct, badges, medals, reversions and forfeitures of pay and time which were correctly made at the time under the influence of a conviction which subsequently becomes spent are not altered retrospectively. However, the effect of the March 2014 changes to the 1974 Act mean that, even if a punishment and consequent administrative action were awarded prior to the changes, the rehabilitation periods are to be calculated by reference to the Act as it stands currently. In any event, all administrative sanctions are to have no effect after five years (unless a further conviction has occurred), and are thereafter not to be taken into account in administrative decisions.

d. Offences committed overseas which are subject to Service jurisdiction are subject to the 1974 Act.
20143. Extension of Rehabilitation Periods

The Act's provisions for extending rehabilitation periods are detailed later in this section; it should particularly be noted that a conviction for a summary offence by a civil magistrates' court does not extend earlier rehabilitation periods.

20144. Exceptions

Certain exceptions are made under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and Rehabilitation of Offenders (Northern Ireland) Order 1978 (Exceptions) Order 1979 of which the significant ones for Naval administrative purposes are:

a. Any Action Taken for the Purposes of Safeguarding National Security. In effect this means vetting procedures and any consequential administrative action, and additionally in Northern Ireland for protecting public safety or public order.

b. RNP, Medical, Legal and Dental Personnel. The effect of this exemption is that evidence of spent convictions may be used when making administrative recommendations or decisions in respect of the personnel of the exempted branches. Nevertheless, exemption does not authorise uninhibited use of evidence of spent convictions. Records of all convictions, whether spent or unspent, may be placed before those making recommendations and decisions in these branches but spent convictions must be annotated as such, and should not be taken into account unless they indicate a lasting defect of character that could by itself, or in combination with other factors, render the individual unsuitable for the actual duties being considered.

20145. Administrative Action

a. The Act does not preclude keeping official records of convictions which have become spent, and indeed such records are necessary in connection with the proper use of spent convictions in Service disciplinary proceedings or where national security is affected. The Act does not prevent an official having custody of or access to such records in the course of his or her official duties. It provides that, if an individual in the course of his or her official duties has custody or access to records containing details of spent convictions, he or she must not disclose such information otherwise than in the course of his or her official duties, and must help ensure that such information is not used to the prejudice of the person concerned.

b. Wherever practicable those making decisions on matters such as advancement, promotion, assigning, re-engagement or consideration of administrative discharge should not have access to details of spent convictions. Should they see a conviction that may be spent they must, if there is no firm evidence that it has been extended, treat it as spent and disregard it for administrative purposes.

c. Where it is necessary for medical purposes to include in medical documents reference to activity of a criminal nature (e.g. drug abuse), no mention should be made of any conviction arising out of activity or behaviour. A reference should merely be made to the particular activity, which requires a medical note to be recorded.
20146. Reports and Correspondence

a. Reports and correspondence should not normally contain evidence of spent convictions. When it proves necessary to refer to a spent conviction, it should be annotated as "spent".

b. Unspent convictions may be referred to in reports and correspondence, even when the conviction is shortly due to become spent (e.g. in the case of recent minor civil convictions). Care is required because the document concerned will require special handling both by the sender and recipients as soon as the convictions become spent. This should not inhibit reference to recent convictions when this is essential for the purpose of the report, but the date on which a conviction becomes spent should be stated.

20147. Disciplinary and Civil Court Proceedings

a. In summary hearings account may be taken of spent convictions when deciding sentence. Any spent convictions must be identified as such when they are brought to the notice of the officer hearing the case. Any questions relating to the use of such spent convictions should be referred to the Legal Adviser.

b. In the CM the Judge Advocate is responsible for advising the court on the implications of the Act.

c. In proceedings in a civil court full details of all convictions, whether spent or unspent, should be provided, but the officer providing them must not refer orally to spent convictions in open court, except with the express leave of the court.

20148. Disclosure and Complaints

a. **External Disclosure.** Information on spent convictions is not to be given in response to enquiries from outside the Service, from home or overseas, unless the enquirer is able to provide evidence of exemption under the ROA 1974 (Exceptions) Order 1975. In cases of doubt on the disclosure of records of offences, spent or otherwise, outside the Services (other than in police or security vetting fields), NAVY SEC2-DISCIPLINE 1 is to be consulted.

b. **Disclosure to a Rehabilitated Offender.** A rehabilitated person may at his or her personal request be provided with details of convictions spent under the Act; but any such requests must be referred to the sponsor, who will send the information direct to the applicant.

c. **Complaints.** Complaints about alleged breaches of the Act are to be referred through normal channels.
20149. Problems Arising
The implications of the Act are sometimes complex and any cases of doubt should be referred to the POC. Advice in specific cases is available from Legal Advisers.

20150. Rehabilitation Periods
A summary of the most common (civilian and service) sentences, and their rehabilitation periods with effect from 10 Mar 14 is set out in Table 20-8 below. Legal advice should be sought if in any doubt.

Table 20-8. Rehabilitation Periods for Service and Civilian Sentences

<table>
<thead>
<tr>
<th>Sentence</th>
<th>Adult (18+) when convicted</th>
<th>Under 18 when convicted</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rehabilitation period</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(from end of sentence</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(including any licence</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>period) where indicated or</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>from date of conviction</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>where not)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodial sentence (1)</td>
<td>Over 4 years</td>
<td>Never</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Never</td>
<td>Never</td>
<td></td>
</tr>
<tr>
<td></td>
<td>More than 30 months and</td>
<td>7 years</td>
<td>(2)</td>
</tr>
<tr>
<td></td>
<td>less than or equal to 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.5 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>More than 6 months and</td>
<td>2 years</td>
<td>(2)</td>
</tr>
<tr>
<td></td>
<td>less than or equal to 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>months</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>18 months</td>
<td></td>
<td>(2)</td>
</tr>
<tr>
<td>Less than or equal to 6 months</td>
<td>2 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>18 months</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Detention including where the sentence</td>
<td>1 year</td>
<td>6 months</td>
<td>(3)</td>
</tr>
<tr>
<td>is suspended</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Community Order including a Service</td>
<td>Last day order has effect</td>
<td>Last day of order + 6</td>
<td>(5)</td>
</tr>
<tr>
<td>Community Order or Overseas Community Order</td>
<td>+ 12 months</td>
<td>months</td>
<td></td>
</tr>
<tr>
<td>(4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A sentence relating to Removal from Her</td>
<td>1 year</td>
<td>6 months</td>
<td></td>
</tr>
<tr>
<td>Majesty’s service (including Dismissal and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismissal with Disgrace)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine</td>
<td>1 year</td>
<td>6 months</td>
<td>(6)</td>
</tr>
<tr>
<td>Compensation Order including a Service</td>
<td>The date on which the</td>
<td>The date on which the</td>
<td></td>
</tr>
<tr>
<td>Compensation Order</td>
<td>payment is made in full</td>
<td>payment is made in full</td>
<td></td>
</tr>
<tr>
<td>Reparation Order</td>
<td>Spent Immediately</td>
<td>Spent immediately</td>
<td></td>
</tr>
<tr>
<td>Sentence</td>
<td>Adult (18+) when convicted</td>
<td>Under 18 when convicted</td>
<td>Note</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>-----------------------------</td>
<td>-------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Rehabilitation period (from end of sentence (including any licence period) where indicated or from date of conviction where not)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Absolute Discharge (Scotland only), Admonishment (Scotland only), Discharge by Children's Hearing in Scotland following acceptance or judicial establishment of the commission of a criminal offence by the child</td>
<td>6 months from the date of the order/discharge</td>
<td>6 months from the date of the order/discharge</td>
<td></td>
</tr>
<tr>
<td>Conditional Discharge, Bound over to keep the peace, Bound over to be of good behaviour, a Hospital Order, a Street Offences Act Order, a Referral Order under section 16 of the Powers of Criminal Courts (Sentencing) Act 2000</td>
<td>Last day order has effect</td>
<td>Last day order has effect</td>
<td>(7)</td>
</tr>
<tr>
<td>A relevant order (not listed elsewhere) which imposes a disqualification, disability, prohibition or other penalty</td>
<td>Last day order has effect</td>
<td>Last day order has effect</td>
<td>(7)</td>
</tr>
<tr>
<td>Conditional Caution</td>
<td>3 months; or earlier, when the caution ceases to have effect</td>
<td>3 months; or earlier, when the caution ceases to have effect</td>
<td></td>
</tr>
<tr>
<td>Formal/Simple Caution,</td>
<td>Spent Immediately</td>
<td>Spent Immediately</td>
<td></td>
</tr>
<tr>
<td>Alternatives to Prosecution – Category 1 – warnings given by a constable or a procurator fiscal, fixed penalty notices under section 129 of the Antisocial Behaviour (Scotland) Act 2004</td>
<td>Spent Immediately</td>
<td>Spent Immediately</td>
<td></td>
</tr>
<tr>
<td>Alternatives to Prosecution – Category 2 – fiscal fines, fiscal compensation orders, fiscal work orders, fiscal activity/treatment orders and a notice to comply with a restoration order</td>
<td>3 months from the date made</td>
<td>3 months from the date made</td>
<td></td>
</tr>
<tr>
<td>Forfeit of Seniority</td>
<td>Spent Immediately</td>
<td>Spent Immediately</td>
<td></td>
</tr>
<tr>
<td>Reduction in Rank</td>
<td>Spent Immediately</td>
<td>Spent Immediately</td>
<td></td>
</tr>
<tr>
<td>Severe Reprimand</td>
<td>Spent Immediately</td>
<td>Spent Immediately</td>
<td></td>
</tr>
<tr>
<td>Reprimand</td>
<td>Spent Immediately</td>
<td>Spent Immediately</td>
<td></td>
</tr>
<tr>
<td>Sentence</td>
<td>Adult (18+) when convicted</td>
<td>Under 18 when convicted</td>
<td>Note</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------</td>
<td>--------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Rehabilitation period</td>
<td>(from end of sentence</td>
<td>(from end of sentence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(including any licence</td>
<td>where indicated or from</td>
<td></td>
</tr>
<tr>
<td></td>
<td>period) where indicated or</td>
<td>date of conviction where</td>
<td></td>
</tr>
<tr>
<td></td>
<td>from date of conviction</td>
<td>not)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>where not)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Supervision and</td>
<td>For the period specified in</td>
<td>For the period specified</td>
<td>(8)</td>
</tr>
<tr>
<td>Punishment Order</td>
<td>the order</td>
<td>in the order</td>
<td></td>
</tr>
<tr>
<td>Stoppage of Leave</td>
<td>Last day order has effect</td>
<td>Last day order has effect</td>
<td>(9)</td>
</tr>
<tr>
<td>Restriction of Privileges</td>
<td>Last day order has effect</td>
<td>Last day order has effect</td>
<td>(9)</td>
</tr>
<tr>
<td>Admonition</td>
<td>Spent Immediately</td>
<td>Spent Immediately</td>
<td></td>
</tr>
</tbody>
</table>
Notes:

1. Includes Imprisonment (including suspended sentences), Detention in a young offender’s institution, Borstal training, Youth Custody, Corrective Training, Detention, and Detention and Training orders. Does not include sentences of Service detention either in MCTC or other service custody facilities – see Service Detention.

2. Starting from the day on which the sentence (including any licence period) is completed.

3. Starting from the day on which the sentence is completed ie. the date on which the individual is actually released from Detention.

4. Includes a Community Order, Community Rehabilitation Order, Community Punishment Order, Community Punishment and Rehabilitation Order, Drug Treatment and Testing Order, Drug Abstinence Order, Probation Order, Community Service Order, Combination Order, a Youth Rehabilitation Order, a Curfew Order, Exclusion Order, Attendance Centre Order, Supervision Order, or Action Plan Order.

5. From the end of the order. This period starts from the last day of when the order given by the court has effect. When no such date is provided, the rehabilitation period for the order is 2 years starting from the date of conviction.

6. Includes fines imposed by a Service court or a CO at a Summary Hearing, and fines upon children or young persons but ordered to be paid by their parents.

7. The day provided by or under the order as the last day on which the order is to have effect. Where there is no provision for such a day, rehabilitation is 24 months beginning with the date of conviction.

8. For example, where an individual is awarded a SSPO for 60 days the sentence will be rehabilitated after 60 days even if the individual’s CO reviews the punishment and decides to conclude the punishment earlier.

9. Where the CO decides that the punishment should not begin immediately, the sentence will be rehabilitated on the last day the order has effect.
20151. Rules for Extending Rehabilitation Periods - Further Convictions

a. Where more than one sentence is imposed at the same time the longest rehabilitation period applicable to those sentences counts in determining when the conviction becomes spent.

b. A person who has been convicted of an offence and given a conditional discharge or probation (first sentence) may, if he or she is in breach of the condition of probation, be brought back before the court and given another sentence (second sentence) for the original offence. Normally this would be done within the first rehabilitation period so that Para 20141 would apply. There may, however, be cases where the breach occurs right at the end of the first rehabilitation period and it is not possible to get the person before the court until after the period expires. In these cases the second sentence will usually attract a rehabilitation period longer than the first, and, if so, the first is deemed not to have expired until the completion of the second.

c. In the event of a further conviction during the rehabilitation period the basic rule is that if a person is convicted during the rehabilitation period of another offence attracting a rehabilitation period which would end later than the first, the first period is extended to expire at the same time as the second. However, an earlier rehabilitation period will not be extended:

   (1) Where the second conviction is by a Magistrate’s Court, or its equivalent in Scotland, of an offence which can only be tried by such a court (a summary offence).

   (2) Where the second sentence is only a disqualification, disability, prohibition etc.

   (3) Where the second sentence is of a court outside Great Britain and the conduct to which it relates would not have been an offence in Great Britain.

d. Some Service offences (under NDA or AFA) act to extend the rehabilitation period of an earlier offence – where the maximum sentence allowed by law is more than 2 years imprisonment. The following Service offences will have extended the rehabilitation period of an earlier offence (AFA 96 Sch.4 and AFA 06 Sch 16 s66):
<table>
<thead>
<tr>
<th>NDA Section</th>
<th>Offence</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Misconduct in action</td>
</tr>
<tr>
<td>3</td>
<td>Assisting the enemy</td>
</tr>
<tr>
<td>4</td>
<td>Obstructing operations, giving false air signals etc.</td>
</tr>
<tr>
<td>5</td>
<td>Looting</td>
</tr>
<tr>
<td>9</td>
<td>Mutiny</td>
</tr>
<tr>
<td>10</td>
<td>Failing to suppress a mutiny</td>
</tr>
<tr>
<td>16</td>
<td>Desertion</td>
</tr>
<tr>
<td>19</td>
<td>Loss or hazarding of ship</td>
</tr>
<tr>
<td>20</td>
<td>Dangerous flying</td>
</tr>
<tr>
<td>23</td>
<td>Prize offences by CO</td>
</tr>
<tr>
<td>24</td>
<td>Other prize offences</td>
</tr>
<tr>
<td>34</td>
<td>Unauthorised disclosure</td>
</tr>
<tr>
<td>36</td>
<td>Scandalous conduct</td>
</tr>
<tr>
<td>36 A</td>
<td>Ill-treatment of a subordinate</td>
</tr>
<tr>
<td>37</td>
<td>Disgraceful conduct</td>
</tr>
<tr>
<td>42</td>
<td>All civil criminal offences except summary only</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AFA 06 Section</th>
<th>Offence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Assisting an enemy</td>
</tr>
<tr>
<td>2</td>
<td>Misconduct on operations</td>
</tr>
<tr>
<td>3</td>
<td>Obstructing Operations</td>
</tr>
<tr>
<td>4</td>
<td>Looting</td>
</tr>
<tr>
<td>5</td>
<td>Failure to escape</td>
</tr>
<tr>
<td>6</td>
<td>Mutiny</td>
</tr>
<tr>
<td>7</td>
<td>Failure to suppress mutiny</td>
</tr>
<tr>
<td>8</td>
<td>Desertion to avoid period of active service</td>
</tr>
<tr>
<td>11</td>
<td>Misconduct towards a superior officer (using violence or threatening behaviour)</td>
</tr>
<tr>
<td>12</td>
<td>Disobedience to lawful commands</td>
</tr>
<tr>
<td>24(1)</td>
<td>Causing damage to public or service property</td>
</tr>
<tr>
<td>31(1)</td>
<td>Hazarding of ship</td>
</tr>
<tr>
<td>32</td>
<td>Giving false air signals</td>
</tr>
<tr>
<td>33(1)</td>
<td>Dangerous Flying</td>
</tr>
</tbody>
</table>

**Note.** If both a disqualification etc. and another punishment, such as a fine, are imposed for the subsequent offence then the first rehabilitation period is extended by reference not to the disqualification but to the other punishment, eg. the fine.
SECTION 22 – MANAGEMENT OF SUSPECTED AND REGISTERED SEX OFFENDERS

POINT OF CONTACT - NAVY SEC-2 DISCIPLINE 1

20152. Introduction

a. This section sets out the process for managing those Naval Service personnel who are subject to ongoing investigation by civil or Service police forces for a suspected sexual offence as well as those Naval Service personnel who have exceptionally been retained following conviction for such an offence. COs will need to ensure that adequate resources are dedicated to all aspects of such cases while also observing the appropriate discretion given the sensitivity.

b. The Roles and Responsibilities described in Annex 20D and processes described in Annex 20E to Annex 20H are designed to ensure that full and proper consideration is given to the assignment and tasking of Naval Service personnel that are either suspected or convicted of a sexual offence and placed on the Sex Offenders Register, while limiting the spread of sensitive information including details of the police investigation. Additionally, performance of the roles and processes is to ensure that the Naval Service meets its responsibility to assist the civil police to mitigate the risk of re-offending and to exercise the duty of care to the individual who is suspected or convicted of such an offence.

c. COs and Career Managers are advised to familiarise themselves with the process described in this section. The number of Service Personnel typically under investigation for relevant offending at any given time suggests that there is a high probability that such key stakeholders will have need to follow this guidance for one or more individuals under their command or within their manning plots.

d. Conversely, the number of personnel retained following conviction for a sexual offence is very low. Tri-Service policy prompts a presumption of dismissal or discharge for sexual offenders save the most exceptional circumstances. This reflects the gravity of sexual offending, its damaging effect on cohesion and the considerable additional administrative burden involved with managing an individual with registration requirements (see Para 20121 and Para 20122 on Service Penalties).

e. The guidance given here, and examples used, are very much based on experience to date where sometimes mistakes have been made and lessons learned to inform future activity. If any circumstances appear not to be covered or there is doubt about how to proceed then COs and their representatives are encouraged to contact NAVY SEC-2 DISCIPLINE 1 for assistance at the earliest opportunity.
20153. Confidentiality
As a general rule the availability of information about suspected or convicted sex offenders should be kept to the absolute minimum with only those who strictly need to know being given access to the sensitive information about the accused, the victim, the circumstances and the charge(s) / conviction(s). Failure to observe this may breach the human rights of individuals, the Sexual Offences Act or the Data Protection Act 18, and could therefore lead to a service complaint, subject the alleged offender to reprisals or increase risk of deliberate self-harm and ultimately undermine the integrity of the investigation process to the point that it cannot proceed. In certain circumstances the disclosure of sensitive information relating to the investigation of sexual offences may constitute a criminal offence in itself under the Sexual Offences (Amendment) Act 1976 & 1992. If there is any doubt what information can be disclosed advice should be sought from HQ PMN Police Operations (93832 7294). The flow of sensitive information should initially be limited to those stakeholders identified in Annex 20D. Other staff with responsibility for the individual’s movements or welfare may in certain circumstances need to be informed of the allegation or offence and should be reminded of the need for absolute discretion.

20154. Restrictions that can Apply to Registered Sex Offenders
While it is the personal responsibility of an offender to comply with registration requirements imposed on them as a result of conviction for a sexual offence, there are potentially a number of accompanying restrictions that the Service will need to consider the implication of immediately after conviction and when looking at reassignment options. Although not exhaustive this list includes some of the more common restrictions that can apply to Service personnel placed on the Sex Offenders Register.

a. Serious criminal offences may prohibit an offender from legitimately entering certain countries without an official waiver (eg. USA, Canada, Australia and New Zealand);

b. Assignment to British Overseas Territories may be problematic (eg. Gibraltar, Falkland Islands and Diego Garcia do not recognise the UK Sexual Offences Act and therefore have no powers to manage the offender during the period of their stay);

c. A Sexual Harm Prevention Order (SHPO) may prohibit the offender from: personal use of the internet and electronic communication devices; making contact with juveniles or other vulnerable groups; or accessing certain premises;

d. Barring by the Independent Safeguarding Authority (ISA) from working with children and/or vulnerable groups;

e. A convicted sex offender is unlikely to be granted clearance to engage in Regulated Activity (ie. positions requiring Criminal Record Check clearance).
20155. Assignment Restrictions for Career Managers

a. A standard Assignment Restriction that states “Not to be reassigned without first contacting NAVY SEC2-DISCIPLINE 1 93832 5314” is to be placed on the JPA HR record of both a suspected and a Registered Sex Offender (RSO) so as to ensure that future assignment plans are developed using the full information of what the restriction involves. The standard wording of the restriction is designed to avert the disclosure of sensitive information. Upon request NAVY SEC-2 DISCIPLINE 1 will endeavour to give approval or provide further guidance within 48 hours except when an Employment Suitability Risk Assessment (ESRA) meeting is deemed necessary (see Annex 20E).

b. In order to reflect the practical implications of appointing these individuals, ACOS(PCap) requires the attachment of an additional Assignment Restriction stating that a suspected or RSO is “Not to be considered for any LFS, Loan or Exchange position”.

c. Career Managers are not expected at any given time to be aware of all the limitations placed on individuals within their assignment plot as these will change over time. It is therefore essential that stakeholders ensure that JPA Assignment Restrictions are kept up to date and that Career Managers check and act on them before an assignment is approved. Failure to take account of these restrictions could result in the assignment having to be withdrawn at short notice leading to complications and inconvenience for the Service, the individual and their family.

d. The JPA Assignment Restrictions stipulated above will remain in place for the duration of an active relevant police investigation or, in the case of a RSO, for the duration of the period the individual is on the Sex Offenders Register or until they leave the Service, whichever is sooner.

20156. Consideration of Personnel Under Investigation or Charged with a Sexual Offence

a. The processes set out at Annex 20E - Annex 20H should ensure that fully informed employment decisions are made along similar lines for both suspected and RSOs, however, the particular issues that need to be considered for the two situations may necessarily be quite different. With regard to suspects and those charged with committing a sexual offence, the Service must be careful not to imply any presumption of guilt in its management of that individual pending the outcome of proceedings. A current assignment or tasking may for various reasons need to be adjusted or some safeguards introduced and, whenever possible, the rationale for any changes made should be explained to the individual concerned.
b. Listed below are examples of circumstances when it is advisable to consider making adjustments to a suspect’s assignment or tasking for the period while they are to be subject to a police investigation or court proceedings for an alleged sexual offence (the list is not exhaustive):

(1) Police investigation may require geographical separation from a complainant or advise against certain employment which could increase the risk of similar allegations being made against an individual;

(2) Police or court bail conditions may restrict the individual’s employment or movements;

(3) Assignments that restrict the individual’s access to attend meetings with legal advisers in order to prepare their defence case;

(4) Information from the Sensitive Case Advice Reaction Team (SCART) regarding any potential for deliberate self-harm and the provision of good divisional or welfare support (see BRd 3(1) Chapter 24 Section 3 Para 2416 and Para 2417);

(5) If the individual is currently engaged in, or due to take up, Regulated Activity as defined in JSP 893 (eg. a post requiring Criminal Record Check clearance – also see BRd 3(1) Chapter 60 Section 7).

20157. Naval Service Employment Suitability Risk Assessments (ESRA)

a. The regular completion of the appropriate Naval Service Employment Suitability Risk Assessment (ESRA) forms detailed at Annex 20I and Annex 20J by the CO serves two purposes. Firstly, it ensures the CO is aware that a member of their unit is either under investigation for an alleged sexual offence or has RSO status and may therefore require specific employment consideration. Secondly, it ensures that the other stakeholders responsible for the overall management of an individual are aware of any changes in the circumstances and are given the opportunity to offer advice. New information may also prompt a requirement to hold a Multi-Agency Risk Assessment Committee (MARAC) or a Multi-Agency Public Protection Assessment (MAPPA) meeting with the appropriate RN representation.

b. There are two versions of the Naval Service Employment Suitability Risk Assessment form; Annex 20I serves as the prompt for assessment of an individual who is under investigation for a sexual offence; Annex 20J serves as the prompt for consideration of those factors that are relevant to a RSO. On completion of the relevant version of the form a hard copy, signed by the CO, is to be forwarded to HQ PMN Police Operations (93832 7294). (See Annex 20E and Annex 20F.)

c. COs are required to complete a fresh ESRA on the following occasions:

(1) On notification that a Service person under their command is the subject of a police investigation for an alleged sexual offence (except consensual breaches of Service Standing Orders);
(2) On notification that a Naval Service person has been convicted of a sexual offence and/or placed on the Sexual Offenders Register;

(3) When a suspected or RSO’s personal circumstances have changed significantly (eg. charges have been raised or if suspected of being in breach of a SHPO);

(4) Prior to implementing any plan that changes the individual’s location or responsibilities for longer than 3 consecutive days (eg. external training/loan temporary duty intentions/leave);

(5) Within the first week of receiving command responsibility for a newly assigned suspected or RSO;

(6) After six months since the last ESRA was completed.

d. COs should therefore ensure that the lines of communication are in place to keep them informed of any local external training or loan temporary duty/detachment plans for such a person under their command, and that the responsibility for ongoing management is formally handed over to their successor. This is especially important in the case of ships entering refit when the command responsibility may be delegated to lower ranked officers in a much reduced crew.

e. On receipt of a completed ESRA, HQ PMN Police Operations (93832 7294) may choose to liaise with NAVY SEC-2 DISCIPLINE, the Service Police Crime Bureau (SPCB) and the Police Offender Management Centre and provide the appropriate input to the MAPPA process and/or provide relevant guidance to the Command as necessary.

f. It is important to distinguish between the Naval Service ESRA and the risk assessment produced by the Home Office Offender Manager (HOOM) in consultation with the SPCB. The HOOM/SPCB risk assessment is conducted in accordance with Home Office Police protocols and satisfies a legal requirement solely in respect of those convicted of a sexual offence, whereas the Naval Service forms are simply internal employment tools used to assist the good management of both suspected and RSOs, while they are serving.
20158. Plans for the Management of Suspected or Registered Sex Offenders

a. The most effective method of managing a suspected or RSO will usually be through making an assessment of the individual’s circumstances at a given point (for example, on initial notification or when considering alternative employment if the individual’s circumstances change) and sometimes the outcome may be that little or no modification is needed. Other more challenging situations will require an Employment Suitability Assessment or MARAC meeting, to be facilitated and chaired by NAVY SEC-2 DISCIPLINE 1 (see Annex 20E and Annex 20F). Attendance at these meetings will vary depending on the circumstances which might typically require input from RN Welfare (PFCS), representatives of the person’s current (and future) units, ACOS(PCap) Career Manager, NAVY SEC-2 DISCIPLINE 1 and the SPCB Violent and Sexual Offenders Register (ViSOR) Manager. The chairperson will ensure that any limitations agreed for current and future employment are documented and, where possible, explained to the individual.

b. Meetings may also be called by external agencies such as Home Office Public Protection Units or Children’s Protection Agencies. Naval representation at these meetings is likely to be limited to PM(N) staff and NAVY SEC-2 DISCIPLINE and the output may prompt further engagement with Naval Service internal stakeholders as deemed necessary depending on the circumstances of the case.

c. In managing cases of this nature effectively the Service is able to provide assurance to the public, Parliament and the wider Service community that, at any given time, the Naval Service can identify all such individuals in our employment and that the appropriate management plans and safeguards for them are in place.

d. The requirement of all suspected or RSO management plans is that they are:

(1) Properly considered by staff who are appropriately informed;

(2) Justifiable and proportionate to the risks perceived;

(3) Fair in taking account of the individual’s requirements and any restrictions placed upon them by a Court Order; and,

(4) Not capable of being construed as the imposition of any form of penalty.
20159. Issues Specific to Suspected or Registered Sex Offenders under RNR/RMR Command

a. In recognition of the part-time nature of reserve employment RNR/RMR COs will need to ensure that they are contactable at all times in order to serve as the officer responsible for the management of suspected and RSOs under their command. However, should stakeholders experience difficulty in contacting the respective RNR/RMR CO then assistance should be sought from the unit Support Manager or the Regional Staff Officer; if neither of these is available then CMR Policy staff are best placed to provide assistance. NAVY SEC-2 DISCIPLINE 1 and the SPCB ViSOR Manager should be consulted at the earliest stage in all cases where a deployment abroad is contemplated or if a requirement emerges for the individual to carry out any training or an assignment in a Phase 1 or Phase 2 training establishment.

b. Those involved in the management of suspected or RSOs will need to appreciate that a reservist’s JPA record cannot be relied upon as a tool with which to monitor an individual’s current or future movements. Good communication between RNR/RMR COs and other stakeholders is therefore especially important to ensure there is timely consultation over movement plans. NPT(Res) is to be notified of all movements and will apply agreed Assignment Restrictions on JPA as required.

20160. Record Keeping

a. Home Office Police maintain the national ‘Violent and Sex Offender Register’ (ViSOR), more commonly referred to as the ‘Sex Offenders Register’. Due to the transient nature of Armed Forces employment, the SPCB provides assistance in maintaining the register and managing the risk, primarily while a Service offender is deployed outside of the UK. At present the MOD carries out this function in respect of sex offenders but not for violent offenders. Information provided by a convicted Naval Service sex offender, their CO, HQ PMN Police Operations and NAVY SEC-2 DISCIPLINE 1 may be recorded on ViSOR.

b. The primary record in the local management of a suspected or RSO in the Naval Service is the entry for them in the ‘RN Sex Offender Management Database’, a DII(F) based solution which is maintained by HQ PMN Police Operations. The entry consists of both investigative detail as well as a record of deliberations over assignment of the person. Access to the database is strictly controlled to satisfy the requirements of the Data Protection Act (DPA 18) and the personal data policy set by the Association of Chief Police Officers (ACPO). It is from this database that NAVY SEC-2 DISCIPLINE 1 will also collate anonymised details for the creation of statistics for Parliamentary Questions, Freedom of Information Act 2000 requests and to produce general management information.
c. JPA is a key tool in the management of suspected and RSOs and must therefore be maintained as completely, accurately and up to date as possible. Assignment Restrictions applied should avoid any direct reference to an individual’s status as a suspected or RSO and must be amended or removed when NAVY SEC-2 DISCIPLINE 1 indicates that it is necessary following the completion of any registration period, the discontinuance of a police investigation or the completion of legal proceedings. Also, the SPCB will conduct regular checks of RSOs’ JPA ‘move and track’ records to ensure that the ViSOR accurately reflects the individual’s current and planned movements within the Service.

d. Copies of ESRA meeting records held by stakeholders should be destroyed in accordance with DPA 18 when they are no longer in force.

e. Stakeholders must be careful to observe the lasting right to anonymity of every complainant in a sex offence case as required by the Sexual Offences Act 2003 under which it is an offence to publish the identity of the complainant or to publish details that could lead to their identification whether or not a complaint subsequently leads to prosecution.

20161. Useful Contacts
Advice on the process and individual cases can be obtained from:

NAVY SEC-2 DISCIPLINE 1 or HQ PMN Police Operations
Mail Point 1-3
Leach Building
HMS EXCELLENT
Whale Island
Portsmouth
PO2 8BY

Tel: 93832 5314
023 9262 5314

HQ PMN Police Operations
Building 25
HMS EXCELLENT
Whale Island
Portsmouth
PO2 8ER

Tel: 93832 7294
023 9254 7294
SECTION 23 - ROLE OF DIVISIONAL OFFICER IN THE DISCIPLINARY PROCESS

20162. Role of the DO and AAO

a. The Divisional Officer (DO), when acting as Accused’s Assisting Officer (AAO) at Summary Hearing or CM, has a vital and challenging role. Careful preparation, a willingness to seek advice and appropriate support from line management are essential to success.

b. HODs and Line Managers should take a direct interest in DOs who are required to act as AAOs, and should make themselves available to advise and assist, particularly where DOs are inexperienced, or cases are complex or serious. The burden on AAOs is not to be underestimated, and the Line Manager should allow time and facilities accordingly. The Command Adviser (LO, DLO, Adjutant, G1 Adviser) can provide further assistance.

c. Should AAOs require further advice or assistance they should contact CNLS CPOWtr (details below under ‘legal advice’).

20163. Preparing to act as AAO

JSP 830 Chapters 6 and 9 (see Annex F and especially Annex G) guidance must be read by all DOs called upon to perform the role of AAO. RN DOs must bear in mind that the former, adversarial, summary trial process under the Naval Discipline Act has been replaced by an inquisitorial, summary hearing under the AFA in which the CO is personally investigating the case to determine whether a charge is admitted, or if denied, proved or not proved. The following guidance must therefore be construed in that context.

a. AAOs should familiarise themselves with the booklet ‘Your rights if you are accused of an offence under the Service justice system’ (T-SL-accused – as per Reference B Chapter 6 Annex G), which will be given to the accused.

b. DOs are also to familiarise themselves with the regulations, criteria and considerations applicable to personnel held in custody before or after charge (the MSL Chapter 5 and especially the Annexes thereto).

20164. Understanding the Charge

a. Analysis, by DOs, of an offence and charge in order to establish whether the individual has a defence available in law, and/or preparation of comprehensive, relevant and helpful (to the individual) mitigation continue to be among the weakest features of the Service Justice System at the summary level.
b. Before speaking to the Accused, the AAO should read all the papers in the case (which will have been served in preparation for the summary hearing). Using JSP 830, they should consider what the necessary ‘elements’ of the offence are – including the state of mind that the accused must have had to be guilty (for example, whether they must have intended to do something, or be reckless as to whether an event will occur). The AAO should decide whether they think all the elements of the offence can be proved using the evidence available. The AAO must bear in mind that the CO may choose to call a witness to ask them questions which go beyond what is in their written statement.

20165. Establishing what the Accused says about the Charges

The AOO must establish what the accused says about each charge. It is for the accused to decide whether they will admit or deny the charge – and the AOO may advise and guide them through the process.

20166. The Decision the Accused Must Make

The accused must decide what they will say about each charge. Under no circumstances should the AAO ‘suggest’ or offer explanations for events, or tell the accused or anyone else what they should say at the hearing. The choices the accused has are as follows:

a. To accept that they did the thing charged, with the necessary ‘guilty mind’, and should therefore admit the charge.

b. To deny the charge(s). This may be because:

(1) The act/s did not occur.

(2) The individual was not involved.

(3) The individual did not have the alleged ‘guilty mind’ (e.g. where it is alleged they intended to do something, it was an accident; or where they are alleged to have acted dishonestly, they thought what they were doing was right).

(4) The evidence suggests the individual committed the offence, but it is not conclusive and/or they want to make the CO or Trying Officer determine whether or not they did. In the civilian system this is called ‘putting the case (or prosecution) to proof’. See further below.

20167. AAO’s Responsibility to the Service

a. The AAO’s responsibility is to present the individual’s case as well as it can be put, whether that involves assisting the individual’s denial of the charge or mitigation. It is not to secure a finding that a charge has not been proved by improper means. In doing so, the AAO should bear in mind the responsibility of all superior officers for the maintenance of discipline.
b. The AAO’s duty to the Service requires that they must not knowingly mislead an investigating officer or an officer conducting a Summary Hearing. This means, however, that if the individual did commit the offence and admits this to the AAO, the AAO can still take part in the summary hearing even if the individual decides to ‘deny’ the charge. For example, the AAO can highlight the failure of the investigator to adduce sufficient proper evidence to prove the charge, and/or the AAO can suggest that the evidence fails to reach the relevant standard. The AAO must only bring the case for the individual on the basis of testing the evidence supporting the charge; ie. putting the case to proof. In advance of the hearing, the AAO should tell the accused the following:

(1) That the only evidence given must be the truth (a person cannot give evidence which they or the AAO know to be untrue);

(2) That neither the individual or AAO may call any defence witnesses whose evidence suggests the individual is not guilty (because the effect of that evidence will be misleading even if honest to that witness);

(3) That all the AAO can do is to cross-examine witnesses in order to suggest that their evidence is lacking, or unreliable, and/or to speak on the individual's behalf to suggest that the evidence is insufficient to make the CO sure that the accused is guilty.

c. Thereafter, the AAO can offer mitigation if the CO finds the charge proved.

d. In sum, an AAO must not allow the individual to put forward a positive defence when they have confessed that they committed the offence. If they insist on putting forward evidence to suggest that they did not commit the offence, the AAO must withdraw and may not represent or assist the individual. Where an individual proposes to ‘put the prosecution to proof’ – they should be warned that this will be the case.

e. The AAO is not a lawyer and he or she must remind the accused of their right to seek legal advice, either from a naval barrister or a civilian solicitor (subject to AFCLAA funding, JSP 838 refers), should they feel it necessary. Even the most simple, low level charges can sometime raise difficult questions of law.

20168. Disputed Facts
Where the individual accepts the charge but not the full facts alleged, AAOs should consult JSP 830 Chapter 9 Part 5 (Disputed facts). The proper course is likely to be to admit the charge (or an alternative) but contest the facts via witness evidence.

20169. Mode of Trial
In all cases the option for trial by CM must be given. JSP 830 Chapters 6 and 9 should be read carefully. AAOs can assist in any decision to opt for Summary Hearing or CM but must bear in mind that the decision must be the personal choice of the person charged. It may assist the individual if it is first established whether they are likely to admit or deny any charge(s).
20170. Choice of Mode – Guidance

Circumstances will vary enormously, and it is stressed that AAOs must ensure the decision is taken personally by the individual, but experience has shown the following worthy of consideration:

a. Broadly, individuals may be better served by electing Summary Hearing if they wish to admit the charge.

b. Summary Hearing is best if there is no real defence (see the MSL Chapter 12 and take legal advice) and the investigation and charge are sound.

c. Some individuals choose Summary Hearing if the overriding wish is to get matters over quickly and/or ‘put it behind’, restore normality etc.

d. It may be better to elect for CM if some of the evidence may be successfully challenged or proper testing of it in court would be to the individual’s advantage.

e. A CM gives a better chance of challenging weak evidence and proper legal advice and representation will draw out any genuine defence.

f. Elect for CM if the evidence or law is complex (eg. in some cases of negligence – especially if technical, alleged fraud where dishonesty is disputed, or claims of self-defence, especially if anticipatory).

g. AAOs must advise an individual of the general effect of opting for trial by CM, which might include the impact of any delay on proceedings. AAOs should refrain from advising an individual to opt for CM on the sole basis that this will delay the proceedings so as eg. to allow the individual to take main or seasonal leave. This would be spurious justification, however superficially attractive, and undermine the overriding responsibility to uphold the timely and efficient working of the disciplinary system. Where leave is imminent, AAOs should address this in mitigation at a Summary Hearing and explain to a CO the impact of the likely range of punishments available, seeking to do the best for their individual. An individual may be required to delay or adjust their leave where under investigation, or to facilitate the service of charges or papers by COs, or for any Summary Hearing convened. AAOs must not, however, use this to deter an individual from electing trial by CM. To do so would be improper.

20171. Mitigation

a. AAOs must be familiar with the provisions of the JSP 830 Chapter 9 Annex G as regards their duties and Chapter 12 as regards Defences and Mitigation – and the differences therein. The difference between defence and mitigation must always be considered when the individual is considering whether to admit a charge and, if in doubt, legal advice should be sought.
b. Broadly, the role of an AAO is in presenting the best possible mitigation available – it is not appropriate for personal antipathy towards an individual, or personal distaste or condemnation of their actions, to form part of a statement in mitigation. Nor should AAOs misguidedly feel that in this capacity they must express their loyalty to the Service by eg. criticising the individual, or suggesting there is no mitigation, or claiming the individual or the offence has no redeeming characteristics, or spontaneously casting doubt on the individual’s future prospects in the Service. AAOs must not lie and should be slow to embellish but are fundamentally to do the best they can for the individual.

c. In addition to JSP 830 Chapter 9 Annex G, which lists points which have proved relevant and helpful when preparing a statement in mitigation, it is worth adding that where the officer hearing the case has decided the charge is proved, mitigation must not resuscitate arguments which – mistakenly or deliberately - continue to assert the individual’s innocence. Vague sentimentality is ineffective, but sincerity and facts, particularly if they indicate the offence was not so serious by type or degree, or not prolonged in time, or that the circumstances or impact of the offence are relatively trivial, or were quickly resolved, are not. Brevity and clarity are also key – preparation of points in writing usually helps. Time in custody before charge may mitigate sentence. Mitigation will be persuasive where resulting from an individual pleading guilty and showing genuine remorse, but even where a charge is found proven despite denial, an individual can still express remorse that the incident should ever have happened.

d. In addition, JSP 830 Chapter 14 lists specific mitigating factors relevant to each charge and should be consulted in all cases.

20172. Legal Advice and Legal Aid

a. Comprehensive guidance on eligibility for, application process and decisions on awards are contained in JSP 838, The Armed Forces Legal Aid Scheme.

b. All personnel are entitled to seek legal advice on the option for trial by CM and on appeal.

c. Commodore Naval Legal Services (CNLS) coordinates Naval barristers available to defend or advise accused personnel (telephone 93832 5739/02392 625739). Naval barristers do not attend police interviews under caution, but a Legal Aid duty solicitor can be arranged when one is required. Naval barristers can normally give advice or representation after an individual has been charged, and this advice can include on mode of trial and plea. Alternatively, individuals may seek civilian legal assistance subject to the normal legal aid rules. There is no right to legal representation at summary hearings, but personnel are entitled to be represented at SAC hearings and CM.

d. An individual who intends to represent him or herself at CM or in the SAC has a right to do so, but should be advised in the strongest possible terms to seek professional legal assistance.
representation and advice from a Naval barrister has the following advantages:

1. A Naval barrister’s overriding duty in advice or representation is to that individual personally, not the wider Service. Once instructed to advise or represent, they must and do act and advise fearlessly in that individual’s genuine best interests. Their ethical and professional codes of conduct make it clear that they face no conflict of interest in representing individuals within the Service Justice System. Their professional conduct in this regard is regulated internally by CNLS and externally by the Bar Standards Board.

2. Naval barristers have experience of the CM and SAC system and, as RN or RM officers, of the wider Naval Service. They are experienced, professional criminal advocates with the advantage of close personal knowledge of the Service context, including of being deployed at sea and on operations.

3. Statistics show no appreciable difference between acquittal rates achieved by Naval or civilian lawyers.

4. There is no charge for a Naval barrister (legal aid, where available, is means tested).

20173. Consequential Effects of Punishments

a. The AAO is to explain the effect of the sentence to their individual, pointing out any other penalties which may be involved in the punishment awarded – whether obligatory or optional - and drawing attention to the consequential effects of each. The obligatory and optional administrative sanctions which may follow punishment are set out in Section 15 of this chapter and the consequential effects of each punishment are set out in JSP 830 Chapter 13, expanded further in the Naval context also in Annex 20C of this chapter. Typical sanctions include forfeiture of pay, or the award of a Career Check, or loss of Good Conduct Badges, or the Long Service and Good Conduct Medal (remember even the award of a Career Check may well entail a delay in promotion or award of badges).

b. When an individual is sentenced, whether summarily or by CM, the CO or Judge Advocate is required to explain the effects, both direct and indirect, of the punishment awarded. However, when an individual is sentenced to imprisonment or detention, the AAO is to brief the individual on the effect of such sentence on pay, allotments and marriage or dependants' allowances. The individual might be advised to inform the next-of-kin of the sentence and of its effects, and stress the desirability of writing immediately to the next-of-kin or any other person who might be affected by the sentence so that they do not hear about it from any other source (for example, as a result of stoppage of allotment). If necessary, and if the individual has no objection, the AOO may write to the next-of-kin and should, if possible, inform them of the name of the prison or detention location (most likely MCTC Colchester) to which the rating is being committed. Rules and regulations on administrative discharge are set out in Chapter 54 of this BR.
c. Equally, personnel about to be tried in civil courts on serious charges which, if proved, could lead to a sentence of imprisonment or any other form of confinement, or by CM on charges which, if proved, could entail sentence of dismissal, imprisonment or detention, are to be advised to inform their next-of-kin. Imprisonment, which is not suspended, by a civil court or CM almost invariably results in discharge from the RN.

d. When personnel under the age 18 are involved, the AAO is always to inform the next-of-kin unless certain that the individual has done so.

20174. Detention

DOs must take a personal interest in any personnel sentenced to detention, whether the sentence is committed or suspended. The reformatory value of corrective training cannot be fully exploited unless effective after-care is exercised by the Divisional system on the individual’s return to the ship/unit. The DO should be involved personally in the following arrangements at least:

a. Kit muster before any CM in which Detention might be an option, and before committal to Detention following summary hearing.

b. See individual immediately after sentence of detention is imposed.

c. Discuss financial arrangements whilst in detention.

d. Make telephone call to, or visit, MCTC to talk briefly to the DO appointed in detention, prior to the individual’s release.

20175. Court Martial Cases

In all cases referred for trial by CM, the DO should be familiar with the case and, as a matter of law, must now give assistance to the individual’s legal representative as Defendant’s Assisting Officer (DAO) (see JSP 830 Chapter 28 and Annex B to Chapter 29). This is a formal, significant, statutory and additional role which represents a notable change from the previous ad hoc role of a Naval DO acting in support of the Accused’s Friend (a qualified lawyer - Service or civilian) at CM. It is akin to the former Unit Defending Officer (UDO) role familiar to the Royal Marines. In most circumstances, the DO/DAO will be expected to attend each day of a CM trial and a unit should make suitable arrangements to facilitate this. If unable to attend the CM or complete the full range of duties as DAO the CO must arrange for someone else to do so, enlisting a Transit Divisional Officer where appropriate.
SECTION 24 - COMPENSATION FOR CRIMINAL INJURIES

20176. Introduction
This section deals with compensation for the victims of crimes – in addition to any compensation which may be awarded by a Service Court or civil court in the UK.

20177. Compensation for Injuries Suffered in the UK
Victims of crimes of violence in England, Scotland and Wales, including members of the Armed Forces, may be eligible to claim compensation from the Criminal Injuries Compensation Authority (CICA). Applications are assessed under a tariff Scheme made under the Criminal Injuries Compensation Act 1995. A separate scheme administered by the Northern Ireland Office operates in Northern Ireland for criminal injuries sustained in the Province. Contact details for the CICA and the Compensation Agency (Northern Ireland) are given in Note 1 below.

20178. Compensation for Injuries Suffered Outside the UK

a. For members of the Armed Forces and their dependants, members of the Reserve Forces and their instructors, and members of the Cadet Forces who, while serving overseas, sustain injury (including death) directly attributable to a crime of violence, the MOD operates similar, discretionary, ex-gratia, tariff scheme; Criminal Injuries Compensation (Overseas), (CIC(O)). The MOD scheme is designed to give comparable levels of compensation to that which would be awarded by CICA if the incident had occurred in Great Britain.

b. Whether or not to make a payment under the provisions of the MOD CIC(O) scheme, and the level of any payment, is wholly within the discretion of the Defence Council.

c. Compensation is not payable where death or injury is the result of war operations or military activity by warring factions.

20179. Administration of the MOD CIC(O) Scheme
The Scheme is administered by the Service Personnel and Veterans Agency.

20180. Applications and Assistance

a. Further information and the application form are available on the MODWEB by searching ‘Criminal Injuries’. Details of the scheme are in DIN 2017DIN01-100.

b. Assistance and hard copy application forms can be obtained from:

Service Personnel and Veterans Agency
Criminal Injuries (Overseas) Scheme
Room 6129
Norcross
Blackpool
FY5 3W
Tel: 01253 333442.
20181. Time Limit for Applications
Applications should be made as soon as possible after the incident giving rise to the injury, and within two years. Claims outside this period can be considered in exceptional circumstances – SPVA should be consulted for advice.

20182. Sources of Advice
Advice on access to free legal advice and assistance (including from Victim Support) in submitting a claim for members of all Services can be obtained from Unit Personnel/HR or G1 staff.

20183. Types and Limits of Compensation
Compensation payable under the MOD CIC(O) arrangement will be:

a. A standard amount of compensation based on the nature of the injuries. The injury must be serious enough to qualify for an award equal to at least the minimum amount payable under the CICA Tariff, currently £1,000 (Full details of current Tariff rates, are available at www.cica.gov.uk).

b. Specific rules relate to multiple or minor injuries – the DIN should be consulted for details.

c. Where the applicant has lost earnings or earning capacity for longer than 28 weeks as a direct consequence of the injury (other than the injury leading to his/her death), an additional amount in respect of such lost earnings.

d. The maximum award that may be made in respect of the same injury (tariff and loss of earnings) will not exceed £500,000.

e. Where the applicant has lost earnings or earning capacity for longer than 28 weeks as a direct consequence of the injury (other than injury leading to his/her death), an additional amount in respect of any special expenses; for example, special care costs, which could include home mobility equipment and fittings, special wheelchairs, fees for care in a nursing home etc.

f. Where the victim has died in consequence of the injury, reasonable funeral expenses will be payable for the benefit of his/her estate if these expenses are not admissible from public funds under relevant Service regulations.

g. Where the victim has died since sustaining the injury, compensation may be payable to the deceased's spouse or the parent of a deceased child or the child of the deceased.
20184. **Eligibility to Receive Compensation**

The Claims Officer may withhold or reduce an award where it considers that:

a. The applicant failed to take reasonable steps to inform relevant Service and/or civil authorities of the circumstances giving rise to the injury, or failed to co-operate in bringing the assailant to justice, or failed to give all reasonable assistance to the Claims Officer considering the application; or

b. The conduct of the applicant before, during, or after the incident, or their character, makes it inappropriate that a full award or any award at all be made.

c. Additionally, the Service Awards Panel will make an award only where they are satisfied that there is no likelihood that an assailant would benefit if an award were made.

20185. **Contact Details for CICA**

Criminal Injuries Compensation Authority
Tay House
300 Bath Street
Glasgow, G2 4LN

The Compensation Agency (Northern Ireland)
Royston House
34 Upper Queen Street
Belfast
BT1 6FD
SECTION 25 - MARITIME RESERVES DISCIPLINARY REGULATIONS

20186. Maritime Reserves Disciplinary Regulations
Reference should be made to other publications (eg. BRd 2 The Queen's Regulations for the Royal Navy, JSP 830, BRd 3(2) Naval Personnel Management - Reserves and other parts of BRd 3(1), as appropriate), especially with regard to detailed rules and procedures relating to disciplinary matters.

20187. Dealing with Misconduct of Reservists
COs may take the following action against Reservists who commit offences or misconduct themselves, subject to prior consultation with CMR Staff and the appropriate Regional Legal Adviser:

a. Disciplinary/Criminal Action Under the AFA 06 (see above);

b. Disciplinary/Criminal Action under the RFA 96 (see below); or

c. Administrative Measures (see below).

20188. Members of the Reserve Forces and Individuals Liable to Recall – Liability to Service Law (AFA 06)
For a full discussion of the application of jurisdiction as to person for members of the Reserve Forces and individuals liable to recall see the MSL Chapter 3, Part 1, Paras 10-13 and Chapter 10, Annex A. Particular areas of single service relevance are set out below:

a. **Training and Duty.** Whether a Reservist is undertaking training or duty at any given time is a question of fact. Where training and duties are officially authorised, no difficulty should arise; however, the terms of training and duty should be widely construed to include all activities engaged in by a Reservist, which are pursuant to an objective, aim or purpose of the Regular or Reserve Forces. The wearing of uniform for activities will give rise to a strong presumption that an individual will be undertaking training or duty, but the converse will not be true. The wearing of plain clothes does not prevent an activity being training or duty within the meaning of the AFA. Travel at public expense will be deemed duty for this purpose. Guidance on travel to and from a short duty, eg. drill night, is contained in the MSL, Chapter 3, Part 1, Para 12.

b. **Social Events.** Social events may also amount to training or duty. Formal and representational occasions and those which form an integral part of a training or duty activity are more likely to be duty while informal events will be less so. Commanding Officers should determine in advance and promulgate by temporary memorandum whether a social event is considered to be training/duty.
Failure to Attend for Training or Duty. Where clear orders have been given for Reservists to report to a given location for training or other duty, they are subject to the AFA 06 from the time given for them to report to the location concerned and, therefore, are liable to be charged for “failing to attend” under AFA Section 15 should they neglect to do so. Furthermore, section 97 of the Reserve Forces Act 1996 makes it an offence, in some circumstances, for a Reservist to fail to attend for duty or training. The preferring of such charges will be dependent on the facts of the case and whether the matter can be dealt with in the service or civilian jurisdiction.

Referral of Criminal Activity to the Civil Police. Within the UK, in respect of offences committed by persons subject to Service law, jurisdiction may lie with the Service authorities under the Act or with both the Service authorities and the civilian authorities under the ordinary law of the relevant part of the UK. In the latter circumstance, there are a number of established procedures and protocols that determine the exercise of jurisdiction and COs should liaise with the RNP and seek legal advice from the relevant Regional Legal Office on jurisdiction. (See the MSL Chapter 3, Part 3, Paras 50-55.)

20189. Offences under the AFA 06 – Trial and Punishment
See the MSL, Vol 1, Chap 10, Annex A, Paras 3-4, and Vol 1, Chap 3, Part 4.
Policy requirements are set out below:

a. Maritime Reserve Unit COs are to consult with the EA to CMR in all cases and Legal Advisers in mandated cases (see below), prior to commencing any disciplinary proceedings against a Reservist.

b. Procedures for trial and punishments, which may be awarded summarily by COs under AFA 06, are shown in JSP 830. COs are reminded of the requirement to seek legal advice in the circumstances as set out in Para 2048.

c. Custodial sentences and other punishments, which would prolong a Reservist's period of service and thereby prejudice their civilian employment, if held, should be avoided where possible. Substantial fines or Disrating may have to be imposed when Detention would have been applicable in the RN/RM. Detailed guidance on suitable punishments for particular offences is given in the MSL, but legal advice should be sought.

20190. Offences under the RFA 96 – Trial and Punishment
See the MSL, Vol 1, Chap 10, Annex A, Paras 5-11. A summary is set out below for ease of reference:

a. A member of a reserve force convicted by a civil court of the offences listed below is liable to imprisonment for a term not exceeding 6 months or a fine not exceeding level 5 on the standard scale (or both):

   (1) Failing to attend for service on call-out or recall (RFA 96 s.96(1);

   (2) Failing to attend for duty or training (RFA 96 s.97(1); or

   (3) An offence under service law of desertion or absence without leave.
b. A person convicted of an offence under RFA 96 s.97(2) (failure to train) is liable:

(1) If convicted by the CM, to the same punishment as for an offender under service law of absence without leave, namely up to 2 years imprisonment;

(2) If convicted by a civil court, to imprisonment for a term not exceeding 6 months or a fine, not exceeding Level 5 on the standard scale (or both).

c. Where a member of a reserve force or a person liable to recall is convicted of an offence of desertion, the time which elapsed between the time of their desertion and the time of their apprehension or voluntary surrender shall not be taken into account in reckoning their service for the purpose of release from permanent service or discharge (RFA 96 s.98(6).

d. Pursuant to s101 RFA 96, a person who, in the UK or elsewhere, by any means:

(1) Procures or persuades, or attempts to procure or persuade a member of a reserve force, or a person liable to recall, to commit an offence of desertion or absence without leave;

(2) Knowing that a member of a reserve force, or a person liable to recall, is about to commit such an offence, aids or assists them in so doing; or

(3) Knowing a member of a reserve force, or a person liable to recall, to be a deserter or an absentee without leave, procures or persuades or assists them to remain a deserter or absentee, or assists in their rescue from custody, is guilty of an offence and is liable on summary conviction in a civil court:

(a) In the case of an offence involving an offence of desertion or aiding a deserter, to imprisonment for a term not exceeding 6 months or a fine not exceeding level 5 on the standard scale (or both); and

(b) in the case of an offence of absence without leave or aiding an absentee without leave, to a fine not exceeding level 5 on the standard scale.
20193. Administrative Action

a. On receipt of advice of CMR Staff and legal advisers, administrative measures may be taken by COs against Reservists in any of the following circumstances:

(1) When behaviour which would constitute a Service disciplinary offence has been committed but jurisdiction under the AFA cannot be established and the offence does not merit referral to the civil authority – ie. not a criminal law offence.

(2) When the likely punishment under the AFA would be inappropriate or ineffective.

(3) When, despite warning, a Reservist consistently falls short of the standards of conduct, appearance or attendance expected of a member of the Armed Forces.

(4) When a Reservist’s general conduct and performance indicate to his/her CO that they do not deserve to be paid part or all of their Bounty, are unfit to retain their Rate, or are unsuitable for retention in the RNR/RMR.

(5) When convicted of, or receiving a Police Caution in respect of, a civil offence.

(6) Code of Social Conduct. In cases where a serious breach of the Armed Forces Code of Social Conduct has occurred or for a series of relatively minor offences where formal warnings have been given.

b. Administrative measures include:

(1) Forfeiture of part or all of a Reservist’s Bounty;

(2) Loss of GCB(s);

(3) Reversion as unsuitable to hold their substantive Rate;

(4) Discharge SNLR or SHORE as unfit to remain in the Reserves;

(5) Censure Action for Officers (see Chapter 20 Section 6 and Section 7).

(6) Termination/Removal of an Officer’s Commission;

c. Investigation prior to Administrative Action. The CO is to conduct a formal investigation of the alleged misconduct or other shortcoming. Before reaching a decision, the CO must give the Reservist full opportunity to state their case (including calling witnesses if desired), assisted by their DO or any other person in the Unit who may reasonably be made available. If the Reservist does not wish to state their case, they should sign a statement to that effect. Advice should always be sought from EA to CMR and the Regional Legal Office before administrative action is commenced.
d. **Forfeiture of Bounty.** As a criterion for the award of Bounty a Reservist must have carried out all training and duties satisfactorily. If after the appropriate warning, the CO is not satisfied that a Reservist has carried out all their training and duties satisfactorily, he/she may refuse to approve the award of Bounty or direct that part of it be forfeited.

e. **Discharge**

(1) Discharge SNLR and SHORE are administrative measures distinct from the punishment of Dismissal under the AFA. Powers of Discharge are pursuant to RFA 96 sections 14 and 15. Legal Advice should always be sought before such action is taken.

(2) When a rating is deemed to be unfit to remain in the Service, consideration may be given to discharge SNLR or SHORE. Authority for Discharge SNLR must be obtained from CMR. The CO has the authority to Discharge SHORE Ratings who fail to fulfil their training obligations and are persistent bad attendees. In the case of the RMR, CMR must give authority for the Discharge SHORE of an NCO or Marine OR who has proved themselves unsuitable for the Reserve or inefficient in their rank for reasons other than bad attendance. The detailed procedures for discharge SNLR/SHORE, contained in BRd 3(1) Chapter 54 are to be consulted before application is made.

f. **Termination of an RMR Officer’s Commission**

(1) An officer’s commission may be terminated at any time during his service for misconduct, inefficiency, unsuitability or physical unfitness. Officers discharged for any of these reasons are not eligible to be placed on the Retired List.

(2) Officers who continually fail to meet their training commitments may have their commissions terminated.

(3) Officers who fail to gain promotion during the prescribed ‘in zone’ period may have their commissions terminated.

(4) Application for termination of an officer’s commission should be made to CMR following legal advice. Prior to any such application the officer concerned should be subject to formal warning, and is entitled to forward a Representation, if he chooses to do so, with any such application. If the decision is made to waive this right a certificate to that effect should be signed accordingly.
g. **Termination of an RNR officer’s Commission**

(1) An officer's commission may be terminated at any time during his service for misconduct, inefficiency, unsuitability or physical unfitness. Officers discharged for any of these reasons are not eligible to be placed on the Retired List.

(2) Application for termination of an officer's commission should be made to CMR following legal advice. Prior to any such application the officer concerned should be subject to formal warning, and is entitled to forward a Representation, if he chooses to do so, with any such application. If the decision is made to waive this right a certificate to that effect should be signed accordingly.

20194. **Convictions by the Civil Power**

See BRd 2 Articles 3901-3906 and BRd 3(1) Chapter 20 Section 19 and Section 20, for guidance on actions to be taken.

a. **Ratings - Reversion or Discharge SNLR/SHORE.** Detailed guidance is given in BR 2 and this BR but broadly, if the nature of an offence or offences shows the rating to be unfit to retain their Rate/Rank, or to remain in the RNR/RMR, a recommendation should be made on Form C57 and forwarded to CMR for approval for Reversion or Discharge SNLR/SHORE.

b. **Attendance of an Officer in Court.** An officer needs to attend Court when a rating is tried, only if the alleged offences occurred during, or in connection with, Reserve service or training, or if attendance is requested by a Court and this request can be met without detriment to Service commitments. CMR staff is to be consulted if an officer is not available from the rating’s Unit.

c. **Officers.** The arrest, summons or conviction of an officer on criminal charges, other than minor motoring offences which do not require an appearance in court, is to be reported by the CO to CMR by letter. The CO is also to forward any representation the officer may wish to submit following a conviction. Conviction of an officer, or the award of a Fixed Penalty, depending on the nature of the offence(s), may result in the award of a service penalty, which may range from a formal Censure to Removal from the Active List, or termination of their commission.

20195. **Conduct Record and Formal Discipline Record**

Ratings and ORs of the Maritime Reserves used CRs until 2010, since when their arrangements are the same as for Regulars (see para 20140).
ANNEX 20A

LOGGING

1. When the Commanding Officer considers that minor misconduct by an officer, for which no further disciplinary or administrative action is to be taken, should be recorded, the following wording is to be used:

I have this day had occasion to log ...........................................................................................................
for ..........................................................................................................................................................
..........................................................................................................................................................
..........................................................................................................................................................

Signed ...........................................
Commanding Officer

Read and understood

Signed ...........................................

2. After signature the logging is to be filed in the Captain’s office and retained there until the officer leaves the ship. Loggings are not to be reported to the Naval Secretary for recording on official or reporting records.
Note. In relatively straightforward cases of censure 2SL issues censure on behalf of the Admiralty Board. Otherwise EA/2SL arranges consideration by two members of the Board. The Admiralty Board submission will be prepared by NAVY SEC who will communicate the Board’s decision.
ANNEX 20C

ADMINISTRATIVE CONSEQUENCES OF PUNISHMENT UNDER ARMED FORCES ACT 2006
– OFFICERS, RATINGS AND ROYAL MARINES OTHER RANKS

The Table below lists the administrative actions which are to be taken automatically (obligatory), or which may be taken (optional), when a member of the Naval Service is punished under the Armed Forces Act 2006. These administrative consequences apply whether the punishment is awarded at Summary Hearing, by the Summary Appeal Court or by the Court Martial. This Table is for guidance only. The relevant articles should be consulted.

<table>
<thead>
<tr>
<th>AFA 06 Punishment</th>
<th>Forfeiture of LS&amp;GC Medal (see Note 1)</th>
<th>Forfeiture of GCBs (see Note 2)</th>
<th>Career Check (Rating, SNCO or RMOR) (see Note 3)</th>
<th>Note on Official Record (Officers)</th>
<th>Explanatory Notes</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imprisonment</td>
<td>Obligatory when period of imprisonment is greater than 6 months.</td>
<td>Obligatory (all badges)</td>
<td>Obligatory (See Note 3 Note 4)</td>
<td>Obligatory</td>
<td>a. May only be awarded by Court Martial.</td>
<td>JSP 761 Ch 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>b. Administrative discharge from the Service will be considered if dismissal is not awarded with imprisonment.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>c. If neither dismissal nor administrative discharge: CC with consequent effect on promotion (BRd 3(1) Part 8), and eligibility for GCBs, LS&amp;GCM and MSM (JSP 761 Ch 5); stoppage of pay for period of imprisonment; loss of time for the period of the sentence awarded less any remission (ie. time spent in custody). A CC has no effect when recorded on the CR of an individual aged under 17½.</td>
<td></td>
</tr>
<tr>
<td>Dismissal</td>
<td>Obligatory for Dismissal with Disgrace.</td>
<td>Obligatory (all badges)</td>
<td>Obligatory (See Note 4)</td>
<td>Obligatory</td>
<td>a. May only be awarded by Court Martial.</td>
<td>JSP 830 MSL</td>
</tr>
<tr>
<td>Detention and</td>
<td>N/A</td>
<td>Obligatory</td>
<td>N/A</td>
<td>a. Punishment not available for Officers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Punishment</td>
<td>Forfeiture of LS&amp;GC Medal (see Note 1)</td>
<td>Forfeiture of GCBs (see Note 2)</td>
<td>Career Check (Rating, SNCO or RMOR) (see Note 3)</td>
<td>Note on Official Record (Officers)</td>
<td>Explanatory Notes</td>
<td>References</td>
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<tr>
<td>Suspended Detention &gt; 14 days</td>
<td>(all badges)</td>
<td>(See Note 3 Note 4)</td>
<td>b. CC with consequent effect on promotion (BRd 3(1) Section 8), and eligibility for GCBs, LS&amp;GCM and MSM (JSP 761 Ch 5). A CC has no effect when recorded on the CR of an individual aged under 17½. c. Stoppage of pay for period of Detention. A family maintenance grant may be available at CO’s discretion (JSP 754 Chap 8). d. Except in connection with advancement, loss of time for the period of the sentence awarded less any remission.</td>
<td>Chap 13 para 34-44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detention and Suspended Detention 14 days or less</td>
<td>N/A</td>
<td>Optional (See Note 2)</td>
<td>N/A</td>
<td>a. Punishment not available to Officers. b. Stoppage of pay for period of Detention. A family maintenance grant may be available at CO’s discretion (JSP 754 Chap 8). c. Except in connection with advancement, loss of time for the period of the sentence awarded less any remission.</td>
<td>JSP 830 MSL Chap 13 para 34-44</td>
<td></td>
</tr>
<tr>
<td>Forfeiture of Seniority</td>
<td>N/A</td>
<td>N/A</td>
<td>Obligatory</td>
<td>Available for Officers only.</td>
<td></td>
<td>JSP 830 MSL Chap 13 para 85 - 93</td>
</tr>
<tr>
<td>Reduction in Rank/Disrating</td>
<td>N/A</td>
<td>Optional (See Note 2)</td>
<td>Obligatory (See Note 4)</td>
<td>a. Not available for Officers. b. CC with consequent effect on promotion, and eligibility for GCBs, LS&amp;GCM and MSM (JSP 761 Ch 5). A CC has no effect when recorded on the CR of an individual aged under 17½.</td>
<td>JSP 830 MSL Chap 13 para 94-104</td>
<td></td>
</tr>
<tr>
<td>Fine &gt;14 days pay</td>
<td>N/A</td>
<td>Optional (See Note 2)</td>
<td>Obligatory</td>
<td>a. CC with consequent effect on promotion, and eligibility for GCBs, LS&amp;GCM and MSM (JSP 761 Ch 5).</td>
<td>JSP 830 MSL Chap 13 para 105 - 122</td>
<td></td>
</tr>
<tr>
<td>Fine 14 days pay</td>
<td>N/A</td>
<td>Optional (See Note 2)</td>
<td>Obligatory for Optional</td>
<td>a. CC with consequent effect on promotion, and eligibility for</td>
<td>JSP 830 MSL</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- Note 1: See AFA 06 Punishment for details.
- Note 2: See BRd 3(1) for details.
- Note 3: See Career Check for details.
- Note 4: See LS&GC Medal for details.

**References:**
- JSP 761 MSL Chap 5
- JSP 754 MSL Chap 8
- JSP 830 MSL Chap 13 para 34-44
<table>
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<tr>
<th>AFA 06</th>
<th>Forfeiture of LS&amp;GC Medal (see Note 1)</th>
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<th>Career Check (Rating, SNCO or RMOR) (see Note 3)</th>
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<th>Explanatory Notes</th>
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</thead>
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<tr>
<td>or less</td>
<td>(See Note 2)</td>
<td>WO</td>
<td>GCBs, LS&amp;GCM and MSM (JSP 761 Ch 5).</td>
<td>Chap 13 para 105 - 122</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Severe Reprimand</td>
<td>N/A</td>
<td>Optional (See Note 2)</td>
<td>Obligatory (See Note 4)</td>
<td>Obligatory</td>
<td>a. CC with consequent effect on promotion and eligibility for GCBs, LS&amp;GCM and MSM (JSP 761 Ch 5). A CC has no effect when recorded on the CR of an individual aged under 17½.</td>
<td>JSP 830 MSL Chap 13 para 123 - 126</td>
</tr>
<tr>
<td>Reprimand</td>
<td>N/A</td>
<td>Optional (See Note 2)</td>
<td>Obligatory for WO</td>
<td>Optional</td>
<td>a. CC with consequent effect on eligibility for LS&amp;GCM and MSM (JSP 761 Ch 5).</td>
<td>JSP 830 MSL Chap 13 para 123 - 126</td>
</tr>
<tr>
<td>Service Supervision &amp; Punishment Order</td>
<td>N/A</td>
<td>Obligatory (All badges)</td>
<td>Obligatory (See Note 3 Note 4)</td>
<td>N/A</td>
<td>a. Not available for Officers. b. CC with consequent effect on promotion and eligibility for GCBs, LS&amp;GCM and MSM (JSP 761 Ch 5). A CC has no effect when recorded on the CR of an individual aged under 17½.</td>
<td>JSP 830 MSL Chap 13 para 68 - 84</td>
</tr>
<tr>
<td>Service Compensation Order &gt; 14 days pay</td>
<td>N/A)</td>
<td>Optional (See Note 2)</td>
<td>Obligatory (See Note 4)</td>
<td>Optional</td>
<td>a. CC with consequent effect on promotion eligibility for GCBs, and LS&amp;GCM and MSM (JSP 761 Ch 5). A CC has no effect when recorded on the CR of an individual aged under 17½.</td>
<td>JSP 830 MSL Chap 13 para 152 - 179</td>
</tr>
<tr>
<td>Service Compensation Order 14 days pay or less</td>
<td>N/A</td>
<td>Optional (See Note 2)</td>
<td>Obligatory for WO</td>
<td>Optional</td>
<td>a. CC with consequent effect on eligibility for GCBs, and LS&amp;GCM and MSM (JSP 761 Ch 5).</td>
<td>JSP 830 MSL Chap 13 para 152 - 179</td>
</tr>
<tr>
<td>Restriction of Privileges</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td>JSP 830 MSL Chap 13 par 136 - 148</td>
</tr>
<tr>
<td>AFA 06 Punishment</td>
<td>Forfeiture of LS&amp;GC Medal (see Note 1)</td>
<td>Forfeiture of GCBs (see Note 2)</td>
<td>Career Check (Rating, SNCO or RMOR) (see Note 3)</td>
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<tr>
<td>Stoppage of Leave</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td>JSP 830 MSL Chap 13 para 127 - 135</td>
</tr>
<tr>
<td>Admonition</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td>JSP 830 MSL Chap 13 para 149</td>
</tr>
</tbody>
</table>
Notes:

1. This Table defines the consequence of punishment under AFA 06 on eligibility to hold LS&GC Medal for members of the Naval Service. JSP 761, Chapter 5, para 5.20 states that, “An individual who has already been awarded the LS&GCM who subsequently incurs an entry on his/her disciplinary record cannot forfeit the medal but will incur an automatic delay before the clasp can be awarded…However, an individual who is sentenced to imprisonment for a period greater than 6 months and/or is dismissed with disgrace is liable to forfeit the LS&GCM or VRSM as well as Campaign, Commemorative and other Service medals in accordance with Chapter 9 of JSP 761. All medals can be restored after a further period of service on application to the Defence Council in accordance with Chapter 9 of JSP 761.” All such offences should be reported to Naval Secretary (Honours and Awards), Navy Command Headquarters, Leach Building (MP 3.1), Whale Island, Portsmouth, PO2 8BY. In addition, where any punishment gives rise to optional forfeiture of LS&GC Medal, the offence is to be reported to the Naval Secretary (Honours and Awards).

2. Where forfeiture of GCBs is obligatory, all badges are to be forfeit. Where forfeiture is optional, any number of badges may be forfeit but legal advice must be sought in order to ensure consistency across the Service. See Chapter 20 Section 15 for guidance as to whether badges should be forfeit, and JSP 761 Chapter 5 Annex B Appendix 1 for restoration). Where forfeiture of a GCB is ordered the offence is to be reported to the Naval Secretary (Honours and Awards).

3. More information about the CC can be found at BRd 3(1) Chapter 58, Annex K, para 10(k); Chapter 67, para 6718; and Chapter 68 para 6806. Where detention or imprisonment is awarded, the CC date used for calculating future eligibilities is the date of release from custody. If a sentence of imprisonment/detention is suspended, the CC date is the date of conviction. Where the punishment is an SSPO, the CC date used for calculating future eligibilities is the last day of the SSPO (may be awarded for 30, 60 or 90 days duration).

4. Whenever a CC is awarded the offence is to be reported to the Naval Secretary (Honours and Awards). A CC at any time after the MSM has been awarded will automatically result in forfeiture of the medal (JSP 761 Annex 5A article 16). If the holder of an MSM comes to adverse disciplinary notice short of the award of a CC the circumstances are nevertheless to be reported to the Naval Secretary (Honours and Awards), Navy Command HQ where suitability to retain the MSM will be considered.
ANNEX 20D

ROLES AND RESPONSIBILITIES FOR THE MANAGEMENT OF SUSPECTED AND REGISTERED SEX OFFENDERS (RSO) IN THE NAVAL SERVICE

1. **SPCB ViSOR Manager** – is responsible for:
   
   a. Maintaining Home Office ViSOR system.
   
   b. Informing Commanding Officer in writing of new conviction, implications and single Service procedural guidance.
   
   c. Briefing of a Commanding Officer prior to any deployment of a RSO.
   
   d. Informing NAVY POLICE HQ OPS SO3 and NAVY SEC-2 DISCIPLINE by email of new Visor cases and subsequent updates.
   
   e. Arranging and conducting Matrix 2000 Risk Assessments where a Naval Service RSO is outside the UK and any other appropriate occasion.
   
   f. Attending Multi-Agency Public Protection meetings.
   
   g. Providing advice on request to assist the RN/RM assignment process (see Annex 20F and Annex 20H)

2. **Commanding Officer of Suspected or Registered Sex Offender (RSO)** – is responsible for:
   
   a. Managing Suspected or RSO under their command and that these responsibilities are handed over to any successor.
   
   
   c. Ensuring that they are notified of any external training or loan temporary duty/detachment intentions and if these are to last for more than 3 consecutive days to forward details to NAVY SEC-2 DISCIPLINE (and SPCB for a RSO).

   (see Annex 20E, Annex 20F and Annex 20H)
3. NAVY POLICE-HQ OPS SO3 – is responsible for:
   a. Maintaining the RN/RM Sex Offender Management Database.
   b. Requesting completion of Employment Assessments and drawing Commanding Officer’s attention to BR3 Chapter 20 Section 22.
   c. Attending Employment Suitability Assessment / Multi-Agency Risk Assessment Committee (MARAC) / Multi-Agency Public Protection (MAPPA) meetings.
   d. Specifying limitations on what police information can be disclosed to other stakeholders.
   e. On request, providing CNPers / NAVSEC / Navy Legal with the implications of a sentence ahead of Service Penalty action.

(see Annex 20E, Annex 20F, Annex 20G and Annex 20H)

4. NAVY SEC-2 DISCIPLINE 1 – is responsible for:
   a. Providing ViSOR and D&BS briefings to new Career Managers.
   c. Assessment Committee’ (MARAC) meetings.
   d. Production and maintenance of Defensive News Briefs (BR3 Chapter 20 Section 17).
   e. Prompting NAVY PERS-CM DACOS COORD SO2C to add or delete JPA Assignment Restrictions.
   f. Conferring with NAVY POLICE-HQ OPS SO3 to consider the implications of new assignment plans notified by Career managers.
   g. Advising Career Manager on wisdom of planned assignment (where no Employment Assessment meeting was deemed necessary).
   h. Attend MAPPA meetings to cover assignment options and secretariat input.
   i. Informing NAVY POLICE-HQ OPS SO3 of Service Penalty once known.
   j. Conducting regular stock checks with NAVY PERS-PFCS HoS RNRM WELFARE to ensure SCART awareness of relevant cases.

(see Annex 20E, Annex 20F, Annex 20G and Annex 20H)
5. **NAVY PERS-CM DACOS COORD SO2C** – is responsible for:
   
a. Maintaining JPA Assignment Restrictions as prompted by NAVY SEC-2 DISCIPLINE and alerting specific Career Managers by e-mail.
   
b. If required, liaising with NPT(Reserves) for any amendments to JPA Reservists PIDs.
   
   (see Annex 20E, Annex 20G and Annex 20H)

6. **CNPers** – is responsible for:
   
a. When necessary, conferring with PMN-Police Ops to examine the implications of a sentence to assist full consideration of Service Penalty action following a civil conviction or police caution for a sexual offence.
   
b. When necessary, convening Multi-Agency employment meetings to gain the fullest possible picture of the offence and any limitations placed on the offender, in order to aid Service Penalty decision making.
   
   (see Annex 20H)

7. **CNPers Career Manager** – is responsible for:
   
a. Checking and acting on all JPA Assignment Restrictions.
   
b. Implementing agreed assignment plans following discussion with NAVY SEC-2 DISCIPLINE or attendance at Employment Suitability Risk Assessment meeting.
   
c. Informing a new Commanding Officer of the provisions in BR3 before the reassignment of a suspected or RSO to a new post.
   
   (see Annex 20E and Annex 20F)

8. **NLS Regional Legal Adviser** – is responsible for:
   
a. Informing NAVY SEC-2 DISCIPLINE of Service Penalty following civil conviction or Police Caution for a sexual offence.
   
b. Requesting sentence implications from NAVY POLICE-HQ OPS SO3.
   
   (see Annex 20H)
ANNEX 20E
INITIAL ACTIONS ON NOTIFICATION OF A CRIMINAL INVESTIGATION INTO AN ALLEGED SEXUAL OFFENCE
ANNEX 20F

ACTIONS TO ENSURE APPROPRIATE EMPLOYMENT OF SUSPECTED OR REGISTERED SEX OFFENDERS

**Note.** The Employment Assessment of those 'suspected' of committing sex offences is to be conducted on a case by case basis being careful to avoid an assumption of guilt.
ANNEX 20G

ACTIONS ON NOTIFICATION OF SEX OFFENCE INVESTIGATION DISCONTINUANCE, A COURT CASE DISCONTINUANCE/ACQUITTAL/QUASHING OR THE SUCCESSFUL COMPLETION OF AN OFFENDER’S REGISTRATION PERIOD

Start

On receipt of official notification that an investigation has been discontinued, court case discontinuance/acquittal/quashing or on successful completion of an offender’s registration period, Navy Police-HQ Ops SO3 to:

- Update the RN Sex Offender Management Database by the inclusion of a suitable ‘comment’ and an alteration to the record ‘status’. Thus prompting an automated alert for Navy Sec-2 Discipline
- Inform CO and SPCB if appropriate

Navy Sec-2 Discipline to:

- Inform Navy Pers-CM DACOS Coord SO2C that the JPA Assignment Restriction(s) must be removed;
- And to update any Defensive News Brief where appropriate.

Navy Pers-CM DACOS Coord SO2C to:

- To remove the JPA Assignment Restriction(s).

End Process
ANNEX 20H

ACTIONS ON NOTIFICATION OF SEX OFFENCE CONVICTION

Start

- On notification that a member of the RN has been convicted of a sexual offence:
  - Notify Navy-Police-HQ Ops SO3 and Navy Sec-2 Discipline by email;
  - Notify the offender’s CO by letter drawing attention to the implications of the conviction and the ongoing requirements under BR3 Chapter 20 Section 22;
  - Where appropriate arrange to visit the unit to conduct Risk Matrix 2000 assessments (usually only required when the offender is not located on UK soil);
  - Make recommendations to mitigate risks.

Offender’s CO to:

- Complete and return completed ESRA form (Annex 20J)

Navy-Police-HQ Ops SO3 to:

- Check if the investigation of the offence is being tracked on the RN Sex Offender Management Database and if not, create a new record, otherwise;
- Update the existing RN Sex Offender Management Database record, and;
- Consider any recommendations from SPCB and consult with Navy Sec-2 Discipline as appropriate.

Navy Sec-2 Discipline to:

- Notify Navy Pers-CM DACOS Coord SO2C of the conviction, possible requirement for JPA Assignment Restriction if the case was not being tracked and to look out for inbound Service Penalty action;
- Engage with CO if appropriate to discuss any concerns, and;
- Update Defensive News Brief.

Navy Pers-CM DACOS Coord SO2C to:

- If appropriate, apply JPA Assignment Restriction and inform the relevant CM.

CNPers / NAVSEC to:

- To ensure that sentence implications and employment limitations are known before making Service Penalty decision;
- if required, liaise with Navy-Police-HQ Ops SO3 or call a Multi-Agency Employment meeting to further inform decision.

Fleet-Legal to:

- Inform Navy Sec-2 Discipline of final Service Penalty action.

Navy Sec-2 Discipline to:

- Inform Navy-Police-HQ Ops SO3 of Service Penalty; and,
- Amend Defensive News Brief.

Navy-Police-HQ Ops SO3 to:

- Update the RN Sex Offender Management Database to reflect the Service Penalty
- Inform the SPCB VSOR Manager of the Service Penalty.

Was the Offender retained?

No

End Process

Yes

Continue to manage the offender as per Annex 20F
**ALLEGED OFFENDER’S EMPLOYMENT SUITABILITY RISK ASSESSMENT (ESRA)**

1. **Confidentiality Statement:** The contents of this Risk Assessment are confidential and are not to be disclosed outside the Command, NAVY SEC-2 DISCIPLINE or HQ Provost Marshal (Navy). Particular regard should be paid to the Sexual Offences (Amendment) Act 1992 and the Sexual offences Act 2003 in that the information contained within is not to be disclosed elsewhere. If further disclosure is felt to be essential permission should be sought from NAVY SEC-2 DISCIPLINE / HQ Provost Marshal (Navy).

2. The questions contained within this ESRA take into account Article 8.2 European Court of Human rights, with particular reference to:
   
a. Public Safety;
b. The prevention of crime and disorder;
c. The protection of health and morals;
d. The protection of the rights and freedom of others.

---

**NAME:** ........................................................................................................................................................................

**SERVICE No:** ........................................................................

**DOB:** ................................................................................

---

**What is the trigger for completion of this form? (e.g. Police Investigation/Change in circumstances/Loan Temporary Duty/Landing Shore/ Contemplation of re-tasking)**

---

**Are there any known restrictions imposed by the court or police? (e.g. Bail Conditions, Restraining Orders, Sexual Offences Prevention Order (SOPO))**

---

**Is the individual subject to police bail or a forthcoming court appearance? (If so please confirm the nature, date and location)**

---

**What is the individual’s current and intended future tasking under your command?**
**PROTECT - PERSONAL DATA (WHEN COMPLETED)**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the individual currently engaged in Regulated Activity? (i.e. In a position that requires Criminal Record Check clearance?)</td>
<td></td>
</tr>
<tr>
<td>Is the individual employed in a supervisory capacity over Military Juveniles or Vulnerable Adults (i.e. Mess Deck Supervisor, Troop Commander, Line Manager etc)?</td>
<td></td>
</tr>
<tr>
<td>Does the alleged offence suggest an interest in a particular group?</td>
<td></td>
</tr>
<tr>
<td>Does the individual's current or intended assignment bring them into contact with an identified group?</td>
<td></td>
</tr>
<tr>
<td>Is there a history of recent like service offences which suggest an escalation of offending?</td>
<td></td>
</tr>
<tr>
<td>Is a management plan in place to mitigate any potential risk while the investigation or court proceedings continue?</td>
<td></td>
</tr>
<tr>
<td>Are you likely to hand over command responsibility while the individual remains attached to this unit? (If so, have you briefed your successor on the requirements of this chapter of BR3?)</td>
<td></td>
</tr>
<tr>
<td>Any other considerations regarding the alleged offence?</td>
<td></td>
</tr>
</tbody>
</table>
### PROTECT - PERSONAL DATA (WHEN COMPLETED)

**3. Questions related to the possible needs of the individual:**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the individual been brought to the attention of the SCART?</td>
<td></td>
</tr>
<tr>
<td>What is the individual’s reaction to the alleged offence(s)?</td>
<td></td>
</tr>
<tr>
<td>Does the individual have sufficient peer group support within unit?</td>
<td></td>
</tr>
<tr>
<td>Is the individual considered to be at risk of self harm or harm from others? (e.g. reprisal for a perceived wrong)</td>
<td></td>
</tr>
<tr>
<td>Does the individual require, and have ready access to, their legal representative? (e.g. to prepare their defence)</td>
<td></td>
</tr>
<tr>
<td>Is the individual required to attend police bail or court hearings?</td>
<td></td>
</tr>
<tr>
<td>Would the individual, and/or their family, benefit from media shielding?</td>
<td></td>
</tr>
<tr>
<td>Any other considerations regarding the individual?</td>
<td></td>
</tr>
</tbody>
</table>

Number …………….. Rank………………. Name…………………………

Appointment: Commanding Officer

Signed ……………………………

Date ……………
Note. The Risk Assessment must be signed by the individual’s Commanding Officer. The signed hard copy of this document should then be forwarded by registered post to:

SO3 Police Operations  
HQ Provost Marshal (Navy)  
Building 25  
HMS Excellent  
Whale Island  
Portsmouth  
Hampshire  
PO2 8ER
1. **Confidentiality Statement:** In working with Registered Sex Offenders all personnel have agreed boundaries of confidentiality. The information contained within this Employment Suitability Risk Assessment (ESRA) respects those boundaries of confidentiality and is shared on the understanding that:

2. The assessment is called for in circumstances where it is felt that the risk presented by the offender is so great that issues of the service community or individual safety outweighs those rights of confidentiality.

3. This ESRA is closed under the Freedom of Information Act under one or more of the following reasons:
   
   a. Investigations and proceedings by public authorities (S.30(1)(B)).
   b. Health and Safety (S.38).
   c. Personal Information (S.40).
   d. Information provided in confidence (S.41).

4. The questions in this risk assessment take into account of Article 8.2 European Court of Human rights, with particular reference to:
   
   a. Public Safety.
   b. The prevention of crime and disorder.
   c. The protection of health and morals.
   d. The protection of the rights and freedom of others.

5. This ESRA should not be photocopied or the contents shared outside of the Command, NAVY SEC-2 DISCIPLINE, HQ Provost Marshal Navy and the Armed Forces ViSOR Manager. If further disclosure is felt to be essential permission should be sought from DCS law and the Armed Forces ViSOR Manager.
6. Offence related questions:

NAME: ........................................................................................................................................

SERVICE NO: ............................................................

DOB: ..............................................................................

What is the trigger for completion of this form? (e.g. New conviction / Change in the offenders circumstances / contemplation of re-tasking)

Are there any known restrictions imposed by the Court, Police or Independent Safeguarding Authority (ISA)? (e.g. Restraining Order, Sexual Offences Prevention Order (SOPO), Barred from working with Vulnerable Groups)

What is the Offender’s current and intended future tasking under your command? (To include Job description, forthcoming deployments, including any Loan Temporary duty period over 3 days)

Is the offender currently engaged in Regulated Activity? (i.e. In a position that requires Criminal Record Check clearance?)

Is the individual employed in a supervisory capacity over Military Juveniles or Vulnerable Adults? (i.e. Mess Deck Supervisor, Troop Commander, Line Manager etc)

What level of supervision will the post holder receive?

Does the conviction suggest an interest in a particular group?

(Continued)
<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the offender’s current or intended assignment bring them into contact with an identified group?</td>
</tr>
<tr>
<td>Will the nature of the job present any realistic opportunities for the individual to re-offend at work?</td>
</tr>
<tr>
<td>Does the post involve one to one contact with juveniles or vulnerable adults within such groups, as other service personnel, the public, potential recruits or dependants?</td>
</tr>
<tr>
<td>Is a management plan in place to mitigate any perceived risk?</td>
</tr>
<tr>
<td>Does the offender’s current or intended assignment require entry to another country, or which authorisation should be requested?</td>
</tr>
<tr>
<td>Are you likely to hand over command responsibility while the offender remains attached to this unit? (If so, have you briefed your successor on the requirements of this chapter of BR3?)</td>
</tr>
<tr>
<td>Has the Armed Forces ViSOR manager from the Service Police Crime Bureau contacted the Commanding Officer to discuss the implications and restrictions of employment regarding the individual?</td>
</tr>
<tr>
<td>Any other considerations regarding the Offence?</td>
</tr>
</tbody>
</table>

(Continued)
8. Offender related questions:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>Has the individual been brought to the attention of the SCART?</td>
<td></td>
</tr>
<tr>
<td>Is the offender considered to be at risk of self harm or harm from others? (e.g. reprisals)</td>
<td></td>
</tr>
<tr>
<td>Does the offender's current assignment allow the individual to have practical access to their nominated legal representative? (e.g. In order to pursue an appeal etc)</td>
<td></td>
</tr>
<tr>
<td>Is the offender required to appear before further court hearings? (e.g. SOPO hearings)</td>
<td></td>
</tr>
<tr>
<td>What is the attitude of the individual towards the Conviction? What degree of remorse, or otherwise, have they expressed?</td>
<td></td>
</tr>
<tr>
<td>Would the offender, and or their family, benefit from media shielding?</td>
<td></td>
</tr>
<tr>
<td>Any other considerations regarding the offender?</td>
<td></td>
</tr>
</tbody>
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Number ........................................... Rank ...................................... Name ..............................................................

Appointment: Commanding Officer

Signed ............................................................

Date ..................................................................
**Note.** The Risk Assessment must be signed by the individual’s Commanding Officer. The signed hard copy of this document should then be forwarded by registered post to:

SO3 Police Operations  
HQ Provost Marshal (Navy)  
Building 25  
HMS Excellent  
Whale Island  
Portsmouth  
Hampshire  
PO2 8ER
1. Introduction
In accordance with The Armed Forces Code of Practice for Victims of Crime 2015 (‘the Code’), alleged victims of crime (including victims of criminal and non-criminal conduct\(^1\) offences under the Armed Forces Act 2006) are entitled to receive certain services where the alleged offence was committed in the European Union (EU) or criminal proceedings (including Summary Hearing and Court Martial proceedings) take place in the EU. Complainants are referred to as ‘victims’ within the Code. Service Providers under the Code include the Commanding Officer (CO) of the accused, the Service Police, the Service Prosecuting Authority (SPA) and the Military Court Service. Overall, the purpose of the Code is to ensure that victims of crime receive appropriate information, support and protection and are able to participate in criminal proceedings. Key features introduced by the Code include: an assessment of the victim’s needs at the outset of an investigation; the appointment of a Victim Liaison Officer (VLO); and a victim’s right to a review of a CO’s decision not to bring any charge against an accused person or not to refer a case to the SPA. This Annex provides guidance to COs and VLOs in particular regarding their responsibilities. The RNP’s responsibilities under the Code, including details of the procedure to be applied when a victim exercises their right to a review of a RNP decision to discontinue an investigation or not to refer any charges to the CO or the SPA, are set out in Provost Marshal Technical Instruction Number 31.

2. Application of the Code
There is a duty to provide services to victims when all of the criteria set out below are satisfied. The victim is entitled to access victim support services at any time, whether they have reported a crime or not, and after the conclusion of the investigation and prosecution.

a. A victim of an alleged offence has suffered harm, including physical, mental or emotional harm or economic loss, which was caused directly by a criminal offence. This includes a close relative of a person whose death was directly caused by a criminal offence. For victims aged under 18 years, their parent or guardian may also receive services under the Code.

b. The relevant offence was committed in the EU or is the subject of criminal proceedings which take place in the EU (including Summary Hearing and trial by Court Martial). The investigation stage forms part of ‘criminal proceedings’ for the purposes of the Code.

c. A victim, or a bereaved relative, has made a complaint to the Service Police or to the CO of the accused person, or the victim has been identified in a complaint made by a third party. The Code applies even if a suspect has not been identified.

\(^1\) As defined in JSP 830 (MSL) Chapter 7.
d. The alleged offence is being dealt with by the Service Justice System (SJS). If the case is later transferred to a civilian jurisdiction, a victim will cease to be entitled to further services under the Code from the date of transfer provided they are notified of this fact. Responsibility for support will then transfer to the civilian sector. Where there is a joint civilian/military investigation, the Code applicable to the lead agency will apply.

e. The victim is present in the UK. Where a victim is not present in the UK or has left the territory of the UK, it is the victim’s country of residence that should provide victim support services to that victim. As a matter of RN policy, the Code will apply when a victim is present onboard any RN warship, RN submarine or RFA vessel, even if that vessel is located outside UK internal or territorial waters.

f. The victim has not opted out of their entitlement to receive services under the Code. A victim may opt out of some services but retain their right to receive other services under the Code.

3. **Key Features of the Code**

The Code outlines obligations applicable to the SJS which the Service Police and the chain of Command must comply with. These include:

a. On receipt of an allegation, the conduct of a ‘Needs Assessment’ in relation to the victim. The purpose of this assessment is to identify any needs or support required by the victim. This includes whether and to what extent they may benefit from Special Investigation Measures ² and Special Measures ³ to assist them in giving their best evidence in any proceedings.

b. The appointment of a VLO by the CO of the suspect. The primary role of the VLO is to keep the victim informed of key stages in the progress of the case. The VLO must be of the minimum rank of Petty Officer, not be part of the suspect’s direct chain of Command and not have had any prior involvement in the case.

c. The victim’s right to a review of a CO’s decision not to prosecute. This includes a CO’s decision not to charge any suspect with any offence in relation to a disciplinary investigation, or not to refer a case to the SPA where the matter cannot be dealt with by way of Summary Hearing. The victim is entitled to be notified of the reasons why this decision was made, how they can access further information about the decision and how they can seek a review of the decision. Victims may request a review within 3 months of them being notified of a CO’s decision not to prosecute.

² The following Special Investigation Measures may be available:

a. To have the same person, where possible, conduct all the interviews (unless to do so would prejudice the proper handling of the investigation);

b. To be offered the opportunity to have a person of the same sex conduct the interview where the individual is a victim of sexual violence, gender-based violence, or domestic violence (any request will be met where possible unless to do so would prejudice the proper handling of the investigation);

c. To have interviews carried out by or through professionals trained for that purpose;

d. To have interviews carried out in premises designed or adapted for that purpose.

³ Special Measures is the term used to describe the measures a Service court can order to assist vulnerable or intimidated witnesses to give their best evidence in court.
4. **Needs Assessment**
   In most RN cases, Needs Assessments are conducted by the Service Police. However, in accordance with RN policy, there are some allegations which may be investigated by means other than a RNP investigation (for example by a Coxswain). In these circumstances, the unit investigator must conduct the Needs Assessment by reference to the guidance (at Annex 20L) which has been issued by the MOD. If Coxswains and other non-RNP personnel require advice and guidance on this process, they should contact their area NPM.

5. **Victims Leaflet**
   Victims entitled to receive services under the Code should be provided with a copy of Annex 20M, completed with the relevant information. This should be provided to the victim by the RNP in the first instance, or by the unit investigator for non-RNP investigations.

6. **Duties of the Commanding Officer**
   a. The CO must ensure that victims are provided with a written acknowledgement of the crime that they have reported including the basic details of the alleged offence. Where the matter is investigated by the RNP, the RNP will fulfil this duty. The victim must be asked if they wish to be referred to victim support services. Where the RNP/CO considers there may be a risk of harm to the victim from sending a written acknowledgement (eg. in domestic violence cases), they may agree with the victim not to send one.

   b. Where a suspect is arrested, taken into custody or charged in respect of a criminal offence, a VLO is to be allocated to the victim’s case no later than 3 working days after the day of the event, and within 1 working day where the victim is a victim of the most serious crime, persistently targeted, or vulnerable or intimidated. A VLO must be appointed by the suspect’s CO. Upon allocation, the CO must inform the VLO of the event.

   c. In appointing a VLO, a CO must take into account the factors outlined at paragraph 14 of this Annex. This is a non-exhaustive list and COs should apply common-sense in identifying a suitable VLO. On appointment, the VLO must be handed the guidance at Annex 20N. The CO should tell the VLO how often he/she wishes the victim to be informed of the progress of the case; normally this will be monthly or whenever a significant event occurs.

   d. The CO should inform the victim that they have a right to receive information about the progress of the investigation, including the information outlined at paragraph 16 of this Annex. The CO may direct the VLO to provide this information to the victim on his/her behalf. Where a suspect is arrested, taken into custody or charged in respect of a criminal offence, the CO must inform the VLO as soon as possible of the event.

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4 Provost Marshal (Navy) Technical Instruction 56.
5 Details are at: www.victimsupport.org.uk or on 0808 1689293 in the UK.
e. The CO must inform the victim if he/she makes a decision not to investigate the allegation and provide an explanation. The CO must also inform the victim if he/she concludes an investigation without any individual being charged. He/she must ask the victim if they wish to be informed if the investigation is re-opened (eg. in the event that further evidence comes to light).

f. Where the victim is a victim of the most serious crime, a persistently targeted victim, or a vulnerable or intimidated victim, the CO must note any Special Investigation Measures identified as appropriate in the Needs Assessment or requested by the victim. Where it is assessed that a victim will or may require special measures to assist them in giving any evidence, the CO must seek legal advice prior to determining whether or not a case may be dealt with summarily or should be referred to the SPA for trial by Court Martial.

g. At a Summary Hearing, the CO must ensure the following:

1. Where a victim is called to give evidence, he/she is given the opportunity to refresh their memory from their written statement or video-recorded interview (as applicable), shortly before the Summary Hearing.

2. Victims, and any family members with permission to accompany them, can enter and leave the unit in which the Summary Hearing is being held through a different entrance and are seated in a separate waiting area from the accused where possible.

3. Where circumstances permit, a member of the CO’s staff meets the victim and answers any questions posed about the Summary Hearing process and where possible provides an indication of how long the victim may have to wait before giving evidence.

4. Wherever possible, if there is a delay in proceedings on the day, a member of the CO’s staff provides an explanation to the victim and indicates how long they may have to wait.

5. That there is a CO’s point of contact for victims in order that they can find out what is happening in their case while it is being heard.

6. There are procedures in place for a member of their staff to take the victim’s contact details if the victim needs to leave the unit at any time, to ensure that the victim can be contacted if necessary.

7. The CO must ensure that the Summary Hearing is conducted in a fair and just manner. Part of the Summary Hearing process involves the questioning of witnesses to test their evidence. The CO will treat victims who are witnesses respectfully and, where appropriate, will intervene where questioning is considered inappropriate or too aggressive.
h. The CO must ensure that the victim is offered the opportunity to make a Victim Personal Statement (VPS) as outlined at paragraph 18 of this Annex. The CO must ensure that any VPS is forwarded to the SPA where applicable. If the case proceeds to a Summary Hearing, the CO must ensure that the VPS is included in the case summary and written evidence.

7. Appointment of Victim Liaison Officer

a. It may be that the most suitable individual to act as a VLO is not based in the accused’s unit. Liaison between COs may therefore be required should a CO propose to assign a VLO who is not under the nominating CO’s chain of Command. In nominating a VLO, the CO should take into account the following factors:

(1) The suitability of the individual to undertake the role by reference to their professional skills and personal characteristics. A VLO must have excellent interpersonal skills, with the ability to handle vulnerable or intimidated witnesses with empathy and discretion. They must also possess good written and oral communication skills and be well-organised. If the individual has not already been trained as a VLO, he/she must be directed to contact their Regional Legal Office in the first instance.

(2) **The Location of the VLO.** The VLO must be able to communicate effectively with the victim at regular and short-notice intervals as required.

(3) **The Rate or Rank of the Victim.** Where possible, it is advised that the VLO is a peer or superior in rank to the victim.

(4) The likelihood that an individual may become involved in the case as a witness or in an investigative capacity. If the individual is already involved, or if there is any prospect that they may become so, they must not be nominated as the relevant VLO.

(5) The relationship of the VLO to the victim. The VLO should be able to remain objective and it is therefore undesirable that an individual is assigned who may have an emotional attachment to the victim or the case.

(6) The likelihood that the VLO is going to be able to see the case through to its conclusion. This is particularly important when an alleged Schedule 2 offence, or an alleged offence committed in prescribed circumstances, is involved which may be referred for trial by Court Martial. Where ever possible, changing a VLO part way through a case should be avoided.

b. The CO of the accused retains responsibility for ensuring that the VLO undertakes their duties. This may require cross-Command liaison. If an accused person is assigned to a new unit, the accused’s new CO takes on this responsibility. In such circumstances, the original CO must ensure that all relevant information is passed to the new CO.
8. **Duties of Victim Liaison Officer**

a. Some of the functions required by the Code will be undertaken by the RNP in RN cases. The remaining duties must be fulfilled by the VLO, who must inform the victim verbally or in writing of the following information without delay:

1. The date and time of any arrest of a suspect.

2. The date and time of the release of the suspect from Service custody, including any release requirements that are imposed, changed or cancelled, unless the CO considers doing so would cause a risk of harm to the suspect.

3. The progress of the investigation or criminal proceedings at intervals agreed with the victim at first contact.

4. Any decision not to proceed with or to end an investigation, not to charge a suspect or not to refer the case to the SPA. The VLO must inform the victim that they have a right to request a review of a CO's decision not to prosecute and to provide the victim with sufficient information to enable them to decide whether to request a review.

5. Any decision to substitute a charge against the suspect with another charge, substantially alter a charge or to bring an additional charge against the suspect, together with a brief summary of reasons for the decision where available.

6. The date, time and place of any Court Martial trial, Summary Hearing or appeal and the nature of the charges against the suspect.

7. The final judgement of any Court Martial trial, Summary Hearing or appeal, including a brief summary of any reasons given.

b. The Victim Liaison Officer must inform the victim of their right:

1. To opt into the Armed Forces Victim Contact Scheme (AFVCS) if the offender receives a sentence of Service detention or imprisonment. The AFVCS is offered to victims of offences including bereaved close relatives where the offender receives a sentence of Service detention. To opt into this scheme the victim should notify the Deputy Commandant MCTC\(^6\). The AFVCS provides victims who are concerned for their safety with information keeping them informed of the key stages of the offender’s sentence, such as periods of unsupervised conditional release, as well as final release. The information is provided subject to the discretion of MCTC not to provide it in cases where there is an identified risk of harm to the offender which would result from the notification.
(2) To apply for compensation under the Criminal Injuries Compensation Scheme (CICS) if the victim qualifies. The VLO should explain to the victim that the recommended tariff for Service Compensation Orders is closely related to the CICS and that any sum awarded by the CO would be deducted from the compensation scheme.

(3) To make a complaint if the victim does not receive the information and services that they are entitled to, and to receive a full response from the relevant Service Provider. The procedure for dealing with these complaints is at Annex 20O.

9. Victim Personal Statement

a. The RNP or CO must ensure that the victim is offered the opportunity to make a VPS in the following situations:

(1) For any victim, at the time that they complete a witness statement about what has happened.

(2) At any time for victims of the most serious crime (including bereaved close relatives), persistently targeted victims and vulnerable or intimidated victims, irrespective of whether or not they have given a witness statement about what happened.

(3) A parent or carer of a vulnerable adult or of a victim under the age of 18 unless it is considered not to be in the best interests of the child or vulnerable adult.

(4) In any other cases where the CO deems it appropriate.

(5) In most cases, the RNP will have discussed the issue of VPS with the victim and obtained a VPS in accordance with their wishes.

b. When a VPS is being taken, the person taking the statement must ensure that the victim is asked whether or not they wish the VPS to be read aloud or played (if recorded) if the matter proceeds to a Service court. For Court Martial proceedings, the victim must be asked whether they would prefer to read the statement aloud personally or whether they would like the SPA advocate to do this on their behalf. It must be explained to the victim that the VPS does not have to be read aloud if they do not wish this or, alternatively, to change their mind in this respect. The victim must be made aware that they may be questioned about the contents of their VPS in a Court Martial or a Summary Hearing, and that its contents may be reported by the media if the case is heard in a public Service court. Ultimately, the victim should be advised that it is a matter of judicial discretion whether a VPS is read aloud (and by whom) or played (where recorded) in full or in part before a Service court.
c. In relation to Summary Hearings, the victim must be advised that they may read out the VPS if they are called to give evidence as a witness; otherwise it will be provided as written evidence to the CO. The VLO must, wherever possible, notify the victim in a timely manner of the CO’s decision about whether, and what sections of, the VPS will be read aloud (or played) and who will do this.

10. Expenses

As directed by the MOD, the unit must pay without unreasonable delay any expenses the CO has decided are due to the victim after receiving a correctly completed claim form.

11. Victims Right to a Review of CO’s Decision not to Prosecute

a. The victim’s is right to a review of a CO’s decision not to prosecute applies where the CO has decided not to charge any suspect with any offence in relation to a disciplinary investigation or not to refer a case to the SPA where the matter cannot be dealt with summarily. The victim may notify the VLO or the CO, verbally or in writing, that they wish to exercise their right to a review of this decision. Where a victim nominates a third party to act on their behalf, the CO must be satisfied that the third party has the authority to do so. On receipt of a request from a victim for such a review the CO is to seek legal advice.

b. Where a review is to be conducted, a CO will be advised to refer the case to their Higher Authority (HA) who (provided that the HA is of the rank of at least Commodore) will appoint another officer to act as the suspect’s CO for disciplinary purposes (‘the Reviewing CO’).

c. A Reviewing CO must conduct a review of the decision not to bring a charge or not to refer the case to the SPA, as applicable. He/she must consider the case afresh on the basis of the evidence presented. They may direct further investigation of the facts surrounding the alleged offence as they deem necessary. The Reviewing CO must not discuss with the original CO (or with those who advised them) the basis of the decision not to prosecute. Legal advice should be sought in line with existing RN policy.

d. In order to overturn the decision not to charge a suspect(s) or not to refer a case to the SPA, the Reviewing CO must be satisfied that the decision that the Evidential Test and/or Service Interest Test had not been met was wrong and that for the maintenance of confidence in the SJS, the decision must be reversed. He/she must confirm in writing to the victim the outcome of the review. The victim is entitled to a single review only of a CO’s decision not to prosecute.

e. If the Reviewing CO decides to overturn the original CO’s decision not to prosecute, he/she must then try the case summarily or refer the case to the SPA as applicable.

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7 Evidential Test and Service Interest Test as defined at paras 93 and 94 of Chapter 6 of JSP 830 - Manual of Service Law
12. Complaints Procedure

A victim has a right to state a complaint under the legislation if they believe that they have not received, or are not receiving, the services under the Code to which they are entitled. Further details of this complaints procedure have been provided by the MOD, including the actions to be taken by the Command accordingly, as outlined at Annex 20O. In the event that a victim submits such a complaint, the CO must seek legal advice prior to taking any action in relation to it. This complaints procedure is separate to the Service Complaints process.

13. JPA Recording

The Needs Assessment and a record of rights offered and taken up by the victim must be recorded on JPA.
ANNEX 20L

VICTIM NEEDS ASSESSMENT

Investigation/Case Reference Number………………

Note. Completion of this form does not mean that Special Investigation Measures or Special Measures will be implemented and no assurances are to be given to the victim/witness

Name……………………………………….Age……..Date of Birth……………Gender…………

1. Identification of Victim/Witness

The Youth Justice and Criminal Evidence Act 1999 (YJ&CE 99) aims to assist certain vulnerable groups of witnesses to give evidence at court with the support of ‘Special Measures’. Similarly, the Armed Forces Code of Practice for Victims of Crime provides Enhanced Entitlements to certain groups of victims to assist in their provision of evidence during the investigation, at a Service court or Summary Hearing. Tick to show which of the group(s) below apply to the subject victim/witness.

a. Vulnerable

(1) Person under 18 years of age

(2) Person with a mental disorder

(3) Person with a learning difficulty

(4) Person with a physical disability/disorder

b. Intimidated

(1) Person in fear or distress about giving evidence

(2) Complainant in a sexual/human trafficking case

c. Victims of the Most Serious Crime

A victim of domestic violence, hate crime, terrorism, sexual offences, human trafficking, attempted murder, kidnap, false imprisonment, arson with intent to endanger life and wounding or causing grievous bodily harm with intent. This also includes a close relative bereaved by a criminal offence.

---

1 In the majority of cases a victim will also be a witness in the case.
d. **Persistently Targeted Victims**

A direct victim of crime repeatedly targeted over a period of time, particularly those who have been deliberately targeted or victims of a sustained campaign of harassment or stalking.

2. **Eligibility for Special Investigation Measures/Special Measures**

a. The YJ&CE 99 makes those victims/witnesses at paras 1.a(1) and 1.b(2) are automatically eligible for Special Measures. In addition, the Armed Forces Code of Practice for Victims of Crime **entitles** all victims of crime identified as belonging to one of the four groups within 1(a) to (d) above to Enhanced Entitlements, which includes Special Investigation Measures and Special Measures (see paras 3 and 4 below).

b. In relation to sub-paras 1.a(2), 1.a(3), 1.a(4) and 1.b(1), explain briefly below the nature of the vulnerability, fear or distress and show how it is likely to diminish the quality of the victim/witnesses evidence in terms of their evidence being complete, coherent and accurate. Coherence refers to their ability to understand the questions put to them and give appropriate answers.

<table>
<thead>
<tr>
<th>Nature of disorder/impairment or witness fear/distress and effect on evidence (expert advice may need to be sought):</th>
</tr>
</thead>
</table>
| 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3. **Special Investigation Measures - Victims**

Special Investigation Measures must be discussed with a victim entitled to Enhanced Entitlements under the Armed Forces Code of Practice for Victims of Crime. The victim is entitled to request that Special Investigation Measures are used and their request is to be considered in deciding whether any such measures are provided. Special Investigation Measures are:

a. Having the same person, where possible, conduct all interviews (unless to do so would prejudice the proper handling of the investigation).

   Requested [ ] Used [ ]

   Remarks: .................................................................

   ........................................................................

b. Be offered the opportunity to have a person of the same sex conduct the interview for victims of sexual violence, gender-based violence, or domestic violence (any request to be met unless to do so would prejudice the proper handling of the investigation).

   Requested [ ] Used [ ]

   Remarks: .................................................................

   ........................................................................

c. To have interviews carried out by or through professionals trained for that purpose.

   Requested [ ] Used [ ]

   Remarks: .................................................................

   ........................................................................

d. To have interviews carried out in premises designed or adapted for that purpose.

   Requested [ ] Used [ ]

   Remarks: .................................................................

   ........................................................................
e. If the victim is under 18 years of age, an audio-visual recorded interview.

Requested [ ] Used [ ]

Remarks: ..........................................................................................................................
.............................................................................................................................

f. If the victim is under 18 years of age, suffers from a mental disorder, has a significant impairment of intelligence and social functioning, has a physical disability or physical disorder, the use of communication aids.

Requested [ ] Used [ ]

Remarks: ..........................................................................................................................
.............................................................................................................................

4. Special Measures

a. If a victim/witness is under 18, tick to show if the case is:

(1) Sexual Offence [ ]

(2) Offence involving violence, cruelty or abduction [ ]

(3) Any other offence [ ]

b. The admission of a visually recorded interview should be considered, particularly if paras 4(a) and 4(b) above apply.

c. Which Special Measure(s) is/are likely to improve the ability of the witness to give evidence, and why? Consider: the needs of the victim/witness, age, development or disability, communication difficulties, the state of mind (distress, shock); the type and severity and/or the circumstances of the offence (e.g. offender known to the witness); the purpose and likely value of visually recorded interview on this occasion, perceived fears about intimidation and recrimination.
<table>
<thead>
<tr>
<th>Special Measures</th>
<th>Tick if Required</th>
<th>State how this will improve the quality of the witness’s evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Live Link</td>
<td></td>
<td></td>
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<tr>
<td>Evidence in Private</td>
<td></td>
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<tr>
<td>Removal of wigs and gowns</td>
<td></td>
<td></td>
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<tr>
<td>Visually recorded evidence</td>
<td></td>
<td></td>
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<tr>
<td>Video cross-examination</td>
<td></td>
<td></td>
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<tr>
<td>Intermediaries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpreter</td>
<td></td>
<td></td>
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<tr>
<td>Communication aids</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Please attach supporting evidence, eg. birth certificate, medical report (if available).

Details of supporting evidence attached: ................................................................................................................................................
................................................................................................................................................
................................................................................................................................................

6. Give views of the witness as to why the measures sought are required.
................................................................................................................................................
................................................................................................................................................
................................................................................................................................................
7. If appropriate, give views of interested parties, eg. parent, carer, doctor, nurse, guardian, etc.

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................................................................................................................................................
................................................................................................................................................

8. Details of agencies involved, eg. Social Care Services, SPA, SSAFA, etc. (include results of any communications and contact numbers, details and addresses).

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9. If you decide not to collect evidence from a witness by visual recording explain why.

................................................................................................................................................
................................................................................................................................................
................................................................................................................................................

10. Indicate if a special measures meeting is required: Yes/No

Assessing NCO (name, rank, number)................................................................. Date....................

Contact Details..................................................................................................................
GUIDANCE FOR COMPLETION OF VICTIM/WITNESS NEEDS ASSESSMENT

This assessment MUST be initiated BEFORE recording a statement from the Victim/Witness

Purpose of the Victim/Witness Needs Assessment

1. The purpose of the Victim/Witness Needs Assessment is to:
   a. Identify whether the victim or witness is eligible for or entitled to any Special Investigation Measures or Special Measures.
   b. Allow for the victim or witness to request the use of any Special Investigation Measures and then document this request, as well as whether the measures are to be used.
   c. Provide information to the SPA for a Special Measures meeting if appropriate.
   d. Provide information to SPA to apply for Special Measures to the court.
   e. Record the views of the witness.
   f. Identify witnesses in need of special protection (see additional guidance notes below).

2. Where additional space is required, use a continuation sheet, indicating this on the assessment as appropriate.

Completing the Assessment

3. Para 1
   Para 1 identifies the type of victim/witness who might be eligible for Special Measures.
   a. A vulnerable victim/witness is eligible for special measures if the witness is:
      (1) Under 18; or
      (2) Suffering from mental disorder, or significant impairment of intelligence and social functioning, or physical disability or disorder.
   b. An intimidated victim/witness is eligible for special measures if the witness is:
      (1) In fear or distress about testifying; or
      (2) Is a complainant in a sexual case.
c. A victim of the most serious crime is defined by the Code as a victim of domestic violence, hate crime, terrorism, sexual offences, human trafficking, attempted murder, kidnap, false imprisonment, arson with intent to endanger life and wounding or causing grievous bodily harm with intent. This also includes a close relative bereaved by a criminal offence.

d. A persistently targeted victim is defined by the Code as a direct victim of crime repeatedly targeted over a period of time, particularly those who have been deliberately targeted or victims of a sustained campaign of harassment or stalking.

4. Para 2
The assessment must take into account the victim’s age, the nature and circumstances of the offence and any of the following factors that appear to be relevant:

a. Social and cultural background and ethnic origins of the victim/witness;

b. Domestic and employment circumstances of the victim/witness;

c. Any religious beliefs or political opinions of the victim/witness; and/or

d. Any behaviour toward the victim/witness by the accused, the family or associates of the accused or any other person likely to be an accused or a witness in the proceedings.

5. Para 3
Para 3 requires the assessor to inform an eligible victim of their entitlement to Special Investigation Measures and explain the range of measures that may be available to them to assist in obtaining the best possible evidence. The form allows the assessor to record any requests made by the victim for such measures, whether they were then used and the rationale should they not have been used.

6. Para 4
Para 4 requires the assessor to ensure that any victim/witness deemed to be ‘in need of special protection’ is identified. There are three categories of victim/witness who are under 18 years of age, as follows:

a. Persons under 18 years of age giving evidence in a sexual offence case;

b. Persons under 18 years of age giving evidence in a case involving an offence of violence, neglect or abduction; or

c. Persons under 18 years of age giving evidence in all other cases.
7. Those under 18 years in the first two categories in particular should be considered for the provision of audio-visually recorded interview and for this to be used as evidence in court. For any other offence, under 18 year olds may be eligible for both visually recorded statements to be admitted and other testimony by live link.

8. Para 4 continues for all other cases by requiring justification of why a measure or measures would be likely to improve the quality of evidence by the witness. For example, give details of the special measures for a complainant in a sexual offence.

9. Para 5
Para 5 requires that any evidence which can be obtained to support the application should be submitted if available.

10. Para 6
It is essential that the victim/witness be asked to give his/her views, since any proceedings which consider the granting of a measure must take into account all circumstances of the case when deciding where the interests of justice lies, and in particular the views of the victim/witness. For similar reasons it is an important consideration in determining whether Special Investigation Measures are appropriate. It is essential to canvass the views of the victim/witness before deciding how to take his/her evidence.

11. Para 7
a. Para 7 requires that the views of interested parties such as a parent or carer, etc. be recorded. It should only be completed in appropriate cases, where the views of the victim/witness can be supported or assisted by such a person. Hence, this may/will include:

(1) The views of the carer about the victim/witness going to court;

(2) How supportive is the carer of the under 18 year old and the prosecution; and/or

(3) Strengths and weaknesses of the person under 18, such as:

(a) Developmental age.

(b) Linguistic and emotional development (eg. their level of understanding or grasp of time intervals may be relevant to specimen charges); and

(c) Attention span relevant to requests for breaks when giving evidence.
(4) The person under 18 years own preference, the carer’s and Service Police or CO’s view about how the child should give evidence (ie. use of screens, TV link, and/or other special measures).

b. Inform any victim/witness aged under 18 years that, should they be called to give evidence at a Service court, the Military Court Service will send them an information leaflet designed specifically for them.

12. **Para 8**
   Para 8 requires the details of other agencies involved, eg. Social Services or a school, will assist the prosecution to ensure relevant assistance is given to the victim/witness. Include details of any work progressing with the witness, such as continuing support.

13. **Para 9**
   In the event that a written statement is taken from any witness under 18 years of age, the investigator must ensure that any decision to do so is recorded and a sufficient explanation given having regard to “Achieving Best Evidence”.

14. **Para 10**
   A Special Measures meeting is a meeting that takes place between the investigating and prosecuting agencies to discuss and agree which Special Measures may be required and applied for. Assessors are to ensure that the Service Police Case Referral or CO’s case papers indicate that a Special Measures meeting is required.
VICTIM'S LEAFLET

1. **Thank You for Reporting this Incident**
   This leaflet sets out what you can expect from the Service Justice System if you are a victim of crime. It contains information about organisations that you can contact for free advice, practical information and emotional support.

2. You can find some details below about the incident you have reported and other useful contact details. You may find it useful to keep this leaflet for future reference so that you have all the contact details and important information about the incident you have reported in one place, together with details about advice and support services that may be available to you.

3. Details of the crime you have reported:

4. **Initial Contact**
   
   Name of person recording incident: .................................................................
   
   Phone number: ..............................................

5. **Person Dealing with the Case (if different from above)**
   
   Name: ..............................................................................................................
   
   Phone number: ..............................................

6. **Crime Case Details**
   
   Date incident reported: .................. Date of incident (if different): .............
   
   Investigation Reference Number (if assigned): ...........................................
   
   Description of the Incident: ...........................................................................
   
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UNCONTROLLED WHEN PRINTED
7. **Next Steps**

   a. You will be informed by the person investigating your complaint about what to expect from the Service Justice System, including information about the Victims' Code. The Victims' Code sets out the services that victims can expect from Service Justice providers. A “needs assessment” will be conducted and you will be asked questions to establish what help and support you might need. The Victims’ Code also sets out your rights to make a complaint under the Victims’ Code if you are unhappy with the service you receive. If you would like to read the Code in full please visit: https://www.gov.uk/Armed Forces Code link.

   b. If the crime against you did not take place within the European Union (EU), you will still be entitled to many of the services set out in the Victims’ Code, but only in relation to criminal proceedings that are taking place in the EU. However, if you are not present in the UK, the country in which you reside should provide any Victim Support services to you.

8. **The Victim Personal Statement (VPS)**

   The Victims’ Code entitles victims of crime to make a Victim Personal Statement (VPS). The VPS helps give victims a voice in the Service justice process. In your VPS you can inform those hearing your case how the offence has affected you or your family. If the case is tried in a Service Court you can choose to read your statement aloud in court or have it read out on your behalf if the accused is found guilty. If your case is subject to Summary Hearing, your VPS will form part of the case papers considered by the CO.

9. **Victim Support**

   If you are present in the UK or are a person subject to Service discipline, with your agreement your details will be passed on to an organisation that provides services to victims of crime. In the majority of cases, your details will be passed on to a local victim support service. You can also contact these services directly if you would like support following a crime. To find out more, visit: www.victimsupport.org.uk or phone 0808 1689293 in the UK or 05251 1809340 in Germany. Additional support, including for those in other theatres, may also be available through SSAFA, single Service welfare agencies and the Forces Helpline.

10. **Working Together to Investigate your Crime**

    To assist those who will investigate your crime, you should let them know:

    - if you remember something not already included in your current statement;
    - if your contact details change;
    - if the crime involved any type of hostility, for example if you believe you were targeted because of your actual or perceived race, sexuality, religion, disability or gender identity; and
    - if you have any specific needs, for example, mobility, communication or religious requirements.
11. Protection Against Harassment or Intimidation
   If you, or others close to you, are harassed or threatened in any way during an investigation or a trial, you should contact the Service Police immediately. If the accused is released from Service custody, requirements may be imposed that would prevent them from making any contact with a named person or persons. Protection for victims and witnesses against witness intimidation extends for up to one year after the end of a trial.

12. Criminal Charges
   If there is sufficient evidence to charge the person(s) who committed the crime against you with a criminal offence, it may be dealt with at Summary Hearing by the suspect’s CO, or the case may be referred to the Service Prosecuting Agency (SPA), who will decide whether to prosecute or not and whether to take your case to a Service court. To find out more about the SPA and for a useful overview of the Service Justice System visit: http://spa.independent.gov.uk/index.htm

13. Victim Liaison Officer
   A Victim Liaison Officer (or in some cases a Service Police Liaison Officer) will be appointed to you to inform you about the progress of your case, including the date and outcome of any hearings. The Victim Liaison Officer will agree with you how often you will be updated about the progress of your case. They can also provide information on claiming any expenses that may be incurred should you be required to attend a Summary Hearing or Service Court to provide evidence.

14. Going to a Service Court as a Witness
   The Military Court Service (MCS) is responsible for administering all Service courts (the Court Martial, the Standing Civilian Court and the Summary Appeal Court). To find out more visit: https://www.gov.uk/guidance/the-military-court-service. In advance of a trial, the MCS will provide a witness support leaflet to all witnesses who have been called through the Military Court system. The leaflet provides information on claiming expenses for attendance at court, such as travel, accommodation, meals and loss of earnings. It also contains details of what you can expect on the day and court procedures.

15. Witness Service
   The Witness Service, run by Victim Support, helps victims and witnesses attending court. They are trained staff and volunteers who you can talk to about what to expect before going to court during a pre-trial visit, and who are also present to support you at court. The Witness Service cannot discuss the case or the contents of your evidence with you. To find out more, visit: www.victimsupport.org.uk or call 0808 1689293.
16. **Compensation – UK**

If you have been a blameless victim of a violent crime, you may be eligible for compensation. If the incident took place in the UK, this will be via the Criminal Injuries Compensation Authority (CICA). You can apply online at www.gov.uk. If you need help to complete an application by telephone, contact the CICA Customer Service Centre advisors on 0300 003 3601. You can apply for compensation whether someone has been prosecuted for the offence or not but you must apply within two years of the date of the incident. You should not wait until the end of Service court proceedings before applying for criminal injuries compensation. To find out if you are eligible for payment for having suffered immediate financial hardship, contact Victim Support on 0808 1689293 or visit: www.victimsupport.org.uk as soon as possible.

17. **Compensation – Overseas**

If you are a Serviceperson and have been the blameless victim of a violent crime overseas, you may be eligible to claim compensation via the Criminal Injuries Compensation (Overseas) Scheme, for which information can be found at www.gov.uk/government/publications/guide-to-the-criminal-injuries-compensation-scheme. Similarly, for Civil Servants there is the Civil Service Injury Benefits Scheme, for which information can be found at www.civilservicepensionscheme.org.uk.

18. **Translation and Interpretation**

If you do not understand or speak English, you are entitled to ask for interpretation into a language you understand when reporting a crime, being interviewed in respect of the crime and/or when giving evidence in criminal proceedings. The Victims’ Code sets out your entitlement to request the translation of key documents as part of the case, including the written acknowledgement.

19. **Conviction, Sentence, Release and Probation Supervision**

When someone is convicted of an offence and sentenced to detention at the Military Corrective Training Centre (MCTC) or imprisonment in a civilian prison, they will pass into the care of the relevant detaining organisation. If this is the case, your Victim Liaison Officer will inform you of your entitlement to opt into the Armed Forces Victim Contact Scheme, following which you can be informed of the key stages of the offender’s sentence, such as release information.

20. **Special Measures**

The Code sets out enhanced entitlements for victims entitled to receive services in the following categories:

a. Victims of the most serious crime.

b. Persistently targeted victims.

c. Vulnerable or intimidated victims.

The content of those enhanced entitlements is explained in the Code. If the CO considers that you fall into one of these categories, he will refer your case to the RMP who will explain the measures to you and apply any that are required.
21. Further Information

a. You can use the Victims’ Information Service to find more detailed information about support and services for victims within the UK at:

   www.victimsinformationservice.org.uk

   or

   Telephone 0808 168 9293.

b. Within the UK, Citizens Advice can help with financial problems or advice, legal issues or other practical problems. To find out more, visit: www.citizensadvice.org.uk or call 0845 126 4264.

c. Members of the military community can also call Forcesline (Mon–Fri, 1030–1930 (UK local time) on Freephone:

   UK - 0800 7314880
   Germany - 0800 1827395
   Cyprus - 800 91065
   Falkland Islands - #6111
   Rest of the World - +44(0)1980 630854 (staff will call back immediately)
   Operational Theatres - Paradigm – dial access code, then enter *201 at the PIN prompt
   Email - www.forcesline.org.uk
ANNEX 20N

GUIDANCE FOR VICTIM LIAISON OFFICERS

1. Who is a Victim?
   The Victims’ Code defines a victim as a natural person\(^1\) who has suffered harm, including physical, mental or emotional harm or economic loss, which was caused directly by a criminal offence. This includes a close relative of a person whose death was directly caused by a criminal offence and who has suffered harm as a result of that person’s death. If a family is bereaved as a direct result of a criminal offence, the deceased’s close relatives are entitled to nominate a family spokesperson to act as the single point of contact to receive services under this Code. If the close relatives cannot choose a family spokesperson, the Service Police Senior Investigating Officer working on the case must choose the family spokesperson. Similarly, if the victim has a disability, or is badly injured as a result of the offence such that he/she is unable to communicate, the victim or his/her close relatives are entitled to nominate a family spokesperson to act as the single point of contact to receive services under this Code. A victim under the age of 18 and his/her parent or guardian are also entitled to receive services under the Code. Where a victim is not present in the UK, it is the victim’s country of residence that should provide support services to that victim.

2. To Which Offences does the Code Apply?
   The Code applies in respect of victims of alleged criminal or non-criminal conduct offences under the Armed Forces Act 2006. Providing the victim has suffered harm or economic loss, such offences therefore would include (but are not limited to): sexual offences (eg. rape, assault by penetration, sexual assault); violence offences (eg. battery, assault occasioning actual bodily harm, wounding, inflicting grievous bodily harm, fighting, using violence against a superior officer, ill-treatment of subordinates, disgraceful conduct of a cruel or indecent kind); theft; and criminal damage. The Code applies when such offences are committed within the European Union (EU) or when criminal proceedings take place in the EU (including Summary Hearing and trial by Court Martial).

3. From What Stage does the Code Apply?
   The investigation stage forms part of ‘criminal proceedings’ for the purposes of the Code. Therefore the Code applies as soon as a victim, or a bereaved relative, makes a complaint to the Service Police or to the CO of the accused person. It also applies when a complaint has been made by a third party which identifies the victim. The Code applies even if a suspect has not been identified. The victim is entitled to access services under the Code regardless of whether anyone has been charged or convicted of a criminal offence and regardless of whether the victim decides that he/she does not wish to cooperate with the investigation. If a case is transferred to civilian jurisdiction, the civilian authorities will then be responsible for providing support services to the victim and the Armed Forces’ obligations under the Code will cease.

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\(^1\) Legal persons (eg. businesses) are not included in the definition of a victim.
4. **Who Assigns the Victim Liaison Officer?**

   The Victim Liaison Officer (VLO) is assigned by the CO of the suspect. For RN investigations, some of the VLO’s tasks will be undertaken by the Service Police. The VLO must be of the minimum rank of Petty Officer, must not be part of the suspect’s direct chain of Command and not have had any prior involvement in the case. The VLO may not necessarily be serving in the same unit as the victim. Where a suspect is arrested, taken into custody or charged in respect of a criminal offence, the VLO will be allocated to the victim’s case no later than 3 working days after the day of the event, and within 1 working day where the victim is a victim of the most serious crime, persistently targeted, or vulnerable or intimidated. Upon allocation, the CO will inform the VLO of their appointment as VLO.

5. **What do I have to do as the Victim Liaison Officer?**

   The following actions should be undertaken by you as VLO:

   a. Confirm with the Service Police whether or not they have provided the victim with the “Victim of Crime” leaflet. If they have not, arrange with the Service Police for this to be actioned.

   b. Confirm with the Service Police whether or not a “Needs Assessment” has been conducted in respect of the victim and that the victim has been given the opportunity to make a Victim Personal Statement. If either has not occurred, arrange with the Service Police for this to be actioned.

   c. You must keep the victim updated on the progress of the case. Therefore, as soon as you are informed of the following either verbally or in writing, you must inform the victim without delay of:

      (1) The date and time of any arrest of a suspect. You will need to liaise with the Service Police to agree whether this information will be conveyed to the victim by you or by the Service Police.

      (2) The date and time of the release of the suspect from Service custody, including any release requirements that are imposed, changed or cancelled, unless the CO considers to do so would cause a risk of harm to the suspect.

      (3) An update on the investigation or criminal proceedings at intervals agreed with the victim at first contact. During the investigation stage, you will have to obtain such details from the Service Police. On completion of the investigation, the updates must be obtained from the CO of the suspect. If the matter has been referred to the SPA, you may have to contact the prosecutor who has been assigned to the case. Where the case is referred to the SPA by the Service Police, the Service Police will be informed by the SPA by letter of the name of the prosecutor. Where the case is referred to the SPA by the CO, the CO will receive this letter.
(4) Any decision not to proceed with or to end an investigation, not to charge a suspect or not to refer the case to the SPA. If the Service Police decide to end an investigation they may inform the victim of this fact, and you will have to confirm with the Service Police that this has occurred. If the CO decides not to charge the suspect or to refer the case to the SPA, the CO may inform the victim personally. If not, they may direct you to convey this information to the victim. You should be provided with a brief summary of the reasons for the relevant decision where available. Where a CO has decided not to charge any suspect or not to refer a case to the SPA, you must inform the victim that they have a right to a review of that decision.

(5) Any decision to substitute a charge against the suspect with another charge, substantially alter a charge or to bring an additional charge against the suspect, together with a brief summary of reasons for the decision where available. It may be that the CO or the SPA cannot provide reasons for the decision because they are not permitted to discuss evidence with a victim in ongoing criminal proceedings.

(6) The date, time and place of any trial, Summary Hearing or appeal and the nature of the charges against the suspect. When a case is to be tried in the Court Martial, the SPA will write to the victim directly informing them of these facts. For RN cases, the Naval Courts Administration Office will also inform the victim of the date, time and place of the Court Martial. However, you will have to provide this information to the victim in respect of Summary Hearings. Thereafter, update letters will be sent by the SPA after the Plea and Case Management Hearing and prior to any trial or sentence hearing. However, for Summary Hearings you will have to liaise with the Command Advisor (eg. the DLO in a FF/DD) to obtain the information required and communicate these details to the victim.

(7) Wherever possible, notify the victim in a timely manner of the CO’s decision about whether, and what sections of, the Victim Personal Statement will be read aloud (or played) and who will do this.

(8) The final judgement of any trial, Summary Hearing or appeal, including a brief summary of reasons for the decision where available. Again for Court Martial proceedings, the SPA will inform the victim of the outcome of any trial or sentencing hearing. However, for Summary Hearings you will have to liaise with the Command Advisor (eg. the DLO in a FF/DD) to obtain the information required and communicate these details to the victim.
6. By What Means Must I Communicate with the Victim?

You may provide information to the victim by posting or personally delivering a letter to their last known correspondence address, or by sending an electronic message to the electronic contact details given by the victim to the Service Police, CO or to you. If written communication is not required, communication may be made by telephone call, audio-visual communication or a face to face meeting. Where there is a high number of victims involved in a case, or where otherwise appropriate in exceptional cases, information may be provided to a victim through alternative channels such as a website. In these circumstances, you should ascertain the CO’s intention. Nothing in the Code requires a VLO, CO or Service Police to provide information where disclosure of that information could have the following consequences:

a. Result in harm to a person.

b. Affect the proper handling of any criminal investigation or prosecution, or could otherwise prejudice any civil or criminal case; or

c. Would, in the service provider’s view, be contrary to the interests of national security.

Again, in these circumstances, you should consult with the CO to receive direction.

7. Can a Victim Decide to Opt Out of the Code?

A victim may decide that he/she does not want some or all of the information or services to which they are entitled under the Code. Similarly, they may want to access the services but then opt out of receiving these at a later date. If that is the case, then the victim can discuss with their VLO and/or the Service Police how the entitlements should be best tailored to his/her needs. A victim may opt back into receiving services under the Code at any time while the case is under active investigation or prosecution.

8. What Happens if a Victim Does Not Receive the Services to which they are Entitled under the Code?

If the CO, Service Police, VLO or other Service Provider fails to provide the services on behalf of the Armed Forces to which the victim is entitled and desires under the Code, then this places the UK in breach of its obligations under the relevant EU Directive. In such a situation, the victim is also entitled to make a complaint in accordance with the applicable complaints procedure.

9. Are any Victims Entitled to Enhanced Services under the Code?

Three categories of victims are entitled to enhanced services under the Code. These are as follows:

a. Victims of the most serious crime.

b. Persistently targeted victims; and

c. Vulnerable or intimidated victims.
10. The Service Police will determine whether or not a victim falls into one of these categories. On your appointment as VLO, you should check with the Service Police or CO whether or not the victim is entitled to enhanced services. Such services may include Special Investigation Measures, namely:

a. To have the same person, where possible, conduct all the interviews (unless to do so would prejudice the proper handling of the investigation).

b. To be offered the opportunity to have a person of the same sex conduct the interview where he/she is a victim of sexual violence, gender-based violence, or domestic violence (any request will be met where possible unless to do so would prejudice the proper handling of the investigation).

c. To have interviews carried out by or through professionals trained for that purpose.

d. To have interviews carried out in premises designed or adapted for that purpose.

11. The victim may also ask for Special Measures to be put in place to assist them in giving evidence during a trial. These Special Measures will be discussed with the victim by the Service Police. However, if the victim indicates to you that they would like to make use of Special Investigation Measures or Special Measures which they have not told the Service Police of previously, you should inform the Service Police of this.
1. Introduction

a. The Armed Forces Code of Practice for Victims of Crime (‘the Code’) sets out the services to be provided by Service Providers to the victims of crime committed by persons subject to Service law or civilians subject to Service discipline. Included in the list of Service Providers are Commanding Officers who exercise powers of investigation or charge, and Victim Liaison Officers. Victims are entitled to be treated by Service Providers in a respectful, sensitive and professional manner, without discrimination of any kind.

b. The Code provides that if a victim entitled to services under the Code believes that they have not received the services and support that they are entitled to by virtue of the Code, they can make a complaint. This Annex sets out the procedures for making and dealing with such a complaint.

2. What is a Complaint?

a. As set out above, this Annex applies to complaints made by a victim entitled to services under the Code who believes that they have not received the services and support that they are entitled to by virtue of the Code. It applies only to complaints made about Commanding Officers who exercise powers of investigation or charge, and Victim Liaison Officers. Complaints against other Service Providers should be made using their individual complaints procedures.

b. This procedure is distinct from the Service Complaint procedure described in JSP 831 - Redress of Individual Grievances: Service Complaints.

3. How May a Complaint be Made?

a. If the victim feels comfortable in doing so, they should first talk about their complaint with the person they have been dealing with as the representative of the Service Provider. This may help to answer or deal with the complaint. However, if this does not help answer the complaint, or the victim is not comfortable in dealing with the person directly, they may make a formal complaint in accordance with this procedure. A victim entitled to services under the Code is entitled to receive information about how to make a complaint, including contact details and the process for dealing with a complaint.

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1 A list of service providers is set out in paragraph 7 of the Introduction to the Code.
b. When making a formal complaint, the complaint must be made in writing, and should be addressed to the Commanding Officer of the person being complained about. The word ‘complaint’ need not be used and care must be taken to ascertain whether in such correspondence the victim has a considered grievance needing to be resolved, rather than an observation to be noted or question that a victim wishes to be answered.

4. Who can Complain?
   a. The complaint may only be made by a victim entitled to services under the Code, or someone acting on their behalf. If it is being made by someone on the victim’s behalf, evidence of their authority to act should normally be sought.
   b. For crimes that occurred outside the EU, the complaints process is only available to victims in relation to criminal proceedings that take place within the EU.

5. When can a Complaint be Made?
   Complaints must be made within 3 months of any obligation to the victim as required by the Code. Should a victim wish to make a complaint outside of this timescale because they were previously unaware of their entitlements under the Code and therefore did not know that they had not been met, the person receiving the complaint has discretion to decide whether it can be allowed, taking into account the circumstances of the incident and investigation and whether to do so would be fair and just to all concerned.

6. Out of Scope Complaints
   The following complaints do not fall within the scope of this procedure:
   a. Complaints about the decision of a CO not to charge a suspect or, in cases where a CO is unable to hear a charge summarily, a decision not to refer the case to the Director of Service Prosecutions. All matters concerning these decisions must be dealt with in accordance with the COs’ Victims Right to Review Scheme.
   b. Anonymous Complaints. All complaints must be made by the victim or by a person acting on behalf of the victim, with their consent.
   c. Complaints about the manner in which an investigation was conducted (eg. a complaint regarding the quality of the evidence gathered).
   d. Complaints Older than 3 Months. Such complaints will be subject to the discretion detailed at para 9 above.
   e. Complaints which are deemed vexatious or oppressive.

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2 This may include electronic communication, primarily email.
3 For example, a legal adviser.
4 In a case, some criminal proceedings, such as the interview with the victim, may take place outside the EU, while other criminal proceedings, such as the Summary Hearing, may take place within the EU. The Code does not apply to those criminal proceedings that take place outside the EU.
7. **The Complaints Procedure**
   The aim of this procedure is to resolve any complaints made by victims at the lowest level, expeditiously and to their reasonable satisfaction, taking appropriate action where relevant or providing information to the victim to demonstrate that any obligations required by the Code had been met.

8. **Receipt of a Complaint**
   a. Receipt of a complaint made under this procedure must be recorded at the earliest opportunity in order to ensure that an audit trail is maintained. Should a complaint be sent to the wrong Service Provider, they must use their best endeavours to redirect the complaint to the correct Service Provider, and inform the complainant that they have done this.

   b. All complaints must be acknowledged within 3 working days of receipt. This acknowledgement must state that the complaint has been received and is being dealt with. It should also contain information about how complaints are dealt with and indicate how long it may take to receive a full response to the complaint.

9. **Local Resolution**
   Local resolution is a way of understanding a complaint and resolving it directly with the person making the complaint as quickly as possible. For local resolution to be successful, the complainant must give their consent and cannot be forced or feel under any pressure to proceed in that manner. Where both appropriate and possible, local resolution at the lowest possible level is the preferred method of addressing a complaint, as this will deal with the matter expeditiously for all involved in the process. Local resolution may be in the form of a personal visit from an officer with the authority to resolve issues or to issue an apology/explanation as appropriate. Should local resolution be achieved, it must be followed up by correspondence to the complainant confirming the nature of complaint and the resolution provided.

10. **Commanding Officer Complaint Analysis**
    On receipt of the complaint, the Commanding Officer of the person being complained about is to conduct an analysis of the complaint. On conclusion of that analysis, it should be apparent whether the matter can be resolved by way of local resolution or whether the matter requires further enquiries in order to respond fully to the complainant. Broadly, the analysis should focus on assessing the following:

    a. Who is complaining?
    b. What are they complaining about?
    c. Does the complaint fall within the scope of this procedure?
    d. If relevant, do the circumstances leading to the complaint seem to be as a result of a genuine error or honest mistake?
    e. What, if any, resolution is being sought by the complainant?
f. Can the complaint be resolved locally?

g. Are there wider lessons to be learnt from the circumstances that led to the complaint?

h. Is there any suggestion of negligence or other misconduct?

i. Does the matter require administrative or disciplinary processes to be initiated?

j. Does the complaint appear to be vexatious or oppressive (see paras 19-22 below)?

11. Determining Complaints

The Commanding Officer addressing the complaint is to:

a. Consider the complaint, taking into account the obligations of the Service Provider and entitlements afforded to the victim by the Code, together with the circumstances of the incident/offence investigated.

b. Decide whether the matter can be dealt with by local resolution.

c. Decide what action is necessary and proportionate (eg. the taking of administrative/disciplinary action, additional training, the giving of an apology or the provision of a previously denied service) and initiate it.

d. Identify any organisational learning from the matter and disseminate it.

e. Communicate the findings to the victim complaining. This may be conducted in person or in writing; however, if carried out in person this must be confirmed in writing.

f. A copy of the decision and finding is to be forwarded to the single Service Discipline Branch.

g. The determination of the complaint must be completed and the victim advised of the outcome within 10 working days from receipt of the complaint, where practicable. If this is not practicable, the victim must be informed in writing of progress and an anticipated completion date in accordance with paragraph 13 above.

h. All records must be retained for a minimum of 6 years from the date of the complaint.

12. Possible Outcomes

Following analysis of the complaint (at all levels) the range of outcomes may be one or more of the following:

a. Complaint Rejected. The complaint may be rejected if the analysis and/or any fact finding identify that the complainant’s belief is incorrect. The complainant should be informed of the finding and rationale/evidence for it in person or in writing. If in person, it is highly recommended that the conversation is confirmed in writing.
b. **Local Resolution.** Local resolution could include an apology to the complainant and/or the provision of a service under the Code previously denied to the victim.

c. **Administrative Action.** In some cases, it may be appropriate for administrative action to be taken. Decisions on whether this is appropriate should be made in accordance with applicable joint and single Service guidance. This should not delay the provision of a service under the Code previously denied to the victim where this is appropriate.

d. **Disciplinary Action.** Where appropriate, disciplinary action may be commenced under the Armed Forces Act 2006. This should not delay the provision of a service under the Code previously denied to the victim where this is appropriate.

e. **No Action.** Notice that no action will be taken should the complaint be classified as vexatious or oppressive.

13. **Apologies to Persons Making a Complaint**

It is possible that in the interaction with a victim, mistakes will be made in the informing or delivery of their entitlements under the Code. If, on analysis of the complaint, there has been a mistake or error made by the person being complained about or personnel acting on his/her behalf, then it may be appropriate that an apology is offered as soon as is reasonably practicable once the facts have been established. Specialist advice should be obtained from personnel and legal staff.

14. **Vexatious or Oppressive Complaints**

a. Following analysis, it may be apparent that the complaint could be considered vexatious or oppressive. It is important to note that it is the complaint itself that must be judged vexatious or oppressive, not the complainant. The complainant's past complaint history may however be relevant to show that the current complaint is vexatious or oppressive. The complaint history may be relevant, for example to show whether there have been a series of like complaints that have been addressed, either directed at the person subject to the current complaint or another person.

b. Proportionate assessment of the complaint remains necessary to establish whether a complaint lacks foundation or amounts to an abuse. Information and explanation should be provided to support that assessment.

c. ‘Vexatious’ and ‘oppressive’ should be given their usual dictionary meanings. A vexatious complaint will be one that is without foundation which is intended, or tends, to vex, worry, annoy or embarrass. For a complaint to be vexatious, it does not have to be repetitious.
d. An oppressive complaint is without foundation and is intended, or likely, to result in wrongful treatment of the person complained against or creates a disproportionate organisational burden on the Service.

15. Disclosure

Disclosure of material is governed by the MOD disclosure policy and procedures. If requested by the person complaining, a copy of their complaint and the record of decision/finding may be provided once the CO has made a determination of the complaint. This will exclude any data protected by the Data Protection Act 1998, including, where appropriate, investigative material or security protected material. This may require the provision of a redacted copy of the relevant material, which must be sent to relevant single Service Discipline Branch for authority to release.
ANNEX 20P

GUIDANCE ON THE ADMINISTRATIVE SANCTIONS WHICH MAY BE IMPOSED FOLLOWING A MINOR, SERIOUS OR GROSS SECURITY BREACH COMMITTED BY ROYAL NAVAL OR ROYAL MARINES PERSONNEL

1. Introduction

2015DIN02-004 promulgated revised procedures for the reporting of security incidents with effect from 6 Jul 15. Further, it outlined guidance for assessing the severity of a security breach which is now to be classified as ‘minor’, ‘serious’ or ‘gross’. The aim of this Annex is to provide guidance to Commanding Officers and line managers regarding appropriate administrative sanctions following the commission of a security breach by Royal Naval (RN) or Royal Marines (RM) personnel. This guidance applies only where a decision has been made to take administrative action rather than disciplinary action against an individual.

2. Investigation of Security Incidents

In the event of a security incident, extant tri-Service and RN regulations and guidelines apply in relation to the conduct of an investigation. From a disciplinary perspective, further guidance is provided in Chapter 20 for those deciding on the method of investigation.

3. Disciplinary Action

Chapter 20 explains the distinction between disciplinary and administrative action and outlines what factors should be considered when determining how to proceed. Security breaches assessed to fall into the ‘gross’ category as defined in 2015DIN02-004 should normally be dealt with by disciplinary means. The particular circumstances of a case, however, may dictate that administrative action is a more effective means of maintaining operational capability. Alternatively, criminal and/or disciplinary action may not be necessary, appropriate or desirable for some other reason. For security breaches assessed to fall into the ‘serious’ or ‘gross’ categories, whether or not disciplinary action or administrative action is appropriate must be determined by the unit’s Commanding Officer having sought legal advice. This decision may be delegated to an officer not below the rank of Commander (or equivalent).

4. Administrative Action

a. Where a decision has been made to take administrative action against an individual, the sanction to be imposed will depend on the circumstances of the case. To that end, it is not appropriate or desirable to specify definitive sanctions for particular types of behaviour. However, this Annex provides general guidance.

b. In the first instance, legal advice must be sought before a decision is made to impose a sanction for a ‘serious’ or ‘gross’ security breach. Further guidance regarding major administrative action is contained in Chapter 20. For officers, this includes censure action for which reference should also be made to BR 2 (QRRN) Chapter 38. Army or RAF legal advisors should seek assistance from Naval Legal Services in providing advice to the Command about administrative action in respect of RN or RM personnel serving outside the RN chain of Command.
c. Where a decision has been made to take administrative action, the following range of sanctions will normally apply for security breaches as defined in 2015DIN02-004:

(1) **Minor Breaches.** Informal interview – Formal interview.

(2) **Serious Breaches.** Formal interview – Major Administrative Action.

(3) **Gross Breaches.** Major Administrative Action.

These sanction ranges may be departed from in light of any aggravating or mitigating factors. Major administrative action includes discharge for the most serious security breaches. Commanding Officers, line managers and those advising them should be cognisant of both an individual’s intent in the commission of a security breach and of the impact of that breach. Examples of behaviour likely to attract particular sanctions are outlined at Annex 20Q.

5. **Aggravating and Mitigating Factors**

It has been recognised by Navy Command Headquarters that there is a need for a robust system of sanction to counter security breaches while ensuring that rewards exist to influence behaviour. There must be a firm response to such breaches, but it would be undesirable to create a draconian security culture in which fear of sanction motivates concealment of security failings. To that end, the factors set out below must be taken into account in determining what administrative action may be appropriate. The lists are not exhaustive and other considerations may be relevant in a particular case:

a. **Aggravating Factors**

(1) Blatant disregard for security procedures.

(2) Repeated misconduct.

(3) Breach(es) over a prolonged period of time.

(4) Attempt(s) to disguise or hide conduct.

(5) Failure to heed prior warnings.

(6) Rank/seniority of individual.

(7) Abuse of trust.

(8) Breach relates to cryptographic material, ammunition or explosives.
b. **Mitigating Factors**

   (1) Youth or immaturity of individual.

   (2) First security-related transgression.

   (3) Isolated incident.

   (4) Early and voluntary admission of conduct.

   (5) Poor training or lack of appropriate supervision.

6. **Reporting Security Breaches to First Reporting Officer**

   The First Reporting Officer (1RO) of the individual concerned must be made aware of a security breach which is assessed to be ‘serious’ or ‘gross’. 1ROs must consider whether or not to comment on such a breach in the compilation of the individual’s next appraisal report.

7. **After Action**

   After action will include the reporting of security breaches, mandatory vetting and Aftercare Incident Reports in accordance with extant regulations.

8. **Reporting of Sanctions Imposed**

   Any administrative sanction imposed following a ‘serious’ or ‘gross’ security breach must be reported to the staff of Commodore Naval Legal Services (CNLS) by means of completing Annex 20R and forwarding it by e-mail to NAVY LEGAL –SHRC WO1 RM within 5 working days of the imposition of the sanction. On a monthly basis, CNLS will inform the Royal Navy Principal Security Advisor of any sanctions imposed. Disciplinary action is to be recorded on the Joint Personnel Administrative system in accordance with extant regulations.
## ANNEX 20Q

### EXAMPLES OF SECURITY BREACHES: SANCTIONS

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<td>Inadvertent introduction of Personal Electronic Devices into SECRET or TOP SECRET working areas.</td>
<td>Formal Interview</td>
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<tr>
<td>Unauthorised transmission of OFFICIAL-SENSITIVE material over the Internet (see Note).</td>
<td>Formal Interview</td>
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<tr>
<td>Deliberate contravention of security orders, including: Connection of unauthorised ICT to any system.</td>
<td>Major Administrative Action</td>
</tr>
<tr>
<td>Use of Personal Electronic Devices in SECRET or TOP SECRET working areas.</td>
<td>Major Administrative Action</td>
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<tr>
<td>Unauthorised publication of OFFICIAL documents on social media, including photographic reproduction of official documents and official passes.</td>
<td>Major Administrative Action</td>
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<tr>
<td>Deliberately engineering through hardware or software or physical alteration to the system, the circumvention of any hardware or software security implementation on a MOD ICT network or system.</td>
<td>Major Administrative Action</td>
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<tr>
<td>Facilitating unauthorised access of personnel to a MOD establishment.</td>
<td>Major Administrative Action</td>
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<td>For Officers:</td>
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<td>Negligence in accounting for cryptographic material, Charge Books, or ammunition with no attempt to conceal behaviour.</td>
<td>Censure: Displeasure</td>
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<tr>
<td>Negligence in accounting for cryptographic material, Charge Books, or ammunition coupled with attempts to conceal behaviour.</td>
<td>Censure: Severe Displeasure</td>
</tr>
<tr>
<td>Storing SECRET information on a personal laptop.</td>
<td>Censure: Severe Displeasure</td>
</tr>
<tr>
<td>Storing TOP SECRET information on a personal laptop.</td>
<td>Censure: Admiralty Board Severe Displeasure</td>
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SECURITY BREACH SANCTION REPORT FORM

SECURITY BREACH SANCTION REPORT FORM (FORMS)
ANNEX 20S
REQUEST FOR LEGAL ADVICE

REQUEST FOR LEGAL ADVICE (FORMS)
ANNEX 20T

APPLICATION BY COMMANDING OFFICER TO HEAR A CHARGE SUMMARILY OR FOR EXTENDED POWERS OF PUNISHMENT

Details of Accused:

Name ........................................... Rank/Rate .................. Service Number...............................

1. (As applicable, where the proposed charge is listed in Schedule 1 Part 2 of the Armed Forces Act 2006) Application is made under Rule 5 of the Armed Forces (Summary Hearing and Activation of Suspended Sentence of Service Detention) Rules 2009 to hear the following charge summarily:

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2. (As applicable): Application is made under Rule 6 of the Armed Forces (Summary Hearing and Activation of Suspended Sentence of Service Detention) Rules 2009 for extended powers in relation to the following punishment. (eg. detention):

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in relation to the charge detailed in the enclosed charge sheet.

3. Case against the Accused. (Summarise the facts - use continuity sheet where necessary)

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4. Service History. (Summarise - use continuity sheet where necessary)

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5. Reasons for considering that the Charge should be heard Summarily.

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6. Reasons for considering that the CO’s Powers of Punishment might be insufficient. (as applicable - use continuity sheet where necessary)

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7. (As applicable) Reasons for seeking the Forfeiture of a GCB (including how many).

Note. Only required where forfeiture of a GCB is optional and the CO is below the rank of OF5, or the CO is above the rank of OF4 and wishes to award the forfeiture of more than one GCB.

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8. HIGHER AUTHORITY APPROVAL FOR PERMISSION TO HEAR A CHARGE
AND/OR PERMISSION FOR THE USE OF EXTENDED POWERS OF PUNISHMENT
UNDER THE ARMED FORCES ACT 2006

a. The applicant must insert 'Not Requested' or 'Required' in the 'Permission to
Hear' box and the relevant punishment boxes.

b. Where the Higher Authority approves a request, 'Required' should be amended to
'Approved'

<table>
<thead>
<tr>
<th>Applicant  (Post title, Rank and Name)</th>
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<tbody>
<tr>
<td>Accused (Name, Rank and Service Number)</td>
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<tr>
<td>Charge(s)</td>
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<tr>
<td>Permission to Hear</td>
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<td>Extended Powers</td>
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<tr>
<td>s.133 Detention</td>
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<td>s.134 Forfeiture of Seniority (Officers only)</td>
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<td>s.135 Reduction in Rank/Disrating (One rank only)</td>
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<tr>
<td>Forfeiture of Good Conduct Badge (See BRd 3(1) para 20103)</td>
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<th>Higher Authority</th>
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<td>Position/Title</td>
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ANNEX 20U

SERIOUS DISCIPLINARY AND PERSONNEL INCIDENT REPORTING FORM

SERIOUS DISCIPLINARY AND PERSONNEL INCIDENT REPORTING FORM (FORMS)
CHAPTER 21
THE DIVISIONAL AND REGIMENTAL SYSTEM

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CHAPTER 21
DIVISIONAL POLICY AND PROCESSES

SECTION 1 – GENERAL

2101. Aim

‘The primary role of all in authority (ie. Leading Hands/Corporals and above) is to offer leadership. The Divisional and Regimental System enables us to achieve that aim.’

2102. History

a. The Divisional and Regimental System can be traced back to 1755, when Vice-Admiral Thomas Smith issued orders to his Captains to organise their ships' companies into divisions, commanded by junior officers, with the aim of improving discipline, the running of the Fleet and well-being of sailors.

In 1779, Admiral Richard Kempenfelt wrote a famous letter in which he said:

"The only way to keep large bodies of men in order is by dividing and subdividing them with officers over each to inspect and regulate their conduct, to discipline and form them. Let the ship’s crew be divided into as many companies as there are Lieutenants, except the First Lieutenant, whose care should extend over the whole. The companies to be sub-divided and put under the charge of mates and midshipmen, and besides this, every 25 men to have a foreman to assist in the care of the men, as a sergeant or corporal in the Army".

b. The general introduction of the system brought immediate advantages to the Navy. Treatment of men became more humane, their efficiency improved and the level of disease fell. The Divisional/Regimental System has remained in place ever since, proving itself to be sufficiently robust to deliver the need for leadership and welfare, whilst also flexible enough to adapt to changes in warship design, the art of warfare, and technology.
SECTION 2 – RESPONSIBILITIES AND ORGANISATION

2103. Commanding Officer

The responsibilities of the Commanding Officer (and other members of the Divisional Team) are articulated in BRd 2 Queen’s Regulations for the Royal Navy as follows: the CO is to organise the ship’s company, exclusive of the Royal Marines, into Divisions, and is to appoint an officer in charge of each Division. The CO is to be the DO to the Executive Officer, Heads of Department and any other specifically named officers where appropriate. All other officers should have a nominated officer as their DO as delegated by the CO.

2104. Commanding Officers of Training Establishments

Commanding Officers of Training Establishments are to ensure that Phase 1 and 2 trainees have absolute and guaranteed confidential access through the Divisional and Regimental System to a Commissioned Officer in order to discuss issues concerning their well-being or welfare. Administrative and training issues should be represented through the normal chain of command. The existence of this route for confidential advice is to be made known to the trainees on joining the Establishment.

2105. Executive Officer/2IC

The XO is to supervise the organisation and administration of the ship/unit’s Divisional and Regimental System and to act as the focal point for the dissemination of policy matters. The XO is supported, in this role, by the Executive Warrant Officer (EWO), Coxswain, RSM or equivalent. In this respect, the XO’s responsibilities are as follows:

a. Act as the overarching Divisional or Regimental champion within the unit.

b. Produce the formal agenda for Divisional Meetings, which are to take place 3 times per year (normally termly). The termly meetings should follow publication of the Personnel Support Brief (PSB) as this falls-in with the natural Divisional Battle Rhythm of Navy Command HQ.

c. Produce feedback on completion of each round of Divisional Meetings highlighting any issues requiring Navy Command input to CWOSS and FXO. Units should use the feedback template at Annex 21F to report issues and concerns.

2106. Divisional Officer/Troop Commander

The DO’s/Tp Cdr’s primary task is to command, lead and manage their people. In doing so, they will supervise and prioritise the work of their DSR/SNCOs. Although acting as first reporting officers (1RO) for the more senior members of their Division and being 2RO for the remainder, DO/Tp Cdrs must avoid becoming embroiled in process at the lower levels. Although accountable to HODs in the first instance, Dos/Tp Cdrs are subject to the functional authority of the XO/2IC for matters of discipline (see Chapter 20) and Welfare (see Chapter 24). A comprehensive list of a DO/Tp Cdr’s tasks is contained in Section 3 of this Chapter; specific responsibilities are as follows:

a. Becoming familiar with the needs, goals and capabilities (both professional and personal) of each member of their Division/Tp as soon as possible, ensuring that they are aware of their duties and responsibilities as well as opportunities available to them.
b. Supervising and developing their DSR/SNCOs and LH/Cpls to ensure that the whole Divisional and Regimental structure is providing all necessary support at the appropriate level and at the right time.

c. The personal and professional aspects of the lives of the members of their Division/Tp, including induction, training and education, welfare, career development, advancement and maintenance of ethos, standards and core values.

d. Making members of their Division/Tp aware of the Personnel Functional Standards (PFS) and Guidelines (see Chapter 22) that apply to them and draw to the attention of their HOD any shortfalls in PFS delivery.

e. Providing impartial and non-judgmental support if the individual is involved in a disciplinary offence or when the individual suffers a grievance and needs to make a Service Complaint; the DO must ensure that the rating/marine is fully aware of all their rights and has access to appropriate publications and legal advice.

2107. Divisional Senior Rate/Senior NCO

The Divisional Senior Rate/Troop SNCO has, among others, the following specific responsibilities:

a. DSR/SNCOs play a very important part in the Divisional and Regimental System, primarily as the vital first ‘link’ in the chain that allows contact between the most junior sailor/marine and the CO. It is expected that all senior ratings, SNCOs and NCOs will be involved in Divisional and Regimental management and day-to-day running of the Division/Troop.

b. The DSR/SNCO will be responsible for running the Divisional/Troop Diary/Bring-up system, briefing the DO/Tp Cdr in good time for any forthcoming requests or interviews that require preparation or action\(^1\).

c. The DSR/SNCO will be responsible for meeting new members of the Division/Tp on joining, and guiding them through the initial joining and induction processes.

d. DSRs should be alert to Unit Memoranda (CTMs/XTMs etc.) concerning personnel matters which may require action by members of the Division/Tp.

e. It is not appropriate to provide a list, comprehensive or otherwise, of the duties that may be required of a DSR/SNCO as these will almost certainly be different for each Division. In short, the DSR/SNCO is required to keep himself/herself aware of the general state of morale within the division and is to deal initially with all requests from division members, including those where an individual wishes to see the CO on a private matter. DSR/SNCOs will personally lead the induction process for JRs and, through their detailed knowledge, will perform the role of first reporting officer for JRs. They are strongly encouraged to act as ‘gatekeeper’ and as an ‘early warning system’ for the DO/Tp Cdr.

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\(^1\) Care must be taken to ensure that the Data Protection Act is applied ie. that personal details are not divulged inadvertently.
f. In performing this function for ABs, DSR/SNCOs must draw on the knowledge of LH/Cpl. DSR/SNCOs will perform career management and welfare support work under the supervision of the DO and HOD. Overall, DSR/SNCOs have a pivotal role in communicating information down and equally importantly, up the Command chain, and are expected to put a human face on the traditional aspects of the Divisional and Regimental System.

2108. Leading Hands/Corporals

LH/Cpl have an important leadership function as they have the closest knowledge of the ABs/Marines in their messdeck and working environment. Divisional Leading Hands/Corporals have, among others, the following specific responsibilities:

a. Div LH/Cpl must have a formal role in contributing to the reporting process

b. Div LH/Cpl are to be responsible as ‘sea parents’, or to allocate an experienced AB/Mn or Leading Hand/Cpl from within the same division/troop or mess to be a ‘sea parent’, for more junior new joiners. This is especially important if the new joiner is arriving in their first complement billet after initial training (some individuals may benefit from this support beyond the initial induction period).

c. It is vital that they play a full part in the communication chain, which is at the heart of a good Divisional and Regimental System. Equally importantly, they must keep their DSR/SNCO informed about the changing support needs of the Division. They will often be the first to identify emerging issues for their subordinates, especially impending welfare issues which may burden the individual.

2109. Professional Divisional Officers

The concept of the Professional Divisional Officer (PDO) has been developed in major shore [training] establishments. PDOs are defined as those Officers, WOs, CPOs and SNCOs who are employed primarily as DOs to larger than normal numbers of newly entered Able Ratings (ABs) while they undergo Phase 1 or Phase 2 training, or within a Personnel Support Group, Career Management Cell or Hasler Naval Service Recovery Centre. CTCRM incorporates Troop Commanders within the Phase 1 and 2 training construct. PDOs are borne on the unit’s Establishment List specifically for this task and normally spend over 90% of their time at work on such duties. In this context a PDO should be able to manage up to 60 ratings throughout the early part of their training. ABs will normally be allocated to a new Division/DO on arrival in each new training establishment, and at every stage of their training. For those undertaking split training courses, it is imperative that the correct Divisional care is provided and local arrangements must be made to ensure that all trainees know who their DO/DSR/SNCO is and how to contact them.
2110. Transit Divisional Officers

Officers and Ratings are frequently landed or assigned away from ships or shore units for leave, harmony, professional development courses or on medical or disciplinary grounds. Such personnel will be managed ashore by the Personnel Support Group (PSG - which encompasses the Geographic Squad Pool (GSP) and the Margins MA4/5/6(A)/7(A, B, C, D or E). If an Officer or Rating is landed to a PSG, they remain assigned to their parent unit and that unit retains full Divisional responsibility; the PSG TDO will administer local divisional advice and guidance. It is paramount the parent unit informs the PSG of the landed person if they require PSG involvement or assistance. If an Officer or Rating is assigned to a PSG, COs are to ensure that a full handover is conducted between the sending unit’s DO and the PSG receiving the individual. For Officers of the rank Lt Cdr and above assigned to MA5 and MA6 only, divisional responsibility will defer to that individual’s Career Manager unless otherwise agreed. All other Officers assigned to a PSG are the divisional responsibility of the OC of that PSG. Within a PSG, the recommended divisional ratio is 1:40, and 1:20 for higher dependency divisions. At no stage must an individual have any-doubt as to where their divisional care resides. It is re-emphasised that, in all cases where an individual is not formally assigned to the PSG, the ship or unit retains full Divisional responsibility and the ship’s DO and DSR should remain fully-engaged and in contact with the rating on a weekly basis.

2111. Civilians with Divisional Responsibilities

The Divisional and Regimental System depends on the principle that there should be a clear and obvious link between CO and the most junior individual. The joint responsibilities and activities of XOs, the DOs, DSR/SNCOs and LH/Cpls provide that chain. The Divisional and Regimental System should be totally integrated into the departmental structure, and so far as practicable into the operational line management. The organisational structure below is based on the system at sea and should be adapted to circumstances ashore or other fighting arm elements as appropriate. In general, all officers and most senior ratings/SNCOs should have roles within the system; exceptions should be made only for those with very heavy workloads or with broader remits to the whole unit, such as EWOs, RSMs and Departmental Co-ordinators. PO/Sgts are not to be employed as Divisional Officers - there is no exception to this. Detailed guidance is as follows:

a. The Divisional and Regimental Structure employed within each ship or unit is the responsibility of the CO.

b. Every effort should be made to prevent any member of the management chain having direct responsibility for more than 15 subordinates and the range 7-12 is optimal. To achieve this at sea, most PO/Sgts and some CPO/CSgts will need to be employed as DSR/SNCOs.

c. It is entirely proper for the Command to nominate experienced DOs (probably Lt Cdr/senior Lt) to supervise junior or inexperienced DOs. These ‘Supervising DOs’ should still have divisions in their own right but can also exercise oversight of up to 3 ‘junior’ divisions. Care should be taken that such Supervising DOs are not overburdened with 2RO reporting responsibilities in these circumstances.
d. Ratings/Other Ranks who have DOs of WOs or CPO rank must always be provided with access to a commissioned officer (eg. their Supervising DO, HOD or DHOD) should they require it. This does not call into question the ability of Senior Ratings to carry out the full duties of a DO but is a ‘safety net’ to ensure personnel allocated to Senior Rating DOs do not feel disadvantaged. This does not affect the Service custom whereby any rating may request - through their DO - to see the CO on a private matter (QRRN 4201.3.b).

e. On joining a ship/unit, each rating/OR is to be allocated to a Division. Individuals do not have the right to question this allocation, nor may they request to change Divisions.

f. On arrival in each new training establishment, ratings/ORs will be allocated a new Division/DO, and so on at each stage of their training. For those undertaking split training courses, it is imperative that Divisional care is provided and local arrangements must be made to ensure that all trainees know their DO/Tp Cdr/DSR/SNCO and how to contact them.

g. WOs, CPOs and SNCOs who are DOs are to be provided with Divisional/Troop Officers to provide for their own professional and welfare needs.

Figure 21-1. Typical Ship/Establishment/Regimental Divisional Organisation
SECTION 3 - DUTIES OF A DIVISIONAL OFFICER/TROOP COMMANDER

2112. Introduction
A DO’s duties are many and varied and, while guidance on their principal duties is covered in this Section, direction on specific policy matters may be found elsewhere in this BR. The incoming DO/Tp Cdr initially has the vital task of getting to know their Division/Tp, obtaining their trust and respect as someone who can be turned to with confidence for advice, assistance or help in times of difficulty.

2113. Duties on Taking On/Handing Over a Division/Troop
On assuming responsibility for a division there will be much information to discuss between outgoing and incoming DO. As a minimum, the following tasks are to be completed as part of the handover, before the outgoing DO/Tp Cdr departs:

a. Conduct a discussion on each member of the division, their objectives, welfare needs and the status of their appraisal report.

b. Carry out a check on the ‘bring-up’ method in use and note taken of any imminent/outstanding requests.

2114. Annual Mandatory Personal Information Check and Divisional Officer/Troop Commander’s Dashboards

a. OBIEE (Oracle Business Intelligence Enterprise Edition) is a ‘data mining’ software tool that allows users to view and interrogate JPA information. It also collates all the information held in various areas within JPA into a useful one page summary. When used correctly, it will save the DO/Tp Cdr a huge amount of time and effort in staffwork. It is each individual’s responsibility to carry out a Personal Information Check Dashboard at least annually. UPO/Unit HR staffs will carry out periodic reviews to provide assurance that data held by JPA is accurate and that Personal Information Checks are being carried out. A detailed guide of how to carry out a Personal Information Check is at Annex 21A.

b. The DO/Tp Cdr OBIEE dashboard builds upon the Personal Information Check Dashboard and enables DOs, Tp Cdrs and the Chain of Command to access data on their people in a number of different views. Importantly, it highlights when individuals have out of date/incorrect information in JPA as well as automatically displaying bring-up actions or other information on other displays. It is therefore imperative that personal information held on JPA is accurate, in order to inform vital processes such as NOK Casualty Reporting, Souls on Board accounting and career assigning. Information changes constantly and these checks apply to all members of the NS irrespective of rank/rate. The dashboard is simple and intuitive to use and is accessible through the front page of JPA. In addition, inspecting authorities will subject divisional work to scrutiny as part of the work-up process by Holding to Account (H2A) individual DOs/Tp Cdrs whose divisional work is untimely, or lacks the necessary quality or rigour. A detailed guide of how to conduct the DO/Tp Cdr’s Dashboard is at Annex 21B.
2115. **Appraisal Reporting**

a. Appraisal is one of the most important functions of **Leadership**, providing the chain of command with a dynamic mechanism for engaging fully in the development of its people, thereby enhancing morale and operational effectiveness. To this end all Service Personnel at all ranks are to receive honest feedback on their performance against agreed roles, responsibilities and objectives. Additionally, appraisal affords individuals with the opportunity to influence positively their own career path, whilst enabling Reporting Officers (ROs) to support the management of this career through commenting on potential in terms of both promotion and future employment.

b. The fair, timely, responsive and accountable career management of military personnel is a critical aspect of retaining their trust. It also ensures their careers are properly progressed - a key part of the offer. The delivery of appraisals is at the heart of this process; to ensure they deliver what is required, they must be actioned within clearly defined direction - JSP 757 is the authoritative policy and guidance for military appraisals.

c. There are generally two occasions when DOs/Tp Cdrs need to make formal appraisals of the members of their Division/Tp, the Annual Report (AR) and the Mid Period Appraisal Review. Further details on these are at Annex 21C.

2116. **Joining Letters**

Joining Letters are normally the first contact the prospective member of the Division/Tp receives from their new ship or unit, and therefore have great impact. Even in the digital age of electronic communication, the Joining Letter sets the tone to the new joiner, delivers vital information, and provides the first opportunity to welcome and absorb them into their new operational setting. Even if subsequent contact is by email, text or mobile phone, a Joining Letter should always be sent. Detailed guidance, together with a template for a Joining Letter, is at Annex 21D.

2117. **Joining Routine and Interview**

New members of the Division/Tp should be met on joining by the DSR/SNCO (at least), who should ensure that the individual is guided and supported through the initial joining and induction processes (see also Paras 2107 and 2108, DSR and LH responsibilities). The new joiner should be interviewed by the DO/Tp Cdr as soon as practicable after joining. The interview should be conducted in the DO’s cabin (or other similarly private area), be programmed for at least 30 minutes (possibly up to an hour) and be free from interruption. A check-off list and further guidance on the joining interview is at Annex 21E.
2118. Divisional/Troop Meetings and Briefings  
Divisional Meetings are to be held at least 3 times each year; the XO is responsible for producing formal agendas. The following describes the process step by step:

a. The XO, following consultation with the CO and HODs, issues an XTM containing a skeleton agenda, brief on whole ship items and dates by which meetings should be held.

b. In addition to the skeleton agenda, the Personnel Support Brief (PSB), supported by the latest 'TwoSixTV' DVD (when applicable), gives personnel ‘hot topics’ and mandates certain key points that are to be discussed at Divisional/Troop meetings. Given that the PSB is published at set times of the year (namely Jan, May and Sep) it makes sense to plan termly Divisional meetings between these periods.

c. In addition to the mandated PSB topics as above, the agenda for Divisional/Tp meetings must include updates on RN policy on alcohol/drug misuse (Para 2137-2140) and RN D&I policy (Chapter 30).

d. HODs brief departmental DOs as required, adding any departmental specific items to the agenda.

e. DOs add any Divisional/Tp specific items and ask DSR/SNCO to obtain bids and questions from divisional members (always retaining an ‘any other business’ item).

f. Agenda promulgated in good time to the Division/Tp.

g. Meeting takes place, chaired by DO/Tp Cdr, assisted by DSR/SNCO and LH/Cpl.

h. DOs debrief HODs, EWO and XO; any follow-up action being initiated. A divisional feedback form should be created by the EWO/BWO/RSM who will collate all returns and pass on to the XO once complete. A standard format for all Divisional Feedback has now been established. An example template can be found at Annex 21F, at the NCXT web page on the HELM or can be requested direct from CWOSS. Where questions cannot be answered internally, XOs should compile these items within their divisional feedback return and seek advice from NCHQ.

i. XO debriefs CO. Once CO is content, Divisional Feedback Form passed to NCHQ (to relevant CWO). CWOSS is the immediate recipient for all Divisional returns and, in consultation with FXO, will send specific queries and issues to other authorities and SMEs as required. This template should be used as the only means by which Divisional Feedback is sent to NCHQ. Deadlines for Divisional Feedback can be found via the extant PSB (on the Editor’s Notes page) or by contacting CWOSS, and are also listed on the Navy Dii intranet Home Page at the HELM.
Divisional and Troop meetings need not be confined to the termly events described above. A DO/Tp Cdr may wish to have a weekly get together over coffee, a monthly discussion, or take them to play sport at regular intervals. There is no mandated policy: it is strongly recommended, however, that DOs/Tp Cdrs gather their people at the mid-point between termly meetings to discuss issues at departmental, unit or Service level; the aim being to build esprit de corps and hence operational effectiveness.

2119. Leaving and Exit Interviews

Shortly before departure from the Division/Tp in normal course (unless an annual Appraisal Report has taken place in the recent past) the leaving member of the division is to be interviewed by the DO/Tp Cdr. Amongst other things, the leaving interview provides the follow opportunities:

a. To investigate how well the Divisional/Regimental System has met the needs of the individual during their time in the Ship/Unit.

b. To remind the individual of all they - and the unit - have achieved during their time on board/in the Unit and to thank the individual for their contribution.

c. To establish if the individual has received a Joining Letter from their forthcoming Ship/Unit and the identity of their new DO/Tp Cdr. If such information is not available, the DO is to establish the receiving DO’s name and inform the leaving individual.

d. To inform the individual of any information or matters of concern that are to be forwarded to the new DO/Tp Cdr.

e. To inform the individual that, should they have a period of leave before joining their next unit, their current division (and Ship/Unit) should be called upon for assistance if required.

f. In addition to the routine leaving interview, DOs/Tp Cdrs are to ensure that personnel leaving the service (through Voluntary Outflow) are given an appropriate ‘Exit’ interview. All COs/LMs are to conduct an Exit Interview as soon as possible following the submission of an individual’s notice to leave. Full guidance on the requirement and process of Exit Interviews can be found at 2015DIN01-027.

2120. Discipline

The DO/Tp Cdr’s role in the discipline process is explained at Chapter 20 Section 5.

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2 Mindful that Data Protection Act regulations require any relevant paperwork to be passed to the next unit eg. Certificates or competences.
SECTION 4 – DIVISIONAL GUIDANCE AND ADVICE

2121. Counselling and Welfare Matters

The following guidance and advice is provided on matters of counselling and welfare:

a. One of the DO’s tasks is to provide help and advice on personal matters. The DO/Tp Cdr and DSR/SNCO are the first line of ‘Welfare Care’ to individuals and as such are an integral part of RNRWelfare. DO/Tp Cdrs bear primary responsibility for members of their Division/Tp; whilst the EWO, Chaplain and Medical Officer (or other equivalents) may provide support to the DO/Tp Cdr (but do not replace them).

b. Individuals must feel confident they can approach their DO/Tp Cdr for an interview whenever the need arises; it is the DO/Tp Cdr’s duty to create an atmosphere of approachability and an awareness that ‘welfare issues’ carry no stigma. Occasionally, operational circumstances may require that the interview be deferred or it may be prudent not to conduct an interview at the time (eg. if the individual is in an emotionally excited state, or has been drinking), nonetheless the interview should take place as soon as possible.

c. Inexperienced or young DO/Tp Cdrs may feel reticent about discussing problems, particularly with older ratings, in areas where they have no personal experience eg. marriage. DOs/Tp Cdrs should bear in mind, however, that often the individual's prime need is simply to discuss the matter: just by listening, (perhaps with the occasional question for clarification) the DO/Tp Cdr goes part of the way to setting the individual's mind at rest.

d. What may seem a small matter to the DO/Tp Cdr may be of great importance to the individual. It may be that all the individual requires is informed, factual information. Here, if the DO/Tp Cdr does not have the information to hand they should investigate and consult as necessary to obtain the facts or refer the individual to a subject matter expert.

e. Some of the most difficult problems are those of a moral or religious nature that require practical advice or assistance (such as relationship breakdown or bereavement matters). Sometimes the actual or imagined seriousness of a family or personal problem is causing mental or emotional stress to the detriment of the individual's professional performance, and may cause disciplinary or administrative problems. If the DO/Tp Cdr feels that their inexperience deprives them of the ability to give practical advice, there may be benefit in arranging an interview with their HOD or the XO, whilst the DO/Tp Cdr remains responsible for oversight of the problem and individual.

f. A member of the Division/Tp with a personal problem may disclose it to a Chaplain or Medical Officer whilst feeling unable to discuss it with their DO/Tp Cdr. This may be for reasons of embarrassment or fear of being perceived as a burden that tarnishes their career prospects. The Chaplain/MO can translate the situation to the DO/Tp Cdr without necessarily divulging intimate or confidential details, and trust between the DO and Chaplain/MO can develop into a strong working relationship.
g. If a Welfare investigation is required, the individual’s consent is to be sought and it is expected that they will inform their family. Full details of Welfare matters can be found at Chapter 24.

2122. Walking the Patch

The DO/Tp Cdr’s primary role is to know and lead his/her people and this cannot be done from behind a desk or computer. This can only be done by meeting people ‘face to face’ – humans naturally respond to eye contact and body language - this is where the inexperienced DO/Tp Cdr builds trust. Meeting members of the Division/Tp on their territory will make them much more willing to engage and enable DO/Tp Cdrs to learn about their people, their background, family, religion, sport etc. Sailors and marines enjoy ‘chat’ and welcome genuine interest - which cannot be conveyed by email. A walkabout does not need to cover the entire division/unit or everyone in it, or be conducted at a set time or frequency. The value of a brief chat, however, should not be underestimated - even a brief 5 minutes of a DO/Tp Cdr’s time can make a huge difference to the individuals met. This applies equally to the DSR/SNCO and improves cohesion, morale and effectiveness. Perhaps the single biggest failure of a DO/Tp Cdr is when one’s Division/Tp perceives that they do not know their DO or that they ‘never see them’. Walking the patch also gives DO/Tp Cdrs the opportunity to assess their people - their professional standards, attitude, dress, hopes and fears. For individuals, engagement is key to making them feel valued by the organisation. Advice on walking the patch, in the form of a set of ‘dos’ and ‘don’ts’, is offered at Annex 21G.

2123. Time Allocated to Divisional/Troop Work

The amount of time allocated to Divisional/Tp work will depend on operational circumstances and cannot be pre-set or measured in terms of hours per day, week or month. On the basis that leadership, including Divisional/Troop work, is the prime responsibility of everyone at LH/Cpl and above, DO/Tp Cdrs are to allocate ‘as much time as is necessary’ to Divisional/Tp duties, which are to be given at least equal status to their primary professional role. Time management is an extremely difficult art to perfect. It is routinely ‘easy’ to continuously prioritise departmental work over divisional duties, however this must be monitored and balanced accordingly. COs and HODs are to ensure that Officers and Senior Ratings afford sufficient priority to Divisional/Tp work and that they are not overwhelmed with secondary duties to the detriment of their responsibility for people. Although it is strongly encouraged for XOs to programme divisional periods into the working day when possible, DOs/Tp Cdrs are to be aware that divisional and regimental duties and responsibilities are a 24/7 responsibility.

2124. Communication

Good communication, both up and down the chain of command, is the lifeblood of the Divisional and Regimental System and it is imperative that DO/Tp Cdrs establish good and regular communications with their Division/Tp members. Communication starts when the Assignment Order is received (ie. before they arrive) and continues until either the DO/Tp Cdr or individual is assigned elsewhere. Similarly, DO/Tp Cdrs must regularly brief their HODs/line managers, the XO/Adjutant and, on occasion, the Commanding Officer, acknowledging that this may require moral courage when the message is of an unwelcome or contentious nature. Briefing upwards will build Command confidence in the DO/Tp Cdr and provide assurance that the unit Divisional/Regimental system is working.
2125. Dissemination of Information

In Fleet units, the Executive Officer/2IC, together with the Executive Warrant Officer/RSM, Coxswain or equivalent, is the focal point for the dissemination of information in support of the Divisional and Regimental System and associated issues. From Navy Command, CNPS and CNPerS will ‘push’ relevant policy and procedural information to these points of contact either directly or via NCXT. The standing ‘Battle Rhythm’ of such information comes in the form of three PSB issues (Jan, May and Sep) as well as the more informal ‘Executive Matters’ Newsletters direct from NCXT (Mar, Jul and Nov). Such information should be disseminated either by routine orders, temporary memoranda, or divisional/troop meetings as appropriate. Feedback on divisional and regimental issues should be forwarded to the relevant CWO in accordance with the template at Annex 21F.

2126. Oversight of Initial Trainees

Commissioned Officers are to be given responsibility for the welfare of initial trainees. DOs/Tp Cdrs for initial trainees are to conduct internal Quality Assurance audits of training undertaken (notwithstanding the requirements of the Defence Centre for Training Support (DCTS)) to ensure that best practice is maintained and that initial trainees are not placed at risk or subject to bullying or harassment at this early stage of their Service careers.

SECTION 5 - REQUESTS

2127. Requests

DOs/Tp Cdr’s responsibilities concerning requests can range from simple requirements, which can be authorised by the Divisional and Regimental chain, to more complex tasks which must be approved or seen by the CO. The scope of requests can be quite wide but some of the common subjects/occasions are as follows:

a. Award of GCB.
b. Imposition of Naval Penalties.
c. Confirmation of Promotion.
d. Request to Become an Upper Yardman/Senior Upper Yardman Candidate.
e. Request to see the CO.

2128. Timeliness

The requirement to ensure timely submission of requests applies in all cases. It is essential that the DO/Tp Cdr or DSR maintains a ‘BU Diary’ to ensure that necessary action is taken in a timely manner. OBIEE provides an electronic BU diary, although a local ‘paper copy’ may be the preferred method for many DOs. Extraction of key data and future dates forms part of the Joining Interview which is then updated by the Annual JPA Check using the OBIEE dashboard.
2129. Actions

If the DO/Tp Cdr can deal with a request, the Request Form/JPA Workflow should be returned to the individual with the decision recorded. If the request requires approval at a higher level, the individual should be informed what action is to be taken and when that might be expected. Whilst some Requests may be dealt with ‘Papers Only’ by appropriately authorised personnel, due regard should be paid to ensure that an appropriate level of prestige and recognition, for example in the award of a Good Conduct Badge, is given to significant stages of an individual’s career, which should merit formal or informal presentation by the CO.
SECTION 6 – TRAINING, EDUCATION AND DEVELOPMENT

2130. Training of Divisional Officers/Troop Commanders

The following regulations apply to the training of personnel involved in divisional/troop management.

a. DOs/Tp Cdrs and DSRs/SNCOs must have completed the Divisional Officers’ Course (DOC) at the Royal Naval Leadership Academy (RNLA) Divisional Training Unit (DTU), HMS COLLINGWOOD (or CTCRM Lympstone for RM) not more than 6 months prior to, and certainly not after, assuming responsibility for their first Division. DOs/Tp Cdrs and DSR/SNCOs are then to keep themselves up-to-date by reading the termly PSB, and other publications (eg. 2-6 DVD, DINs, RNTMs and Galaxy Briefs).

b. DO/Tp Cdr refresher training is to be completed every 5 years for those with Divisional responsibilities. Those who have previously completed the DOs’ Course but who have not assumed Divisional/Tp duties for between 3 and 10 years must also undertake refresher training. Refresher training is taken on-line via the Defence Learning Environment (DLE) (search for ‘Divisional Officers Refresher Course’). Those resuming Divisional/Tp duties after a break in excess of 10 years must complete the full DOC.

c. WOs, CPOs, SNCOs, and MOD Civil Servants and members of the Army or RAF who are given responsibility for a Division or Troop of RN/RM personnel must have completed the Divisional Officers Course (DOC) (RM equivalent is embedded in professional career courses) before assuming that duty. This is a Cat ‘A’ Personnel Functional Standard (PFS): failure to provide a trained Divisional/Troop Officer must be reported to Navy Command Headquarters. If a DO/Tp Cdr is non-commissioned, each member of the Division/Troop must have a formally notified means of access to a nominated commissioned officer.

d. Upon successful completion of the DOC, WOs, CPOs and SNCOs may act as full DOs. WOs may act as DOs/Tp Cdrs for CPOs/CSgts and CPOs/CSgts may act as DOs for POs/Sgts.

e. COs are to take a personal interest in the training and development of their Divisional/Troop Officers, Senior Rates/SNCOs and Leading Hands/Cpls. Heads of Department are responsible for ensuring that members of their department receive advice and guidance in performance appraisal and reporting.

f. Details of Divisional and Command, Leadership and Management (CLM) training are at Section 10.

2131. Individual Training

The subject of training, education and development of individuals is one of the main tenets of the Divisional and Regimental System and must be given appropriate priority by DOs. The ‘Teach, Coach, Mentor’ culture is already firmly embedded within the RM and is gaining growing recognition in the broader RN. Various branches and ‘groupings’ have Mentor networks established. Details of personal training and development may be found at Chapters 95 and 96.
2132. **Physical Development and Well-being**

DOs/Tp Cdrs are to actively encourage participation in sport and organised recreation among division members. Personnel Functional Standards (PFS) set out standards and guidelines for many aspects of Service personnel issues (see Chapter 22). DOs/Tp Cdrs are to ensure that their Division/Troop are aware of the PFS and of the Cat ‘A’ entitlements and Cat ‘B’ aspirations. COs, XO, HODs and DOs should all actively promote and encourage a positive environment for physical health and well-being. It is accepted that often the pace of day to day operations can lead to insufficient time being afforded to promoting a NavyFit culture. Ultimately, the ability of a unit to prioritise physical development and/or sport periods into the working day/week will only routinely occur if it is Command led. This is strongly encouraged whenever possible.

2133. **Royal Navy Fitness Test**

Every member of the RN has a responsibility to maintain their physical fitness and to be fit in all respects for operations. The RNFT is the minimum baseline of requirement. It must be completed at intervals of not more than 12 months and an individual must be in date at their Common Promotion Date to be eligible for promotion. It is the individual’s responsibility to remain in date, but DOs must pay a close interest and pay particular attention to those on remedial training or who have been temporarily medically downgraded. Refer to Chapter 29 for detailed guidance.
SECTION 7 - ETHOS, VALUES AND STANDARDS

Protecting our Nation’s Interests. 24 Hours a day, 7 days a week, at sea, on land and in the air, the Royal Navy is on duty around the globe.

2134. Ethos, Values and Standards

In the Naval Service the ‘The Team Works’: this short phrase describes how our fighting spirit, ‘can do’ attitude, and high standards of professionalism, behaviour and self-discipline have enabled us (sailors and marines) to deliver operational success consistently down the centuries. We have a duty to sustain that tradition and ethos in order to continue ‘Protecting our Nation’s Interests’. Our Core Values and other components of Ethos, Values and Standards are detailed at Annex 21H.
SECTION 8 – PERSONAL CONDUCT

2135. **Armed Forces Code of Social Conduct**

a. The Code of Social Conduct explains the Armed Forces’ policy on personal conduct, paying particular close attention to relationships involving Service personnel. It applies to all members of the Armed Forces regardless of their gender (including gender reassignment status), sexual orientation, race, religion, belief, ability, rank or status. The Armed Forces Code of Social Conduct policy and application of the Service Test is detailed in JSP 887; this article provides subordinate supplementary single Service guidance to NS COs and those involved in the management of personal relationships and social misbehaviour.

b. Unacceptable social conduct requires prompt and positive action to prevent damage to operational effectiveness, thus it is important that DO/Tp Cdrs are aware of what action should be considered. Further guidance for the management of personal relationships and social misbehaviour is contained in Annex 21I and associated Appendices.

2136. **Substance Misuse**

Alcohol and Substance Misuse and Testing policy for the Armed Forces is detailed in JSP 835. In certain areas, however, Tri-Service policy requires single Service interpretation and clarification. NS guidance on this subject is therefore given at Annex 21J (see also QRRN 3625). In addition to the testing policy, the Alcohol and Substance Misuse Education and Management programme exists as the primary preventative measure to guard against future misuse. The main safeguard against the alcohol culture and drug misuse threat in the Service is a continual programme of education, and advocating core values, ethos and standards of behaviour and personal responsibility. Full details of the NS Alcohol Education policy and management of alcohol abuse strategy are at Annex 21J Appendix 1.

2137. **Compulsory Drugs Testing** (See also QRRN 3626 and JSP 835)

detailed policy and guidance on Compulsory Drugs Testing may be found at Annex 21K.

2138. **Involuntary Drug Use (Spiking)**

The spiking of drinks is unlawful and must be reported to the Police/Service Police as soon as reasonably practicable. There have been incidents of Service personnel suspecting that their drink has been spiked whilst they were ashore. This can be very worrying, given the penalties for drug related offences. Action to be taken in the event of suspected spiking is to be discussed as part of Divisional/Troop meetings and is covered at Annex 21K Appendix 1 (see also BRd 9600 Ship’s General Orders).
2139. **Stress**

JSP 375 states the following: “Stress affects people in different ways at different times and is often the result of a combination of factors in their personal and working lives. Work related stress arises where the combination of pressure from work load, working practices, work relationships, etc. exceed the person’s capacity and capability to cope, resulting in adverse physical and/or mental reactions.” Service in a deployable fighting force brings with it inevitable pressures, such as separation from family and friends, and periods of intense, sometimes dangerous, activity. Whilst these pressures do not inevitably cause stress and many personnel cope with extraordinary demands without suffering ill effects, anyone can begin to suffer from stress at any time. DOs/Tp Cdrs need to be aware of the possibility of stress as a cause of problems in both themselves and their division and should refer to the detailed guidance that may be found at Annex 21L.

2140. **Deliberate Self Harm or Suicide**

In comparison to the UK population, Deliberate Self Harm (DSH) and Suicide are not common in the NS. Nonetheless, a basic understanding and knowledge of what to do if their suspicions are aroused is essential for all DOs/Tp Cdrs. Full information is given at Chapter 24 (Welfare) Para 2418 and Annex 24D which should be referred to for detailed guidance.

2141. **Diversity and Inclusion**

All personnel have the right to work in an environment free from harassment and bullying, and to be treated with fairness, dignity and respect. Any form of bullying, harassment or unlawful discrimination will not be tolerated in the Naval Service as it undermines team cohesion and weakens operational effectiveness. Creating a culture and working environment which recognises diversity and inclusion (D&I) is the business of everyone in the Naval Service. DOs/Tp Cdrs must be particularly aware of ensuring their people feel valued and included within the team. If issues do occur, DOs/Tp Cdrs must ensure that they are taken seriously and dealt with correctly. Complaints may well be one person’s word against another and will thereby become difficult issues to resolve. DOs/Tp Cdrs must take immediate action engaging with the unit Equality and Diversity Adviser (usually the EWO or equivalent). Guidance on what may be appropriate can be found in Chapter 23 (Service Complaints), Chapter 30 (D&I) and BR 2 (QRRN) Chapter 42 Section 2. A strong Divisional/Regimental System and application of the Naval Service Ethos (respect for others) ensures a diverse and inclusive workplace for all that will reduce the likelihood of issues or unfair treatment.

2142. **Security**

Security is the business of all Royal Navy personnel. All aspects of security are dealt with in JSP 440, the Defence Manual of Security, and specifics on Security Vetting policy can be found in Chapter 63. It is essential that security be brought to the attention of all serving personnel. This is to be done by regular security briefings, both by the Unit Security Officer (USO), and the DO/Tp Cdr. All personnel are required to attend a mandatory Annual Security Lecture as part of their Core Maritime/Military Skills (CMS) package. DOs/Tp Cdrs are to monitor their Division/Tp’s currency for this lecture as part of the Annual Mandatory Check of Personal Information held on JPA (OBIEE Dashboard).

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3 JSP 375 Management of Health and Safety in Defence Pt 2 Vol 1 (V1.0 Dec 14) Para 17.1.5.

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2143. **Wills**

COs have a responsibility to ensure that personnel are both encouraged and provided with the opportunity to complete a Will. This responsibility may be devolved to DOs/Tp Cdrs to manage within their Divisions/Tps. The MOD is not authorised or competent to provide advice on Wills or Will making which, if required, should be sought from a solicitor or other specialist adviser. Detailed guidance on Wills can be found at Annex 21M.

2144. **Social Media**

The use of social media/social networking sites has become profuse in the past decade. According to the Office of National Statistics, over half the population were using social media regularly in 2012 and half again were using it on a daily basis. The 16-24 age group are the most prolific users. Whilst acknowledging the benefits, social media has nevertheless brought challenges for the military in terms of security, discipline and reputation. Detailed guidance for individuals on their use of social media, and for Command teams in dealing with the consequences (intended or otherwise) of communications on social media, can be found at Annex 21N.

2145. **Fraud and Irregularity**

Fraud costs the public sector £21 billion per annum. The law against fraud and irregularity is shaped by 2 key pieces of legislation, the Fraud Act 2006 and the Bribery Act 2010. Fraud and Irregularity have no place in the NS. DOs/Tp Cdrs are to ensure that their Divisions are aware of the Service’s zero tolerance to fraudulent activity and irregularity and are to ensure that the Tri Service Hotline and online reporting website are known about. Details on Fraud and Irregularity can be found at Annex 21O.

2146. **Caldicott Principles**

The Caldicott Principles are a list of 7 principles subsumed into the NHS confidentiality code of practice. They are intended to protect the personal medical information of individuals and govern how such information can and cannot be used. This is relevant to DOs/Tp Cdrs and all others in the chain of command who may on occasion be exposed to an individual’s personal medical circumstances eg. circumstances leading to medical downgrading. DOs/Tp Cdrs are under the same obligations as the medical profession to respect the confidential nature of this information and ensure it is handled correctly. Details of the Caldicott Principles pertinent to DOs/Tp Cdrs can be found at Annex 21P.
SECTION 9 – FINANCIAL AWARENESS

2147. Financial Awareness
While the majority of training establishments deliver financial briefings within Phase 1 and 2 courses, all personnel on the trained strength need to maintain continued financial education and support through-career. Two organisations are authorised to give these briefings: the Money Advice Service (MAS) and the White Ensign Association (WEA).

a. The Financial Services Act required the Financial Services Authority to establish the MAS. The MAS’s primary remit is to enhance the public’s understanding and knowledge of financial matters and to improve their ability to manage their own financial affairs, and they have survived the dissolution of the FSA. It remains an independent body which provides and delivers financial briefings on request, as well as individual advice. In the course of surveying financial awareness education, it has become apparent that there are some Independent Financial Advisors (IFAs) offering their own financial briefings to Naval units and establishments. CDP has directed that IFAs should not have access to recruits or trainees under the banner of financial briefings, but for all other personnel it is for the CO to decide whether to grant IFAs access to unit personnel in the workplace. It is arguable that some financial education is better than none, but not all providers come without a sales pitch. MAS’s services may be enlisted through RNRM Welfare.

b. Not funded by government but of equal status with respect to financial briefings, the WEA promotes financial responsibility and awareness to members of the Naval Service (ratings and officers), making free, confidential and impartial advice available to individuals as required. The WEA also delivers financial briefings on request, and are used by MAS on occasion as a proxy to deliver their briefs to units. The WEA and MAS are both independent and work very closely with all three Services.

c. To maintain awareness and education, or when operations and deployments preclude formal external briefings, self-help training packages are available from:

   www.learndirect.co.uk, which provides courses for our people and their families;

   Defence E-learning Centres www.delc.co.uk.
2148. **Financial Counselling**
Divisional Officers may need to conduct basic financial counselling for individuals in their Division. A proforma is at Annex 21Q should this be required. DOs/Tp Cdrs are not to give financial advice as such, but can and should signpost individuals to professional bodies. Listed below are some of the professional bodies and other websites which can offer assistance:

- b. The White Ensign Association (WEA) – www.whiteensign.co.uk
- c. A number of links are available at www.rncom.mod.uk
- d. www.nff.org.uk.

2149. **Maintenance of Spouses/Civil Partners and Children**

- a. Married service personnel in a civil partnership are to be encouraged to make adequate financial provision for the maintenance of spouses/partners and children. It should be fully explained to an individual who neglects to support the family adequately that MOD (Navy) has authority under the Naval Forces (Enforcement of Maintenance Liabilities) Act 1947 to make Compulsory Maintenance Deductions from an individual's pay whether or not a Court Order for maintenance has been obtained. Once a Court Order is obtained deductions from pay will be made in compliance with that order.

- b. An individual on assignment to a seagoing ship (home or abroad) or to a shore station abroad involving family separation should be strongly encouraged and given every opportunity to split their Net pay (JSP 754 Chap 2 Sect 2), whereby they can have a proportion of their pay sent to their spouse/registered partner or guardian's bank account/building society (if they do not hold a joint account). The DO/Tp Cdr must be satisfied that adequate arrangements exist for the proper support and maintenance of the family. If adequate arrangements have not been made, the DO will inform the CO, who, if they consider the circumstances warrant further action on their part, may interview the individual to encourage them to provide the necessary minimum maintenance.

- c. DO/Tp Cdrs should warn individuals who decline to make proper arrangements to support their families that their Personal Status Category will have to be changed which, in turn, will render them liable for Food and Accommodation charges (where applicable), and may reduce or stop allowances they may have been eligible for as a married/registered person.

- d. Any order for maintenance or Child Support Agency (CSA) requests for deductions from pay on a Maintenance Assessment (MA) will be enforced (JSP 754 Art 02.0605f refers).
2150. Maintenance of Spouses/Registered Partners and Children – Service Personnel Committed to Imprisonment or Detention

It is essential that the families of individuals in Personal Status Categories C1 to C4 be properly cared for whilst the spouse/registered partner is undergoing a period of detention and who therefore is not in receipt of basic pay. The following guidance is designed to assist DOs who have responsibility for such ratings:

a. **Family Maintenance Grants (FMG).** The rules for payment of an FMG are contained in JSP 754 Chap 8 Sect 1 Annex B. Application for payment is to be made by the offender’s Commanding Officer and forwarded to JPAC Centurion. FMG is only payable for a maximum of 8 weeks.

b. **Supplementary Benefit Payments.** Where the individual is to be discharged from the Service on completion of sentence, the FMG is payable only up to the date of discharge from the Service or for a maximum period of 8 weeks beginning from the date of sentence. When entitlement to the FMG ceases, it will be necessary for the recipient to apply to the local DSS Office for Supplementary Benefit payment.

c. **Rent Payment.** In addition to the FMG there is an element to cover rent, which in the case of a family occupying Service Family Accommodation is the actual rent paid. For those in private accommodation (including owner-occupiers), the rent payment will be based on actual cost up to a maximum of the rent for a Type C Grade 1 unfurnished SFA. The Supplementary Benefit payable by the DSS also includes an element for rent.

d. **Family Accommodation Entitlement.** (see Chapter 25). If the individual is being retained in the Service on completion of sentence, the family retains their entitlement to occupy a SFA. If, however, the individual is to be dismissed on completion of sentence, the entitlement to occupy SFAs ceases on discharge from the Service. Individuals dismissed with an accompanying sentence of detention are considered discharged on the date on which they would be released from detention if they had earned maximum remission. Individuals sentenced to imprisonment are discharged immediately, prior to undergoing their sentence.

e. **Dismissal and Imprisonment.** In all cases where an individual's pay ceases as a result of imprisonment or dismissal, DOs/Tp Cdrs, in conjunction with RNRMW staff, should offer counselling to the individual and family in order to assist them in the transition from Naval to civilian life.

2151. Relationship Breakdown

a. Attention is drawn to Para 2418. A period of 93 days is allowed before estrangement is deemed to have occurred in circumstances when a marriage or civil partnership is in serious difficulties. DOs/Tp Cdrs who identify individuals with marital or partnership problems should record the date of the initial Divisional Counselling interview in the Divisional BU Diary. A structure for this interview is at Annex 21R.
b. All Service personnel with marital or civil partnership problems should be urged to seek family counselling advice from RNRMW (see Chapter 24 Section 3), a Chaplain or other spiritual adviser (see Chapter 31 and QRRN).

c. At the end of the 93 day period, or when evidence of a positive breakdown in a marriage or civil partnership is received, or when it is apparent no reconciliation is possible, whichever is the earlier, the CO should assess an effective date of Estrangement on JS Form JPA N001 (Change of Personal Status - raised by Unit HR) and certify that marriage counselling advice has been offered to both parties of the partnership (JSP 752 Ch 1 Section 4 refers). DOs/Tp Cdrs should note the stress on the word 'offered': there is no obligation upon either the individual or his/her spouse or partner to accept this marriage counselling advice.

d. **Advice.** Marital or partnership breakdowns leading to estrangement or divorce/dissolution have many Service implications. It is most important that individuals be fully briefed on the actions they should take in such circumstances. The following sub paragraphs summarise the main considerations and sources of advice.

e. **The Logistics Officer/Imprest Officer.**

   - Change in Personal Status: JSP 752 Ch 1 Sect 4
   - Long Service Advance of Pay for house purchase: JSP 752 Ch 2 Sect 4
   - Service Families Travel: JSP 752 Ch 4 Sect 11
   - Home to Duty Travel: JSP 752 Ch 4 Sect 13
   - Get You Home: JSP 752 Ch 5
   - Married rates of LOA (if accompanied abroad Child benefit): JSP 752 Ch 6
   - Relocation benefits: JSP 752 Ch 7
   - Education Allowance: JSP 752 Ch 9
   - Income Tax: JSP 754 Art 02.0105
   - Food and Accommodation charges: JSP 754 Ch 9

f. **RNRM Welfare.**

   - Relationship Guidance (3 month cooling off period): Chapter 24
   - Service Family Accommodation: Chapter 25

\[UNCONTROLLED WHEN PRINTED\]
h. **The Legal Advice Officer.** Chapter 20

Legal Aid Qualification
Solicitor
Financial Statement/Affidavit of means
Court Maintenance Order
Responsibility for joint debts

i. **The Chaplain/Spiritual Adviser** Chapter 24 and Chapter 31

Marriage/Relationship guidance
Religious and ethical problems
SECTION 10 – COMMAND, LEADERSHIP AND MANAGEMENT (CLM), AND DIVISIONAL TRAINING

2152. Introduction

a. The aim of this Section is to describe the training that ratings and officers should undertake as part of their Command Leadership and Management (CLM) development. As leaders and managers, all Naval Service (NS) Divisional Officers (DOs) have a responsibility to develop their subordinates; this section provides guidance and advice that will help this process. This section outlines the following: the CLM and Divisional training delivered by the Royal Naval Leadership Academy (RNLA) at BRNC Dartmouth, HMS COLLINGWOOD and OLTC Talybont.

b. A description of the Leadership Courses (LCs) delivered by the RNLA, including their content, details of physical activities undertaken, and recommendations for pre-course preparation.

c. The need for post course development, together with guidance on how to maximise the benefit of such activities.

d. Details of assistance available from RNLA.

2153. General

a. The RNLA is comprised of 3 Squadrons and an HQ which are located at 3 sites. Royal Arthur Squadron (RASqn) is based at HMS COLLINGWOOD, whilst the HQ, Royal Sovereign (RSSqn) and Royal Oak Squadron (ROSqn) are based at BRNC Dartmouth. ROSqn is also responsible for the Outdoor Leadership Training Centre (OLTC) at Talybont-On-Usk, Brecon, South Wales.

b. CLM and Divisional training is provided to RN personnel throughout their careers, principally in support of promotion, recognising that those selected will be required to exercise greater levels of leadership; Divisional training is also provided to any individual across the NS, Army and RAF with divisional reporting responsibilities. All Ratings receive an element of team building while undergoing Phase 1 and the Able Rates’ Leadership Course (ARLC) during Phase 2 training before being accepted onto the trained strength; this acts as a precursor to subsequent formal RNLA CLM LCs once selected for promotion. Officers receive a significant amount of leadership training as part of their Phase 1 Initial Officer Training (INT(O)) package, which is delivered by RSSqn. Subsequently, they also undertake Junior Officer Leadership Course 1 (JOLC1) immediately prior to commencing their first complement assignment and will, in due course, undertake a 2-week continuation Leadership package in Junior Officer Leadership Course 2 (JOLC2).
2154. Output
The RNLA currently delivers the following:

a. Royal Sovereign Squadron. RSSqn delivers leadership training as part of the overall Phase 1 (INT(O)) package at BRNC Dartmouth. The syllabus includes delivery of theory lessons and exercise coordination of:

   (1) Initial Leadership Training. Initial Leadership Training (ILT) has been designed to provide Officer Cadets (OCs) with the knowledge and experience but also to help identify development areas in order for them to successfully complete and pass the assessed leadership exercises. Providing this training prior to Basic Leadership Development (BLD) affords OCs the opportunity to consolidate their understanding of the NATO Sequence of Orders (NSOs), to observe a Practical Leadership Task (PLT) demonstration and to be coached around the PLT circuit in an less formal manner prior to the rigours of BLD and formal assessment during Assessed Basic Leadership Exercise (ABLE).

   (2) Basic Leadership Development. BLD is a coaching and training exercise and is formatively assessed. Introducing OCs to fieldcraft, on completion of which they complete PLTs within the college environment. Prior to deployment on BLD, OCs achieve all CMS1 competences in the field at Okehampton Battle Camp.

   (3) Assessed Basic Leadership Exercise. Set across Dartmoor, OCs have their CLM and team skills summatively assessed under arduous conditions. They are not given guidance or advice by the staff and must prove that they have the necessary personal drive, determination, and leadership ability to succeed. During the exercise, OCs live under field conditions, get little sleep and are put under a significant amount of pressure, both mental and physical. An OC can expect to yomp approximately 45 km during the exercise.

   (4) Maritime Leadership Development (MLD). MLD is a coached maritime CLM development exercise, is unassessed and conducted during the Marinisation phase of INT(O). It is designed to consolidate all elements of maritime training received to date and seeks to develop OCs' CLM in order to prepare them for their final assessment during Maritime Leadership Exercise (MARL). Over a period of five days, the first 2½ of which align the planning process, MTE, NSOs and the delivery of orders in a classroom environment. The final 2½ days forms part of the MARL Task Group’s pre-deployment to the Area of Operations on the River Dart. The tasks during MLD replicate that of a unit performing its own-ship training, mission integration and basic situational awareness. This phase is known as Operation Mission Readiness.
(5) **Maritime Leadership Exercise.** MARL is the summative CLM assessment for Marinisation term of OCs; effectively the culmination of their training at the College. The exercise is coordinated using the picket boats and motor whalers to simulate a task group which is undertaking tasks that resemble current Fleet operations such as: Interdiction, Disaster Relief and Evacuation Operations. The aim of MARL is to assess and further develop the OC’s CLM ability, including their professional skills of navigation, seamanship and teamwork, whilst under arduous and stressful conditions in a maritime environment. Each OC takes a turn as CO and XO of their ‘Ship’ in order to demonstrate their executive and CLM skills.

(6) **Development Packages.** RSSqn delivers development packages for those personnel who fail to meet the assessment criteria during Exercises ABLE and MARL. These packages are identified as D1, D2 & D3 and are broken down as follows:

(a) **Development 1.** The aim of the 5-day D1 Package is to focus on confidence, planning, decision making and reinforcing the leadership theory taught during the militarisation phase of training. D1 focuses on: leadership and briefing styles; attitudes and performance; motivation and goal setting; non-verbal communication; Command, Leadership, Management and Ethos (CLME); confidence through group presentations; sales pitches and power of command; decision making through PLT coaching and mentoring; and, delivery of orders. For the final phase of D1, OCs spend two nights under bivouacs within BRNC with the aim to fatigue them physically and mentally prior to their summative assessment on the final day.

(b) **Development 2.** The aim of the D2 Package is to provide ongoing development targeting an individual’s character traits and teamwork ability. This is achieved through:

i. MBTI assessment (learning about yourself and how you fit into a framework);

ii. 16 PF assessment (looks at the 16 Primary Factors that make up a person’s personality); and,

iii. development plans utilising SMART objectives.
Development 3. The aim of the five -day D3 Package is to address the planning, critical thinking and briefing shortcomings that OCS demonstrated during their respective MARL failure. It focuses on: NSOs structure delivery; briefing styles and non-verbal communication; critical thinking (table-top exercises), planning (organise and brief an even); and numerous Training Exercises Without Troops (TEWT). The final day is given over to the summative assessment which tests OCS’ ability to formulate a plan from a given scenario, after which DS actively interrogate the success, or otherwise, of that plan for up to 30 mins. On completion OCS turn their plan into a set of NSOs which are delivered to separate DS who will question them on their final plan for a further 30 mins.

(d) In addition, RSSqn delivers developmental CLM training (for BRNC students and other units) utilising BLD tasks. RSSqn conducts internal departmental team building; and, resources permitting, assists with Ship/Unit Continuation Training.

Note. The INT(O) course is accredited by ILM (Institute of Leadership and Management). On successful completion of the course, cadets are awarded an ILM Level 5 Diploma in Leadership and Management.

b. Royal Arthur Squadron. The primary purpose of RASqn is to deliver mandated CLM training for ratings, and NS Divisional training. In addition, a number of smaller courses are run or administered through RASqn, as detailed below:

(1) Senior Rates’ Leadership Course (SRLC). SRLC is aimed at developing the leadership and management skills of supervisors through receiving instruction in the theoretical and practical aspects of leadership and management. The 4-week SRLC includes training in: self and group motivation and morale; team building; decision making; problem solving; and, priority setting. All of this is assessed via a 4-day Dynamic Leadership Exercise (DLX) (see Para 2157.f(5)). The final week of the SRLC is focused on preparing students for the role of Divisional Senior Rate.

(2) Leading Rates’ Leadership Course (LRLC). The aim of LRLC is to prepare ABs for their role as a leader using John Adair’s ‘Action Centred Leadership’ model. As with the SRLC the LRLC has a 4-day DLX. The final week of the LRLC delivers the Defence Train the Trainer (Workplace), (DTTT(W)) package. All ratings joining the RN after 1 Apr 13 must have completed Able Rates’ Leadership Course (ARLC) prior to being assigned to LRLC.

(3) Divisional Officers’ Course (DOC). The DOC provides the information and theory necessary to be a Divisional Officer within the NS. The course covers: D&I; SJAR; discipline; H&S; education and resettlement; and, includes scenario role plays and visits by external speakers on divisional matters. Any individual with divisional reporting responsibilities for RN personnel, including RM, Army and RAF, must attend the DOs’ Course.
(4) **Divisional Refresher Course (DRC).** The DRC is aimed at updating Divisional Officers on current Divisional policy, issues and recent changes and is designed for both military and civilian line managers and Divisional staff (including Petty Officers) who have either previously completed DOC or require an overview of the Royal Naval Divisional system. This course is available as online training via the Defence Learning Environment.

(5) **Commanding Officer/Executive Officers’ Designate Course (CODC/XODC).** Officers selected for Command or Executive assignments attend RNLA for a briefing on current CLM activities and the potential for use of Academy resources once they have taken up their appointments. CODC/XODC also visit ROSqn in BRNC for personality profiling.

(6) **Support to Bespoke CLM Packages.** RASqn is also able to support, resources permitting, approved bespoke Ship/Unit Continuation Training packages. Facilities include:

   (a) **Low and High Ropes Training.**

   \[\text{Note. The high ropes site is restricted to Officers and SRs/JRs who have already attended SRLC.}\]

   (b) Practical Leadership Task stances.

   (c) **Assault Course.** Ten stances around the perimeter of the HMS COLLINGWOOD are available to improve team work, communication and the competitive edge of individuals.

   c. **Royal Oak Squadron.** ROSqn’s principal remit is to deliver further CLM training for officers, warrant officers and the introduction of teambuilding to Phase 2 ratings.

(1) **Junior Officer Leadership Course 1 (JOLC1).** JOLC1 is designed to build on the CLM training Junior Officers received during their time at BRNC as OCs; broadening and developing their ideas of CLM theory and how it should be applied in practice, prior to taking up their first assignments. JOLC1 is delivered primarily at OLTC and involves investigating and reflecting on CLM attributes witnessed via a combination of Adventurous Training and Challenging Activities; it also affords officers and ratings an opportunity to integrate during CLM training.

(2) **Junior Officer Leadership Course 2 (JOLC2).** JOLC2 is part of 2SL’s Maritime Through Career Development\(^4\) project to provide command, leadership, management and staff training development to officers throughout their career up to 1*.

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\(^4\) 2010DIN07-165 Maritime Through Career Development (MTCD).
(3) **Warrant Officers’ Staff Course (WOSC).** In order to deliver further CLM development for the challenges faced at this senior level, the reinvigorated WOSC includes visits to Navy Command Headquarters and Permanent Joint Headquarters (PJHQ). WOSC challenges both substantive and selected warrant officers to develop their knowledge around the areas of Command Estimate, briefings and awareness of issues outside their source branch.

(4) **Heads of Department Leadership Course (HODLC).** The HODLC is a 4-day course designed to prepare prospective Heads of Department for the CLM challenges that they will face on taking up their Charge assignments.

(5) **Able Rates Leadership Course (ARLC).** Delivered at OLTC, the ARLC gives all Phase 2 ratings the transferable skills required to work as an effective team member in arduous and demanding conditions.

(6) **Support to Bespoke CLM Packages.** ROSqn is also able to support, resources permitting, approved bespoke Ship/Unit Continuation Training packages.

d. **HQ.** HQ coordinates and assures the pan-RNL training delivery and manages external liaisons on behalf of the Squadrons. HQ is also responsible for delivering the following training:

   (1) **Executive Warrant Officers’ Course.** On assignment to an EWO position, a warrant officer must first attend this staff and management training course, taught by EWO RNL and various subject matter experts. The student leaves with a thorough and complete knowledge in order to advise senior management on human resources, large scale manpower allocation and associated procedures and processes. External visits and official guests facilitate high level briefings and understanding to give the EWO the skills to advise the Senior Management and Heads of Department on allocation of work to others, to achieve specific results by using resources effectively, to implement policy in their defined areas of authority and to contribute to broader activities, such as Diversity and Inclusion and Trauma Risk Management (TRiM).

   (2) **Coordinators’ Management Course.** The Coordinators’ Management Course is a 3-day course that enables students to carry out the functions of a Departmental Coordinator by developing their management knowledge and informing them of their responsibility to the Head of Department for the training, administration, morale and discipline of the department.
2155. CLM Continuation Training

Booking requests for use of RNLA’s facilities or training resources should, in the first
instance, be addressed to the Academy’s Operations Officer (NAVY OP TRG-RNLA HQ
OPS, Milnet: 93825 3289 or 93749 7170, civilian: 01329 333289 or 01803 677170). The
introduction of the amalgamated Academy has also increased the scope for ships and units
to receive CLM training at their own site. Mobile teams are occasionally available to visit
units, providing standard or bespoke coaching, leadership and divisional packages to
supplement their own training programmes.

2156. Booking

Attendance at an RNLA Career course (WOSC, JOLC1, JOLC2, SRLC and LRLC)
should be booked through the individual’s Career Manager and will be notified via workflows
on JPA. Any queries about a specific course booking should be addressed in the first
instance to the Career Manager. Joining Instructions for courses are contained within the
extant RNTM.

2157. Preparation for Leadership Course and the Role of the Divisional Officer

a. The DO, DSR and DLH play pivotal roles in both the physical and mental
preparation of a prospective LC student. DOs are to pay particular attention to the
completion of pre-joining documentation, including the 3-part documentation in the
extant LC RNTM.

b. DOs are to ensure that all ratings assigned to LC training are made aware of
the consequences of failing a LC, which are detailed below in Para 2159 in the
RNTM and also Chapter 69. Standard joining instructions are issued annually by
the RNLA in the form of an RNTM. All students attending RNLA must read the
RNTM and Chapter 69 prior to their arrival at RNLA for LC training. A flow chart for
guidance of DOs in preparing members of their Division for attendance on
Leadership Courses is at Annex 21S.

c. Leadership training has a significant physical content\(^5\), including combat
conditioning circuits as well as 'Battlefield Preparation' Sports which are centred on
team building.

d. Personnel are required to be in date for the RNFT prior to, and for the duration
of, the course. This is to ensure that they are able to undertake the course safely
and to ensure that insufficient individual personal fitness does not degrade the
quality of training for the group. It is recommended that ratings take the RNFT less
than 3 months prior to joining leadership course to ensure they are at the necessary
physical standard. **DOs should enforce this if they are in any doubt as to the
rating’s physical preparedness for the course.**

e. DOs are strongly encouraged to help prospective students prepare for their
LC. This preparation should cover both physical and mental aspects ie. general
physical fitness, teamwork and communication skills including verbal, written
(Defence Writing) and presentational. Preparing students for their LC should be an
integral part of a Unit’s CLM development programme.

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\(^5\) Outlined in the current RNTM.
f. **Physical Aspects of LC.** Both the SRLC and the LRLC contain the following physical activities:

1. **Loaded Speed March.** The Loaded Speed March is designed to develop teamwork and motivational skills whilst undertaking physical activity. Each student will be expected to carry a weighted pack for the duration of the march.

2. **Combat Conditioning Circuits.** Students will undertake a number of functional fitness and combat conditioning circuits, which are aimed at maintaining fitness levels and ensuring that they are ready to safely participate in exercises on Salisbury Plain or Longmoor Camp.

3. **‘Battlefield Preparation’ Sports.** Up to three days per week, all trainees will be active in competitive physical training exercises during the Dog Watches with the aims of developing communication, team bonding and team co-ordination.

4. **Assault Course.** The Assault Course is designed to create a physically demanding and stressful environment in which to test team planning, initiative and decision making.

5. **Dynamic Leadership Exercise (DLX).** RN LCs (LRLC and SRLC) conduct a DLX which takes place on the Salisbury Plain Training Area; RNR conducts its CLM training at Longmoor Camp Training Area. The DLX has a disaster relief (DISTEX) focus. DLX is a major evolution that tests Mission Command whilst embracing theories taught in both benign and arduous conditions.

6. **Swimming.** Swimming Circuits are conducted as part of the recovery physical activities post DLX.

g. **Presentations and Lectures in LC.** SRLC students will be given a Naval Ethos presentation title on Day 1 of LC and are expected to prepare a 15-minute presentation to be delivered in Week 3. LRLC students will conduct a 7-minute presentation during LC training. All presentation subjects are to have a military title and context. Prior preparation is essential as presentations are given early in the course. All presentation methods are acceptable and are to be in the following basic format:

1. **Introduction (including Personal).** Setting out the scope of the lecture and the aim. 5% of total time.

2. **Objectives.** What it is intended to convey in the lecture. 5% of total time.

3. **Main Body of the Lecture.** The ‘meat’ of the information to be delivered. 80% of total time.

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6 Outlined in current RNTM
(4) **Conclusion.** A summary of the main points. 10% of total time.

LRLC personnel should prepare and bring with them any props, models, PowerPoint presentations etc. they wish to include, as there is limited time and facilities available for self-help once on course. It is recommended that DOs arrange for students to rehearse their presentations in front of a suitable audience, and have sufficient opportunity to make initial amendments prior to starting course. In addition to the 7-minute presentation, LRLC students will prepare and present theory and practical lessons during the DTTT(W) phase in week 4.

h. **Course Reports.** On successful completion of Leadership Training, each student will receive a certificate and end of course report. The certificate will be given to the individual, with a copy being sent to the CNPers Promotions Office. Students will be informed of any shortcomings and areas for development during the formal end of course interview and these will be included as an Annex to the Course completion letter which will be sent to the student’s DO. DOs are actively encouraged to discuss these areas with the individual on return to unit.

2158. **Return to Unit (RTU) from SRLC/LRLC**

a. The Training Performance Statement requires LRLC/SRLC to be physically and mentally demanding, resulting in a considerable amount of pressure being placed on the student’s character. In order to succeed on course, candidates must demonstrate the required professional and character & leadership standards (C&L). Each student’s performance is assessed continuously whilst on LC, with formal, summative assessments for key Training Objectives (TOs). A warning system is in place throughout courses whereby, if a candidate falls short of the required professional or C&L standard, they will be issued with a written warning that will detail the shortfall and guidance required to redress it.

b. The Warnings process is fully briefed to all students at the beginning of course and there is also comprehensive Coaching Support offered to all students during course to help rectify shortcomings. The RNLA will RTU any student who receives an accumulation of professional and/or C&L warning, the number of which will be stipulated.

c. C&L warnings are commonly received for, but are not limited to, the following reasons whilst on course:

   (1) Lack of commitment or poor attitude.

   (2) Lack of effort and commitment in PT evolutions.

   (3) Inadequate timing or preparation for presentations or briefs.

   (4) Inadequate standard of uniform; in particular No 1s.

   (5) Lack of military bearing during Divisions and within establishment boundaries.

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7 Outlined in current RNTM.
(6) Poor state of accommodation during daily accommodation rounds.

(7) Attitude or conduct unbecoming of a SR or LH, ie. unreliability, poor judgement, lack of team spirit.

d. Professional warnings are imposed for failed formal assessments of key TOs such as presentations, practical leadership tasks, defence writing and exams.

e. In addition, students will be RTU’ed immediately if they:

(1) Are not in date for RNFT on the first day of course.

(2) Fail the Dynamic Leadership Exercise.

(3) Fail the initial assessment and subsequent failures meet the RNLA warnings criteria for RTU.

f. RNLA Training Orders and LC Assessment Specifications provide further detail on these orders. Students are briefed on this on the first day of their course.

2159. Implications of Failure

a. Under the RN system of ‘select – train – promote’, leadership courses are often the final stage of training prior to promotion and success can lead to this reward. However, leadership courses are not simply attendance courses and failure can have severe consequences for candidates, as detailed below:

(1) Relinquishment of the Acting Higher Rate. Failure of an LC will lead to the relinquishment of an Acting Higher Rate if held (see Para 6916 sub para h).

(2) Financial. Failure to complete the relevant LC prior to the Common Promotion Date (CPD) for non-service reasons that are within an individual’s control, which includes failing a course, will result in pay and seniority not being back-dated to the CPD. Individuals who have not completed an LC will not, under any circumstances, be substantively promoted to the higher rate (see Para 6703 sub para b(4), Para 6714 and Para 6719).

b. Individuals who fail an LC will be advised on the minimum amount of time recommended before being allowed to re-attend the LC and, depending on the level of failure, de-selection will not normally be recommended. Individuals who fail an LC as a result of their final DLX, and who do not merit de-selection, will be given the opportunity to attend a 2-week Leadership Development Package. On successful completion of this course, they will not be required to re-attend the LC. Those who are required to re-attend an LC or the Development Package should be aware that promotion and CPD time limits continue to apply.
2160. Post Course Development

a. Why Post Course Development is Important. The NS commits considerable resource, in terms of both time and money, to train and improve the CLM capabilities of its personnel. Whilst a well-designed and executed course can help improve an individual’s performance, the course alone cannot produce sustained performance improvement. It has been shown that newly acquired knowledge and skills deteriorate dramatically, within weeks of the course. In traditional training regimes, nothing happens before training, so the knowledge and performance lines stay the same. During training, individuals are exposed to new knowledge and this significantly increases. Given the opportunity to practice, the performance line will also increase. However, both will decline unless the student is given the opportunity to embed their new abilities in the work place, as the new knowledge and skills are quickly forgotten. In this situation, the course will be seen as nothing more than a ‘tick in the box’ that once completed can be forgotten about. If, however, the student is encouraged to prepare for the course and upon returning to their unit given the opportunity to develop their new capabilities then a significant and lasting improvement is seen. The benefits to the individual will extend beyond the initial improvement, as their confidence and willingness to accept additional responsibility increases. Such post course development should be framed within coaching techniques, as detailed in Annex 21U and Annex 21V.

b. Post Course Development Strategy. There are 3 simple strategies that the line managers/students can employ during the post course development phase:

   (1) Quickly seek out opportunities to apply the newly acquired skills. This could include helping to prepare other students who are about to start the LC or as part of the wider CLM development programme onboard.

   (2) Making the students accountable for the application of the new skills, by providing coaching and feedback. Individuals must take ownership of their own development and ways to achieve it.

   (3) Incorporate development goals and plans into the formal performance appraisal process.
2161. RNLA Help and Assistance

a. RNLA Web Site. The RNLA Teamsite contains background information on course structures, Defence Writing, presentations, NSOs and several practical applications. These can be used by students to help them prepare for their LC.

b. Points of Contact

**OC RNLA**
Email: faye.arend840@mod.gov.uk  
Telephone: 93825 3166 or 93749 7139 / 01329 333166 or 01803677139

**OPS RNLA**
Email: philip.rogers243@mod.gov.uk  
Telephone: 93825 3289 or 93749 7170 / 01329 333289 or 01803677170

**OiC Royal Arthur Squadron**
Email: terry.whittaker964@mod.gov.uk  
Telephone: 93 825 3197 or 01329 333197

**2iC Royal Arthur Squadron**
Email: NAVY OP TRG-RNLA RASQN 2IC  
Telephone: 93 825 3135 or 01329 333135

**Divisional Training Officer**
Email: NAVY OP TRG-RNLA RASQN DIVMAN  
Telephone: 93 825 3184 or 01329 333189

**OiC Royal Oak Squadron**
Email: jake.wilkinson659@mod.gov.uk  
Telephone: 93749 7034 or 01803 677034

**OiC Royal Sovereign Squadron**
E-mail: luke.hayashi213@mod.gov.uk  
Telephone: 93749 7155 or 01803 677155
2162. Coaching and Mentoring

Coaching and mentoring techniques are key leadership skills; they create favourable conditions for individual and collective learning which in turn are likely to result in improved performance and consequently benefit Operational Capability. People who are coached and mentored well usually find the experience highly motivating and fulfilling; this increases the likelihood of their retention in the NS. Skilled application of coaching and mentoring is therefore beneficial to CLM, and the implementation of the Divisional System; as such coaching and mentoring are tools which Unit Commanders are expected to use throughout their units in the course of leading, developing and motivating their people. Although coaching and mentoring may require some initial investment in growing leaders’ skills and confidence, and in setting expectations for all personnel, they offer a worthwhile economy of effort: once coaching and mentoring is the norm, leaders will gain more capable and resilient teams which need less direction and supervision. Coaching and mentoring, combined with effective teaching, are key enablers of learning in the workplace, in training environments (both formal and informal) and in education.

a. Coaching and Mentoring Policy. ACOS(T) is the lead for NS coaching and mentoring policy (Desk Officer: NAVY TRG HQ-POLSTRAT SO1). However, as coaching and mentoring have relevance across the full scope of CLM and Divisional matters, CNPS and CNPers (Desk Officer: NAVY PERS-EXEC SO1) are recognised as key stakeholders in coaching and mentoring policy. Activities essential to implementing the policy are delivered by the RNLA, by CTCRM, by FOST (N) and (S), by NETS (ashore and afloat), by Establishments’ Coaching Advisory Support Teams (CASTs) and by Unit CLM Development Officers.

b. Coaching. Coaching is defined by the NS as: “Unlocking a person’s, team’s or organisation’s potential to maximise their own performance”. Proficient coaching causes learning (Annex 21T); an essential component of performance improvement. The spectrum of possible coaching activities ranges from a series of scheduled and relatively formal one-to-one meetings, with a clear agreement between a coach and a learner on the terms and objectives for the coaching (a common format if using a coach from an external team or organisation), to entirely informal, one-off, short and sometime opportunistic ‘corridor coaching’. While most uses of coaching in the NS will fall somewhere between these extremes, a common set of foundation coaching skills and behaviours is applicable to all situations (Annex 21U); it is therefore necessary for NS leaders at all levels to develop and practise these skills and behaviours.

c. The NS recognises the value of coaching in helping individuals, teams and organisations to make progress towards excellent performance regardless of their current level of performance. All Naval personnel are therefore strongly encouraged to seek regular coaching, as well as developing their ability to coach others. DOs are expected to set a positive example in this respect. Individuals who seek coaching for the purpose of improving their performance are displaying positive and commendable behaviour and attitude; leaders at all levels are expected to recognise this and give appropriate credit, including recognising such actions as positive evidence in appraisals.
d. There are two main techniques that Naval personnel are expected to adopt at every level in order to ensure the NS achieves maximum benefit from coaching: GROW (Annex 21V) and Effective Debrief/Feedback (Annex 21W). These techniques are suitable for use within MPAR (Annex 21C). Trainers in all NS training establishments are trained in, and are expected to routinely apply, a blend of Teaching, Coaching and Mentoring (TCM) approaches. Leadership students are developed by, and are taught to use, coaching techniques.

e. Where a unit has a CAST, or Learning Advisory Support Team (LAST), the focus of the team should be on supporting and developing the teaching, coaching and mentoring skills, behaviours and mind-sets of the unit’s leaders and/or trainers. In this way, CASTs/LASTs can support the development of unit cultures that value and enable performance enhancing learning at all levels.

f. Coaching Skills Development. Awareness of coaching theory and practical development of foundation techniques is delivered by the following courses:

(1) Coaching Workshop 1 (CW 1). CW 1 covers the basic understanding of principles and techniques. The minimum requirement is to cover the theory within Annex 21T (The Learning Cycle), Annex 21U (Foundation Skills and Behaviours for Coaching), Annex 21V (GROW) and Annex 21W (Effective Debrief/Feedback). As a guideline, a CW1 session would normally be expected to require 90-120 minutes (although this may vary according to the delivery environment).

(a) Delivered by:
   i. RNLA to ARLC, LRLC, SRLC, RNWOSC and JOLC1.
   ii. CTCRM CW.
   iii. NETS(OPS) on request by Units and Establishments.
   iv. Establishment Coaching Advisory Support Teams (CASTs).

(b) Achieves a JPA competence mandated for all NS personnel. Competences awarded are to be recorded in JPA by the unit/team delivering the workshop.

(2) Coaching Workshop 2 (CW 2). CW 2 focuses on the effective employment of coaching techniques in the workplace. The minimum requirement is to cover CW1 and also ensure all attendees actively participate in a practical session (which may be contextualised as appropriate) applying Foundation Skills and Behaviours for Coaching (Annex 21U), GROW (Annex 21V) and Effective Debrief/Feedback (Annex 21W). As a guideline, the CW2 practical session would normally be expected to require 60-90 minutes in addition to any time required to cover, or refresh, CW1 content (although this may vary according to the delivery environment).
(a) Delivered by:

i. RNLA to SRLC and JOLC2.

ii. CTCRM CW.

iii. NETS(OPS) on request by Units and Establishments.

iv. Establishment Coaching Advisory Support Teams (CASTs).

v. FOST to Sea Training staff.

vi. Defence Train the Trainer (DTTT) course.

(b) Achieves a JPA competence. Competences awarded are to be recorded in JPA by the unit/team delivering the workshop or course.

(3) **Coaching Workshops Alignment and Assurance.** RNLA acts as the RN (excluding RM) CW1 and CW2 delivery lead with responsibility for promoting alignment and congruence between CW deliveries. The purpose of alignment activity is to ensure consistent messages about coaching are communicated which meet the requirements and uphold the intent of this policy. CW deliveries are not expected or required to be identical between organisations and tailoring the delivery of the core CW1 and/or CW2 syllabus to the context of the audience is encouraged. Each organisation delivering CW1 or CW2 shall nominate a point of contact to liaise regularly with RNLA on CW delivery alignment matters, sharing good practice and lessons identified. ACOS(T) (Desk Officer: NAVY TRG HQ-INDTRGCAP ASSURE SO2) will provide second party assurance of RNLA as in this capacity during routine second party assurance visits.

(4) **Advanced Coaching Skills: National Qualifications Framework (NQF) Level 3/Level 5 Certificates and Diplomas in Coaching.** It is appropriate for staff in some employment roles with responsibilities for personnel and professional development to hold advanced coaching skills qualifications. Most accredited courses comprise a taught module followed by a specified amount of real coaching practice, which is usually linked to a written assignment or submission. NS personnel who hold an NQF Level 3 or Level 5 accredited qualification are eligible for a JPA competence which will enable the NS to effectively employ individuals. Unit HR administrators are able to award the JPA competence on production of an individual’s original certificate of qualification. The NS provides some Level 3 and Level 5 coaching course places (ie. via NETS learning centres) and some subsidised routes to such qualifications that give credit for training completed for the professional role (eg. elective extension to Level 3 Certificate in coaching for personnel completing DTTT).
(5) **Elective Further Learning.** Individuals who develop an interest in coaching and wish to further develop their coaching knowledge and skills may utilise the Naval Service Learning Credit schemes to offset costs of tuition and assessments (Chapter 96). Courses are available from various providers, ranging from NQF Level 2 (GCSE/NVQ equivalent) to Level 8 (PhD equivalent). Occasionally, other funded elective learning opportunities may become available; these will usually be advertised by DIN or RNTM.

g. **Mentoring.** Mentoring is defined by the NS as “a situation where a person with more experience in a particular field (the mentor), supports and guides the learning of a person with less experience in that field (the mentee)”. In parallel with coaching, there is a spectrum of possible mentoring activities: at one end is the establishment of a mid to long term mutual, voluntary, mentoring relationship within defined boundaries between a mentee and a mentor who may be outside of the mentee’s management chain; at the other it is possible for very effective mentoring to occur in informal and unplanned circumstances. As mentoring can have substantial overlap with coaching, the foundation skills and behaviours for coaching (Annex 21U) are equally applicable for mentors.

h. Mentors can support and guide a mentee in various ways which assist the mentee to progress around the learning cycle (Annex 21T). Mentors might provide an objective, informed and separate perspective, helping a mentee to decide how best to approach their personal and professional development. They can provide the indirect learning benefit of describing examples or situations from their own experience, discussing what they did and the effects of their actions. They can guide and support the mentee’s reflection and thinking, and contribute lessons from their own thinking and analysis. They can assist the mentee in making plans and developing mechanisms and strategies for dealing with the upcoming challenging situations they expect to face.

i. The NS recognises the value of mentoring in helping individuals, teams and organisations to make progress towards excellent performance regardless of their current level of performance. All Naval personnel are therefore strongly encouraged to seek regular mentoring, as well as developing their ability to mentor others, an ability that necessarily requires drawing upon their experience in their field. DOs are expected to set a positive example in this respect. Individuals who seek mentoring for the purpose of improving their performance are displaying positive and commendable behaviour and attitude; leaders at all levels are expected to recognise this and give appropriate credit, including recognising such actions as positive evidence in appraisals.

j. Mentoring is already in use in a number of areas in the NS, notably CTCRM with the Royal Marines Association, RALEIGH with the Royal Naval Association, and for newly qualified Trainers in training establishments, with positive results. It is recognised, in the civilian environment, as good practice in optimising the potential of the workforce and as a key enabler for effective and empathic talent management. In recognition of the benefits to individuals, branch specific mentoring schemes have been established (Engineering, Diving, Logistics and RM). The details of these schemes vary, however at present they are limited to mentors and mentees within the same branch, and are currently focused predominantly at officers.
ANNEX 21A

NAVAL SERVICE PERSONAL INFORMATION CHECK DASHBOARD

1. The Naval Service Personal Information Check Dashboard shows an individual the status of their personal data held within JPA and is to be used by ALL members of the RN/RM to carry out the Annual Mandatory JPA Data Check. The dashboard is simple and intuitive to use and is accessible through the front page of JPA (see sequence below).

2. The JPA Data Check on the following pages is to ensure that your key personal data on JPA is correct; it should be completed annually and within two months of joining a new unit or establishment. In particular, it is your chance to check the key data held and, if anything is wrong or missing, to take action (usually via your self-service role or by Unit HR if you do not have access to the field) to get it corrected. The proforma should be printed from the Naval Service Personal Information Check OBIEE dashboard and returned in hard copy to your DO/Tp Cdr or 1RO as confirmation from you that your JPA data is accurate. The DO/Tp Cdr/1RO is to check the information is correct and then forward to the UPO/Ship’s Office/Unit HR for checking, any action necessary and retention for a period of 2 years.

3. The Dashboard is made up of three pages:
   a. A Personal Data Summary highlights areas of potential issues using a ‘traffic light’ system – GREEN if the data is present, AMBER if there is a possible issue and RED if there is a definite issue eg. Data missing.

   b. The Personal Profile brings together information held in various places in JPA into a one page summary allowing the user to quickly view pertinent information held on them.

   c. The final page is the Mandatory Annual JPA Check; this is a printable Summary page that may be accessed via a clickable link.

4. **Getting to the Personal Information Check Dashboard**

   To gain access to the Personal Information Check Dashboard, individuals should follow the sequence below:
If you need help contact the JPAC using the iSupport facility or phone on
Military: 94560 3600
Civilian: 0141 2243600
Pensions: 0800 0853600

Oracle Applications Home Page

Navigator

- Career Manager (Read Only), Armed Forces
- Course Administrator, Armed Forces
- Establishment Administrator (Read Only), Armed Forces
- JPA Expenses
- JPAC HR/US Personnel Records (Read Only), Armed Forces
- **JPA Self Service - Employee, Armed Forces**
- JPA Self Service - Manager, Armed Forces
- JPAC iSupport User
- Local Training Manager, Armed Forces
- MI Career Manager, Armed Forces
- MI Course Administrator, Armed Forces
- MI Establishment Administrator, Armed Forces

On the JPA Home Page Select

Click on the ‘JPA Dashboard Function’ link
You arrive at a Welcome Screen:

You will arrive at the Navy Landing page, click on the Naval Service Personal Information Check link shown below:
A traffic light system will appear that highlights potential issues with key data in both the Personal and Assignment details areas:

A summary box gives details of the user logged in:

And a footer with links to the RN BIS intranet and Help pages:
The Personal Profile page displays personal data within expandable fields. Expandable fields provide information on pay, contacts, assignments, qualifications, competencies and medals etc. Clicking on the will expand the box to reveal the data held.

Annual Mandatory JPA Data Check. The Annual Mandatory JPA Data Check is accessed by clicking the link on the Personal Data Summary page, as follows:

This opens in a new window which displays a printable Personal Summary page. This allows an individual to confirm that each section of data is correct within JPA by ticking in the appropriate box.

By selecting ‘NO’, the individual is highlighting that data within that area of JPA is incorrect. It is the individual’s responsibility to either correct the data themselves or, if they do not have the authority to do so, to inform Unit HR Staff to take the necessary action.

Once all incorrect data has been rectified the document is to be printed A4, landscape, double sided.
Once printed, the individual is to sign and date the declaration and then pass the form to their DO/Tp Cdr, as follows:

I confirm that:
- I have carried out a review of my person data held in JPA;
- Items I have marked as ‘YES’ are an accurate record of my data held on JPA and the details are correct;
- I am satisfied that any alterations indicated within this list have been actioned by me or by my DO/EWO/Cosm/Ast Adj/Unit HR/Career Manager.

Signature: ____________________________
Name: ______________________________
Service Number: ______________________
Date: ________________________________

The DO/Tp Cdr is to check that the form is completed in full and that all ‘YES’ boxes have been ticked, as follows:

I confirm that:
- This form has been completed in full.
- Any alterations required to the data have been actioned and completed.

Signature: ____________________________
1 RO/DO: ____________________________
Name: ______________________________
Rank/Rate: __________________________
Service Number: ______________________
Date: ________________________________

The completed form is to be forwarded to the Unit HR Staff who will check the RWA/PHA and, if changed from the last check, will amend HTD/GYH/ULA entitlement. They will then update the ‘Date Last Verified’ flag on JPA to confirm that the check has been completed. The form is then to be held within the unit for TWO years.
ANNEX 21B

DIVISIONAL OFFICER/TROOP COMMANDER’S JPA DASHBOARD

1. The DO and Troop Cdr JPA dashboard enables DOs, Troop Commanders and the Chain of Command to quickly access data on their people in a number of different views\(^1\). Importantly, it highlights when individuals have out of date/incorrect information in JPA as well as automatically displaying bring up actions or other information in different views. The dashboard is simple and intuitive to use and is accessible through the front page of JPA.

2. To access this dashboard, DOs/Tp Cdrs should access JPA using Self Service Manager (otherwise it will not appear on the list of available dashboards on the OBIEE Naval Service Navigation page), as follows:

This leads the user to the following page:

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\(^1\) Data Protection Act (DPA). The personal information held in JPA is required for a legitimate ‘business’ need and therefore within the jurisdiction of the DPA. Whilst DOs have a legitimate reason both to view the information and take action based upon it, they must treat that information in the strictest confidence, avoid inadvertent disclosure and, when there are legitimate reasons to print documents (eg. the ‘Bring Up’ diary), ensure that they are stored securely and properly.
Which then leads the user to the Naval service OBIEE Dashboard System introduction:
Once the DO/Tp Cdr has entered the dashboard, they will be presented with a traffic light system that will highlight current and potential issues with key data in both personal and assignment details, eg. as follows:

Clicking on the Action Required tab (second in from the left hand side) will take the user to the following screen:
Clicking on the Issue Details tab (third from left) takes the user to the following screen:

![Issue Details Screen]

Clicking on the Look Ahead tab (fourth from left) then takes the user to the following screen:

![Look Ahead Screen]
Clicking on the Personal Summary tab (fifth from left) takes the user to the following screen:

![Personal Summary Screen]

Clicking on the Divisional Chain tab (sixth from left) takes the user to the following page:

![Divisional Chain Screen]

Clicking on the Issue Details by Person tab (seventh from left) takes the user to the following page:

![Issue Details by Person Screen]
Occasions for Conducting a DO’s/TpCdr’s JPA Dashboard

The DO/Tp Cdr’s Dashboard should be completed on the following occasions:

- Annually (DO/Tp Cdrs may wish to set a date yearly for their entire Division).
- Within two months of an individual joining a new Establishment/Unit.
- No later than one month after the SJAR/OJAR has been finalised on JPA Appraisal (in readiness for the next reporting period).
ANNEX 21C

APPRAISAL REPORTING

1. The definitive guidance and authoritative document for all matters pertaining to appraisal reporting remains JSP 757, however the following paragraphs are offered as initial guidance for Divisional Officers.

2. Reporting Officers

   Except in the most exceptional circumstances (and in the RM where other arrangements may be in place), DOs/Tp Cdrs are to be either the first (1RO) or second (2RO) reporting officer for every member of their Division. DOs are to liaise closely with line managers of individuals in order to track and report on professional progress. In very exceptional circumstances where both 1 and 2 ROs are non-commissioned, a commissioned officer is to act as 3RO and sign the relevant boxes in the SJAR to certify that the 1 and 2 RO comments are accurate. This is to ensure that ratings/ORs in such situations are not disadvantaged (see Chapter 57 and JSP 757 for detailed guidance).

3. Mid Period Appraisal Review (MPAR)

   The following actions are to be carried out in respect of MPARs:

   a. MPARs for all personnel are mandatory. In normal course, following the joining procedure, the next formal interview to be carried out by the DO/Tp Cdr will be the Mid Period Appraisal Review (MPAR). The MPAR is the method by which the Naval Service informs its people how they are performing and what they must do if improvement is required and how to enhance their professional development. Every individual is entitled to an MPAR and one must precede each appraisal report.

   b. An MPAR must also be held whenever an individual’s performance noticeably deteriorates. In such a case the MPAR would be the likely precursor to a ‘Special’ report as part of the professional warnings process. This occasion should be taken as an opportunity to address matters such as unsatisfactory social behaviour eg. persistent misuse of alcohol or abuse of social media. In these regards it acts as an effective audit trail and is a far better tool than a simple verbal debriefing (which in all likelihood is quickly forgotten and in any event does not form a recordable evidence chain).

   c. It is important to understand that the MPAR is a management tool that enables the best possible performance to be derived from our people as much as keeping them informed of how they are perceived. DOs/Tp Cdrs should therefore be familiar with the coaching techniques at Annex 21V (GROW) and Annex 21W (Effective Feedback) and make every effort to use these techniques appropriately in MPARs.

   d. Whenever possible, MPARs should be held mid-way through the period between appraisal reports. With the inception of Common Reporting Dates aligned to rate/rank, DOs/Tp Cdrs need to plan an MPAR schedule to ensure each member of their division is given ample time for their MPAR. Individuals should always be given at least 24 hours’ notice of an MPAR and the opportunity to comment against it. DOs/Tp Cdrs may wish to draw up a draft report for use during an MPAR or use local templates; a copy should be given to the individual and one retained by the DO/Tp Cdr.
e. Preparation is the key to a successful MPAR. A DO/Tp Cdr must gather as much relevant information about the individual as possible. The DSR/SNCO should be consulted together with the employing officer (where they are not the DO) and the individual’s line manager. While it is appropriate to give praise when due, the MPAR must inform the individual of how they are performing in all aspects of their job including those ‘whole-ship’ tasks such as duties and communal roles. Where the DO/Tp Cdr is unable to comment objectively from their own knowledge or experience they must seek advice from appropriate sources. Telling someone that they have a weak area or other problem is never easy and DOs must ensure they are well informed and briefed before raising such matters.

f. The DO/Tp Cdr must listen during the MPAR. The individual should be put at their ease, encouraged to join in a dialogue and given the opportunity to describe whether outside factors have been adversely affecting their performance at work; this may well yield some important information. The MPAR is not a mechanism for individuals to negotiate a report that is acceptable to them but it is a two way flow where both participants have an equal investment in the individual’s career. An effective tool to guide this conversation is the GROW model (Annex 21V), which provides a means for the DO to assist the individual to develop towards realising their full potential. Applied appropriately, GROW will work regardless of the starting level of performance: those already at a satisfactory standard can be stretched and challenged toward excellence while those underperforming can be supported in reaching the required performance standard.

g. DOs/Tp Cdrs must be ready to articulate and explain their views when addressing someone’s faults; although this takes moral courage, it is their absolute duty. An effective tool for the DO to structure feedback, including honest articulation of shortcomings and credit where it is due for strengths, is the Effective Feedback model (Annex 21W).

h. Finally, the purpose of airing problems at the MPAR is to achieve an improvement in the individual’s performance. A recovery plan must be agreed and progress checks made at appropriate milestones which may require follow-up interviews. Where problems are rectified between the MPAR and the report due date they should be discarded and not included in the subsequent report. The MPAR, although in most cases produced electronically, should still be signed both by the DO/Tp Cdr and the individual. This provides assurance that both parties are content with the report and the measures proposed/implemented within. Once the final report is completed, the MPAR form can be destroyed.
ANNEX 21D

DIVISIONAL JOINING LETTERS

1. General

DO/Tp Cdrs are to make official contact with Officers/ratings/marines assigned to their division as soon as the initial Assignment Order is received. A joining letter is always to be sent, even if the majority of contact is by telephone or email. The exact content of the letter is left to the discretion of the author but DO/Tp Cdrs may find the format and possibly even the content of these letters largely decided by the Command in some units. In the case of Senior Ratings/SNCOs, it is recommended and encouraged that, in addition to the formal letter of introduction, the current incumbent writes to their relief to give greater detail about the job and also more general useful information (eg. mess social events etc.).

2. Contents

Several important subjects must be covered, some of which may only be applicable to seagoing or deployed units. These include the following:

a. Details of the individual’s intended employment, all aspects to be covered – enclose a copy of the current Job Description/TORs (NB: Where appropriate, the accuracy of all assigned Temporary Employment Modules (TEMs) is to be confirmed by the DEPCO who is to check the Establishment List. Any errors or omissions are to be set out in the joining letter and resolved immediately with CNPers).

b. Confirmation of the joining date and place (NB: Where this differs from the date on the Assignment Order it is essential that the discharging unit and CNPers are informed, in accordance with Chapter 61 Section 2).

c. Details of the ship’s/unit’s medium term programme (classified not above ‘OFFICIAL’ accompanied by the emphasised statement that the programme is for the individual and their immediate family only) – a copy of the latest ‘Midcast’ or ‘Longcast’ will suffice if it meets the classification caveat.

d. Details of tropical or other kit that will be required on joining or for deployment if applicable.

e. Names of main ship’s personalities (CO, XO, HoD, EWO/RSM, DSR/SNCO, LHOM etc.).

f. Any medical requirement (ie. vaccinations, dental check etc.) to be undertaken prior to joining.

g. Reference to Service Family Accommodation (SFA) entitlement if applicable.

h. Requirement for any specialised training or equipment and any special information such as:

   (1) OPTAG training.

   (2) Requirement for General Service Respirator.

   (3) Passport.

   (4) EHIC card.
3. **Signatories**

In some ships/units, the CO may wish to send the 'official' joining letter, especially for certain key senior rates/SNCOs. Alternatively, the DO/Tp Cdr may wish to send an overarching introductory letter and then leave the DSR/SNCO to send a follow-on letter or email with detailed instructions/content – or the latter may be delegated to a Leading Hand/Corporal if appropriate. Some DOs may prefer to retain sole custody of the initial contact.
APPENDIX 1 TO ANNEX 21D

EXAMPLE OF A DIVISIONAL OFFICER’S JOINING LETTER

HMS [Name]
BFPO [No]

Rate/Rank/Name/Service No

Address

Date

Dear [Name],

1. On behalf of the Commanding Officer, [Rank and Name], welcome to HMS [Name], which, as you probably already know, is a Type/Class [describe ship] that is based at [Base Port]. I am [Rank/Rate/Name/Title] and I will be your Divisional Officer/Troop Commander. [CPO/PO/CSgt/Sgt/Name] will be your Divisional Senior Rate/SNCO. It is anticipated that you will be employed in the [Name] part of ship/Section, and will initially be working for [CPO/PO/CSgt/Sgt/Name]. I have enclosed a copy of the current Job Description/TORs for your post to give you an insight into your job.

2. For your information, I have also enclosed a copy of the Ship/Unit’s Longcast which is Protectively Marked Official and should be discussed only with your close family/friends. As always, the programme is subject to change at short notice.

3. Your Unit Personnel Office/Ship’s Office/Unit HR has been advised of your joining instructions, which are as follows:

   a. You are to join the Ship/Unit at [Place] by [Time] on [date] and should be in possession of a full Blue uniform (plus Tropical uniform if appropriate) and a serviceable AGR.

   b. You should bring a photocopy of your current Weapon History Sheet.

   c. You are to attend your Medical/Dental Centre and request that a check of your documents is made to ensure that you are in date for all medical/dental checks (PULHEEM/Diving Medical etc.) prior to joining, and unlikely to go out of date prior to [add date]. Furthermore, you are to request the following vaccinations/prophylaxis: [details to be supplied by ship/unit’s medical staff]. Failure to do so may prejudice your ability to enjoy shore leave during our forthcoming programme.

   d. Your passport should be valid for at least the next [number] months.

   e. As a [Name of Base Port] based ship, you and your family may be entitled to Service Family Accommodation (Note 1) in the local area, for which you are advised to apply as soon as possible.

   f. On joining, [Rank/Rate/Name] will be your ‘Sea Daddy’ (Note 2) for your first two weeks onboard. He/She will acquaint you with the ship/routines and guide you as required.
4. I look forward to meeting you on joining; however, in the meantime, please do not hesitate to contact me if you require any further information.

[Signature Block]

Enclosures:

1. Job Description.
2. Longcast.

Notes:

1. Only if appropriate – ie. the person is married.
2. For Senior Ratings only, replace with: “You will shortly receive another letter from [Name] - the present incumbent of the position you are going to fill, who will send more details of the job.”
ANNEX 21E

DIVISIONAL JOINING INTERVIEWS

The following points represent best practice when a DO/Tp Cdr conducts a Divisional Joining Interview:

a. The interview should be in the DO/Tp Cdr’s cabin/office or other similarly private area and programmed for at least 30 minutes (possibly up to an hour) which must be free from interruption. The interview should be kept as informal and welcoming as possible. The DO/Tp Cdr may need to take some notes but this should be kept to a minimum. The joining interview is part of the formal ‘induction’ procedure – completion of which is mandatory. As such the interview must take place as soon as practicable but absolutely within 28 days of the new joiner’s arrival.

b. Personal style will influence the exact conduct of the interview, however in general it is probably a good idea to begin by showing an interest in the individual and by initially talking about their previous assignment, family, home and personal circumstances; this should help draw information, overcome initial shyness and gain the individual’s confidence. Establishment of the individual’s domestic status, whether they have children, and whether there are any particular problems in these areas (eg. moving to a new base port, entitlement to and availability of SFA etc). Then matters such as the following may be addressed:

1. Service Engagement – confirm Termination date and resettlement status if appropriate.
2. GCBs held/due (include LSGCM if appropriate).
3. Professional status and aspirations.
4. Educational status and aspirations (is the rating QEWO or an SUY candidate – do they aspire to this?).
5. Pre-promotion training performance (if this is their first assignment in a higher rate).
6. A full JPA check in accordance with Annex 21B.

c. Some DO/Tp Cdrs may be uncomfortable with discussion of the more personal aspects of an individual’s life, especially if this involves protected characteristics. It is the DO/Tp Cdr’s job to overcome any awkwardness and getting to know the person pays long term dividends. For example, if the DO/Tp Cdr knows that someone is Muslim, or is homosexual, then they do not have to hedge it in the future or embarrass themselves when asking inappropriate questions (eg. whether they are going to church at Easter, or the health of their girlfriend). DOs can then appreciate what is important to the individual which, in turn, will make the individual feel valued.
d. For many individuals joining from initial training there is a high likelihood that they will be involved with an accreditation route to achieve an NVQ or Apprenticeship Programme. DOs have an important role in ensuring these ratings achieve valuable civilian qualifications (see Individual Training Policy in Chapter 96).

e. For individuals who have recently been deployed on operations, their Service Documents will contain records of Post Operational Stress Management (POSM) (1 per deployment). The content of these should be reviewed by the DO/Tp Cdr and, if necessary, discussed with the individual to ensure continuity of Divisional/Troop (and any other necessary) support. (NB: If the rating joins under punishment or suspension of punishment, it is essential that the new DO explains the full implications of the punishment ie. it should not be assumed that the rating has been briefed.)

f. Once the appropriate Arrivals action has been taken on JPA and the SJAR initiated by the Appraisal Administrator, the DO and First Reporting Officer (1RO) should discuss the individual’s intended employment. The Roles & Responsibilities will have been established prior to the Subject joining their unit and, where available, TORs should also have been briefed. Personal Objectives should be agreed and Career Preferences & Aspirations discussed. The individual is, in an agreed timeframe (recommend maximum of 7 days), to enter their Personal Objectives, Career Preferences and Aspirations into JPA. Once this has been done the front page of the SJAR should be printed and handed to the rating. The DO should explain in straightforward terms what is expected of the individual, covering all aspects of employment including that for ‘duties’ and other ‘whole ship’ tasks. The DO should set objectives for the individual to achieve over the forthcoming reporting period and ensure the individual understands what is expected of him/her. Similarly, the individual’s training state should be assessed and the DO must draw up a personal training and development record for each individual.

g. A draft Personal Plan (PP) will also be drawn up at this stage for ‘squadded’ personnel and may include the individual’s plans and aspirations for leave, harmony time, educational courses and Adventurous Training. The PP should be discussed in advance with the DEPCO for de-confliction and with the EWO for endorsement; this is an ideal role for the DSR/SNCO. Full instructions on the GSP system, PPs and the DOs responsibilities are contained in the GSP CONOPS, Fleet JR Squad System Divisional Aide Memoire and the Squad System Desk Instructions held by waterfront PSGs. The EWO and DEPCO are focussed on the delivery of OC to the Command from a manpower perspective and, as a consequence, it is deemed best practice by CNPers/CNPS to formulate a PP for all members of the division, including Senior Rates and those who are not part of a squad. Remember that the details submitted to the DEPCO for ratification by the EWO are aspirational and, although every effort will be made to meet any agreed arrangement, the operational commitment of the unit has primacy; this should be made clear to individuals.
ANNEX 21F

DIVISIONAL FEED BACK SPREADSHEET

Divisional Feedback Spreadsheet (accessed via Forms BRD 3(1) Home Page/Splash Page Forms button)
ANNEX 21G

WALKING THE PATCH – SOME DO’S AND DON’TS

DO’S

1. Do make sure that you have enough time to stop and talk – it would be counter-productive to start a conversation only to dash off to a meeting as the individual starts to confide in you.

2. Instinctively know the individual’s name and have something to say - a few ‘ice breaking’ conversation pieces. There is nothing worse than silence. Ask how the individual is, whether they were ashore last night, plans for the weekend, how the deployment is going, complimenting their part of ship or work, how is their task book training? As you grow in confidence and get to know your people you can become more adventurous – How is the family, did you get the course you were hoping for, how is morale in the mess? Then just have a normal conversation.

3. Do be aware of body language and avoid being ‘defensive’ in posture.

4. Do be prepared to answer questions on unit policy – sailors and marines will be keen to glean the latest ‘buzz’ from the Wardroom/Officers’ Mess; if necessary ask the XO for latest direction and guidance.

5. Do make sure that you acknowledge and take for action any issues raised and also feedback any salient points to the Command if the need merits.

6. Do make sure that your uniform and appearance is smart and proper – it would be awkward to pick someone up for not polishing footwear or for having a back pocket button undone if you are in the same state.

7. Do be interested in what they are doing; look, ask questions and listen conscientiously. If someone has an idea you the DO can act on, do so and tell them how it’s going; if you can’t act on it, tell them why not. More importantly, if saying that something will be done for someone, make sure that it is done.

8. Do use the opportunity to maintain standards and CMS/MATTs. Ask them if they are in date for respirator testing or alcohol lecture for example – ‘did you complete the brief you promised at our joining chat?’ – it all adds to the conversation.
DONT’S

9. Don’t be afraid to pick someone up for not maintaining standards – it is your job and your duty, so never fear from upholding standards by applying moral courage. However, this should not stop you having the conversation you intended in the first instance.

10. Don’t be afraid to speculate for example about a forthcoming event or programme, but do make it clear that you are expressing a personal opinion and don’t make a comment or speculation which would embarrass the Command later.

11. Don’t be a ‘fair weather’ DO/Tp Cdr. Your people work in the wind and rain, so get out and see them when the going is tough – they will respect you more.
ANNEX 21H

ETHOS, VALUES AND STANDARDS

1. Introduction
   The ethos, values and standards set out below have been selected as being those that experience has shown are vital for success on operations. It is only by fully accepting and living them 24/7, whether on deployed operations, peacetime tasking or off duty, that we can build that teamwork and the spirit to fight and win, which is so crucial to Operational Capability.

2. What is Ethos?
   Ethos is the distinctive character, spirit and attitudes of a community, people, culture or group; it defines and motivates the shared ideas, understandings and customs. The ethos of the British Armed Forces centres on 4 tenets:
   a. Vision – how we see ourselves and our purpose;
   b. The desire to achieve operational excellence (professionalism);
   c. Our Values (what we stand for);
   d. Our Traditions.

   “Communicating them effectively not only influences how we see ourselves, but also how others perceive us. This underpins our credibility on the global stage”.

3. What is Royal Navy Ethos?
   By necessity, we operate many miles from our home ports, bases and families in the UK and therefore must bring everything we need with us in order to achieve our missions. The Royal Navy is a ‘can-do’ organisation and will attempt any mission we are given with the means we have available to us. The ethos of the Royal Navy is defined as:

   “The enduring spirit derived from our people’s loyalty to their ship, unit or team, sustained by high professional standards and strong leadership that gives us courage in adversity and the determination to fight and win”.

   It is what we do and how we do it.

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1 Joint Doctrine Publication 04 – Understanding, Para 403.
4. **Aim**

This Annex outlines the key components of Royal Navy ethos and the importance of understanding, encouraging, fostering and preserving it in order to ensure continued success in future operations and armed conflict. In this context, the Royal Navy comprises of the 4 Fighting Arms (the Surface Flotilla, Submarine Service, Royal Marines and Fleet Air Arm), the Royal Fleet Auxiliary and the Maritime Reserves and is broadened to include supporting Civil Servants and Families in the collective. It is recognised that the guidance provided is generic and that individual Fighting Arms continue to emphasise their own and unique characteristics. For example, although the Royal Marines are an integral part of the Royal Navy, their history, operational role and characteristics demands a variation on this and is covered separately in the Royal Marine Ethos – ‘The Commando Spirit’ – documentation.

**THE COMPONENTS OF ETHOS**

5. **Vision:** *How we see ourselves and our purpose*

The Royal Navy must be able to project maritime power to protect and promote our nation’s interests. This will require a Royal Navy that is operationally versatile and interoperable in all environments as part of a joint, multi-national and multi-agency force. There is an imperative to be forward deployed, preventative in approach and culturally aware to build trust and make sense of an increasingly complicated world. The Royal Navy must innovate to be able to adapt more quickly than its adversaries and must be supported by lean, effective equipment and manpower structures. Success rests firmly upon the quality of the Royal Navy’s people; well led, robust, committed and confident of operating in the maritime environment and expert in handling risk. The Royal Navy will continue to invest in high end technology but it is our people that will deliver the battle winning edge.

6. **Standards:** *The desire to achieve operational excellence*

Our continued success in future operations must be founded on high professional standards. We must demonstrate a sustained desire for continued improvement and innovation to ensure that we maintain the edge over our potential adversaries and remain a world class Navy. To that end, the Royal Navy must be structured and trained to fight, not for the convenience of administration in peace. Whatever area we work in, ultimately the focus for all of us should be on maintaining and improving our current and future war fighting capability. Equally important is the demonstration of high personal standards; whether it is immaculate uniform, smart civilian attire or excellent behaviour at all times, our personal standards must remain consistently high. Divisional standards including knowing the team, working hard to keep on top of divisional staff-work and writing timely reports all have a part to play. Finally, it is our duty and responsibility to uphold and enforce professional and personal standards – setting the right example and encouragement is always better than enforcement.
7. **Core Values: What we stand for**

Our core values should be displayed at all times by all of us, whether we are on duty or ashore with our friends and families. They should recognise our values and understand that we are different from society and justifiably proud of the high standards we uphold in support of our country.

a. **Commitment.** Selfless personal commitment is the foundation of Naval Service and enables us to demonstrate a sense of authority and purpose. We must be prepared to serve whenever and wherever we are required, and to do our very best at all times. This means that we accept that we will be expected to put the needs of the mission, and our team, ahead of our own interests.

b. **Courage.** Courage creates the strength on which fighting spirit, that essential element which turns a fighting force into a winning force, depends. We must have the physical courage to carry on with our task regardless of danger and discomfort, and the moral courage always to do what we know is right.

c. **Discipline.** The Naval Service must be a disciplined service if it is to be effective. We must therefore obey all lawful orders from our superiors. Self discipline is fundamental; being able to discipline ourselves will earn us the respect and trust of others, and equip us to cope with the difficult, individual decisions we will have to make during our service.

d. **Respect for Others.** Each one of us has the exceptional responsibility of bearing arms, either collectively as part of a unit or individually, and when necessary of using controlled force. In addition, we will sometimes have to live and work under extremely difficult conditions. In such circumstances, it is particularly important that we show the greatest respect, tolerance, understanding and compassion for others regardless of their personal background; leadership and teamwork depend on it, and we have the fundamental right to expect to be treated with the same degree of respect and dignity by all with whom we serve.

e. **Integrity.** Integrity is that quality of an individual's character that encompasses honesty, sincerity, reliability, and unselfishness. It is an essential requirement of both leadership and comradeship. Unless we maintain our integrity, others will not trust us and teamwork will suffer. Putting this integrity into practice sometimes requires us to show moral courage, because our decisions may not always be popular. This is not always easy; however, doing the right thing will always earn respect.

f. **Loyalty.** The Nation, the Naval Service and those with whom we serve rely on our commitment, dedication and support. We must therefore be loyal to our leaders, those that we lead, our team, and our duty. Pass this test and we will never let others down.

King Charles II

“It is upon the Navy…that the safety, honour, and welfare of this realm do chiefly depend”.

Being able to look back over a long and distinguished history is a luxury and privilege that many organisations do not have. The wide ranging history of the Royal Navy, far from being a shackle that holds us back, gives us a unique ability to understand complex situations, today and tomorrow. We can draw an immense amount of pride and satisfaction from this history and our many quirky and unique traditions. It allows us to appreciate the viewpoints of our partners, as well as our potential adversaries, to have an edge in leading in an international setting and to take the positive and negative lessons in order to gain the impetus to adapt and evolve. Our reputation is second to none; many attempt to emulate, but only a few succeed.

9. Leadership

Lieutenant General Capewell, Chief of Joint Operations (2013)

“….chemistry is as important as physics, Emotional Intelligence is as important as IQ and that ATTITUDE invariably trumps aptitude”.

Leadership inevitably pervades all aspects of ethos and is absolutely fundamental to its maintenance. Good leadership inspires and underpins everything we do and is the glue that holds all our activity together. This is never more important than during periods of conflict when we need to overcome, or at least control, fear, fatigue, discomfort and uncertainty. In doing so, the duty of all leaders, at every level, is to maintain the morale and cohesion of the team. High morale is absolutely pivotal to the fighting efficiency of any Ship, Commando, Squadron or Submarine and depends on every individual playing their part and contributing to cohesion as a whole. No matter what their task is, every individual must believe that what they do really matters.

10. Teamwork

Strong teamwork is fundamental to our success and is the component that brings all our individual efforts together. It unites us in our understanding and commitment to work with each other, whatever our function in order to provide maximum unity of effort. Shared pride in success comes from good teamwork. Good teamwork is absolutely essential if we are to face and overcome the challenges inherent in war fighting. We are so much stronger, and have a better chance of winning, when we work together.

11. Morale

The maintenance of good morale is one of the principles of war. It is based on recognition of the needs of the individuals who collectively form the team, and it manifests itself in the will to win. Morale promotes the offensive spirit and determination to achieve the aim. Good morale is based on: a shared sense of purpose; clear understanding of, and belief in, the aim; discipline and self-respect; confidence in equipment; training; and well merited mutual trust and respect between those in and under command. The Naval systems of Command and its long standing Divisional/Regimental systems provide a clear framework for effective leadership and support for the individual within the ship, or unit.
12. ‘Can Do’ Attitude

Many of the components of Naval ethos are captured neatly in the expression ‘Can Do’. The Royal Navy has a legendary reputation for sticking to a task whatever the constraints or changes in circumstance. This was summed up by Admiral Cunningham’s remarks during the evacuation of Crete in 1941:

“It takes 3 years to build a ship, 300 years to build a reputation - We'll stay.”

13. Sense of Humour

Maintaining our unique Naval sense of humour and banter is vital to our ethos and way of life. It helps us face adversity, whether it is physical hardship, fear or uncertainty. It can break tensions, allowing events to be seen in a more balanced perspective. No matter how grim the situation, ‘Jack’ and ‘Royal’ will always see the funny side of it and almost invariably someone will have been in a ‘worse’ situation before. The almost limitless ability of our people to exchange anecdotes or ‘spin dits’ about all aspects of Naval life, many of which have a serious point, is a crucial means by which our ethos is sustained and instilled into our successors. However, if taken to the extreme, there is a fine edge of common sense and good taste when banter can be offensive and thus unacceptable.

14. Humility

We should not be self-important or arrogant and we should never show condescension towards others. Instead we should treat others with respect and, while confident in our own ability, we should value others and welcome and recognise their contributions. We should appreciate our own fallibility and learn from our mistakes.

15. Covenant

The Armed Forces Covenant (see Para 0112) is the formalisation of the agreement by the citizens and Government of the UK to support the UK Armed Forces and their families. It states that we should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved. It is the written declaration that our nation supports us in what we do. Furthermore, there is a relationship that exists between the Royal Navy and its people and their families. This is represented as a series of mutual beliefs, perceptions, informal and formal obligations which engenders trust and mutual respect. An example of the expression of this ‘bond’ is Personnel Functional Standards (PFS) (see Chapter 22).

16. Standards of Conduct

The Royal Navy has an enviable and unrivalled reputation for operational success, both past and present. It is an enduring feature of which everyone can be justifiably proud, but we should not take this for granted. Awareness and continuity of our ethos is fundamental to maintaining this success in the future. Regardless of your rank or position, in terms of ‘RN Ethos – The Spirit to Fight and Win’, you therefore have a duty to understand it; recognise the pressures that could undermine it; and encourage, foster and preserve it. As members of the Royal Navy we are expected to conduct ourselves to a high standard at all times. A handful of simple guidelines should help:
a. We must obey:
   ● civil Law, wherever we are serving;
   ● service Law, which includes additional offences that are required to maintain discipline and thus operational effectiveness; for example, absence without leave, and insubordination; and
   ● the laws of armed conflict whenever we are on operations.

b. We must also avoid:
   ● any activity which undermines our professional ability, or puts others at risk – in particular the misuse of drugs and abuse of alcohol;
   ● any behaviour which damages the trust, confidence and respect between us and others in our team and unit. In particular, we must not:
     ● harass, bully, or discriminate against anyone, on any grounds; or
     ● behave in a manner which could undermine good order and naval discipline or tarnish the Naval Service’s long standing reputation.

c. The ‘Service Test’. Ultimately, we must always measure our conduct against the following test:

   “Have the actions or behaviour of an individual adversely impacted on the efficiency, operational effectiveness or reputation of the unit and/or Naval Service?”

If we can look ourselves in the mirror and say, honestly, “No, my action will not have an adverse impact” then we can be proud of the fact that we are living up to the values and standards expected of us. On the other hand, if we are unsure of our answer, or find ourselves saying “Yes”, then we are about to over-step the mark. This is indeed what every Commanding or Divisional Officer will need to consider when assessing any potential Code of Social Conduct issue.

17. The Special Duty of our Leaders
   Those in positions of authority, from Leading Hand upwards, have a duty of care towards our subordinates, looking after their interests and ensuring that they fully understand what is expected of them. This duty of care requires us to deal with any complaints brought to our attention in a thorough, impartial and timely manner. It is everyone’s absolute right to make a complaint, and equally the duty of those in authority to do all in their power to assist them in the resolution or progress of that grievance. Above all, those in authority must make every effort to ensure that anyone who complains is not made to feel that they are being treated any differently, or victimised, because they have complained.
18. Conduct of those in Authority

In order to be an effective professional fighting team, mutual trust, obedience, loyalty and respect between all ranks and rates is essential. The conduct and behaviour of those in positions of authority must therefore be beyond reproach. Officers, Senior Ratings and Leading Hands should not defer from making well considered and necessary but unpopular decisions or giving reasonable but firm orders for fear that they will be challenged by a complaint on the grounds of harassment or discrimination. Any inappropriate behaviour, in particular that of bullies and harassers, must be challenged. Moral courage and appropriate leadership throughout the chain of command must be exercised at all times.

a. Officers

(1) Changes in society, together with a more egalitarian approach to entertainment ashore, have increased the tendency for Officers and Ratings to visit the same bars and clubs, particularly abroad. Whilst this can sometimes be useful in the context of team building, problems can arise in such a relaxed atmosphere where alcohol is being consumed. The trick is for the Officers to be alert to the need to disengage before any difficulties arise. Dress also has a part in subtly reinforcing rank distinction. Further, a very late hour and excessive drinking before proceeding ashore have been common factors in a number of disciplinary cases involving Officers and Ratings; and previous over-familiarity on board has often been behind a breakdown of discipline. A guiding rule of thumb is that officers must be discernible as officers, by their dress, behaviour and conduct, at all times, in all places both on and off duty.

(2) Being well informed about what is happening in the work place, mess decks and accommodation is as important as ever for Divisional/Messdeck Officers in the care of their people. Even regular walking of the patch is unlikely to keep a DO/Tp Cdr sufficiently aware of issues in messes, especially those of a sensitive nature, such as bullying or any form of harassment. Two-way communication is vital in this area and frequent informal discussions with the DSR/SNCO will yield high dividends. Similarly, if DSR/SNCOs are doing their job properly and being observant, they will draw the DO/Tp Cdr’s early attention to areas of potential difficulty. With mixed-branch messdecks increasingly the norm, liaison is vital between the Messdeck Supervising Officer, the DSR and the Leading Hand of Messdecks in order to maintain an enjoyable and efficient working and living environment.
b. **Senior Ratings/Leading Hands.** There have been many occasions when incidents onboard and ashore could have been avoided if the Senior Ratings present or involved had acted with courage, conviction and in a responsible manner. With an increasing focus on the need for professional technical expertise, Senior Ratings need to be given regular reminders that first and foremost they are Warrant, Chief and Petty Officers with the responsibilities that come with those higher rates. Too often service discipline has been eroded by abrogating responsibility through condoning activities that are clearly contrary to good order. With this in mind, Senior Ratings and Leading Hands must know that they will be fully supported when they use their authority. The need for moral courage and resolute action extends to all supervisory levels, including Leading Hands, again, both on board and ashore. This is particularly so for Leading Hands of Messes who, while they have a responsibility to the Command chain, also have an important role to play in the Divisional context and must be positively encouraged to keep the DO and DSR informed, and to be confident of their support. Periodic reminders to all in positions of authority of the words on the reverse of the certificate of advancement are commended, the key parts of which are as follows:

> “QRRN 3602. Maintenance of Good Order

1. **It is the duty of every Officer, Warrant Officer, Chief Petty Officer and leading rating of each branch of the Service to ensure that order and regularity are preserved in their vicinity among those Officers and ratings/ranks, of whatever branch and whether they are on duty or not, who are junior to him/her in rank or rate;**

2. **Conduct to be observed. All Officers and ratings/ranks are to conduct themselves with the utmost respect to their superior Officers and with strict obedience to their orders. They are at all times to discharge every part of their duty with zeal and alacrity and, so far as circumstances permit, to assist all Officers in the duties they have to perform. They should on all occasions strive to promote the welfare of the Naval Service and by the good order and regularity of their conduct show an example to those who may be subject to their command.”

19. **Control of Standards**

One key area where standards can be enforced is through the control exercised on the gangway (or, where uniformed gate staff are used, at establishment gates). The Officer of the Day (OOD), Duty Senior Rating (DSR) Quartermaster and Bo’s’un’s Mate are vital to the effective maintenance of standards, in particular standards of dress and the control of libertymen both proceeding ashore and returning onboard. Duty personnel should be briefed regularly and given firm direction on requirements, including a regular reminder that we have a duty of care for our people under Health and Safety legislation. There is a particular need for the OOD and/or DSR to be present on the brow when the majority of libertymen go ashore and when they are expected to return. Many OODs have lost their nerve in demanding high standards and need to be clear on the requirements and confident of support. Both Senior and Junior Ratings need clearly to understand the authority vested in the Quartermaster (QM) and symbolised by the Naval Patrol badge, which must always be worn; the QM has both the duty and the right to forbid any unsuitably dressed rating (up to and including Warrant Officer) from going ashore.
20. ‘Walk on by’ Culture

In some quarters a ‘walk on by’ culture has been allowed to develop, where individuals fail to exercise the responsibilities they have, and where standards are allowed fall. This is caused partly by societal trends, partly by reticence to demand a standard for fear of being unpopular. More accurately, it is caused by a lack of understanding of responsibility and by a lack of moral courage to do the right thing. No-one is paid to be popular; they are paid to do their duty and shoulder their responsibilities. It is worth ‘leaders’ of all ranks and rates knowing that subordinates like being in a disciplined service and that they expect standards to be maintained, and thus they do not resent having them enforced. You cannot be wrong for maintaining standards.
ANNEX 21I

THE ARMED FORCES' CODE OF SOCIAL CONDUCT

The Armed Forces' Code Of Social Conduct

The Code of Social Conduct explains the Armed Forces' policy on matters of personal conduct. Although often focussed on personal relationships involving Service personnel, it can also apply to any behavioural issue (eg. alcohol or drug abuse, gambling, debt and other elements of financial irresponsibility) in which a reference to the Service Test is needed. It applies to all members of the Armed Forces, regardless of their sex (including gender reassignment), sexual orientation, race, whether they are married or in a civil partnership, religion, belief, ability, rank or status. The Code of Social Conduct policy and application of the Service Test in JSP 887\(^1\) take precedence over BRd 3, including the supplementary single Service guidance to Naval Service COs and all involved in the management of personal relationships and social misbehaviour contained in this Annex and its associated Appendices. If in doubt, the relevant staff legal adviser is to be consulted.

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\(^1\) JSP 887 - Defence Strategy and Social Conduct Code to Meet Public Sector Equality Duties.
APPENDIX 1 TO ANNEX 21I

THE ARMED FORCES CODE OF SOCIAL CONDUCT - GUIDANCE NOTES FOR COMMANDING OFFICERS

1. Key Criteria

Incidents which involve the potential commission of a civil or military offence should first be considered for investigation in accordance with Service disciplinary procedures. As a general policy, the Services will only intervene in the private lives of individuals where it is necessary in the interests of preserving operational effectiveness. Following such consideration, where it is judged that a case should be dealt with by adopting administrative procedures, then the factors below should be used in applying the Service Test to assess the seriousness of the actual or potential impact of the alleged social misconduct:

a. **Rank, Status and Responsibility.** What are the ranks (or status) of the individuals involved? Was any influence, inducement, manipulation, coercion or threat exercised by virtue of rank or status (e.g. instructor/student relationship)? Or may an individual have justified reason to believe that they might be subjected to unreasonable influence?

b. **Extent of Service Involvement.** Does the social misconduct involve other Service personnel, spouses or dependants of Service personnel, or civilian employees? Has any relationship directly or indirectly impacted upon command or management chains? Does it involve working relationships and, if so, have, or might these have, been damaged or compromised to any extent?

c. **Damage to other Relationships.** Has the conduct damaged or placed in hazard the marriage, civil partnership or personal relationships of other Service personnel, or those within the wider defence community?

d. **Broken Relationships.** Experience shows that broken relationships can also provide disharmony, particularly where the breakdown was caused by the conduct of, or at the behest of, one of the parties. Again, once the friction and difficulties come to the notice of those in authority, the parties concerned should receive divisional counselling and removal may be appropriate in some cases. Unfortunately, broken relationships, particularly where third parties are involved may, on occasion, spill over. In a number of cases, assaults have been carried out on former girlfriends/boyfriends and divisional staff should maintain an ever-watchful eye. Also, further cases have come to light where an individual, affected badly by the break-up of a relationship, has attempted self-harm. The foundering of relationships is not confined to the Naval Service but Commanding Officers will be aware that the close confines of a ship may bring an unusually high intensity to relationships.
e. **Sexual Activity Onboard Ship.** Any sexual activity onboard ship, whether homosexual or heterosexual, involving two or more people, will prima facie be prejudicial to good order and naval discipline and is likely to be an offence under Section 19 of the Armed Forces Act 2006. If personnel are discovered taking part in sexual activity onboard they should be taken to separate locations and questioned by Ship’s Service Police. A medical examination is only required where there is evidence of, or an allegation that, a serious sexual offence has been committed. In such circumstances the procedures laid down in FLAGO Article 1611-12 covering rape and other serious sexual offences are to be followed.

f. **Operational Circumstances.** Did the incident occur within an operational theatre or environment? If so, the impact may be more immediate and severe.

g. **Understanding of the Service Interest.** To what extent has the individual disregarded the Service’s attitude towards social misconduct?

h. **Previous Warnings.** Has the individual been previously warned about his or her behaviour - if so, when and how and to what extent has the warning been disregarded? Has there been a formal audit trail of warnings including appropriate MPARs if necessary?

i. **Unwelcome Attention.** Has the behaviour involved unwelcome sexual attention in the form of physical or verbal conduct?

j. **Damage to Service Reputation.** Has the incident caused damage (actual or potential) to the reputation of the Service? If so, how and to what degree?

k. **Awareness of Circumstances.** Was the behaviour conducted in the knowledge of the circumstances of the status of all parties? Was a spouse or partner absent from the unit on an operational detachment, leave, temporary duty or other long-term detachment? Was there any evidence of collusion or abuse of privilege to facilitate that absence?

l. **Response to Discovery.** Did the individual volunteer the information before it came to light? Once the incident came to light, did he or she freely admit the misconduct, attempt to lie or prevaricate? Were the denials repeated? Did the relationship continue despite (repeated) denials? Did the individual show remorse?

m. **Any Other Factors.** Do any other factors, such as stress or a medical condition, have a bearing on the case? Is there a security aspect to the case?

2. **Range Of Sanctions**

A broad range of sanctions¹ is available to commanders in taking action against social misconduct. Sanctions arising from administrative action fall into three bands: informal action; formal action; and termination of service. Formal disciplinary action will be a matter for summary disposal or trial by court-martial. Administrative action might also have to be considered in the light of such disciplinary action.

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¹ Not all the range of informal and formal sanctions will necessarily apply to the 3 Services.
a. **Informal Action.** After due consideration, a Commanding Officer could decide to take no action. If action is considered appropriate, the range of informal sanctions might include:

1. Counselling or warning about future conduct.
2. Informal rebuke (which might subsequently be reflected in the character assessment made in an annual report).
3. Posting within the Unit.
4. If, after counselling and reminding them of Service policy, the individuals involved continue in its development, consideration should be given to the removal of one of the parties. The criteria set out should be considered carefully, but the position of the senior of the parties concerned should be the subject of the closest scrutiny, if their lack of judgement and conduct has caused the greatest risk or damage to operational effectiveness.

b. **Formal Action.** Formal action could include:

1. Posting away from Unit or Theatre.
2. Formally recorded administrative censure.
3. Formally recorded warning about future conduct, including a written and signed MPAR.
4. Reduction in rank/rate.

c. **Termination of Service.** The most serious sanction is termination of Service.

3. **Application**

a. The guiding principle in deciding the extent to which action might be taken against an individual for social misconduct will be that of proportionality. Against this principle, it is necessary for the three Services to work within a common framework and to judge each case, and the response to it, against the common set of criteria outlined above.

b. It is important to accept, however, that even when cases are judged within a common (tri-Service) framework, the outcome might well vary from one case to another. Such differences will reflect the relative impact that any of the distinguishing features of the case might have. Moreover, it should be recognised that such variations might occur not only between the three Services but also within a case involving personnel from only one Service. In all cases, social misconduct involving individuals from different Services will invariably be the subject of liaison between the relevant policy staffs of the respective Services involved.
c. In constructing a common framework, therefore, it is necessary to ensure that the approach for considering the action to be taken in the case of social misconduct is consistent. The following graph provides the starting point for such analysis. Whilst it is only a guide, it recognises that where cases of social misconduct involve certain identifiable characteristics, then consideration should be given to appropriate levels of response. It is for the chain of command to judge the overall level of response on the basis of all the circumstances of the case, taking full account of both its mitigating and aggravating features. Thus any case of social misbehaviour can be dealt with proportionately, can be judged against a common set of characteristics and can be disposed of by the appropriate chain of command after taking full account of all of the facts in the case. The response graph, Figure 21l-1-1-1, illustrates the key criteria on which cases might be assessed and the range of sanctions available.

**Figure 21l/App1-1. Responsive Graph – A Guide**
APPENDIX 2 TO ANNEX 21I

GUIDANCE NOTES FOR COMMANDING OFFICERS ON THE PRACTICAL ASPECTS OF IMPLEMENTING THE CODE OF SOCIAL CONDUCT

1. Introduction
   This Appendix addresses the practical issues concerning the Armed Forces Code of Social Conduct (AFCSC). Implementation has been achieved with the minimum of fuss and disruption to unit life, and has been a process of adaptation rather than dramatic change. The changes achieved will be sustained by imaginative and firm leadership and the sensitive exercise of discretion rather than by over-regulation and confrontation. The key to success rests firmly with commanders at all levels, and specifically with Commanding Officers.

2. Principles
   Commanding Officers are to be guided by the following principles:
   a. The Armed Forces value the unique contribution which every individual makes to operational effectiveness.
   b. There is no place in the Armed Forces for harassment, bullying or discrimination.
   c. Commanders have a duty of care to all those under their command.
   d. The Armed Forces respect the right to individual privacy of every Serviceman and Servicewoman and will only intervene in the private lives of individuals where it is necessary in the interests of preserving operational effectiveness.
   e. Incidents which involve the possible commission of civil or military offences, or which come to a Commanding Officer’s attention through a formal complaint, should be investigated and dealt with in accordance with Service disciplinary or administrative procedures.
   f. The Service Test contained in the Code of Social Conduct should be applied when there is any doubt about the impact on operational effectiveness of any particular incident.

3. Practical Guidance Framework
   Commanding Officers should use the following framework for dealing with any issue which might arise in applying the Code of Social Conduct:
   a. The disciplinary system should be invoked to deal with any incident which involves a breach of discipline.
   b. The Service Test contained in the Code of Social Conduct should be applied to any incident which relates to personal relationships.
   c. The internal complaints procedures should be followed to investigate and resolve any complaints which arise from alleged activity which has been construed as discrimination, harassment or which takes the form of bullying.
The framework has been expanded into a diagram that outlines the essential decisions which Commanding Officers will have to make in handling incidents.

**Figure 21I App2-1. Commanding Officer's Guide to Handling Incidents Arising from the Code of Social Conduct**
ANNEX 21J

SUBSTANCE MISUSE

1. Background

Substance misuse is unacceptable in the Royal Navy which maintains a policy of zero tolerance. Substance misuse is increasingly accepted in wider society, however, and it would be naïve not to recognise the cyclical public debate about decriminalisation of certain substances may affect the attitudes of some Naval personnel. It is known that drugs are more widely available than ever before and, consequently, many recent joiners have experimented with drugs and have more relaxed attitudes towards them than their line management. Although substance misuse is still ‘relatively’ rare in the Services (the average CDT positive rate up to 2015 is 0.37% per annum although the 2016 figure is almost double at 0.62%, thus there is a clear worrying increase in usage), management cannot be complacent and must remain vigilant at all times. Experience, supported by statistical evidence, indicates that younger sailors (especially those in the 18-30 age bracket) are the most likely to misuse, although not exclusively so; these are the most impressionable and vulnerable of Service personnel, and also the ones least likely to have the confidence to report suspicions about their mess-mates to the Chain of Command. At the simplest level there are two abiding reasons that the Armed Forces continue to take the toughest line on drugs:

a. **Misuse of Drugs is Illegal.** Those who misuse drugs have participated in criminal activity and had contact with criminals. They have injected money into a system that sponsors violence and exploitation worldwide. They have fallen far below the standards of conduct expected of members of the Armed Forces.

b. **Drugs are Unpredictable.** Many people who experiment may do so only for a short period with no lasting harm; but illegal drugs are controlled because their physiological and psychological effects are unpredictable and can be extreme. Sailors and Marines are in charge of dangerous, expensive and sensitive equipment. They are regularly in charge of the lives of others, both their colleagues and civilians. In the misuse of drugs they betray public confidence by putting their own performance at risk.

2. Civilian Law

The Law in relation to drugs can be summarised as follows:

*It is an offence against the Misuse of Drugs Act (MDA) 1971 if the accused, without lawful authority or excuse, knowingly, is in possession or control of a controlled substance. The cultivation of cannabis is a specific offence under MDA 1971. Trafficking or supply of a controlled substance remains a serious criminal offence. Possession of a prescribed medicine without lawful authority or reasonable excuse and using any substance with the intention of obtaining an intoxicating or hallucinating effect are both offences against the Armed Forces Act (AFA) and may lead to charges under AFA Section 42.*
3. **Scope of AFA**

The provision under the AFA includes the misuse of solvents, steroids and New Psychoactive Substances (previously called ‘Legal Highs’ but now illegal following the New Psychoactive Substances Act 2016). Within the AFA, the intention to achieve the effect is an offence, regardless of the actual effect achieved. The Service policy of nil tolerance makes very little distinction between different types of drug. All alleged drugs offences will result in administrative or disciplinary action and where individuals are convicted sentences are harsh, normally involving at least dismissal, with detention or even prison a probability in more serious cases, or where there has been any attempt to supply drugs to others.

4. **Anabolic Steroids**

Anabolic steroids are a Class C drug. Their use and possession is prohibited by criminal law and specifically by Service personnel for additional policy reasons, breach of which is an offence under AFA 06 Section 13 and this order. In sum, the possession or control, without lawful authority or reasonable excuse, of any anabolic steroid is an offence by virtue of the relevant criminal law and/or standing order. Anabolic steroids are pharmaceutical products but their misuse, in the view of the British medical profession, for bodybuilding, weightlifting and other recreational use, is dangerous to physical and mental health and hence is a significant threat to all Service personnel. All major sports organisations have banned the use of such drugs. Use or possession by Service Personnel will result in administrative action, with a strong presumption of Discharge. Commanding Officers who suspect steroid misuse in their unit should consult WO CDT (NAVY PERS-CDT WO Tel Mil: 93832 7324) or FXO (NAVY PERS-EXEC FXO Tel Mil: 93832 8699). Further information on anabolic steroids is in JSP 835, articulated in Alcohol and Substance Misuse presentations and is widely available on the internet.

5. **Body/Performance Enhancing Supplements**

(See also JSP 835 Chap 3 Annex D). Evidence suggests that the use of body enhancing supplements by Service personnel is widespread and growing. Such supplements are usually consumed in the belief that they improve physique and performance. Although there is much scientific evidence that consuming whey protein (or soy/casein) and/or creatine will enhance anaerobic performance, there is little or nil evidence that the vast majority of other every day bought supplements will actually perform to their labelled claims.

a. The MoD’s concern over these supplements is that they are manufactured by an unregulated industry, there is irrefutable scientific proof of 1 in 10 such products being contaminated (deliberately or otherwise) by anabolic steroids, and some manufacturers are less than scrupulous, often using ingredients with unknown physiological and psychological consequences.

b. Supplements can be obtained from a variety of sources, and when this includes the internet even greater caution is required; even ‘over the counter’ products from reputable outlets in UK cannot be considered 100% safe to use. A supplement sold in the NAAFI is no guarantee of its safety. Contaminated supplements therefore can theoretically lead to a CDT failure.
c. MOD policy is that the internet website ‘Informed Sport’ is the only recognised database of ‘safe’ supplements and even this is without a 100% guarantee. Other sites and companies purport to give quality assurance of supplements, but it should be noted that the World Anti-Doping Agency, UK Anti-Doping and most UK based sports organisations defer only to ‘Informed Sport’ for ultimate assurance of ‘safe’ body and performance enhancing supplements.

d. The ‘zero tolerance’ policy still applies to a CDT ‘positive result’ caused by body enhancing supplements, and therefore their use is strongly discouraged.

e. Supplement Myths. Use of multiple, uncontaminated supplements DO NOT cause bio-symbiotic metabolisation as a steroid or any other illegal drug.

6. The MoD ‘Line’
The MoD’s view on body and performance enhancing supplements is as follows:

a. MoD has no requirement for any individual to use body/performance enhancing supplements.

b. The INM view is that there is no Service requirement for any individual to use body/performance enhancing supplements providing that they are eating a balanced diet and following a sensible exercise regime.

c. There are ‘risks’ associated with all body supplements and they may result in a positive CDT result. The risk is reduced (but not entirely removed) if the supplement is listed on the ‘www.informed-sport’ website.

d. The individual remains responsible for that which they ingest into their body and the MoD maintains a zero tolerance policy to substance misuse.

7. Dietary Supplements
Dietary supplements such as Vitamin C or Cod Liver Oil and similar, bought from reputable sources, are overwhelmingly unlikely to lead to a positive CDT result providing that they are used as directed.

8. Representative Sport
Any Service person who participates in representative sport will be subject to the relevant Governing Body’s regulations regarding substance misuse, as well the Service policy. Any individual who is subjected to a drug test by a sport’s Governing Body is to notify their Commanding Officer or Service Sports Association within 2 weeks of the test. An individual who provides a positive result following a drug test, in accordance with the relevant Governing Body’s regulations, is to notify their Commanding Officer and Service Sports Association immediately of the result and will be subject to administrative action by the Service, in addition to any action taken by the relevant Governing Body. Such Service administrative action will be decided by Navy Command HQ staff and will depend on the level and type of drug for which the test proved positive.
9. **Other Substances**

Other substances include, but are not limited to, Poppers, Solvents and Non-Psychoactive Substances (NPS) (see list in JSP 835). The possession, without lawful authority, of any herbal and/or chemical substance, in whatever form, which may be used to produce or cause an intoxicating, stupefying or hallucinatory effect, is an offence by virtue of this order and AFA 06 Section 13. Legal Highs are not legal, they are often produced in very dubious circumstances and are often mixed with known Class A, B and C drugs – they are dangerous to the individual. The effects of NPS will vary and are unpredictable. The long-term side-effects are unknown and unlikely to be known for years. The production, distribution and selling of NPS is now illegal following the ratification of the NPS Act 2016.

10. **Cannabidiol Oil**

Cannabidiol Oil (CBD) is a substance that has become widely available and is reputed to provide a number of health benefits. CBD itself is not a controlled substance and is not tested for during CDT, however, it is derived from a strain of Cannabis plant that may also contain THC. THC is a controlled substance and is subject to the CDT zero tolerance policy. THC is tested for during CDT and will show up in a sample as cannabis. CBD oil obtained without prescription is not a medicinal product and is not required to meet pharmaceutical manufacturing or safety standards. Home office guidance is that it is very difficult to isolate pure CBD without traces of THC, and most manufacturers do not test to ensure that they have done so. It is therefore possible that CBD oil sold on the high street or by on-line retailers may contain some THC. The onus is on Service personnel to ensure that they do not consume THC (or any other controlled substance) and therefore use of CBD oil should be avoided unless it is prescribed by a Service Medical Officer. Personnel using CBD oil will be considered to be placing themselves at risk of consuming a controlled drug and may therefore be judged to have behaved recklessly in the event of a positive CDT result.
APPENDIX 1 to ANNEX 21J

SUBSTANCE MISUSE AND ALCOHOL - EDUCATION AND MANAGEMENT

1. Introduction
   Naval Service directed Substance Misuse education is combined with Alcohol education and delivered by the Compulsory Drug Testing Team Substance Misuse and Alcohol Educator (CDT SMA). The presentation is approximately two hours long and focuses on the Command message of intolerance of substance misuse and the dangers associated with drinking alcohol. FXO also provides bespoke briefs aimed at the Command/Management level, these are detailed in Para 7. Units should also maintain their own rolling education campaign under the stewardship of the XO.

2. Responsibility
   Attendance at a Substance Misuse and Alcohol presentation remains the responsibility of the individual (as a Core Maritime Skill) but Divisional Officers, Troop Commanders, Line Managers and ultimately Commanding Officers have a responsibility to ensure that their personnel are in date. DOs/Troop Cdrs should bring any shortfalls to the attention of their Command (using OBIEE dashboards).

3. Periodicity
   a. The RN Substance Misuse and Alcohol lecture is a mandatory Core Maritime Skill; it must be completed annually for all personnel up to the age of 30 and at intervals of not more than every 3 years for those aged 30 and over.
   b. The delineation between those over and under the age of 30 underlines the continuing requirement to remind all personnel of the dangers and consequences of alcohol and illegal substances, whilst also reflecting the societal pressures and influences that are faced by those under 30. This is evident from the 3 Services’ Compulsory Drugs Testing (CDT) teams and Home Office statistics which all indicate that the likelihood of substance misuse reduces significantly over the age of 25.

4. Delivery
   The RN Substance Misuse and Alcohol lead Educator is the CDT SMA who delivers a rolling programme for Ships and Establishments. In order to make the presentation more accessible and to meet increased demand, a number of additional ‘educators’ have been authorised to deliver the presentation at the major shore establishments; this also gives CDT SMA greater flexibility to meet demand elsewhere. The list of qualified personnel is maintained centrally by the CDT SMA, the following establishments are to ensure the appropriate personnel have been authorised to deliver the brief:
   a. BRNC MAA
   b. CBF GIBRALTAR MAA
   c. CTCRM G1 Adviser
   d. HMS RALEIGH Initial Phase MAA
   e. HMS SULTAN RNP Staff
f. HMS COLLINGWOOD  BWO

g. HMS NEPTUNE  2 x SRs

h. RNAS YEOVILTON  RNP Staff

i. RNAS CULDROSE  3 x SRs

j. RNLA (COLLINGWOOD)  RNLA MAA

k. HMS DRAKE  2 x SRs

These establishments promulgate the details for their presentations locally. The CDT SMA remains the primary educator and will randomly QA local alcohol and substance misuse presentations.

5. The following establishments/units will continue to receive lectures from the CDT SMA or make use of the delegated local instructors identified in Para 4 above:

a. 43 Cdo (Faslane).

b. 3 Cdo Bde (Plymouth).

c. 29 Cdo Regt RA (Plymouth).

d. 30 Cdo IX Gp (Plymouth).

e. 42 Cdo (Bickleigh).

f. 539 Assault Sqn RM (Plymouth).

g. RM Stonehouse (Plymouth).

h. 1 ASGRM (Poole).

i. 24 Cdo Engr Regt RE (Barnstable).

j. 40 Cdo (Taunton).

k. 45 Cdo (Arbroath).

l. Cdo Log Regt (Barnstaple).
6. The following units will continue to receive their briefs from CDT SMA only:

   a. All Ships and Submarines.

   b. HMS NELSON.

   c. HMS EXCELLENT.

   d. All Reserve units.

7. **Career Courses**

   All Command, Leadership and Management Courses in the RN and RM are to include the bespoke Management of Substance Misuse and Alcohol presentation. Attendance at these bespoke presentations should be recorded as a competence on an individual’s JPA Record using the appropriate JPA Competence according to age (ie. 1 or 3 years).

   a. FXO (or Exec SO3) delivers a Command/Management level brief to:

      (1) CO/XO Desig Course.

      (2) Head of Dept Course.

      (3) JOLC 2.

      (4) RN WOSC.

      (5) EWO/RN SM Cox’ns Desig.

      (6) RM Advanced Command Course.

   b. RNLA MAA delivers a bespoke version of the standard brief to:

      (1) DOs’ Course (including Refresher courses).

      (2) SRCC.

      (3) LRCC.

   c. **Unit Education Support.** The programme above is supplemented by presentations given to ships and establishments on request, which is particularly recommended for those units due to deploy. All deploying units are to obtain an Education Briefing Pack from the Substance Misuse and Alcohol educator to assist in the delivery of the subject whilst away from the UK. Units are to include Substance Misuse and Alcohol education in all Divisional and Troop Meetings at intervals of no more than 4 months (this is assisted by the standing Substance Misuse and Alcohol brief contained within the termly PSB). The anti-drugs message should feature regularly in unit Daily/Weekly Orders. Basic information about alcohol and drugs in the Service is contained within JSP 835 which includes ‘sound bites’ for Daily Orders. Additional support is also available from Community Mental Health departments at the Naval Bases (details in current RNTM) and NCXT.
d. **CDT SMA.** CDT SMA remains available to conduct presentations for any unit unable to attend the establishments at Paras 4-5. Applications for Substance Misuse and Alcohol education presentations are to be made to the CDT SMA by email: NAVY NPS–EXEC CDT SMA ED1 or by phone: 93832 7314 or 02392 627314.

8. **Substance Misuse and Alcohol Education Competence Recording**

   a. All personnel receiving the Substance Misuse and Alcohol brief (the standard brief by personnel noted in Paras 4-6 above or Career Course brief) will draw a valid JPA competence.

   b. For all RN personnel, only the ‘CMS|SUBSTANCE MISUSE 30 YEARS AND OVER|Navy|’ or ‘CMS|SUBSTANCE MISUSE UNDER 30|Navy|’ competence should be used. Each competence will be given the normal period of validity ie. 1 year for those under 30 years of age, 3 years for those aged 30 and over. It should be noted that only briefs given to personnel over the age of 30 will be applied for 3 years ie. a person aged 29½ must still attend a brief at age 30½.

   c. The competence ‘CMS|SUBSTANCE MISUSE|JOINT’ should no longer be used for any RN/RM staff. This competence will only be relevant for Army and RAF personnel who do not delineate between ages.

   d. Executive departments are reminded of the importance of the Divisional/Regimental systems, messdeck/barrack supervision and coaching/mentoring in promoting education and combating alcohol and drug misuse.

   e. Specific guidance for Executive teams and Divisional Officers/Troop Commanders is available from Community Mental Health departments at the Naval Bases, and NCXT.

   f. Specific guidance for Unit Personnel Office staff when inputting the above relevant competences may be found in the relevant Business Process Guide (BPG) on how to enter the information on JPA, which may be found by using the following path from the JPA Portal: JPA Portal – BPG – Personnel Processes – AP & PD – Updating SP Competencies. The BPG reference is ‘Update Competencies against a Service Persons Profile IN915019’.

   g. Evidence of attendance at an Alcohol and Substance Misuse presentation and the appropriate recorded JPA competence should be checked by DOs/Tp Cdrs during the Annual JPA Check and any shortcomings addressed.
9. Alcohol Misuse

a. **Responsibilities.** From the Service point of view, excessive use or misuse of alcohol is not acceptable as it adversely affects safety, efficiency, discipline and the reputation of the Service. On a personal level, any excessive use or misuse of alcohol can lead to errors of judgement, unacceptable behaviour, and in some cases tragic accidents, while regular and long-term misuse carries with it significant risk to health and/or social problems. Excessive is a relative term and, depending upon the circumstances, it does not require much alcohol to cause serious consequences. QRRN Article 3624.6 states that:

> It is the duty of all those in authority, whatever their rank, to discourage excessive drinking and, by example and supervision, to foster a climate of opinion in which such drinking is regarded as unacceptable.

b. Furthermore, DOs are to:

> Be especially vigilant in such matters and are to ensure that alcohol education is a regular feature within their division and that counselling is readily available.

c. **Overview.** With the demanding workloads associated with lean manning, increasingly high-tech equipment and, of course, familiarity with the drink/driving regulations, Naval personnel have become more sensitive to the dangers of mixing alcohol consumption and the working environment. The vast majority adhere to the Naval code of sensible and responsible drinking and are increasingly aware of the risks, dangers and long-term physical and mental health effects associated with drinking. It is recognised that culturally, alcohol (consumed moderately) plays a role in our society, that as a Naval Service we work hard and that most of our frontline personnel are aged between 18 and 30. Nevertheless, despite the ‘work hard/play hard’ ethic persisting, it should not be allowed to excuse heavy (binge) drinking sessions ashore or when off duty. There also remains a strong correlation between alcohol consumption and disciplinary incidents, to the extent that drunkenness and drink-related offences must continue to be dealt with and punished firmly. In addition, those found guilty of a drink-related offence should ordinarily be required to attend a Brief Advice Tool (BAT) (a one-on-one ‘Brief Intervention’ delivered by DCMH staff - see sub-para i below) if the Command deems it to be appropriate.

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1 See also JSP 835 Chap 2, BRd 9467 (FLAGOs) Art 1627 and BRd 9600 (SGOs) Chap 10.
d. **Problem Drinkers.** The Naval Service community reflects society at large and inevitably includes personnel who will drink to excess on occasion. The great majority will mature gradually and, without intervention, establish a more moderate and acceptable drinking style. There will be those, however, who are, for various reasons, disposed to consistent alcohol misuse and/or periodic bouts of uncontrollable drinking leading to alcohol dependence. These personnel must be the targets for early identification and intervention. For the DO who identifies a potential problem drinker there is no neutral position. Once identified, the DO can only intervene or collude; intervention must be early, firm and constructive. It is important to understand that the Divisional/Troop management process, including disciplinary actions, can and should run in conjunction with therapeutic and social interventions. Mess Presidents and Leading Hands of Messes also bear a responsibility and must use both judgement and moral courage to assist the Command in identifying and managing the ‘problem drinker’ for the greater good of both the Service and the individual. Continual education at all levels is by far and away the most effective weapon.

e. **Identification.** The harmful use of alcohol, and ultimately dependence does not happen overnight but, rather, by the gradual emergence of a pattern of heavy drinking within which an individual’s reliance and involvement with alcohol can take on an overriding importance. This gradual, regular and excessive consumption and the potential to become a problem drinker may manifest itself in a number of ways, for example:

(1) Poor time keeping at work.
(2) Alcohol related disciplinary offences.
(3) Inconsistency at work and a decline in professional standards.
(4) Neglect of personal standards on issues such as dress, fitness and interaction with others.
(5) Increasing health problems.
(6) Financial and/or domestic problems.
(7) Mess deck feedback.

f. DOs must also be alive to the possibility that a problem drinker may have developed an ability to dissemble and have a tolerance to alcohol consumption that will enable them to show few overt signs of excessive drinking. Thus, they may appear quite sober, despite regularly carrying abnormally high concentrations of blood alcohol.

g. **Managing the Problem Drinker.** On becoming aware of a suspected alcohol dependent or a potential problem drinker and before any consideration of formal warnings, the DO should immediately instigate ‘Recovery Action’, as follows:
(1) **Informal Action.** Informal action will include giving divisional counselling to the individual, both in order to register the DO’s concerns and to ascertain whether there is any underlying cause of the behaviour which may be solvable independently (eg. by referral to NS FPS – see Chapter 24). If an informal verbal warning of the likely consequences of excessive drinking is appropriate, this should invariably be given in the presence of a third party (eg. DSR/SNCO) and recorded on a locally produced form (an MPAR format is ideal). This form should be signed by the DO, the witness and the individual and kept with the individual's Service documents for a specified warning period (normally three months). Where a routine appraisal report falls during the designated period, no mention should be made of the informal warning. At this stage, depending on the trigger for, and outcome of, the discussion, the DO may consider recommending withdrawal of alcohol allowance and/or the privilege of living in private accommodation. Consideration should also be given to ordering the individual to attend a BAT (see sub-para i), or its equivalent. Speedy action in the early stages of a problem is more likely to be successful in the long term. The combination of divisional discussions, formal MPAR and attendance at the BAT will serve two purposes. Firstly, it is likely to ‘nip in the bud’ any situation which, if left unchecked, could escalate in severity and secondly, it provides the Command with the reassurance that appropriate duty of care has been afforded to the individual prior to any formal administrative action. It is important that no warning procedure is commenced without first conducting the above measures. This informal monitoring stage retains an indefinite timescale as every case will be different and must be assessed locally by the Divisional hierarchy and command. If it is felt that informal administrative action has been exhausted but ineffective, further formal action should be considered. Although there is no formal policy on the minimum time required to move from informal action to formal action and warnings, it is suggested that three months is an appropriate and fair guide. Advice can be sought from the relevant Regional Legal Office and/or Navy Command Executive team as necessary.

(2) **Formal Action.** If, as a result of persistently poor behaviour, attitude or alcohol-related offences, an individual is approaching the state where they are becoming an unacceptable risk or an administrative burden, and having exhausted the informal administrative measures detailed above, the DO should initiate formal warnings for administrative Discharge SHORE (Alcohol). This warning process should follow the 3-tier structure as detailed in Chapter 57 paras 5755-5765, with associated documentation being raised. Furthermore, it should be reported to the Command via the N1 Annex to the Weekly Logistics Summary Report. The warning documentation should refer to the attempt to resolve the matter informally and the delivery of an MPAR and attendance to a BAT. At the BAT, or alternative directed by the Royal Navy Mental Health Services, some individuals will be offered the opportunity to volunteer for formal treatment for their problem drinking. Should they decline this offer, and problems persist, they should be advised to consult with their Unit MO. Refusal to accept referral or actively engage with any DCMH or medically recommended treatment should be clearly recorded as a poor attitude and may be commented upon when reviewing the current warning level and the consideration to raise to the next stage. It is always incumbent upon the Unit to demonstrate that adequate measures were made to offer treatment to the individual if a subsequent request for administrative discharge is to be justified.
(3) **Discharge.** Should an individual fail to respond to the procedures listed above and still remain an administrative burden following the full 3-tiered warnings process, application should be made for administrative discharge. This process remains an Executive matter throughout. **There is no authority on medical grounds alone for discharge of an individual assessed as misusing alcohol.**

h. **Assistance Available from Other Agencies.** At any stage during this process, consideration should be given to seeking other means of assistance through RNRMW, medical services, the Chaplaincy Service, or outside agencies.

i. **Brief Advice Tool.** The Brief Advice Tool (BAT) policy is the result of collaboration between Navy Legal, Navy Pers Exec, Navy Med Div and DPHC. Although the half day Basic Alcohol Education Course (BAEC) has been the principal divisional tool for securing specialist input for service personnel misusing alcohol for over a decade, there has been no evidence base for its efficacy. Therefore, following a comprehensive round of consultation, on 31 Jul 15 the BAEC was replaced by the BAT.

1. The BAT is a short, evidence based individual intervention by a mental health nurse, after which the individual will have the option of engaging in formal treatment for alcohol misuse if they so wish. If they opt for the latter, they will be offered an assessment appointment at the DCMH within 15 working days.

2. The Executive, normally through the DO, can refer any service person to the BAT; they can be ordered to attend but cannot be ordered to undertake the treatment. Any service person whose alcohol consumption causes concern must be referred, particularly if disciplinary action is being considered. Personnel may also refer themselves for this intervention.

3. Upon notification of a request or order to attend the BAT, Departments of Community Mental Health (DCMH) in the base ports will then offer an appointment to the person concerned, within 5 working days, at one of the regional centres.

4. Personnel can book/be booked for a BAT on the following numbers:

   a. DCMH Portsmouth (all Portsmouth-based Units): 9380 26256 (mil) or 02392 726256 (civ).

   b. DCMH Plymouth (all Units in the South West): 9375 65965 (mil) or 01752 555965 (civ).

   c. DCMH Faslane (all Clyde based Units, 45 Cdo and Units at Rosyth): 93255 5421 (mil) or 01436 674321 (civ).
(5) The service person will be given a letter of attendance that serves as confirmation that they have been given the opportunity to engage with specialist treatment for alcohol misuse if they so wish, thereby satisfying the requirements of Para 9.g(2) above.

(6) Further attendance at the BAT within a twelve-month period is not generally indicated. If problems persist, or reoccur within one year, the individual should be directed to see the Unit MO.

10. Safety Critical Duties - Testing for Cause for Alcohol and Drugs

The Armed Forces Act 2011 (AFA11) introduced testing for cause for Alcohol and Drugs in relation to Safety Critical Duties. This brought with it a new offence namely ‘Section 20A AFA 06 – Exceeding alcohol limit for prescribed safety-critical duties’. This Paragraph should be read in conjunction with the References footnoted below. Whilst it is intended to provide guidance on interpretation of the regulations, it is not intended to duplicate guidance already published in JSP 830.

a. Policy Background. Whilst it is reasonable to expect that all personnel will be in a fit state to perform their duties, certain duties are by their very nature safety-critical, where performing that duty while impaired by alcohol or drugs could result in a risk of death or serious injury to a person, serious damage to property, or serious environmental harm. The testing regime seeks to promote a professional, sensible and moderated approach to alcohol consumption, particularly in relation to safety-critical duties, and to a large extent mirror existing civilian provisions, such as are contained in the Railway and Transport Safety Act 2003 (to which RFA personnel are subject). They also arise as a consequence (but NOT the result) of a number of high profile incidents which had a detrimental effect on the reputation of the Royal Navy.

b. Mechanism. The mechanism for ‘testing’ is by use of the NON-evidential Lion 500A Alcometer (breathalyser) and, thereafter, an evidential urine sample. There is scope within legislation to use an evidential blood test but, as yet, there is NO provision within the Royal Navy to take blood samples.

c. Options for Commanding Officers. Alcohol testing regulations supplement the existing provisions governing alcohol consumption in the Armed Forces. Commanding Officers (COs) will continue to have available to them a range of options to deal with incidents involving alcohol misuse. These responses range from Minor Administrative Action, divisional administrative action and education (including attendance on Alcohol Education Courses). The existing offence of ‘Unfitness or misconduct through alcohol or drugs’ contrary to Section 20 of AFA 06 remains and COs should note paragraph 11 of JSP 830 which makes clear that, while there is no power to order a person to submit to testing when the duty concerned is not safety-critical, it is still possible to pursue a charge of unfitness or misconduct through alcohol or drugs under Section 20(1)(a).

References relating to AFA11 include: Armed Forces Act 2006, Armed Forces (Alcohol Limits for Prescribed Safety-Critical Duties) Regulations 2013, JSP 835 (Alcohol and Substance Misuse Testing) Chapter 5 (as amended to 1 Nov 13), JSP 830 (Manual of Service Law) (as amended to 1 Nov 13) and 2013DIN01-212 (The introduction of new powers to test personnel undertaking safety-critical duties for drugs and alcohol).
d. **Command Judgement.** Command judgement will invariably be required as to what best serves the Service interest, and a pro-active and pre-emptive alcohol and drugs education campaign will invariably reap dividends. It is envisaged and intended that the ‘breathalyser’ offers as much an opportunity for education and raising awareness of issues and consequences associated with alcohol consumption and culture, as it does for enforcing discipline. Often the key issue which will decide which course of action the Command takes is the requirement to achieve swift justice. Due to the requirement for laboratory analysis of a urine sample following a positive breathalyser test, this (Section 20A) route will invariably lead to a longer process than that followed by the Section 20(1)a ‘subjective opinion’ route. The command will need to decide whether proceeding under the Section 20(1)a ‘misconduct through alcohol or drugs’ route is actually more effective locally and will have greater deterrence than proceeding down the Section 20A ‘over a prescribed limit for alcohol’ route. Advice on this and similar issues can be obtained from local Service Police as well as NCXT or NCHQ Police personnel.

e. **Prescribed Duties and Alcohol Limits.** A CO has the power to require a person subject to Service law to submit to testing for alcohol or drugs, providing they have **reasonable cause** for believing that the person’s ability to carry out the duty is impaired through alcohol or drugs or the person’s blood alcohol level is over the prescribed limit. This power may be delegated through a Duty Officer or Senior Rating (minimum of OR6 – Petty Officer/Sergeant) - see sub-para l below. There is no requirement for an incident to have occurred before a person can be required to submit to testing. The alcohol limits for prescribed safety-critical duties have been set at two levels, as follows:

1. **Higher Alcohol Levels.** The majority of safety-critical duties fall into the higher alcohol limit for testing of breath, blood or urine. The higher limits are as follows:
   
   (a) Breath – 35 microgrammes of alcohol in 100 millilitres.
   
   (b) Blood – 80 milligrammes of alcohol in 100 millilitres.
   
   (c) Urine – 107 milligrammes of alcohol in 100 millilitres.

2. **Lower Alcohol Levels.** Some safety-critical duties require a heightened speed of reaction in an emergency situation and therefore are subject to a lower alcohol limit. The lower limits are as follows:

   (a) Breath – 9 microgrammes of alcohol in 100 millilitres.
   
   (b) Blood – 20 milligrammes of alcohol in 100 millilitres.
   
   (c) Urine – 27 milligrammes of alcohol in 100 millilitres.
f. **Testing.** The hand-held breathalyser devices issued to units provide a preliminary, non-evidential, test and may be used to determine whether it is necessary to proceed to an evidential test (or not). Because of the difficulties in calibrating evidential quality breath test devices, within the Naval Service it is envisaged that urine tests will be the predominant means of evidential testing. Evidential urine tests are conducted by the RNP and are processed through Government laboratories (LGC Teddington) (akin to the process for CDT). The result forms the evidential basis for any subsequent disciplinary action.

g. **Command Declaration of Unfitness for Duty.** It should be noted that an individual may ‘blow’ negative in the breathalyser for alcohol but the RNP, in communication with the Command, may still wish to conduct an evidential test if they suspect that the individual may be unfit through the influence of drugs. Individuals may also test negative but (assuming no suspicion of drugs) the CO may elect subjectively to declare the individual ‘unfit for duty’ through Section 20 under AFA 06 – in such instance the result from the breathalyser must be discarded and not used in subsequent investigation.

h. **Non-Prescribed Safety Critical Duties.** As well as the categories of prescribed duties detailed in the References at Footnote 2, there may be circumstances where a CO believes an offence under Section 20(1)(a) has been committed in respect of a non-prescribed safety critical duty. In such cases, a CO may order a preliminary or evidential test, however, the test can only be used to establish the presence of alcohol or drugs: the higher or lower levels detailed above do not apply. Even where the presence of alcohol or drugs is established, the other elements of an offence described under Section 20(1)(a) must also be proven.

i. **Safety Critical Duties - Definition.** Before determining an activity to be ‘safety critical’, the CO must first satisfy themself that the duty meets the statutory definition:

> A duty which the Commanding Officer reasonably believes is such that performing the duty with ability impaired by alcohol or drugs would result in a risk of death, serious injury, serious damage to property or serious environmental harm.

Examples of when such testing would be appropriate could include: a person who appeared to be drunk when operating a vertiflow lift during a store ship; or a range safety officer who appeared to have been taking drugs when supervising a live shoot.
j. Notification of Safety Critical Duties. Although listing which duties a CO would regard as safety-critical is not required by the legislation, in order that individuals can plan ahead and either avoid consuming alcohol altogether, or moderate their alcohol consumption as appropriate, COs should use their Temporary Memoranda to detail those safety critical duties which are expected to be reasonably common place, and to make use of Daily Orders or other unit routine orders in order to ‘activate’ such duties. An infrequent or uncommon safety-critical duty can be detailed either in a short Captain’s Temporary Memorandum (CTM) or equivalent, or Daily/Unit Orders – it is recommended that COs maintain a standing CTM template for such situations. A CO should avoid placing unnecessary liability for testing on any other person who may be required to perform any related or ancillary duty merely because it is convenient to do so (eg. all members of a work party or team) but which is not genuinely safety-critical in nature. When personnel are required to complete an activity that is not within their normal daily routine, a CO should provide advance notification that their particular duty on a given day or for a given period may be regarded as safety-critical because of the heightened standards expected at the time. This may help deter excess alcohol consumption ahead of the duty and ensure all relevant personnel understand their liability for testing.

k. Alternative Measures. COs should not forget that they have a range of measures available to them in managing alcohol consumption and do not need to have to justify a position as safety critical. For example, a ship about to be involved in a Humanitarian and Disaster Relief scenario can apply a more stringent alcohol state (law BRd 9600 - SGOs) in order to prevent personnel from drinking prior to operations. In the same manner, a more restrictive ‘alcohol state’ can be applied when in Defence Watches rather than attempting to declare every position as ‘safety critical’. COs are also at liberty to impose ‘alcohol bans’ when appropriate.

l. Delegation of Authority for Ordering Test. Whilst the CO is responsible for deciding whether an individual is referred to the Service Police for a preliminary alcohol or drugs test, the legislation permits delegation of this decision to Petty Officer or Sergeant level. The intent of this is to permit (for example) a Petty Officer performing duty as Officer of the Day in a Mine Countermeasures Vessel, or a Petty Officer Diver in charge of a Diving Unit detachment, to order a test. Navy Command intent, therefore, is that authority to test should generally be delegated to the XO, Heads of Departments and Officers of the Day/Duty Officers only, but may occasionally include others eg. those in charge of a detachment for a determined period, and that these delegations should be articulated in CO’s Temporary Memorandum. COs wishing to delegate further should contact Flotilla or NCXT staff for advice.

m. Reasonable Cause. It is reiterated that ‘Reasonable Cause’ must be established prior to a test being ordered. In this respect ‘Reasonable Cause’ requires the same subjective judgement as for assessing an individual to be ‘Unfit for duty’ in accordance with Section 20(1)(a) of AFA06. It is impossible to give a definitive list of what constitutes ‘Reasonable Cause’, but factors taken into account may include:
(1) Verbal notification that an individual was seen/known to be drinking excessively prior to assuming a duty.

(2) Named in an alcohol related incident in the 'Daily Occurrence Book'.

(3) Obviously dishevelled or un-naval/military like in conduct, bearing or appearance.

(4) Smelling of alcohol.

(5) Been seen drinking to excess whilst ashore.

n. **Failure to Provide a Specimen for Analysis.** It is an offence for an individual to fail to provide a sample when required to do so in accordance with AFA 06 Section 93E(10), without reasonable excuse.

o. **Education.** The implementation of AFA 11 and associated legislation with respect to alcohol has been widely notified across the RN. All career courses are specifically briefed, and the sentiment is included in the routine ‘Alcohol and Substance Misuse Lectures' delivered as part of the CMS 6 programme. The physical presence of the Lion 500 handheld Alcometer offers a tangible, visible representation of the Regulations and it should be used to develop a culture that is circumspect of anything more than responsible and moderate alcohol consumption. Alcohol calculators have also been distributed to educate personnel in the amount of alcohol contained within drinks (Percentage Alcohol By Volume, or %ABV), ‘units’ of alcohol and the time required for the body to process it.

p. **Ethos.** The RN Ethos advocates RN Core Values and Standards, amongst them professionalism and integrity. With respect to alcohol, the intent is to highlight the responsibility placed upon members of the Naval Service and the need to maintain the highest standards of conduct and behaviour that is always expected of us by the Nation.

q. **Divisional Involvement.** The implementation of AFA 11, combined with Navy Command led campaigns on alcohol culture and Ethos, provide the CO with the tools necessary to take forward the education process. The pro-active engagement of those in involved in the Divisional/Regimental System completes the 'triad' that will shape and maintain the irreproachable personal and professional standards that underpin the RN's global standing and good reputation.

r. **Medical Personnel.** Medical officers, dental officers, nurses or MAs are all subject to the AFA 11 and a CO may determine their duties to be non-prescribed safety-critical. It should be noted that were a member of the Medical Services found to be under the influence of alcohol or drugs they may also be liable to sanction by their respective professional bodies.
s. **Civilians Subject to Service Discipline.** In certain circumstances civilians subject to service discipline may also be subject to alcohol testing. Those situations will arise when the individual is suspected of committing an offence under certain Sections of the Railways and Transport Safety Act 2003. Wherever practical, COs should seek legal advice before ordering the testing of civilians.

t. **Summary.** AFA 11 aligns the Armed Forces more closely with domestic legislation and engenders a professional but pragmatic approach to alcohol consumption and culture. It is not designed to constrain personal freedom nor erode privilege, but it does re-emphasise the need for a mature and responsible approach to alcohol.
ANNEX 21K

COMPULSORY DRUGS TESTING

1. Compulsory Drugs Testing. (See also QRRN Art 3626 and JSP 835)

a. Every person in the Naval Service is subject to Compulsory Drugs Testing (CDT), which may be carried out by RN or tri-Service teams. Failure to comply, when required by a CDT team member of any Service (ie. to produce a urine specimen) is a disciplinary offence with a punishment of dismissal and up to 6 months imprisonment or detention. Adulteration or substitution of specimens carries the same penalty. DOs are to counsel any member of their Division who refuses to supply a specimen to ensure that they understand the implications. If the individual continues to refuse to provide a sample, a refusal certificate obtained from the CDT team leader is to be completed immediately, in duplicate. One copy will be retained by the unit and the other taken by the CDT Team Leader. Disciplinary action will be initiated by the unit.

b. The Navy Command Executive Team (NCXT) has complete discretion in deploying the RN CDT team. There are reciprocal arrangements with the Army and RAF for personnel serving in Joint units or with another Service. The decision as to when to test units will, as far as possible, take into account programmes, training cycles, operational requirements, historical frequency of tests, perceived risk of drug misuse and the travel and resource constraints of the CDT Teams. However, periodicity will deliberately be varied in order to avoid predictability and maximise the deterrent effect of CDT. The Team will deploy globally to enforce the message that CDT can occur at any time and in any place.

c. The team will not normally consult Administrative Authorities before arranging a test, save where particular complexities make this desirable. The team will normally consult with the CO in order to agree dates and confirm logistic arrangements. It is very important that disclosure of the arrival of the CDT team should never take place. This is particularly pertinent to persons involved in the logistical preparations of a unit. For example, placing a notice in a hall/briefing room several days in advance highlighting that the room will be ‘out of action’ due to drugs testing is clearly harmful to the deterrent effect of the visit. The CDT team do have a mandate to arrive at a unit ‘unannounced’ and may do so. Commanding Officers may request a visit from the CDT Team if they feel it necessary (ie. following word of potentially suspicious activity reaching the Command’s ear), by contacting WO CDT (NAVY PERS-CDT WO / 07876 476937) or FXO (NAVY PERS-EXEC FXO / 93832 8699). Additionally, it is entirely appropriate and indeed encouraged if deemed necessary by the Command, to send an individual(s) to the CDT at HMS EXCELLENT for testing. This procedure is designed as an alternative solution to specifically bidding for an on board CDT (following reports of suspicious activity) and may be optimal if the CDT team is unable to reach the unit swiftly (eg. a deployed unit believes it has a suspicious case on board and wishes to fly an individual(s) back to the UK for testing; this procedure is encouraged). Finally, it is encouraged that unit COs should, where possible, conduct local spot checks of their personnel by sending a small cross-section (eg. 6-8 people) to the team at HMS EXCELLENT for random testing (although a powerful deterrent, it is appreciated this procedure is difficult for non-Portsmouth based units, however the methodology remains sound and is hereby recommended). The CDT Team will always endeavour to minimise the impact on a unit and take a pragmatic view on the
unit's programme, however ultimately they are performing a task that is directed by the Defence Council. Experience has shown that the CDT process flows much more efficiently with proactive and supportive engagement from the unit XO/2IC and EWO/Cox’n or equivalents.

d. The CDT Team needs logistic support from the unit being tested in order to conduct testing. The Team will send details of this requirement to a unit prior to its arrival. This will include a requirement for circa 6-12 SRs/SNCOs to act as Collection Assistants (manning desks) and double the number of JRs/Other Ranks to act as Monitors (escorts of individuals to/from heads). All units should have available dormant orders for CDT implementation. A template for such orders is available from WO CDT on request.

e. Upon arrival the CDT Team will need to train the assisting personnel, a procedure which takes approximately 30-45 minutes. Thereafter testing can begin. Assuming the host unit is supportive, CDT Team can test a full DD/FF ship’s company, or approximately 250 personnel in a shore establishment in approximately 4-5 hours. The CDT team and assisting Collection Assistants, Monitors and Computer Operators do not stop for lunch – as such units are required to provide packed meals for those concerned as agreed with Navy Command Logistics. The CDT Team will provide more details in advance.

f. The number of personnel tested during any visit and particularly when the visit involves an overseas unit or a major shore establishment/capital ship, will be a variable percentage of the Ship’s Company as directed by the CDT Team; this will range from a full 100% test to a relatively small ‘Dip Test’ of just 10-20 personnel. However personnel selected to provide samples will be taken from across all ranks/rates. Details will be agreed with unit Command/Executive Staff/RSMs at the time of the test.

g. Establishment and base port accommodation areas will be included within this revised practice. In which case, the CDT Team will liaise with local establishment and Royal Navy Police staff in advance to make the necessary arrangements.

h. The CDT Team is empowered by the AFA and exercise testing as part of the MoD’s ‘deterrence’ policy associated with random testing. Therefore they are not able and will not ‘target’ individuals or groups, unless this has been specifically requested as highlighted above at sub para c. They will determine the numbers or percentage of personnel to be tested; thereafter it is for unit HR staff to select the specific individuals. The only exception is those who have previously been placed on the Individual Re-Test List, and these persons will be identified by the lead member of the CDT team.
2. Reporting or Suspicions of Alleged Drugs Offences

The most important link in ensuring early initial reports is Leading Hands (LH/Cpls), particularly Leading Hands of Messes (LHOM). All LHs are briefed to be on the lookout for and to report immediately any suspicions they may have of substance misuse. It is particularly important that such suspicions are not discussed in the messdeck. To do so will alert the suspect and could lead to evidence being destroyed. While LHs and the LHOM may be the first to become aware of a possible drug problem, everyone in the RN has a duty to report suspected substance misuse. Failure to report suspected drug offenders or evidence of drug abuse is a serious Service offence.

3. Positive CDT Results

a. Army and RAF Personnel. When Army or RAF personnel serving in a RN or RM unit provide a positive result following a CDT Test, liaison between local Command and the relevant Service Policy desk Officer must occur before the individual is informed. NAVY PERS-EXEC FXO (Tel 93832 8699 or 02392 62 8699) or NAVY PERS-CDT WO1 (Tel 07876 476937) are to be contacted to facilitate this liaison.

b. Process. Those testing positive will usually be discharged from the Service. Personnel will be informed of the test result by their CO and advised of their right to make a representation against discharge. Additionally they will be given 48 hours to decide if they wish to make a statement following interview, and if they do, they should be assisted by an assigned Assisting Officer if they require it. Within their statement, it is vital that they declare whether they are accepting or contesting the case (ie. the result of the positive test) they should be informed of the option to have the B-Sample of the urine specimen tested at an independent laboratory at their own expense. It is essential that the process laid out in JSP 835 is followed correctly. Should a B-Sample return as negative, the individual is reimbursed and the case immediately collapses.

c. The individual has no right to demand a hair sample for testing. This procedure is an option for Commanding Officers only, and is an aid to assess prolonged drug usage rather than to provide evidence of a particular incident in question. Similarly, DNA testing is not conducted by the MOD. When an individual signs the CDT paperwork at the time of testing, they are declaring their acceptance of the current procedure. If, having received a positive test result and subsequently a further positive B-Sample, no further toxicology options are open to the individual (outside the CO’s decision to obtain a hair sample as highlighted above).

d. Decision. The emphasis is placed upon the Commanding Officer to determine if, on balance of probabilities, the individual knowingly, recklessly or intentionally consumed an illegal substance; in sum ‘are they at fault or not?’ Fleet XO and Navy Casework are available to be consulted at every step of the CDT process and early liaison is encouraged.

(1) ‘Knowingly’ and ‘Intentionally’ can be taken to include an individual who, under the influence of alcohol, elects to try or experiment with a drug that is offered to them, or which they chose to obtain regardless of whether they would have done so when sober.
(2) An individual will have been ‘Reckless’ when they know or should have been reasonably expected to know that there is a real risk that their conduct would lead to a positive test but did not take steps to prevent it; an example would be the use of body and performance enhancing supplements not listed on ‘Informed Sport’, or alternatively leaving drinks unattended or ‘mine sweeping’ in a pub where they knew illegal substances were in use. Additionally, cases of extreme intoxication in which the individual declares they have no memory of events during a night(s) in question will quickly draw a deciding officer to the conclusion of recklessness.

e. **Medical Prescription.** Some CDT positive results will be caused by a legitimate prescription of medical drugs. In such cases the CO should call for a statement from the medical officer (following the individual’s consent; it is appreciated that it is contrary to logic that an individual would not provide consent if they were stood accused of a positive result) detailing the drugs prescribed and the dosage dictated. In such cases, it is prudent to call for a Toxicology Report (via contact with FXO) in order to verify that the prescribed drugs would have accounted for the positive result (it is not always the case) and thereafter the paperwork can be forwarded to NAVY LEGAL-CASEWORK, with a recommendation that the case be closed with no further action required under the provisions of Para 3.e sub para (1) below (Satisfactory Explanation).

f. **Potential for Retention.** Following the removal of ‘Exceptional Retention’, there is now only one scenario in which an individual might be retained within the Service following a positive CDT result:.

(1) **Satisfactory Explanation.** Individuals have provided a statement that satisfactorily explains the presence of a drug in their system. This might be a medical report confirming a valid medical prescription, or a confession to police by a third party that they deliberately ‘spiked’ an individual, or some other form of ‘spiking’.

(2) In cases of an inadvertent or accidental ingestion such as spiking the CO will need to establish that ‘on balance of probabilities’ all of the following criteria are met:

(a) The allegation cannot be refuted on scientific grounds.

(b) It is supported by independent evidence, including circumstantial evidence (eg. if subsequent investigation reveals that drink ‘spikers’ are known to operate in a particular pub/club and/or supported by CCTV).

(c) The CO accepts the explanation as completely valid.

(d) The drug is a Class B or C only, ie. retention will not be considered for a CDT positive result involving a Class A.
(3) As already stated, a positive test result will almost invariably lead to Discharge SNLR for ratings or Misconduct for Officers. For some, especially those who claim 'spiking' and are adamant of their innocence, DOs are to ensure that appropriate pastoral support is given as necessary (DCMH, Chaplains, RNRMW etc.) and individuals should be informed of their right to make a Service Complaint.

(a) **Sub Cut-off.** An individual's sample may return as sub cut-off. This indicates that drugs have been detected in an individual’s system that are below the threshold of a positive result. A result of this kind will not be treated as a positive result unless the following applies:

(b) **Second sub Cut-off.** If an individual who has previously tested sub cut-off produces a second sub cut-off within five years of the first, then the second result is to be investigated in accordance with the procedure for a positive result and a recommendation is to be made for discharge.
APPENDIX 1 TO ANNEX 21K

IN Voluntary Drug USE (SPIKING)

1. Legal Considerations
   The spiking of drinks is unlawful and must be reported to the Service Police as soon as reasonably practicable. The Service Police will be able to investigate the establishment where the alleged incident took place and gain additional evidence which may corroborate the allegation.

2. Education. (See also BRd 9600 Art 0310-0313 Ship General Orders)
   There have been incidents of Service personnel suspecting that their drink has been spiked whilst they were ashore. This can be a very worrying situation, given the penalties for drug related offences. Action to be taken in the event of suspected spiking is to be discussed in Divisional/Regimental meetings:
   
a. The Service will generally consider that the individual has been careless and ‘reckless’ in failing to take adequate care of their own safety and allowing themselves to be placed in a situation of danger under excessive influence of alcohol. Reinforcing this message should be an essential part of the education campaign.
   
b. Never leave your drink unattended – if you need to go to the heads then get a trusted ‘oppo’ to look after it for you.
   
c. Always try and watch where your drink is being poured from.
   
d. A person who suspects being spiked whilst ashore should immediately cease their ‘run ashore’ and return onboard. Failure to report such a suspicion will greatly increase the likelihood of discharge if a subsequent positive drugs test is received.
   
e. The Duty Officer and Senior Rate/SNCO, MO and local Service Police are to be informed and the suspicion recorded in the Daily Occurrence Book or equivalent.
   
f. The individual should be given a medical examination.
   
g. The DO/Tp Cdr should be informed and start keeping a record.
   
h. At the earliest practical opportunity the individual should be interviewed by the Service Police.
   
i. If deemed appropriate, the remainder of the Ship’s Company/unit personnel should be informed to be wary for the possibility of spiking and if necessary be banned from dubious establishments.
   
j. The CO and XO should be informed at the first convenient opportunity.
3. Having tested positive and facing the likelihood of imminent Discharge SNLR, individuals frequently present stories of being spiked but without having undertaken the correct initial actions. Without credible detail of who, when, where and how, and good reason given for failure to report the suspicion immediately, these stories merit little consideration.

4. In considering a CDT positive result, and before initiating any administrative action, the CO has to determine, on the balance of probability, whether the individual has a legitimate reason for the positive test result (eg. properly prescribed drugs), or whether they have knowingly, willingly or recklessly consumed controlled drugs and are therefore culpable. The onus is on the individual to provide robust evidence that this presumption of culpability should not hold. However, when he or she has reported suspicions of spiking immediately after the event rather than only once prompted by CDT, the explanation will carry much more credibility. COs are required to conduct a reasonable investigation where an individual puts forward an explanation for a positive result. What is reasonable will depend on the circumstances and legal advice should be sought where required.

5. **Effects of Alcohol**

Some personnel who offer ‘spiking’ as the reason for a positive CDT result (but have not previously mentioned it) will often cite that they were too drunk to realise their drink was being spiked or that they frequently left their drink unattended, or that they were ‘mine sweeping’. In all these cases the CO must determine on the ‘balance of probabilities’ whether the spiking claim is true or not. A genuine case of spiking is capable of being a ‘satisfactory explanation’ for the presence of a drug. However there must be sufficient evidence to show on the ‘balance of probabilities’ that this is what occurred (see Annex 21I para 3.e sub para (1)). Clinical tests have shown that when drinks have been spiked with illegal substances there is often a variety of physical and chemical changes which are evident. Discolouration, altering taste and smell are all possibilities. Failure to notice these or any similar alterations following excessive drinking (eg. the anaesthetic effect to the tongue and throat which occurs as a result of orally ingesting cocaine) will add weight to the Command’s assessment that an individual has been reckless.
ANNEX 21L

STRESS

1. The MOD Health and Safety Handbook states the following:

   Stress affects people in different ways at different times and is often the result of a combination of factors in their personal and working lives. Work related stress arises where the combination of pressure from work load, working practices, work relationships, etc exceed the person's capacity and capability to cope, resulting in adverse physical and/or mental reactions.

2. Service in a deployable fighting force brings with it inevitable pressures, such as separation from family and friends, and periods of intense, sometimes dangerous, activity. Whilst these pressures do not inevitably cause stress and many personnel cope with extraordinary demands without suffering ill effects, anyone can begin to suffer from stress at any time. The potential catalysts range from extreme trauma to mismanagement over a long period of time. Mundane, chronic catalysts, such as domestic difficulties, excessive work demands and lack of support are the more common causes.

3. It is too easy for hardened line managers in the Service to take a dismissive attitude to stress. Although it is true that a moderate level of pressure, even stress, can be beneficial to performance and motivation, in extreme cases its effects on health are medically measurable, and its effects on behaviour and performance are an administrative concern. Symptoms may include frequent minor health problems, leave-breaking, poor time-keeping, impaired performance, lowered personal standards, and irritability.

4. DOs must be aware of the possibility of stress as a cause of problems in both themselves and their division. In particular they should be aware that many of the major causes of stress in the Royal Navy come from inter-personal relations: eg. conflicting demands from line management, or lack of support from seniors or peers. In some cases, DOs must be prepared to examine their own style and recognise that they or other line managers may be causing or exacerbating stress if not providing a clear and supportive line of command. Alternatively, individuals are frequently enabled to come through periods of stress, improve their performance and cope with very high levels of pressure without suffering stress with the support that they receive from good DOs. The ability to cope is may change and can be strengthened or undermined by how people are treated. Above all, making personnel feel valued and able to approach their line managers is essential.

5. When suffered for prolonged periods, stress can cause illness, but it is recognisable and can be treated. Sufferers may perceive succumbing to stress as a weakness, however, and may be unwilling to seek advice or attend treatment. The DO must make the time to listen to the fears and concerns of their Divisions/Troops and, where possible, help them find solutions which are appropriate to their needs. Stress relieving strategies that can be discussed are covered by the mnemonic ASPIRES, which is decoded as follows:

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1 JSP 375 Management of Health and Safety in Defence Pt 2 Vol 1 (V1.0 Dec 14) Para 17.1.5.
Assertiveness – know when to say ‘no’ and do not take on too much;

Self-Talk – assess the situation constructively and objectively;

Prioritising – manage time and delegate effectively;

Identifying sources of stress – act on them;

Relaxation – look after yourself and keep a balance of work and leisure;

Energy renewal techniques – eg. physical activity; and

Support – communicate problems, talk to friends; seek help.

6. Where the DO seems unable to assist in resolving the problem, the individual should be made aware that professional support and help is available from a wide variety of sources, including RNRMW, the Confidential Support Line, Chaplains, Medical Officers and Medical Branch ratings. Further guidance can be found in Chapter 24 (Welfare) and Chapter 34 (Operational Stress Management).

7. The maintenance of a properly operating Divisional and Regimental System, where individuals readily seek advice and discuss their problems, should be the aim of all DOs and DSR/SNCOs. In getting to know their people, DOs should build up a reasonable picture of what to expect from each individual in terms of manner and performance. Knowledge of individual’s normal demeanour will assist DO’s in identifying differences in performance, attitude and behaviour that may be the result of stress.
ANNEX 21M

WILLS

1. Commanding Officers have a responsibility to ensure that personnel are both encouraged to make a Will and provided with the opportunity to do so. This responsibility may be devolved to the DO/Tp Cdr to manage within the Division/Tp. The MOD cannot provide advice on the content of a Will which, if required, should be sought from a solicitor or other specialist adviser.

2. The recommended methods available to Service personnel for making a Will are as follows:
   a. Drawing up a Will using expert advice.
   b. Using a MOD Will Form (MOD Form 106).
   c. Writing a simple Will on a sheet of paper.
   d. Using one of the printed forms which can be purchased.
   e. In exceptional circumstances an informal Will can be made.

   Completed Wills - either MOD Form 106s or privately created - can be stored free of charge at the Defence Handling Centre (DHC) Glasgow; further details may be found in the references below.

3. There is a Service requirement for the status and whereabouts of a Service Person’s Will to be recorded on JPA, or the fact that the Service Person (SP) has chosen not to make a Will or declare their intentions to the Service. Units are able to interrogate JPA to confirm those personnel who have a Will held at the DHC and those who have indicated to UPOs/HR Admin that they have a Will held under private arrangements. Units can also interrogate JPA to identify cases where Wills have been sent to the DHC but where receipt has not been entered onto JPA.

4. It is important that Wills are updated immediately to reflect any changes to personal circumstances (eg. marriage, civil partnership, divorce, change of partner, births, or death of a named beneficiary). It is also important to update JPA quickly to reflect this so as to ensure that the correct Will is issued to the family/Executor.

5. Units are to ensure that personnel are made aware of the importance of both making a Will and updating it promptly if circumstances change. Whilst these are both personal responsibilities, units should programme time to facilitate this activity and ensure that MOD Form 106s and other relevant stationery are readily available. Operational Mounting Instructions will reiterate this requirement which is an essential part of pre-deployment preparations.

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1 QRRN Ch 55 J Section I Para J5501 and 2014DIN01-174.
ANNEX 21N

SOCIAL MEDIA

1. Introduction

a. Figures produced by the Office of National Statistics show that, over the last decade, over half the population were using social media regularly in 2012 and half again were using it on a daily basis, with the 16-24 age group being the most prolific users. Whilst social media undoubtedly has its benefits, it has also brought challenges for the MOD and Armed Forces in areas of security, discipline and reputation.

b. This Annex is intended to provide advice and guidance for Service personnel on their use of social media, and for Command teams in dealing with the consequences (intended or otherwise) of communications on social media. It comprises 4 strands of policy, that should be read in conjunction with the references listed below1, which address the following aspects of social media:

   (1) Ethos and Values.

   (2) Operational and personal security.

   (3) Administrative action for inappropriate use of Social Media.

   (4) Disciplinary and legal cases including ‘cyber bullying’.

2. Ethos and Core Values

a. Naval Service Ethos and Core Values (our C2DRIL and the Cdo Fighting Spirit) establish that the success of the Service is founded upon certain qualities which include: Standards, Teamwork, Discipline, Integrity and Respect for Others. All of these are undermined by ill-considered communications; posts such as ‘Sleepy Sailor’, ‘Rate a Wren’ and ‘Royal Navy Marine Engineer’ damage the reputation of the Service and erode the dignity of the individuals involved. Additionally, when photos of individuals are posted without the subject’s permission, it certainly can place personal security at risk. PSyA has been requested to intervene with social networking providers to protect individual security, and individuals have had to submit complaints to social network sites to have pages closed down.

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b. Naval Service Ethos and Core Values apply to us at all times, on and off duty, and are the ‘DNA’ that set us aside from the civilian community. Communications on social media should be regarded as being similar to conversing face to face. Individuals should be reminded that the Service has credible and effective mechanisms for dealing with grievances, both through the Divisional and the Service Complaints systems; also it is worth noting that civilian companies will dismiss individuals who tarnish the company’s name or reputation. Airing grievances on social media, or passing derogatory comment on an individual or group, unequivocally demonstrates a lack of respect for others, moral courage, integrity, self-discipline, commitment, trust in the team and personal standards – in short it fails the Service Test and it has no place in the Naval Service.

3. Operational and Personal Security

a. There are numerous instances on record of RN and RM personnel putting Operational Security (OPSEC), Personal Security (PERSEC) and RN/RM Reputation at risk. All units and Naval Service personnel are at continual risk from traditional enemies, terrorist organisations, subversive groups and deranged individuals, both at home and abroad. All information posted online is effectively in the public domain and can be used to build intelligence on a particular group or individual – this may be a State intelligence organisation or a private citizen indulging in ‘hacking’. Unit programmes are inherently at risk from individuals posting seemingly harmless comments. Using social media to report or comment on dates, places or circumstances can have severe consequences for a unit, including radical alteration of a unit’s programme if compromised to the detriment of unit or personnel security – invariably this will be inconvenient to the personnel involved.

b. The MOD continuously reviews its Information Security programme. This will routinely include direction to Commands to apply sanctions more robustly and consistently in the wake of (information) security breaches. Underpinning this work is a ‘Table of Sanctions’ which will give MOD-endorsed guidance on appropriate disciplinary or administrative sanctions following breaches of security in the social media domain. All Naval Service personnel are responsible for collective and individual security and RN/RM reputation. All personnel ranked Leading Hand/Corporal or above are duty bound to maintain good order and discipline at all times and thus are all duty bound to report inappropriate use of social networking sites. The First Sea Lord has declared that RN Reputation is one of his two key priorities and that ‘maintaining reputation’ is a ‘business output’ of NCHQ.

4. Administrative Action

Some communications via social media may be considered inappropriate in Service eyes but not severe enough to merit Service Police investigation or disciplinary action. Commands may, however, consider that the Service Test (below) has been breached such that administrative action is required to safeguard and restore operational effectiveness and efficiency. Such administrative action should treat communications via social media in the same way as any other social interaction when applying the Service Test.
a. **Code of Social Conduct.** The following extracts from JSP 887 are pertinent when considering abuse of social media:

(1) **Para 2.** “…the overriding operational imperative to sustain team cohesion and to maintain trust and loyalty between commanders and those they command imposes a need for standards of social behaviour that are more demanding than those required by society at large. Such demands are equally necessary during peacetime and on operations. Examples of behaviour that can undermine such trust and cohesion, and therefore damage the morale or discipline of a unit (and hence its operational effectiveness) include:

   (a) Unwelcome sexual attention in the form of physical or verbal conduct…

   (b) Misuse of rank and taking advantage of subordinates;

   (c) Probing into a person’s private life and relationships.

(2) It is important to acknowledge that, in the tightly knit military community, there is a need for mutual respect and a requirement to avoid conduct which offends or causes distress to others. Each case will be judged on an individual basis.”

(3) **Para 3.** “It is not practicable to list every type of conduct that may constitute social misbehaviour. The seriousness with which misconduct will be regarded will depend on the individual circumstances and the potential for adversely affecting operational effectiveness and team cohesion…”

(4) **Para 4.** “Unacceptable social conduct requires prompt and positive action to prevent damage. Timely advice and informal action can often prevent a situation developing to the point where it could:

   (a) Impact adversely on third parties; and/or

   (b) Impair the effectiveness of a Service individual or unit;

   (c) Result in damage to corporate image or reputation.”

(5) **Para 5 - The Service Test.** “When considering possible cases of social misconduct, and in determining whether the Service has a duty to intervene in the personal lives of its personnel, Commanding Officers at every level must consider each case against the following Service Test:

   (a) "Have the actions or behaviour of an individual adversely impacted or are they likely to impact on the efficiency or operational effectiveness of the Service?"

   (b) This Service Test lies at the heart of the Armed Forces’ Code of Social Conduct; it is equally applicable to all forms of conduct, including behaviour while not on duty.”
Para 7. “We place additional responsibilities on every one of our leaders and managers, whether uniformed or civilian, at every level to set an example through their actions, behaviour and language of respecting and valuing the diversity of others in every aspect of life.”

b. NCHQ Interpretation of the Service Test. Misuse of social media would certainly impact upon the efficiency or operational effectiveness of an individual’s unit if, as a result, he/she succumbed or inadvertently contributed to a terrorist threat (or similar). Likewise, any tarnishing of reputation on social media fails the Service Test by having impacted on the efficiency of the Service.

c. Minor Administrative Action. Minor Administrative Action (MAA) will normally be the most appropriate means for dealing with inappropriate use of social media (but see sub para d below). When considering MAA, COs should remember that the assessment is to be made ‘on the balance of probabilities’ and not the more demanding criteria of ‘beyond reasonable doubt’ required for disciplinary action. MAA investigations need not be protracted and can be conducted by unit staff. For example, a print out of a screen-shot is likely to be admissible as evidence of a communication via social media for such administrative action. MAA would be predicated upon behaviour contravening the Code of Social Conduct or undermining Service Ethos.

d. Divisional Warnings. Even where MAA may be deemed inappropriate, Commands still retain the Divisional System at their disposal and may place individuals on professional warnings for conduct which fails to uphold Service Ethos and Values, or conduct unbecoming and unacceptable of a particular rank or rate.

e. Education and Orders. Service personnel should be made aware that communications made via social media may - for administrative action or divisional warning purposes - be treated as if they had been made in person or by any other form of communication. The following policy statements (which can be tailored as required) should be published on Daily/Unit Orders or equivalent, should be repeated at regular intervals (recommended to be 6-monthly), and should form part of the Unit Security and D&I training programmes.

(1) Values and Standards. Service personnel are expected to adhere to the same high standards of conduct and behaviour online as they would in any other aspect of their professional or personal lives.

(2) Individuals are responsible for what they post on social media. When an individual posts a comment on social media, that individual is responsible for the content of that comment. If an individual passes on communications initially posted by another person then they are republishing them and become responsible for the content as well. Clicking ‘Like’ (or equivalent accepting action) to another person’s post or comment attaches an individual’s name to that post and implies that individual’s support for its content.
(3) Talking on social media is the same as speaking face-to-face. Expectations of behaviour when communicating via social media are no different from expectations of behaviour when dealing with other methods of communication, such as face-to-face or on the telephone.

(4) **Offensive Material.** Disciplinary, administrative or divisional warning action may be taken against Service personnel who post or republish offensive, indecent, obscene, false, abusive, racist or discriminatory images or literature on social media.

(5) **Respect for Others.** Service personnel should never use social media to bully, attack or abuse colleagues, or to create a hostile or intimidating environment at work. Information about third parties (for example, pictures of someone from a social event) should not be posted without first obtaining their permission.

(6) **Security – Personal.** Individuals are to be aware of the dangers to themselves and others in sharing information online. Control must always be maintained over personal information and operational security.

(7) **Security – MOD.** Individuals are required to seek authorisation before publishing any information relating to their work which: reflects on wider Defence and Armed Forces activity; attempts to speak, or which could be interpreted as speaking on behalf of the Service or the MOD; or relates to classified, operational, controversial or political matters.

(8) **Advice.** If individuals are at all unsure, they should always seek advice via the Chain of Command prior to, rather than after, taking action that may cause offence or compromise personal or unit security.

5. **Legal And Disciplinary Matters**

   a. **Criminal Offences.** Under Section 1 of the Malicious Communications Act 1988, it is a criminal offence to send an electronic communication which is indecent, grossly offensive, threatening or false with the intention of causing distress or anxiety to the recipient. It is also a criminal offence under Section 127 Communications Act 2003 to send a message via a public electronic communications network which is grossly offensive or of an indecent, obscene or menacing character. Such provisions have been used in a number of social media prosecutions. For example, a man was sentenced to 12 weeks’ imprisonment for posting offensive ‘jokes’ and sexually explicit comments about a missing girl; another was given 240 hours community service for posting a message on Facebook about the deaths of 6 British soldiers which said: ‘All soldiers should die and go to hell’.
b. **Other Offences.** There are other offences which can be committed via social media. For example, posts involving a threat of violence may constitute an assault or a public order offence; posts targeting a particular individual may constitute a course of harassment under the Protection from Harassment Act 1997; naming the victim of a sexual crime is illegal under the Sexual Offences (Amendment) Act 1992; and the deliberate publication of information in breach of a court order may amount to a contempt of court.

c. **Legal Policy.** If a Commanding Officer becomes aware of an allegation that a communication has been sent via social media which may amount to a criminal conduct offence, they should make an initial assessment of the content of the communication, consulting Legal Advisors as part of this process. If the assessment is that a communication falls into one or more of the categories described below, then it must be reported to the Service Police as soon as reasonably practicable. This is for two reasons: first, in view of the complexities in obtaining and securing evidence that is admissible to the standard required in criminal law, a Service Police investigation (or civil police investigation if the matter is passed to them) is likely to be more appropriate than a unit investigation; and, second, the Service Police are the most appropriate body to apply the CPS Guidelines and decide whether to direct trial or otherwise to the independent Director of Service Prosecutions. Activities which typically merit investigation by Service Police include the following:

1. Communications which may constitute credible threats of violence to a person or damage to property.

2. Communications which specifically target an individual or individuals and which may constitute harassment or stalking within the meaning of the Protection from Harassment Act 1997 (noting that an allegation or circumstances which indicate an offence under Section 4 of that act has been committed by a person subject to Service law will be Prescribed Circumstances). This provision is proscribed in Section 114 of the Armed Forces Act 2006 and The Armed Forces (Part 5 of the Armed Forces Act 2006) Regulations 2009, Regulation 3.

3. Communications which may amount to a breach of a Court Order. This could include offences under the Contempt of Court Act 1981 or Section 5 of the Sexual Offences (Amendment) Act 1992, breaches of a restraining order or breaches of bail.

d. Communications which do not fall into any of the above categories, but which may be considered to be grossly offensive, indecent, obscene or false (ie. more than (in legal terms): “Satirical, or iconoclastic, or rude comment, the expression of unpopular or unfashionable opinion about serious or trivial matters, banter or humour, even if distasteful to some or painful to those subjected to it”) should be discussed with appropriate Legal Advisor with a view to subsequent Service Police involvement.

e. Where the Commanding Officer’s assessment is that a communication does not fall into one of the categories in sub para c above, but nevertheless represents a Service Offence (for instance, where there is a rank difference between sender and recipient), they may continue to refer the case to the Service Police for investigation.
f. **Legal Advice.** Whenever a Commanding Officer is considering whether to invoke a Unit or Service Police investigation in a case involving communications via social media, they should seek legal advice.

g. **Summary.** The right of individuals to make use of social media is completely respected as an individual choice and freedom. However, abuse of social media which threatens the Naval Service Ethos and Core Values, personal and/or operational security or the good name and reputation of the Naval Service is completely unacceptable and will not be tolerated.
ANNEX 21O

FRAUD AND IRREGULARITY

1. The law against fraud and irregularity is shaped by 2 key pieces of legislation, the Fraud Act 2006 and the Bribery Act 2010.

   a. The Fraud Act 2006. The Fraud Act 2006 created an offence of possession and making or supplying articles for the use of or connection with fraud and provides a statutory definition of the criminal offence of fraud, which is committed in three ways:

      (1) Section 2 - Fraud by False Representation.

      (2) Section 3 - Fraud by failing to disclose information.

      (3) Section 4 - Fraud by abuse of a position of trust.

      (4) It is no longer necessary to prove that the victim was deceived, but simply that the fraudster was dishonest by the standards of ordinary honest people and intended to cause loss to another or gain for themselves.

   b. The Bribery Act 2010. The Bribery Act 2010 consolidates previous anti-corruption legislation and consists of four main offences:

      (1) Offering, promising or giving a bribe in order to gain an advantage.

      (2) Requesting, agreeing to receive or accepting a bribe.

      (3) Bribing a foreign public official.

      (4) Failure of a commercial organisation to prevent a bribe being paid or obtain or retain business or a business advantage.

   c. Fraud and Irregularity have no place in the Naval Service. DOs/Tp Cdrs are to ensure that their Divisions/Troops are aware of the Service’s zero tolerance to fraudulent activity and irregularity. They are also to ensure that the Tri Service Hotline and online reporting website are known about, as follows:

      (1) Fraud Incident and Irregularity Reporting Unit (FIIRU) Hotline – 0800 161 3665.

      (2) Online Reporting – https://knowledge.chris.r.mil.uk/contact/fraud/index.php.

      (3) Email – HOCSFD-FIIRUMailbox@mod.uk.

      (4) Postal Service – Fraud Incident and Irregularity Reporting Unit, Room 209, Building 1071, MDP HQ Wethersfield, Braintree, Essex, CM7 4AZ.
2. Wrongdoing in the workplace is also taken seriously by the MOD. Individuals who witness wasteful or inefficient practices are encouraged to report them to line managers, or through the chain of command, or to make use of the MoD's suggestion scheme - GEMS\(^1\). If individuals are unable or unwilling to use these channels, they can report concerns to the MOD's Waste Hotline – contact details for which are as for the FIIRU as above.

\(^1\) GEMS is the Defence-wide staff suggestion scheme that recognises and rewards implemented ideas which benefit the MOD, not just for savings but improvements across the Department.
ANNEX 21P

THE CALDICOTT PRINCIPLES

1. The Caldicott Principles comprise 7 principles subsumed into the NHS confidentiality code of practice. They are intended to protect the personal medical information of individuals and govern how such information can and cannot be used. This is relevant to DOs and all others in the chain of command who may on occasion be exposed to an individual’s personal medical situation eg. circumstances causing a medical downgrading or declaration of pregnancy. DOs are under the same obligations as the medical profession to respect the confidential nature of this information and ensure it is handled correctly.

2. A basic description of the principles is as follows:

   a. **Justify the Purpose(s).** Every single proposed use or transfer of patient identifiable information within or from an organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed, by an appropriate guardian.

   b. **Don't Use Patient Identifiable Information Unless it is Necessary.** Patient identifiable information items should not be included unless it is essential for the specified purpose(s) of that flow. The need for patients to be identified should be considered at each stage of satisfying the purpose(s).

   c. **Use the Minimum Necessary Patient Identifiable Information.** Where use of patient identifiable information is considered to be essential, the inclusion of each individual item of information should be considered and justified so that the minimum amount of identifiable information is transferred or accessible as is necessary for a given function to be carried out.

   d. **Access to Patient Identifiable Information should be on a Strict Need-to-Know Basis.** Only those individuals who need access to patient identifiable information should have access to it, and they should only have access to the information items that they need to see. This may mean introducing access controls or splitting information flows where one information flow is used for several purposes.

   e. **Everyone with Access to Patient Identifiable Information should be Aware of Their Responsibilities.** Action should be taken to ensure that those handling patient identifiable information - both clinical and non-clinical staff - are made fully aware of their responsibilities and obligations to respect patient confidentiality.

   f. **Understand and Comply with the Law.** Every use of patient identifiable information must be lawful. Someone in each organisation handling patient information should be responsible for ensuring that the organisation complies with legal requirements (ie. unit MO or senior Medical Rating).

   g. **The Duty to Share Information can be as Important as the Duty to Protect Patient Confidentiality.** Professionals should, in the patient's interest, share information within this framework. Official policies should support them doing so (hence the need and right on occasion for Chain of Command/DO to be informed).
ANNEX 21Q

DIVISIONAL FINANCIAL COUNSELLING

1. It is of extreme importance that all Naval Service personnel develop a responsible attitude to financial matters from early in their careers. (DOs/Tp Cdrs are not expected to have the financial knowledge acquired by professional training and experience (DOs/Tp Cdrs cannot, by law, provide financial or debt advice), but they should be able to discuss the options and signpost sources available to get that advice, a number of which are listed below. If more detailed guidance is required, it can be obtained via RNRMW (see Chapter 24) or the Logistics/Imprest Officer.

2. Financial counselling is complicated by a number of factors:
   a. DOs/Tp Cdrs have little or no financial training.
   b. Financial problems are invariably unique to the individual concerned.
   c. People with financial problems are usually reluctant to talk about them, or even admit to them.
   d. The DO/Tp Cdr may feel that an individual’s privacy is being invaded.
   e. Agencies outside the Naval Service are invariably involved.

3. **Aim of Financial Counselling**
   It should be remembered that the vast majority of Naval Service personnel handle their financial affairs efficiently. The aims of financial counselling should be:
   a. To maintain the high success rate of personnel managing their financial affairs effectively.
   b. To prevent those facing financial difficulties becoming a debt crisis.
   c. Signposting personnel to professional regulated debt counselling organisations, whilst ensuring that they are fully aware of the Service implications.

4. The Divisional Officer should be able to give basic guidance on the following:
   a. Basic budgeting.
   b. Pay and Allowances.

5. The DO will also be involved whenever someone in their division ‘bounces’ a cheque, is unable to pay their debts or has a maintenance order made against them.
6. A strong indication that a service person is in debt crisis if:
   a. They are struggling to pay all basic outgoings, eg. mortgage, rent, energy bills and credit card minimum payments, and/or
   b. Their debts (excluding their mortgage) exceeds a year’s income after tax.

7. To help the DO there are various charities which are able to provide financial assistance to members of the Naval Service on an individual merit basis (see Chapter 32). Further advice and information is available from the following:
   a. **The Logistics/Imprest Officer.** In any case of debt/financial irresponsibility the Logistics/Imprest Officer should be informed; they will invariably be able to advise the DO/Tp Cdr and the individual on how best to proceed.
   b. **RNRMW.** Debt is not purely a financial issue. It can be a cause or consequence of many external factors such as health, employment, family or housing problems etc. Money worries can break up families, adversely affect confidence, damage morale, cause mental health issues and even lead to suicide. The RNRMW Portal (Tel: 9380 28777) is able to advise confidentially on how best to cope with a debt crisis and also hold information on professional debt counselling organisations and Naval Charities which are able to assist (RNRMW staff are not authorised to provide debt counselling/advice).
   c. **StepChange Debt Charity.** StepChange is the UK’s leading debt charity. Every year, StepChange helps thousands of people overcome their debt problems. Through a telephone debt helpline, and online Debt Remedy tool, StepChange provides free and effective debt advice, and practical solutions, to help those struggling with the stress and worry of problem debt. StepChange can be accessed on Tel: 0800 1381111 or www.stepchange.org.
   d. **National Debtline.** National Debtline is an independent charity, dedicated to providing free debt advice by phone and online to people across the UK. They provide expert debt advisers who are supportive and trained to a high standard. They can be accessed on Tel: 0808 808 4000 or www.nationaldebtline.org.
   e. **SAIL.** SAIL is the only CAB service for seafarers (including the Naval Service) and their families. They provide specialist telephone advice to seafarers, their families and dependants on a wide range of issues including:
      (1) Benefits.
      (2) Charity grants.
      (3) Debt.
      (4) Employment.
(5) Housing.

(6) Pensions.

SAIL can be accessed on Tel: 0800 160 1842 or http://sailine.org.uk/.

f. **The Consumer Financial Education Body (CFEB).** The CFEB was established as a result of The Financial Services Act 1997. The CFEB is an independent body which provides and delivers financial briefings on request, its primary remit being to enhance the public’s understanding and knowledge of financial matters and to improve individual’s ability to manage their financial affairs. For personal advice, the CFEB’s services may be enlisted via its website www.cfebuk.org.uk

g. **The White Ensign Association.** The White Ensign Association is a charitable organisation, officially recognised by the Admiralty Board, which provides an impartial advisory service on financial matters to serving and retired officers and ratings. It offers one-to-one guidance and referrals in all matters of personal finance, second careers, business start-up, personal administration and any general welfare issue. Requests for advice should be made either in writing to the Secretary of the Association, The White Ensign Association, HMS BELFAST, Tooley St, LONDON SE1 2JH Tel: 0207 407 8658/Main Building 81945 or email office@whiteensign.co.uk. Full information is available at www.whiteensign.co.uk.

h. **Divisional Meetings.** DOs/Tp Cdrs should consider introducing financial affairs as a topic for discussion at Divisional Meetings. Warnings about the dangers of payday loans, ‘loan sharks’, door-to-door insurance sales, easy credit and HP agreements and the safe use of Credit Cards and Cash Point machines should be emphasised.

8. **Financial Irresponsibility**

a. Although an individual’s financial affairs are their own responsibility (BR 2 (QRRN) Article 3616), BR 2 allows a concerned interest to be shown by Divisional Officers. At the initial joining interview, DOs/Tp Cdrs should attempt to establish whether an individual is in debt crisis (see para 6) or struggling to service their debts and, if so, the total debt sum involved and monthly repayment rate. When, on this or any other occasion, an individual's debts give cause for concern, the DO/Tp Cdr will find it useful to encourage them to prepare a list of commitments, using the proforma at Appendix 1 as a guide. When total debts, plus mortgage, etc. approach or exceed 50% of the individual’s income, they should strongly be advised not to incur further loans or hire purchase commitments. DOs/Tp Cdrs should report serious financial problems to Navy PSyA before they get out of control or raise security issues. If an individual has recurring financial difficulties or demonstrates financial irresponsibility then these facts should be recorded on the Appraisal Report, together with recording their attitude to the debt and response to support offered.
b. Experience has shown that, through fear, shame, denial or ignorance, the worst debt offenders do not disclose the full extent of their borrowing. The genuinely financially irresponsible individual is a rare phenomenon; the more usual case is that they have only considered the sum of the monthly payments, not the total outstanding or the amount they are paying in interest. The first indication of a problem arising is often the arrival of a letter from a creditor stating an individual is in arrears with loan repayments. This method of chasing debtors is prescribed by the Consumer Credit Act 1974 and a letter should be sent to the creditor as set out in Appendix 2 (BRd 2 Article 3615 refers). Other indicators include the following:

(1) **Bounced Cheques.** The Ships Office will inform DOs when one of their Division bounces a cheque on the Public Account.

(2) Withdrawal of banking facilities.

(3) Major purchases, e.g. new car, by someone with suspected financial problems.

(4) Requests for Emergency Payments/Advances of Pay without good cause.

(5) Regular borrowing of cash from peers.

c. Should an individual demonstrate an irresponsible or dishonest attitude to personal debts, a warning should be given by the Executive Officer or Commanding Officer that, in accordance with Chapter 55, should the individual fail to put their finances in order, application will be made for their Discharge SHORE. In accordance with BR 2 (QRRN) Article 3615, any such warning must be recorded on their SJAR to provide evidence to support discharge should this course subsequently become necessary. At this stage, the individual should be urged to seek help from a Professional Debt Adviser.

d. In cases of persistent cheque bouncing or where dishonest intent can be proved, disciplinary action should be taken and early warning for Discharge SHORE given in order that the individual is fully aware of the Service implications if their attitude towards the financial situation fails to improve.

e. The DO/Tp Cdr’s aim must be to educate their people not to overstretch their resources, be able to recognise the warning signs and report any individual who is suspected of financial irresponsibility. A word of caution and advice at the early stage of a problem may bring an individual back on the path of financial responsibility but, if warning signs are ignored an individual can, by extent of their debts, become a major burden to the DO/Tp Cdr and the Unit’s administrative resource, and will risk discharge as a consequence.
f. Individuals who have been financially irresponsible must be briefed on the Service implications of their circumstances. There is ultimately the possibility of Discharge SHORE either because the individual is a Security risk or they have become an intolerable administrative burden. Failure to resolve financial problems will also affect eligibility for particular assignments (LFS, Small Ships and Retinues) and may result in the individual not being recommended for advancement or promotion. The overriding consideration in such cases is not the debt as such but the individual’s attitude towards clearing it.
### APPENDIX 1 TO ANNEX 21Q

**BREAKDOWN OF MONTHLY FINANCES**

1. **Income**

   - Basic pay for 30 days (inc. Split Pay and SFA rent) £
   - Child Benefit (calendar month) £
   - Partner's earnings £
   - Other (Maintenance, DSS Benefits, etc.) £

   Total monthly income £ (A)

2. **Essential Outgoings**

   - Mortgage or Rent £
   - Endowment assurance on Mortgage (if applicable) £
   - Home Contents Insurance £
   - Council Tax £
   - Gas, Coal, Electricity, Water, etc £
   - Life Insurance £
   - Food and Household requirements £
   - Telephone £
   - Car expenses OR Fares to work £
   - Clothing allowance £
   - School dinners and/or Nursery/Child Minder Fees £
   - TV Licence and Rental £
   - Any Maintenance or Court Orders £
   - Miscellaneous: emergencies, cigarettes, etc. £

   Total essential outgoings £ (B)

3. **Balance remaining for Creditors (A-B)** £ (C)
<table>
<thead>
<tr>
<th>Creditor(s)</th>
<th>Balance Outstanding</th>
<th>Current Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>2.</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>3.</td>
<td>£</td>
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<td>4.</td>
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<tr>
<td>9.</td>
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<td>£</td>
</tr>
<tr>
<td>10.</td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

Total balance outstanding £ __________

Total monthly payments £ __________ (E)

Credit or Debit Balance (C-E) £ __________ (F)

2. Declaration

I certify that this is a true and accurate statement of my finances as they stand to date.

Signed ............................................................

Rank/Rate .....................................................

Name ..................................................................

Date ..................................................................

Cigarettes and entertainment should be allowed for, or the family may spend the money allocated for something else.

If there is a Debit Balance (F) the services of an Independent Financial Adviser, or one of the agencies listed at Annex 21Q Para 7, should be sought without delay.
APPENDIX 2 TO ANNEX 21Q

RESPONSE TO CREDITORS WHO REQUEST ASSISTANCE FROM COMMANDING OFFICERS IN THE COLLECTION OF DEBTS

Dear Sirs

It is policy that an individual's personal debts remain their own responsibility and I am therefore unable to offer you assistance in recovering the alleged debt owing to you. I am content to forward a letter to [name] on your behalf. The letter should be sealed, marked with the addressee's name, rank/rate and service number and forwarded to this office quoting this letter. Otherwise I am only able to provide the Service address of [name] to a Solicitor acting on your behalf for service of process upon receipt of that Solicitor's written undertaking that the address will be used solely for this purpose and will not be revealed to any third party, including their client.

Yours faithfully

Note. With the individual's agreement, a copy of this letter and the request form from the creditor should be sent to the local Consumer Protection Officer. Information about this type of harassment is regularly passed to the Office of Fair Trading, which monitors the activities of all licensed credit companies.
### ANNEX 21R

**STRUCTURED INTERVIEW FOR CHANGING PERSONAL STATUS CATEGORY FROM 1**

**References:** BRd 3(1) Chapter 21 Section 9 and Para 2419.

You are seeking a change of Personal Status Category. In order for the CO to consider your request, there are a number of questions or points of clarification, which we need to go through. Your responses may indicate that further help or support from other agencies may be appropriate and this will be discussed with you. If you do not wish to consider these questions that is your right but many find this to be a helpful aid.

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1.</td>
<td>How long is it since you felt your marital relationship or civil partnership has significantly deteriorated to the extent you want to end it?</td>
</tr>
<tr>
<td>Q2.</td>
<td>Is that view shared by your spouse/civil partner?</td>
</tr>
<tr>
<td>Q3.</td>
<td>Have you or your spouse/civil partner (or both of you) singly or jointly sought any professional help or advice with the difficulties you have had living together (eg. Relate, RNRMW or other support agency).</td>
</tr>
<tr>
<td>Q4.</td>
<td>If NO to Q3: Do you believe that with such help or support, you could reconcile your differences and make a fresh start even now? If YES: Make steps to refer to RNRMW.</td>
</tr>
<tr>
<td>Q5.</td>
<td>If YES to Q3: When was this and what was the outcome (ie. did things improve at all)?</td>
</tr>
<tr>
<td>Q6.</td>
<td>Have you read the SSAFA booklet 'A guide to help Service families during Relationship Breakdown'?</td>
</tr>
<tr>
<td></td>
<td>Has your spouse/civil partner read the booklet? (Available from RNRMW)</td>
</tr>
<tr>
<td>Q7.</td>
<td>Do you have any children from the relationship?</td>
</tr>
</tbody>
</table>
### Question | Response
--- | ---
**Q8.** If YES: Have you considered the impact of your total separation on them? If YES: What steps have you considered for them?  
**Q9.** Services exist to help parents that intend to separate, with issues relating to the children (eg. Mediation). Are you aware of them or would you like details? (Available via RNRMW/SAFAB/CAB)  
**Q10.** What legal and financial advice have you taken?  
What do you believe are your continuing financial responsibilities for your family?  
What is your knowledge of the CSA, who might take action if necessary?  
**Q11.** Is your spouse/civil partner in SFA or your own accommodation?  
**Q12.** If SFA: The UPO will advise DE of your change of circumstances. Are you aware of the timeframes (93 days) for being an Irregular Occupant and is your spouse/civil partner aware of the implications?  
What plans does he/she have?  
**Q13.** Would you (or your spouse/civil partner) like an appointment to see or talk to RNRMW prior to this final change of your marital category?  
Any other issues not covered above:
ANNEX 21S

ATTENDANCE ON LEADERSHIP COURSE - FLOW CHART FOR DIVISIONAL OFFICERS

Rating acknowledges assignment. DO interviews Rating to determine suitability and preparation for attendance of Leadership Course ensuring Rating is aware of the references contained within the order.

Is the Rating able to attend?

No

Rating reads RNTM, BR3 Ch21 Sect 10 and watched the ‘Ready in all Respects’ video available on YouTube.

DO makes Rating aware of the impact of failing LC.

Yes

Rating to complete Part 1 of their 3-Part documentation.

DO to withdraw Rating from LC via signal to NCHQ (SIC W70), relevant CMC, info RNLA HMS COLLINGWOOD.

Rating referred to MO for LC1 assessment. Fit for LC?

No

Yes

Certificate of Medical Fitness (Part 2), Is Rating a Medical Category of MFD?

DO to withdraw Rating from LC via email to NAVY OP TRG-RNLA HQ, COORDINATOR and relevant CM, NLT 21 days prior to course start date.

60 to 21 days prior to start of LC DO makes the final decision whether Rating is ready in all respects for LC?

No

Yes

Certificate of Readiness (Part 3) – DO confirms Part 1 & 2 are signed by Rating and that they are ‘ready in all respects’. DO signs Part 3 ‘Certificate of Readiness’. CO signs Part 3 giving Rating approval to attend.

Parent Unit prepares travel documentation. Rating’s kit and LRLC lectures prepared, practise lectures conducted and witnessed by DO.

Rating joins RNLA for LC.
ANNEX 21T

THE KOLB LEARNING CYCLE

1. Professor David Kolb’s model of experiential learning\(^1\) describes the stages of an individual’s learning as a cycle. In Kolb’s model, learning happens within the learner, and:
   
   a. is an unending process, not a result.
   
   b. involves re-learning, again and again.
   
   c. requires resolving conflicts of ideas.
   
   d. is adaptation to the world.
   
   e. results from interactions between the person and the environment.
   
   f. is the process of creating knowledge.

2. The learning cycle is outlined in the diagram below:

   ![Kolb Learning Cycle Diagram]

   **Figure 21T-1. KOLB Learning Cycle**

   - Key Skill: Initiating
   - Experience:
   - Key Skill: Imagining
   - ‘Do it’
   - Acting
   - Reflecting
   - ‘Review it’
   - Thinking
   - Key Skill: Analysing

3. To learn, a person must progress around the cycle. To learn deeply, to develop expertise, and to become a proficient and consistent performer, many cycles are necessary.

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4. **Preferred Learning Styles**
   Individuals tend to prefer one, or sometimes two, of the stages of the cycle and this tends to determine how they approach learning (and often any teaching they do too) – some people like to dive straight in, others prefer to consider and plan first. However, for learning to occur, all stages of the cycle are important; it is therefore worthwhile for individuals to develop and practice all the key skills to improve their capacity to learn.

5. **Helping Others to Learn**
   As learning happens within the learner, the most common pitfall for a well-intentioned person helping someone else to learn is to do too much for them: let the learner learn. It can be difficult and sometimes very frustrating for an expert to watch a novice struggle with something they know how to do with ease. However, the struggle is part of the learning: mistakes can be valuable learning events.

6. **Impatience with a Learner**
   Impatience with a learner makes their learning more difficult as they must deal with both their own difficulties with the knowledge or skill as they progress around the learning cycle, and also the helper's well-meant interference. A learner will usually be concentrating hard so giving a series of instructions will tend to distract or confuse them. Taking over or getting involved in what they are doing can be highly de-motivating so should be avoided unless they are unsafe or are likely to cause intolerable damage. As a guiding principle, do the minimum possible to help the learner notice and figure out where they are going wrong, and change what they are doing to be more effective. It will take patience in the short term but the total time for the learner to become proficient will be less.

7. To really give valuable help, aim to guide, support and, if necessary, challenge the learner so that they progress around the learning cycle: create conditions that support learning and let the learner put in the necessary efforts.

8. When someone is struggling to learn, it is very easy to assume they are not trying hard enough; often (although not always) trying too hard can be the cause of the problem for a learner. There will be a reason behind any prolonged difficulty but appropriate help can only be given if that reason is accurately established: find out. The simplest approach is to ask the learner about what they are doing, and how they are approaching it.

9. **Learning in Naval Service Training**
   Naval Service personnel must be prepared to operate in very challenging, time pressured, often dangerous circumstances. The practical aspects (‘Do it’) of learning within training are therefore often deliberately made very challenging to prepare personnel accordingly. Some ‘reflection-in-action’ (thinking ‘on one’s feet’) is possible in such circumstances. However there is also the need to design in sufficient periods of deliberate ‘reflection-on-action’ so learners can adequately fulfil the ‘Review it’ aspects of the learning cycle necessary for learning to result from the training activities.
ANNEX 21U

FOUNDATION SKILLS AND BEHAVIOURS FOR COACHING

1. Coaching is defined by the Naval Service as:

   “Unlocking a person’s, team’s or organisation’s potential to maximise their own performance”.

Effective coaching causes learning; an essential component of performance improvement.

2. Naval Service personnel are strongly encouraged to seek regular coaching, as well as developing their ability to coach others; receiving coaching allows a broader perspective on coaching to develop, including having direct experience of the subtle yet important factors that determine how well coaching supports learning.

3. Fundamental Principles of Performance Coaching¹

   Performance coaching should always aim to enable learning. In doing so, it must:

   a. Increase learners’ level of awareness about their situation.

   b. Maintain, or increase, learners’ sense of responsibility for their own learning and performance.

4. Foundation Coaching Skills

   a. Four critical foundational skills are necessary for coaching:

       (1) Listening.

       (2) Observing.

       (3) Asking Effective Questions.

       (4) Providing Feedback.

   b. These skills must be consistently put in to practise, as behaviours, for coaching to have beneficial effects. When used frequently they will become deeply integrated into the service person’s character and the leadership approach.

5. Listening

   a. A skilled coach will listen far more than they speak.

   b. Superficial listening, where a listener hears what is being said but has other thoughts and questions in their mind at the same time, is not sufficient for effective coaching.

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c. Active listening, when the listener is engaged in the conversation and giving non-verbal cues to the speaker that they are paying attention. This is better; however if the coach’s mind is forming questions, suggestions or recalling their own similar experiences then this will detract from the experience for the other person.

d. Deep listening, with the listener fully engaged while putting aside other thoughts, judgements and suggestions. This allows the other person the best environment to think and find solutions for themselves. The listener will have enough time to think about their next turn to speak when the other person has finished speaking; they will usually find that the details in what the other person has said (and what they have not said) which they have noticed as a result of listening deeply will make their own responses relatively easy and natural. Deep listening is a powerful way to quickly build rapport between people.

6. Observing
Observing may be split into two types:

a. Observing others’ performance in action (‘Do it’ phase of the learning cycle):
   (1) Make notes/records as appropriate.
   (2) Focus on facts and details (what happened, when, how).
   (3) Acknowledge that ‘I am not able to observe everything’.

b. Observing others as they reflect, analyse, think and decide after action (‘Review it’ phase of the learning cycle).
   (1) Give enough time and space for the learner to think.
   (2) Watch the learner carefully for any physiological changes or reactions.
   (3) Notice the words and types of language used when the learner speaks.

7. Asking Effective Questions

“A question works because, unlike a statement which requires you to obey, a question requires you to think. The mind seems to prefer to think, not to obey. In true emergencies like fires, shipwrecks and haemorrhages, the human mind obeys happily enough. But in ordinary life the mind wants to think for itself. It resists commands. It responds to questions.” (Nancy Kline²)

a. Structuring Questions

   (1) Ask only one question at a time.
   (2) Begin with the ‘question word’ (ie. What/How/Why/Where/Who…).


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(3) Keep the question as simple and clear as possible.

(4) Give time for the other person to think before they respond.

b. **Sequencing Questions.** The order and sequence of questions matters; using an appropriate order of question words helps to build rapport between coach and learner. The order of questioning can be aligned with the stages of the learning cycle, as shown in the table below.

c. Sample questions use ‘X’ or ‘Y’ for topic information; where the learner has spoken about the topic it is usually most effective to use the same form of words as the learner did.

d. Do not ask a question unless you are willing to give a learner sufficient time to think and to then listen to their answer.
<table>
<thead>
<tr>
<th>Stage of Learning Cycle</th>
<th>Useful Question</th>
<th>Elicits from Learner</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflecting (Imagining)</td>
<td>What happened? ...What else? ...Then what...?</td>
<td>Sequence of events.</td>
<td>Recalls the experience; begins to place events and actions in an order.</td>
</tr>
<tr>
<td></td>
<td>Tell me more about X.</td>
<td>Details about a specific event or action.</td>
<td>Focuses attention on a specific event or action.</td>
</tr>
<tr>
<td></td>
<td>Where were you when X happened? ...Where was person X? ...Where was object X?</td>
<td>Details about locations of people or objects.</td>
<td>Focuses attention on locations of people and objects.</td>
</tr>
<tr>
<td></td>
<td>Who did X? ...Who else was available?</td>
<td>Details about what people did.</td>
<td>Focuses attention on roles and actions of people.</td>
</tr>
<tr>
<td>Thinking (Analysing)</td>
<td>How did X happen?</td>
<td>Description of sequence of events.</td>
<td>Focuses attention on cause and effect.</td>
</tr>
<tr>
<td></td>
<td>How did X cause Y?</td>
<td>Details of cause and effect between specified events.</td>
<td>Encourages analysis of cause and effect in the experience.</td>
</tr>
<tr>
<td></td>
<td>How should X happen?</td>
<td>Theory of desirable process / actions / causes and effects.</td>
<td>Focuses attention on theory relevant to the experience.</td>
</tr>
<tr>
<td></td>
<td>How is X related to Y?</td>
<td>Theory of cause and effect between specified events or entities.</td>
<td>Focuses attention on underlying theory or relationships relevant to the experience.</td>
</tr>
<tr>
<td></td>
<td>Why does X result in Y?</td>
<td>Underlying theory of relationship between entities.</td>
<td>Focuses attention on underlying theory relevant to the experience.</td>
</tr>
<tr>
<td></td>
<td>Why is X important?</td>
<td>Identifies role of an event or entity.</td>
<td>Focuses attention on consequences of a relevant event or entity and encourages learner to relate it to the experience.</td>
</tr>
<tr>
<td></td>
<td>Why did you decide to do X in the way you did?</td>
<td>Explanation of thought process and specific decision.</td>
<td>Encourages learner to examine their own thinking and decisions.</td>
</tr>
<tr>
<td></td>
<td>What could you do differently that would lead to a better result?</td>
<td>Alternative options for the future.</td>
<td>Encourages learner to consider alternative ways to think, decide or act.</td>
</tr>
<tr>
<td>Stage of Learning Cycle</td>
<td>Useful Question</td>
<td>Elicits from Learner</td>
<td>Purpose</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>What changes would have the most significant effect on the result?</td>
<td>Comparison of effects of different options.</td>
<td>Encourages learner to consider priorities for developing their thinking, decisions or actions.</td>
</tr>
<tr>
<td>Acting (Deciding)</td>
<td>What will you do in the same way next time?</td>
<td>Commitment to continue to apply effective actions/behaviours.</td>
<td>Learner explains their plan for improved performance and takes responsibility for carrying it out.</td>
</tr>
<tr>
<td></td>
<td>What will you do differently next time?</td>
<td>Commitment to apply different actions/behaviours to improve future outcomes.</td>
<td>Learner explains their plan for improved performance and takes responsibility for carrying it out.</td>
</tr>
<tr>
<td></td>
<td>What else are you going to do that will improve the result next time?</td>
<td>Commitment to take broader actions or adopt new behaviours to improve future outcomes.</td>
<td>Learner explains their plan for improved performance and takes responsibility for carrying it out.</td>
</tr>
<tr>
<td></td>
<td>What support or help will you need? ...from whom? ...how will you arrange that?</td>
<td>Consideration of resources, support and help that may be needed. Consideration of how to get access to them.</td>
<td>Learner makes sure their plan is realistic and workable.</td>
</tr>
<tr>
<td></td>
<td>How will you let me know what happens?</td>
<td>Commitment to update coach on the outcomes.</td>
<td>Increases learner’s responsibility to carry out their plan. Gives coach feedback on results of their coaching.</td>
</tr>
<tr>
<td></td>
<td>How committed to this plan are you? ...what would increase that commitment?</td>
<td>Assessment of their own commitment level. Explanation of how to increase it (if needed).</td>
<td>Opportunity to remove or reduce learner’s own barriers. Increases learner’s responsibility to carry out their plan.</td>
</tr>
<tr>
<td></td>
<td>How will you ensure you carry out your plan?</td>
<td>Explanation of what the learner will do to ensure the plan is carried out.</td>
<td>Clarifies any necessary steps the learner may need to take. Increases learner’s responsibility to carry out their plan.</td>
</tr>
</tbody>
</table>
8. **Providing Feedback**

Feedback may be split into two types:

a. Feedback on others’ performance in action (‘Do it’ phase of the learning cycle):
   
   (1) Make feedback short and precise.
   
   (2) Draw the learner’s attention to the one most important detail of the situation they are in.
   
   (3) Give the learner the chance to react to the feedback before giving any more.

b. Feedback to others as they reflect, analyse, think and decide after action (‘Review it’ phase of the learning cycle).

   Use the Effective Debrief/Feedback model.
ANNEX 21V

COACHING USING THE GROW MODEL

1. Background

GROW is a well known coaching model that has been adopted by the Naval Service in order to empower personnel to achieve their potential. It works by providing a structure to help a coach guide a coachee around the learning cycle and can be used just as effectively with individuals and teams alike; as with any coaching intervention, it relies on the coach asking effective questions and listening, with the coachee doing the majority of the talking. It is a useful tool in any situation where there is a need for development of the coachee, including during training, formal opportunities such as MPAR, and informal opportunities, such as a quick chat as the opportunity arises. GROW is an acronym for Goal, Reality, Options, Will. The example of preparing a rating for Leading Rates Leadership Course is used in the following guide.

2. Grow Model

a. Goal. The aim of this part is to establish what the requirement is. This may be a goal that has been set by the coach or by the coachee(s). It is essential that the goal is SMART:

   (1) Specific. Both parties know exactly what needs to be achieved;

   (2) Measurable. It is clear when it has been achieved;

   (3) Achievable. It has to be achievable or the individual/team can become demoralised¹;

   (4) Relevant. Both to the organisation and for the individual’s development;

   (5) Time-bound. Both parties are clear as to when the goal should be achieved by.

b. Setting the goal may take time; however, it is a worthwhile investment as it clarifies and focuses the intent. Without a clear goal, progress will be very difficult for the coachee. Setting a goal can be done through a series of questions, such as those shown below:

   (1) What do you want to achieve? I want to fully prepare for my forthcoming LRLC, which is in 3 months’ time.

   (2) What do you think you need to do? I need to prepare physically as I will need to pass my RNFT on Day One.

¹ This may require a goal being split into smaller goals to make it achievable. Initially preparing a 7 min presentation is less daunting than preparing both the 7min and 15 min presentations.
(3) How will you go about that? I could start lunch time circuits and I could approach the LPT to ask about a training programme.

c. Ensure there is sufficient reason and motivation by asking questions that will affirm the importance of the goal to the individual:

(1) What will this do for you? I keep to the programme that is provided as I need to pass LRLC for promotion.

(2) What will happen when you have achieved your goal? I will be ready in all respects for promotion.

3. Reality

Reality establishes the current situation, and is necessary because the options will be dependent on where the coachee starts from. Having established the reality, it might be necessary to revisit and modify the goal. The reality is stated mostly by the individual, the coach may also need to point out some facts using questions such as the following:

a. What are you doing that’s helping you at the moment? I have begun to work on my presentations. I have two subjects and I am now preparing the Power Point slides.

b. What are you doing that’s not helping you at the moment? Answering this question takes a lot of trust because it’s difficult for people to admit their faults and failings, but for progress to be made, the truth needs to come out, whatever it is. For LRLC there are possible issues such as fitness, uniform, a lack of confidence in speaking in public and lacking confidence in taking charge of a small team.

4. Options

This part explores all the options to move from the current situation (Reality) to achieve the Goal. The options should come from the individual, however, the coach may have more experience in the area, and therefore may also be able to offer further options. Questions used may include the following:

a. What could you do?

b. What else?

c. Have you thought of X as an option?
5. **Will**

This is where the coachee decides what they will do. It is very important, especially if they decide to take an option suggested by the coach, that they are empowered to choose the option that is the best for them. The following questions can be used to elicit the information:

a. **What are you going to do?**

b. **What will happen if you do this?**

c. **How are you going to stick to this plan?**

d. **What help will you need to achieve it?**

At this point, if it will help, a contract can be signed, or a note made, either formally or informally, as a record of what has been agreed.

6. **Summary**

Coaching with GROW may take longer than employing the traditional ‘tell’ style, however, the marked increase in ownership of the goal by the individual increases motivation and ensures that it is far more likely to result in success, and for such success to be achieved more efficiently than when the ‘tell’ style is employed. This is not, of course, to say that we should not tell people what to do; on the contrary, and especially in a disciplined force such as the Naval Service, obeying orders is a primary requirement. It is, however, the case that telling is not always the most effective way to get the job done.
ANNEX 21W

EFFECTIVE DEBRIEF/FEEDBACK

1. The most effective way to learn is by progressing through the learning cycle. The Naval Service gives personnel experience in real workplaces and also routinely carries out practical exercises which give personnel relevant experience and opportunities to practise skills (‘Do it’). To ensure lessons are learned, an effective debrief should take place at every learning opportunity (‘Review it’). This includes activities in training, and other levels of activity where there is room for improvement eg. conducting an MPAR, organising an event, leading a working party, or producing a piece of project work. This is just as effective for individuals as it is for teams.

2. For the debrief to be effective, the person giving it must always adopt a coaching role, which means allowing the individual (or the team, focussed through a chosen individual), to do the vast majority of the talking. This process may initially take longer than a directive or 'tell' style of debrief, however, once the coach and the coachee are used to it, it can happen very quickly. Even if it does take longer than a 'tell' debrief, the far superior effectiveness makes it is much more efficient overall as people are being given the opportunity to learn.

3. Effective Debrief is achieved by asking the following questions.

   a. **What went well?** Allow sufficient time to reflect, think and analyse and encourage the coachee(s) to take credit for what they did well.

      (1) Acknowledge their successes if you agree with them.

      (2) If you believe they've missed something, prompt with a question such as: **How do you think X went?**

      (3) If you disagree with their judgment of what went well, prompt them to reconsider, with a question such as: **You say X went well, what about when Y happened?**

      (4) **As a last resort**, tell them, however, this is by far the least effective way to learn so should be avoided if it is possible to draw out the answer with effective questions.

   b. **What didn’t go as well as you’d have liked**? Again, allow time to reflect, think and analyse. Allow and encourage the coachee(s) to answer you honestly, as the most valuable lessons can be learned with this question.

      (1) Acknowledge if you agree.

      (2) If you believe they've missed something, prompt with a question such as: **How do you think X went?** This will:

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1 Do not limit this to the top 3 mistakes! The brain is very powerful and can deal with all the mistakes if given the chance.
(3) Either remind them of another area that didn’t go well, in which case, let them discuss it.

(4) Or be met with a blank look! If this happens, it is likely that they really didn’t know this part of the activity hadn’t gone well, in which case the coach needs to explain what didn’t go well.

c. If you were to do X again, or, better still, Next time you do X, what will you do differently to ensure it goes better? This allows for mental rehearsal to ensure that mistakes are rectified and for decisions to be made about how to act in the future; it is the most important part of the debrief. Ensure the coachee(s) state exactly how they are going to ensure success for every part of the task that was mentioned in the second question.
CHAPTER 22
PERSONNEL FUNCTIONAL STANDARDS

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Annex 22A Personnel Functional Standards
CHAPTER 22
PERSONNEL FUNCTIONAL STANDARDS

2201. Introduction

a. Personnel Functional Standards (PFS) applies to all regular Naval Service personnel and to Reserve Forces according to the level of Service commitment that a Reservist is undertaking.

b. PFS supports 2SL's intent for Naval Service personnel and is a mechanism that contributes to the delivery of sufficient, capable and motivated personnel. This, in turn, underpins the Navy's Strategic Plan and the MOD's Service Personnel Plan.

c. PFS has been developed, not as a contract, but defined essential Terms and Conditions of Service (TaCoS) which the Naval Service is committed to deliver for its personnel within available resources. In such challenging economic and demanding operational times, there may be times when PFS cannot be achieved. However, it is imperative that all units, budget holders and the Chain of Command endeavour to meet the standards set within PFS for our Naval Service personnel who are at the heart of our military capability.

d. In order to assess how the Naval Service is meeting its commitment to its people, honest evidence based feedback is required from units; this will be a 'termly' requirement to align with Divisional Meetings and the timing for Navy Board Holding to Account and MCofOC reporting requirements. This is necessary to establish objective evidence of issues affecting achievement of PFS and assist 2SL in monitoring prevailing Service Conditions and, where unacceptable trends are identified to facilitate management action or influence policy change.

e. PFS and details of the reporting requirement are at Annex 22A.

2202. Further Information

The NCHQ lead for PFS is NAVY NPS EMPLOYMT POL SO1 (93832 5514) assisted by NAVY NPS EMPLOYMT POL CPO (93832 5516). Personnel should consult with PFS Chapter Sponsors (see Annex 22A Contents at Page 22A-6) directly for any specific queries.
1. Introduction

a. PFS supports 2SL’s intent for Naval Service personnel and is a mechanism that contributes to the delivery of sufficient, capable and motivated personnel. Many of the standards contained in this document are well established, embraced by current practice and legislation, and in many cases, incorporated in rules and regulations - where appropriate the regulations are identified and are the authority for individual entitlement or eligibility.

b. 2SL, on behalf of the Navy Board, is the sponsor of PFS and is responsible for monitoring the achievement and maintenance of the standards set therein. Reporting of the status of PFS by units is required on a ‘termly’ basis (Spring, Summer and Autumn) to align with Divisional Meetings and the timing for Holding to Account and Moral Component of Operational Capability (MCoOC) reporting requirements. Reserve Forces are required to report in Spring and Autumn only. This PFS ‘battle rhythm’ provides a sustainable staffing and feedback timeline that will enable units to assess the measures taken and advice given before compilation of the next PFS report, and will help establish objective evidence of issues affecting achievement of PFS, thereby assisting 2SL in monitoring prevailing Service Conditions and, where unacceptable trends are identified, to facilitate management action.

2. Why do we have PFS?

PFS has been developed, not as a contract, but defined essential Terms and Conditions of Service (T&COS) which the Naval Service is committed to deliver for its personnel within available resources. PFS applies to all regular Naval Service personnel and to Reserve Forces according to the level of Service commitment that a reservist is undertaking. Applicability of PFS for Reserve Forces has been highlighted in each PFS Chapter. Reserve Forces comprise of the Maritime Reserves (Royal Naval Reserve (RNR) and the Royal Marines Reserve (RMR) and Regular Reserves (Royal Fleet Reserve (RFR).

- It is used to set standards which should be provided to all members of the Naval Service; and

- It provides procedures for identifying and reporting deficiencies (“Breaches”) through the Chain of Command to 2SL area for subsequent action.

3. What are the benefits of PFS?

By maintaining PFS we will ensure better motivation, retention, satisfaction and care of our people by creating a sense of belonging and improving the understanding of the TACOS under which we serve. This in turn will lead to the inculcation of ethos, respect, discipline and good leadership and management.
4. **How does PFS work?**

a. PFS deals with important T&COS and, as such, requires to be constantly monitored so that management action can be initiated to prevent breaches or rectify them when they occur. In the first instance action should be taken at unit level, with progressive referral if necessary, up the Chain of Command. There may be occasions when PFS is intentionally or unavoidably breached but generally these will only be for exceptional operational or resource reasons; such breaches need to be reported so that early management action can be taken and, when necessary, the reasons for non-compliance communicated to those personnel affected.

(1) **Terms of Service** are the rules and regulations which govern our careers, detailing commissions, engagements and matters such as promotion and assignments. They are predominantly the responsibility of the Head Naval People Strategy.

(2) **Conditions of Service** are the financial conditions, such as pay, pensions and allowances, and non-financial conditions, such as leave, accommodation standards, quality of catering and levels of harmony, that Service Personnel receive or experience during their service. These are predominantly but not exclusively the responsibility of the Head Naval People Strategy.

b. 2SL has engaged with his counterparts in the Army and RAF, DE&S, Joint Commands and other MoD Departments to ensure that all Naval Service personnel may expect compliance with PFS irrespective of where they are serving. Additionally, where Naval Service personnel are working on partnership contracts, PFS is to be referenced in such contracts. Where RN personnel find themselves subject to lesser conditions of service set by the other Services, or PFS achievement is deliberately constrained by contractual conditions, individuals are to be made explicitly aware of the reasons for deviations from PFS.

c. The Naval Senior Officer Network (NSON) will help ensure that PFS is disseminated through the diverse employment areas for Naval Service personnel.

5. **How can I use PFS?**

a. PFS should be used as a ready reference but, for more detailed information, the relevant source document and lead authorities have been identified where appropriate.

b. PFS is available to all Naval Service Personnel. Commanding Officers, Divisional Officers, Troop Commanders, and Budget Holders are to ensure that in the exercise of their delegated authority they endeavour not to vary TACOS to the extent that PFS is breached. Individuals have a responsibility to ensure that enabling systems such as JPA are maintained with accurate and up to date information. This is essential if accurate assessment of areas of PFS by the Chain of Command is to be achieved. The Chain of Command must ensure that robust measures are in place within units to ensure that PFS is being met. Where PFS is being breached, despite all efforts by the Chain of Command to address them, then this is to be reported to the NPS Employment Policy area following the reporting guidance below.
6. **What are the Categories?**

PFS is divided into two separate categories which are defined as:

a. **Category A (CAT A).** Mandatory requirement, the cost of which must be included in the Planning Round and cannot be amended by Budget Holders. The target for all CAT A Standards, as mandatory costed items or statutory requirements, is to be 100%.

b. **Category B (CAT B).** Desirable objectives which Budget Holders are strongly encouraged to achieve in order to maintain balanced terms and conditions throughout the Naval Service, but over which they have discretion as to the extent of application.

7. **Measure Of Effectiveness**

a. Accurate and timely reporting of PFS breaches is essential as the information provided to Navy Command Headquarters (NCHQ) forms an integral part of the measurement of effectiveness of the Naval Service’s Moral Component of Operational Capability (MCoOC). Additionally, by receiving accurate assessments of the status of PFS standards within units, NCHQ is able to maintain evidence to support future changes to policy or processes where required. NCHQ will report Very Serious breaches of PFS through the Navy Board Standing Objectives Holding to Account Report and through 2SL’s Personnel Executive Group (PEG) which specifically address risk reports.

b. In order to establish credible and objective evidence of PFS status, units are to report on the status of PFS on a termly basis (Reserve Units have dispensation to report in Spring and Autumn only). **Assessments of CAT A PFS for Accommodation, Career Management, Harmony, Leave and Fitness, Sport & Adventurous Training are mandatory.** An Excel based PFS Reporting Tool has been developed which will be sent to COs of Units, with supporting guidance notes, to complete PFS reports. This has been designed to simplify the reporting requirement for units. Completed reports with contextual comments are to be returned to NAVY NPS-STRATPOL EMPLOY POL SO1: 31 Mar (Spring), 31 Jul (Summer), and 30 Nov (Autumn) annually.

c. Reports should follow the Qualitative Assessment criteria (detailed below). Feedback from PFS reports will be collated in a PFS Database, managed by NAVY NPS-STRATPOL EMPLOY POL staff, from which evidential reports will be used to inform NCHQ senior management and affect subsequent management action as necessary.

8. **Qualitative Assessments And Feedback**

a. The following table provides guidance on the definitions of the status of PFS and guidance to the qualitative assessments to be used. When reporting units should indicate their assessment of PFS status against respective Chapter headings.
<table>
<thead>
<tr>
<th>Definition</th>
<th>Qualitative Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory</td>
<td>No shortfall identified</td>
</tr>
<tr>
<td>Minor Weakness</td>
<td>For assessments classified as ‘Minor Weakness’ the shortfall may require a change in priorities at Unit level to rectify the problem.</td>
</tr>
<tr>
<td>Serious Weakness</td>
<td>For assessments classified as ‘Serious Weakness’ the shortfall may require a change in priorities at Command level to rectify the problem.</td>
</tr>
<tr>
<td>Very Serious Weakness</td>
<td>Assessments classified as very serious indicate that the shortfall is critical to the achievement of core T&amp;COS. Very Serious Weakness issues will be directed to Fleet TLB/NAVB for consideration.</td>
</tr>
</tbody>
</table>

b. When reporting the following amplifying information should be included:
   
   (1) The reason(s) for, and scale of, the variance.
   
   (2) The effect(s) of the variance upon personnel.
   
   (3) The proposed action to remedy the shortfall.

c. NCHQ Chapter sponsors will provide written feedback on Very Serious and Serious weaknesses through a consolidated feedback return to be released 31 May (Spring term feedback), 30 Sep (Summer term feedback) and 31 Jan (Autumn term feedback).

d. NAVY NPS-STRATPOL EMPLOY POL SO1 is the desk level sponsor for PFS. **Specific queries should be directed to the relevant Chapter sponsor identified within PFS in the first instance.**

e. Contact details for the PFS sponsor desk are:

   DII(F) E-Mail: NAVY NPS-STRATPOL EMPLOY POL SO1  
   Mil Tel: 93832 5514  
   BT: 02392 625514

f. PFS has been subjected to Equality Analysis. Specific policies referenced in PFS will be subject to Equality Analysis by policy sponsors.
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1 PFS Standards in bold have a mandatory reporting requirement.
SECTION 1. ACCOMMODATION

Single Living Accommodation (SLA)²
(Sponsor: NAVY NPS-PEOPLE SPT ACCOM SO1)

CAT A

a. To provide suitable accommodation, in accordance with JSP 464 – Tri-Service Accommodation Regulations, for entitled personnel who choose or are obliged to live in SLA. Where, in Navy Command Establishments and Units, SLA is not available to meet the long-term programmed requirement, the need for increased provision is to be reported to NCHQ³. The short-term alternatives are:

   (1) **Financial Recompense.** In the form of reduced accommodation charges on a sliding scale, when accommodation in the best condition cannot be provided.

   (2) **Substitute Service Single Accommodation.** The provision, through an authorised agency contractor, of Substitute Service Single Accommodation (SSSA). SSSA is provided, to meet requirements lasting 6 months or more, where there is no SLA available or the condition/type available is such that the Commanding Officer deems it unsuitable for allocation to the individual concerned.

   (3) **Lodging Allowance.** When SLA is unavailable and SSSA is unavailable or inappropriate, Lodging Allowance is provided to enable Service personnel in the UK to rent accommodation and meet associated necessary costs.

b. To ensure that all plans for SLA new build and major refurbishment in Navy Command Establishments and Units will, providing it is achievable within the constraints of available space within the footprint of the Establishment/Unit and existing building limitations (e.g. where SLA is located within listed buildings), provide all trained personnel with single-occupancy cabins to the JSP 315 scales in force at the time of build/major refurbishment.

² Note that accommodation at sea is not classified as SLA.
³ SLA Risk is to be reported via the Navy Command TLB Active Risk Manager (ARM) process. SLA requirements are to be raised via the Infrastructure Statement of Need (SoN) process and included in the site’s Integrated Estate Management Plan (IEMP).

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c. To ensure that in Navy Command Establishments and Units, TV rooms and other communal spaces are not misappropriated for use as SLA.

d. To ensure that, except when undergoing training, Officers and Senior Ratings/SNCOs are always accommodated in single-occupancy cabins.

e. To provide accommodation services for permanent and “duty” SLA (not transit) as follows:

1. **All Ranks/Rates.** To clean all cabins/rooms, including en-suite facilities, on change of occupancy.

2. **Officers.** To provide twice-weekly cleaning of cabin accommodation including en-suite facilities. Daily cleaning (Mon-Sun) of all communal areas and ablutions. Where cleaning is undertaken through an output-based contract, the appropriate Key Performance Indicators (KPIs) are to be met. Where necessary, clean Service linen to be provided and made up weekly (Service issue linen is cleaned at public expense).

3. **Senior Ratings/SNCOs.** To provide twice-weekly cleaning of cabin accommodation including en-suite facilities. Daily cleaning (Mon-Sun) of communal areas and ablutions. Where cleaning is undertaken through an output-based contract, the appropriate Key Performance Indicators (KPIs) are to be met. Where necessary, clean Service linen to be provided weekly.

4. **Junior Ratings/RMORs.** To provide twice-weekly cleaning of en-suite facilities. To provide daily cleaning (Mon-Sun) of communal areas and ablutions. Where cleaning is undertaken through an output-based contract, the appropriate Key Performance Indicators (KPIs) are to be met. Where necessary, clean Service linen to be provided weekly.

**CAT B**

a. SLA is always to be allocated by rank in accordance with the SLA eligibility table in JSP 464, Part 3, Chapter 3, Paragraph 0302 and the provisions of Chapter 5 of JSP 464, Part 3.

b. In Navy Command Establishments and Units, SLA at or below Standard 4 for Condition is not to be allocated.

c. Other than in the most exceptional circumstances (requiring prior approval from NCHQ), SLA rooms in Navy Command Establishments and Units are not to be furnished with more bed-spaces than they were originally scaled for.

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4 The NCHQ lead for Accommodation Services is NAVY LOG INFRA-INFRA SFM.

5 The granting of approval is not to prevent such action being reported as a Cat B breach for as long as the accommodation remains compromised.
d. In Navy Command Establishments and Units, separation is to be maintained between SLA for Officers, Senior Ratings/SNCOs and Junior Ratings/RMORs (i.e. not provided in the same accommodation block). Where this not achievable, prior approval must be sought from NCHQ to temporarily (normally no longer than 12 months) mix ranks/rates in the same building/accommodation block providing floor/wing separation is able to be maintained and, ideally, separate building/block entrances used.

Service Family Accommodation (SFA)
(Sponsor: NAVY NPS-PEOPLESPT ACCOM SO1)

CAT A
To provide suitable family accommodation to entitled personnel, including Mobilised Mar Res and personnel on FTRS(FC), detailed in JSP 464.

Accommodation in HM Ships and Submarines
(Sponsor: NAVY NPS-EXEC SO1)

CAT A

a. The Officers and Ship’s Company of submarines operating outside of Base Ports are to be accommodated ashore in suitable Service Accommodation or hotels when not required for duties on board.

b. Embarked staffs and visitors to ships and submarines who are required to sleep in austere accommodation on board at sea (e.g. camp beds in fan chambers), are to be accommodated ashore, if necessary in hotels, when the unit is alongside.

c. All bunks are to be fitted with an appropriately sized curtain in order to provide privacy to the occupant.

d. All messdecks and recreational areas are to be fitted with appropriate soft furnishings including seat covers and curtains which are to meet extant DEFSTAN. Soft furnishings are to be clean, well fitting and in good order, and are to be cleaned at Crown expense.

CAT B

a. Visitors to units, both Service and civilian of any of rank, rate or grade, are to be accommodated in a bunk appropriate to their rank, rate or grade. Where this is not possible, they are to be accommodated in the next best grade of accommodation. A CO’s responsibility for Safety, Health and the Environment (SHE) is to have primacy over rank entitlements. Irrespective of ‘bunking’ arrangements, individuals are to dine and make use of recreational facilities in the mess appropriate to their rank, rate or grade. Austere accommodation is to be a measure of last resort.

b. Complement Ship’s Company should not be displaced from their bunks in order to accommodate visitors or contractors. Exceptionally and where no alternative exists, a CO may authorise a short, temporary displacement of a Ship’s Officer in order to accommodate a Senior Officer or VIP.
c. Carpets, in messes, messdecks and recreational spaces are to be contract cleaned at intervals not exceeding 6 months.

**Relocation Allowances**  
(Sponsor: NAVY NPS-PPA SO1)

**CAT A**

a. To pay Disturbance Expenses to entitled personnel as a contribution towards the necessary additional expenses that arise when the Services require personnel to make a qualifying move to or from a Residence at Work Address on permanent assignment (JSP 752 Chapter 7 Section 1).

b. To pay removal expenses to entitled personnel moving personal effects within authorised entitlement to a residence at a new place of duty (JSP 752 Chapter 7 Section 3).

c. To pay charges, within certain limits and subject to specified conditions, for unaccompanied baggage of Service personnel and, where appropriate, their dependants, when moving at public expense within the UK and between the UK and worldwide destinations on change of permanent place of duty (JSP 752 Chapter 7 Section 3).

d. To pay charges, within certain limits, incurred by entitled personnel assigned overseas for the storage of personal effects in the UK (JSP 752 Chapter 7 Section 3).

e. To apply to Reserve Forces in particular circumstances (JSP 752 Chapter 7 Sections 1 and 3).

**Homeowner’s Package**  
(Sponsor: NAVY NPS-PPA SO1)

**CAT A**

a. To provide financial assistance to entitled personnel to enable them to purchase their own property in accordance with Naval Housing Policy by:

1. Long Service Advance of Pay (JSP 752 Chapter 2 Section 4).
2. Forces Help to Buy (JSP 464 Part 1 Chapters 12 and 13).

b. The refund of legal expenses (within prescribed limits), and associated expenses for house purchase and sale (JSP 752 Chapter 7 Section 4 Part 1).
c. To refund legal expenses and solicitor’s fees incurred solely in regaining possession of the property which had been let for Service reasons, subject to specific qualifying conditions. Expenses incurred in relation to rent arrears, damage to property, checking payments, tracing the tenant, and any costs incurred as a result of not using a solicitor to draw up the tenancy agreement, or any other matter not directly related to repossession are not included (JSP 752 Chapter 7 Section 5 Part 2).

d. Reserve Forces are not eligible for LSAP but may be eligible for other elements of the Homeowner’s Package (JSP 752 Chapter 7).
SECTION 2. CAREER MANAGEMENT

Definition of Career Management

“The assignment of individuals in accordance with endorsed current and future Service Requirements, exploiting skills, career development needs and, whenever possible, personnel preferences, whilst providing advice on future career paths.”

Officers’ Career Management
(Sponsor: NAVY PCAP-CM DACOS COS)

CAT A

a. To assign officers to meet the requirements of the Service, to develop their careers to make the best use of their abilities ensuring that their suitability for promotion is developed and to give due weight to the preferences of individual officers concerning the type, location and timing of assignments, taking into account their family circumstances (see Chapter 59 Section 1).

b. All eligible officers are to be considered for selection to attend national or overseas staff courses.

c. All officers will have the opportunity to be considered for transfer to a longer career until they reach a Full Term Commission (FTC).

d. After the first 10 years of service all officers will have the opportunity to have a personal interview with their Career Manager to update him/her on their career aspirations and personal circumstances at least once every 3 years, but generally once per assignment (see Annex 58B).

e. To provide as much notice of assignments as practical (see Chapter 59 Section 11) and at least 3 months’ notice for a home base assignment and a minimum of 5 months’ notice for non-home base or LFS assignments.

Notes:

1. ACOS(PCap) staff plan to give at least the minimum notice for all assignments as described unless operational reasons dictate that the required notice is unachievable. In such cases authorisation must be given by DACOS Career Management and an auditable trail will be created to show the decision making process.

2. It is often impractical for individuals assigned to and from courses to receive the minimum notice period (see Para 5942), therefore any such instances will be treated as a CAT B PFS breach and therefore do not require authorisation by DACOS Career Management.

A home base assignment is defined as one where the new assignment is to a location where the distance from their current residence at place of work address is no more than 50 miles (or 90 minutes by public transport) iaw JSP 752 article 04.1314.
f. All officers will be allowed to submit 12 months’ notice to leave the Service, subject to a minimum Return of Service (RoS) after specified courses, or RoS associated in respect of promotion, training received or associated with the award of a Financial Retention Initiative (FRI).

CAT B

a. To achieve shore assignment lengths of 2½ years with 6 months’ flexibility above or below (see Annex 59G).

b. Within the first 10 years of service officers have the opportunity for a personal interview with their career manager to update him/her on their career aspirations and personal circumstances generally once per assignment.

WO, Senior and Junior Ratings and RMORs’ Career Management
(Sponsor: NAVY PCAP-CM DACOS COS)

CAT A

a. For all WO, Senior and Junior Ratings to be assigned to meet the needs of the Service, where at all possible taking personal preferences and family circumstances into account (see Chapter 59 Section 1).

b. To enable personnel to realise their potential through advancement and promotion within their specialisation and in line with the needs of the Service by:

(1) The provision of appropriate training courses and associated facilities throughout a career to ensure people are properly trained to carry out the tasks expected of them when put to the test in a hostile environment; this should take the form of career training, TEM, PJT and PWT.

(2) The provision of professional qualifying courses.

(3) The provision of command courses (see Chapter 69 Section 3).

c. To provide the opportunity for eligible applicants to be considered for selection for promotion to commissioned rank (see Chapter 50).

d. To provide the opportunity for selected applicants in the RN, RM and QARNNS to serve beyond the completion of a 22-year engagement, as circumstances allow (see Para 4946).

e. ACOS(PCap) staff are to provide Promotion Prospect Assessments (PPAs) for CPOs of at least 5 years seniority who are eligible in all respects for promotion to WO1 RN.

f. CNPers RM RCM staffs are to provide Promotion Prospect Assessments (PPAs) for all RMORs up to the rank of CSgt where positions exist at WO2 RM within Specialisation.
g. To provide access for individuals to receive assignments and career advice and guidance through face to face interviews with the CNPers Career Managers in West Battery (Whale Island) and the Waterfront Career Management Cells (CMC) in Portsmouth, Devonport and Faslane Naval Bases, and at Royal Naval Air Stations at Culdrose and Yeovilton. Advice is to be provided through interview giving guidance on direction, courses available and career planning.

h. To provide as much notice of assignments as practical (see Chapter 59 Section 11) and at least 3 months’ notice for a home base assignment and a minimum of 5 months’ notice for non-home base or LFS assignments.

Notes:

1. ACOS(PCap) staff plan to give at least the minimum notice for all assignments as described unless operational reasons dictate that the required notice is unachievable. In such cases authorisation must be given by DACOS Career Management and an auditable trail will be created to show the decision making process.

2. It is often impractical for individuals assigned to and from courses to receive the minimum notice period (see Para 5943), therefore any such instances will be treated as a CAT B PFS breach and therefore do not require authorisation by DACOS Career Management.

3. Ratings in Shore Service not on LFS may be subject to Emergency Relief Pool (ERP) rules.

i. All ratings will be allowed to submit 12 months’ notice to leave the Service, subject to a minimum Return of Service (RoS) after specified courses, or RoS associated in respect of promotion, training received or associated with the award of a Financial Retention Initiative (FRI). Ratings must complete 2½ years’ service after completing their Standard Initial Training Period (SITP) before being released.

CAT B

a. Senior Ratings remaining on Sea Service will have a nominal Future Availability Date (FAD) of 36 months, after which they can expect a minimum of 18 months’ Shore service.

b. If over-riding operational requirements dictate an extended Sea Service assignment of up to 6 years for a Senior Rate, this will be followed by a 2-year Shore Service assignment in First Preference Area, on condition that the declared First Preference Area is not changed within 12 months of Future Availability Date (FAD). Back-to-back sea assignments will be authorised personally by DACOS Career Management. An assignment to a non-preference Shore Service Assignment will be given a FAD of 2 years from joining and will be reviewed prior to the 24 month point from joining.

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7 A home base assignment is defined as one where the new assignment is to a location where the distance from their current residence at place of work address is no more than 50 miles (or 90 minutes by public transport) iaw JSP 752 article 04.1314.
c. To assign Ratings/RMORs, where possible, to billets in their stated First Preference Area (see Para 5803).

d. Units are to endeavour to provide a minimum notice period of 30 days to an individual moving ashore from the seagoing unit where that individual would normally be exempt food and accommodation charges.

Squadded Ratings

To enable individuals in a Squad to plan their immediate programme, they will be provided with a rolling 6-month Personal Plan by the EWO/SM COXN, in consultation with the Divisional Officer and the Rating.

Note. FADs for Squad assignments will normally be set at 48 months after joining. Reasons for being assigned from the Squad include:

a. Transfer to another ship, to a preference area or within the same base port.

b. Transfer to Squad requiring second AB tour (e.g. MWV).

c. Drafted to Shore Service or Local Foreign Service.

d. Branch or Arm transfer.

e. On promotion following command and qualifying courses, unless circumstances permit the return of the individual back to the original unit.

f. Assigned to a non-Squad Sea Service billet.

Personal Turbulence

a. Standfast volunteers, personnel should only be moved temporarily to fill (Note 1) another JPA assignment at short notice a total of three times in any 12-month rolling period, and for a cumulative total duration of no more than 57 days. Such movements (number and duration) are to be recorded in JPA (see Annex 59I) and reported in the professional section of any subsequent Pain and Grief proforma raised on an individual in response to a further request for temporary cover.

b. A Service person moved to provide a temporary fill should be given a minimum of 2 working days’ notice to move (Note 2).
Notes:

1. A temporary fill is defined as a period of 8 – 30 days inclusive. Periods greater than 30 days require the Career Manager to take assignment action (in accordance with BRd 3, Para 5948) and as such come under the Career Management PFS. Inter-unit loans of personnel lasting 7 days or less should be regarded as routine business and are not affected by this PFS. Personnel movement to undertake training or training courses is exempt from this PFS, as are short notice assignments under existing ERP rules.

2. The notice to move is to allow personnel time to organise their personal lives. As such, when given notice to move the individual should immediately be stood down from their current place of work. They should not to be required to present themselves for duty at the receiving unit, mounting centre, or point of departure (airport, railway station, etc.) for a minimum of two working days from this point. Longer notice may be considered appropriate particularly for Personnel e-OPDEFs at Category B or less, commensurate with the operational imperative.

Annual Appraisal Reports (see Chapter 57)
(Sponsor – NAVY PCAP-CAM DACOS COS)

CAT A

a. Annual appraisal reports are mandatory for all personnel – officers, ratings and other ranks (including those over-zone for promotion and pre-retirement). Reporting informs the Subject how well they have performed identifies their potential and advises how they may improve their performance and potential. It is also used for Career Management in selection for promotion and extended commission/career, assessing suitability for specific assignments and command selection.

b. All individuals are entitled to and should have identifiable and nominated 1st and 2nd Reporting Officers8 (1RO and 2RO) to commence the reporting process at the beginning of the reporting period which varies according to length of tour, any changes of 1RO and Common Promotion Date (CPD) for individual rank/rates. Thereafter, the process is continuous with 3 distinct stages:

   (1) Start of Reporting period – setting Roles and Responsibilities and Personal Objectives.

   (2) Mid Period Appraisal Review (MPAR).

   (3) Final Appraisal - e.g. End of Tour, Supersession or Annual at Common Promotion Date.

8 Exceptionally, in certain cases such as personal staff officers and officers employed in small and/or remote organisations where the 1RO is a 1* or Flag officer, a single RO only is acceptable.
b. As a general rule, a full Appraisal Report is required for periods of 6 months or more with Short Stand-alone Tour (SST) reports for periods of 2-6 months; alternatively, for detachments of 2-6 months when the Subject is returning to his/her parent unit, an Insert Slip should be raised for attachment to the main appraisal report (JSP 757).

c. All personnel are to receive a Mid-Period Appraisal (MPA), which is to be a formal indication of their performance in an assignment, between the fourth to eighth months of the annual reporting cycle (JSP 757 articles 3.03b & 7.03b).

d. All personnel will have access, through JPA, to the finalised Consolidated Appraisal Report written on them (JSP 757 articles 3.18 & 7.18)

Reserve Forces
(Sponsor: NPT(Res))

NPT (Res) will act as the focal point for the Career Management of the RNR and RFR and NPT(RM) for the RMR. They will utilise the categories of Reserve Service articulated in the Reserve Forces Act 1996 (RFA 96) to facilitate extraction of a Reservist from the Reserve Force into either FTRS, Part Time Reserve Service (ADC), or Mobilised Service depending on the needs of the Regular Service. Where applicable, PFS that apply to Regular Service personnel will apply to the Maritime Reservist. In addition to this the following standards will be applied:

Annual Appraisal Reports - Reserve Forces

CAT A

a. Volunteer Maritime Reserves (Royal Naval Reserve (RNR)/Royal Marine Reserve (RMR) Personnel). RNR/RMR personnel are to be reported on as follows:

   (1) RNR/Queen Alexandra’s Royal Naval Nursing Service Reserve (QARNNS(R)). Reports on OJAR/SJAR are to be completed on JPA on the same dates and occasions as for regular RN personnel (JSP 757 Chapters 2 and 6, Annex C), restricted to:

      (a) Officers

         i. In zone Officers, holding substantive rank of Lt with more than 5 years’ seniority.

         ii. Over zone Officers, when specifically requested by the individual.

      (b) Ratings, when eligible for promotion.
(2) **RMR - List 1.** Reports on OJAR/SJAR are to be compiled on JPA on the same dates and occasions as for regular RM personnel. The parent RMR Unit is responsible for ensuring that a request for a Detachment Insert Slip is made on JPA for RMR officers attached to RM units for periods of continuous training in excess of two weeks (*JSP 757 Article 9.05*).

(3) **Volunteer Reserves (RNR/RMR/QARNNS(R)) Personnel on Full Time Reserve Service (FTRS).** Volunteer Reserve (RNR/RMRQARNNS(R)) personnel on FTRS are to be reported on as follows:

Reports for RNR and RMR officers and ratings/other ranks serving on FTRS are to be completed on JPA on the same occasions as for RN/RM personnel. The parent RNR/RMR Unit is responsible for initiating reports, including setting the appropriate Reporting Chain, and liaising with the reporting officer in the FTRS employing Unit (*JSP 757 Articles 2C.08 and 6C.06 – 6C.08*).

b. **Mobilised Maritime Reserves (RNR/RMR/QARNNS(R)) Personnel.** Mobilised Reserve (RNR/RMR/QARNNS(R)) personnel are to be reported on as follows:

Personnel of the Volunteer Reserves who are called out for active service or recalled for full-time service in peacetime are to be reported upon on JPA in the same manner and on the same occasions as regular service officers and ratings. Where a period of mobilisation is for 6 months or less, a Short Appraisal Report is to be raised (*JSP 757 Articles 5.07 and 9.07*). Responsibility for administration lies with the parent employing unit.

c. **Royal Fleet Reserve (RFR) Personnel on Mobilised or Full Time Reserve Service.** RFR personnel on Mobilised Service and FTRS Service are to be reported on as follows:

Reports on RFR personnel are to be completed on JPA by the employing Unit on the same occasions as for RN/RM personnel. Where a period of mobilisation is for 6 months or less, a Short Appraisal Report is to be raised (*JSP 757 Articles 5.07 and 9.07*). In all cases, the final reporting officer is to include a statement regarding the suitability of the individual for further FTRS and, where appropriate, service in the acting higher rank/rate.

**Career Management - Reserves Forces**

**CAT A**

a. For all personnel to be assigned to meet the needs of the Service, where at all possible taking personal preferences and family circumstances into account
b. To provide as much notice as possible of FTRS new commitments, commitment renewals and at least:

(1) 3 months' notice for FC assignments.

(2) 4 weeks' notice of LC and HC assignments.

c. To provide 6 months’ notice to terminate a FTRS FC and 4 weeks' notice to terminate a FTRS LC, HC and ADC in accordance with the notice periods articulated in BR64 (BR3).

d. Where possible to not exceed the limits of call-out in a specified period in accordance with JSP 753.

CAT B

a. To provide as much notice as possible to a Maritime Reservist that is called-out to permanent service and to issue call-out papers at least 60 days before the date of call-out.

b. To provide at least 3 months' notice if a commitment is not to be renewed.

Stability for Service Personnel who are, or have Spouses/Partners who are Undergoing Courses of Assisted Conception Treatment
(Sponsor: NAVY PCAP-CM DACOS COS)

CAT B

a. To provide, wherever possible, stability for regular Service personnel who are seeking to access NHS Assisted Conception Services for themselves or their spouse, civil partner or partner on condition that the chain of command and/or Career Manager is consulted early in the process in order to set the conditions to allow for planned stability.
b. Ensure, where possible, that any assignment generated by the need for stability does not adversely affect the Service person’s career profile. However, personnel requesting stability for this purpose should understand the potential career implications of such a request and must accept that there may be occasions when this is not possible because of the overriding needs of the Service. No concession can be expected if a professional development course is missed in order to achieve stability for the purposes of accessing NHS assisted conception services, therefore, a period of stability may not be in the best interests of their military career.

(1) The length of the period of stability needed will vary with each case and according to the treatment being given, but will normally be up to 6 months. All pre-assisted conception investigations (in and outpatient) will not be subject to stability, rather this element would be as any other in or out patient treatment is conducted. The period of stability will cover the time needed for one attempt at assisted conception to be completed, of around 3 months, and if the pregnancy is successfully achieved then the stability period may be extended to enable the couple to be together for at least 3 months in order to reduce the likelihood of stress induced miscarriage. Any longer period of stability to allow for further attempts to conceive if the first try is unsuccessful will be at the discretion of the Career Manager.

(2) These provisions do not allow personnel the right to demand an assignment in a particular location in order to seek treatment from a particular provider. Nor does access to NHS Assisted Conception Services entitle personnel to avoid an assignment for which the order has already been issued.
SECTION 3. CATERING
(Sponsor: NAVY LOG INFRA-OPS AFLO SO3)

CAT A

a. To maintain compliance with the MOD’s military feeding and catering strategy and the quality of life for Service personnel by:

(1) The provision of a varied, nutritious and healthy diet in keeping with the MOD’s Nutrition Policy Statement (JSP 456 Vol 1 Chapter 4).

(2) The provision of 3 (4 at CTCRM for all personnel undertaking the initial training phase) properly prepared meals per day to entitled personnel (subject to a contribution towards the cost of feeding through the appropriate daily food charge for those not entitled to be fed at Crown expense).

(3) The provision of separate messing facilities for Officers, Warrant Officers/Senior Ratings/SNCOs and Ratings/RMORs to scale standards (JSP 315).

(4) Compliance with all relevant national and European Food Safety legislation.

(5) The provision of staff and facilities for Official Mess Functions for mess members in established Service messes ashore as follows:

(a) Officers’ Mess – 12 Official Functions per annum. Generally, these are 2 seasonal balls and 10 other functions (eg. Mess Dinners) as agreed by Mess Committees. For all such functions labour costs (up to midnight or as otherwise authorised by the TLB) are funded at public expense.

(b) Warrant Officers/Senior Ratings/SNCOs Mess – 6 Official Functions per annum. Generally, these are 2 seasonal balls and 4 other functions (eg. Mess Dinners) as agreed by Mess Committees. For all such functions labour costs (up to midnight or as otherwise authorised by the TLB) are funded at public expense.

Note. Maritime Reserves are not entitled to the crown funded functions (labour costs) for Officers and Senior rates messes as is the norm for other full time naval personnel. However, if they are serving in a unit which is attached or within a Naval Establishment, and are Mess Members, they are entitled to attend those functions hosted in the respective Mess.

(6) For Catering, Retail and Leisure (CRL)/Pay as You Dine (PAYD) units in established Service messes ashore the appropriate level of service for Officers, Warrant Officers/Senior Ratings/SNCOs and Ratings/RMORs will be provided in accordance with individual unit contract specification.
b. Individuals will be fed at crown expense when qualifying criteria are met as laid down in JSP 754 and JSP 456 Vols 2 and 4.

c. Reclamation of the Daily Food Charge/Core Meal, and payment of Special Messing Allowance, Food and Incidentals Allowance, LOSLOA, when the qualifying criteria as laid down in JSP 752 are met.

d. Provision of a duty meal or meals when entitled under the criteria laid down in JSP 456 and JSP 754.

e. Catering for the dietary needs of individuals on religious, ethnic, medical or lifestyle choice (eg. vegetarian) grounds, where logistic and operational circumstances permit.

f. **Maritime Reserves.** Where Mar Res personnel serve in RN/RM units then they will benefit from the same catering services as for regular Naval Service personnel. Where RNR/RMR units are not co-located with RN/RM units they do not benefit from MoD funded catering services. There is a clear requirement for COs of Reserve Units to comply with MoD Policy rules and regulations with regarding safety, including food safety (Reference BR 9147 – Navy Command Safety and Environmental Management System).
SECTION 4. REPRESENTATIONS AND SERVICE COMPLAINTS
(see Chapter 23)
(Sponsor: NAVY LEGAL-CASEWORK TEAM LDR SO1)

a. Handled properly, Representations and Service Complaints have the potential to highlight areas for management improvement and administrative efficiency, bringing a broader benefit to morale. This is particularly so where those exercising Service duty of care overtly promote and ensure a positive culture to support those involved in the Service Complaints process (including Complainants, Respondents and witnesses) and capture and implement lessons identified. In any leadership position, the receipt of a Representation or Service Complaint “on your watch” should not be regarded as a sign of failure. Taking a positive and confident approach to ensure that Representations and Complaints are handled properly will be recognised as a sign of a successful, mature and capable manager, and individual performance appraisal assessments should reflect capability and behaviour in this regard.

b. The general principle is that all Representations and Complaints are to be dealt with at the lowest level of the command chain commensurate with the provision of an authoritative reply.

c. Representations and Service Complaints apply to all members of the Naval Service and to members of the Reserve Forces, subject to policy and statutory limitations. The procedures to be followed can be found in BRd 3 Chapter 23, JSP 831 (Redress of Individual Grievance: Service Complaints) and JSP 763 (The MOD Bullying and Harassment Complaints Procedures).

Representations

CAT A

a. Any member of the Naval Service wishing to make a Representation about any Service matter, whether personal or general, including matters affecting their or another’s welfare and any suggestion connected with the Service, will be allowed to submit it to their Commanding Officer, through the divisional/regimental and command chain as appropriate.

b. Where the Commanding Officer rejects such a representation, a member of the Naval Service who is personally affected by the issue will be allowed to submit a Service Complaint.

Service Complaints

a. Any member or former member of the Naval Service who believes they have been wronged in relation to their service will be allowed to submit a Service Complaint.

b. Valid Service Complaints will be dealt with in accordance with BRd 3 Chapter 23, JSP 831 (Redress of Individual Grievance: Service Complaints) and JSP 763 (The MOD Bullying and Harassment Complaints Procedures) and any other tri-Service guidance as appropriate.
c. Any person entitled to submit a Service Complaint and any person implicated in a Service Complaint (a ‘Respondent’) is entitled to the support and advice of an Assisting Officer. An Assisting Officer should assist the Complainant with the drafting of the formal complaint in order to assist to focus the issues and make the complaint easier to investigate. Wherever possible the Assisting Officer will be an appropriately qualified person requested by the Complainant or Respondent (see also JSP 831 Annex I).

d. Every effort will be made to ensure personal differences are resolved as quickly, fairly and amicably, and at the lowest level possible. Any person concerned that they have been subjected to bullying, harassment or discrimination, and any person implicated, is entitled to receive advice and support from the unit Equality and Diversity Adviser (EDA).

e. Complaints of bullying, harassment or discrimination that require formal investigation will be investigated thoroughly, expeditiously and impartially by Harassment Investigating Officers.

f. Commanding Officers will consider appropriate administrative or disciplinary action, including appropriate comment in annual appraisals, as regards any person under their command found to have bullied or harassed anyone, in accordance with CDS’s guidance (CDS/1/1/6 dated 17 Sep 10) now incorporated into BRd 3 Chapter 23 Annex 23I.

CAT B

a. Timelines for resolution of Service Complaints are governed by JSP 831, JSP 763 and 2013DIN01-002 implementing a 24-week total timeline. In order to meet the overall 24-week timeline for handling all three levels of the Service Complaint Process, handling at Level 1 of the process should be complete within 8 or 12 weeks, depending on the complexity of the case. BRd 3 Chapter 23 refers. DACOS Casework in CNLS is responsible for monitoring performance against the overall 24-week target set by the MOD and periodically will report unit complaint handling and JPA performance to 1*/2* higher formations.

b. Complainants and Respondents must be updated on the progress of the complaint at least every 30 working days.

The Service Complaints Commissioner for the Armed Forces

The role of the independent Service Complaints Commissioner (SCC) was established in 2008 and provides:

a. A rigorous and independent oversight of how the Services Complaints System is working which reports annually to Ministers and Parliament; and,

b. An alternative point of contact for Service personnel (or their family members, friends or other representatives) who do not feel they can raise a complaint or a concern within the chain of command without the independent oversight of the SCC.
SCC Contact Details

The Service Complaints Commissioner
PO Box 61755
London
SW1A 2WA
Telephone: 0203 178 7634
Email: SCC@armedforcescomplaints.independent.gov.uk or Contact@oscc.gsi.gov.uk

CAT A

a. Commanding Officers will, on receipt of an allegation from the SCC, inform the individual concerned that an allegation has been received and provide them with information and assistance (i.e. including an Assisting Officer) to submit a Service Complaint should they wish to do so.

b. Any Service Complaint arising from an SCC referral will be dealt with in accordance with JSP 831, JSP 763 and BRd 3 Chapter 23.
SECTION 5. DATA PROTECTION ACT

(see Annex 1C)
(Sponsor: NAVY SEC-2 DPA CDPO)

CAT A

a. All personnel, including all members of the Reserve Forces, have rights under the Data Protection Act 1998 (DPA98), in respect of personal data held by the Service about them. Anyone processing personal data must comply with the 8 enforceable principles of DPA 98, which state that personal data must be:

(1) Fairly and lawfully processed.
(2) Obtained only for one or more specified and lawful purposes and shall not be processed in any manner incompatible with those purposes.
(3) Adequate, relevant and not excessive.
(4) Accurate and where necessary, kept up to date.
(5) Not kept for longer than is necessary.
(6) Processed in accordance with the data subject’s rights under this Act.
(7) Secure against unauthorised or unlawful processing of personal data and against accidental loss, destruction or damage.
(8) Not transferred to countries outside the European Economic Area unless that country ensures an adequate level of protection for the rights and freedoms of the data subject.

b. A summary of what personnel can expect from Navy Command TLB in respect of how their personal data is stored and processed, and the responsibilities of the individuals themselves can be found in RNTM 14/10 the ‘Navy Command Personal Information Charter’.

c. Personnel may request copies of personal data held on them, whether in paper or electronic form by applying in writing or by submitting a Subject Access Request (SAR) application form available from your Data Protection Officer. (See Note 1)

d. Following receipt of a SAR, it must be answered within a period of 40 calendar days from the date on which the individual has given sufficient information in order to locate the information sought. This right of access to personal data is subject to exemptions under DPA 98, which include data relating to third parties, data processed for the purpose of the prevention and detection of crime, management forecasts/planning, and legal professional privileges.

e. Personnel may also require inaccurate data relating to them to be rectified, blocked, erased or destroyed.
f. Further guidance on the DPA98 for all Naval Service personnel is available on the Data Protection Act Support site located on the RN Web, accessed via the Defence Intranet homepage.

**Note.**

*Completed SARs are to be sent to:*

Navy Disclosure Cell  
Commodore Naval Personnel Strategy  
Room 48  
Mail Point G-2  
West Battery  
Whale Island  
PORTSMOUTH  
Hampshire  
PO2 8DY
SECTION 6. DISCIPLINE AND SERVICE LAW

(see Chapter 20)
(Sponsor: NAVY LEGAL-DISCIPLINE LAW SO1)

CAT A

a. The right to legal advice, in accordance with the Police and Criminal Evidence Act (1984) and the Service Police Codes of Practice, when under investigation in connection with an offence.

b. The right to be assisted by an Officer or Senior Rating (for example his or her Divisional Officer) as an Assisting Officer when facing a summary hearing under The Armed Forces Act 2006.

c. The right to elect for Court Martial trial in the circumstances prescribed under the Armed Forces Act 2006, having had the opportunity to consult legal advice.

d. The right to appeal to the Summary Appeal Court (SAC) against finding and punishment at Summary Hearing and the right to seek leave to appeal to the Court Martial Appeal Court (CMAC) if convicted before the Court Martial, having had the opportunity to consult legal advice.

e. The right to support and assistance from a Divisional Officer when tried at the Court Martial.

f. The right to legal representation before the SAC, the Court Martial or the CMAC, and when considering exercising the right to elect Court Martial trial or appeal to the SAC. Legal representation will be free of charge if provided by a service lawyer and will be subject to the rules of the Armed Forces Legal Aid Scheme if provided by a civilian lawyer.

CAT B

Investigations by the RN Special Investigation Branch (SIB) should be completed within 4 calendar months, from initial tasking to despatch of final SIB report.

Note. Members of the Reserve Forces become subject to Service law in circumstances detailed in the Manual of Service Law (JSP 830 Chapter 3 Part 1 (Jurisdiction as to Personnel) but any decision on the application, or not, of Service law to them does not constitute an actionable breach of PFS.
SECTION 7. DIVERSITY AND INCLUSION

(see Chapter 30)
(Sponsor: NAVY NPS-DANDI SO1)

CAT A

a. The Naval Service recognises that its people are the most important factor in delivering operational effectiveness and values the diversity and range of individual skills and talents of its personnel. It is resolutely committed to ensuring that all Naval Personnel have equality of opportunity for employment, training and advancement based solely on their merits and abilities and can work in an inclusive environment free from any form of intimidation, humiliation, harassment, bullying or other abuse or unfair treatment.

b. Diversity and Inclusion applies to all members of the Naval Service and Reserve Forces.

c. All necessary steps are to be taken to prevent discrimination on grounds of an individual's gender, sexual orientation, gender reassignment, race and ethnicity, religion or belief (or non-belief), marriage or civil partnership, pregnancy or maternity. The Naval Service is exempt from employment legislation on the grounds of age and disability.

Access to an Equality and Diversity Advisor (EDA)

CAT A

All personnel are to have access to an EDA within their unit who is trained to advise on all aspects of Diversity and Inclusion policy and the MOD complaints process. Whilst individuals are encouraged to approach an EDA within their own unit in the first instance, individuals have the right to approach any EDA should they choose. Individuals should be confident of sensitive treatment by all those responsible for their care.

Informal Resolution

CAT A

All personnel wishing to make a complaint of Bullying, Harassment or Discrimination are to be supported by their chain of command in their attempts to achieve informal resolution. A trained mediator is to be provided where all parties to a complaint are willing to attempt mediation.
SECTION 8. FITNESS, SPORT AND ADVENTUROUS TRAINING

(See Chapter 29)
(Sponsor: NAVY NPS-PEOPLE SPT COTEM PEDSO1)

Physical Development (the trilogy of Sport, Adventurous Training (AT), and Physical Education (PED)) makes an important contribution to the development and sustainment of the Moral Component of Operational Capability by delivering individuals who are mentally and physically robust with a high degree of war-fighting spirit; it also makes a critical contribution in the recruitment and retention of individuals, and the maintenance of high morale.

CAT A

a. **Facilities.** To maintain and improve existing Sport/Physical Training facilities through the provision of new ‘Standardised Approach to Sports Halls’ (SASH) buildings, artificial turf pitches and other sports facilities to scale in accordance with JSP 315 (Scale 48), with special emphasis on the provision of sport and fitness facilities in close proximity to ships, air stations and deployable RM units to enable personnel to maintain a level of fitness at least comparable with the RN Fitness Test (RNFT) and the RM Basic, Combat and Advanced Fitness Tests. Reserve Forces personnel working in a military establishment under FTRS will have access to all sport and physical training facilities. In addition, Maritime Reserve personnel in RNR/RMR units located in military establishments will have access. Remote RNR/RMR will have access through nearest military establishments.

b. **Duty Travel.** To allow all personnel who are members of a Combined Service, Single Service, Command or Unit team in a synopsis or recognised sport, to travel at public expense (JSP 752 Chapter 4 Section 8).

c. **Time.** To promote fitness for operations, fighting spirit and individual well-being, personnel are to be provided with:

1. **Phase 1 and 2 Training.** Five periods (Note 1) of vigorous physical activity (Note 2) per week. For Phase 2 flying training establishments, this should be 5 periods per week during ground training phase, reducing to 2 periods per week during the flying training phase (in accordance with JSP 898 Part 1 Chapter 2.8 Para 3b).

2. **Trained Strength.** Minimum of 3 hours of vigorous physical activity per week programmed as part of the working day (either split over a number of days or as one session) (Note 3).

3. **Reserve Forces.** Reserve Force personnel under training will have physical activity programmed into their course dependant on the length of the course.
d. **Adventurous Training (AT) and Challenging Activities (CA).** At least 20% of unit personnel are to participate in 5 working days of AT/CA each year. Such activity can range from an organised expedition lasting 5 days to a series of 5 individual daily activities and is to be counted as part of standard working hours. The definition, aim and guidelines for AT are contained in **BR 51 Vol 3 and JSP 419.** CA are those activities authorised by **BR 51 Vol 3.** In sum, personnel and managers are urged to take advantage of the increasingly varied facilities and options offered by the Joint Services AT organisations and in particular our own Naval Outdoor Centre (Germany), the Joint Services Adventure Sail Training Centre (Gosport) and the Joint Services Sub Aqua Diving Centre (Devonport) as well as the equipment provided to all units. Your regional ATI is available for advice and guidance. This applies to FTRS FC Mar Res, and 2.5 days AT for Volunteer Reserves.

e. FTRS (except ADC) are entitled to 5 days of AT/CA each year.

### CAT B

a. **Time.** To promote fitness for operations, fighting spirit and individual well-being, personnel are to be provided with:

b. **Phase 3 Training.** 3 periods of vigorous physical activity per week for courses in excess of 4 weeks duration. However, training organisations are to ensure that courses achieve maximum compliancy within resources available.

c. **MARRES AT.** The amount of AT conducted by Maritime Reserves is at the discretion of the RNR/RMR Unit’s CO who will decide whether such training should be paid or unpaid. A maximum of 2.5 days (RNR) / 5 days (RMR) per Training Year may be allowed to accrue for Bounty qualification purposes. Paid AT in excess of 5 days per Training Year is subject to the prior approval of Commander Maritime Reserves.
Notes:

1. A 'period' is defined as being a minimum of 45 minutes duration, programmed as part of the normal training/working day, and is to contain a minimum of 40 minutes of effective activity. Periods can be used for either physical training or sport or a combination and may be delivered through a mix of single and double period allocations providing the minimum requirement for effective activity is achieved (i.e. 40 minutes for each period).

2. Vigorous physical activity is defined as organised, structured and supervised physical fitness programmes including sports (e.g. circuit training; personal fitness programme; team run; Synopsis, Recognised or Approved sports as determined by the Combined Services Sports Control Board; an Olympiad or other activity such as bucket ball that promotes teamwork and fitness). This may be as simple as a personal fitness regime organised by the individual, structured to ensure continual ability to demonstrate at least the fitness required to pass the relevant Service fitness test, and supervised by the Command chain through the reporting system.

3. Time in working hours for physical training is the Command contribution to fitness preparation and maintenance as a constituent element of personal Operational Capability; there is also a personal responsibility to train out of working hours if required to reach/maintain appropriate levels of personal fitness.
SECTION 9. HARMONY

(Sponsor: NAVY NPS-STRATPOL EMPLOY POL SO1)

Naval Service personnel have their Harmony measured by recording Separated Service (SS), which is defined as ‘Absence from normal place of duty or lack of freedom to enjoy leisure at place of duty/residence at work address or leave. Full details of SS reporting and recording requirements are contained within Chapter 26 Section 5 & Section 6. These include when SS will accrue as a result of watch-keeping/shift workers, duties, excessive/late working, on call periods, voluntary waiver scheme and other exceptions which may occur at normal place of duty leading to lack of freedom.

CAT A

a. Except in times of significant war fighting, RN and RM personnel on the trained strength, except badged SF personnel, 3 watch manned personnel (see Annex 22A, Section 9, Cat A, para b) and RN/RM junior officers during their first 10 years on the Trained Strength (see Annex 22A, Section 9 Cat B, para a), will have their individual harmony managed so as not to exceed the threshold of 660 days SS over a rolling 3 year period (expressed as 660/3).

   (1) Geographical Squadded Personnel (GSP) Separated Service will be managed within the GSP System by the unit’s EWO/Cox’n/RSM in conjunction with the DO/Troop Commander, Departmental coordinators/Company Sergeants and/or Career Management Cell on behalf of the Commanding Officer

   (2) For non-Squadded personnel, Career Management (through assignment) and unit/platform programming will be the main processes for managing Separated Service.

   (3) RN and RM personnel returning from a sea going deployment period of 228 days or more (including any mid-deployment leave of up to 2 weeks) will have a 16-month deployment restriction placed on their JPA record by their Career Manager. Personnel will not conduct a major deployment (in excess of 4 months) during the 16-month period following their return, but could be assigned to units at high readiness or sea going units providing there is no plan or expectation of the unit deploying for over 4 months during the 16-month period.

b. For personnel serving in 3 watch manned vessels (3WM) a protected entitlement of 270 days ‘off watch’ over a rolling 3-year period; equivalent to a maximum SS threshold of 825/3.

c. Unless a voluntary waiver has been submitted and approved, an application to breach an individual’s harmony measure must be made, in advance, by the individual’s CO to ACOS(PCap) through DACOS Career Management. This would normally be on the grounds of preserving Unit Operational Capability. If not approved the individual will be assigned to employment (when practicable) so as to reduce their SS total below the appropriate threshold or (if possible) to provide a period of 16 months employment without a major deployment. If the breach is approved, SS continues to accrue and is to be addressed at the earliest opportunity (see Chapter 26 Section 6).
d. Maritime Reserves – under the call out powers of RFA 96, the “Time Out” Policy will apply to Mobilised service personnel such that they cannot be mobilised more than once in the period governed by JSP 753, unless they chose to volunteer.

CAT B

a. All officers of the rank of Lieutenant RN/Captain RM and below, during the first 10 years of service, are to have their SS managed to achieve the maximum amount of Harmony time consistent with their necessary career development and operational necessity; 660/3 remains a desirable standard to achieve. This also applies to badged SF personnel.

b. Overnight duties should be undertaken no more frequently than 1 in 4 for non-watch-keepers when alongside in Base Port and/or parent Air Station or in the Barracks of RM deploying units.

c. Personnel should not work more than an average of 48 hours a week over a rolling 17-week period in accordance with the Guidance on the Working Time Regulations (WTR) for Service Personnel (extant DIN refers). The principles enshrined in the EC Working Time Directive apply, with due regard to the overriding need to maintain operational effectiveness.

d. Whilst individual harmony thresholds are the overriding PFS, Navy Commitments will endeavour to achieve, in priority order, the following desirable objectives when planning and programming non-3WM units, recognising that these objectives do not fit all platform types. Some or even all of sub-paras a-h below are not concurrently possible, especially for Submarines and MCMVs given their numbers, availability, distinct operating patterns and different manning regimes:

1. At least 12 months should exist between major (4 months or more) deployments or operational tours.

2. Deployments/tours away from Base Port, parent Air Station, or parent RM barracks should not be longer than 7.5 calendar months, accepting that a transition to hostility or a specific operational requirement may necessitate longer deployments or tour lengths.

3. Over a 3-year period Ships, Naval Air Squadrons and Ship’s Flights, and RM units should spend at least 40% of their time in their Base Port, Parent Air Station or Parent Barracks respectively⁹. Extraneous tasking of personnel away from place of duty should be minimised to preserve individual harmony time.

4. Look to programme at least 14 days of Operational Stand Down (OSD)¹⁰ for deployments of between 4 and 7.5 months, for deployments of 7.5 to 11 months this will increase to 28 days with one period of OSD of sufficient length and specifically allocated to give families the opportunity to fly out and visit.

⁹ This time is defined as days, or parts thereof, in which the Ship, NAS, RM unit is in their Base Port/Air Station/Barracks and is able to give night leave.

¹⁰ Port visits of 4 days or more duration are included as OSD.
(5) Ships, RM Units, Naval Air Squadrons and Flights should not be deployed for consecutive summer leave periods or for consecutive Christmas leave periods. Deployments during both summer and Christmas leave periods in any 12 months should be avoided whenever possible.

(6) Non-deployed units should have the majority of their summer leave period coincide with Base-Port school holidays so that personnel with families can take leave during that period.

(7) For Ships, leave and maintenance may be coincident, but wherever possible should be separated. For Submarines, leave will usually be coincident, but at least one period within the leave year should be separated from maintenance.

(8) Except when deployed or when the Defence Industry Base dictates, Fleet Time Support Periods should take place at Base Ports. Ships RAMP/DPs are likely to be conducted at Base Port although they will be subject to commercial competition.

(9) Detailed programmes for operational periods should be published 6 months in advance mindful that short notice commitments can occur at any time.
SECTION 10. HEALTH PROMOTION
(Sponsor: NAVY NPS-PEOPLE SPT COTEM PEDSO1)

a. Health Promotion is integral to the Physical Education pillar of Physical Development and aims to reduce injury and illness and promote a healthy lifestyle in order to maximise the number of personnel who are physically fit for their military task and mentally ready for deployment as well as enabling those who leave the Service to be fitter for longer.

b. Health promotion applies to all members of the Reserve Forces in Full Time Service and those on mobilised service and they should have access to information on Health promotion detailed in this chapter.

Smoking Cessation
(Sponsor: NAVY NPS-PEOPLE SPT TEM 1LT)

CAT A

a. All personnel in the Naval Service are to have access to ‘Stop Smoking’ advisors either within the Naval Service or by referral to NHS provided services.

b. All personnel who want to stop smoking are eligible for provision of medicines such as nicotine replacement therapy (NRT) to support cessation.

CAT B
All personnel should have access to carbon monoxide monitoring.

Responsible Attitude to Alcohol
(Sponsor: NAVY NPS-PEOPLE SPT TEM 1LT)

CAT A

a. All personnel are to have access, through a variety of media to education, advice and guidance on the effects of excessive consumption of alcohol. In particular the provision of a formal presentation through the Substance Misuse Lecture that articulates the Naval Service’s policy on excessive alcohol consumption, the dangers associated with such consumption and the avenues available for those in need of help to combat alcoholism.

b. All personnel who commit offences as a result of excessive alcohol consumption will have access to an Alcohol Awareness Course.

c. All personnel will undertake alcohol consumption screening as part of their Periodic Dental check and a Brief Intervention will be offered if appropriate.
Healthy Weight Management  
(Sponsor: NAVY NPS-PEOPLE SPT TEM 1LT)

CAT A

a. All personnel will be able to monitor their body size and health risk level through Body Composition Measurements (BCM) taken by Physical Training staff.

b. All personnel will have access through a variety of media to education, advice and guidance on maintaining a healthy weight.

Sexual Health  
(Sponsor: NAVY NPS-PEOPLE SPT TEM 1LT)

CAT A

a. Access to information on contraception and contraceptive services will be made available to all personnel.

b. Access to information about the prevention of sexually transmitted diseases (including HIV) will be made available to all personnel.

c. All female personnel aged 25 and over will be invited for cervical screening in accordance with the National Cervical Screening Programme.

d. All personnel under the age of 25 will routinely be offered an annual Chlamydia test.
SECTION 11. HEALTH AND SAFETY

(Sponsor: NAVY SSM-CESO HS POL SO1C)

CAT A

a. To ensure, so far as is reasonably practicable the health, safety and welfare at work of all personnel by:

(1) Compliance with the Health and Safety at Work Act 1974 and associated legislation, MOD policy (JSP 815 and JSP 375) and the Navy Command Health and Safety Management System (BR 9147). There may be occasions when activities in the Navy Command are not covered by Health and Safety legislation, in which case the health and safety of Service personnel will be ensured by adherence with MOD policy and BR 9147 which optimise the balance between risks and benefits.

(2) The provision of a healthy and safe working environment.

(3) Arrangements for ensuring safety and minimisation of risks to health in connection with the use, handling, storage and transport of potentially dangerous articles and substances including the provision of all personal protective clothing and equipment as necessary.

(4) The provision of information, instruction, training and supervision to ensure personnel are aware of the need for health and safety at work and thereby enable them to comply with statutory legislation, MOD policy and BR 9147.

b. Health and Safety applies to all members of the Reserve Forces when serving in a MoD environment.
SECTION 12. LEAVE (ABSENCE)

(see Chapter 26)
(Sponsor: NAVY NPS-STRATPOL EMPLOY POL SO1)

CAT A

a. To ensure personnel take the minimum 28 days of annual paid leave, in accordance with the Working Time Directive, each year with timing subject to operational requirements.

b. To provide for personnel to take their Individual Leave Allowance (ILA), as defined in JSP 760, within the leave year that the allowance accrues. Or, where exceptionally for Service reasons this is not possible, to provide for outstanding leave to be carried forward to the new leave year.

c. To provide personnel with a full explanation of the reasons, when, for Service reasons, it is necessary to postpone or stop leave or to recall personnel already on leave.

CAT A – Reserve Forces.

a. Unless otherwise stated Reserve Forces personnel are eligible for the same allocation and types of absence as Regular personnel subject to the type of Reserve service being undertaken.

b. Mar Res (ADC) personnel are entitled to leave on a pro-rata basis in accordance with JSP 760 Chapter 1.

c. Mobilised Mar Res personnel who are deployed on qualifying Operations will be entitled to Post Operational Leave (POL) on a pro rata basis in accordance with JSP 760 Chapter 11.

d. Mar Res personnel are to take leave within the period of their commitment.

CAT B

a. There should be two main periods in the year for taking annual leave, in the Summer and at Christmas. Other long leave is to be granted as convenient.

b. On Shore Service, a day’s Authorised Absence (AA) may be awarded subsequent to a weekend duty. Any non-watch-keeper who is required to keep duty on a Saturday or Sunday or both days may receive one day’s AA in lieu to be taken in the week following the duty. This is subject to CO’s discretion and does not include duty on call when not called in.
c. On joining a dedicated watch-keeping post (including 3 Watch Manned (3WM) vessels or being nominated for shift duties), individuals should be clear of outstanding leave as the opportunity to reduce any balance is restricted due to the stand-down periods determined by local management. Any outstanding balance should be preserved until the end of such an assignment ensuring it is taken prior to the individual's next assignment.

d. Every effort is to be made to ensure personnel take leave prior to and after operational deployments to ensure high leave balances do not accrue.
SECTION 13. LIFELONG LEARNING

Individuals
(Sponsor: NAVY TRG HQ-EL3 SO2)

This Chapter applies to all regular members of the Naval Service, all Reserve Forces serving on FTRS (Full, Limited and Home) and RNR/RMR mobilised personnel - depending on their length of service and their particular eligibility criteria. Certain sections apply to non-full-time Reserve personnel, i.e. FTRS (ADC), RNR and RMR personnel and are highlighted where applicable below.

CAT A

a. To provide Naval Service personnel with the opportunity to access a Naval Service Education Centre (Education Centre, Waterfront Training Centre and e-Learning Centre) and facilitate the use of its full range of activities.

b. To provide all Naval Service personnel with access to a trained Education and Resettlement Officer who can provide impartial information, guidance and advice, on learning and resettlement opportunities.

c. To provide opportunities, including all Reserve Forces, to access on-line learning in all Naval Service Education Centres, including qualifications such as ITQ.

d. To provide a refund of 80% of the fees normally approved for small scale learning activities up to the maximum level specified, via the Standard Learning Credit (SLC). The detailed eligibility criteria can be found in JSP 898, Part 4, Chapter 4.

e. To provide access for eligible Naval Service personnel to enhanced sums of money for approved personal development courses sitting at Level 3 (or higher) on the Qualifications Credit Framework, via the Enhanced Learning Credit (ELC) Scheme. The detailed eligibility criteria can be found in JSP 898, Part 4, Chapter 3.

f. To provide support to personnel deemed to have Specific Learning Difficulties (SpLDs) in accordance with JSP 898, Part 4, Chapter 6 and BR 3, Chapter 96 in order to maximise their learning, training and productive service.

g. To provide all Naval Service personnel, including all Reserve Forces, with a Personal Development Record (PDR) and access to a trained Personal Development Advisor, to enable them to record, review and plan their development.

h. To provide all Naval Service personnel, including Reserve Forces, serving at sea with the opportunity to discuss their personal development with a Naval Education and Training Service (Operations) Officer at least once in a two-year appointment or draft.
i. To partially/fully accredit training to the highest level of recognition in accordance with Defence Policy for Accreditation. To allow Service personnel to gain through-career qualifications for:

   (1) Legislated training (e.g. Health & Safety related qualifications).
   (2) Trade and Branch skills.
   (3) Generic Leadership and Management skills.

j. To provide all new entrants (Ratings/Other Ranks) to the Naval Service with the opportunity to gain an Apprenticeship to the level appropriate to their branch/specialisation or trade within Phase 1 and Phase 2 training.

k. To provide all eligible Naval College Entry and non-graduate Direct Entry Royal Marines with the opportunity to gain a fully funded Foundation Degree and subsequently to provide a funded route to an Honours degree.

l. To provide a recreational and reference library, ashore and afloat.

m. To provide access to language learning aids in support of individual language training, including Reserve Forces.

CAT B

a. To provide the opportunity for Naval Service personnel to attend education classes (e.g. GCSE, Functional Skills, Vocational Qualifications) in Naval Service Education Centres (detailed in BR 3, Part 9 Chapter 96). FTRS (ADC) and RNR/RMR Volunteer personnel may access classes only; personal study is to be within their own time.

b. To provide the opportunity for Naval Service personnel to receive support for Education For Promotion (EFP) requirements, Mathematics and English GCSE in front line units.

c. To provide the opportunity for Naval Service personnel to attend elective civilian courses. The provision of this study time will be subject to the effect on OC of the officer's unit as determined by his/her Commanding Officer.

d. To provide the opportunity to register for study with a Higher Education institution. This includes the eligibility to attend 5 working days on residential study time as Service duty, if a student is registered for 2 courses they may attend a further 5 days, but this will be taken from the student’s leave entitlement.

11 JSP 898, Part 4, Chapter 5.
e. To provide any non-graduate Officer, undertaking study on the In Service Degree scheme, the opportunity to take up to 6 weeks study time in any one academic year. This time will cover: private study, research, summer school attendance, examinations and civilian attachment and should be demonstrably related to some such specific activity. The provision of this study time will be subject to the effect on OC of the officer’s unit as determined by his Commanding Officer.

Family Education
(Sponsor: NAVY TRG HQ-EL3 SO2 & NAVY PERS-PPA SO1)

CAT A

a. To provide the children of Naval Service personnel when serving overseas on an accompanied posting, with an education of a type and standard comparable with that available in England and Wales, through provision of a Service Children’s School or access to apply for an education grant. Continuity of Education Allowances (CEA) may also be available for those entitled (JSP 752 Chapter 9).

b. The payment of Continuity of Education Allowance (Board) (CEA (Board)) or CEA (Day) to entitled personnel to assist Service parents to achieve continuity of education for their children. Members of the Reserve Forces are not eligible for CEA.

c. To provide access to Special Educational Needs Addition (SENA) to entitled Naval Service parents of children with Special Educational Needs (SEN). SENA assists with the costs of additional tuition that those children might require, based upon their certification of SEN as issued by the Children’s Education Advisory Service (CEAS) or a Statement of SEN issued by a Local Authority.

d. To provide advice on all aspects of Service children’s education via the CEAS, based in Upavon (Tel: 01980 618244; Mil: 94344 8244 or by e-mail enquiries@ceas.detsa.co.uk).

CAT B

a. Access to Education and Lifelong Learning advice and Education Resources, including but not limited to Ships’ Library, e-LC and internet, including families of Reserve Forces.

b. Access to Functional Skills and GCSE education through spare capacity in Naval Service Education Centres iaw BRd 3, Chapter 96, including families of Reserve Forces.
SECTION 14. PASTORAL AND SPIRITUAL CARE

(See Chapter 31)
(Sponsor: NCHQ Deputy Chaplain of the Fleet)

CAT A

a. To ensure that all personnel are free to practise their faith and worship within any reasonable constraints imposed by the demands of the Service.

b. To ensure access to a Naval Chaplain, whenever practicable, to provide both faith-specific support and general pastoral support to all service personnel, their dependants, and the Divisional/Regimental System.

c. To provide access to a Civilian Chaplain to the Military (CCM) for appropriate ‘faith-specific’ support for personnel from World Faiths.

d. To guarantee confidentiality for all personnel who approach a Chaplain for counselling or advice in accordance with tri Service policy.

e. To maintain, through the 3 Naval Base Chaplaincies, the availability of a Naval Chaplain at 1 hour’s notice to respond in person or by phone, 24 hours a day, 365 days a year. This applies to Reserve Forces personnel but the availability of a Naval Chaplain at 1 hours’ notice will initially be by phone.
SECTION 15. PAY AND ALLOWANCES

(See Chapter 27)
(Sponsor: NAVY NPS-PPA SO1)

CAT A
NAVY PERS PPA undertakes to:

a. Provide advice to the Centre on Naval Pay and Allowances (including additional pay and allowances, Commitment Bonuses and annual Reserve Bounties) in a timely and accurate manner.

b. To provide advice and guidance to the Service on Pay and Allowance policy and its interpretation in a timely and accurate manner.

c. To update and communicate significant changes in Pay and Allowance policy affecting the Service.
SECTION 16. PENSIONS

(See Chapter 27)
(Sponsor: NAVY NPS-PPA SO1)

Whether a person is eligible to be a member of the Armed Forces Pension Scheme 75 (AFPS75) or 05 (AFPS05) is set out in the Naval and Marine Pensions (Armed Forces Pension Scheme 1975 Act and Attributable Benefits Scheme) (Amendment) Order 2010 or the Armed Forces Pension Scheme Order 2005. Reserve Forces should consult the Reserve Forces Pension Scheme Regulations 2005.

CAT A

NAVY PERS PPA undertakes to provide:

a. Advice to the Centre on pension policy affecting the Service within a timely and accurate manner.

b. To provide advice to the Service on the interpretation and application of regulations governing AFPS 75, AFPS 05 and AFPS 15.

c. To update and communicate significant changes in Pension policy affecting the Service.
SECTION 17. PERSONAL HEALTH

(See Chapter 28)

Service Health Care
(Sponsor: NAVY MED-DACOS HEALTH HNNS)

CAT A
To ensure and regulate provision, at no cost to individual Service Personnel, a balanced and cost-effective medical service which provides for:

a. Primary Healthcare (General Practice, Occupational Health, Rehabilitation, and Mental Health) delivered on all Shore Establishments by Defence Primary Health Care (DPHC), and by Fleet on all Afloat Platforms to a standard at least as good as relevant UK civilian best practice.

b. Access to timely Secondary Healthcare in the UK at least equivalent to that provided by the National Health Service, to standards as laid down by current Surgeon General Policy and Standards documents for the Defence Medical Services (DMS).

Service Dental Care
(Sponsor: NAVY PERS-CM OF MED DENTSO1)

CAT A
To ensure and regulate provision by Dental Services under the command of DPHC, at no cost to individual Service Personnel, dental treatment in accordance with the Surgeon General’s Policy and Standards document, and to a level at least equivalent to the National Health Service. This will include:

a. An initial and subsequent periodic dental inspections and treatment in accordance with policy.

b. Appropriate emergency dental care, dependent on facilities and location.

c. A referral service for appropriate advanced and specialist treatment.

CAT B
To ensure the waiting time for routine appointments will not be greater than 5 weeks.

Health Care – Reserve Forces
(Sponsor: FLEET-ME NAVY MED-DACOS MED OP CAP)

CAT A
To provide medical and dental treatment for the Maritime Reserves in accordance with BR 1991 Annex 17A - Matrix of entitlement to medical and dental treatment.
Family Healthcare  
(Sponsor: NAVY MED-DACOS HEALTH HNNS)

**CAT A**

To ensure and regulate provision by DPHC access to healthcare, at MOD expense, for families, when serving overseas on an accompanied posting, of a type and standard broadly comparable with that provided by the NHS in the UK. Dental care is charged at NHS banded rates. The MOD will ensure repatriation of dependants in need of specialist or emergency care that cannot be provided abroad.
SECTION 18. RESETTLEMENT

(Sponsor: NAVY TRG HQ-EL3 SO2)

The Transition to Civilian Life

JSP 534 – The Tri-Service Resettlement Manual sets out the resettlement entitlement for all Service personnel including Reserve Forces\textsuperscript{12}.

CAT A

a. To assist all Naval Service personnel in making a successful transition to civilian life by:

(1) Providing the opportunity for all personnel to obtain resettlement advice and information at any stage of their career.

(2) Providing personnel with access to resettlement provision through 1st, 2nd and 3rd Line resettlement advisers.

(3) Providing resettlement assistance on a graduated basis, both in terms of provision and time available, according to length of service.

(4) Providing the opportunity for entitled personnel, exceptionally, to apply to defer discharge, commensurate with any unused period of Graduated Resettlement Time (GRT), for resettlement purposes and where this is not appropriate to exceptionally apply for post discharge resettlement.

(5) Refunding a portion of the fees incurred on approved courses up to the maximum level specified.

(6) All entitled personnel leaving the Service to take terminal leave on the basis of 1 day for each completed month of service subject to a minimum of 5 working days and a maximum of 20 working days.

b. Providing the opportunity for eligible personnel to take time from normal place of duty to attend resettlement activities (consultancy sessions, finance and housing briefings, Career Transition Workshops, modular workshops, seminars, internal and external training courses, work attachments, and individual resettlement preparation) subject to certain criteria being met, on a can-be-spared basis.

c. Service Leavers with 4 or more years’ service and who have membership of the Armed Forces Enhanced Learning Credit Scheme will have the opportunity to achieve their first full Level 3 qualification (A level or vocational equivalent) or a first foundation or first undergraduate degree free from tuition fees iaw JSP 898, Part 4.

\textsuperscript{12} JSP 575 covers Early Service Leavers
a. All RN and RNR personnel who complete a minimum of 12 years by their final day in service receive the following valediction upon retirement:

(1) Commanders and below. A Certificate of Valediction signed by 2SL.

(2) Ratings. A Certificate of Valediction signed by 2SL (Valediction will not be produced for personnel required to leave the Service for disciplinary reasons).

b. Additionally, any Rating, regardless of the time served, who has made an outstanding and significant contribution to the Naval Service during their tenure in the Service, can receive a CO's Valedictory Letter.

c. RMORs may receive a Valedictory Certificate and Testimonial.
SECTION 19. SPECIALIST WELFARE

(See Chapter 24)
(Sponsor: NAVY NPS-PEOPLESPT RNRMW ASW O1)

**CAT A**

To provide comprehensive information, advice and support services to Royal Navy and Royal Marines personnel and their families, and mobilised reservists including FTRS, by:

a. The provision of the Royal Navy & Royal Marines Welfare (RNRMW) employing serving and civilian staff who are qualified and trained.

b. RNRMW provides confidential advice, assessment, support and/or practical help within the following timescale:

(1) Priority requests for investigation or assistance will be responded to within 24 hours.

(2) Routine requests will be responded to within 3 working days.

c. The provision of the RNRMW Information Support Service.

d. The promotion of community development amongst Naval personnel, their immediate families and extended families, wherever they live, so as to reinforce their ability to withstand the stresses of Service life, particularly arising from operations.

e. The RNRMW Portal can be used for all enquiries relating to personal or family issues, community development and welfare/information service, however, staff at the RNRMW Hub/Satellite offices are available for face-to-face discussions where necessary.

(1) The contact details for the RNRMW Portal are:

Tel: (Mil): 9380 28777 (Civ): +44 (0)23 9272 8777
E-mail: navypers-welfare@mod.uk

(2) The RNRMW Portal will operate during office hours 0800-1630 Mon–Thurs, 0830–1600 Fri. Outside of these hours, contact may be made with the Officer of the Watch, details below, who may direct callers to the Out-of-Hours service for emergency provision.

(3) Scotland Area – 01436 674321 Ext 4005

Eastern Area – 02392 726159
Western Area – 01752 555220
RM Stonehouse – 01752 836395
Central Area – 01935 455444

f. The provision of Forces Line which is available Mon-Fri 0900-1730. Tel: 0800 731 4880
SECTION 20. THE ROYAL NAVY DIVISIONAL AND ROYAL MARINES REGIMENTAL SYSTEMS

(See Chapter 21)

Royal Navy Divisional System

(Sponsor: NAVY NPS-EXEC SO1)

**CAT A**

a. To promote career development, high motivation and morale by maintaining the Divisional System and providing for every Rating and Officer (see Note 1):

(1) Regular access to a nominated and formally trained Divisional Officer (DO) for advice on Service, career and private matters (see Note 2).

(2) Allocation to a Division consisting of no more than 15 including Divisional Senior Rate(s) if in the same reporting chain. Leading Hands should be included in the Divisional management chain (see Note 3 for exceptions).

(3) Divisional meetings to be held at least three times a year. Minutes from Divisional Meetings are to be forwarded to parent Flotilla Staff and a summary sent to Fleet FXO; Para 2124 Refers.

(4) On changing DOs, within units or when reassigned, a ‘Hot Handover’ must be conducted between respective DOs; Para 2151 refers.

b. All personnel involved in the management of the Divisional System are to be properly trained and fully conversant with BR3 Chapter 20. DOs must have completed the Divisional Officers’ Course (DOC) no longer than 6 months before, and not after, assuming responsibility for their first Division.

c. Contact is to be maintained by DOs or nominated SM 5th Officers or SRs with personnel detached, for whatever reason, from their unit, (recommended at least once every 14 days), until the individual either returns to the unit or is re-assigned. If Ships Staff or Landed Officers / SRs are not available (Leave / Courses etc) then this responsibility vests with the parent Flotilla Staff.
Notes:

1. Whilst the RN Divisional System is mandated for the management and care of ratings, it is implicit in the term ‘Command’ that the same standards are expected and are applied to all subordinates (irrespective of their rank).

2. Increasingly, RN personnel are deployed as Individual Augmentees (IAs) to Land Theatres and in an operational environment they also require access to single Service information and admin support. A theatre RN Divisional structure with a Senior Divisional Officer and Divisional Leaders is to be established for all IAs to supplement, but not supersede existing J1 organisations and personnel support.

3. The number of ratings in a Division may exceed this figure in those billets where Divisional Officer duties are the prime task, such as in New Entry Training Establishments and Recovery Cells. In all cases, the correct level of divisional care is to be afforded at all times.

4. Spouses, Partners or personnel in long term relationships or former relationships should not act as Divisional Officers, Divisional Senior Rates or Reporting Officers for each other.

CAT B

As a guiding principle, Divisional Senior Ratings (First Reporting Officers) should have divisional responsibility for no more than 14 ratings. Subject to unit composition, the Unit Divisional System should be designed around this principle. Exceptions to this principle should be reported to the unit’s parent Flotilla Staff.

Royal Marines Regimental System
(Sponsor: NAVY NPS-EXEC SO1)

CAT A
To promote career development, high motivation and morale by maintaining the Regimental System and providing for every individual on joining his/her unit:

a. To be allocated to a Troop, Company or Department.

b. To have regular access to his/her Troop/Company Commander or Head of Department for advice on Service, career and private matters.

Reserve Forces
(Sponsor: NAVY NPS-EXEC SO1)

CAT A
Reserve Forces. The RN Divisional and RM Regimental systems apply to all members of the Reserve Forces.
SECTION 21. TRAVEL

Duty Travel
(Sponsor: NAVY NPS-PPA SO1)

CAT A

a. All personnel required, and authorised, to travel on duty may do so at public expense by the most economical means available (JSP 752 Chapter 4).

b. Class of Travel. For all personnel authorised to travel on duty by rail or ferry, the class to which they are entitled by rank or rate is detailed in JSP 752 Chapter 4. All personnel authorised to travel on duty by air should travel at the class to which they are eligible by rank or rate, except where the length of the journey is also a factor in determining class of travel. However, travel by MOD Charter or on NATO duty will be at economy class (JSP 752 Chapter 4).

c. Given current financial constraints, the Naval Service is unable to fund routine duty travel to the standard laid down in JSP 752. Further direction on travel is provided in NAVY/CS/747/10 dated 27 Jul 10, D/PUS/11/1 (150) dated 2 Apr 12 and 2012DIN01-250. This mandates Standard or Economy Class travel in most circumstances. If these financial constraints prevent an individual travelling by the method/class determined in JSP 754 & JSP 800, personnel may elect to travel by the cheaper means. If they are unwilling to do so they are authorised to decline to attend the duty event.

d. The payment of Subsistence Expenses, and where appropriate, the provision of accommodation via the Defence Hotel Reservation Service (DHRS) to reimburse actual allowable accommodation and food costs necessarily purchased when travelling on duty or detached duty, within MOD limits (JSP 752 Chapter 3 Sections 1 and 2).

e. Travel allowances apply to Reserve Forces personnel provided they meet the criteria detailed in JSP 752.

Leave Travel
(Sponsor: NAVY NPS-PPA SO1)

a. For all eligible personnel serving in the United Kingdom or in HM Ships based in the United Kingdom to be granted appropriate ‘Get You Home’ (GYH) leave travel assistance in accordance with the current regulations (JSP 752 Chapter 5 Sections 1, 3 and 5).

b. For entitled personnel to transfer a specified number of their GYH (Seagoers) and GYH (Early Years) warrant entitlement to their family (JSP 752 Chapter 5 Sections 1 to 3).
Additional Entitlements
(Sponsor: NAVY NPS-PPA SO1)

a. For entitled personnel in Personal Status Categories 1 or 2 to receive a specified entitlement to School Children’s Visits to enable eligible children of SP in receipt of CEA to visit them at their place of duty, subject to a personal contribution (JSP 752 Chapter 4 Section 10).

b. For personnel serving in a ship displaced from the Base Port for refit etc, to receive one extra GYH (Seagoers) warrant to return to the Base Port for each period of 30 consecutive days spent at the Refit Port within a prescribed limit where no Base Port change has taken place (JSP 752 Chapter 5 Section 3).

c. For entitled personnel granted specified leave and serving on the permanent strength of a resident unit in Northern Ireland to be granted a specified number of Northern Ireland Journey travel entitlements (JSP 752 Chapter 6 Section 3).
SECTION 22. UNIFORM AND SPECIALIST CLOTHING

(See BRd 3 Part 6)
(Sponsor: NAVY LOG INFRA-OPS SC POL SO1)

CAT A

a. To provide uniform, specialist and protective clothing through a Joint Business Agreement with the Defence Clothing IPT (DC IPT), to enable personnel to comply with standards of dress and scales of entitlement set in BRd 3 Part 6 (Naval Service Uniform Regulations) and to provide them with clothing appropriate to the environment in which they are serving by:

(1) A gratuitous issue of:

   (a) Initial uniform outfits and accessories.

   (b) Ratings/RMORs badges on advancement/promotion.

   (c) Tropical clothing to personnel on their first qualifying overseas draft/appointment.

   (d) Cap ribbons to personnel in Class 2 Uniform on joining a new unit.

   (e) Maternity uniform on the first occasion of need.

   (f) Specialist clothing on personal or individual loan.

(2) For Ratings/RMORs, free replacement of compulsory items on a fair wear and tear basis.

(3) The sale of Uniform Clothing to officers (JSP 886 Vol 6 Part 5 Section 3 Annex A Para 37).

b. To sponsor, through the DC IPT, or as appropriate, by authorised local unit arrangements, contracts to provide at public expense:

(1) **Tailored uniform to:**

   (a) Personnel promoted into the Senior Rating Structure (No 1 Suit only).

   (b) RN and RM officers on entry.

   (c) All Senior Rates/NCOs and Junior Rates/ RMORs when replacement is required.

   (d) New Entrants to HMS RALEIGH and CTCRM Lympstone (including RM Musicians/Buglers).
(2) **For Ratings/RMORs:**

(a) The repair of parade boots and Service court shoes. *(JSP 886 Vol 6 Part 5 Section 3 Annex A).*

(b) The necessary alteration of uniforms.

(c) The sewing on of badges and medal ribbons.

(3) For embarked personnel and personnel serving in certain posts ashore the laundering, at the required frequency, of all specified clothing for officers and ratings *(within the terms set out in JSP 886 Vol 6 Part 5 Section 5 Annex C).*

(4) The provision of clothing to personnel outside of the standard size range.

c. The provision of Officers’ Uniform Income Tax Relief to assist officers in the maintenance of uniform clothing.

d. The provision of a cash grant to RN and RM Officers/WO1s to enable:

   (1) The purchase of some items of initial uniform outfit by RM officers in accordance with **BRd 3 Part 6**.

   (2) The lacing of uniform suits on promotion or reversion from an acting higher rank.

   (3) The tailoring and fitting of Aiguillettes and Royal Cyphers for entitled personnel.

   (4) The purchase of certain items of temperate and tropical clothing as scaled in **BRd 3 Part 6**.

   (5) The replacement of clerical vestments necessarily used in the conduct of Divine Service and for which an initial cash grant was not made.

   (6) RM personnel promoted to WO1 to purchase uniform clothing not available from service sources *(see Annex 40C).*

e. Payment of an allowance when civilian clothes are required to be worn on duty by ratings and RMORs *(JSP 752 Chapter 8 Sections 2 and 3)* and a one-off grant to contribute towards the costs incurred by female ratings who are required to purchase items of clothing that are not issued to them at public expense *(JSP 752 Chapter 8 Section 2).*

f. The development and maintenance of ranges and stocks of uniform and specialist clothing and equipment.

g. To identify additional items required to meet a new capability or major enhancement, for introduction through the Acquisition Cycle.
h. Maritime Reserves – Uniform and Specialist Clothing standards apply to all Maritime Reserves subject to BRd 3 Part 6 regulations.
CHAPTER 23

REPRESENTATIONS AND COMPLAINTS

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CHAPTER 23

REPRESENTATIONS AND COMPLAINTS

References:
A. JSP 831 (Redress of Individual Grievance: Service Complaints) (Jan 16 version)
B. JSP 763 (MOD Bullying and Harassment Complaints Procedures)
C. BR 1991 Chapter 10 (Medical Complaints)
D. JSP 754 Chapter 1 Section 3 Annex C (Pay Complaints)

SECTION 1 - GENERAL MATTERS

2301. Representation or Complaint - Definitions

  a. **Representation.** A Representation is a question or suggestion, orally or in writing, about any Naval Service matter, whether personal or general, that an individual may wish to be considered by a higher authority. A Representation may not seek personal redress whereas a Service Complaint will seek personal redress.

  b. **Service Complaint.** The Armed Forces Act 2006 (AFA 06) gives a person who is subject to Service law and who thinks they have been wronged in any matter relating to their Service a right to make a formal statement of complaint which, subject to satisfying admissibility criteria, is referred to as a ‘Service Complaint’. This is a statutory complaint in respect of which redress may be sought and granted. It is made under AFA 06 and in accordance with the policy laid down in JSP 831 and, in the case of formal complaints which make allegations of bullying and harassment, JSP 763. A person who is no longer subject to AFA 06 who thinks that they were wronged in a matter relating to their Service while they were subject to Service law has the same right to make a Service Complaint. A complainant who wishes to make a Service Complaint is to submit a statement of complaint to a “Specified Officer”. The Specified Officer is usually the complainant’s CO or, for ex-Service personnel the CO of their last unit, but see below for further guidance. The statement of complaint is to be made in writing preferably in the format set out at Annex F to JSP 831/763, signed and dated. The Specified Officer will decide whether or not the statement of complaint is admissible as a Service Complaint (see below) – i.e. the ‘Gateway decision’ - and will inform the complainant accordingly.

  c. **Informal Complaint.** The term ‘Informal Complaint’ is used to cover all complaints which are non-statutory (i.e. not a Service Complaint). They may be made orally (except where a relevant special-to-type procedure requires a written complaint to be made). They include the custom by which a complaint of an immediate nature, other than about food, may be taken before the Officer of the Watch or the Officer of the Day. Similarly, they include the customary procedure by which complaints of an immediate nature about food in HM ships and establishments under the General mess system may be made. They also embrace informal complaints of bullying and harassment in accordance with JSP 763 or complaints made under special to type procedures eg, in relation to pay. An informal complaint may become a Service Complaint if it is submitted in writing to the “Specified Officer” in accordance with JSP 831 and/or JSP 763 and is deemed admissible by the Specified Officer.
d. **Combinations.** Every Naval Service person has the individual right to make known to the relevant person in the chain of command any Representation, proper cause of Service Complaint or Informal Complaint relating to their Service. Individuals are not to act together in bringing a Representation, Service Complaint or Informal Complaint, either by the appointment of committees or in any other manner; nor are they to collectively sign petitions (including via social media) or applications, nor obtain signatures to such documents. Each individual must make their own Representation, Service Complaint or informal complaint. Joint Representations or informal complaints by two or more persons are prohibited as being contrary to the traditions and practice of the Service and injurious to its welfare and discipline. As far as Service Complaints are concerned, legislation made under AFA06 prohibits the submission of a joint Service Complaint.

e. This chapter provides information on the handling within the Naval Service of Representations, Informal Complaints and Service Complaints (SCs) under the Armed Forces Act 2006 (AFA 06). It complements but does not supersede the tri-Service policy set out at References A and B and should be considered alongside other single Service guidance contained in BRd 3(1) Chapter 22 (PFS).

f. Personnel who submit a Representation, an Informal Complaint or a Service Complaint, or who are required to assist a Complainant (eg. as an Assisting Officer) or otherwise investigate, staff or decide on a Representation, Informal Complaint or Service Complaint are to make themselves aware of both the relevant References above and the relevant contents of this chapter and are to follow the detailed direction and guidance contained within them.
SECTION TWO – SERVICE COMPLAINTS

2302. Statutory Right to make a Service Complaint and its relationship to Employment Tribunals

For all Service personnel, including reservists, the statutory right to make a complaint is provided in law under s.334 of AFA 06. An SC must have been submitted before an Employment Tribunal (ET) has jurisdiction to hear an application from a Service person, guidance on the related area of handling ET casework is also provided at Section 4 of this Chapter.

2303. Sources of Information

Reference A is the authoritative source of tri-Service policy for the management of Formal/Service Complaints. Reference B prescribes the quad-Service procedures to be followed when handling complaints that allege bullying and harassment. References C and D set out the special to type procedures for complaints related to medical and pay matters.

2304. Introduction to the Service Complaints Procedure

a. The Armed Forces (Service Complaints and Financial Assistance) Act 2015 provided for the creation of the role of an Ombudsman and for greater power to be devolved to the Chain of Command which in turn, aims to make the Service Complaints process quicker and improve open communication as well as delivering a system that is fairer, more efficient and more effective. The process strikes a balance between maintaining the authority of the Chain of Command, which must be responsible for looking after its people, and a strong, independent oversight through the Ombudsman. The Ombudsman has a more powerful, independent voice on the Armed Forces’ complaints system, holding the Services to account and in turn giving confidence to personnel that their concerns are being looked after properly.

b. A ‘complaint’ or a ‘statement of complaint’ will not become a ‘Service Complaint’ until it has been ruled admissible by a Specified Officer (usually the complainant’s Commanding Officer). Once a complaint has been accepted as a Service Complaint it will need to be forwarded to the Navy Service Complaints Secretariat, using e-mail address NAVY LEGAL-SC ALLOCN MAILBOX (MULTIUSER), who will appoint a Decision Body (DB) to investigate and decide upon the complaint. A DB will, in most cases, consist of a single Service officer but may, where necessary, be a panel of two or more Decision individuals. The DB may or may not be the complainant’s CO as, crucially, the appointed DB must have the authority to grant appropriate redress in the event that the SC is partially or fully upheld. In the event that a complainant is not content with the decision of the DB, they may (but not in all circumstances) be able to refer their SC to an Appeal Body (AB) which may consist of a single Service officer but may, where necessary be a panel of two or more individuals, one of whom may be an independent member. Tri-Service policy on the management of Service Complaints is set out in Reference A and also in Reference B in so far as it relates to the procedures for handling formal complaints which contain allegations of bullying and harassment. Tri-Service policy is to be followed in all cases, including the recording of Service Complaints on JPA (see also Paras 2326-2326 below).

1 Formal Complaints of bullying and harassment are a class of Service Complaint.
2305. **Service Complaints Ombudsman for the Armed Forces (SCOAF)**

The Service Complaints Ombudsman for the Armed Forces (SCOAF) is a Crown Appointment that has significant powers, including being able to investigate whether an individual’s complaint was handled correctly or whether there was undue delay in the process. The Ombudsman may also be able to investigate the substance of a complaint in some circumstances, however, in this instance the internal complaints process must be completed first. Full details of when the SCOAF can be asked to review a decision or investigate a SC and how to contact the SCOAF’s office are in JSP 831 and at www.scoaf.org.uk.

2306. **Definitions**

In this chapter and its annexes, the following definitions apply:

a. **Statement of Complaint.** In order to become a Service Complaint, a formal complaint must be submitted in writing, signed and dated – preferably using Annex F to JSP 831 or JSP 763. It is to be submitted to the Specified Officer. The statement of complaint will become a ‘Service Complaint’ only once it has been clarified and deemed admissible (in part or in full) by the Specified Officer (SO).

b. **Specified Officer (SO).** The officer, usually the Commanding Officer, of a complainant to whom a statement of complaint should be submitted initially for a decision on admissibility as a ‘Service Complaint’. For ease of reference ‘CO’ will be used below to mean the Specified Officer but it is important to note that there will be occasions when the Specified Officer is an officer other than the complainant’s CO (see para 2310).

c. **Single Service Secretariat.** For Navy Command, the Single Service Secretariat is the Navy Service Complaints Secretariat, to whom all admissible SCs are to be sent via NAVY LEGAL-SC ALLOCN MAILBOX (MULTIUSER). From here the SC will be allocated to a DB. The same e-mail address is to be used for requesting referral to an AB. In the absence of the Navy Service Complaints Secretariat, CNLS SO1 Service Complaint Law has appropriate delegations and is authorised to undertake the actions where the Navy Service Complaints Secretariat is named.

d. **Decision Body (DB).** The DB is one or more individuals who have been assigned by the Navy Service Complaints Secretariat to investigate and make a decision on a SC.

e. **Appeal Body (AB).** The AB is one or more individuals who have been assigned by the Navy Service Complaints Secretariat to consider and make a determination on an appeal against a decision taken by a Decision Body.

f. **Service Complaints Ombudsman for the Armed Forces (SCOAF).** Independent to the MOD, the SCOAF can investigate certain matters on application by the complainant. Full details are in JSP 831.

g. **Defence Council.** In the context of this paragraph, the term Defence Council means either the Defence Council itself or the Admiralty Board of the Defence Council acting with the full delegated powers of the Defence Council.
h. **Navy Service Complaints Secretariat.** The Navy Service Complaints Secretariat section is the organisation which is part of Commodore Naval Legal Services (CNLS) that manages Service Complaints for the Naval Service. CNLS is the lead for Naval Service Complaint policy and procedure and the focal point for the case management of Employment law and Administrative law litigation.

i. **Hd NPS Personnel Policy (PPOL) Diversity and Inclusion (D&I).** Hd NPS PPOL D&I is a sub-section of the Head Naval Personnel Strategy’s Division that advises on all aspects of D&I policy and also D&I complaints procedures.

j. **Harassment Investigating Officer (HIO).** Harassment Investigating Officers (HIOs) are those appointed to investigate formal complaints of bullying and harassment – in Navy Command this will usually be a member of the Complaints Investigation and Mediation Team (CIMT), but alternatively may be a civilian Fee-Earning Harassment Investigating Officer.

k. **Special to Type (STT).** Special to Type procedures exist to resolve certain types of complaint. These include complaints about Service Medical Care, Service Housing and Pay and Allowances complaints.

2307. **Flow Diagram**

Annex 23A provides a flow diagram of the reformed SC management process for Navy Command. The flow diagram is designed to be used as a supplement to, and not as a substitute for, the SC handling policy set out in JSP 831 and JSP 763. Its purpose is to act as an aide memoire in showing those complaint management actions required by personnel outside the Navy Service Complaints Secretariat which are additional to those set out in the tri-Service guidance at JSP 831 and JSP 763.

2308. **Time Limits for Dealing with Service Complaints**

a. The MoD and the SCOAF require 90% of all Service Complaints to be completed within 24 weeks, irrespective of whether they have been finally resolved at the Decision Body stage or the Appeal Body stage. It is therefore essential that SCs are progressed with the utmost efficiency at all times to achieve a final outcome within 24 weeks. Time commences from the point at which a Specified Officer informs the complainant of their decision on whether the formal complaint (or parts of it) are admissible and therefore has become a Service Complaint. There are a number of steps that must be taken prior to the decision on admissibility (see Para 2312 to Para 2316) and they must be conducted expeditiously to avoid criticism or a finding of maladministration if the delay is referred to the SCOAF for investigation. To this end, the following time limits are to be applied:

(1) Commanding Officer (or other Specified Officer) – to write to the complainant and formally acknowledge receipt of the statement of complaint/Annex F. The letter must include the JPA reference number which is generated when the complaint is logged onto JPA.
(2) Commanding Officer (or other Specified Officer) – to write to the complainant with a decision on admissibility within 2 weeks of the date of the statement of complaint/Annex F, having met with the complainant and undertaken necessary preliminary actions/enquiries and sought legal advice (see Para 2312 to Para 2315).

(3) Decision Body for SC’s not requiring investigation by an HIO – to write to the complainant with a decision within 12 weeks of the date of the SC.

(4) Decision Body for SC’s requiring investigation by an HIO – to write to the complainant with a decision within 14 weeks of the date of the SC.

(5) Following a valid appeal by the complainant, the Appeal Body is to decide the appeal within 10 weeks of the date of the Decision Body decision, or within 24 weeks of the admissibility date of the complaint, whichever is sooner.

b. These targets are maximal and Officers handling SCs should make every effort to ensure that their actions are completed at the earliest opportunity. This is most important for COs making admissibility decisions and DBs deciding on the SC given that, if either of those decisions are referred to the SCOAF or appealed against, any further investigation, provision of legal advice, disclosure, decision-making, and communication also has to be completed within the overall 24 week timeline.

2309. Submission of Service Complaint

a. A statement of complaint should be submitted in the prescribed format (Annex F to JSPs 831 and 763) within 3 months of the alleged wrong occurring. The statement must be written, dated and signed by the complainant. Although a statement of complaint can initially be submitted in any written format (provided it is dated), the Annex F provides a ‘check list’ which ensures that all necessary information is recorded and provided to the CO. Where a statement of complaint is submitted in an alternative format, the complainant should be encouraged to complete an Annex F at the earliest opportunity, but this should not delay processing or consideration of the complaint. It is essential that the complaint sets out clearly the specific matters complained about as well as the other information listed in JSP 831.

b. It is the CO’s responsibility to ensure that the complainant is offered the help of an Assisting Officer (AO) to draft their statement of complaint/Annex F. This should be done as soon as the Command becomes aware that an individual may wish to submit a formal / Service Complaint eg. on receipt of a referral by the SCOAF. The AO may be a commissioned officer, Warrant Officer, senior rating/SNCO, or civil servant of equivalent grade and must not be involved in processing or deciding the complaint, they should not be someone who is (or may be) asked to be a witness and they should not have a personal interest in the outcome.
c. JSP 831 and BRd 3(1) Annex 23I provides advice on the role of the AO. Normal Naval Service practice would be for the DO/DSR or Tp Cdr/Tp Sgt to provide such assistance. The appointment or not of an Assisting Officer must be recorded on JPA to allow statistical analysis. This should be entered into the 'Other Related Objects' free text section and, where an AO has been appointed, the date of appointment should also be recorded. This will allow the unit to demonstrate adherence to correct procedure.

d. Former Naval Service personnel, who wish to make a complaint after they have left the Service, should, in the first instance, request an Annex F\(^2\) from their last CO (or the officer succeeding them in post if they have moved on) and return the completed form to that CO with any supporting documentation for consideration. Ex-Service personnel should be assigned an Assisting Officer as required.

e. The procedure at BRd 3(1) Para 5448 should be followed where an individual wishes to make a Service Complaint against Discharge SHORE/SNLR.

f. Disciplinary or administrative action may be taken against a person who makes a Service Complaint or informal complaint which is knowingly false, disrespectful or insubordinate or subversive of discipline, but no one is to be victimised for simply submitting a Service Complaint or expressing a wish to do so.

2310. Service Complaint Made Against a Commanding Officer

Where a Service Complaint concerns the CO personally eg. a complaint about a decision made by the CO, an action the CO has taken or conduct by the CO which amounts to bullying or harassment, the complaint should be submitted to the next immediate superior in the chain of command. For example, a complaint which implicates the CO of a FF/DD/SSN/SSBN would be submitted to COMPORFLOT, COMDEVFLOT or CAPFASFLOT (as appropriate). Where there is any doubt, advice must be sought from the appropriate Navy Service Complaints Secretariat as to whether the CO is precluded from handling a complaint. Where the CO and immediate superior are precluded from dealing with a complaint, the Navy Service Complaints Secretariat should be requested to organise the nomination of an appropriate ‘bespoke’ Specified Officer.

2311. Time Limits for submitting a Service Complaint

A complaint must normally be submitted within 3 months of the incident complained of, or, if the matter is on-going, within 3 months of the last occurrence of the incident. A complaint submitted outside of the applicable time limits will only be accepted if it is ‘just and equitable’ to do so (see JSP 831), therefore it is essential that any reasons for late submission of a complaint are clearly set out in the Annex F. Failure to set reasons out in the Annex F will cause delay as COs must obtain reasons for delay/late submission from complainants before ruling a SC inadmissible for being out of time. Where a Special to Type (STT) process must be exhausted first, the 3 months commences from the date the final outcome of the STT process was notified to the complainant. Occasionally, a complaint may be capable of being pursued under the Equality Act 2010, in which case longer times for submission apply; legal advice should be sought in good time to verify this.

\(^2\) JSP 831 is also available on the Internet.
2312. Preliminary Steps upon Receipt of a Statement of Complaint

a. Upon receipt of a statement of complaint/Annex F, the complainant’s CO must take some important preliminary steps, as follows:

(1) The complaint must be logged onto JPA – see Para 2325 to Para 2326 below.

(2) The complainant must be offered a nominated AO if they do not already have one – see JSP 831 and Annex 23I.

(3) The statement of complaint must be acknowledged within 48 hours of receipt using the template at Annex 23B (note that this template is specific for Navy Command and should be used in preference to the template provided in JSP 831). The letter of acknowledgement must inform the complainant of the JPA number of the complaint, that the CO will assess the complaint against the admissibility criteria (see JSP 831) and that it will not be accepted as a ‘Service Complaint’ unless it meets those criteria.

(4) The CO (or an appropriately nominated deputy) must meet with the complainant (and their AO if required) at the earliest opportunity and prior to making a decision on admissibility. The aims of the meeting will usually be four-fold, namely: to reassure the complainant that their complaint has been received and is being taken seriously; to clarify the complaint so that the issues being complained about (and therefore the areas of investigation – including, specifically, the identity of any respondents) are crystal clear from the outset; to ensure that the complainant is sufficiently supported by their AO and/or their line management/other agencies as required; and to assess whether informal resolution - including mediation - has truly been exhausted or may still be appropriate. While all elements of the meeting are important, clarifying the complaint is a vital preliminary step; experience shows that complaints are often submitted which are confused and do not make clear precisely how the complainant feels wronged. A clear and distilled summary of the complaint must be included in the SCAF so that it is instantly recognisable what the heads of complaint and redress sought are. It is entirely appropriate for a CO to ask the complainant to re-submit an amended/clarified Annex F following their meeting with them, but this should be done quickly and the original date of complaint is to remain.

b. Upon receipt of a formal complaint of Bullying and Harassment (B&H), if the complainant and respondent(s) work in the same department or unit, the CO will need to make an assessment of the potential requirement to separate or manage move one or more of the individuals concerned. In this instance, as well as meeting with the complainant, the CO will need to conduct an initial interview with the respondent(s) in order to assess necessary management action. Where a decision is taken to separate the parties, it should be made clear that doing so is a neutral act, ie. no pre-judgment of the merits of the complaint has been made at that stage. The respondent(s) will need to be made aware of the complaint made against them and should meet (accompanied by their AO if desired) with the CO to provide an outline (but no more) of their response.
c. Because the formal B&H complaint has not been ruled admissible as a ‘Service Complaint’ at this time, the CO must take care not to stray into investigating the complaint or of forming a preliminary view on the merits of the complaint – the CO will be required to do this only in the event that the complaint is admissible as a SC and the same CO is appointed as the DB by Navy Service Complaints Secretariat for the SC (see below).

d. It is essential that, upon receipt of a statement of complaint/Annex F about bullying and Harassment, ALL options of informal resolution are explored. One option is formal mediation. While informal ‘mediation’ may be attempted by others such as Divisional Officers or EDAs, formal mediation may ONLY be conducted by trained mediators – in the Naval Service formal mediation is provided by the Complaints Mediation and Investigation Team (CIMT). Formal mediation should always be explored but cannot be imposed; both the complainant and the respondent(s) must consent to formal mediation. Experience shows that many personnel are unaware of how mediation is conducted or that it can be immensely successful when conducted by trained mediators. Complainants and respondents who are asked to consider formal mediation should be advised by the CO, prior to making an admissibility decision, to contact CIMT at the earliest opportunity to discuss how it works and whether mediation would potentially work for them. Formal mediation can occur at any time, however, it is preferable if it conducted prior to an admissibility decision being made and reasonable time should be allowed for this option to be explored and, if applicable, conducted. If an admissibility decision is delayed pending formal mediation this MUST be recorded on JPA.

2313. Admissibility – the Gateway Decision

a. Having undertaken all the above preliminary steps, the CO must consider whether the statement of complaint/Annex F meets all the criteria to be admissible as a formal Service Complaint. This is known as the ‘Gateway Decision’ and is a matter of law which is of utmost importance - COs are therefore required to seek legal advice on their provisional decision on this matter. When considering admissibility, COs are to complete Part A of the SCAF (Version 3) at Annex 23C and draw a provisional conclusion on admissibility. They must then pass (preferably by e-mail) the statement of complaint/Annex F, any supporting documentation provided by the complainant, and the SCAF to the Navy Service Complaints Secretariat who will advise them on admissibility and/or the need to refer the matter to the Service Police or advise the complainant to use a ‘Special to Type’ complaints procedure first for complaints involving eg. medical, pay and allowances or housing issues. The final decision on admissibility rests with the CO. The CO is to seek legal advice on admissibility within 5 working days of receipt of the statement of complaint – any delays (such as where the complainant requires time to amend or clarify their statement of complaint or where mediation is considered or undertaken) MUST be recorded on JPA. Legal advice will be provided within 3 working days of receipt of the SCAF or the CO will be informed if more time is required.
b. A complaint (or parts of the complaint) may be inadmissible for a number of reasons – see JSP 831. If the CO is considering ruling a complaint (or any part of it) as inadmissible for being out of time, they must seek clear explanation from the complainant as to the reasons for the late submission and then go on to consider those reasons against the ‘just and equitable’ test (see JSP 831) to determine whether the complaint should be accepted notwithstanding its late submission. If the CO intends to reject the reasons ie. rule the complaint ‘out of time’ and assesses that it is not ‘just and equitable’ to accept it out of time, or intends to reject the complaint for any other reason, a draft response to the complainant, in which the full reasons for rejection are clearly explained should be drafted and included with the SCAF Part A for legal advice from the Navy Service Complaints Secretariat. A complainant who is not satisfied with the decision to disallow a SC on grounds of admissibility (including timeliness) can refer the matter to the SCOAF for a review of the decision so it is vital that fully considered and articulated reasons are clear for future reference.

c. If, following legal advice, a CO decides to rule a complaint as inadmissible, then this must be stated in writing to the complainant. The complainant is to be further advised in that letter that if they wish to appeal against the decision, they must refer the matter to the SCOAF within 4 weeks. This is an improvement to the former SC system where a complainant who was not content with a decision to rule their complaint out of time/inadmissible, had to submit a second SC providing that they were still subject to AFA 06 at the time of the decision. Guidance on referring the matter to the SCOAF is at JSP 831.

d. If the CO rules a complaint (or parts of it) as admissible, the Annex F and the completed SCAF must be referred (by e-mail) to Navy Service Complaints Secretariat, who is the Head of the Single Service Secretariat for Naval Service SCs. At the point at which a complaint (or parts of it) is ruled admissible by a CO and referred to the Navy Service Complaints Secretariat via the multiuser e-mail address: NAVY LEGAL-SC ALLOCN MAILBOX (MULTIUSER) it formally becomes a ‘Service Complaint’. The decision to rule a complaint admissible as a SC by the CO can be reversed by a DB, but this may give rise to false expectation on the part of the complainant, in addition to causing a significant number of personnel to nugatory work, it is therefore is not a back-stop upon which COs should rely.

e. COs are to refer to the Navy Service Complaints Secretariat for legal advice on admissibility of a statement of complaint as a Service Complaint. Contact details are NAVY LEGAL-CASEWORK MAILBOX (MULTIUSER) Mil: 93832 5232.

The e-mail title (in the subject box) should be in the following format, in accordance with the MOD naming convention:

DATE-NAME-SCAF-SHIP/UNIT (abbreviated title)

For example

20190801-AB SMITH-SCAF-RCMD
20190802-MNE JONES-SCAF-40CDO
The SCAF has been amended – see Annex 23C. Its purpose is now, initially (via Part A), to identify and comply with all the procedural requirements which must be considered when a statement of complaint is submitted in order for a decision on admissibility as a Service Complaint to be made. Many of these relate to legal obligations set out in AFA 06 and its subordinate legislation. The SCAF should therefore serve as a helpful aide-memoire to unit staff with responsibility for advising on Service Complaints within units. Secondly, where a CO is proposing to rule a complaint inadmissible, it makes provision for the CO’s reasons to be drafted for legal scrutiny prior to being sent to the complainant. COs are not initially required to complete Part B of the SCAF – this may be used by the DB (including COs appointed as DB) to seek legal advice on specific aspects of handling and deciding the Service Complaint. In a subtle change to current procedures, the Navy Service Complaints Secretariat will not provide pre-emptive and all-encompassing legal advice on the handling of a SC, the DB is expected to refer to JSP 831 and JSP 763 for tri-Service guidance, this chapter of BRd 3(1) for single service guidance, and to seek specific legal advice from their nominated legal adviser (as advised in their appointment letter from the Navy Service Complaints Secretariat) only as required. Specific advice on the completion of Part A of the SCAF at Annex A is set out in sub-paragraphs (a) – (t) below.

a. CO for the Purposes of the Service Complaint. The name of the CO should be inserted in this box. It will normally be the person who undertakes the role of CO for Service discipline purposes.

b. Is the CO the subject of the Complaint or implicated in the matter complained of? If the CO is the subject of the Complaint, or is implicated in the matter complained of, then the admissibility decision cannot be taken by the CO. In these circumstances, in accordance with AFA 06 legislation, it should be submitted to the CO’s immediate superior in the chain of command or, if that person is also the subject of the Service Complaint or otherwise implicated, to NAVY LEGAL-SC ALLOCN MAILBOX (MULTIUSER) from where an alternative officer will be appointed as a bespoke Specified Officer (SO) to deal with the complaint.

c. Is the complainant subject to Service law? For a complaint to be a Service Complaint it must be made by a person who is subject to Service law (eg. regular forces, reserve forces whilst on duty) or by a person who is no longer subject to Service law but who was so subject when the matter complained of occurred.

d. Does the Complaint relate to the person’s service? If the matter does not relate to the complainant’s service, it cannot be admitted as a Service Complaint.

e. Does the complainant consider him/herself wronged? If the complainant does not consider him/herself to be wronged it cannot be admitted as a Service Complaint.

f. Does the complaint involve discrimination, harassment, bullying, dishonest or biased behaviour or failure of MOD medical or dental care? Definitions of discrimination, bullying and harassment are in JSP 831.

g. Is the Complaint in writing and signed and dated? If it does not meet these criteria it cannot be admitted as a Service Complaint.
h. **Has the Complaint originated from an allegation made by a third party?** Allegations may be submitted by a third party, such as a family member, about the treatment of a Service person or former member of the Armed Forces. An allegation by a third party cannot be admitted as a Service Complaint. However, the CO is required to report the outcome and progress in relation to the third party’s allegation in accordance with JSP 831.

i. **Has the SCOAF referred the matter?** A Service person or a third party can make an allegation to the SCOAF that the Service person has been wronged in some way. The SCOAF has a statutory responsibility to refer certain types of allegations (e.g. bullying or harassment, discrimination) through the chain of command. Only when the allegation is adopted by the Service person and a written, signed and dated complaint is submitted does it become eligible for consideration of admissibility as a Service Complaint. Where an allegation has been referred by the SCOAF there is a requirement for the CO to make reports to the SCOAF at certain specified points as set out in JSP 831.

j. **Date of Complaint.** The date of complaint should be the date on the Annex F/statement of complaint. If the date of receipt is later this date should be noted also.

k. **Date of last incident complained of.** If the Complaint covers a series of consecutive incidents, all of which may be considered to be a continuing act, then the latest incident is the one that counts for the purposes of deciding whether or not the Complaint has been submitted in time. This is important for calculating whether the Complaint is being made in or out of time – see below.

l. **Is the Service Complaint within the time limit?** To be admissible as a Service Complaint, a complaint must normally be made within 3 months of the matter complained of, but consideration will need to be given to whether the Complaint falls within one of the exceptions. It is vital that when a statement of complaint is submitted beyond the normal time limit that the CO does and says nothing which may give the complainant a false or premature impression that the CO has ruled the matter in time as a Service Complaint.

m. **If a Service Complaint is submitted ‘out of time’, have reasons been provided?** Reasons for the late submission of a complaint must be obtained from the complainant, preferably in writing.

n. **If the complaint is submitted out of time, is it intended to rule it ‘in time’ on the grounds that it is ‘just and equitable’ to do so?** If a Complaint is submitted beyond the normal time limits it may still be ruled ‘in time’ if it is ‘just and equitable’ to do so. If it is intended to admit the Complaint on this basis then reasons should be provided in the SCAF. If it is intended to rule the complaint inadmissible on the grounds that it is out of time and not just and equitable to rule it in time, a draft response to the complainant, which it makes it clear what weight has been given to each of their reasons for late submission and explanation of the decision, is to be provided for legal scrutiny.
o. **Does the Service Complaint relate to a matter for which there is a ‘Special To Type’ procedure?** Various types of complaint are covered by ‘Special To Type’ procedures. If the Complaint is related to one of these special to type procedures, the complaint should be logged onto JPA (as a ‘complaint informal’) but a decision on admissibility should not be considered until the final result of the Special To Type procedure has been received.

p. **Is the Service Complaint of an excluded nature?** Certain specified matters are excluded by AFA 06 legislation from being the subject of a Service Complaint (eg. pensions, discipline, security vetting, and certain types of compensation, including Personal and Criminal Injuries Compensation).

q. **Is it intended to accept some of all of the complaint as a Service Complaint?** The CO should make clear which parts (if any) of the complaint it is intended to accept, and which are intended to be ruled out – with full reasons.

r. **Would the CO have the authority to grant appropriate redress in the event that the Service Complaint was to be upheld?** If the answer to this question is in the negative, the Service Complaint will be referred by the Navy Service Complaints Secretariat to a DB who will be empowered with the requisite authority.

s. **Name of nominated Unit Investigating Officer.** The nominated Unit IO may be used by the DB to conduct the investigation into non-B&H complaints or elements of complaints. This is the case whether the DB that is appointed is the complainant’s CO or another officer/Panel.

t. **Has an Assisting Officer been appointed?** Name and details of an Assisting Officer (if appointed) are to be provided and recorded on JPA.

u. **The RN N1 Command Adviser/RM G1 Adviser (Command Adviser) to the complainant’s CO (or SO where applicable) will be responsible for completing the SCAF Part A, consulting JSP 831 and JSP 763 as appropriate. Where a Complaint contains allegations of bullying and harassment, it will be necessary for the Command Adviser and the EDA to liaise prior to the completion of the SCAF. The Command Adviser, and EDA where appropriate, must state whether the option of informal resolution has been discussed with the complainant and/or exhausted. In units where there is no Command Adviser (eg. MM/PP) the CO will be responsible for the completion of the SCAF, but may wish to nominate an appropriate officer (eg. the D&IA) to assist in its compilation.
2315. **Single Service Secretariat – DACOS Casework**

Once a Service Complaint is submitted to the Navy Service Complaints Secretariat, it will be allocated to an appropriate Decision Body (DB). The DB may be the complainant’s CO (i.e., the SO who made the admissibility decision) or it may be another individual or body of individuals – crucially, the DB appointed will be given the authority to grant appropriate redress if the SC is partially or fully upheld. This marks another significant change from the previous SC system where a CO investigated a SC at Level 1 and referred it to Level 2 if it was considered to have merit, but the redress was outwith the Level 1 Deciding Officer’s authority. The letter of appointment provided to the DB by the Navy Service Complaints Secretariat will specify that the DB is to investigate and decide the complaint. Where necessary the appointment letter will allocate an Investigating Officer as nominated by the complainant’s CO or a CNLS Caseworker. The letter will also state the authority under which the DB acts and delegate to them authority to grant appropriate redress for the particular SC. The Navy Service Complaints Secretariat will also request that a copy of the DB’s appointment letter is provided to the complainant and respondent(s). Care will be exercised in determining who should be appointed to DBs; a balance needs to be struck between rank and experience versus the potential delay of having a small cadre of persons who could be appointed to DB.

2316. **Referrals made by the Service Complaints Ombudsman for the Armed Forces and Allegations made by Third Parties**

a. Where an allegation of a wrong has been received directly by the Service Complaints Ombudsman for the Armed Forces (SCOAF), the SCOAF may refer the matter to the Navy Service Complaints Secretariat who will forward the referral to the complainant’s CO (or last CO or other appropriate Specified Officer as applicable). The CO is to establish whether the complainant wishes to make a formal complaint and, in the event that they do, is to take the above preliminary actions and make a decision on admissibility only at this stage (see above). If the CO rules some or all of the complaint admissible as a Service Complaint, the admissible parts (or whole complaint as applicable) are to be forwarded to the Navy Service Complaints Secretariat as above for allocation to an appointed DB. Where the SCOAF refers an allegation, the SCOAF’s office is to be notified within 3 weeks of any of the specified occurrences set out in JSP 831.

b. There is an enduring requirement to provide the SCOAF with outcomes and updates on referrals until the SC is concluded as set out in JSP 831 and 2013DIN01-002 (note that other parts of this DIN have been superseded).
2317. Handling of a SC by a Decision Body

a. DBs appointed by the Navy Service Complaints Secretariat can consist of a single person or body of persons. The default position will be single person DBs, unless the circumstances of the SC require a panel of persons. Once appointed, a DB is to act quickly to ascertain a clear understanding of the SC. This should be ascertainable from the Annex F and/or SCAF but if further detail is required from the complainant, they (and/or their AO and/or their CO) should be contacted directly. The DB must then cause an investigation into the issues raised by the SC. The investigation may be conducted by the DB themselves or the DB may appoint an appropriate investigating officer (IO), noting that the complainant’s CO will have nominated an IO (in the SCAF) who may be used (most appropriate when the DB and the complainant are not collocated so as to minimise travel requirements), or the DB may choose a different individual. Guidance on the responsibilities of the IO is in JSP 831. In the case of bullying and harassment SCs handled in the Naval Service, the presumption is that an Harassment Investigating Officer (HIO) will be used to investigate the SC. Legal advice must be sought if a DB is considering not using an HIO to investigate a complaint which alleges (however briefly) bullying, harassment or improper behaviour. Where there is a requirement for an HIO, the Navy Service Complaints Secretariat will usually allocate one of the two members of the CNLS Complaints Investigation and Mediation Team (CIMT) but may source alternative HIOs including DBS Fee Earning Harassment Investigating Officers (FEHIOs) when necessary. Further guidance is provided at Annex 23G. Whoever investigates the SC must be thorough and address all the points of complaint raised by the complainant. A report of the investigation is to be provided to the DB within a time agreed between the DB and the IO/HIO. The report may contain witness statements and copies of relevant policy or reports and should offer analysis of the evidence but should not offer an opinion on the outcome of the SC – this is a matter for the DB alone.

b. Upon receipt of the completed investigation from the IO/HIO, the DB is to ensure that all necessary lines of enquiry have been investigated and the investigation provides sufficient evidence for a decision to be made. If more evidence is required, the DB is to ensure that it is obtained in good time. Once the DB is satisfied that the investigation is complete, but before considering a decision on the matter, all the evidence that has been gathered in the course of the investigation is to be disclosed to the complainant (see Para 2319), any respondents and any potentially affected persons.

c. Once the investigation and disclosure process is complete, the DB will proceed to make a decision on the SC. The DB must decide whether, on the balance of probabilities, the SC (or individual elements of it) is upheld or, alternatively, rejected. In some instances the DB may conclude that elements of the SC cannot be ruled upon, however, an overall decision to either fully or partially uphold or reject the SC must be made.
d. A fully drafted decision letter (including proposed redress) is to be passed to the legal adviser nominated by the Navy Service Complaints Secretariat for checking. The decision letter must give clear explanation of the weight given to the various pieces of evidence and the reasons for the decision. Experience shows that full and carefully considered decision letters have the effect of a) more successfully reassuring complainants whose complaints are not upheld that the decision was properly considered, rational and fair and b) minimising the need for the SCOAF’s office to seek information and paperwork from Navy Command in the event that a complainant refers their SC to the SCOAF’s office for any reason. Once the decision letter has been staffed by the legal adviser and amended as appropriate, it is to be sent to the complainant promptly. DBs should not be afraid to say clearly “I'm sorry” in the decision letter where it is evident to them that the complainant has been wronged; this is good management practice and is very much endorsed by the SCOAF.

2318. Investigation

a. The importance of a thorough investigation by or on behalf of the DB cannot be over-emphasised. A fair and reasoned decision is difficult to achieve if relevant information is missing or not explained fully. Further, it is difficult for ABs to remedy investigative or procedural deficiencies, particularly as evidence may become tainted or diminished with the passage of time.

b. Unnecessary delay will always have a detrimental effect on the investigation of any Service Complaint. DBs should aim to investigate complaints at the earliest possible opportunity and try to resolve factual issues on a basis that is accepted in writing by the disputing parties as being fair and accurate.

c. The aim of every investigation should be to 'add value' in terms of factual content and supporting evidence, rather than mere assertion. For non-bullying and harassment SCs, IOs should conduct interviews following the guidance in JSP 831. JSP 763 Chapter 6 sets out the investigative procedures to be followed for complaints alleging bullying and harassment.

d. With more difficult cases (not concerning bullying and harassment) the DB may consider ordering a Ship’s Investigation, following the procedures stated in FPN 172 (The Yellow Guide), which provides a useful framework for the investigative process.

e. Where a SC alleges any form of discrimination (ie. direct or indirect), or the CO or the Navy Service Complaints Secretariat sense that discrimination may be being alleged, the IO is to refer to JSP 763 for a definition of discrimination. Further, the IO must take specific advice from the nominated legal adviser on the conduct of their investigation. The investigation is to be scrutinised by the nominated legal adviser prior to it being provided to the DB to ensure that it addresses the issues surrounding discrimination specifically in order that the DB can make an informed and legally-compliant decision.
f. Further guidance on the management and investigation of Service Complaints alleging B&H is provided at Annex 23H. Informal complaints of bullying and harassment are not Service Complaints. Consequently they are not covered by the procedures described in this BR, but are covered in JSP 763 and Navy Command's 'Equality, Diversity and 'You’ booklet. Such complaints should be managed as advised by the unit EDA, who may seek advice from the NCHQ Hd NPS D&I policy staff, and utilise mediation facilities (primarily through the CNLS Complaints Investigation and Mediation Team) as appropriate. Where resolution of an informal complaint on the advice of the EDA fails, COs are encouraged to seek further advice from the Navy Command Complaints Secretariat.

g. Where, at any stage, it is judged necessary to access medical-in-confidence information to deal with a Service Complaint, the individual's signed consent must always be obtained first before any request is made to medical authorities. The appropriate medical consent form is at Annex 23F.

2319. Disclosure

a. Once an investigation is complete but prior to the DB making any decision on the merits of the SC, all documentation and information that will be relied upon to make a decision must be disclosed to the complainant and others who may be affected by the outcome of the SC. They must be informed that they may comment on the disclosure and all comments made will be put before the DB for consideration. Parties should be encouraged to respond within 10 working days in order to avoid unnecessary delay, however, a longer period may be appropriate for more complex complaints or where significant documentation is provided to the parties for the first time. In exceptional cases, a maximum period of 30 working days may be offered where it would be in the interests of fairness and completeness to do so. The disclosure period, plus any reasons for extensions beyond 10 days must be noted on JPA.

b. Disclosure is subject to exclusions where appropriate and consistent with Information Rights legislation, ie. the Data Protection Act 2018, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. Privileged and protected information and advice is not to be disclosed or paraphrased, except when advised to do so by the relevant legal adviser.

2320. Decision by Decision Body

Upon completion of investigation and disclosure, the DB must make a decision on the SC in accordance with JSP 831. The draft decision letter is to be passed to the nominated legal adviser for scrutiny. The quality of the decision letter is crucial. A fully reasoned and clearly explained decision goes a long way to reassure a complainant whose complaint is not upheld that it was considered in a fair, thorough and balanced way. Further, the decision letter will form the primary evidence upon which the SCOAF’s office will decide whether not there is a requirement for further information from the DB in order to understand a decision or the outcome of the complaint. The letter should address each element of the complaint and explain the weight given to the evidence in the investigation as well as any comments provided by the complainant (and respondents as applicable) in response to disclosure. A DB should not be afraid to say “sorry” to a complainant who has been wronged; this goes a long way to reassure a complainant and is fully endorsed by the SCOAF as good practice.
2321. **Appeal Body**

a. In some instances the DB will consist of members of the Admiralty Board/Defence Council. In this instance, the decision of the DB is final and there is no route for appeal within the internal Service Complaint system. A complainant who is not content with a decision of the Defence Council may, within 6 weeks, refer the matter to the SCOAF.

b. In all other cases, the decision of the DB may be referred for appeal by the complainant if they are not content with the decision. A complainant who wishes to appeal the DB decision is to write to the Navy Service Complaints Secretariat using e-mail address: NAVY LEGAL-SC ALLOCN MAILBOX (MULTIUSER) within 6 weeks of the DB’s decision. The request for appeal must be signed and dated by the complainant and must set out what aspects of the DB’s decision they wish to appeal and the reasons for this. The complainant’s referral will be acknowledged by the Navy Service Complaints Secretariat who will then consider whether the appeal is brought in time or, if not, whether it is just and equitable to rule it in time. If the appeal is not permitted, the complainant may refer to the SCOAF for a review of the decision.

c. If the appeal is permitted, the Navy Service Complaints Secretariat will appoint an Appeal Body (AB) to consider the SC. An AB is independent of the DB and is not bound by any decision made by the DB. ABs can consist of a single person or body of persons. If the circumstances of the Service Complaint require an Independent Member (IM) to be appointed, the AB will consist of a minimum of 2 service members and 1 Independent Member. Additional members can be added if required. Consistent with the DB, the AB will make its decision on the ‘balance of probabilities’. Where the AB consists of 3 or more individuals they will make a decision based upon a simple majority.

2322. **The Defence Council**

When the Admiralty Board is acting on behalf of the Defence Council as a DB the panel will normally consist of two or more members. The Admiralty Board may reserve certain cases for itself, eg. a SC about a decision made by the Admiralty Board or a member of the Admiralty Board acting in that capacity. The Navy Service Complaints Secretariat will staff SCs which have been referred to the Defence Council and will follow the process set out in JSP 831. Legal advice will be provided by CNLS lawyers.

2323. **Further Advice on Management of SC for Appointed Decision Bodies and Appeal Bodies – SCAF Part B**

a. It is mandatory for COs to seek legal advice on the admissibility of a complaint (including draft written responses rejecting a complaint on the grounds of admissibility) before it is accepted as a Service Complaint (see Para 2313 above). This decision is a matter of law and errors will lead to both criticism of the Service and significant nugatory work, hence the requirement for legal advice on the admissibility decision.
b. When a SC is allocated to a DB by the Navy Service Complaints Secretariat, a legal adviser will be allocated to the DB for that SC. If the DB requires legal advice at any stage in the investigation or deciding of the SC, they may refer to that legal adviser. DBs will be expected to exercise discretion, on a case-by-case basis, as to whether further advice is necessary. For example, the DB may require advice at the point of pre-decision disclosure or prior to the DB making a decision. Similarly, enquiries may need to be made on the suitability of mediation, on what may constitute discrimination, or what weight to attach to hearsay evidence in a Final Investigation Report for a SC which contains allegations of bullying and harassment. Part B of the SCAF should be used for this purpose. A copy of any legal advice sought and received is to be retained within the case file but is not to be disclosed without the permission of the lawyer providing it.

c. It is mandatory for DBs to submit decision letters to their legal adviser (or their CNLS Caseworker as appropriate) for scrutiny prior to finalising and sending to complainants. Only the draft decision letter should be forwarded – the relevant caseworker/legal adviser will call for any further documentation they consider to be necessary in order to enable them to advise.

2324. Advice on Administrative Action

There will be cases when, following the determination of a SC by a DB or AB, it is necessary for the DB or AB to consider administrative action. The most common example will be where a SC alleging bullying or harassment has been upheld and there is a need to consider taking administrative action against the Respondent(s). Such administrative action can only be taken or initiated by the unit which exercises command over the potential subject of administrative action. That unit should seek advice before determining what, if any, administrative action to take. Similarly, advice should also be sought on how to recommend administrative action where the DB or AB upholding the complaint does not exercise command over the potential subject of administrative action. Further guidance on appropriate administrative action is at Annex 23H.
2325. Service Complaints and JPA

Except where stated, the unit receiving a complaint or allegation is responsible for creating and updating JPA records as follows:

<table>
<thead>
<tr>
<th>Type of Complaint</th>
<th>JPA Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informal D&amp;I Complaint</td>
<td>‘Complaint Informal’</td>
</tr>
<tr>
<td>Non D&amp;I Statement of Complaint / ‘Annex F’, where Special To Type exists</td>
<td></td>
</tr>
<tr>
<td>Statement of Complaint / ‘Annex F’ (All Subject Matters)</td>
<td>‘Complaint Formal’</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non D&amp;I</th>
<th>D&amp;I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Units</td>
<td>EDA, i.e. those in the JPA D&amp;I resource group. (See Annex 23H)</td>
</tr>
<tr>
<td>RN N1/RM G1 Adviser. (May be delegated to SR WTR for STT Informal)</td>
<td></td>
</tr>
<tr>
<td>RNR/RMR Units</td>
<td>In RNR and RMR units only, the Support Manager and AO respectively are permitted to record Informal D&amp;I Complaints where the EDA is unavailable.</td>
</tr>
<tr>
<td>For Service Complaints arising in RNR units, the Support Manager will be responsible for JPA recording. In RMR units this function will be performed by the AO with the relevant Joint Support Unit providing assistance as necessary.</td>
<td></td>
</tr>
<tr>
<td>Complaints Submitted by ex-Service personnel.</td>
<td>Units are unable to create records for ex-Service Personnel. SCMC performs this function for the Navy Command. Once created the responsibility for further updating of the JPA record reverts to the unit.</td>
</tr>
</tbody>
</table>
Notes:

1. The Unit Establishment Administrator (UEA) is responsible for allocating individuals to the relevant resource groups and this action is to be completed in accordance with the extant UEA guide, which contains detailed guidance on the single Service policy as to who should have membership of a D&I resource group.

2. Recording of complaints on JPA enables the chain of command to monitor the progress of individual cases to determine whether the timelines and targets for their handling, (laid down in Reference A) are being met. The data placed on JPA is also used by the Service Complaints Ombudsman for the Armed Forces (SCOAF) to assess the Naval Service's complaint handling performance and to inform the SCOAF's periodic reports. The SCOAF Annual Report is presented to the Secretary of State for Defence and laid before Parliament. It is therefore essential that Service Complaints, and their associated documentation, are properly recorded on/uploaded to JPA.

3. In addition, JPA recording provides a robust audit trail of events and decisions which may be used to inform further investigations, SCOAF appeals, or to provide evidence at Employment Tribunals. The Management Information held on JPA also permits the analysis of trends in numbers and types of complaints to assist with Naval Service life management and employment policy.

4. JPA recording of Service Complaints (at all levels) is supported by a relevant Business Process Guide (BPG) which provides guidance on how to record data correctly on JPA. The BPGs can be accessed via the JPA Portal. Further guidance on the recording of complaints on JPA can also be obtained from the Service Complaint Management Cell (SCMC).

5. **SCOAF Referrals.** Where an allegation of complaint has been referred to the CO by the Office of the SCOAF, a Complaint Informal record must be created to generate a SR reference number to be used for further communication with the SCOAF.

6. **Special to Type Complaints.** If a Statement of Complaint (Annex F to JSP 831) is received and the matter is subject to Special To Type (STT) resolution (most commonly pay, housing and medical complaints), the STT process, including STT appeals, must be exhausted before the 'Annex F' is accepted as a Formal Service Complaint. However a JPA record of 'Complaint Informal' must be raised and set to 'Suspended STT'. As a Non-D&I matter, the responsibility is with the RN N1 Command Adviser/RM G1 Adviser, though this may be delegated to the Senior Rate Writer/SNCO Clerk where they have JPA Discipline permissions.

Continued
Notes: (Continued)
7. If the complainant is permanently assigned away from the unit while the STT is on-going, the SCMC should be contacted to discuss transfer of the ‘Complaint Informal’ to the new unit.

8. Once the STT process has been completed, if the complainant is not satisfied, it is their right to raise a Formal Service Complaint against the outcome of the STT. The complainant should review and revise the Statement of Complaint, including any new information or circumstances discovered during the STT process.

9. Proxy Recording of Service Complaints on JPA SC. Submarines are expected to record their own SCs on JPA. It is appreciated that, whilst on deployment, a submarine’s JPA connectivity may be interrupted for lengthy periods. Accordingly, where a submarine is deployed and does not have access to JPA, the N1 Command Adviser should, wherever possible, liaise with parent Flotilla N1 staff and request that Service Complaint data be recorded by proxy on JPA. This process is equally applicable to informal D&I complaints.

10. Decision Body Review. If a SC is allocated by the Navy Service Complaints Secretariat to a DB outwith the complainant’s unit, the SCMC will manage the transfer of the record. If the DB is the Unit’s Higher Authority/Chain of Command for Non-D&I complaints, the N1/G1 Adviser in the Higher Authority will become responsible for updating the JPA record.

2326. Management of Complaints on JPA

a. Service Complaints Management Cell (SCMC). The SCMC is responsible for the management and oversight of complaints on JPA. The contact details are set out below and in the first instance the SCMC e-mail mailbox should be used for non-telephone contact:

   SCMC Manager: CPO WTR    Tel: 93-832-5739.
   SCMC Assistant: LWTR      Tel: 93-832-5749.
   SCMC Mailbox: NAVY LEGAL-SCMC MAILBOX
   Fax: 93-832-5755

b. Terms of Reference for the SCMC. The Terms of Reference for the SCMC are set out at Annex 23F. As well as managing the JPA recording performance within the Navy Command, the other primary purpose of the SCMC is to provide an advisory service to units to assist them in complying with JPA recording requirements.
c. **Compliance Monitoring.** As a further check that complaint data is being recorded on JPA in accordance with policy, relevant supersession checks have been introduced for Logistics Officers and RM G1 Advisers and these will also be conducted during Fleet Logistics Inspections. For Informal D&I Complaints compliance monitoring will be included in D&I assurance visits.

**2327. Transitional Arrangements**

a. The procedures outlined above will apply to all formal Complaints received on or after 1 Jan 16. It is the date that the complaint is submitted rather than the date of the matter complained of that determines whether the new arrangements apply.

b. Where individuals are acting as Level 1 Deciding Officers (DOs) for SCs which were submitted prior 1 Jan 16 but a decision has not been made on admissibility, the CO will become the SO for that complaint and must proceed to make a decision on admissibility in accordance with the guidance above and in JSP 831. The SC must then be referred to the Navy Service Complaints Secretariat for allocation to a DB (which may or may not be the CO) as above. If a decision has already been made on a SC at (former) Level 1 and advised to the complainant by 1 Jan 16, any request by the complainant to refer the SC to (former) Level 2 will be treated as a request to refer to an Appeal Body – the CO is to refer the matter to the Navy Service Complaints Secretariat. For SCs which were already referred to (former) Level 2 but had not been decided by 1 Jan 16, an Appeal Body will be allocated by the Navy Service Complaints Secretariat and the complainant informed accordingly. If an (former) Level 2 decision has been made and notified to the complainant by 1 Jan 16, the complainant retains the right to ask for the complaint to be referred to (former) Level 3 – the Navy Service Complaints Secretariat will allocate it to a Service Complaint Panel (SCP) or the Admiralty Board as appropriate (former Level 3). The complainant retains the right to refer their complaint to the SCOAF on completion of the SCP/Board decision. For SCs that were already at (former) level 3 but had not been decided by 1 Jan 16, they will continue to be considered by an SCP/Board (former Level 3) and the complainant retains the right to refer their complaint to the SCOAF on completion. If a SC has been decided at (former) Level 3 prior to 1 Jan 16, then the matter is deemed closed and there is no right to refer to the SCOAF.

**2328. Financial Redress in Service Complaints**

a. HM Treasury Guidelines and Government Accounting Regulations restrict the circumstances in which awards of financial compensation may be made as well as the authorities empowered to approve such awards. Novel and contentious financial awards or those that appear to raise issues of financial propriety will always require referral to HM Treasury via the TLB Senior Finance Officer (SFO ie. the Finance Director (Navy)) and always where the financial issues are complex or significant (eg. a change to accrued pension). This will be processed through MOD DG Fin.

b. In cases involving subjective assessments eg. compensation for injury to hurt feelings, nominal ‘goodwill’ payments in lieu of a wrong, the MOD position is that it has no basis upon which to value such claims authoritatively, which should be left to the courts to decide.
c. Under the reformed SC system, DBs and ABs will be empowered by the Navy Service Complaints Secretariat to award appropriate redress including quantifiable financial redress where a SC is upheld. Each DB and AB will be provided with a specific delegation by the Navy Service Complaints Secretariat in this respect at the time they are appointed to decide a SC.

d. If, during the process of staffing or deciding a Service Complaint, a DB or AB considers that it may be appropriate to award an unquantifiable financial award (see sub-para b above) the DB/AB must ‘pause’ in order to consult the TLB SFO via the Navy Service Complaints Secretariat without delay in order to obtain advice about the ‘regularity’ of such a payment in terms of Government Accounting Regulations. It is essential that the DB/AB ‘pauses’ to take SFO advice before communicating any aspect of the complaint decision to the complainant.

e. The need for SFO advice is crucial in cases where the proposed financial redress involves some form of *ex-gratia* payment, and it is the responsibility of the DB/AB to establish clearly whether the sort of payment they are inclined to recommend can properly be awarded. Where the DB/AB proposes a form of redress within their empowered authority (such as promotion) that has clear financial consequences, but where the payment would then follow as a matter of course, SFO involvement should not be necessary. Certain allowance casework, however, is potentially sensitive and/or subjective and may be of SFO interest. In all cases, it is the DB/AB’s responsibility to establish whether there is an SFO interest or not, after taking advice from the Navy Service Complaints Secretariat.

f. Should the DB/AB disagree with the SFO’s advice, the matter may be referred by the SFO to DG Fin or to HM Treasury to resolve. In such circumstances, the ‘pause’, including the restriction not to communicate any aspect of the complaint decision to the complainant, must be maintained until a definitive ruling on financial redress is provided.

2329. **Non-Financial Redress in Service Complaint**

Under the reformed SC system, DBs and ABs will be empowered by the Navy Service Complaints Secretariat to award appropriate non-financial redress where a SC is upheld. Every DB and AB will be provided with a specific delegation by the Navy Service Complaints Secretariat in this respect at the time they are appointed to decide a SC.

2330. **Civilian Grievances**

Grievances by civilian personnel, including where they are against Service personnel, are not governed by AFA 06 and therefore the procedures set out in this chapter and JSP 831 do not extend to them. JSP 763, however, applies equally to Service personnel and civilian personnel. Grievances by civilian personnel must be submitted to DBS in accordance with civilian grievance policy and units will receive handling and legal advice via DBS; Naval lawyers are not permitted to advise on civilian grievances.
2331. **Service Complaint Governance in the Navy Command**

a. Commodore Naval Legal Services (CNLS) is the NCHQ lead for Service Complaints and process. CNLS is supported in this role by the Navy Service Complaints Secretary and Navy Service Complaints Secretariat.

b. The Naval Service Complaint Governance Board (NSCGB) meets termly to provide regular strategic oversight of the operation of the Service Complaints system in the Navy Command. It meets under the chairmanship of CNLS and all relevant policy stakeholders in the Service Complaint process are represented. NLS prepares an annual report on Service Complaints for submission to the Navy Board via 2SL.

2332. **Service Complaint Training**

a. CNLS is the Naval Service requirements authority for Service Complaints training. Accordingly NLS owns the training content for all single Service courses which provide Service Complaint training. This training is delivered on behalf of CNLS by relevant training agents. The Instructional Specifications provided by CNLS to its training agents will be periodically reviewed by CNLS, at least annually, to ensure that they remain up to date, including being compliant with relevant law and tri-Service policy.

b. Queries about Service Complaint training should be directed to NAVY LEGAL-SCMC CPOWTR in the first instance.

2333. **Organisational Learning/Lessons Identified**

a. An important measure of a mature Service Complaints system is the ability to capture any lessons identified by the decision of the DB or AB and to record them formally. It is important that, where Service policy is the subject of complaint and is having an adverse impact on Operational Capability, this be formally recorded.

b. Within Navy Command where a Service Complaint raises such a policy issue, it should be recorded using the Defence Lessons Management Information System (DLMS). Given that most Service Complaints relate to Terms and Conditions of Service, consideration will be given to whether the Service policy that has been the subject of complaint has had an adverse effect upon the Moral Component of Operational Capability (MCOC).

c. Any level in the chain of handling a Service Complaint may identify a lesson and input it into DLMS in the same manner as other Lessons Identified, however, it will normally only be possible to identify a lesson after the DB or AB has reached a determination on the facts and merits of a complaint. Personal data which may identify the complainant or any respondent should not be inputted into DLMS. The Naval Service Complaint Governance Board will consider the progress of pan-Service, tri-Service, strategic and other key Lessons Identified at its termly meetings.
SECTION 3 – REPRESENTATIONS

2334. Exceptions to Procedure for Representations
The instructions in this section do not alter:

a. The procedure by which Service Personnel may bring requests before Inspecting Officers at inspections in accordance with the custom of the Service.

b. The custom by which any rating is allowed to request, through the Divisional Officer, to see the Commanding Officer with regard to matters of a private nature.

c. The procedure by which local questions of welfare and amenities may be dealt with by the Welfare Committee.

2335. To Whom a Representation is to be Made
Any officer or rating who wishes to make any Representation connected with the Naval Service should bring the subject to the notice of the relevant superior in the following manner:

a. If the person making a Representation is an officer, the Representation should be made initially to the Commanding Officer (through the Head of Department and the Executive Officer as appropriate) or, in the case of Commanding Officers and above, to the next immediate superior in the chain of command.

b. If the person making a Representation is a rating, the Representation should be made initially to the Divisional Officer (through the divisional senior rating when appropriate) or, in the case of ratings on detachment, to the officer under whose immediate command he/she is.

2336. How the Representation is to be Dealt With

a. Representations should be handled with despatch and should in all cases be answered at the lowest level commensurate with an authoritative reply. A flow diagram showing the process is at Annex 23D. On receipt of any Representation the Commanding Officer or other officer receiving the same is to satisfy themselves that it is made in accordance with the appropriate regulations in this section. The officer is then to deal with it as may seem to be right. If the officer is unable to grant the remedy but supports the case it is to be forwarded to the Navy Service Complaints Secretariat for consideration by higher authority. However, if an officer receiving a Representation considers that it is not worthy of serious consideration, they should inform the person making the Representation by rejecting the case and stating that they do not intend to take the matter any further. If the person making the Representation is dissatisfied with this decision, he/she may submit a Service Complaint in accordance with their statutory rights under AFA 06 and the policy set out in JSP 831.

b. Any officer in the chain of command who is personally involved in the substance of a Representation is to forward it, with their comments, to their next immediate superior in the chain of command.
c. In framing Representations the following rules apply:

(1) Any oral Representation should subsequently be confirmed in writing if it is to be referred to an authority higher than the officer first addressed.

(2) Representations on matters directly affecting an individual are to be confined to a statement of facts and the alleged consequences for the individual themselves. This does not apply to those Representations which are suggestions which have a wider application.

d. Disciplinary or administrative action may be taken against a person who makes a Representation (or a Service Complaint or informal complaint) either orally or written which includes a statement of fact which is untrue to the knowledge of the originator.

e. Similarly, disciplinary or administrative action may be taken against a person who makes a Representation in language or comment that is disrespectful or insubordinate or subversive of discipline, except insofar as such language or comments are necessary for an adequate statement of facts.

f. No officer or rating shall be penalized for having made a Representation in accordance with these rules.
SECTION 4 - EMPLOYMENT TRIBUNALS

2337. Claims to Employment Tribunals

a. This Section is intended for general guidance only and individuals who wish to present an Employment Tribunal claim should consider obtaining their own advice before doing so (see Para 2339 below).

b. Naval Service personnel have the statutory right to submit claims to Employment Tribunals (ETs) where allegations are made of discrimination because of the protected characteristics of gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Armed Forces are exempt from the legislation which prohibits discrimination in relation to age and disability and therefore Service personnel do not have the right of access to an ET for such matters. Discrimination may be either direct or indirect. Claims may also be made of harassment because of a protected characteristic, and victimisation. Naval Service personnel also have the right of access to an ET in respect of claims alleging pay inequality because of sex and also claims under the Working Time Regulations 1998.

c. ETs do not have jurisdiction to hear other types of claims, including claims of unlawful deduction from wages, unfair dismissal (e.g. constructive dismissal) or wrongful dismissal (an action for breach of contract) from Naval Service personnel. This is essentially because the Employment Rights Act 1996 does not apply to members of the Armed Forces and Service personnel are not employees governed by a contract of employment.

d. Legislation provides that an ET does not have jurisdiction to hear a claim made to it by a Service person unless it has first been submitted in the form of a Service Complaint (SC) under the appropriate internal redress procedures (see Armed Forces Act 2006 (AFA 06) and JSPs 831 and 763) and has not been withdrawn. Where an Application has been made to an ET, Navy Legal-Litigation is to be kept informed of the progress of the SC.

2338. Time Limits

a. In recognition of the requirement for ET claims to be first submitted as a SC under the AFA 06 internal redress procedures, the statutory time limit for a Service person to refer their claim to an ET on eligible matters is six months from the date of the incident complained about or the latest date in a series of incidents giving rise to the claim, which is three months longer than for civilians. There is one exception to these time limits. Generally, where a claim is made alleging pay inequality on the grounds of sex, an application may be made to an ET at any time during the person’s service or within nine months of leaving the Service, which is again, for the same reason, three months longer than the period permitted for an equivalent claim to be lodged by a civilian.

b. ET Claimants should note that ETs will normally refuse to accept a claim if it is submitted outside the appropriate time limit. Responsibility for complying with the time limit lies entirely with the Claimant.
Complainants who are awaiting the outcome of the internal redress procedures before applying to an ET must note the need to submit their ET claim before the six month statutory deadline irrespective of whether the SC has been concluded. If a final decision on the SC has not been reached by then, the MOD will nevertheless continue its investigation with a view to reaching a decision before an ET hearing date has been set. The ET process may be put on hold pending the outcome of the SC procedure. If a decision on the SC is reached before the ET hearing and the complainant is satisfied with its outcome, they may withdraw the application to the ET.

d. Please see Para 2340 concerning Early Conciliation and its impact upon time limits.

2339. **Legal Advice**

The decision as to whether to refer a claim to an ET is solely for the individual to make. Complainants may seek advice from an independent source at any time on any matter relating to a complaint. Complainants may also take legal advice from a solicitor at their own expense at any time.

2340. **ACAS Mandatory Early Conciliation**

Before a person may bring an ET claim they must first notify the Advisory, Conciliation and Arbitration Service (ACAS), either over the phone or by completing an online form. The prospective Claimant will be required to provide prescribed information and it is important that they provide accurate contact details concerning the organisation and any person they are complaining about (if that person is to be named as a Respondent) as ACAS will need to get in touch with them. If in doubt use the contact details at Para 2341 sub para d below. ACAS will send the information to one of its conciliation officers who will seek to promote a settlement within a one month ‘prescribed period’. If a settlement is not achieved, either because it is not possible in the conciliation officer’s view or the prescribed period expires, the conciliation officer must issue a certificate to this effect. A Claimant may not submit an ET claim without this certificate as it will contain a unique reference number which must be quoted on the subsequent ET form. The conciliation period may impact on the time limit for presenting claims to the ET but the Claimant will have at least one month following the unsuccessful conciliation to submit an ET claim. For further information visit: www.acas.org.uk.

2341. **Application**

a. An application to the ET should be made on a Form ET1. Information on how to acquire a form in England, Wales and Scotland can be obtained from the Ministry of Justice website (see www.justice.gov.uk/tribunals/employment) or the Citizens’ Advice Bureau. Advice on ET procedures can be obtained from the Public Enquiry Line (Telephone: 0300 123 1024 (England and Wales) or 0141 354 8574 (Scotland) or the Advisory, Conciliation and Arbitration Service (ACAS) on 0845 747 4747.
b. If the claim is for an ET in England or Wales then it can be sent online. Alternatively, claims may be sent by post to:

Employment Tribunal Customer Contact Centre (England and Wales)
PO Box 10218
Leicester LE1 8EG

c. If the claim is for an ET in Scotland then it can be sent online. Alternatively, claims may be posted to:

Employment Tribunals Customer Contact Centre (Scotland)
PO Box 27105
Glasgow G2 9JR

d. If the claim is for an ET in Northern Ireland then it can be sent online. Alternatively, claims may be sent by post to:

The Secretary
Office of the Industrial Tribunals and the Fair Employment Tribunal
Killymeal House
2 Cromac Quay
Belfast BT7 2JD

e. A copy of the ET1 should also be provided to the Commanding Officer (CO). Any ET1 received by COs should be sent to Navy Legal-Litigation as quickly as possible, as MOD’s response is subject to tight deadlines.

f. The Form ET1 asks for the name and address of the employer. To ensure that MOD is able to comply with the ET deadline for the employer’s initial response, it is most important that the Claimant gives the correct MOD address on Form ET1. This is as follows:

Royal Navy
The Ministry of Defence
Navy Legal-Litigation
Navy Command Headquarters
Leach Building
Mail Point 4-2
Whale Island
Portsmouth PO2 8BY

GTN: 93832 5865
Civ Tel: 02392 62 5865
Fax: 02392 62 5755

g. If a SC is still being considered under the internal redress procedures when the Form ET1 is received, the MOD response will confirm this, indicating the likely duration of the procedures, and will normally request an adjournment. It is general practice for ETs to refrain from listing a case for hearing if a final decision on a SC has not been made.
ANNEX 23A

SERVICE COMPLAINT MANAGEMENT IN NAVY COMMAND

Key:

C - Complainant
NSCS - Naval Service Complaint Secretariat

Preliminary actions (including informal resolution) and Gateway Decision by SO/CO Target = 2 weeks to decision.

Complaint becomes a Service Complaint and 24 week timeline commences

Target for DB = 12 weeks to decision (where IO investigation) / 14 weeks to decision (where HIO investigation)

24 weeks includes any time required for AB to conclude.

Protocol Flowchart:

1. **Formal Statement of Complainant (incl. formal BAF complaint)**
2. **SO Referral of Allegation to SOCS**
3. **3rd Party Referral directly to SO or via SOCAF**

- **Specified Officer (SO) - usually complainant’s CO (last CO for service personnel)**
  - Normally submitted on JSP 831

SO takes preliminary actions and makes assessment of admissibility (Gateway Decision) as a SC (incl. legal advice)

- SO informs C of complaint is not admissible as a SC
- SO informs C complaint is admissible as a SC
- SO informs C complainant is not admissible as a SC

SO sends SC and SOCAF to NSCS

NSCS appoints a DB via letter with delegations and support detailed.

- **DB = C’s CO**
  - Support: HIO (Naval SC) &/or Unit IO + RLA
- **DB = Other Fleet Officer(s)**
  - Support: HIO (BSH SC) &/or Unit IO + RLA
- **DB = HQ Officer(s)**
  - Support: CNSL Caseworker, HIO &/or Unit IO, CWA, SOCAF Legals
- **DB = DCAB Panel**
  - Support: CNSL Caseworker, HIO &/or Unit IO, CWA, SOCAF Legals

Investigation and Disclosure
- Normally on JSP 831
- Written decision letter to caseworker/legals for scrutiny

Decision letter to Complainant (incl. redress advice). Letter to Respondent/affected person re outcome.

- **C content**
  - End of process. DB take legal advice on Admin actions if
- **C not contest with DB's decision where DB is NOT a DCAB panel.**
- **C not contest with DCAB decision.**
  - No internal appeal. May refer to SOCAF.

- **C may write to NSCS within 6 weeks seeking appeal. If in time, Appeal Body (AB) will be allocated, supported by CNSL/CWA/SOCAF Info. If appeal not permitted (for being out of time). C may refer to SOCAF.**

Note. 3rd party allegations, SCRF referrals and informal complaints are not Service Complaints and the fact that they have been made does not automatically mean a Service Complaint will result.
ANNEX 23B

TEMPLATE FOR ACKNOWLEDGING RECEIPT OF STATEMENT OF COMPLAINT/FORMAL COMPLAINT/‘ANNEX F’

HMS NONSUCH
BFPO XXX

[Name, rank/rate, Service Number of Complainant]     [Date]

1. I am writing to acknowledge receipt of your statement of complaint/formal complaint/Annex F [delete as applicable] dated xxxx which was received on xxxx [insert date]. It has been logged onto JPA and the reference number is xxxx [insert].

2. I now need to consider your complaint in detail and will arrange for us to discuss it within the next 5 working days. That discussion will enable me to more fully understand the nature of your complaint and the redress that you are looking for. You may be accompanied by your Assisting Officer, who I understand is xxxxx [insert rank, name and telephone number] – you should contact them and my office [insert details a/r] to agree a suitable time for the meeting. If needs be you will then be able to send me a revised complaint form.

3. Following the discussion I will need to decide whether your complaint is valid and admissible as a Service Complaint in accordance with JSP 831. In the meantime, you can find more information on the Service Complaint process in JSP 831 and BRd 3(1) Chapter 23, both of which can be found on the Defence intranet and the internet. If your complaint alleges Bullying or Harassment you are advised to consult JSP 763 also.

4. You should be aware that, at this stage, I will not consider the merits of your complaint; if I deem your complaint (or any part of it) to be admissible I shall forward it to the Navy Command Complaints Secretariat who will nominate a Decision Body to decide the merits of your Service Complaint and award appropriate redress if your complaint is upheld. The DB may be me or another person or a panel of persons. You will be kept informed throughout the process.

5. I encourage you to make good use of your Assisting Officer - as we take matters forward - as a useful source of guidance and support.

[Signature Block]
## ANNEX 23C

SERVICE COMPLAINT ADVICE FORM (SCAF) – VERSION 3

### Actions and Timings

A formal statement of complaint must be submitted to the Specified Officer (SO). This is usually the complainant’s CO (or last CO for ex-Service personnel). The CO is to acknowledge the statement of complaint in writing within 24 hours and record it on JPA. The CO is to meet with the complainant at the earliest opportunity and clarify the complaint prior to seeking advice on admissibility via this SCAF. This SCAF is to be completed and submitted, along with the statement of complaint (and any clarification statement required), to the Navy Service Complaints Secretariat (NSCS) within 3 working days of receipt of the formal complaint. ALL boxes in Part A must be completed initially. The CO/Unit should receive a response from the NSCS within 3 working days. Part B may be completed by the Decision Body (DB) appointed to investigate and decide the Service Complaint (this may or may not be the complainant’s CO).

### PART A: GATEWAY DECISION

<table>
<thead>
<tr>
<th>SHIP/UNIT</th>
<th>To include contact (e-mail/phone) details of N1/G1 adviser or SC administrator.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPLAINANT’S DETAILS</td>
<td>To include rank, initials and Service Number.</td>
</tr>
<tr>
<td>DETAILS OF COMPLAINANT’S CO</td>
<td>To include full name, rank and appointment. This should normally be the CO for discipline - if not give explanation. If a Specified Officer other than the complainant’s CO has been allocated, their details are also to be provided.</td>
</tr>
<tr>
<td>IS THE COMPLAINANT’S CO THE SUBJECT OF THE COMPLAINT OR IMPLICATED IN THE MATTER COMPLAINED OF?</td>
<td>YES/NO If the CO is the subject of the complaint or is implicated in any way in the matter complained of, alternative arrangements need to be made for another officer to deal with the complaint – see JSP 831.</td>
</tr>
<tr>
<td>IS THE COMPLAINANT SUBJECT TO SERVICE LAW (OR WERE THEY AT THE TIME THE WRONG IS ALLEGED TO HAVE OCCURRED)?</td>
<td>YES/NO For a complaint to be accepted as a Service Complaint it must be made by a person who is subject to service law (eg. regular forces, reserve forces whilst on duty) or relate to a matter that occurred when the person was subject to service law (ex-regular Service personnel). – see JSP 831.</td>
</tr>
<tr>
<td>DOES THE COMPLAINT CONCERN A MATTER WHICH RELATES TO THE COMPLAINANT’S SERVICE?</td>
<td>YES/NO For a complaint to be accepted as a Service Complaint it must relate to that person’s Service. – see JSP 831.</td>
</tr>
<tr>
<td>DOES THE COMPLAINANT CONSIDER HIM/HERSELF TO BE WRONGED?</td>
<td>YES/NO For a complaint to be accepted as a Service Complaint it must explain why the complainant considers him/herself to be wronged – see JSP 831.</td>
</tr>
</tbody>
</table>

**CLARIFICATION OF COMPLAINT AND REDRESS SOUGHT.** THE CO/SO IS TO PROVIDE A SUCCINCT LIST OF THE POINTS COMPLAINED ABOUT AND REDRESS SOUGHT HERE. The purpose of this is to ensure that the precise areas of complaint are established (and agreed with the complainant) from the outset. Where they are not clear from the submitted complaint, the CO/SO must refer to the complainant and obtain clarity. Respondent(s) must be identified. This may take the form of a list of bullet points. The NSCS will not advise on admissibility until the complaint has been clarified (where necessary) by the CO who is to meet with the complainant to achieve clarification.
<table>
<thead>
<tr>
<th><strong>Question</strong></th>
<th><strong>Response</strong></th>
<th><strong>Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DOES THE COMPLAINT INVOLVE DISCRIMINATION, HARASSMENT, BULLYING, DISHONEST OR BIASED BEHAVIOUR OR FAILURE OF MOD MEDICAL OR DENTAL CARE?</strong></td>
<td>YES/NO</td>
<td>A provisional assessment of whether the complaint engages any of these areas should be identified and details provided. In this context, ‘discrimination’ means discrimination or victimisation on the grounds of colour, race, ethnic or national origin, nationality, sex, gender reassignment, status as a married person or civil partner, religion, belief or sexual orientation, and less favourable treatment of the complainant as a part-time employee.</td>
</tr>
<tr>
<td><strong>IS THE COMPLAINT IN WRITING, SIGNED AND DATED?</strong></td>
<td>YES/NO</td>
<td>For a complaint to be accepted as a Service Complaint it must be in writing, signed and dated – see JSP 831. A formal complaint should normally be submitted on a JSP 831/JSP 763 Annex F form.</td>
</tr>
<tr>
<td><strong>HAS THE COMPLAINT ORIGINATED FROM AN ALLEGATION MADE BY A THIRD PARTY?</strong></td>
<td>YES/NO</td>
<td>Allegations received from third parties cannot be accepted as Service Complaints. They should be dealt with by the CO taking advice from the Navy Service Complaints Secretary as appropriate. See JSP 831.</td>
</tr>
<tr>
<td><strong>HAS THE COMPLAINT ORIGINATED FROM AN ALLEGATION REFERRED BY THE SCOAF?</strong></td>
<td>YES/NO</td>
<td>If YES, then there is a requirement for the CO to keep the SCOAF informed of the progress of the Service Complaint - see JSP 831 and JSP 763.</td>
</tr>
<tr>
<td><strong>DATE OF COMPLAINT</strong></td>
<td></td>
<td>If the date on the complaint letter/Annex F is different to the date of receipt, then state both dates.</td>
</tr>
<tr>
<td><strong>DATE OF LAST INCIDENT COMPLAINED OF</strong></td>
<td></td>
<td>If the complaint covers a series of consecutive incidents all of which may be considered to be a continuing act, then the latest incident is the one that counts for the purposes of deciding whether or not the complaint can be accepted as a Service Complaint - see JSP 831 and JSP 763.</td>
</tr>
<tr>
<td><strong>IS THE COMPLAINT WITHIN THE TIME LIMIT?</strong></td>
<td>YES/NO</td>
<td>A complaint must normally be made within 3 months of the matter complained of for it to be accepted as a Service Complaint. If it is made more than 3 months of the matter complained of, consideration will need to be given to whether the complaint falls within one of the exceptions - see JSP 831 and JSP 763. NB: Special rules apply for complaints capable of being pursued as claims under the Equality Act 2010 – legal advice is to be sought.</td>
</tr>
<tr>
<td><strong>IF THE COMPLAINT HAS BEEN SUBMITTED OUT OF TIME HAVE REASONS BEEN PROVIDED?</strong></td>
<td>YES/NO</td>
<td>Reasons for late submission MUST be obtained in writing from the complainant. The reasons provided will form the basis of the decision on whether it is ‘just and equitable’ to rule the decision in time. If reasons are not provided in the original complaint, they must be sought before a decision on admissibility is made.</td>
</tr>
<tr>
<td><strong>IF THE COMPLAINT IS SUBMITTED OUT OF TIME IS IT INTENDED TO RULE IT IN TIME?</strong></td>
<td>YES/NO</td>
<td>If it is intended to allow the complaint to be admitted as a Service Complaint on the basis that it is ‘just and equitable’ to do so then provide reasons why this action is proposed - see JSP 831 and JSP 763.</td>
</tr>
<tr>
<td><strong>DOES THE COMPLAINT RELATE TO A MATTER FOR WHICH THERE IS A ‘SPECIAL TO TYPE’ (STT) PROCEDURE?</strong></td>
<td>YES/NO</td>
<td>Some types of complaint are covered by ‘Special to Type’ procedures. If the formal complaint is covered by a STT procedure the admissibility as a Service Complaint should not be considered until the final result of the STT process has been received.</td>
</tr>
<tr>
<td><strong>IS THE COMPLAINT OF AN EXCLUDED NATURE?</strong></td>
<td>YES/NO</td>
<td>Certain specified matters are excluded from being the subject of a Service Complaint (e.g., pensions, discipline, compensation or Criminal Injuries Compensation) – see JSP 831.</td>
</tr>
<tr>
<td><strong>IS IT INTENDED TO ACCEPT SOME OR ALL OF THE COMPLAINT AS A SERVICE COMPLAINT?</strong></td>
<td>YES/NO</td>
<td>If the answer to any of the questions above is ‘No’ or is uncertain, further advice must be sought from the NCSC via this SCAF. In the event that part of the complaint is deemed inadmissible this is to be made clear to the NCSC.</td>
</tr>
<tr>
<td><strong>IF IT IS INTENDED TO RULE SOME OR ALL OF THE COMPLAINT INADMISSIBLE AS A SERVICE COMPLAINT, PROVIDE A DRAFT RESPONSE TO THE COMPLAINANT HERE FOR LEGAL SCRUTINY.</strong></td>
<td></td>
<td>Where some or all of the complaint is to be ruled inadmissible, the CO must provide full and clear explanation for the decision. The explanation must include the weight that was given to any reasons provided by the complainant for submitting a complaint out of time.</td>
</tr>
<tr>
<td><strong>WOULD THE CO (OR OTHER SPECIFIED OFFICER WHERE APPLICABLE) HAVE AUTHORITY TO GRANT APPROPRIATE REDRESS IF THE COMPLAINT WERE TO BE ACCEPTED AS A SERVICE COMPLAINT AND THEN BE UPHOLDED?</strong></td>
<td>YES/NO</td>
<td>If no, either the CO will need to be delegated necessary authority or the Service Complaint will need to be allocated to an alternative DB. This decision will be made by the Navy Service Complaints Secretary - see JSP 831.</td>
</tr>
<tr>
<td><strong>NAME OF NOMINATED UNIT INVESTIGATING OFFICER</strong></td>
<td></td>
<td>To include rank, name, service number, post title and contact details of an individual, usually selected from the complainant’s Unit. If the SC is allocated to the CO (as a DB) to handle, the nominated IO may be tasked by the CO (except in B&amp;H complaints which will be investigated by an HIO). If the SC is passed to an alternative DB, the nominated IO will be required to support the CNLS Casework Cell in the conduct of an investigation into the SC. The nominated IO may be the Unit EDA but should not normally be the Command N1/G1 adviser.</td>
</tr>
<tr>
<td><strong>HAS AN ASSISTING OFFICER BEEN APPOINTED?</strong></td>
<td>YES/NO</td>
<td>The complainant must be offered the services of an Assisting Officer. If an AO is declined this must be recorded on JPA – see JSP 831 and JSP 763.</td>
</tr>
<tr>
<td><strong>ARE YOU AWARE OF ANY OTHER RELATED SERVICE COMPLAINTS OR APPLICATIONS FOR EMPLOYMENT TRIBUNAL, OR ANY OTHER LEGAL ACTION?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ANY OTHER FACTORS WHICH MAY BE RELEVANT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ADVICE ON ADMISSIBILITY BY NSCS</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Once the CO (or other Specified Officer (SO)) has made a decision on admissibility of the complaint (following legal advice), this decision is to be advised in writing to the Complainant. If the complaint (or any part of the complaint) is not accepted as a SC, the complainant may ask the SCOAF to review the decision. The SCOAF's decision is final. If the complaint is accepted by the CO/SO as a SC, a copy of the SC (Annex F) and a copy of this SCAF are to be forwarded to the Navy Service Complaints Secretary (via email NAVY LEGAL-SC ALLOCN MAILBOX (MULTIUSER)) who will allocate the SC to a Deciding Body (DB) for investigation and decision. The DB may be the original CO/SO, or it may be a different officer or panel of officers where appropriate redress is outwith that which the CO/SO is authorised to provide. The DB will be informed of the identity of their NLS Caseworker/legal adviser, or IO/HIO. The DB may then use Part B of this SCAF to ask for specific legal advice on the handling/investigation/decision etc. of the SC. For SCs being handled by NSCS on behalf of a DB, the nominated caseworker is to complete Part B and submit it, along with the SC, to the allocated LEGAD for comment.

### PART B: HANDLING OF SERVICE COMPLAINT BY DECIDING BODY

<table>
<thead>
<tr>
<th>DECIDING BODY</th>
<th>SPECIFIC COMMENTS/QUESTIONS ON THE HANDLING/INVESTIGATION/DECISION ON THE SERVICE COMPLAINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Rank(s), name(s), Service number(s) and contact details)</td>
<td>This space should be used to clearly identify the issues and the redress sought. It should also be used to list the intended areas of investigation including all those persons who will be interviewed/asked for evidence and the evidence which will be sought.</td>
</tr>
</tbody>
</table>

### LEGAL ADVICE

(To include name of Legad and date)

Once the investigation and disclosure is complete, the DB must make a decision on the SC. The DB must pass the draft decision letter to their nominated Legad/Caseworker for approval before it is finalised. The decision letter may be forwarded alone; the Legad/Caseworker will call for further documentation as required. Once the decision letter has been finalised it must be sent to the complainant forthwith.
ANNEX 23D

SUBMISSION OF A REPRESENTATION

Individual submits Representation

Case investigated by CO

CO

Case upheld by CO and remedied

Individual satisfied - no further action

CO supports case but beyond authority to remedy

Case rejected by CO

Individual satisfied - no further action

Investigated by NCHQ Casework Cell

NCHQ

Case upheld by NCHQ and remedied

Individual satisfied - no further action

Case rejected by NCHQ

Individual not satisfied. Requests referral to Higher Authority

Refer to JSP 831
ANNEX 23E

SERVICE COMPLAINT MANAGEMENT CELL: TERMS OF REFERENCE

1. Statement of Requirement

The JPA Service Complaints (JPA SC) business process has been identified as the means by which the Services, MOD Centre and the SCC will monitor progress of Service Complaints (SC) within the Armed Forces. There is therefore a need for the Naval Service to have its own organic capability to monitor Naval Service Complaints from ‘cradle to grave’. That capability will be provided by a Service Complaint Management Cell (SCMC).

2. Terms of Reference for SCMC

   a. To act as the Naval Service JPA SC business process policy lead, including:

      (1) Naval Service lead for input to JPA SC Business Process Guides.

      (2) Lead for single Service guidance on JPA SC business process.

   b. To provide Naval Service JPA SC statistical compilation.

   c. To provide ‘through life’ management of Naval Service SCs on JPA, including:

      (1) Quality assurance of SC data inputted on JPA SC, feedback to units and promotion of best practice.

      (2) Review on JPA SC of compliance with agreed SC timelines and requesting, on behalf of NCHQ, explanations from Units, Decision Bodies and Appeal Bodies for breach of agreed handling timelines.

   d. To provide Subject Matter Expert (SME) advice for units in relation to the business process of inputting JPA SC data.

   e. To serve as the Naval Service point of contact for D SP Pol SCW on JPA SC business process issues and Naval Service JPA SC statistical compilation.

   f. To provide JPA SC business process training expertise to DMLS.
ANNEX 23F

CERTIFICATE AUTHORISING THE RELEASE OF INFORMATION TO THIRD PARTIES

I ..............................................................................................................................................
(Rank, Initials and Name)

.......................................................................
(Service No)

give my consent/do not give my consent* for the release of the relevant parts of my Ministry of Defence medical records held by the Armed Forces/Ministry of Defence to those personnel responsible for staffing or deciding on my Service Complaint/s. I understand that the Medico Legal Services (Institute of Naval Medicine) will determine which elements of my medical records are relevant for the sole purpose of addressing or answering the points I raised in my Service Complaint/s.

Signed ...........................................................

Date .............................................................

*Delete as appropriate

DATA PROTECTION ACT 1998

The MOD is committed to ensuring that all your personal data including that of a sensitive nature is used with your consent, respect for your privacy and only for the limited, clearly stated purposes within the form. This accords with our legal obligations under the Data Protection Act 1998.

Once completed, this certificate is to be returned to: [originator insert details]
ANNEX 23G

PROCEDURE FOR THE MANAGEMENT OF BULLYING AND HARASSMENT SERVICE COMPLAINTS IN THE NAVY COMMAND

References:
A. JSP 831 - Jan 16 version.
B. JSP 763.

1. Introduction
This Annex sets out the procedure for units in the Navy Command to follow when processing complaints which allege bullying and harassment (B&H). It also sets out the procedure to be followed in order to make application for investigation of B&H Service Complaint by the Complaints Investigation and Mediation Team (CIMT) or a fee-earning Harassment Investigation Officer (FEHIO).

2. Initial Action on Receipt of Formal Complaint of Bullying and Harassment
   a. It is often the case that a CO becomes aware of a potential bullying and/or harassment complaint prior to it being submitted as a formal complaint. As such, it is incumbent upon COs to ensure that as much informal resolution is pursued as early as possible – this may include Divisional discussions or informal mediation. It may also include formal mediation, which can only be provided by trained mediators – in Navy Command this is provided by the Complaints Investigation and Mediation Team (CIMT). The CIMT should be contacted early to establish whether mediation may be appropriate and to explain the process and potential benefits to the complainant (and respondents as applicable). It is important, however, that a CO remains as impartial as possible (ie. by not getting too involved in trying to understand or resolve the parties’ issues) because if a bullying or harassment complaint is deemed admissible (by the CO or other SO), it is usually the CO (or other SO) who is appointed as the Decision Body (DB) – a role they should undertake with no pre-conceived ideas as to the outcome. If a CO becomes too involved in a complaint before formally deliberating on a properly investigated and disclosed case file they risk being criticised for lack of impartiality and either party to the complaint may appeal against the decision. Furthermore, an alternative DB may have to be allocated from the outset – undermining an essential tenet of the SC process which is to keep COs at the heart of complaint resolution whenever possible.

   b. COs must obtain legal advice on the admissibility of bullying and/or harassment complaints. In order to do this they should ensure that what the complainant is complaining about, and the redress sought, is crystal clear (dates, times, how the alleged incident(s) made them feel, witnesses etc.) – an Assisting Officer is often invaluable in achieving this. Once a complaint has been admitted (either partially or in full), it is to be sent to the Navy Service Complaints Secretariat who will allocated it to a Decision Body (DB). The DB appointment letter will allocate an appropriate legal adviser and will indicate whether an HIO is required to conduct the investigation.
c. In the Navy Command it is to be presumed that bullying and/or harassment complaints will be investigated by an HIO. The nominated legal adviser will act as the definitive single point of contact and source of legal and procedural advice. Units should not seek advice on the handling of formal complaints directly from elsewhere.

d. As part of the enquiry into the admissibility of a formal complaint, the CO (or other appointed SO) is required to meet with the complainant (and their Assisting Officer as required) in order to clarify the complaint. During this meeting, the CO (or other SO) will, amongst other things, examine whether mediation has been considered/offered and if the case is amenable to being mediated. Formal mediation can often be an effective means of achieving swift resolution and thereby restoring working relationships and OC, without the need for further formal investigation and determination of such complaints.

e. In addition to meeting with the complainant, the CO (or other SO) may need to hold a meeting with the respondent(s) to make them aware of the complaint against them and to ascertain their agreement (or otherwise) to any informal resolution/formal mediation agreed to by the complainant. At this stage the CO is not to engage in any assessment of the merits of the complaint; it has yet to be deemed admissible as a Service Complaint. The CO (or other SO) needs to consider management action ie. whether one or more parties need to be separated, whether the allegations warrant referral to MDP or Service Police and whether all parties are able to access the support they require. Making an admissibility decision may be delayed if informal resolution or formal mediation is being actively pursued. Notwithstanding this, a CO (or other SO) should aim to make a ‘Gateway Decision’ on admissibility no later than 28 days from the date of submission of the complaint.

f. Part A of the Service Complaint Advice Form (SCAF) Version 2 at Annex 23C is to be completed by the CO (or other SO) and, following legal advice from the Regional Legal Office, a Gateway Decision is to be made on admissibility. Any part or parts of the complaint which are deemed admissible are to be forwarded, along with the completed (Part A) SCAF to the Navy Service Complaints Secretariat using the email address NAVY LEGAL-SC ALLOCN MAILBOX (MULTIUSER).

g. The Navy Service Complaints Secretariat will allocate the Service Complaint to a DB. In the case of most SCs about B&H the DB is likely to be the complainant’s CO, because they are likely to have the authority to grant the redress sought and are likely to be most appropriately placed to ensure the matter complained of does not affect operational capability. If the CO is implicated in the complaint or does not have the authority to act as the DB, the SC will be allocated to an alternative DB in accordance with Para 2315. The alternative DB may be another ‘fleet officer’ such as Capt SS or COMPORFLOT/COMDEVFLOT/CAPTFASFLOT etc.

h. Within the allocation letter, the Navy Service Complaints Secretariat will nominate an HIO. This will usually be a member of the CIMT but, if necessary a FEHIO will be allocated.
3. Formal Investigation by Harassment Investigation Officer

a. Investigation by CIMT. In the case of investigation by CIMT, the DB will liaise directly with the team. The DB will formally appoint the CIMT as the Harassment Investigation Officer (HIO), defining the scope of the investigation, which is then to be investigated in accordance with Reference B.

b. Investigation by FEHIO. In the case of investigation by a FEHIO, the DB will need to define the scope of the FEHIO’s investigation and then contact CNLS Service Complaint Management Cell (SCMC) in order for it to obtain prior budgetary approval from NCHQ finance staff to allow for the appointment of a FEHIO. The SCMC will send the DB the relevant application form for engagement of a FEHIO. It is the DB’s responsibility to ensure that it is completed in full, however, the nominated legal adviser should be prepared to lend assistance as the information required will include an assessment of the length of time the investigation will take, the requirement for witnesses, and anticipated expenses etc.

c. Once budgetary approval has been granted, the SCMC will notify the DB, Defence Business Services (DBS) and the nominated legal adviser. DBS will then inform the SCMC of the name of the FEHIO nominated, which will then be passed to the DB. Once the DB has agreed to the nomination and authorized DBS, via the SCMC, to engage the FEHIO, the DB will be in a position to commission the FEHIO to conduct the investigation (the scope of which will have been defined by the DB beforehand) in accordance with Reference B. DBs should be aware that financial approval is capped. Where there is a foreseeable increase in cost, eg. additional lines of inquiry requiring an extended investigation, the SCMC should be contacted and given sufficient information to arrange further financial approval. On completion of the investigation, the FEHIO will submit an expense claim to the DB. This should be scrutinised to ensure that expenses claimed are reasonable before being forwarded to the SCMC.

d. Once the HIO has reported and the DB has decided the complaint, the DB will be required to complete a DBS feedback questionnaire. The DB is to provide feedback on the quality of the HIO investigation and report to enable DBS and CNLS SO1 Service Complaint Law to conduct quality assurance and facilitate organisational learning.

4. Informal Complaints of Bullying and Harassment

As set out at Para 2301, informal B&H complaints (like any other informal complaint) are not Service Complaints. Consequently they are not covered by the procedures set out in this Annex. Should D&IAs wish to seek advice on the management of such complaints they should contact NCHQ Hd NPS D&I policy staff.
1. Introduction

a. Discrimination, bullying and harassment are unacceptable in the Armed Forces. This means that where a complaint has been upheld and unless circumstance may prevent it, e.g. where no respondent has been identified or the respondent is no longer serving, the CO of the respondent is required to consider initiating administrative action. In order to ensure that COs are informed of such cases, and where the Decision Body (DB) and CO of a respondent are not the same person, the DB will notify the CO of an individual against whom a complaint of bullying, harassment or discrimination has been upheld in accordance with JSP 763. The process of complaint management is detailed in JSP 831, JSP 763 and BRd 3(1) Chapter 23 and is not repeated here. Additionally, this Guidance does not cover Service disciplinary procedures in any way nor is it intended for use before a CO decides a case.

b. Where a DB upholds a formal complaint of discrimination, harassment or bullying, COs are reminded of the importance of taking adequate, appropriate and prompt action in order to correct the behaviour of the respondent. In respect of Service respondents, there is a range of administrative sanctions for the CO to consider. Any action ultimately taken against the respondent should reflect the nature, seriousness and frequency of their behaviour, taking into account any other factors which may lessen or increase the severity of a sanction, and should be applied as consistently as possible. Appropriate comment should be included in an individual’s SJAR/OJAR in accordance with JSP 757.

c. COs should refer to this Guidance in order to provisionally determine what action should be taken. Advice must then be taken from the relevant Regional Legal Office as to the appropriateness of the proposed sanction. This Guidance does not entirely limit CO’s rights to apply sanctions as they see fit, which include the possibility of taking no administrative action (in exceptional cases), however the CO must appreciate that it has been designed to protect both them and the Service from criticism and possible legal action and to ensure consistency and appropriateness of sanction across the Service. Where a CO proposes to depart from this Guidance, he or she must first seek the advice of the appropriate Regional Legal Office. In addition to recording the reasons for the imposition of a particular sanction (which is mandatory in all cases), if he or she chooses to depart from this Guidance, the CO must fully record his or her reasons for doing so.
2. **Range of Actions**

Following an upheld formal complaint of discrimination, harassment or bullying, the list of administrative sanctions that may be taken to deal with a Service Person is at Appendix 1 to this Annex. Tri-Service guidelines (used in this Note hereafter) are shown aligned to the approximate equivalent single Service sanction\(^1\). Sanctions are shown in broad order of severity, from least to most severe. Minor Administrative Action sanctions are not listed in detail.

3. **Guidance on Taking Action**

a. Every complaint of discrimination, harassment or bullying is different and must be considered on its merits. Action taken to deal with a respondent will depend on all the circumstances of the case, including the nature, extent and seriousness of the behaviour involved and any other factor which might increase or reduce the severity of sanction imposed (see para 10 and para 11).

b. Although the definitions of bullying and harassment at Annex A to JSP 763 and of discrimination within JSP 831, Chapter 2 for all levels of behaviour detailed below, COs must always seek legal advice from their Regional Legal Office as to the appropriateness of the proposed sanction. Examples of some of the more commonly observed behaviours which may properly be the basis of a complaint are given below. The examples are listed in lower and higher levels of severity, but COs must take into account the pertinent factors which may lessen or increase the severity of a sanction when considering where to place individual cases.

   (1) **Lower Level.** Behaviours that might be considered to be at the lower end of the spectrum include:

   (a) ‘Environmental’ (as opposed to ‘targeted’) harassment, such as sexual/racial/religious banter, jokes and innuendoes.

   (b) Displaying, downloading, circulating, reading or watching offensive material or images in an environment shared by other personnel.

   Sanction Entry Point\(^2\): formal written warning through to formal censure (see Appendix 1, Sers 5-7).

   (2) **Higher Level.** At the higher end of the spectrum are more deliberate, usually targeted behaviours. Examples include:

   (a) Sexist/racist/homophobic and anti-religious language/action directed at an individual.

   (b) Pesterling someone for a relationship after being asked to stop.

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\(^1\) The process by which sanctions are applied is through existing single Service administrative procedures. COs are to refer to specific single Service regulations for comprehensive lists, including caveats. These are BRd 3(1) Chapter 20 (RN), AGAI 67 (Army) and RAF QRs (RAF).

\(^2\) Where no other factors affecting severity of sanction have been taken into account.
(c) Inappropriate comments about someone’s appearance/anatomy or sex life.

(d) Needless and invasive questions about someone’s private life.

(e) Name-calling/taunts or jibes (especially about someone’s gender, sexual orientation, colour, race, ethnic or national origin, religion or belief).

(f) Ridiculing someone because of the way they look, speak or dress.

(g) Obscene gestures or derogatory remarks; victimisation; unwarranted physical contact.

(h) Undermining or trivialisation of someone’s job performance by a superior (in rank or grade) causing deliberate or unwarranted humiliation of a subordinate.

Sanction Entry Point$^3$: formal censure, through to reduction in rank (see Appendix 1, Sers 7-11).

(3) **Misconduct That May Constitute a Criminal or Service Disciplinary Offence.** In the event of a complaint being submitted or referred to the Service Police, any decision on administrative action must await the conclusion of criminal/disciplinary proceedings. Any consequent administrative action taken should be proportionate to the conduct and remain in line with published Service guidelines. Behaviours at this level include, but are not limited to:

(a) Sexual assault or other assaults, nuisance-obscene phone calls.

(b) Threatening behaviour; obscene acts; etc.

Such behaviours may be dealt with either through administrative procedures, Service disciplinary procedures or both. If dealt with through administrative procedures, then the **Sanction Entry Point$^4$** is: reduction in rank through to administrative discharge (see Appendix 1, Sers 11-12).

4. **Separating the Parties**

During an investigation into a complaint it may be necessary to take management action to avoid the risk of prejudicing the outcome, e.g. where possible and appropriate, separating the respondent(s) from the complainant to safeguard the parties and minimise any impact on operational effectiveness. In advance of a decision on the complaint by the DB, all such action is non-blameworthy and without prejudice. Further guidance is at JSP 763, Para 5.15 and JSP 831.

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$^3$ Where no other factors affecting severity of sanction have been taken into account.

$^4$ Where no other factors affecting severity of sanction have been taken into account.
5. **Factors Reducing Severity of Sanction Imposed**

Factors that may be taken into account which might reduce the severity of a sanction include:

a. The individual’s previous conduct and warnings.

b. Isolated incident/behaviour unlikely to recur.

c. Youth/immaturity/inexperience.

d. Genuine remorse/regret.

e. The individual’s response to the discovery of the incident.

f. Any circumstances relevant to the degree of culpability (e.g. one-off mistake).

g. Unpremeditated/unintentional.

h. Informal resolution.

i. No harm done to/perceived by complainant.

j. Any relevant personal circumstances.

6. **Factors Increasing Severity of Sanction Imposed**

Factors that may be taken into account which might increase the severity of a sanction include:

a. Rank/position of responsibility/failure to set a good example.

b. Vulnerability of complainant.

c. Behaviour committed in presence of subordinates.

d. Breach of trust/abuse of rank or authority/exploitation of subordinates.

e. Repeated or persistent behaviour, despite requests to stop.

f. Behaviour motivated by gender, race, ethnic or national origins, sexual orientation, religion or belief of complainant.

g. Administrative and/or disciplinary action taken for prior misbehaviour.

h. Refusal to accept responsibility/acknowledge wrongdoing.

i. Lack of remorse/regret.

j. Acting as part of a group and/or inciting others.
k. Context in which the incident(s) occurred and any adverse effect on operational efficiency/unit morale.

l. Premeditated/intentional.

m. Complainant threatened/fearful of victimisation.

7. **Communication of Decision**
   DBs should communicate their decision in respect of the Service Complaint in accordance with the guidance in JSP 763 and JSP 831; this may include the fact that a recommendation has been made to the CO of the person against whom a complaint has been upheld that the CO considers taking appropriate administrative action. COs should report their decision in respect of administrative action to the chain of command in accordance with BRd 3(1) Chapter 20.

8. **Record Keeping**
   Records of the action taken should be kept in accordance with the guidance in JSP 763, Chapter 8 and JSP 831 and as prescribed through JPA reporting of upheld complaints. For audit purposes, the CO should also record the reasoning behind a sanction. This information will be monitored by single-Service D&I Policy staffs and the D SP Pol SCW Diversity Team.
## APPENDIX 1 TO ANNEX 23H

### ADMINISTRATIVE ACTION TRI-SERVICE/SINGLE SERVICE EQUIVALENCY OF SANCTIONS TABLE

<table>
<thead>
<tr>
<th>Ser</th>
<th>Tri Service Guideline</th>
<th>NS Approx Equivalent</th>
<th>Army Approx Equiv</th>
<th>RAF Approx Equiv</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Minor admin action sanctions</td>
<td>As column b</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Counselling</td>
<td>As column b</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Additional E&amp;D training¹</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Informal warning</td>
<td>(MAA)</td>
<td>Informal interview</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Formal written warning</td>
<td>(Ratings/RM OR only) for reversion/discharge CO's Logging (Officers) Fleet Commander or Higher Authority's Formal Warning</td>
<td>Formal interview</td>
<td>Formal interview Formal interview</td>
</tr>
<tr>
<td>6</td>
<td>Assignment restrictions</td>
<td>Career monitoring to be recorded between DO/CM. SJAR/OJAR to reflect</td>
<td>Assignment restrictions Letter of Censure</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Formal Censure</td>
<td>Fleet Commander or Flag/General Officer's Displeasure</td>
<td>Formal warning (promotion restrictions)²</td>
<td>Removal of acting rank</td>
</tr>
<tr>
<td>8</td>
<td>Promotion restrictions</td>
<td>Quarterly Reports (Officers) Fleet Commander's Severe Displeasure Admiralty Board's Displeasure or Severe Displeasure</td>
<td>Rebuke³ Expression of Displeasure Expression of Severe Displeasure</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Removal from appointment</td>
<td>Landing – approval by NAVSEC</td>
<td>Removal from appt⁴ by the Army Board.</td>
<td>QR 1027 Administrative Report (Assignment)</td>
</tr>
<tr>
<td>10</td>
<td>Promotion blocked for a given period</td>
<td></td>
<td>Rebuke Expression of Displeasure Expression of</td>
<td>Formal warning – on issue subject becomes a grade C candidate during</td>
</tr>
</tbody>
</table>

¹ To be delivered in unit by qualified Equality and Diversity Adviser.
² On issue, subject becomes a grade C candidate during the next promotion cycle and thus not competitive.
³ Rebuke, Expression of Displeasure and Expression of Severe Displeasure involve promotion restrictions. They may also involve employment restriction in that they preclude consideration at command boards for the period of validity.
⁴ Exceptionally, the Army Board is permitted to order removal from appointment as part of its sanctions and under this exception, and only this, removal from appointment can be ordered as a sanction - see AGAI 67, Appendix 3 to Annex D. Removal from appt not normally a sanction but may accompany another sanction.
<table>
<thead>
<tr>
<th>Ser</th>
<th>Tri Service Guideline</th>
<th>NS Approx Equivalent</th>
<th>Army Approx Equiv</th>
<th>RAF Approx Equiv</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Reduction in rank&lt;sup&gt;5&lt;/sup&gt;</td>
<td>Reduction in Rank (RM OR only)</td>
<td>Severe Displeasure</td>
<td>the next promotion cycle and thus not competitive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reversion (ratings only) involves Career Check for 6 months minimum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Administrative discharge</td>
<td>Administrative discharge</td>
<td>Reduction in rank</td>
<td>QR 1027 Administrative Report (Reduction in rank)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Termination of Service Discharge, Retirement or Resignation</td>
<td></td>
<td>QR 1027 Administrative Report (Discharge from the Service or termination of commission)</td>
</tr>
</tbody>
</table>

**Notes:**

1. *Action may be taken against a service person who has behaved inappropriately, regardless of whether a formal complaint has been made and/or whether the matter has been resolved informally. This may be as a result of a CO-initiated formal procedure or taken from the findings of fact by another body (eg. summary hearing or Court Martial).*

2. *Sanctions are not always mutually exclusive and a combination of actions may be appropriate. The CO may also wish to take into account the views of the complainant, including those on the nature of sanction imposed; though this will not necessarily determine the outcome.*

3. *If a complainant were to claim in an Employment Tribunal (ET) that they had been unlawfully harassed or victimised, and the ET upheld the claim, the ET could decide to give the complainant ‘aggravated damages’ if it considered that the action taken against the respondent(s) by the CO (or the lack of any such action) suggested that the complaint was perceived to be trivial.*

4. *Given the desire for consistency across the Services, commanders at Joint Service establishments who are required to decide on sanctions against a respondent from a different Service should seek advice from specific single Service career managers and relevant legal staff.*

<sup>5</sup> For administrative sanctions, this can only be one rank and can only be imposed upon NCOs, not officers.
ANNEX 23I

GUIDANCE TO NAVAL SERVICE ASSISTING OFFICERS FOR BULLYING AND HARASSMENT COMPLAINTS

References:
A. JSP 763 – MOD Bullying and Harassment Complaints Procedures
B. JSP 831 – Redress of Individual Grievances: Service Complaints
C. BRd 3(1) Chapter 20 – Discipline Policy and Processes
D. BRd 3(1) Chapter 23 – Representations and Complaints
E. BRd 3(1) Chapter 30 – Diversity and Inclusion
F. Equality Act 2010

1. Purpose of this Guide
   a. The role of the Assisting Officer (AO) is to provide advice and guidance to either the complainant or the respondent(s); it is not to provide legal advice or other expertise. It is the responsibility of AOs to become familiar with their duties which are defined in Reference A and Reference B, and with the bullying and harassment complaints procedures.
   b. The aim of this guide is to assist AOs in understanding their duties and responsibilities, to draw together disparate instructions relating to their role, and to provide the AO with visibility of key milestones to help them ensure that the processes in Reference A have been followed correctly. Key milestones are indicated with a question and a tick box to allow the AOs to record whether the milestone activities have been completed.

2. Assigning of the AO
   a. It is the responsibility of the complainant’s CO (or the Specified Officer when this is not the CO) to ensure that an AO is assigned to each party, to ensure that they are in no way connected with the complaint and that there is no possibility of them being called as a witness. Whilst it is highly advantageous for the AO to be EDA-trained this is not a pre-requisite and, in some cases, would be unachievable. The key requirements are that the potential AO has a thorough understanding of the complaints system and is trusted by the complainant/respondent. The AO can be an Officer, Warrant Officer, SNCO or MOD civil servant of equivalent grade (or Trade Union Official) and must be at least the same rank as the complainant/respondent they are assisting. However, they must not have even the slightest involvement in the complaint or have a personal interest in the outcome. The following should not be an AO: CO; an EDA (where they are also the nominated EDA); unit Chaplain; Civilian Chaplain to the Military; a Medical Officer/Service Lawyer when in medical/legal roles within the unit; or any other individual where there is any likelihood that they may be involved in any subsequent or related investigation. In addition, it is preferable that DLOs and EAs, given their responsibilities for the management of Level 1 complaints and the provision of immediate advice to the Command, do not act as AOs. Where a DLO or EA is assigned, they cannot administer a subsequent Service Complaint in any way and an appropriate substitute must be found.
b. It is preferable for the AO to be assigned to the complainant before the Annex F (to Reference A) is submitted in order that they can assist with the drafting of the formal complaint. It is also preferable for an AO to be assigned to the respondent before they are given a copy of the complaint so that assistance can be given in drafting a response. The Lead EDA is to record on JPA the name of the AO and the date by which the AOs had been assigned in order that the unit’s adherence to correct procedure can be demonstrated.

| Milestone 1 | Confirm that the date by which the AO had been appointed and their name has been recorded in JPA by the Lead EDA. This should be entered into the ‘Other Related Objects’ free text section. |

3. Submission of the Complaint

a. A formal Service Complaint may be submitted at any time within 3 months of the alleged incident, or the latest alleged incident when the complaint refers to a series of events. An attempt at informal resolution should, however, be made in the first instance. A Service Complaint must be in writing, dated and signed by the complainant. Although it may be in any format, the complainant will be expected to complete and submit a complaint form using Annex F to Reference A. The AO for the complainant should assist them and ensure that the complaint meets the following criteria:

(1) Contains sufficient detail, including dates, to allow separate incidents, respondents and witnesses to be identified.

(2) Is crystal clear in what the complainant is alleging and against whom.

(3) Is accompanied by relevant documentary evidence.

(4) Specifies what redress is requested, noting that it is not for the complainant to specify particular sanctions (no one can be ordered to make an apology, and some forms of redress (such as Service disciplinary action) may not be within the powers of the DB to impose).

b. Upon receipt of a formal complaint/Annex F, the CO is to acknowledge receipt of the complaint, making use of the template at Annex 23B. The CO is then to meet with the complainant (and their AO) to fully understand the basis of the complaint – in cases of alleged bullying and harassment this meeting does not form part of the formal investigation.
c. The CO is also to provide the respondent(s) with a full copy of the complaint and, once they have had time to consider their response, invite them to attend a meeting (with their AO) to discuss the matter.

d. Should the DB decide that it is necessary to separate the parties, the action should be neutral and fair (see Reference A paragraph 5.15).

<table>
<thead>
<tr>
<th>Milestone 2</th>
<th>Complainant received confirmation of receipt of complaint, and interviewed by CO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Respondent received full copy of complaint and supporting documentation and interviewed by CO.</td>
</tr>
</tbody>
</table>

4. **Admissibility of the Complaint as a Service Complaint**
   Once the CO has met with both the complainant and the respondent(s), a ‘Gateway Decision’ will be made on whether any or all of the complaint is admissible as a Service Complaint. In the event that none of the complaint is admissible, the complainant will be informed in writing. In the event that some or all of the complaint is deemed admissible the complaint will be forwarded to the Navy Service Complaints Secretariat who will assign a Decision Body to investigate and decide the Service Complaint. The Decision Body may or may not be the complainant’s CO.

5. **Investigation of the Complaint**
   a. Alleged cases of Bullying and Harassment should be investigated by a person who is trained in interviewing and harassment investigation. This will normally be a member of the CIMT or a HIO allocated by the CIMT.

   b. The AO should accompany the Complainant/Respondent when they are interviewed by either the DB or the HIO. In order to comply with the Data Protection Act 1998, the AOs, complainant and respondent(s) are not to discuss the evidence, their involvement, or any other aspect of the investigation, with anyone else.

   c. The Complainant, Respondent, and their respective AOs, are entitled to see the Initial Investigation Report before the final version is submitted to the DB.

| Milestone 3 | Initial Investigation Report disclosed to complainant and respondent(s) within 30 days of HIO’s appointment. |

6. **Resolution of the Complaint**
   The target for resolving all complaints is 24 weeks, starting from the date that the complaint was admitted by the Specified Officer as a Service Complaint. In the majority of cases it should be possible to resolve the complaint well within this time scale – early resolution benefits both parties and restores the cohesion and capability of the unit.

7. **Management of Assignment Action**
   In the event that a complainant, respondent or one of the AOs is re-assigned from the unit part way through the complaint process, in order to provide continuity it is preferable that the AOs remain assigned to the complainant/respondent.
CHAPTER 24
WELFARE

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SECTION 1 - PRIMARY LEVEL WELFARE

2401. Introduction

a. Tri Service Operational and Non-Operational Welfare Policy, JSP 770, summarises that:

‘The nature of military activity and way of Service life set Armed Forces communities apart from many areas of civilian society. The critical connection between welfare and operational effectiveness affirms that the support provided for Service personnel and their family is “core” Armed Forces business.’

b. There exists clear guidance to all Services regarding the management, development and provision of welfare. JSP 770 recognises the necessity for single service guidance to reflect the uniqueness of each service, the needs of its personnel and their families, the differing demands placed upon staff and the diversity of working environments that Serving personnel operate within.

c. Responsibility for developing welfare policy for the RN rests with CNP&T/2SL who is a member of the Service Personnel Board (SPB). Whilst CNP&T/2SL has responsibility for policy, implementation rests with the chain of command. Captain People Support (formerly Personal, Family & Community Support and Physical Development (PFCS&PD)) is responsible for the collation of welfare policy in BRd 3(1), although other desks within NCHQ (such as Pers Ops and CNPS staff officers) are sometimes responsible for its actual development.

2402. Welfare Provision

a. Welfare is provided by a number of organisations, both within the Command structure, and externally through partner organisations and Local Authority agencies (see Section 8 of this Chapter, and Chapter 32) where appropriate. Provision can be defined as either one of two distinct levels of support.

(1) Primary. Primary welfare support is defined as the provision of support generally available from within unit resources. Primary welfare level support can be given by Commanding Officers, the Chain of Command, Divisional Officers and the unit pastoral and medical personnel.

(2) Secondary. Secondary, specialist, welfare support is defined as that which cannot or should not be dealt with at the primary or unit level since it requires specialist trained staff. Within the Naval Service such support is provided by RN RM Welfare (NS FPS).
b. **Reserve Forces Personnel.** Welfare support, including secondary (specialist) level welfare, for Reserve Forces and their in-scope families, when mobilised, should be aligned as closely as possible with that offered to Regular Service personnel to ensure that the specific needs of the Reservist are met. This is to include the support required by Reserve Forces and their entitled families before, during and after mobilisation. Refer to JSP 753 (Tri-Service Regulations for the Mobilisation of Reservists).

2403. **Command Responsibility**

Welfare is a function of command. The Commanders in Chief and theatre Commanders overseas are responsible for implementing policies within their own commands. There are, in addition, a number of agencies with specified roles to play that must be recognised and supported by the chain of command. The effectiveness of welfare support is dependent upon the direction and co-ordination of the work of the various specialist agencies, charities and volunteer groups (see Section 8 and Chapter 32) at the appropriate (normally local) level. This is to be achieved through a formal structure of welfare management committees, and reinforced where practical by the co-location of specialists, services and activities. Unit budget managers should be consulted to ensure that public funds are only committed to MOD funded welfare elements and that value for money and affordability issues have been fully considered.

2404. **Commanding Officers’ Responsibility for Personnel under their Command**

a. Welfare support to all unit Service personnel and the Service community is the responsibility of the CO. This responsibility is exercised through the chain of command, utilising specialist advisers and welfare workers, and by providing community support assets.

b. Commanders at all levels are to undertake the following:

1. Provide and maintain as a minimum the standard of welfare and community support assets as detailed in JSP 770 Chapter 1, Annex D.

2. Establish a stigma-free welfare culture that encourages personnel to seek advice at the earliest opportunity through the chain of command or directly through specialist welfare personnel.

3. Provide or ensure access to welfare resources where normal civil society does not meet the need.

4. Ensure that all appropriate personnel undergo training suitable to meet their welfare responsibilities.
(5) Ensure that all vital information, including full details of welfare and community support services, is communicated effectively to the Service community in a way that is suitable to meet their individual needs. This is to include details of the MOD Equality and Diversity Policy, Naval Diversity and Inclusion policy (see Chapter 30) and MOD Harassment Complaints Procedures (see JSP 763), ensuring that the welfare needs of the parties to a complaint (complainant and respondent) are properly considered and that they are protected from the stresses of their situation, see JSP 770 Chapter 1 Annex D.

(6) Seek specialist advice where necessary. Timely advice and guidance should be sought from higher authority where required. Potentially high profile and contentious issues should be referred to higher authority for consideration before unit action is taken.

(7) Maintain a close working relationship with specialist welfare organisations (eg. NS FPS) granting suitable access where required. The CO is to regularly hold formal welfare conferences run by specialist welfare staff to address current welfare issues and ensure that a seamless and coherent welfare service is available.

(8) Institute a Carers’ Forum, making use of the guidelines in Annex 24B.

(9) Include welfare requirements within preparations for all exercise and operational deployments; this should apply equally to mobilised reservists attached to the unit.

(10) Publish a Welfare Charter that sets out the unit welfare strategy. As a minimum, the document should cover: delivery, responsibility and funding framework. An example is at JSP 770 Chapter 1, Annex D.

(11) Disseminate, as part of the induction process for personnel newly arrived at a unit the following information as a minimum:

(a) Details of the welfare chain of command. Personnel should be made fully aware of whom they or their families can contact.

(b) Assurances that the unit is a stigma-free welfare environment.

(c) MOD’s Equality and Diversity policy and Naval Diversity and Inclusion policy (see Chapter 30) and the MOD Harassment Complaints Procedures (see Chapter 23).

(d) Details of welfare facilities both on and off base. These should include the Welfare Information Support Office (formerly HIVE) (see Para 2435,) and community centre; education and sports facilities; social and retail facilities; and youth and childcare facilities and activities.

(e) Details of the Unit Welfare Charter in accordance with JSP 770 Chapter 1 Annex D.
2405. Welfare within Ship, Boat, Unit or Establishment

a. Personnel

(1) Chain of Command. Welfare is a function of command and, as such, COs have full responsibility for the welfare of the personnel and the Service community under their command.

(2) The Divisional Officer (DO). The primary duties of DO include knowing their ratings and being responsible for their pastoral care and morale (For Divisional matters, see Chapter 21 and BR 2 Chapter 18).

(3) Unit Medical Staff. Medical staff are present on all major military establishments and provide primary healthcare to all serving personnel and where applicable their families. For Medical matters, see Chapter 28.

(4) Chaplaincy (including Civilian Chaplains to the Military (CCMs)). All Chaplains are to be actively involved in primary welfare support, principally in the context of pastoral care. Whilst they cannot offer specific religious care to members of a faith group different from their own or to those with no religion or belief, they are to offer independent advice and support to all personnel, including details of local faith group communities and centres of worship. They are to offer confidentiality according to their own Church discipline, advice and emotional support to all members of the Armed Forces and their dependants regardless of faith. The Armed Forces have appointed religious leaders (Civilian Chaplains to the Military (CCMs) from the Buddhist, Hindu, Jewish, Muslim and Sikh faiths) to act as advisers on matters specific to those faiths. (For information on Religion and Belief, see Chapter 31.)

(5) Specialist Welfare Workers (employed within NS FPS). See Para 2412.

(6) Community Development Workers (CDW). CDWs are professionally trained civil servants whose role is to act on behalf of the Services to ensure that the Service Community has access to all the support to which it is entitled at Local Authority level. See Para 2433.

(7) Equality, Diversity and Inclusion Advisers (EDIAs). All Service units and establishments are required to have least 2 EDIAs (an increasing number have a network of EDIAs and Assistant EDIAs), who are available to provide impartial advice on all aspects of Diversity and Inclusion and, in particular, procedures for making complaints of discrimination, harassment or bullying. See Chapter 30.

(8) Naval Service Welfare Information Officers (Formerly HIVE). See Para 2435.
b. **Welfare Committee**

(1) The institution of a Welfare Committee is in no way to interfere with or prejudice the right of an individual to put forward suggestions through the DO, nor to affect the responsibility of the DO for looking after the interests of those in the division.

(2) The items which Welfare Committees may discuss include living conditions in the ship, boat or establishment, messing arrangements, recreational activities and any suggestions for the welfare of the ship’s company. Responsibility for the administration of the ship’s funds will also be undertaken by the Committees (see Annex 24A).

(3) General conditions of Naval Service, such as discipline, working hours, pay, allowances and leave scales and such matters as cooking and serving food from galleys, are outside the scope of the Welfare Committee.

c. **Personnel under 18 and Recruits.** The policy regarding the management and welfare of recruits and Service personnel under 18 years of age is contained in JSP 834 and Chapter 21. This Policy provides additional advice to COs regarding the legal requirements associated with Service personnel aged Under 18 and, whilst maturity and experience vary considerably between individuals, it is clear that under 18s may be more vulnerable than those who are older, and their care may require particular attention.

d. **Care Leavers.** There will also be individuals joining the Armed Forces who are care leavers and therefore subject to the provisions of the Children (Leaving Care) Act 2000. This seeks to ensure that young people aged 16-21 years, or older, if in an agreed training or education programme, who have had a significant period of being looked after by a Local Authority (LA), continue to receive advice, support and befriending for a period of time after they cease to be formally the full-time responsibility of the LA. Under 18s who are care leavers may not have the benefit of family support that others enjoy; this may make them more vulnerable. COs are to follow the advice contained in JSP 834.

**2406. Preventative Welfare - Definition**

The term ‘Preventative Welfare’ is used to describe the work of promoting the wellbeing of individuals and families before problems become evident, of limiting the intensity and duration of problems that arise, and of treating existing problems in order to reduce future distress and limit further damage. Through communication with members of their Division, Divisional Officers can play a key part in preventing or reducing difficulties from arising.
2407. Welfare Provision to Service Personnel and their Entitled Families

Service personnel and their entitled families who reside close to their units have access to the welfare support infrastructure that COs are required to provide. Those who have chosen to live ‘off base’ in private accommodation did so in the knowledge that they were distancing themselves from the traditional welfare envelope. Notwithstanding such decisions, it is to be recognised that there may be circumstances in which those individuals and dependants will require welfare support. Although it is impractical consistently to provide the same welfare support to those who choose to reside away from their unit in private accommodation, COs are to ensure that, at the very least, such personnel are presented with a comprehensive welfare information package. The package should include, as a minimum, contact details of the relevant welfare specialists, advice on what to do in given circumstances and the on-line options available.

2408. Deployed Welfare Support (DWS)

a. DWS is delivered by the Deployment Welfare Package (Overseas) (DWP(O) or the Deployment Welfare Package (United Kingdom (DWP(UK). Full details are contained within JSP 770; however, the fundamental principles of Operational Welfare are as follows:

(1) Welfare support is intended to enhance and sustain operational effectiveness.

(2) Operational need has priority over individual welfare.

(3) The aim of welfare spending is not to cosset the individual but to make sufficient provision for his or her welfare such that he or she can concentrate on the operational task in hand.

(4) The welfare of Service personnel is a Command function and key to sustaining the moral component. It is also important to ensure that individuals feel that their needs have been looked after from the perspective of job satisfaction and, ultimately, retention.

(5) There must be a level playing field wherever possible such that all Service personnel know and understand what support is available to them and that no group feels disadvantaged in comparison to another.

(6) In general terms, the provision of DWS means that individuals should not be disadvantaged financially or by lack of access to welfare facilities when deployed.

(7) Harmonised, common and agreed tri-Service procedures should be applied rather than ad hoc single Service solutions. Disparity in terms and conditions between personnel from different Services on operations have previously been identified as a significant irritant and must be eliminated wherever possible.
b. DWS seeks to achieve the following effects.

(1) **Communicate.** To enable deployed Service personnel to retain contact with family and friends.

(2) **Entertain.** To provide for the leisure and relaxation needs of deployed Service personnel.

(3) **Support.** To provide for the physiological needs of deployed Service personnel.

(4) **Connect.** To provide support for the families of deployed Service personnel and facilitate the Service person’s reintegration into the family unit.

c. The components of the DWP(O) are:

(1) **Communication**
   
   (a) Provision of telecommunications.

   (b) E-mail and SMS Texting.

   (c) Forces mail (including e-bluey).

(2) **Entertainment**
   
   (a) Audio visual.

   (b) Internet.

   (c) Printed matter and games.

   (d) Combined Services Entertainment (CSE).

   (e) Operational Fitness Equipment.

(3) **Support**

   (a) Shops (EFI and NCS).

   (b) Laundry and Shower Facilities.

(4) **Connect**

   (a) Families Welfare Grant.

   (b) Families Concessionary Travel Allowance.

   (c) Rest & Recuperation.

   (d) Post Operational Leave.
2409. Welfare Provision for Operational Deployments Within the UK

a. Full details are contained within JSP 770 Part 1 Chapter 6.

b. UK-based operations are primarily focused on Military Aid to the Civil Authority (MACA) which includes:

(1) **Military Aid to the Civil Power (MACP)**. This is defined as Support to the Civil Power in the maintenance of law, order and public safety (e.g. support to counter terrorism operations).

(2) **Military Aid to Other Government Departments (MAGD)**. This is defined as Assistance on urgent work of national importance or in maintaining supplies/essential services e.g. Op FRESCO (provision of fire service support).

(3) **Military Aid to the Civil Community (MACC)**. This is defined as Provision of unarmed military assistance in the event of a localised natural disaster or major incident e.g. severe flooding.

c. Op HERRICK identified a need to provide DWS for those Service personnel deployed in the UK in support of overseas operations.

d. **Eligibility Criteria.** The policy is designed for those Service personnel (Regular and Reserves) who are deployed away from their base location in Formed and Non-Formed Units (including augmentees who will, by and large, ‘bulge’ an existing establishment infrastructure) in support of:

(1) A MACA operation which has:
   
   (a) An operational name;

   (b) Is supported by a CDS directive and/or MOD Ministerial authorisation;

   (c) Is expected to last for 7 days or more from the date of deployment or pre-training.

(2) Those Service personnel deployed away from their base unit in support of an overseas operation (for which DWP(O) is authorised and is supported by a CDS directive) but remain in the UK.

e. **DWP(UK) Provision.** DWP(UK) policy mirrors the principle adopted in the DWP(O) for overseas operations in that welfare support should be publicly funded. Unlike the DWP(O), which by and large requires an infrastructure to be put in place eg. telephones, internet, post, recreational facilities etc. DWP(UK) aims to utilise the existing infrastructure in the UK.
2410. Other Welfare Funding

a. **Commanding Officer’s Fund.** The Commanding Officer’s Fund has traditionally been used to promote the smooth running and efficiency of a unit by purchasing items not normally available through the supply chain. BR 18 should be referred to for further details of the operation of the CO’s Fund.

b. **Gainshare Policy.** With the introduction of PAYD (Catering Retail and Leisure (CRL)), an element of profit made by the Commercial partner will be returned to the MOD as ‘gainshare’. Gainshare monies can be used by Commanding Officers to enhance welfare provision at unit/station level. The gainshare return will be split between the non-public and public funds on ratio 2:1 basis (⅔ non-public funds and ⅓ public). Commanders have a great deal of flexibility, within the single Service rules and regulations relevant to non-public funds, in the way that they utilise the non-public element of gainshare.

2411. Welfare of Parties to Bullying and Harassment Complaints

Refer to Chapter 23, JSP 770 Chapter 1 Annex D, JSP 763 (MOD Harassment and Complaints Procedures).
SECTION 2 – SECONDARY (SPECIALIST) LEVEL WELFARE

2412. Naval Service Family and People Support (NS FPS) (formerly Royal Navy Royal Marines Welfare)

a. **Introduction.** Unless specifically stated the following provision applies to all Naval personnel, including mobilised Reservists, and their families. The nature of military activity and way of Service life set Armed Forces communities apart from many areas of civilian society. The critical connection between specialist welfare and operational effectiveness affirms that the support provided for Service personnel and their families is ‘core’ Naval Service business.

b. Accordingly, the NS FPS Mission Statement is:

‘To provide accessible support services that strengthen and enhance the resilience and resourcefulness of Naval Service personnel, their families and communities in order to contribute to the Moral Component and optimise Operational Capability.’

c. NS FPS provides personal support, information and community-based support services to all Naval Service personnel, reservists, and their families. NS FPS works in partnership with the Executive, Divisional and Regimental System to provide professional advice, guidance and recommendations to COs, including outcomes of investigations relating to compassionate action. NS FPS seek to develop and deploy resources to anticipate and prevent personal or family circumstances from reaching crisis point and which promote improved morale, motivation and wellbeing.

d. **NS FPS Portal, Hubs and Satellites Structure.** NS FPS is a multi-disciplinary and mutually supportive organisation which provides services for all RN and RM personnel and their families to ensure equal access to all.

(1) NS FPS has a single point of entry Portal team that is the primary point of entry for specialist welfare investigations, assistance and assessments, and undertakes interventions that do not require face-to-face contact (Tel: 0800 145 6088/02392 728777/9380 28777, email: NAVY NPS-PEOPLE SPT, NS FPS PTL or website: navynps-peoplesptnsfpspt@mod.gov.uk

(2) Para 2414 sub para a. provides the information required by the Portal team to initiate an assessment or compassionate investigation. Hubs and Satellites may undertake assessments on behalf of the Portal team, retain walk-in facilities and generally take on long-term casework.
(3) NS FPS Hubs and Satellites are embedded into the local unit command structure. Hub and Satellite Management and professional lead is provided by civilian C1 Social Work Managers (Service Managers).

(a) **Eastern and Overseas Hub** has satellites in Northwood HQ, Gibraltar, HMS SULTAN/COLLINGWOOD and RM Poole. Contact details are NS FPS, Swiftsure Building, HMS NELSON, Queen Street, PORTSMOUTH PO1 3HH. Tel: 02392 722712, email: NAVY NPS-PEOPLE SPT NS FPS EAST, website: navynps-peoplesptsfseast@mod.gov.uk.

(b) **Scotland Hub** has satellites in 43 Cdo RM and 45 Cdo RM. Contact details are NS FPS, Triton House, 1-5 Churchill Square, HELENSBURGH G84 9HL. Tel: 01436 672798, email: NAVY NPS-PEOPLE SPT NS FPS SCOT, website: navynps-peoplesptsfsscot@mod.gov.uk.

(c) **Western Hub** has satellites in RNAS Culdrose, HMS RALEIGH, BRNC Dartmouth, 42 Cdo RM, 1 Assault Group RM, RMB Stonehouse/30 Cdo RM and the Naval Service Recovery Pathway Hasler. Contact details are NS FPS, Fenner Building, HMS DRAKE, HMNB Devonport, PLYMOUTH, PL2 2BG. Tel: 01752 555041, email: NAVY NPS-PEOPLE SPT NS FPS WEST, website: navynps-peoplesptsfswest@mod.gov.uk.

(d) **Central Hub** has satellites in Liverpool, Birmingham, CLR, CTCRM, and 40 Cdo RM. Contact details are NS FPS, Somerset Court, RNAS Yeovilton, ILCHESTER, BA22 8HT. Tel: 01935 455277, email: NAVY NPS-PEOPLE SPT NS FPS CENT, website: navynps-peoplesptsfpscent@mod.gov.uk.

e. Overall responsibility for the NS FPS specialist welfare provision, delivery and professional standards lies with the B2 Head of Service (NAVY NPS-PEOPLESPT NS FPS HOS), who is accountable to DACOS People Support.

f. When working with their service users, Royal Navy Welfare (RNW) military personnel are authorised to work without the use of rank or rate; however, they are to adhere to Service protocols and appropriate marks of respect are to be applied at all times when dealing with the Chain of Command, and those within the Divisional/Regimental system. When working face to face with service users, RNW personnel are authorised to wear smart and appropriate civilian clothing in accordance with JSP 752.

g. **NS FPS Services**

(1) A comprehensive, confidential, occupational welfare service to serving personnel and their families.

(2) A professional service to the Executive, Regimental and Divisional System.
(3) Compassionate assessments, investigations and recommendations.

(4) A link between the Service person and their family in times of crisis.

(5) Provision of Visiting Officers (VOs) for seriously ill, injured or deceased Service personnel and their families in accordance with JSP 751.

(6) Delivery of a timely, high quality, and effective service without discrimination.

(7) A professional link to external agencies.

(8) A high-quality information service, both face-to-face and across several digital platforms – see Para 2435.

(9) A network of community activities, organised and bespoke, including the critical area of Deployment Support.

h. For the vast majority of cases, NS FPS is able to work alongside the Service person/NoK to achieve solutions without the need to recommend compassionate action.

2413. Confidentiality

The NS FPS code of confidentiality means that disclosure of confidential information should only take place if the prior permission of the individual has been obtained. However, if prior permission from the individual is not given, and there might be serious consequences of not disclosing confidential information, the matter should be referred to higher authority for advice. For example, such circumstances might include the following:

a. Where there is a risk of harm to the individual or others. When assessing risk, it is essential to consider fitness for armed duties (ie. access to or being in charge of a firearm(s)), when deciding on disclosure of information to the Chain of Command. Any concerns relating to an individual’s fitness for armed duties must be disclosed to the Chain of Command and line managers, and be recorded in the NS FPS case notes.

b. In order to prevent a serious criminal act.

c. If there is a serious contravention of military law.

d. If there is, or is likely to be, a serious breach of national security.

e. If an individual is unable to carry out their duties.

f. If there are concerns relating to adult or child safeguarding issues, domestic abuse or gender based violence (including female genital mutilation (FGM)).

Any such disclosure must be in line with relevant Privacy Notices and the MOD’s Personal Information Charter.
2414. Access to NS FPS

a. Initial access to NS FPS should, where possible, be via the Portal (Tel: 0800 145 6088/02392 728777/9380 28777, navynps-peoplesptnsfpsptl@mod.gov.uk), each of which can be used to initiate/request a compassionate investigation/assessment. CoC requests for compassionate investigations should include the following information:

(1) Serving Person’s: Full name, Rank/Rate, Service Number and unit;

(2) Address to be visited/contacted - including key contact and telephone numbers;

(3) Summary of situation – any previous compassionate action (eg. compassionate leave); relevant contact details of NOK, extended family, professionals and organisations;

(4) Impact on the unit if the serving person is granted compassionate action;

(5) Point of contact within Divisional/Regimental System.

b. The NS FPS emergency out of hours service can be accessed through OOW HMS NELSON (Tel: 02392 723875), OOW HMS DRAKE (Tel: 01752 555220), Duty Naval Base Officer Faslane (Tel: 01436 674321 Ext 4005) and Officer of the Watch RNAS Yeovilton (Tel: 01935 455444/5446).

c. Tri-Service Arrangements. The provision of Specialist Welfare Support is a responsibility of the parent Service Command (in accordance with JSP 770) but there will be occasions when another Service Welfare provider (eg. the Army Welfare Service) is able to meet the needs of a Service User more effectively. The Tri-Service Specialist Welfare Agreement on mutual working and areas of responsibility (Annex 24F) applies. Compassionate action, assignments, discharge or services provided at Public expense must involve the parent Service Chain of Command.

d. A referral for NS FPS casework services will result in a casefile being created and personal data being stored on a computer application (Joint Army Navy Information System – JANIS), which is DPA compliant and registered on the Navy Command Information Asset Register.
SECTION 3 – SPECIFIC WELFARE POLICY AND GUIDANCE

2415. Specific Welfare Policy and Guidance

A number of areas of welfare are covered by specific policy. This is covered in the following paragraphs.

2416. Events with Potential Media Interest

a. The appetite for news and the prevalence of social media means that the Chain of Command (CoC) should consider the implications of initial (incident) and subsequent related events (reports, court cases, appeals, inquests etc.) on personnel and their families. This primary welfare responsibility extends beyond the personnel directly involved to those peripherally associated with the event and their families. There have been examples of media trawling housing estates and schools in an attempt to identify individuals connected, even indirectly, with an incident or unit. The role of the CoC is to consider the potential impact of the event on the people affected and put in place proportionate communications and support strategies.

b. The scale and characteristics of these events and the commensurate response will vary considerably, and each will require a bespoke approach. A multi-disciplinary perspective is recommended and the CoC should consider engaging with People Support - NS FPS, OSM, media, service police, legal and secretariat advisors as appropriate. A mapping exercise to identify potential areas of focus may also be considered (see also Chapter 20 Section 17 – Civil Offences and Section 22 – Management of Convicted and Suspected Sex Offenders).

2417. Sensitive Case Advice Reaction Team (SCART)

The procedures for the management of Service personnel who may be ‘At Risk’ are contained in Annex 24C.

2418. Deliberate Self-Harm (DSH) or Suicide

a. The management of DSH is contained in Annex 24D with associated Appendices, which cover the following: Sources of Advice and Support; an Algorithm for Executive Management of DSH; Case Conferences – Guidance for Medical Officers.

b. Action to be taken on discovery of a death or serious injury in an establishment is at Annex 24E.

2419. Relationship Breakdown

a. Relationship breakdown includes marriage and civil partnerships as defined for Service personnel in JSP 752 Part 2 Chapter 1. Under the terms of the Civil Partnership Act 2004 a civil partnership is a legal relationship that can only be formed by two people of the same sex. Couples who form a civil partnership and register the partnership under the terms of the Act have the legal status of “civil partner”.

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b. Before starting divorce proceedings when a couple realise there are serious difficulties in their marriage/civil partnership they should try consulting with a suitably qualified person, third party or organisation such as NS FPS (see Para 2412), Relate (see Para 2463 and Chapter 32), or a Chaplain (see Chapter 31 and QRRN) to take advice on their concerns and consider appropriate intervention.

c. Serving personnel in PStat Cat 1C/S, whose marriage or civil partnership has broken down or estrangement is imminent, may take advantage of a ‘cooling off’ period. A period of up to 3 months may be allowed to permit counselling and a possible reconciliation before a change in PStat Cat is required. If no reconciliation has been achieved by then (or at an earlier stage if it becomes clear that no reconciliation is possible) the PStat Cat should be changed from that date. Details regarding responsibility for change of PStat Cat are contained in JSP 752 Part 2 Chapter 1 Section 3.

d. Further details and information relating to SFA and SLA accommodation charges and entitlements are contained in JSP 464 Volume 1 Chapter 3 (Paras 0349 and 0350 relate to Estrangement) and JSP 464 Volume 2 Part 1 respectively. Details relating to accommodation charges are contained in JSP 464 Volume 3 Chapters 2 and 3. See also Chapter 25.

e. Where a relationship is considered to have irretrievably broken down but there are still difficulties to resolve the use of conciliation services may prove beneficial. Conciliation services provide a means of resolving actual or incipient issues, clarifying confused situations, and reducing conflicts by mediating between partners; usually before formal proceedings begin and before contact through legal representatives has hardened attitudes. Conciliators will aim to foster good future parent/child relationships.

f. Information for Divisional Officers, including with regard to financial implications, is at Chapter 21 Section 7; and Annex 21R provides a proforma for a structured interview before change of PStat Cat.

2420. Domestic Abuse (including Domestic Violence)

a. JSP 913 is the Tri-Service Policy on Domestic Abuse and Sexual Violence. Annex 24H provides a guide on Good Practice Responses to Domestic Violence.

b. The Information Sharing Agreement between the Royal Navy Police and NS FPS covering the sharing of information surrounding referral of Victims of Domestic Abuse, Honour Based and Sexual Violence and the safeguarding of adults and children is available on request from either organisation.
2421. Child Care

a. Although childcare is primarily a parental responsibility, it is MOD policy to encourage the development of affordable, quality childcare provision for MOD employees. TLBs have delegated authority to provide childcare support schemes if they have a business case to do so. The management of childcare settings operating from MOD property is the responsibility of the chain of command. At base or unit level, Commanding Officers are to ensure that childcare settings within their area of responsibility are registered with the appropriate National Registration and Inspection regime and have sound management structures as either a charitable trust, company limited by guarantee or, where appropriate, a legal contract. Ofsted inspects and regulates care for children and young people, and education and training for learners of all ages. The majority of Ofsted's reports and publications can be downloaded free from its website. Email: enquiries@ofsted.gov.uk Tel: 0300 123 1231 for local authority children’s services, Website: www.gov.uk/government/organisations/ofsted.

b. The MOD Childcare Vouchers Salary Sacrifice Scheme has been replaced by the Tax-Free Childcare (TFC) Scheme, which is part of the government initiative designed to help working parents pay for childcare. Details are in 2018DIN01-011.

c. JSP 770 Chapter 3 provides MOD Policy applicable to all officially recognised youth and play activities provided through the medium of MOD Youth Centres, Youth Clubs, Projects, Play Centres, community services, Activity Centres, and gymnasiuums. See 2017DIN08-008 Insurance Arrangements for Charging Activities (Income Generation Payments).

d. Youth and Play Activities may be provided for RN/RM dependants in each of the base port areas as well as in certain other bases/units. For each location, there is a NS FPS Hub or Satellite Service Manager who acts as professional advisor to the base/unit CO and who maintains standards under the policy direction of NS FPS Head of Service. Wherever possible, activities are carried out in conjunction with the relevant Local Authority.

2422. Safeguarding Children

a. JSP 834 - Safeguarding Children and Young People contains the Tri-Service Policy and should be followed at all times. The Ministry of Defence (MOD) and Department for Education (DfE) are committed to working together to ensure the safeguarding of Service children and young people. Further guidance in all areas of safeguarding can be found in the DfE's Working Together to Safeguard Children 2018: https://www.gov.uk/government/publications/working-together-to-safeguard-children--2

b. In England and Wales, statutory responsibility for safeguarding and promoting the welfare and wellbeing of children rests with Local Authorities (LAs). In Scotland, this falls to the Social Work Department and in Northern Ireland to the Health and Social Care Trusts. When Service families are based overseas, the lead for safeguarding and promoting the welfare of children lies with the MOD, which assumes a role similar to that of LAs in England.
c. Under the Armed Forces Act 2006 (AFA06), MOD has a responsibility to replicate, as far as is practical, the relevant sections of the Children Act 1989 (CA89) and CA04 to Service Communities overseas. Commanding Officers can therefore order the assessment and protection of children of Service families overseas under these provisions and should make such orders if the need arises.

d. For Service children living in the UK, the designated LA will take the lead and apply the safeguarding children practice/policy as set out in regulations but will where appropriate involve appropriately trained/qualified MOD/Service personnel in the LSCB arrangements. For Service children overseas, the published guidance/regulations will provide the starting point for best practice but conditions/circumstances/resources within the local context will be taken into account when determining the most appropriate mechanisms for applying safeguarding children arrangements.

e. **Child Protection.** In UK, all child protection concerns and referrals must be referred to and dealt with by the statutory authorities. NS FPS can offer advice and assistance in this process however, the needs of the child are paramount and immediate and serious concerns should be reported to the Civil Police and/or social services to ensure that the child is protected without delay. All child protection matters within the Naval Service should be notified to the NS FPS Portal or the local NS FPS Hub or Satellite Service Manager.

f. The Information Sharing Agreement between the Royal Navy Police and NS FPS covering the sharing of information surrounding referral of Victims of Domestic Abuse, Honour Based and Sexual Violence and the safeguarding of adults and children is available on request from either organisation.

### 2423. Disability and Additional Needs

a. JSP 820 - Tri-Service Disability and Additional Needs Policy provides guidance on the range and types of assistance available.

b. Naval policy on assignments for welfare reasons is at JSP 820 Part 1 Section 2 - Assignment, Promotion and Career Management.

c. NS FPS are available to assess, advise and assist on individual circumstances.

d. The Children’s Education Advisory Service (CEAS) is a service located within the MOD’s Children and Young People’s Directorate (www.gov.uk/government/groups/directorate-children-and-young-people) which is established to provide information, advice and support to Service parents about any issue relating to the education of their children, both in the UK and overseas. Much of the demand for the services offered by CEAS comes from Service parents who have children with special educational needs (SEN) and, in Scotland, additional support needs (ASN). In order to gain access to ongoing information, advice and support about such children, Service parents must ensure that they register their children with CEAS.
2424. **Sex Offenders**
   The Management of Convicted or Suspected Sex Offenders in the Service is detailed in Chapter 20, Section 22.

2425. **Adoption and Fostering**
   JSP 760 directs Service personnel to the correct policies and guidelines governing adoption and fostering. It should be read in conjunction with relevant Service and Command instructions (including JSP 760 and JSP 464).
SECTION 4 – COMPASSIONATE ACTION

2426. Compassionate Action
There are six types of compassionate action:

a. Compassionate Leave.

b. Compassionate Area Restriction

c. Compassionate Assignment.

d. Prolonged Shore Assignment.

e. Permanent Shore Assignments.

f. Compassionate Discharge.

With the exception of Compassionate Leave, all other compassionate actions must be investigated and recommended by NS FPS.

2427. Compassionate Criteria

a. Before NS FPS makes a recommendation to the chain of command for compassionate action, they need to be certain that the Service Person’s presence (ie. at home) is essential and that all other courses of action, feasible options and the opinions of other professionals (as appropriate) have been taken into account and assessed.

b. Although no precise guidance can be laid down each case requires objective and holistic assessment. In the following circumstances a recommendation for compassionate action may be deemed appropriate:

(1) When the spouse/civil partner, child or in-scope relative (See JSP 751) of a Serving person is seriously ill or has died;

(2) When a Serving person’s presence is the only means of preventing the break-up of his/her immediate family;

(3) Where the care of dependant/in-scope child(ren) can only be appropriately provided by the Serving person’s presence;

(4) At other times when circumstances are assessed to be exceptional and more than usually distressing.
2428. Compassionate Leave

a. Compassionate leave is defined as an authorised period of absence granted by the CO to enable Service personnel to attend a personal/domestic crisis. A period of compassionate leave should not usually count against an individual’s annual leave entitlement and must be recorded on JPA.

b. The authorisation for and duration of compassionate leave rests with the individual’s CO. NS FPS can assist COs in reaching decisions on compassionate leave by undertaking investigations and making appropriate recommendations; to include duration and a date by which a formal review will be undertaken, which will be a minimum of 3 days before the date of the original recommendation is due to expire. Details of requests for NS FPS investigation/assessment can be found at Para 2414 sub para a or, for out-of-hours, the details at Para 2414 sub para b.

c. In considering requests for compassionate leave, COs should treat each case on its merit by examining a serving person’s need to be present to deal with a domestic crisis; however, up to 2 full weeks will normally be sufficient in the first instance. Only in very exceptional circumstances and with a NS FPS recommendation should compassionate leave exceed 4 full weeks.

d. Repeated periods of compassionate leave for the same/recurring situation should rarely be authorised; Service personnel are expected to resolve their personal affairs within a reasonable timescale using the welfare support available to them.

2429. Compassionate Travel

a. The criteria for categorisation of compassionate travel at public expense are defined in JSP 751.

b. **Within UK Territorial Waters.** Authority for compassionate leave travel within the UK rests with the Service Person’s CO and should only be granted when the circumstances are particularly distressing and a genuine need for travel at public expense (rather than personal) is identified.

c. **Outside of UK Territorial Waters and Units Overseas.** Compassionate travel from outside of the UK territorial waters will normally only be considered if the case concerns ‘in-scope’ relatives. JSP 751 contains a list of ‘in-scope’ relatives. The authorisation for compassionate travel at public expense from outside of UK territorial waters lie with the Joint Casualty and Compassionate Centre (JCCC) (www.gov.uk/joint-casualty-and-compassionate-centre-jccc). JCCC Tel: 0044+(0)1452 519951; Service: 95471 7325.

d. **Compassionate Leave Travel to Countries other than the UK.** Domiciled Collective Leave & Commonwealth Enlisted Compassionate Travel (DOMCOL & COMECT) arrangements are detailed in JSP 760.
2430. Compassionate Area Restriction

a. Compassionate Area Restriction enables an individual to be present when a serving person’s situation falls within the compassionate criteria at Para 2427 but can be gainfully employed during the working day, negating the need for compassionate leave.

b. Recommendations for Compassionate Area Restrictions should be considered only when an holistic assessment has deemed that the serving persons presence is essential to provide support outside of working hours. Recommendations made should detail working hours achievable by the serving person for the duration of the area restriction.

c. Compassionate Area Restriction must only be utilised as a short-term measure to provide essential care/support in times of domestic crisis. Recommendations should be considered initially for up to 2 full weeks and should not exceed full weeks. If exceptional circumstances are present which warrant further area restriction, then the situation should be assessed for compassionate assignment.

d. The authorisation for and duration of Compassionate Area Restriction rests with the individuals CO. NS FPS are to conduct a full investigation and verification and present the CO with a formal recommendation and review date to assist the CO in reaching their decision.

Repeated periods of Compassionate Area Restriction for the same/recurring situation should rarely be authorised; service personnel are expected to resolve their personal affairs within a reasonable timescale using the welfare support available to them.

2431. Compassionate Assignments

a. Where Compassionate Leave/Area Restriction is insufficient to resolve a problem, a Compassionate Assignment can be considered. The authority for Compassionate Assignment recommendations rests with NS FPS; they will usually be for up to 3 months and not more than 6 months’ duration.

b. Commanding Officers or Assignment Authorities who consider that a Compassionate Assignment may be necessary should request an investigation by NS FPS (see Para 2414). During the course of the investigation NS FPS should, if not already involved, consult with the appropriate Assignment Authority regarding to the implications of any reassignment (eg. impact on OC of resulting gap). It should be borne in mind that compassionate assignment action to resolve one person’s difficulties can frequently disadvantage and significantly disrupt others, especially when a relief is sought at short notice and out of turn.
During the course of the compassionate investigation and any resulting action, the Service Person is expected to fully engage with NS FPS, the Divisional/Regimental System and, where appropriate, their allocated Personnel Support Group (PSG). On completion of the investigation NS FPS will make one of the following recommendations:

1. Compassionate Assignment is not recommended.

2. Compassionate Assignment is highly desirable, even though this may seriously interfere with the requirements of the Service.

3. Compassionate Assignment is essential. This could be for the Safeguarding of children or vulnerable adults within the Service person’s immediate family.

d. The decision to approve the compassionate assignment recommendation rests with the CO, taking into account the Service requirement. In all cases NS FPS and the Assignment Authority are to be informed of the decision.

e. All Compassionate Assignments are subject to formal written review carried out by NS FPS, which will provide the following:

1. An assessment of the current situation;

2. An evaluation of progress to date;

3. Necessity for the Service Person’s continued presence;

4. Range of options and specific recommendations.

f. The overriding principle is to keep the CO and Career Manager updated with progress and supplied with sufficient information in order to make considered decisions in a timely manner; benefitting the Service Person and the Service. Reviews are to be carried out a minimum of one month before the compassionate assignment is due to expire. Reviews should also be undertaken where there is a significant change to circumstances and the outcome of these reviews should be shared with the Command and, as appropriate, the Career Manager.

g. NS FPS recommendations should state only the general geographical area to which a person is to be assigned. The Assignment Authority should, wherever possible, seek to place the Service Person in a complement billet where the individual will work within their specialisation.

h. NS FPS should in all cases discuss with the Assignment Authority and, wherever appropriate and possible, with the receiving Command, any circumstances that may affect or impair the individual’s employability whilst in the Compassionate Assignment.
i. Service personnel should be advised that, on completion of a Compassionate Assignment, they are subject to the requirements of the Service. They may return to their former place of duty or, where an assignment has been deferred for compassionate reasons, take up a planned or alternative assignment elsewhere that is within established assigning principles and protocols.

j. The case for an extension to a Compassionate Assignment should be supported by a NS FPS Social Inquiry Report (SIR) and appropriate recommendation by a NS FPS Service Manager. The completed SIR will be despatched to the Commanding Officer holding responsibility for the SP who in turn, will forward a recommendation to the Career Manager – who will have a copy of the full report - for a decision.

k. Assisted Conception Services. Guidance for those seeking stability in order to access assisted conception services (including IVF), and those in chain of command and assigning authorities, is at Chapter 60, Para 6015 and latest DINs: 2013DIN01-158 - Arrangements for NHS infertility treatment where Armed Forces Compensation Scheme (AFCS) award applies; 2016DIN01-052 - Assisted Conception and Fertility Policy.

2432. Prolonged or Permanent Shore Assignments

a. When a very serious or complex situation cannot be resolved within the limited period of a compassionate assignment, consideration can be given to an application for a prolonged or permanent shore assignment, or Compassionate Discharge.

b. When a Compassionate Discharge is not requested or is deemed inappropriate (eg. within 1 or 2 years of completing relevant pensionable engagement), a case should be made to the CO for a prolonged or permanent shore assignment.

c. Prolonged Shore Assignments are usually of 6-12 months duration; permanent shore assignments normally cover the last 12–24 months of Service.

d. The case for a prolonged or permanent shore assignment must be supported by a Social Inquiry Report (SIR) and appropriate recommendation by NS FPS. The completed SIR will be sent to the CO who, if content, will forward a recommendation to the Assignment Authority for a decision.

e. In all cases NS FPS are to be informed of the decision.

f. Where the CO and the Assignment Authority are not in agreement, completed reports and recommendations are to be submitted to ACOS(PCap) for a decision.

g. Prolonged and Permanent Shore Assignments are subject to a formal written review by NS FPS.

(1) Prolonged Shore Assignments are to be reviewed at least every 3 months, with a final review a minimum of 3 months before the assignment is due to expire.
(2) Permanent Shore Assignments are subject to formal written review at least every 6 months, with a final review a minimum of 3 months before termination date to enable consideration for continuing welfare needs in accordance with DBS Transitional Protocols.

h. When a significant change of circumstances is reported, or the CO or Assignment Authority requests that a formal review be undertaken, a written report should be completed by NS FPS within a maximum of 10 working days of the report/request.

2433. Compassionate Discharge

a. The full terms and conditions for Compassionate Discharge are detailed in Chapter 54. In circumstances where a serving person’s presence at home is deemed essential and their home circumstances have become wholly incompatible with a continued Service career as a consequence, an application may be made by the Service Person, through JPA, to the CO, for Compassionate Discharge. Compassionate Discharge must be supported by a Social Inquiry Report (SIR) with a clear recommendation from NS FPS to the CO. In turn, the CO will forward a recommendation to the Assignment Authority for a decision.

b. In situations where Compassionate Discharge is not recommended, the CO is to forward the case to NCHQ Casework Cell. A final decision will be made, and the outcome passed to the Assignment Authority.
SECTION 5 - COMMUNITY SUPPORT

2434. Community Development

a. NS FPS recognise the value of proactive and preventative work within the Service community in order to counteract potential difficulties, anticipate and prevent social and domestic problems that arise as a result of Service life, and enable individuals and families to develop robust support networks.

b. The strength of community development is that it encourages voluntary participation; working as part of a wider integrated team, in order to develop networks of formal support (with military and civilian agencies) and informal support (families and friends) for Service families to nurture their own networks of support and coping mechanisms for the future.

c. Community services are provided on a tri-Service basis, with accessibility that is irrespective of rank, Service or accommodation status.

d. NS FPS Community Development work is based on a three-tier model of service delivery of universal, targeted and open, and targeted and closed provision. This is delivered primarily through NS FPS Community Development Workers (CDW) working from Community Centres located within Service Family Accommodation (SFA) estates. Whilst community provision in the facilities varies geographically, it is focused upon the key areas from the Community Policy (as outlined in JSP 770 Chapter 3). Commonly found initiatives may include pre-school children’s provision, Families and Friends of Deployed Units (FAFDU), parent and child groups, youth and play activities, and family-orientated social events. In addition, facilities are widely used by other community service providers such as Health Visitor clinics, and Scout & Guide Groups. This service is accessible through the NS FPS Hub and Satellite offices (see Para 2412), and www.royalnavy.mod.uk/welfare/welfare-teams

2435. Royal Navy Website - Community and Support

The Royal Navy Website (www.royalnavy.mod.uk) seeks to meet the needs of the wider Service Community online by providing information and advice, and a Members Area which includes Unit content.

a. Information Advice Communication. Information on a wide variety of subjects including Deployment, Relocation, Resources and Community Support. www.royalnavy.mod.uk also hosts an open forum where Serving personnel and their families can seek specific guidance on a range of issues, as well as providing community events updates, an information notice-board, specifically designed to meet the needs of the Service Community and breaking news.

b. Members Area. The Members Area provides a Serving person and their friends/relatives membership to a password protected area where they can access ship/Unit specific discussion forums. The site is moderated by trained personnel, who monitor content to ensure breaches of security are prevented, respond to queries or concerns within the online Service Community, and ensure the service is utilised appropriately.
c. **Units.** Units, especially when deploying, are expected to establish and maintain a unit on-line community in partnership with www.royalnavy.mod.uk to communicate effectively with families and the wider Naval community. Annex 24G details guidance on establishing and maintaining an on-line community.

2436. **NS FPS Information Support**

NS FPS Information Officers and Digital Moderators offer a confidential and accessible information and advice service that will answer questions or signpost customers to appropriate sources of information and guidance. It is a service for families seeking information on most subjects including local communities, relocation, education, housing, employment/training courses, health and bus timetables. The Information Officers also lead on deployment support, ensuring Units are provided with briefings as well as up-to-date information relevant to deployment. The Digital Moderators manage the official digital platforms on behalf of operational units and local NS FPS areas – RN Forum and Facebook. This service is accessible through the NS FPS Hub and Satellite offices (see Para 2412), and www.royalnavy.mod.uk/community-and-support, rnrm-wio@royalnavymail.mod.uk.

2437. **Short Term Family Accommodation (STFA)**

a. In the three Base Port areas and at some units a limited number of Service Family Accommodation properties are set aside for use as temporary self-catering accommodation primarily for welfare reasons. The scheme is aimed at enabling Service personnel to utilise their facilities for both themselves and visiting friends or family members with priority always given to welfare/compassionate cases. Whilst use of the facilities will incur a cost to the Service person which is in excess of standard SFA rates, it will be less than that of privately rented accommodation. Users are liable for damages incurred and other local occupancy rules may apply, such as non-access for pets. For further information, personnel are advised to contact their local NS Welfare Information Support or NS FPS Office (www.royalnavy.mod.uk/welfare/find-help/welfare-information-support).

b. The provision and support of STFA is a responsibility of Local Service Commanders as determined by JSP 464 Volume 1, Part 1, Chapter 3, Para 0351. Specialist Welfare staff may seek the utilisation of STFA for welfare/compassionate cases if no suitable surplus SFA is available in line with JSP 464 Volume 1, Part 2, Chapter 3, Annex B Serial 6 and Annex C Serial 5. Where Specialist Welfare staff apply for the use of STFA for welfare/compassionate cases those responsible for the administration of STFA should allocate suitable accommodation where it is available ie. it is vacant or being used for lower priority or non-welfare reasons. In all cases the principles set out below will apply:

1. Any information associated with the application to use STFA will be in accordance with the NS FPS code of confidentiality (see Para 2413).

2. Welfare/compassionate case applications will be confirmed in writing following any initial approach.
(3) Those responsible for the administration of STFA will provide written reasons in cases where no STFA is deemed to be available confirming that there are no vacancies and/or accommodation is not being used for lower priority or non-welfare reasons.

(4) Where there are local criteria for the welfare use of STFA these will apply where they adhere to these principles, however all applications will be dealt with on a case by case basis.

(5) The use of STFA will generally be in accordance with the SFA eligibility criteria set out by JSP 464, however in the case of welfare/compassionate cases a more flexible approach will apply based on the circumstances of each case.

2438. Welfare Funding and Support to the Community
Welfare is provided through a combination of public (core) and non-public (non-core) sources as well as (in the UK) Local Authority provision. Welfare support is separately delivered by a mixture of Service and civilian personnel and organisations. Information on supporting organisations may be found at Section 8 of this Chapter. Other details are contained within JSP 770 Chapter 2, which should be read in conjunction with JSPs 462 and 315 as well as single-Service regulations pertaining to Service Non-public Funds (BR 18).

2439. Use of the Defence Estate

a. Encroachment. A number of welfare activities that are non-publicly funded operate from public buildings and, therefore, constitute an encroachment. Further guidance on encroachments can be found in JSP 362.

b. Mixing of Public and Non-Public Funding on the Defence Estate. Both government accounting regulations and JSP 462 make it clear that the MOD has no delegated powers to incur expenditure of a novel or contentious nature without the prior approval of HM Treasury.

2440. Secondary Duties - ‘Stand Behind’ Policy
Any Service individual engaged, as part of their duties, in Service non-public funds activities in support of unit welfare obligations, will be acting in the course of their employment with MOD or the Armed Forces. As such the MOD would be vicariously liable for an individual’s actions in the pursuance of his/her duty. It is essential that personnel read and fully understand the latest DINs (currently 2007DIN02-193, 2017DIN01-042 and 2016DIN01-092) that outline this policy.
SECTION 6 - CASUALTY SUPPORT

2441. Casualty Policy
Casualty policy, reporting and procedures are fully documented in JSP 751 Volume 1 (Management of the Casualty). The Naval Service NOTICAS Directive is contained in Annex 24I.

2442. Visiting Officers
The role and responsibilities of the Visiting Officer (VO) are detailed in JSP 751 Volume 2 Chapter 5 Section 5. In the Naval Service VO role is usually fulfilled by trained NS FPS staff.

2443. Casualty Visiting Officers
At times of high operational tempo or in a mass casualty scenario a cadre of Casualty Visiting Officers (CVO) will be trained and supported to undertake the VO role and will usually deal with cases that present as less serious or complex. CVOs are primarily drawn from shore establishments, reserve units and rear parties.

2444. Visits by Relatives and Friends to Sick and Injured Personnel in Hospital
Arrangements for visits by relatives and friends, including Dangerously Ill Forwarding of Relatives (DILFOR), are detailed in JSP 751 Volume 1 Part 1 Chapter 6. 2009DIN01-095 outlines the accommodation available for family members of Service patients at the Royal Centre for Defence Medicine (RCDM) in Birmingham.

2445. Casualty and Hospital Welfare Support
Primary Welfare support of patients remains the responsibility of the Unit. Where there are complex welfare needs, specialist welfare may be engaged. Serious and complex cases may have a Visiting Officer assigned and guidance of the management of the patient group can be found in JSP751.

2446. Welfare Assessment
A Welfare Assessment may be undertaken at any time following admission and automatically after being admitted for 7 days if an in-patient is considered to have additional needs beyond those of basic primary welfare. Welfare Assessments are to be undertaken by specialist welfare services and a Welfare Co-ordinator will be appointed.

2447. Welfare Co-ordinator
The Welfare Co-ordinator will be appointed to manage the assessed welfare needs of the patient group and is usually part of the chain of command, eg. Recovery Cell staff. If the welfare needs are complex or require specialist input, a worker from NS FPS can be appointed.
SECTION 7 - DECEASED PERSONNEL

2448. Management of the Deceased
JSP 751 Volume 2 (Management of the Deceased) covers the additional procedures to be adopted when death occurs in-service.

2449. Deaths in Ships, Units and Establishments
Initial action to be taken by non-police personnel on discovering an incident involving a death or where death is likely is contained in Annex 24E.

2450. Funeral Officers

a. If a Service Person dies, it is MOD policy to arrange a funeral at public expense or provide funding towards the cost of a private funeral; dependent upon the wishes of the Next of Kin (NoK).

b. Within the Naval Service, Funeral Officers (FO) are appointed to work closely alongside the NoK, via the VO, to make arrangements for the funeral. FOs are appointed by the Naval Service Casualty Cell (NSCC) and are drawn from a pool of trained and available personnel from the Naval Bases, larger shore establishments and RM units. FOs should be of CPO/Colour Sergeant rank or higher.

c. The FO role requires application of sensitivity as it can be an emotionally charged process. To assist with selection and appointment of FOs, and to avoid potential for being overwhelmed, the following should be taken into account:

   (1) Has the FO experienced a recent bereavement?
   (2) Does the FO have a close family member or friend with a terminal or life-threatening illness?
   (3) Has the FO been involved in a significant traumatic event eg. serious road traffic incident, an incident involving death or near death, disaster relief?
   (4) Does the FO have close family/significant other who is involved in hazardous duties?

d. FO training is co-ordinated and provided by the NSCC.
SECTION 8 – ADVICE AND SUPPORT

2451. Welfare and Charitable Organisations
There are many organisations that may assist Naval personnel and their families – these fall into three broad categories:

a. MOD Agencies and organisations funded by MOD (see Section 9);
b. Organisations not funded by MOD (see Section 10);
c. Charitable organisations (see Chapter 32).

2452. Defence Housing Assessments

a. In the first instance, housing applications and requests to transfer should be referred and supported, where necessary, by Primary Welfare providers ie. Divisional Officers/Regimental system.

b. If there is a clear requirement for Specialist Welfare input and support (eg. the case is complex), NS FPS can be requested to undertake an assessment of need. If NS FPS’s assessment concludes that there is a need they will produce a supporting letter countersigned by a Service Manager. This letter will have a clear explanation as to why the application is/isn’t supported by NS FPS, the anticipated effects on the family and the Service, and the associated risks if the application is not approved by Defence Infrastructure Organisation (DIO).

c. If an applicant(s) states a welfare need and requests specialist welfare intervention, they should be advised that before their request can be supported a NS FPS case file needs to be opened.
SECTION 9 – ADVICE AND SUPPORT: MOD AGENCIES AND ORGANISATIONS FUNDED BY MOD

2453. Defence Business Services (DBS) Veterans Welfare Service (VWS)
The DBS VWS provides help and advice to veterans and is able to direct them to a range of government and charitable services. It also provides an integrated web-site and free helpline. The DBS VWS can be contacted via the website on www.gov.uk/government/organisations/veterans-uk.

2454. Hospital Welfare Service
The Hospital Welfare Service (HWS) is currently provided under contract to the Defence Medical Welfare Service (DMWS). The HWS assists commanders with the delivery of Primary Welfare to Service personnel in hospital and their families.

2455. Medical Social Workers
The Defence Medical Rehabilitation Centre (DMRC) at Headley Court maintains a team of qualified social workers in order to assist injured Service personnel and their families in coping with injuries and, where appropriate, in preparation for discharge for medical reasons.

2456. HIVE
In addition to the Naval Service Welfare Information Support Team network, personnel and their families have full access to HIVE in Army and RAF locations.

2457. Children’s Education Advisory Service
The Children’s Education Advisory Service (CEAS) exists to provide information and support to Service families and eligible MOD civilians on all aspects of the education of their children in the UK and overseas. Contact details are as follows:

- Children’s Education Advisory Service
- Trenchard Lines
- Upavon
- PEWSEY
- SN9 6BE

Tel: 01980 618244
Mil: 94 344 8244

Email: enquiries@ceas.uk.com
www.gov.uk/guidance/childrens-education-advisory-service

2458. Joint Service Housing Advice Office
The Joint Service Housing Advice Office (JSHAO) (www.gov.uk/government/collections/joint-service-housing-advice-office-jshao) provides Service personnel and their families with information and advice on the increasingly complex range of civilian housing options. The JSHAO provides a focal point for housing information and advice to all Service personnel and their families, in particular for those about to return to civilian life, and to ex-Service personnel who remain in Service Families’ Accommodation.
SECTION 10 - ADVICE AND SUPPORT: ORGANISATIONS NOT FUNDED BY MOD

2459. MoneyForce
MoneyForce is a programme designed to improve the financial capabilities of members of the Armed Forces. The MoneyForce website (www.moneyforce.org.uk) provides easy to digest Armed Forces specific information to help personnel and their families plan their finances.

2460. The Money Charity
The Money Charity is a national money education charity which was known previously as Credit Action and rebranded in 2013. It offers a range of resources, tools and training to help individuals and families manage their money well, and assists personnel to help others. The Money Charity operates at a national level through advocacy, collaboration and partnerships with various groups and companies as well as at a local level through a variety of targeted projects, with a particular emphasis on those most vulnerable to financial difficulties. Tel: 0207 062 8933. Email - hello@themoneycharity.org.uk. Website at themoneycharity.org.uk.

2461. Seafarers’ Advice and Information Line (SAIL)
SAIL is an advice service dedicated to all seafarers and their families across the UK. It is run by Greenwich Citizens Advice Bureau on behalf of the Seafarers Hospital Society and is funded in partnership with Seafarers UK and Greenwich Hospital. The website is sailine.org.uk

2462. Citizen’s Advice Bureau (CAB)
The CAB service helps people resolve their legal, monetary and other problems by providing free information and advice from nearly 3,400 locations across the UK. The website is www.citizensadvice.org.uk.

2463. Relate
Relate offers a wide range of relationship counselling for couples, families and individuals and it supports people through all stages of their relationships and people can access the support individually or with others, face to face, on the phone or on the internet. The website is www.relate.org.uk.

2464. Samaritans
The Samaritans is a national charity with a network of autonomous local branches available 24 hours per day to provide confidential emotional support. The website is www.samaritans.org.

2465. Refuge
Refuge provides help and support to women and children escaping domestic violence. Refuge’s network of safe houses provides emergency accommodation for women and children when they are most in need. The website is www.refuge.org.uk.
2466. **Royal Navy and Royal Marines Widows' Association (RNRMWA)**

The RNRMWA is a group of volunteers which offers friendship, support and comfort to those bereaved when their spouse/recognised partner was serving in the RN/RM at the time of their death. The website is www.rnrmwidows.org.

2467. **Stonewall**

Stonewall works with a range of agencies which promote equality and justice for lesbian, gay, bisexual and transgender people in the wider community. The website is www.stonewall.org.uk

2468. **Royal Volunteer Service**

The RVS is a large national welfare support organisation operating mainly on a volunteer basis, but with a dedicated full-time Service branch. This branch has a long-standing agreement and commitment to provide trained field officers to major Army units, particularly those with a training role or that are stationed overseas (including Northern Ireland resident units). The field officers, who are selected for their maturity and practical experience, are concerned mainly with single and unaccompanied soldiers. They seek to provide advice, guidance, sympathy and practical support in a variety of ways. Although their approach is essentially non-military, they are part of a unit’s establishment and are able to undertake a variety of tasks on behalf of the CO, which may extend to the provision of small scale clubs or leisure facilities. The RVS provides the service to the MOD under grant in aid terms. Nevertheless, RVS workers are not MOD employees and therefore have no authority to commit public funds. The Website is www.royalvoluntaryservice.org.uk.
ANNEX 24A

WELFARE COMMITTEE AND SHIP’S WELFARE FUND

1. **Introduction**
   This Annex applies to Royal Navy units; the word ‘ratings’ should be taken to apply also to Royal Marines Other Ranks borne in such units.

2. **Object of the Welfare Committee**
   The object of the Welfare Committee in Royal Navy units is to provide a means for free discussion between officers and ratings of items of general welfare and general amenities within the ship or establishment that lie within the power of decision held by the Commanding Officer of his/her immediate administrative authority. Further details are as follows:

   a. Subjects which the Welfare Committee may discuss include conditions in the ship, boat or establishment, messing arrangements, composition of meals, recreational activities, and any suggestions for the general welfare of the ship’s company.

   b. Subjects outside the scope of the Welfare Committee are general conditions of Naval Service (for example, discipline, working hours, pay and allowances, leave scales, etc.) cooking and serving food from the galleys, and questions of primary welfare and amenities not directly connected with the particular ship, boat or establishment.

   c. The Welfare Committee is responsible for the administration of the Welfare Fund.

   d. The Welfare Committee is to administer the affairs of the canteen if this is operated on the Service system, and it is to investigate any questions and complaints that may arise about process and quality of canteen foods, weights and measures, and the general working of the canteen when it is operated by an outside contractor.

   e. Nothing in this article is to interfere with or prejudice the right of an individual rating to put forward suggestions through their Divisional Officer or to affect the responsibility of the Divisional Officer for looking after the interests of those in the Division. See BRd 2 *The Queen’s Regulations for the Royal Navy* Chapter 18.

3. **Formation of the Welfare Committee**

   a. A Welfare Committee is to be formed in each ship, boat or establishment with a complement of 50 or more. A Squadron Welfare Committee is to be formed for ships with complements of less than 50.

   b. Suitable arrangements are to be made by administrative authorities for other detached ships and small establishments with complements of less than 50.
4. **Composition of the Welfare Committee**

   a. The committee is to consist of officers and ratings as laid down in BR 9600 (Ships General Orders) Ch 7 Art 0702.

   b. Matters concerning the ship’s canteen may be delegated to a small sub-committee appointed by the Welfare Committee from its members, but when this is done the sub-committee is to include the Logistics Officer, or his representative, and another officer.

   c. The detailed composition of the Welfare Committee is left to the discretion of the Commanding Officer, subject to the following general principles:

      (1) Representation should normally be by messes. Where this is not practicable, it should be by branches and or messes, or in shore establishments by any groups into which the establishment can most effectively be divided for the purpose of representation.

      (2) Every rating borne must be able to vote for a representative, but no rating can vote for the representative of a division, mess branch or group other than his own.

5. **Secretary of the Welfare Committee**

   A suitable rating is to be selected by the Welfare Committee to act as the secretary of the Welfare Committee. The secretary may be paid for their services from the Welfare Fund. The secretary is to be responsible to the Chair of the Welfare Committee for all aspects of his/her duties which include:

   a. Collection of agenda items for Welfare Committee meetings.

   b. Preparation of the agenda for approval by the Chair.

   c. Circulation of the approved agenda to all representatives well before each meeting.

   d. Recording the minutes of each meeting and exhibiting copies on the notice boards.

   e. Maintaining records of any decision taken out of Committee. These should normally be kept for at least 2 years.

   f. Maintaining records of all Welfare Committee meetings.

   g. Taking actions as directed by the Chair of the Welfare Committee to implement decision of the Committee.
6. Election of representatives

a. When the composition of the Welfare Committee has been decided, a notice is to be exhibited showing the divisions, branches, messes or groups for each of which a representative is to be elected. Any rating in the ship’s company or unit may then offer to stand for election to represent their division, branch mess or group, and should submit their name to the nominated Returning Officer within 4 days of the notice appearing. It will also be open to each division, etc., to nominate a representative or representatives for election, subject to acceptance of nomination by the people concerned. The names of all candidates put forward are to be published on notice boards for a period of 10 days before the date of the election, with any instruction that any candidate who has offered themselves or has been nominated for election but whose name is not on the list should immediately report to the nominated Returning Officer.

b. At close of nominations, if there is more than one candidate for a representative group then ballot papers are to be prepared for each of those voting groups showing the names of candidates for election. The ballot is to be run on the “first past the post” principle, with the person receiving the most votes being elected. The paper must not be marked in such a way that the voter can afterwards be identified. For representative groups with only one nominated candidate, the nominated Returning Officer is to declare an uncontested election.

c. The ballot is to take place as required. The arrangements for recording the votes are to provide that the ballot is secret and takes place immediately after issue of the ballot paper and that no person can return more than one voting paper. Voting by proxy on behalf of personnel sick or on leave cannot be permitted.

d. The subsequent sorting out and counting of the votes is to be carried out in the presence of an officer and representative ratings. The results, including the names of any uncontested election should be published on notice boards as soon as possible thereafter.

e. Vacancies in the Committee are to be filled as they occur by means of by-elections. The tenure of a Welfare Committee representative should be no more than 24 months before being required to seek re-election. In seeking re-election, nominations are to be opened as detailed at 6a above. Commanding Officers may call for the re-election of the whole Committee if the conditions under which the ship is serving has or is planned to change i.e. entering or leaving refit. In newly commissioned ships, however, a fresh ballot should be held after the ship has been 3 – 6 months in commission. A by-election will be necessary when any elected member of the Committee leaves the ship for any reason for more than 28 days (except on leave). Ratings sentenced to imprisonment or detention are to be removed from the Committee and their places filled by elections; those disrated for misconduct or reverted for unsuitability should be removed but not barred from re-election at the consequent by-elections; those awarded a Service Supervision Order should be removed from the Committee and be ineligible for election until expiry of the Service Supervision Order.
f. In training establishments, to avoid the need for frequent by-elections, each class of trainees is to be represented by its class leader, provided that the courses are of sufficient duration; if not, the representation should be by suitable instructors.

g. A special organisation will be necessary for carrying out elections in ships with complements of less than 50, but it should as far as possible follow the principles laid down above and should be approved by the administrative authority.

7. Special Arrangements for Large Establishments

At large establishments, including training establishments, where conditions differ considerably from those in other establishments and in ships, such arrangements for the composition of the Welfare Committee and the election of representatives are to be made as best suit the particular conditions. The arrangements should follow those for ships as far as possible and should not conflict with the general principles in these regulations without prior Navy Command HQ approval.

8. Meetings of the Welfare Committee

a. Meetings of the Welfare Committee are to be held as required, but not less frequently than once every 2 months. Notice of subjects which it is proposed to raise at the next meeting should be given to the secretary, and an agenda should be circulated to committee members beforehand. Before circulation, the agenda must be approved by the Chair to ensure that the subjects for discussion are within the terms of reference of the Committee. Committee members will be expected to ascertain the views of the ratings they represent.

b. The Chair may arrange for the co-option of Divisional or other officers and ratings, when specific questions, in the discussion of which their experience would be of use, arise. The Canteen Manager may be invited when the agenda includes items concerning the canteen.

c. No officers on the Committee are eligible to vote at the meetings.

d. Minutes of the meetings are to be kept for record, and copies are to be exhibited on notice boards.
9. Welfare Fund

a. **Administration.** Administrative arrangements for the management of the Ship's Welfare Fund are contained in BR2 The Queen's Regulations for the Royal Navy Chapter 80 and BR18 Accounting Instructions for Service Funds.

b. **Trusteeship**

(1) Trusteeship of the Welfare Fund of the ship, boat or establishment rests with the Commanding Officer, who has a duty to veto any proposed expenditure which seem to him/her subversive of discipline, contrary to the law relating to charities, or otherwise improper. The circumstances in which such a veto is exercised are to be reported by the Commanding Officer to his/her administrative authority.

(2) The Commanding Officer is to pay due regard to the proportion of the ship’s company who are able to take part in any particular form of recreation that may be the subject of assistance from the fund. In all other respects, subject only to the responsibilities of the Commanding Officer as trustee, the Welfare Committee is to have full discretion as regards expenditure.

(3) In judging whether disbursements are a proper charge to the fund it should be noted that, although the word ‘efficiency’ has in the context of Service administration acquired a limited meaning, in the charitable context it should be interpreted in the widest sense and taken to mean efficiency of the Service as an entity. It thus embraces measures to maintain or improve morale of members of the Royal Navy.

c. **Audit.** The accounts of the ship’s Welfare Fund are to be kept and audited in accordance with the instructions in BRd 2 The Queen’s Regulations for the Royal Navy Chapter 80.

d. **Disposal of the Fund on the Loss of Ship/Boat.** On the total loss of a ship/boat, any balance in the ship’s Welfare Fund is to be transferred to the Royal Navy Royal Marines Charity.
ANNEX 24B

CARERS' FORUM\(^1\) IN UNITS AND ESTABLISHMENTS

References:
A. BR 439 Chaplain's Handbook
B. BR 1991 Instructions for the Royal Naval Medical Service
C. NS FPS Confidentiality Code (see Para 2413)

1. Introduction

a. This Annex contains guidance for the Executive on the conduct of the Carers' Forum. The Carers' Forum provides a formal setting within which all the different agencies who provide support and care to our personnel, chiefly the Executive, Divisional Officers, Troop Commanders and Medical, Chaplaincy and NS FPS practitioners, can develop professional contacts and relationships. This enables professional trust to be developed between individuals providing care to personnel so that appropriate information may be shared in confidence, enabling the various agencies within units to provide support to vulnerable individuals in a coherent fashion. The aim is to ensure fulfilment of the Service's duty of care by ensuring consistency in the care of vulnerable individuals and by identifying behavioural trends that should inform establishment (and Service) policies.

b. Carers' Forums already exist in many units and establishments, but these have developed on an ad hoc basis over time in response to local needs. Their existence has never hitherto been mandated formally, and neither has any guidance been provided concerning their operation or composition. Consequently Carers' Forums operate inconsistently since different practices have developed in different units. This Annex is based on a review of existing practice in different units, and it aims to provide guidance and establish best practice.

c. All establishments are required to institute a Carers' Forum or Care Committee with reference to the guidelines in this Annex. These guidelines are not prescriptive; XOs should consider how best to meet the aims of the Forum in relation to the particular needs of their establishment or unit.

2. Background

a. Rising trends in the UK population at large of depression, deliberate self-harm (DSH), substance misuse, excessive and underage alcohol consumption, sexually transmitted diseases and unwanted pregnancies are mirrored in the RN, albeit at lower overall rates. Particularly vulnerable in all these areas are young people, generally 16-24, the age group that comprises over 30 per cent overall of the Service population - considerably more in training establishments.

\(^1\) Although "Fora" is the grammatically correct plural of "Forum", the more readable and widely understood "Forums" is accepted throughout this Annex.
b. Scruples that it is not the employer’s place to intervene in the private life of employees must to some extent be put aside in the Services, where unit operational effectiveness depends on the cohesion of individuals and where vulnerable people are uprooted from the usual support systems of family and friends. There are clearly limits to what can be achieved without the compliance of the individual, but education, guidance and support must be offered where appropriate to fulfil the Service’s duty of care.

c. The majority of Naval Service (NS) Wounded, Injured and Sick (WIS) personnel who meet the Recovery Pathway2 (See Chapter 33) entry criteria remain within their parent unit and are not assigned to a Recovery Cell or Troop. The care and management of these personnel along an appropriate ‘recovery pathway’ remains a Chain of Command responsibility but is often overlooked in large and busy establishments especially when the Divisional or Regimental system in place is insufficiently clear.

d. All personnel subject to Medical Discharge (MD), both those who are WIS and those who are likely to be discharged from the Services on medical grounds, are able to access resettlement entitlements at an earlier stage than for other SLs3. The point at which an individual ought to register for their resettlement entitlement is when:

1. They are likely to be MD and,

2. They are ready to engage in resettlement.

This is best assessed in a multi-disciplinary environment.

3. Aim

Carers’ Forums have one over-riding aim: to assist fulfilment of the Service’s duty of care towards our personnel. A review of the Care Forums currently established suggests this will be achieved by information-sharing between Executive, Divisional and Practitioner representatives at 2 key levels:

a. Policy. Objective: to ensure that establishment provision of education, monitoring and support is geared to actual need by identifying deficiencies and overall behavioural trends.

b. Casework. Objective: to ensure continuity of care for vulnerable individuals and those within the Recovery Pathway.

4. Confidentiality

Guidance on the levels of confidentiality practitioners must observe is provided at References A-C. Executive and Divisional/Regimental representatives may at times be frustrated by the limits on their knowledge of a case, but must recognise that confidentiality is essential in maintaining trust between practitioners and their clients. The References also give guidance to practitioners in the support of the Executive and line managers.

2 Personnel assessed as Joint Medical Employment Standard (JMES) code of M5 or M6
3 JSP 534 Section 6.
5. Format

a. **Carers’ Forum.** The XO or his/her representative is to convene a Carers’ Forum at least 2 monthly attended by key management personnel and practitioners (eg. medical, pastoral, NS FPS, Service Police, Divisional Officers/Troop Commanders) to identify behavioural trends and discuss implementation of NS policy. The objectives are to enable line management and practitioners to exchange information in order to identify current issues of concern among unit personnel, to initiate appropriate management action and to share lessons learned. This meeting should be minuted and issues arising that might have a bearing on Service policy are to be communicated to People Support PACT SO1 (formerly PFCS SO1C).

b. **Individual Case Conferences.** It will not generally be appropriate to discuss the detail of individual cases in the wider Carers’ Forum, but the meeting provides an opportunity for the Executive and relevant practitioners to discuss individual cases, whether that be welfare, discipline or recovery. The individual should be informed that the case conference will be held, and consideration should be given to inviting him or her, although this will not always be appropriate, and he or she may not be willing to attend.

6. Agenda

The Agenda for the Carers’ Forum will vary, but the XO should ensure that the following potential areas of concern are kept under review:

a. Deliberate Self Harm
b. Sexual Health
c. Substance Misuse
d. Alcohol
e. Equality and Diversity
f. Social Conduct
g. Stress
h. Financial Irresponsibility
i. Recovery Pathway
j. Early access to Resettlement on MD
7. **Conclusion**

The various levels of information exchange facilitated by Carers’ Forums will be invaluable in maintaining morale, discipline and welfare in our establishments and ensure the appropriate support and management of our people. By the nature of the issues under scrutiny and the requirements of practitioner confidentiality, no one approach can be prescribed. The achievement of the aim is dependent on the understanding of all participants of the roles, responsibilities and requirements of all those others involved in the care and management of Service personnel; the sole pre-requisite is the willingness of all participants to make the forum work.
ANNEX 24C

MANAGEMENT OF CARE ARRANGEMENTS FOR SERVICE PERSONNEL ‘AT RISK’ AND SENSITIVE CASE ADVICE REACTION TEAM (SCART)

SECTION 1 – SERVICE PERSONNEL ‘AT RISK’

1. Introduction

a. Concern has been expressed over the management of Service personnel who may be ‘At Risk’ of suicide or serious self-harm. This has recently been brought into sharp focus with incidents of suicide following periods of heavy strain and stress in professional or personal life, brought about by, for example, investigations related to serious offences and incidents leading to intense media scrutiny. In particular convictions for commission of sexual offences, whether it be for rape or indecent assault or, perhaps slightly more commonly, the downloading of pornographic images of children, generally meet with a degree of opprobrium within society unmatched by the commission of almost any other category of offence. It follows that those under suspicion for such offences, or having been charged and due to attend for trial, meet with considerable and immediate unpopularity, resistance or even outright hostility.

Notwithstanding that everyone deserves the right to be treated as an innocent person until conviction and punishment, the same is probably as true within the Service as general society. Indeed, experience shows that allegations of a sexual nature upon Naval Service personnel evoke very strong feelings and hostile behaviours and such situations are invariably challenging for those in command.

b. The guidance in this Annex is confined to the management of Service Personnel, addressing issues such as retention, employment, deployability, welfare, medical and legal support. Whilst this Annex deals with the actual or alleged sex offender, it should not be inferred that victims of sex offences are not extremely important and in need of care and support. When apprized of the fact that a Service person is suspected of having committed a sexual offence, or been charged or convicted, it is essential that a clear-headed approach is taken to the management of the issue so that each of the facets of the case is addressed appropriately. The purpose of this section is to alert those in the Command chain to the relevant actions required and to provide for a continuum of care and responsibility for the conduct of all downstream activity. At an appropriate stage the Service will rightly wish to take a view on administrative action and the employability aspects of the case. However, at the earlier stages, it is the care of the suspect – particularly his or her mental wellbeing - and the notification of relevant authorities that will be uppermost in the catalogue of actions. There is plenty of good, sound advice available although it must be stated that the actual incidence of sexual offences is not proportionate to the numbers perceived by some people and the numbers of cases with which we, as a Service, have to deal is small. It follows that the relevant experience and expertise is vested in a small number of people and it is vital they are engaged at an early stage. The advice that follows is designed to explain the steps to be followed before drawing on the well of experience.
c. Good advice to COs on dealing with Deliberate Self Harm (DSH) (whether committed or anticipated) is contained in Annex 24D including details of sources of advice and support with full contact numbers. Advice on the management of those suspected, charged or convicted of having committed sexual offences is contained in Chapter 20.

d. A protocol (Home Office Circular) exists to inform NPM (Eastern) of Servicemen who are arrested by the civil police for a recordable offence. Civil, MoD and Service police have guidelines on when the chain of command should be informed of serious cases and what level of information will be disclosed. The CO will normally be informed prior to and post any formal investigation or charging of an individual; this will usually be through the local NPM. Regrettably this does not happen in every case and COs must therefore be prepared to react quickly and call in expert advice as soon as they become aware of a building serious case.

2. Initial Considerations
   COs must look carefully at the complexity of the case and the ability of their team to deal with it or whether a compassionate appointment/draft or formal managed move ashore to be near to professional support is more appropriate. In instances where allegations relating to the safeguarding of children have been made risk the individual may pose to other children/young people needs to be taken into account. The CO may well not be best placed geographically to undertake the task of providing care; for example, the ship may be deployed, or the individuals concerned may be disembarked and displaced from the onboard team, especially the DO and Chaplains. Equally the CO (especially in a minor war vessel) may well not be the right person by virtue of their training and experience to convene the case conference. In all cases, however, the CO must ensure that an appropriate level of care is provided and there is a formal handover of responsibility between authorities to ensure an individual is not ‘lost’.

3. Case Conference

   a. Having determined that an individual is seriously ‘at risk’ and that the case is within the capability of his team to deal with, the CO should convene a case conference to set in train a system of support for the individual. If the case is beyond local capability, s/he should commence the appropriate actions through the Chain of Command to land the individual under the care and support of the team of professionals and experts ashore under the local NBC/Captain of the Base. The case conference should consist of the unit XO, Medical Officer, individual’s Divisional Officer, NS FPS and Chaplaincy, the appropriate Carer Case Conference team ashore or the Sensitive Case Advice and Reaction Team. This group will form a quick reaction team to provide support and assistance to the individual. In the case of an individual ‘at risk’ because of serious charges, the case conference team should not hesitate to seek legal and welfare advice as a contribution to the management decisions they propose to make. The initial action for the case conference will be to assess the level of supervision required for the individual to minimise the risk of DSH/suicide. The agenda for the case conference should include discussion on the level of information given to the unit’s personnel and, if necessary and strictly in consultation with HQ Corporate Communications staff, the media. It is absolutely essential that confidentiality be maintained both to minimise the triggers that may cause the individual to self-harm or attempt suicide and to prevent any prejudice to the investigation.
Experience has shown that those at risk are reassured by being included in case conferences because this gives them a degree of control over their lives, so their inclusion is strongly encouraged.

b. The case conference should nominate one of its members (taking into account experience and training) to provide advice and reassurance to the individual and to provide assistance with the welfare needs of the individual and their family. Contact must initially be maintained on a very regular basis, preferably daily and face to face. This should take place where the subject is most comfortable and must consider the importance of maintaining confidentiality. It is very important to maintain this confidentiality particularly within the individual’s unit to prevent any adverse reaction from other members of the Ship’s Company. Consideration may be given to using a ‘buddy’ (messmate or other contemporary) but thought will then also be required for their care and counsel, particularly if the individual at risk does then go on to carry out any form of DSH or suicide.

c. The case conference should also consider whether specialised medical assessment or intervention is required to initiate a referral (particularly psychiatric) for a change in MEDCAT and if protective supervision is required. It should also take a view on the individual’s suitability to continue working, particularly if employed in a critical safety area, have access to firearms or undertake duties involving children.

d. Where allegations relating to the safeguarding of children have been made consideration must be given at the initial planning meeting to referral to the Local Authority (if not already done) and the subsequent need to take account of any child protection plans when making provision for the individual. NS FPS will take the lead in coordinating and advising on this link to the local Safeguarding children procedures.

4. Involvement with the family of the individual ‘At Risk’

a. Consideration must also be given to the involvement of NS FPS on occasions where the facts surrounding the case may impact on the family of the individual. If for some reason NS FPS are not available in the first instance, then consideration should be given in the most urgent of cases to the seeking of initial advice from other welfare agencies such as Army Welfare Service, RAF Community Support, Confidential Support Line\(^1\), Community Mental Health Teams and Social Services. When involving other agencies, due consideration is to be given to the level of disclosure; it will generally not be appropriate or necessary to reveal full details of the investigation. The decision on how much to reveal should normally be made in consultation with the individual.

b. Where the trigger is a serious offence, the involvement of an individual’s family in the case will vary according to the type of offence, but may range from involvement as a co-suspect, a victim, a witness or just as a family member. No matter what level of involvement it should be remembered that the cohesion of the family unit and their continued support for the accused cannot be taken for granted.

\(^1\) Confidential Support line may be contacted on 9380 26282 or 0800 7314880, The Army Welfare Services on 94331 2461 or 01722 4362461 and RAF Community Support on 95221 6584 or 01494 496584.
c. Before any approach to the family, confirmation must be obtained from the individual with respect to how much information is divulged and that they have been informed of the circumstances of the investigation. Again, confidentiality issues must be carefully protected.

5. Diary of Events
The Chair of the case conference is to ensure that a detailed diary of events including details of interviews, actions taken and full justification for any disclosure of the facts of the case to third parties such as welfare agencies is maintained. The diary of events is to be kept secure in accordance with the Data Protection Act and only disclosed to those with an absolute need to be made aware of the facts. In the longer term, there will be a requirement for care to continue after the case has been resolved (one way or other) as there will undoubtedly be lasting effects from the process – especially on someone found to be innocent.

6. Administration Algorithm
An algorithm to support this advice is at Appendix 1 to this Annex.
SECTION 2 - SENSITIVE CASE ADVICE AND REACTION TEAM (SCART) CONCEPT OF OPERATIONS

7. Introduction
There are an increasing number of criminal investigations and situations of a personal nature that have the potential to leave the individual and, on occasions, their family, in difficult, exposed and potentially life threatening situations. Acts of Deliberate Self Harm (DSH) up to and including suicide cannot be ruled out in these cases. It is impossible to define the exact situations which might result in these more drastic actions, but they tend to be those where the fear of spreading knowledge, reaction and the impact upon the individuals worth, credibility and standing in the community become too much to contemplate. Examples of this are (but not limited to) are the Operation ORE and SIRDAR cases, sexual abuse, security issues and situations where death is already involved.

8. Responsibility of Command
This Annex and other Chapters of BRd 3(1) provide those in command and line managers at all levels with the necessary guidance to ensure that welfare support and care responsibilities can be identified and applied to those who are the subject of investigations of a sensitive nature or are experiencing a delicate personal situation where they may find it difficult to cope with the additional stresses and strains this may bring. In these circumstances, the requirement to implement an enhanced, robust and, (in cases where assistance is neither sought nor welcome) pro-active range of care and support might not be immediately obvious to those charged with this responsibility and external advice and (where exceptionally necessary) assistance might be required.

9. Assistance
Whilst personnel serving under naval command and line management should benefit from the established guidance and procedures, those outside naval line management might not receive a similar degree of enhanced care and support and may therefore be at greater risk should they become the subject of a sensitive investigation or suffer personal difficulty of a sensitive nature. To address such situations and to provide the necessary advice and assistance, a Sensitive Case Advice and Reaction Team (SCART) has been established within the Naval Command Headquarters. The SCART is a very lean and tightly controlled organisation, comprising of those few who get to know, need to know and who can provide the necessary professional guidance. The SCART can access a wider pool of expertise as and when necessary but on a strictly controlled basis. The primary purpose of the SCART is to reinforce the ability of the command and line management to manage these situations correctly using the services of professional local resources (such as NS FPS, Chaplaincy, medical teams) wherever possible. Whenever necessary the SCART will exercise full command of naval personnel.

10. Procedure
When one of its members becomes aware of a relevant sensitive situation or investigation or is made aware by a command or line management of a situation where advice and/or support is required, the SCART may be convened and a Case Conference called for to review all known factors and actions in place and to decide on any actions that might remain to be taken.

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2 Investigations related to Internet Child Pornography and protected by the use of a Home Office codeword.
Originally it was the intention that this provision would be for situations concerning OF4 and above and OF3 and below (officers and ratings/other ranks) if their employment, location and personal circumstances so dictate. However, experience is indicating that it is impossible to restrict this provision to any one group and that all military personnel serving under naval command have to be considered when their situations so dictate.

11. Responsibility of the Individual

As required by QRRN Chapter 39 Article 3902, it is the responsibility of serving personnel to bring cases of a criminal nature in which they are being investigated to the attention of their command/line management when they occur. It is also the responsibility of the command to ensure that relevant details are forwarded to the individual’s next command should appointing/drafting take effect. The divisional system (where it is in place) should also be reactive to sensitive issues impacting upon members of that division. Therefore, there is a process already in place to capture, at an early stage, situations with the potential to meet the criteria of this CONOPS. However, there are situations, which originate outside of Service control, particularly those relating to Internet child pornography or (as more frequently defined) ‘computer misuse’. On these occasions the Service may only be informed about an investigation at the very last minute and in the strictest confidence. Support to an individual is critical, particularly so from the outset when all the concerns outlined at paragraph 1 become apparent. The SCART has an active role in these cases and will provide the necessary support and advice.

12. Confidentiality

The Services are no different to the rest of society and gossip spreads quickly. Knowledge is power, and people want to know even if they have no need to. Restricting the spread of knowledge is vital to maintaining an individual’s safety and well-being in these situations. Information should be strictly controlled and only provided on a need to know basis. Unless the activity occurred in a public place and is already public knowledge, then the control of information must be exercised from the very outset with covering instructions about sensitivity and handling provided. Information received by the SCART will be on a controlled and recorded basis as will information passed out from the SCART. However, external information leaks, speculation and rumour will inevitably occur, especially if the sensitive nature of a situation is not fully appreciated in the first instance. On these occasions the SCART will reinforce the requirement for confidentiality and provide any necessary advice to ameliorate the situation.

13. Control

a. Access to information connected with sensitive personnel investigations is controlled through the use of a formal arrangement which allows for 3 levels of access prefixed by the descriptor ‘SCART’. The fact that some personnel information is controlled by the SCART process is not in itself controlled information as those in the chain of command will need to be aware that such a process exists and may need to implement Level 3 control in their ships or establishments for incidents/situations involving personnel under their command. The levels of access permitted are:

(1) SCART Level 1. For members of the SCART who will be exposed to a wide range of sensitive personnel information and/or investigations on a regular basis.
(2) **SCART Level 2.** For senior personnel within the command chain who from time to time might need to be briefed on specific cases that could have a significant impact on the reputation of the Service.

(3) **SCART Level 3.** For all others within the command chain, line management, or others who have become aware or may need to know, and therefore need to be informed, of a case involving sensitive information concerning an individual.

b. Should it be necessary to involve in discussions an individual who had hitherto been unsighted on the facts of the case, then the discussions are to be prefixed with the statement that “this is SCART information” and the individual is to be made aware that they are being provided with controlled information. It is the responsibility of every individual involved in the management of such cases to ensure that information pertinent to the case is only divulged to people who have been briefed as to its controlled nature, and the need to ensure that it is not passed to anyone who does not share a specific ‘need to know’.

c. Those given access to SCART information at Level 1 and Level 2 will be required to sign a statement of confidentiality a copy of which is at Appendix 2. In some circumstances it will also be appropriate and necessary for those given one-off access to SCART information at Level 3 to sign a document recording the fact that they have been made aware of its controlled nature.

14. **Accountability**

The SCART is accountable to NavSec and ACOS(PCap) will draw NavSec’s attention to all new cases as they arise. No other senior officers will be briefed as a matter of routine; NavSec will determine when and if such briefing is appropriate.

15. **Membership**

a. The SCART comprises:

- ACOS(PCap)
- NC PSYA - Principal Security Adviser
- NPS-PEOPLE SPT NS FPS HOS

b. To enable full functionality and provide coherent advice across a wide spectrum of customer bases and situations, additional staff officers are aware of the role of the SCART and will be co-opted into the SCART as necessary. Those aware of SCART functionality are:

- NA (for OF5 and above)
- DGNCS PP&O
- DNLS Law 3
- DCGRM

Additionally, the services of the Consultant Adviser in Psychiatry at Sunny Walk, HM Naval Base Portsmouth may be utilised.
16. Meeting
In addition to the ad hoc occasions detailed at paragraph 17, the SCART will meet monthly to review extant cases.

17. Execution
The SCART has been established to:

a. Ensure that individuals in potential stressful situations through sensitive investigation or delicate personal circumstances are known about and monitored by the appropriate divisional/care agencies.

b. Ensure that all relevant information in sensitive personnel situations is managed, controlled and appropriately shared.

c. Monitor sensitive personnel investigations and situations within the Naval Command and provide assistance to Commanding Officers or line management as appropriate.

d. Ensure that single Service specialist welfare support is provided, and an appropriate level of care is discharged in the case of naval personnel outside naval line management who are the subject of sensitive investigations and personal situations.

e. Ensure that wherever possible all appropriate care responsibilities are taken/implemented.

18. Limitations
Despite the best intentions of this CONOPS, the SCART cannot assume responsibility for situations it is not aware of nor it established to replace the command/line management’s responsibilities in these matters. It is inevitable that there will be cases, for a variety of reasons, that fall through the net entirely and it should also be clear that DSH and suicide will occur if the individual is determined to follow that path. Similarly, whilst every effort will be taken to apply, observe and impose confidentiality, the reality is that leaks will occur, no matter how diligent the SCART and others may be.

19. Contact
Any member of the SCART may be contacted as necessary, NPS-PEOPLE SPT NS FPS HOS is the SCART secretary and a registered social worker, can be contacted on (Mil) 9380 28022 or (Civ) 02392 573022.
APPENDIX 1 TO ANNEX 24C

PERSONNEL ‘AT RISK’ ADMINISTRATION ALGORITHM

Pre-Trial
Post Arrest/Bail
Post Incident
Family/Personal Problems

Individual identified
“AT RISK”

Immediate Case Conference by XO, DO, MO,
NPFS/RMW, Chaplain (+Legal advice?)
Or NBC Carer Team (Quick Reaction Team)

(RE-) ASSESS LEVEL OF SUPERVISION REQUIRED TO
MINIMISE RISK OF DSH/SUICIDE

HIGH RISK

Advice to “At Risk” Person from most experienced/appropriate member of
team (or external agency)

Consider specialised medical assessment:
Change of MEDCAT?

NO

Increased Divisional/
Chaplaincy Support

YES

Consider Protective Supervision

Remove from Unit

Regular Case Conference
Review
Still ‘AT RISK’?

NO

No longer ‘At Risk’

LOW RISK

Regular Contact
(Preferably daily & face to face)

Possible use of Messmate/Friend/
Div SR/LH
APPENDIX 2 TO ANNEX 24C

SCART INDOCTRINATION FORM

1. I ............................................................., understand that the information I have been exposed to in respect of events or situations regarding¹ .......................................................... is of a sensitive, personal nature that is governed by the SCART CONOPS and is not to be revealed to anyone else (irrespective of rank or appointment) without the express permission of one of the core SCART members (ACOS(PCap), NAVY PSYA, NPS-PEOPLESPT RNRMW HoS and (exceptionally) NPS-PEOPLESPT PACT SO1.

2. If such revelation is approved I will ensure that the recipient of the information is similarly briefed and will facilitate his/her signing of a SCART indoctrination form.

Signed: ...........................................................

Date: ..............................................................

Completed forms are to be posted to:

HoS RNRM WELFARE
Room 110
HMS TEMERAIRE
Burnaby Road

PORTSMOUTH
PO1 2HB

Tel:  (Mil) 9380 28022
     (Civ) 02392 573022

¹ Insert subject person’s name.
ANNEX 24D

DELIBERATE SELF HARM (DSH) AND SUICIDE

1. Background

   a. Deliberate Self Harm is a non-fatal act of intentional self harm irrespective of the apparent purpose. The Service has a direct duty of care to correctly manage personnel who present with actual or threatened DSH, and the considerable stigma associated with these actions must be overcome, although this can be challenging in areas with a low tolerance for such actions. This Annex contains guidance for those to whom these cases present which include the Executive, Medical Service, Chaplaincy and NS FPS. The aims of this guidance are as follows:

   (1) To ensure that individuals presenting with DSH receive the appropriate management of their physical and mental health, in line with best practice and National Institute of Clinical Excellence guidelines.

   (2) To maintain the good order, morale and operational effectiveness of the Unit and, ultimately, the Service.

   (3) To ensure that DSH and suicide cases are appropriately investigated, recorded and acted upon, and lessons learned for the future.

2. Introduction

   a. Both actual and threatened self harm are typically a communication of distress and need. Individuals can, however, have serious suicidal intent. The identification and management of individuals who commit acts of DSH is therefore critical, and these individuals are significantly more likely to commit suicide within the following year than the general population. Acts of DSH generally fall within one the following categories:

   (1) To communicate a State of Distress to Others. Adult life can at times cause heightened psychological distress and common causes include difficulties with relationships, family or employment. It is normal to want to communicate this with others, however the mechanism through which some do this is either actual or threatened DSH.

   (2) To Influence People or Events to Avert Undesired Outcomes. At times DSH, and particularly threats of future DSH, can be used to influence events and alter an outcome for the individual. This functions by raising the concern and anxiety in someone who has power and influence within a situation. This can be commonly seen with relationship and family discord. In the RN, threats of DSH may be used to avert unwanted Service obligations which the individual feels unable to tolerate emotionally, and these presentations can be particularly challenging to manage.
(3) **Physical Release for Emotional Distress or Tension.** This pattern of DSH is a mechanism of release from distress for an individual. This can be a learned behaviour and is usually associated with a degree of personality dysfunction. Some of these acts of DSH will be concealed and not come to light through routine interactions, for example through superficial cutting on skin usually concealed by uniform. This pattern of DSH is less common in the RN.

(4) **To Complete Suicide.** Acts presenting as DSH may have been serious attempts to commit suicide, which may have either been unsuccessful or the attempt was thwarted.

b. Common mechanisms of DSH include skin laceration and poisoning by overdosing on medication. More violent methods such as hanging and jumping from a height are more significant in determining suicidal intent, but are less frequent presentations.

c. It is important to note that DSH can occur in the presence or absence of a distinct mental illness.

d. Individuals who present with DSH should be treated with the same care, respect and privacy as any patient. Those involved in the management should take full account of the likely distress associated with such presentations. It is acknowledged that presentations of DSH can be challenging to manage, particularly in the operational environment, and a patient and compassionate attitude may be required to overcome this.

3. **Initial Management Following DSH Event**

a. When an act of DSH occurs, medical assistance should be sought immediately. The need may be readily apparent, but in cases of self poisoning the individual may seem completely well but have ingested a potentially life-threatening substance. Depending on circumstance this may be through the Medical Officer / Medical Branch Rating, or Duty First Aider as appropriate. Civil emergency services may be required, and this should not be delayed if it is apparent that an individual’s life is in danger.

b. After any immediate physical health needs have been met, the Medical Officer / Medical Branch Rating will need to complete a full mental health risk assessment, to inform the ongoing management. Appendix 1 to this Annex details the requirements for Medical Professionals and provides a comprehensive guide to the risk assessment process.
c. Prior to, and during, this mental health assessment it will be necessary to manage the individual in a safe environment. The nature of a safe environment can range from the supervision of an appropriately responsible person, through to containment under constant supervision. Typically, this will be in the Medical Centre or accommodation area, however the context may further dictate this. Detention in custody may ultimately be deemed necessary but should be fully justified in the best interests of the individual, and only on the authority of the Commanding Officer / Duty Commanding Officer. The necessity to contain an individual in these circumstances would be in the interests of the individual’s own health or safety, or that of others, when the following risks may be present:

(1) A risk of harm to themselves.

(2) A risk of harm to others.

(3) When there is a risk of deterioration in mental health.

d. Any level of supervision should be maintained for the minimum amount of time necessary to permit the mental health assessment, and should be conducted in an environment and atmosphere of due care and compassion.

e. If it is deemed that a level of ongoing level of protection is necessary in the interest of the individual’s health or safety, or that of others, then the appropriate mechanism will be determined by location. Appendix 1 details guidance to Medical Professionals on how to access specialist advice and services.

f. In all cases of DSH the Notification of a Casualty (NOTICAS) should be reported in accordance with JSP 751. The preferred method is via JPA and arrangements exist when this is unavailable. This is important not only for the correct notification of casualties, but also to enable accurate statistics to be collated informing future policy and practice.

g. In the event that a death or serious injury is discovered, immediate action must be taken at the scene, to minimise and prevent further injury, and to maximise the opportunity to secure evidence. Annex 24E refers in detail.

h. A Service Inquiry is likely to be necessary following any incident where death or serious injury occurs, QRRN Chapters 53 and 57 refer. JSP 832 sets out the circumstances where a Service Inquiry is required and provides the definitive guide.

i. If a Service Inquiry is not required but a DSH episode was significant then an RN Ship’s Investigation, or RM Unit Inquiry, can be ordered to establish what has happened and determine recommendations to prevent recurrence. BR 172 (The Yellow Guide) provides guidance.
4. **Subsequent Management of DSH Episode**

a. The management of the initial phase of a DSH case will be determined by the mental health risk assessment. The risk presented, location and time will all be factors in the appropriate course of action. It is essential that there is close liaison between the assessing Medical Officer/Medical Branch Rating, who has access to specialist mental health support, and the Executive.

b. A referral to Defence Mental Health Services via the appropriate Department of Community Mental Health is considered best practice, Appendix 1 provides necessary details. Consideration should be given to medically downgrading such cases as Medically Non-Deployable, and JSP 950 provides in depth guidance to Medical Officers.

c. In the deployed environment consideration should be given to aeromedical evacuation to the UK. In this situation it is imperative that the RAF Aeromedical Evacuation System is used, which provides appropriate in-flight supervision based on the risk assessment. AP3394 describes the process in detail. Should an individual need to be landed in a foreign port pending aeromedical evacuation, then specialist guidance is essential. Close liaison will be necessary between the appropriate Embassy, compassionately ensuring the safety and well-being of the individual.

5. **Executive Management**

a. In cases of DSH the Executive will need to liaise closely with the Medical Service to ensure appropriate case management, while maintaining the necessary duty of care. The objectives are:

   (1) Maintenance of a safe environment permitting medical assessment.

   (2) Investigate as necessary through either a Service Inquiry or Ship’s Investigation.

   (3) Ongoing liaison engagement with Case Conferences to facilitate appropriate multidisciplinary care.


   (5) Application for Discharge (SHORE) or Services No Longer Required if appropriate.

   (6) Disciplinary Action as required.

b. **Security Implications.** If an episode of DSH raises concerns relating to security, then the Unit Security Officer should be involved and act in accordance with JSP 440 the Defence Manual of Security.

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2. [http://defenceintranet.diif.r.mil.uk/Policy/Continuity/Pages/BusinessContinuityHome.aspx](http://defenceintranet.diif.r.mil.uk/Policy/Continuity/Pages/BusinessContinuityHome.aspx)
c. Appendix 2 contains a flow diagram illustrating the process and possible outcomes.

6. Multidisciplinary Care

a. As described, most cases of DSH are communications of distress and need. In addition to appropriate medical management, wider avenues of support may be utilised to provide the correct care.

b. The Divisional System. An individual’s DO should be involved in all cases of DSH. The bond created by the Divisional System can be a strong resource for the individual in distress, and may facilitate simple adjustments that provide immediate relief. Furthermore, the DO is in a strong position to inform the Medical Service on aspects of the case that are not immediately apparent, and also provide liaison with the unit Command.

c. Naval Service Family and People Support. Many cases of DSH are caused by psychological distress, and the source of this is often located in relationship, family and financial matters. NS FPS can be contacted by either a unit Chain of Command or the individual themselves via a single point of contact in HMNB Portsmouth, from where suitable support and intervention can be co-ordinated. Chapter 24 refers. Contact:

NS FPS Entry Portal: 0800 145 6088/02392 728777 / 9380 28777.

d. Chaplaincy. Unit Chaplains are able to offer pastoral care and support, regardless of religious beliefs. Chapter 31 refers in detail.

e. Chapter 24 Section 9 and Section 10 contain details of organisations that are able to offer additional advice and support.

7. Case Conference

Once the initial management of the DSH episode described above has been completed, a case conference should be convened. This shall consist of representatives from the Medical Service and Divisional System, as well as other agencies involved in the individual’s care such as NS FPS. The aim is to align assessment of the situation, contain and control any risk, and plan the future management. Appendix 3 gives those involved further guidance.

8. Confidentiality

a. The correct maintenance of confidentiality is essential for successful ongoing management. The agencies typically involved in the management of DSH cases will have specific policies on managing confidentiality, which can be enshrined by professional regulatory bodies. The General Medical Council, for example, state that a Medical Officer could disclose personal information if:

(1) It is required by law.

(2) The patient gives consent.
(3) It is justified in the public interest.

b. Issues surrounding confidentiality can be challenging. Written consent should be obtained where possible, and even then, relevant information should only be shared with those who need direct knowledge of the situation.

9. Long Term Outcomes Following DSH

a. The RN has a duty of care to correctly manage individuals who present with or threaten DSH. The appropriate course of management will depend on numerous factors and will initially be guided by the presentation and risk assessment. In the longer term, both the needs of the individual and the Service will influence the outcome.

b. Where possible the goal of any long-term management will be to harmoniously return the individual to a state of psychological resilience and Service employability. In some circumstances and situations, the correct pathway may ultimately lead to discharge from the RN through Medical, Welfare or Executive routes. This will be driven in part by the initial motivation of the DSH, and ultimately the overall Service prognosis which will be informed by the Case Conference.

10. Medical Outcomes

As DSH is a communication of distress and need it is not a diagnosis as such. An individual cannot therefore be medically discharged from the Service for DSH alone. Recurrent DSH is however typically associated with significant psychiatric illness or personality dysfunction and the correct management is that for the underlying disorder. If, after appropriate treatment, such a presentation persists then consideration for medical discharge may become appropriate. JSP 950 provides in depth guidance to Medical Officers.

11. Welfare Outcomes

An episode of DSH may be the first indication that the individual is experiencing an overwhelming amount of distress. The source of this is often in their personal life, for example a relationship breakdown, family discord or financial pressure. NS FPS is able to provide management and support with these issues which could ultimately lead to a Compassionate Discharge.

12. Executive Outcomes

a. Warnings. In cases where an Executive management is necessary, an individual will typically be placed under Warnings as described in Chapter 57.
b. **Discharge SHORE.** Discharge SHORE is not a punishment. It is the normal method of dispensing with the services of ratings and other ranks whose retention is undesirable because of unsuitability or possibly for reasons largely beyond their control. Chapter 54 details the circumstances in which Discharge SHORE may be appropriate. In cases of DSH these can particularly include:

1. **Temperamental Unsuitability.** TU describes an individual’s persistent and obvious failure to adapt to the basic but unique demands of Service life. These demands include tolerance of separation from family, Naval Discipline and military hierarchy, the need for self discipline and close quarter living. The distress caused by such a failure to adapt can manifest itself through acts of DSH, usually early in a Naval career. The Executive have the option of applying for Discharge SHORE on the grounds of TU. For this to happen an individual must be assessed by a Service Psychiatrist and a recommendation for a TU discharge be provided in writing to the Commanding Officer. Prior to this assessment an FMed1041 will be required signed by the Commanding or Executive Officer ensuring that other appropriate avenues of support or discharge have been considered. Annex 54D describes the assessment of TU in detail.

2. **Alcohol.** Alcohol abuse and dependency can exist in the absence of a distinct mental disorder which necessitates medical management and potential medical discharge. These situations are complex and require close co-ordination through the Case Conference. Pure alcohol problems may be ultimately managed through Discharge SHORE.

3. **Inadequacy.** Ratings and other ranks may be unable to perform the duties of the lowest rate to which they can be reverted. Difficulty managing the distress this causes can present through DSH and Discharge SHORE may be the most appropriate management.

4. This is not an exhaustive overview of Discharge SHORE and other circumstances exist, as described in Chapter 54.

c. **Naval Discipline.** It can be the case that an episode of DSH is consciously motivated to influence people and alter events, without any suicidal intent or underlying mental illness. An example of this would be a wilful injury sustained purely to achieve a medical downgrade thus preventing a deployment. The Armed Forces Act 2006 provides the Executive with recourse to manage such cases under Section 16 Malingering or Section 19 Conduct to the Prejudice of Good Order and Service Discipline.

d. **Discharge Services No Longer Required.** Discharge SNLR is not a punishment but neither is it an honourable release and can impair a rating or other rank’s prospects of employment on return to civil life.

1. **Unruly.** Usually there will be evidence that an individual is on Warnings for Discharge SNLR (Unruly) and has received previous punishment that has not had the desired reformatory effect. Cases of DSH with the desire to influence individuals or outcomes may be particularly challenging to manage.
(2) **Drug Misuse or CDT.** Some cases of DSH may present with drug misuse, which is incompatible with the unique position of Service life.

e. **Officers.** Officers may equally present with DSH and ultimately require Executive management. Appropriate mechanisms of discharge exist as described in Chapter 54.

f. This description of avenues of Executive management is not meant to be exclusive or comprehensive, but serves to describe the more common routes seen in these cases.

g. Such Executive actions will require clear co-ordinated input which is harnessed through the Case Conference.
APPENDIX 1 TO ANNEX 24D

GUIDANCE TO MEDICAL PROFESSIONALS

1. Introduction
   This Appendix provides detailed guidance to Medical Officers/Medical Branch Ratings on the management of cases of DSH in the immediate and longer term. All healthcare professionals should be accountable for their actions, and act within the limits of their professional competence. Those operating under supervision (for example General Duties Medical Officers) should discuss all such cases with their seniors.

2. Responsibilities
   a. The initial management of any immediate physical injury or illness.
   b. Full mental health risk assessment, documented on the Defence Medical Information Capability Programme patient record.
   c. Initial liaison and referral to specialist mental health care.
   d. Providing informed advice to the Executive regarding the ongoing management.
   e. Participation in Case Conferences as detailed in Appendix 2.

3. Risk Assessment Following DSH
   a. Following an act of DSH, a mental health evaluation and risk assessment will need to be conducted by the Medical Officer/Medical Branch Rating. The requirements of a psychiatric history and mental state examination are described, which in turn inform the ongoing risk assessment.
   b. Mental Health History:
      (1) History of Presenting Complaint. In these cases, this will include the patient’s own account of events leading up to the DSH episode, and provide much of the information needed for the risk assessment.
      (2) Past Psychiatric History. Including past diagnoses, treatment and severity. Previous episodes of DSH are also highly important.
      (3) Past Medical History. Particularly noting the presence of chronic, disabling, or terminal disease.
      (4) Medication History. Medication taken for whatever reason should be noted. Consideration of substances potentially toxic in overdose is particularly important.
      (5) Social Circumstances. DSH can often occur in the context of social disharmony including relationship breakdown, family or financial distress.
(6) **Service History.** Occupational role and functioning, particularly access to weapons and safety critical tasks, are important considerations.

(7) **Forensic History.** In the Service context this includes interaction with Civil Police, and the Executive.

(8) **Substance Use.** Alcohol use, misuse and dependence should be assessed, as well as the use of illicit drugs or other psychoactive substances.

(9) **Personal History.** This includes early life, upbringing, and enduring patterns of interaction with the world.

c. **Mental State Examination**

(1) **Appearance and Behaviour.** Noting self care, dress, rapport and appropriateness of interaction.

(2) **Speech.** Presence or absence of formal thought disorder, and pressure or poverty of spontaneous conversation.

(3) **Mood.** Subjective and objective assessment of mood, and appropriateness to current circumstance.

(4) **Thought Content.** Including presence or absence of delusions or overvalued ideas.

(5) **Perceptions.** Hallucinations or illusions in any sensory modality.

(6) **Cognition.** Cognitive state including orientation, concentration and memory.

(7) **Insight.** Individual's own view of their presentation and willingness to receive offered interventions.

d. **Risk Assessment – Suicidal Intent of the Act**

(1) **Were precautions taken against discovery?** When an individual act of DSH is undertaken and the individual knows it will be discovered before any significant health effect could occur, it presents a lower risk, for example cutting an arm in the messdeck. When DSH occurs in isolation and is not expected to be discovered, it presents a higher risk.

(2) **Was the act pre-meditated?** Prior planning, such as the stockpiling of medication, represents intent and presents a higher risk.

(3) **Were final acts completed?** Putting affairs in good order represents a higher risk of suicide, overlapping with planning in advance. Preparing a will or life insurance indicates an intent; however handwritten notes can be made quickly and easily.
(4) **Was the act likely to cause death?** A violent act, such as hanging or jumping from a height, indicates a much higher risk of future suicide. It is important, however, to assess the understanding of intent as it is the believed likelihood of causing death that is important. Thus, an overdose of 4 paracetamol tablets might genuinely be understood to be potentially fatal.

(5) **Was the act impulsive?** An impulsive act such as an overdose directly following an argument with their spouse represents a lower risk of suicide.

(6) **Did the individual summon help themselves?** Calling for assistance following DSH is a protective factor, for example contacting family via mobile telephone to tell them what has happened.

(7) **Was the individual under the influence of alcohol or drugs?** Individuals who experience distressing life events often use alcohol or other psychoactive substances to manage their emotions. This use can lead to impulsive, spontaneous and irrational actions. When distressed and under this influence, unplanned and impetuous acts of DSH can be performed, sometimes following an interpersonal argument which, unintentionally, can be serious.

e. **Risk Assessment – Significant Risk Factors**

(1) **Previous History of DSH.** As identified, the risk of a completed suicidal act is much higher in those with a history of DSH, with or without clear suicidal intent at that time.

(2) **History of Significant and Current Alcohol or Drug Misuse.** The behavioural alterations relating to recklessness and impulsivity when influenced by psychoactive substances place those who use them at a significantly higher risk of future DSH and suicide.

(3) **Presence of Significant Mental Illness.** DSH and suicide are linked to a myriad of psychiatric disorders. The full history and mental state examination will permit the identification of mental illness.

f. **Risk Assessment – Ongoing DSH Risk**

(1) **Does the individual regret the attempt?** Regret and remorse following an act of DSH indicates a lower risk of a recurrence.

(2) **Assurance given of future safety.** If an individual can assure those assessing their ongoing risk that they are confident in keeping themselves safe, this indicates lower risk.

(3) **Ongoing suicidal ideation, plans or intent?** If, on assessment, the individual retains thoughts or desires to harm themselves then the future risk is elevated. An absolute future intent to complete suicide presents a much higher risk.
g. **Risk Assessment – Protective Factors Which Reduce the Future Risk**

1. Presence of family and friends, rather than social isolation.

2. Having children or dependants.

3. Ability to see a positive future, instead of hopelessness, is protective.

4. Stating reasons to live, other than those above, can also be reassuring.

5. Moral objections to DSH and suicide.

4. **Documentation of Assessment**

   Mental health professionals should carefully document their full risk assessment on DMICP. This should be done using the Mental Health Menu template, and the embedded Decision Support Tool, which provides guidance on risk stratification using the described criteria.

5. **Specialist Support to Medical Professionals**

   a. Medical Officers/Medical Branch Ratings can access specialist support to manage these complex cases in the initial phases. All DCMHs provide a duty nurse who is available for advice and guidance. In hours contact should go through the appropriate Base Port DCMH contact number below. Outside working hours, the duty nurse is available via Base-port duty medic mobile telephone number also below:

   - HMNB Portsmouth: 02392 726256/9380 26256 (07773 154608).
   - HMNB Plymouth: 01752 555965/9375 65965 (07990 551693).
   - HMNB Clyde: 01436 655757/93255 5421 (07967 340172).

   b. The duty nurse for each DCMH is supported by a consultant psychiatrist who can provide expert support if needed.

   c. In addition, there is a national tri-Service contact telephone number for out-of-hours advice: 07990 551693.

   d. It is now widespread best practice that all cases of DSH are referred for specialist assessment and management to the appropriate DCMH through DMICP. The risk assessment will inform the urgency of this, and a telephone call should accompany cases where necessary.
## APPENDIX 2 TO ANNEX 24D
### MANAGEMENT ALGORITHM

<table>
<thead>
<tr>
<th>EXECUTIVE</th>
<th>MEDICAL SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>In event of death or serious injury actions in accordance with Annex 24E.</td>
<td>Urgent medical management of DSH.</td>
</tr>
<tr>
<td>Provision of safe and compassionate environment permitting medical assessment.</td>
<td>Full mental health risk assessment.</td>
</tr>
<tr>
<td>Notification of a Casualty (NOTICAS) in accordance with Annex 24I and JSP 751.</td>
<td>Engagement with DCMH.</td>
</tr>
</tbody>
</table>

**Management as indicated by mental health risk assessment, which may include aeromedical evacuation from deployed environment.**

<table>
<thead>
<tr>
<th>Service Inquiry or Ship’s Investigation in accordance with QRRN Chapters 53 and 57 and JSP 832 or BR 172.</th>
<th>Consider security implications in accordance with JSP 440.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engage wider avenues of support such as NS FPS and Chaplaincy.</td>
<td></td>
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<tr>
<td>Case Conference</td>
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</tbody>
</table>

**POTENTIAL OUTCOMES**

<table>
<thead>
<tr>
<th>Return of full Service employability where possible.</th>
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<tbody>
<tr>
<td>Discharge SHORE.</td>
<td>Medical discharge.</td>
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<tr>
<td>Discharge SNLR.</td>
<td></td>
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<tr>
<td>Service discipline.</td>
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<tr>
<td>Compassionate Discharge.</td>
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</tbody>
</table>
APPENDIX 3 TO ANNEX 24D

CASE CONFERENCE

1. **Membership**
   The Case Conference is a key step in correctly managing cases where DSH has occurred. This will typically take place after the initial episode and when ongoing avenues of care have been explored. Key members of the Case Conference are as follows:

   a. **Executive Representation:**
      1. To chair the Case Conference.
      2. To provide perspective on individual case and needs of the Service.
      3. The exact position of this member will vary with situation but, in a ship for example, should be the Executive Officer.

   b. **Divisional Officer** - to promote the needs of the individual.

   c. **Unit Medical Officer** - to represent the medical situation.

   d. **DCMH representation** - to provide specialist mental health opinion.

   e. **NS FPS** - if involved.

   f. **Chaplaincy** - if involved.

   g. **Any other relevant agency.**

2. **Individual Engagement**
   The individual concerned must be made aware that the Case Conference is to be held, and they should be given the option to participate for some or all of the proceedings. Engagement with the individual concerned is a key factor to delivering an effective care management plan.

3. **Structure**
   The following structure to the Case Conference is intended as a guide:

   a. **Introduction.** All participants should introduce themselves by name, role and nature of input.

   b. **Presenting Situation.** The events that led up to the DSH episode, and what has occurred since, should be discussed in order to allow participants to share the same information and understanding. This will be led by the professional who has best grasp of the situation, which may be the Divisional Officer or Medical Officer.
c. **Medical Assessment.** Prior to the Case Conference, informed consent must be sought from the individual to disclose medically confidential information in accordance with GMC guidance. Key aspects of the medical contribution will include the nature of any underlying mental health disorder and the ongoing risk assessment. Medical downgrading needs to be explicitly discussed, considering Service prognosis.

d. **Executive Assessment.** Both the Divisional Officer and Executive representative will inform this aspect of the case conference. Previous Service record should be considered, along with any discipline actions in process such as Warnings.

e. **Additional Information.** This will include input from other agencies such as NS FPS and Chaplaincy. Here any child or vulnerable adult safeguarding concerns should be highlighted.

f. **Individual’s Perspective.** If present, the person concerned can express their own views. If they do not wish to participate with the full conference, they could be invited to join at this stage.

g. **Management Plan.** The overall management plan is to be discussed and agreed upon. This will incorporate the needs of the individual and future Service employability. The plan will be multidisciplinary and involve co-ordination for delivery.

h. **Documentation.** All members involved with need to make their own notes for documentation upon completion. The Medical Officer must make an electronic record on DMICP, noting particularly the ongoing risk management plan, as this constitutes an agreed care plan.
ANNEX 24E

DEATHS AND SERIOUS INJURIES IN UNITS AND ESTABLISHMENTS

POINT OF CONTACT – PART 5

References:
A. 2010DIN02-023.
B. QRRN
C. JSP 751

1. Introduction

There may be occasions when personnel will discover a serious incident; involving death or where death is likely. In these cases a local Home Office Police Force inquiry will normally follow. Depending on the proximity of the police to the incident it may be some time before the police attend the scene and take control. In order that procedures are carried out to minimise and/or prevent further injury and maximise the opportunity for the police to secure evidence the following guidance and aide memoir, which should be disseminated widely to all ranks and form the basis of more comprehensive unit SOPs, is provided for non-police personnel.

2. Initial Action to be taken by Non-Police Personnel

On discovering an incident involving death or where death is likely, the following action is to be taken:

a. Prevent Further Loss of Life (including your own) or Injury. The main priority on discovering an incident is to prevent further loss of life or injury. The senior person unconnected with the incident is to assess the situation, take charge and take appropriate and safe action to:

   (1) Ensure area is safe to enter. Identify and eliminate any danger, where safe/minimal risk to do so, e.g. extinguish a small fire, isolate electrical currents etc.

   (2) Remove the injured person away from imminent danger. E.g. assist people from a smoke filled room. However, under no circumstances must a seriously injured person be removed if there is no imminent danger as this could cause long-term medical problems or fatality if not handled correctly.

   (3) Tend the Injured.

   (4) Seek Medical or other assistance at the first available opportunity.

   (5) Once further loss of life or injury has been prevented, any injured personnel at the scene should be tended in accordance with current training.

   (6) Where practical, those suffering from shock, trauma or distress should not be left alone or in circumstances where they could further injure themselves or others.
(7) Only a Medical Officer can certify death at the scene and therefore every effort should be made to revive or treat personnel until tended by trained medical staff. Where it is obvious that a person is dead and cannot be revived the deceased should remain exactly as discovered and not touched or moved.

b. **Uninjured Personnel at the Scene.** They should be segregated and should normally be asked to remain at the scene until the arrival of the police; the person discovering the injured or deceased person is a key witness, who police will wish to interview at the earliest opportunity. The details of those personnel who are possible witnesses or suspects should be noted. Those person(s) involved, or suspected to be involved, in an incident or found at or near a scene should be asked or ordered, where the necessary authority exists, not to wash themselves or their clothes until seen by the police.

c. **Take Appropriate Measures to Protect the Scene.** It is vital that, when the police arrive, the scene (and everything within it) is exactly as it was discovered. In particular:

   (1) **Offices, Accommodation etc**

   (a) Where the scene of an incident is under cover it may be able to be secured by locking the entrance/exit doors. Windows are not to be closed, unless under exceptional circumstances, i.e. weather etc. They may be a point of entry - exit for a suspect and therefore may provide forensic evidence. If the incident involved a jump or a fall, windows should not be touched and should be left exactly as they have been found.

   (b) If possible or practicable, a sentry should be placed on windows to ensure no interference with such possible evidence. Any other methods of entry or exit should be secured and the room/area cleared of all other occupants. Thereafter, the key must be retained by a person in authority until the arrival of the police. It is also important that the room/building remains undisturbed and those occupants (or other unauthorised visitors) are not allowed access to the room/area either deliberately or accidentally, for any reason.

   (c) Should it be suspected that other keys to the area exist or you have any doubts over your ability to fully secure the scene you should position a guard(s) at the points of access/exit.

   (2) **Outside Areas.** Where it is not possible to secure the area by utilising existing physical barriers, access to the area by unauthorised personnel should be physically prevented. At the first opportunity a cordon using personnel or ‘mine tape’ should be placed at a suitable distance around the scene (see Appendix 1 para 4b). The type of incident and area will determine the size of cordon.
(3) **Visitors.** It is important that only personnel required to attend the scene are allowed within the cordon. Those personnel not connected to the incident or who have no legitimate purpose at the scene must not be allowed into the scene and should be instructed to leave the area. A record of all persons attending the scene within the cordon is to be recorded with their reason why, and handed to police on arrival. If a person does need to enter scene they must be escorted to ensure they do not tamper with evidence. There are few reasons why access should be required to the scene, and unless there are Health and Safety reasons there should not be any need for anyone to enter the scene once initial actions have been taken.

(4) **Pets.** If applicable, remove any pets from the scene.

d. **Preserving the Scene.** It is essential that anything at the scene is found by the police. Under no circumstances should the area be cleaned and any items at the scene should be left in the same condition and position as they were discarded. In particular:

1. **IEDs/Suspect Packages etc.** These should remain in situ and under no circumstances should these be examined, removed or tampered with. The use of mobile phones, other communications or bright lights (flashlights etc) is to be avoided.

2. **Firearms.** These should not be touched, handled or moved, made safe, unloaded, cleaned or tampered with in any way. It will be important that the police find any firearm in the same condition as it was left. Care must be taken not to touch bloodstained items as blood distribution and ballistics may be a factor. If you have handled the weapon or know that any other person has, you should notify the police immediately on their arrival. The weapon should only be touched and made safe by a Police Firearms Officer.

3. **Spent Cases.** These should not be touched, handled, moved or collected. A large cordon should be established in order to encompass any such evidence. The searching of the cordoned area should be left to the specialist Police search teams. A search conducted by any other persons may damage evidence or introduce foreign items into the cordoned area which may contaminate the scene.

4. **Knives or Other Weapons.** Knives (or other weapons if appropriate) should not be touched, handled or moved.

5. **Documents.** Any notes, whether sealed or otherwise, and any other correspondence or documents found at the scene should not be handled and must remain undisturbed. Be mindful that the note could have been written by someone other than the deceased and may require detailed forensic analysis. If the note has been handled, establish when, where and by whom and report this to the police on arrival.

6. **Electrical Equipment** (including computers/mobile phones/radios/flashlights). Any electrical equipment found should not be tampered with, switched on/off, used or removed.
(7) **Clothing / Garments.** Are not to be removed from the scene or injured personnel (unless for medical reasons by trained medical staff).

(8) **Blood/ Bodily Fluids etc.** Blood and other bodily fluids stains and marks should be left in situ. Unless taken to a medical facility with the patient for emergency treatment, all body parts should be left at the scene until the arrival of the police. Nothing should be cleaned until the arrival of the police.

(9) **Hanging.** The important areas from a forensic point of view are the knot itself, the position on the neck and the point of suspension. If the ligature has to be cut, other than in an emergency, it should be cut on a central point and well away from these areas.

(10) **Overdose.** The container and any remaining drugs should be noted but left in situ.

(11) **Carbon Monoxide Poisoning.** If a car window has to be smashed to gain entry to a vehicle select one other than the drivers or the window through which the hose is running. Note the position of the body, its condition and any smell coming from the car. If the engine is running, turn it off and leave the keys in the ignition, no further action should be taken.

3. **Reporting**

   a. It is important that personnel discovering an incident report it and obtain assistance at the earliest practical opportunity. Once in a position to do so personnel should report the incident to a person in authority, i.e. duty staff/ police etc, by the quickest and safest means possible, e.g. mobile telephone, in person etc. Where two people, unconnected with the incident, are present one should remain to protect the scene whilst the other reports the incident and/or seeks assistance.

   b. Duty military personnel notified of an incident should ensure that the action above has been completed and immediately report or arrange for the details to be reported to:

   (1) In the UK, local Home Office Police, Service Police and/or MDP. Overseas the Service Police.

   (2) The Chain of Command (in accordance with local SOPs).
APPENDIX 1 TO ANNEX 24E

INITIAL ACTION TO BE TAKEN AT THE SCENE OF A SERIOUS INCIDENT
(See algorithm)

1. Prevent Loss of Life (including your own) or Injury
   a. Protect and/or remove injured from imminent danger. If there is no danger, do not under any circumstances remove an injured person.
   b. Where safe/minimal risk, eliminate danger.
   c. Senior person present unconnected with the incident – take charge.

2. Assess and Tend the Injured
   a. Provide first aid in accordance with training.
   b. Those in shock, trauma or distress should not be allowed to further harm themselves or others, and where possible do not leave alone and/or out of sight.
   c. Segregate uninjured personnel involved in the incident pending arrival of police.
   d. Record names and addresses of evacuated casualties, and where they have been evacuated to.
   e. Only a Medical Officer can certify death.
   f. Where it is obvious that the person is dead the body is not to be touched or moved.

3. Summon Assistance
   By the quickest means and at the first available, safe opportunity.

4. Protect the Scene
   a. Do not touch, remove or tamper with anything (or allow anyone else to do so). Do not remove blood or other bodily materials.
   b. Lock down main gate and refuse entry/exit to all but Emergency Services. Detain persons & vehicles attempting to leave and inform Police upon their arrival. Cordon off the scene. Do not allow unauthorised personnel inside the cordon. The size of cordon should be determined by the type of incident and terrain; a rule of thumb should be to set out cordons to extremes as they can always be reduced at a later stage.
   c. If the incident has occurred in a building or indoors, rooms should be vacated, secured/ locked and keys retained. If incident involves a jump or fall, leave windows as they are.
d. Occupants or visitors should not be allowed re-entry

e. Record details of any person permitted inside the cordon.

f. Segregate potential witnesses/offenders pending the arrival of police. Record names, addresses and contact numbers of any personnel unwilling to remain at the scene – do not allow anyone to leave. They could be potential suspect(s) who will then have ample opportunity to destroy any evidence, inform others, assist offenders etc.

5. **Articles at the Scene. Leave in Situ**

   DO NOT touch, remove, permit to be removed any article from the scene. In particular:

   a. IEDs/Suspect Packages – DO NOT touch (avoid use of mobile phones, radios or flashlights).

   b. Firearms – DO NOT touch, handle, move, make-safe, or clean.

   c. Spent cases – DO NOT touch, handle or move.

   d. Knives or other weapons – DO NOT touch, close, handle or clean.

   e. Written Notes – DO NOT touch, handle, open or read.

   f. Electrical Equipment – DO NOT touch, use or switch on/off.

   g. Clothing/Garments – DO NOT remove (unless for medical reasons and by medical trained staff).

6. **Reporting and Recording**

   a. **In the UK**

      (1) Civil Police/ Service Police/MDP.

      (2) Chain of Command.

   b. **Overseas**

      (1) Service Police.

      (2) Chain of Command.
7. Algorithm for Procedures to Be Taken for Unexplained Death in a Military Establishment

Body Discovered - Are there signs of Life?

- Yes
  - Ensure safe to enter and provide immediate First Aid

- No
  - DO NOT TOUCH / DISTURB THE BODY OR SCENE

Call Civilian Police and Ambulance via the MOD Exchange 2222 or 999 (if dialling from mobile)

- RN Service Police informed?
  - No
  - Evacuate the room/immediate vicinity, directing personnel to clear area

  - Take details of person(s) finding deceased – ensure they await Civilian Police

  - Any equipment in use at time of death to remain in situ

  - In the event of suspected suicide leave all items thought to have been used in situ

- Yes
  - Call

  - DO NOT TOUCH OR DISTURB THE BODY OR SCENE

  - AWAIT THE ARRIVAL OF CIVILIAN POLICE AND/OR AMBULANCE
ANNEX 24F

TRI-SERVICE SPECIALIST WELFARE AGREEMENT ON MUTUAL WORKING AND AREAS OF RESPONSIBILITY

1. Preamble

The provision of Specialist Welfare Support is a responsibility of the parent Service Command (i.a.w. JSP 770) but there will be occasions when another Welfare provider is able to meet the needs of the Service user most effectively. Compassionate action, assignments, discharge or services provided at Public expense must involve the parent Service Chain of Command.

2. Parties

This agreement is between Naval Service Family and People Support (NS FPS), the Army Welfare Service (AWS), and Royal Air Force Community Support. In this document these specialist organisations are referred to as agencies, ‘Service’ refers to the single Services (Naval Service, Army, RAF) and ‘services’ to the various outputs that the agencies provide.

3. Scope

a. This agreement covers services to Serving personnel (officers and Ratings/ORs, married and single) and their families in the following situations:

   (1) Specialist welfare services for personnel serving with a unit of another Service and their families, where appropriate, will be provided by the local service welfare agency.

   (2) Where services would be more appropriately provided by another agency because of geographic or other reasons.

b. This agreement does not cover:

   (1) Work that is, or is likely to be, particularly sensitive or of high profile or particularly complex, with single Service implications. Receiving agencies should be aware of such sensitivities and discuss them with the appropriate Service Agency at the earliest opportunity.

   (2) Counselling or other services purchased for specified individuals at public expense. Funding approval and associated costs lie with the parent Service.

   (3) Social inquiry reports and pre-sentence reports (SIRs/PSRs) that must reflect the Service of the convening authority although elements of such reports may be conducted by a co-operating agency.

   (4) Out-of-Hours services that may not be provided by other specialist welfare agencies.

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1 Specialist RAF Community personal and emotional support services are provided by SSAFA-FH( RAF) under contract arrangements.
4. **Case Conduct**

a. Each agency will allocate work, carry out the assessment and make recommendations in accordance with that agency's processes and criteria, consulting as necessary. The case will be conducted as any other of the agency's cases including coverage within supervision and Confidentiality policies.

b. Where a recommendation needs funding, compassionate or Executive action by the individual's Service, the individual's consent will be sought before information is passed to his/her own Service welfare agency who will refer to the appropriate Service authorities for action, (modifying it to conform with own Service criteria if necessary). The decision on the recommendation in such cases remains with the individual's Service. If the individual withholds consent for information to be passed on it will not be possible to recommend compassionate or executive action.
ANNEX 24G

ESTABLISHING AND MAINTAINING AN ON-LINE COMMUNITY

1. **At Least Three Months Prior to Deployment**

   a. Units are to establish contact with the appropriate Digital Moderators (DM) based within the local NS FPS organisation. A DM, in conjunction with other NS FPS staff, will brief the command on Digital/Social Media Platforms and other associated services available from NS FPS.

   b. The Unit is to provide a single point of contact to act as the Families Liaison Officer (FAMLO). The FAMLO role should be allocated to an individual who has the experience to identify what is of concern and interest to families and who appreciates how valued the FAMLO role is likely to become amongst the on-line community. They should be accountable to the Executive Officer/Adjutant. Briefings for the FAMLO will be provided by the local NS FPS Team.

   c. Local NS FPS will attend Families’ Days and provide pre-deployment briefs to the Ship/Unit’s company on this topic.

2. **One Month Prior to Deployment**

   Commanding Officers should release a Ship/Unit Newsletter (see Para 2408.b sub para 3) to families one month prior to a deployment, informing them of www.royalnavy.mod.uk/community-and-support and encouraging them to join the “Community” members’ area of the website.

3. **While Deployed**

   a. The Local NS FPS worker will, if appropriate, provide support for events for the Ship/Unit’s on-line community during the deployment. These can be virtual events (such as on-line gatherings at a specified date/time), or actual events. Interaction on-line often leads to increased face-to-face activity.

   b. www.royalnavy.mod.uk will be the resource that families will look to for accurate and regularly refreshed information regarding ‘their’ Ship/Unit. Such material promotes involvement and a sense of identity with the Ship/Unit and its people, but successful engagement depends on the flow of material via the FAMLO. There is, for instance, limited interest for families in a missile launch, whereas being able to spot loved ones in a picture of a team at work generates a much more positive reaction. The appetite of the on-line community to feel part of the personal experience of loved ones on deployment cannot be overestimated. To replicate material which intended for public consumption on the Royal Navy website does not achieve that purpose.

   c. The Navy NPS People Support Digital Media team maintains a duty system that allows information to be updated speedily thus ensuring that rumours, speculation and consequent anxiety is kept to a minimum and that families are kept as fully involved and as accurately informed as possible.
d. The Navy NPS People Support Digital Media work alongside RNMCE, which means that it is in a good position to publish information to families in the event of any incident involving the Ship/Unit as soon as it is released by MOD and, hopefully, before publication in the press.

e. In the event of open communications from the Ship/Unit being suspended, the DM worker will become the conduit for continued communication with the families on the website. The DM will communicate with the Ship/Unit when permitted, representing the Ship/Unit until normal communications are reinstated.
ANNEX 24H

GOOD PRACTICE RESPONSES TO DOMESTIC VIOLENCE

1. Introduction

   a. The following good practice guide is adapted from guidance issued by Hammersmith and Fulham Council and the Domestic Violence Forum (Hammersmith and Fulham), which was based on work carried out by Norwich Consultants on Sexual Violence and Jean Osborne LSE.

   b. Listed below is a series of Dos and Don’ts and questions that may be asked when Domestic Violence is suspected.

2. DOs and DON'Ts

   DO  give priority to ensuring the victim’s immediate safety.
   DO  recognise their need for a response and your support.
   DO  be sensitive and discuss their fears.
   DO  take the victim seriously, believe them.
   DO  reassure them that violence is not their fault.
   DO  let them know that they are not alone in being abused.
   DO  remember that their problems may be compounded by racist reactions, language and cultural barriers; or other reactions to their age, sexuality or disability.
   DO  remember that their options may be limited by lack of, or access to, resources.
   DO  consult with specialist agencies and individuals.
   DO  check if it is all right to send the victim letters or phone them at home (confidentiality is crucial).
   DO  respect their wishes if they do not want you to make contact at all.
   DO  find out what they want and if you can help them achieve it.
   DO  let them know that they do not have to leave home to talk to a person at a local refuge.
   DO  discuss the situation and any options open to them.
   DO  help them explore ways of maximising their safety, whether they leave their ome or not,
   DO  find out what other agencies have to offer and let the victim know.
   DO  take personal responsibility when referring the victim elsewhere.
   DO  keep in contact, if at all possible.

   DON'T  ignore your intuition if you suspect an individual is being abused.
   DON'T  insist on joint sessions with the victim and the abuser.
   DON'T  fob off a victim if they come to you for help.
   DON'T  be flippant, cynical or sceptical.
   DON'T  ask a victim what they did to provoke the violence, just the facts.
   DON'T  just focus on what the victim alone can do in the situation.
   DON'T  make choices for them.
   DON'T  give up on them just because things are taking longer than you think they should.
   DON'T  give the abuser the address and phone number of where the victim is staying.
   DON'T  promise to give a letter or pass on a message from the abuser to the victim or to facilitate contact in any way.
3. **HOW TO ASK**

a. **Initial Questions**
   
   (1) Is everything alright at home?
   
   (2) How are you feeling?
   
   (3) Are you getting the support you need at home?

b. **Follow up – Direct Questions**

   (1) I noticed a number of bruises/cuts/scratches/burn marks: how did they happen?
   
   (2) Do you ever feel frightened of your partner?
   
   (3) Have you ever been afraid of your partner?
   
   (4) Does your partner ever treat you badly such as shout at you, constantly call you names, push you around or threaten you?
   
   (5) Have you ever been in a relationship where you have been hit, punched, or hurt in any way? Is that happening now?
   
   (6) Many people tell me that their partners are cruel, sometimes emotionally and sometimes by physically hurting them – is that happening to you?
   
   (7) We all have rows at home occasionally. What happens when you and your partner fight or disagree?
   
   (8) Has your partner ever:
   - destroyed things you care about;
   - threatened or abused your children;
   - forced sex on you/or made you have sex in a way that you are unhappy with;
   - withheld sex/rejected you sexually in a punishing way;
   - used your personal fears to ‘torture’ you;
   - stalked you.
(9) Does your partner get jealous and, if so, how do they then act?

(10) You mentioned that your partner uses alcohol/drugs, how do they act when drinking or on drugs?

(11) I notice that your partner seems very concerned and anxious. That can mean they feel guilty. Were they responsible for your injuries?
ANNEX 24I

NAVAL SERVICE NOTIFICATION OF CASUALTY DIRECTIVE

1. Introduction
   a. This Directive should be used in conjunction with the overarching Joint Policy and Procedures\(^1\).
   b. The MOD places the utmost importance on the way the Services deal with their casualties. Casualty reporting must be undertaken as quickly and sensitively as possible, and it takes precedence over all but the most urgent operational and security matters.
   c. The casualty reporting and notification process is coordinated by the Joint Casualty and Compassionate Centre (JCCC) and all information must be routed through them.
   d. As the sole Notifying Authority (NA), the Naval Service Casualty Cell (NSCC) takes the lead in the management of the process for all Naval Service (NS) casualties\(^2\).

2. Casualty Reporting
   a. **Raising a NOTICAS.** A full list of occasions when a NOTICAS is mandated is at Appendix 1. An example of a NOTICAS is at Appendix 2 and a NOTICAS template at Appendix 3.
   b. **Raising the NOTICAS** is the responsibility of the casualty’s parent unit and is an Executive function. It is for the unit to establish who is to raise the signal eg. OOD in consultation with Duty Medic out of hours and Medical team during office hours. A step by step guide to the NS notification process is at Appendix 4.
   c. The primary method for reporting casualties to JCCC is the Casualty Notification (NOTICAS) signal on JPA. If JPA is unavailable, the unit must send a NOTICAS to JCCC INNSWORTH by immediate signal or fax.
   d. **Accuracy must not be sacrificed for speed, it is therefore essential that no unverified information is included in the NOTICAS.** If doubt exists, the relevant section must be left blank and the information, once verified, reported via subsequent updates.
   e. **Maritime Reservists.** Casualties involving mobilised Maritime Reservists (MR) will be managed in the same way as their regular counterparts. Incidents/casualties involving non-mobilised MR are a civil police matter, however their parent MR Unit should immediately report any casualties to their respective MR HQ (RMR/RNR SO2/SO1) who will then inform the NSCC, JCCC (SO2 Post Death Admin for release of any Service Wills) and Commander Maritime Reserves.

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\(^1\) JSP 751 – Joint Casualty & Compassionate Policy & Procedures, Management of the Casualty, Volume 1
\(^2\) With the exception of Special Forces personnel who are managed under a separate policy.
3. Casualty Notification

a. KINFORMING is the process of notifying the EC/NOK of NS casualties. Kinforming via the NS NA will only take place under specific direction from the NSCC once in receipt of a NOTICAS from JCCC tasking NSCC to begin the process.

b. Casualty Notification Officers (CNOs). In cases where the casualty is dead, missing, VSI or SI (see Appendix 1 for definitions), notification is to be carried out by a CNO and an accompanying Officer. When tasked to do so by JCCC, the NSCC is responsible for nominating and CNOs. Where a casualty is III or UL it may be appropriate for the Unit to kinform, but they are to seek advice from JCCC/NSCC before doing so.

c. Self KINFORMING. Self KINFORMING is the process whereby a casualty notifies their own EC/NOK giving details of their injuries or illness. Self KINFORMING should NOT be the default approach. This procedure may only be permitted in extremis if all of the following criteria are met. If any of these criteria cannot be achieved, KINFORMING is to take place through the NSCC:

(1) The casualty is categorised as UL only.

(2) The casualty is supported by medical staff at their side who are confident the casualty has sufficient knowledge of all the relevant aspects of their injury/illness.

(3) The casualty has been briefed on the potential impact of self KINFORMING on their EC, and is content to proceed.

(4) The Unit is not currently under Op MINIMISE (if on Operations), ‘RIVER CITY’ restrictions (for RN) or there are multiple casualties. In these circumstances the unit at home can better coordinate notifying duties and prevent the broadcast of misinformation amongst NOKs.

d. The result of Self KINFORMING should be debriefed by the casualty’s immediate CoC to the JCCC.

e. Mass Casualty Incident. JCCC will liaise with the NSCC and potentially activate the Naval Service Casualty Activation Centre (CAC). In the event of a multi-Service incident, the JCCC may activate the Major Incident Centre (MIC); each incident will be managed on an individual basis.

4. Emergency Contact/Next of Kin Information

The effectiveness of the notification process is dependent on the accuracy of the information available to CNOs. Recent incidents have disclosed serious inaccuracies in EC/NOK information recorded on JPA. This has the potential to cause great distress to the families of casualties and significant embarrassment to the RN and MoD.
5. Media 'Lines to Take'
   Navy Media is the lead agency for generating Media Lines to Take (MLTT) for any NS casualties. The NSCC will liaise with Navy Media regarding all NS casualties.

6. Summary
   a. It is imperative that all Ships, Units and Establishments have a robust system in place to ensure that the NS Notification Process is understood and followed.

      The importance of the accuracy of EC/NOK information held on JPA cannot be over emphasised and it is a fundamental DO/LM responsibility to ensure they carry out regular checks that information is current.

   b. The lead on all casualty related actions within a Ship, Unit or Establishment lies with the Executive. Duty Officers should familiarise themselves with the process and all Duty Officer packs should contain a copy of this Directive. The NSCC Duty Casualty Officer is available at any time to provide advice and guidance.
NS NOTICAS – MANDATORY REQUIREMENTS

1. NS NOTICAS Signals are required for any of the occasions listed below:

   a. Deaths. For a death to be notified there must be no doubt whatsoever as to the fact. Whenever there is the slightest question whether death has occurred e.g. where a Service Person (SP) is believed to have drowned but the body has not been recovered and identified, the casualty must be notified as either ‘Missing – believed Killed (MBK)’ or ‘Missing Not Known (MNK)’.

   b. Missing and Returned from Missing (RFM). Missing includes kidnapping and detention by a foreign power but not illegal absence e.g. AWOL.

   c. Casualties Medically Categorised as:

      (1) VSI. A patient is listed ‘very seriously ill’ when his/her illness or injury is of such severity that life is imminently endangered.

      (2) SI. A patient is listed ‘seriously ill’ when his/her illness or injury is of such severity that there is cause for immediate concern but there is no imminent danger to life.

      (3) III. A patient is listed with an ‘Incapacitating Injury/Illness’ if illness or injury does not warrant classification as VSI or SI, but renders them physically and/or mentally incapacitated.

      Any casualties categorised as VSI, SI or III are not permitted to SELF KINFORM (see para 20).

   d. Unlisted Casualties (UL). A SP whose illness or injury requires hospitalisation but whose condition does not warrant classification as VSI, SI or III.

   e. Casualties Who Have Been Unexpectedly Admitted to Hospital. Casualties who are medically categorised as UL, but unexpectedly admitted to hospital in the following circumstances must be reported to JCCC:

      (1) On duty away from their home base; on operations, overseas deployments and exercises.

      (2) On board HM ships at sea or away from home ports.

      (3) The casualty has been admitted to hospital for less than 72 hours, but their injuries were caused by circumstances that would be of public interest eg. personnel Wounded in Action (WIA).

      (4) When admissions exceed 72 hours they must be reported by NOTICAS with effect from the date and time of admission.
(5) Other occasions where the reporting unit or individual is unable to notify the EC directly and requires the assistance of the JCCC.

f. Casualties whose injuries are believed to have been caused as a result of deliberate self-harm/attempted suicide and who have not been otherwise listed should be reported as UL.

g. Previously reported casualties whose casualty state or location has changed.

h. Previously reported casualties once declared FIT and discharged from hospital.

i. Whenever injuries or illness cause a SP under the age of 18 years to be admitted to hospital, his/her NOK are to be notified unless the patient asks for them not to be. If their injuries or illness are not in themselves notifiable, their wishes may be disregarded if the hospital authorities consider that it is essential or in the patient’s best interest to inform the NoK, provided that the agreement of the Commanding Officer of their unit has first been obtained.

j. There is no requirement to report persons away from their home base temporarily attending, or admitted to, hospital for a period of less than 72 hrs for minor medical conditions that do not require AEROMED evacuation if, in the opinion of a medical officer, they would have been treated at Role 1 and followed by a period of sick leave if the individual were home-based.

2. **Casualty Reporting Categories**

   Casualty Details (Category/Status). Serial CHARLIE of the NOTICAS must show one of the following categories for each casualty:

   **DEAD**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>KIA</td>
<td>Killed in Action (A battle casualty who is killed outright or who dies as a result of wounds or other injuries before reaching a medical treatment facility)</td>
</tr>
<tr>
<td>DOW</td>
<td>Died of Wounds (A battle casualty who dies of wounds or other injuries received in action, after having reached a medical treatment facility)</td>
</tr>
<tr>
<td>DNK</td>
<td>Dead Cause Not Known</td>
</tr>
<tr>
<td>DOP</td>
<td>Died on Operations (Died, when deployed on Operations, or as a result of Operations, but not KIA or DOW)</td>
</tr>
<tr>
<td>NOD</td>
<td>Non-Operational Death (Died when NOT deployed on Operations)</td>
</tr>
</tbody>
</table>

   **MISSING**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBK</td>
<td>Missing Believed Killed</td>
</tr>
<tr>
<td>MBW</td>
<td>Missing Believed Wounded</td>
</tr>
<tr>
<td>MBPW</td>
<td>Missing Believed Prisoner of War</td>
</tr>
<tr>
<td>MBDAW</td>
<td>Missing Believed Detained Against Will</td>
</tr>
<tr>
<td>MNK</td>
<td>Missing Circumstances Not Known/Not Accounted for NOM Non-Operational Missing</td>
</tr>
<tr>
<td>CPW</td>
<td>Confirmed Prisoner of War</td>
</tr>
<tr>
<td>DAW</td>
<td>Detained Against Will</td>
</tr>
<tr>
<td>RFM</td>
<td>Returned From Missing/Detained</td>
</tr>
</tbody>
</table>

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1 In the context of casualty reporting, personnel who are categorised as ‘on operations’ are deemed to be engaged in combat, including movement, supply, attack, defence and manoeuvres needed to gain the objectives of any battle or campaign. Normally this would be characterised by the presence of belligerents, designation of an operational area, and the generation of CDS’s Directive.
### MEDICAL LISTING

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VSI</td>
<td>Very Seriously Ill/Injured/Wounded</td>
</tr>
<tr>
<td>SI</td>
<td>Seriously Ill/Injured/Wounded</td>
</tr>
<tr>
<td>III</td>
<td>Incapacitating Illness/Injury</td>
</tr>
<tr>
<td>UL</td>
<td>Unlisted Condition</td>
</tr>
<tr>
<td>MI</td>
<td>Minor Injury (Does not warrant hospitalisation. Only for use in the event of high profile multiple casualty incidents when details of all personnel involved are required)</td>
</tr>
<tr>
<td>DFH</td>
<td>Discharged From Hospital</td>
</tr>
<tr>
<td>OK</td>
<td>OK (For use in the event of high profile multiple casualty incident when details of all personnel involved are required)</td>
</tr>
<tr>
<td>FIT</td>
<td>Fit</td>
</tr>
</tbody>
</table>

### 3. Supplementary Information

Serial ECHO of the NOTICAS should include as much of the following as is known:

#### Cause

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Enemy Action/Fire</td>
</tr>
<tr>
<td>F</td>
<td>Friendly Action/Fire</td>
</tr>
<tr>
<td>OA</td>
<td>Operational Accident (An accident occurring when deployed on Operations)</td>
</tr>
<tr>
<td>NOA</td>
<td>Non-Operational Accident (An accident occurring when NOT deployed on Operations)</td>
</tr>
<tr>
<td>RTA</td>
<td>Road Traffic Accident</td>
</tr>
<tr>
<td>NC</td>
<td>Natural Causes</td>
</tr>
<tr>
<td>VUC</td>
<td>Violent or Unnatural Causes</td>
</tr>
</tbody>
</table>

#### Plus (only if applicable) NBC Category

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Nuclear</td>
</tr>
<tr>
<td>B</td>
<td>Biological</td>
</tr>
<tr>
<td>C</td>
<td>Chemical</td>
</tr>
</tbody>
</table>

### 4. Supplementary Medical and Management Information

Serial ECHO of the NOTICAS is to also include one of the following:

#### Management Information

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIA</td>
<td>Wounded In Action (On Operations)</td>
</tr>
<tr>
<td>NBI</td>
<td>Non Battle injury (On Operations)</td>
</tr>
<tr>
<td>NOI</td>
<td>Non-Operational Injury/Illness (NOT, deployed on Operations)</td>
</tr>
<tr>
<td>IDC</td>
<td>Identity Confirmed</td>
</tr>
<tr>
<td>IDP</td>
<td>Identification Provisional</td>
</tr>
<tr>
<td>Duty</td>
<td>Duty</td>
</tr>
<tr>
<td>Off Duty</td>
<td>Off Duty</td>
</tr>
<tr>
<td>Res</td>
<td>Reservist</td>
</tr>
</tbody>
</table>
APPENDIX 2 TO ANNEX 24I

NOTICAS EXAMPLE

Precedence – Action – IMMEDIATE

DTG 280555Z APR 16
From: 45 Cdo RM
To: JCCC INNSWORTH

SIC: ABAWAL

NOTICAS

A. INITIAL
B. CPL, JD (JOHN) EVANS, ROYAL MARINES, 12345678, 45 COMMANDO RM
C. DEAD
D. 280330Z APR 16, ON A303 NEAR ANDOVER, WILTS
E. RTC, OFF DUTY, REGULAR
F. RIDING CIVILIAN MOTORCYCLE, IN COLLISION WITH LORRY
G. MULTIPLE INJURIES. MEDICAL CONTACT DR JAMES, A&E DEPT, ANDOVER HOSPITAL 01980 123456
H. ANDOVER HOSPITAL AT 070550Z
I. KINNOTFORMED. EC MRS MARY EVANS, 15 RIVER ROAD, NEWTOWN, BUCKS BT8 3RF
J. ACCIDENT IS SUBJECT TO POLICE INVESTIGATION. UNIT POC CAPT P SMITH ADJT 45 COMMANDO RM 01234 12345678
# NOTICAS TEMPLATE

1. **NOTICAS Format.** The text of a NOTICAS message is to begin with the word 'NOTICAS'. If more than one casualty separate NOTICAS messages are required. Thereafter the following format is to be used:

   Precedence – Action – IMMEDIATE

   DTG Month Year
   From: Unit
   To: JCCC INNSWORTH

   SIC: ABA/WAL

   NOTICAS

<table>
<thead>
<tr>
<th><strong>ALPHA</strong> (Essential)</th>
<th>State “Initial” Report or “Update” with Update number.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BRAVO</strong> (Essential)</td>
<td>Rank, Initials (and known forename), Surname, Service (RN, RM, Army, RAF, etc.), Service Number, Unit, (and attached Unit if applicable) NB: For a dependant give the name of the casualty then the relationship and details of the service person (e.g. wife of ...)</td>
</tr>
<tr>
<td><strong>CHARLIE</strong> (Essential)</td>
<td>Casually Category Details (Category/Status) (e.g. Dead, Missing or Medical Listing. See categories at Annex A), also Previous Category if an “Update” (e.g. VSI previously SI).</td>
</tr>
<tr>
<td><strong>DELTA</strong></td>
<td>Date and Time of the incident and Place (if known and not classified).</td>
</tr>
<tr>
<td><strong>ECHO</strong></td>
<td>Supplementary Information. Include Cause, On Duty or Off Duty, Regular or Reservist and any of the supplementary management information categories in Annex A that apply.</td>
</tr>
<tr>
<td><strong>FOXTROT</strong></td>
<td>Cause Categorisation. Free text showing additional details about the incident. Include rank, name and number of any other military personnel involved. For categories see Annex A.</td>
</tr>
<tr>
<td><strong>GOLF</strong></td>
<td>Supplementary Medical Information. Details of injury or illness if they can be released, otherwise a medical contact who can provide information for the Emergency Contact (EC) or Casualty Notification Officer (CNO).</td>
</tr>
<tr>
<td><strong>HOTEL</strong></td>
<td>Casually Location at Date and Time (use DTG).</td>
</tr>
<tr>
<td><strong>INDIA</strong> (Essential)</td>
<td>State whether the Emergency Contact (EC): Has been informed – use Codeword KINFORMED The unit will inform – use Codeword KINFORMING JCCC to inform – use Codeword KINNOTFORMED Where KINFORMED, state who has been informed. In all cases include Name, address and relationship of EC if known. Also any other information regarding the EC that will be useful for the CNO.</td>
</tr>
<tr>
<td><strong>JULIET</strong> (Essential)</td>
<td>Additional Remarks. Any additional known facts that will be useful for the CNO/VO, RCDM and Parent Unit (e.g. Requirement for DILFOR, specific Welfare requirements, Date and Time of Death if different from Date and Time of incident). This must include the name and telephone number, both working and out of hours of a Unit Point of Contact (POC).</td>
</tr>
</tbody>
</table>
2. **Everything in the NOTICAS must be factually correct.** If the reporting unit is not certain this must be identified in the text (e.g. Witness reports casualty has been taken to “x” hospital). Reporting units must aim to provide all the required information. However when speed is essential or when to find out all the information would incur delay reporting units must send an Initial NOTICAS with at least the essential information indicated above.

a. If an Initial NOTICAS is sent without some of the required information an update must be sent as soon as possible, so that the family members can be fully briefed.

b. All times are to be in ZULU.
APPENDIX 4 TO ANNEX 24I

NS NOTIFICATION – STEP BY STEP GUIDE

UNIT ACTION
- Incident occurs resulting in a casualty. Unit phones JCCC to pre-warn of incoming NOTICAS.
- If required contact NSCC for guidance.

UNIT ACTION
- Raise NOTICAS on JPA and submit to JCCC immediately. If no access to JPA then via HGM, fax, phone or e-mail.
- Accuracy of information is paramount.
- Consider Op MINIMISE or similar until KINFORMING has been completed.

JCCC ACTION
- JCCC confirm NOTICAS details and forward to the NA (NSCC).

NSCC ACTION
- If KINFORMING is required identify and activate CNO Team.
- Liaise with RNRM Welfare to nominate a VO and Duty Padre.
- Inform wider Naval community via SOP.

CNO Team
- Conduct KINFORMING and once complete report to JCCC and NSCC.

NSCC ACTION
- Inform the parent Unit and the chain of command of task complete as per the NSCC Reporting Guidelines.

JCCC: 95471 7325/01452 519951
NSCC Duty Casualty Officer: 07770 863079

A NOTICAS is to be raised in the following circumstances:

1. If casualty is listed as III or above,
2. If the casualty is on duty away from their home base; on operations or involved in overseas deployments and exercises,
3. On board HM Ships at sea or away from home port,
4. If hospitalised for 72 hours or more,
5. If there is public interest or likely to be,
6. If the casualty requires Aeromed,
7. If it involves self-harm or attempted suicide,
8. If the casualty is under 18 years of age.

The NSCC will inform the chain of command of ongoing situation as per NSCC Reporting Guidelines.

A VO will be allocated to all casualties listed as SI or above (except in a MCI).

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1 This is an overview of the process, JCCC/NSCC actions may vary depending on casualty listing.
CHAPTER 25

SERVICE ACCOMMODATION

POINT OF CONTACT: PART 5

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2502. References
2503. Responsibility
2504. Entitlement and Eligibility
2505. Application and Allocation
2506. Move In (SFA)
2507. Insurance
2508. Charging
2509. Change of Circumstances
2510. Move Out (SFA)
2511. Short Term Family Accommodation
2512. Home Ownership

SECTION 2 - SINGLE LIVING ACCOMMODATION AND SUBSTITUTE SINGLE LIVING ACCOMMODATION

2513. Scope
2514. References
CHAPTER 25
SERVICE ACCOMMODATION

SECTION 1 - SERVICE FAMILY ACCOMMODATION

2501. Overview
It is a condition of service, in recognition of their inherently mobile lifestyles, frequently remote bases and terms of service, that Regular Service Personnel (including FTRS(FC)) are provided with a satisfactory accommodation solution which can take the form, subject to PStatCat and individual circumstances, of either publically provided family or single accommodation (or an appropriate substitute) either at, or within an appropriate distance from, their duty unit, or an appropriate allowances package. Chief Defence People (CDP) is responsible for the formulation of tri-Service Defence living accommodation policy through the MOD central focus for Defence Accommodation (Hd People SP Support). The 3 Services each have a ‘Housing Colonel’ responsible for accommodation matters with Capt PFCS & PD fulfilling this role for the Naval Service.

2502. References
JSP 464 Volumes 1-3 (Tri-Service Accommodation Regulations (TSARs)) are the overarching and definitive policy source documents for the provision of Defence living accommodation and take primacy on all accommodation matters. Available on the MOD Intranet, it is arranged as follows:

Volume 1 – SFA and Substitute Service Family Accommodation (UK and Overseas).

Volume 2 – SLA and Substitute Service Single Accommodation.

Volume 3 – Combined Accommodation Assessment and 4-Tier Grading.

2503. Responsibility
Defence Infrastructure Organisation Service Delivery Accommodation (DIO SDA) is the Housing Business Unit in Defence Infrastructure Organisation (DIO). DIO SD is responsible for the management of the SFA housing stock and for meeting the demands of the Services in accordance with the Strategic Housing Plan. All maintenance and allocation provision is carried out on behalf of DIO SDA by CarillionAmey (CA) via the National Housing Prime Help Desk (NHPHD).

2504. Entitlement and Eligibility
SFA occupancy is governed by type of service and personal status category on an entitlement or eligibility basis. Full details of personnel entitled, or eligible, to occupy SFA can be found at JSP 464 Volume 1 Part 1 Chapter 3. It is worthy of note that on marriage/entry into a civil partnership, whilst there is no entitlement to occupy SFA prior to the date of the marriage/civil partnership, CA will, if circumstances and availability permit, allow access to the SFA 14 days early to enable the applicant to move in furniture and possessions. The property is not to be occupied during this time. Co-habitation by the Service Person (SP) and a partner who is not their legal spouse/civil partner is not permitted under any circumstances.
2505. Application and Allocation

Full details relating to the application and allocation process can be found in JSP 464 Volume 1 Chapter 4 (SFA) and Chapter 5 (SSFA). The applicant must complete the electronic e-1132 Form (type e1132 into the search box on the Defence Intranet) with manual applications only being accepted in exceptional circumstances after discussion with CA. The application will be processed and an offer made within 15 working days of receipt if within 4 months of required date, but there is no obligation to provide an address more than 4 months before the required date. The self-preference section of the e-1132 allows the SP to view details of SFA to entitlement within a 10 mile radius of the Duty Station for which they can express a preference (subject to availability).

2506. Move In (SFA)

On acceptance of the offer the SP can book a move in appointment via the e-1132. JSP 464 Volume 1 Part 1 Chapter 4 Section VII provides further details including the rules for the use of a Proxy to cover the move in. Rules and Conditions of occupation can be found in JSP 464 Volume 1 Part 1 Chapter 64 and, following move in, the SP has 14 days to notify CA of any defects or deficiencies in the property. The new Combined Accommodation Assessment System (CAAS) provides the methodology for determining the accommodation charge for SFA, but BFG will remain under 4-Tier Grading (4TG) until draw down. The SP has 28 working days from date of occupation (rather than 3 months under 4TG) to challenge the CAAS Band in accordance with JSP 464 Volume 3 Part 1 Chapter 6 Paragraphs 0604-0608 (for 4TG see Chapter 8). Similar move in arrangements apply to SSFA.

2507. Insurance

SP are strongly advised to arrange insurance cover for potential liability to MOD, personal possessions, and third party liabilities in respect of injury and damage to property (see JSP 464 Volume 1 Part 1 Chapter 6 Paragraph 0605).

2508. Charging

The Armed Forces Pay Review Body is responsible for recommending accommodation charges to be paid by entitled occupants of SFA and substitute equivalents, which are published by MOD under a Directed Letter. The overall CAAS (or 4TG) assessment determines the accommodation charge for individual properties. The furniture charge (Part Furnished or Furnished), Contribution in lieu of Council Tax (CILOCT), garage/carport charges are recorded and charged separately. For details see JSP 464 Volume 3 Parts 1 and 2.

2509. Change of Circumstance

a. If the SP’s circumstances change they must notify CA, in writing, within 14 days or as soon as possible if deployed. If the changes mean a loss of entitlement the standard Notice to Vacate for entitled personnel is 93 days. Full details regarding loss of entitlement can be found in JSP 464 Volume 1 Part 1 Chapter 7 and there is a separate policy for bereavement at Annex B to Chapter 3. Those occupying surplus SFA on an ‘eligible’ basis are subject to a 28 day Notice to Vacate.
b. Whilst entitlement to SFA/SSFA normally ceases at the previous duty station on the date of assignment, it is admissible in certain circumstances and for a specified period of time, for personnel to apply to CA to retain their SFA/SSFA at the previous duty station. The completion of an e1132 application form is required and the request must meet one of the criteria contained in JSP 464 Volume 1 Part 1 Chapter 7 Paragraph 0725. The Base Port Area Agreement, under which entitled Naval Service personnel occupying SFA in Portsmouth, Plymouth and Clyde may retain their entitlement in these areas, is included at Paragraph 0725a. After the initial agreement, continued Base Port retention is subject to an e1132 application on receipt of a new assignment.

2510. **Move Out (SFA)**

It is the SP’s responsibility to notify CA of their intention to vacate SFA and to subsequently book a mandatory Pre-Move out Advisory Visit (PMOAV). During the PMOAV the SP will be advised about the standard of cleaning required and notified of any specific areas which require attention to avoid costs being incurred on move out. CA should be provided with a minimum of 21 days notice for a move out and Proxy rules as at Para 2506 apply. Similar move out arrangements apply to SSFA.

2511. **Short Term Family Accommodation**

Short Term Family Accommodation (STFA) is available to all Service personnel and is primarily provided to alleviate separation from families, especially for enabling visitation rights for single parents (see Chapter 24 Para 2436 for full details). STFA is available within the three base port areas and in smaller numbers at other locations.

2512. **Home Ownership**

a. The Forces Help To Buy (FHTB) scheme aims to encourage and support home ownership for eligible SP. FHTB is intended to assist towards the balance of the purchase price (taking into account, for example, deposit, legal, surveyor’s, land registration and estate agent’s fees) when buying a property for which a mortgage lender (authorised by the FCA) is willing to advance a mortgage (see JSP 464 Volume 1 Part 1 Chapter 12).

b. The Joint Service Housing Advice Office (JSHAO), located in Aldershot, is able to provide current housing advice, information and, where possible, placement to Service personnel and their families. JSHAO details are available from the Defence Intranet and local Welfare Information Offices. JSHAO also publishes the monthly magazine 'Housing Matters'.
SECTION 2 - SINGLE LIVING ACCOMMODATION AND SUBSTITUTE EQUIVALENTS

2513. Scope

JSP 464 Volume 2 provides policy guidelines for the provision of Single Living Accommodation (SLA) and the substitute equivalents to trained personnel on a worldwide basis, except for accommodation in operational theatres and temporary accommodation at training areas where separate single Service arrangements apply.

2514. References

The following chapters of JSP 464 Volume 2 should be consulted for all issues relating to SLA and Substitute SLA (SSSA):

Chapter 2. Single Living Accommodation
Location and Types of SLA
Single and unaccompanied personnel in designated command and certain other appointments
SSSA guiding principles

Chapter 3. Entitlement
Entitlement criteria and where it can be exercised
Accommodation policy for Seriously Injured Service Personnel

Chapter 4. Application, Allocation and Move into SLA
Service personnel and Unit responsibilities
Allocation above or below eligibility
Eligible MOD civilian staff
Move in

Chapter 5-6. Guidance for Occupation and Vacation

Chapter 7. Substitute SLA (SSSA)
Guiding principles
Full details contained in Volume 2 Part 2 including:
Application form and guidance notes
Licence to Occupy SSSA
SSSA Regulations
Furnishing and Equipment Specification and Standard
CHAPTER 26

LEAVE, ABSENCE AND SEPARATED SERVICE

POINT OF CONTACT – PART 5

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CHAPTER 26

LEAVE, ABSENCE AND SEPARATED SERVICE

SECTION 1 - GENERAL

 POINT OF CONTACT – PART 5

2601. Introduction

a. The Tri-Service policy guidelines and regulations for leave and other types of absence can be found in JSP 760. This JSP has a broad remit and encompasses the majority of reasons for the absence of a Service person from their designated place of work. These include the various types of leave available and those occasions when Service personnel are absent for other reasons, such as jury service or when in civil custody. Absences may be either pre-planned or in reaction to particular circumstances. Either way, all absences must be recorded on the Joint Personnel Administration (JPA) System to allow for the appropriate pay, allowances or career management action to be taken, and for the provision of accurate management information. Service personnel will not be able to input Leave retrospectively onto the JPA system, therefore Annual Leave requests should be submitted at least 48 hours prior to the proposed period of absence.

b. JSP 760 is intended as general regulations to those responsible for absence management and provides a basis upon which reasonable decisions can be made.

c. All those responsible for the management and administration of leave and absence must make themselves conversant with the instructions contained in JSP 760.

2602. Management of Leave and Stand Downs

a. The management of leave is the responsibility of the Chain of Command.

b. Commanding Officers are responsible for ensuring that, wherever possible, individuals take their leave allowance in the leave year it was allocated.

c. Whilst Stand Downs are not to be used to replace or defer ALA (JSP 760 Chapter 2), COs should assess the appropriateness of awarding a stand down independently of, and without reference to, an individual's outstanding ALA balance.

2603. Granting and Timing of Absences

The granting and timing of all forms of absence (with the exception of the Statutory Maternity and Adoption Leave, or when absence is unavoidable e.g. Civil Custody or absence on medical grounds) is to be at the discretion of the Service and is subject to operational requirements and the general exigencies of the Service.
### 2604. Complaints about Refusal of Leave

Complaints about refusal of leave are covered under the internal redress of complaint procedures and must be submitted in writing within 3 months from the day on which the matter complained of occurred (JSP 831 – Redress of Individual Grievance: Service Complaints).

### 2605. Individual Leave Allowance

**a.** Individual Leave Allowance (ILA) consists of a combined total of 4 leave types: Authorised Absence; Post Operational Leave; Seagoers’ Leave; and Annual Leave. An application for ILA will reduce the individual balances in the following order of priority:

- Authorised Absence (AA)
- Post Operational Leave (POL)
- Seagoers’ Leave (SGL)
- Annual Leave Allowance (ALA)

Any ILA period which is subsequently cancelled, regardless of the reason, will be credited to the 4 absence types in the reverse order.

**b.** From 1 Apr 09 Service personnel have 38 days Annual Leave Allowance which includes Public Holidays. Service personnel are entitled to a minimum of 28 days annual leave per year under the Working Time Regulations (WTR). (JSP 760 Chapter 1 para 1.004.)

**c.** Personnel unable to take at least 28 days annual leave is a CAT A PFS breach and should be reported as such (see Annex 22A).

### 2606. Recording of Absences

**a.** The introduction of absence recording on JPA has reduced, but not totally eliminated, the need for paper-based absence requests. Additionally, unless deemed to be inappropriate, JPA has granted responsibility to those who hold the rank of Petty Officer or above to self-administer their own individual leave requests. Pivotal to the success of the Absence Process is prior planning with the Service Person’s Line Manager and this is to be encouraged at all times.

**b.** The recording of absence details on the JPA system by Service personnel, their CO or the Unit HR Administration staff, directly affects the efficient management of absences within a unit. Inaccurate recording and forecasting might have detrimental consequences both for the individuals within a unit and on the performance of that unit as an operational entity. All Service personnel must be made aware that they have a duty to record accurate and up-to-date absence information on JPA including that between assignments (Annex 26I). This is not only a policy requirement but is necessary for informed decisions to be made affecting pay, allowances and personnel management. The principal reasons driving the requirement for accurate leave recording are:
(1) The Armed Forces Pay Review Body (AFPRB) uses leave data in calculating its annual pay award recommendations to the Prime Minister. The ability to take leave is also one of the key components of the rationale behind the X-factor calculation. The accurate recording of leave is therefore important to the ongoing credibility of the pay award process.

(2) On the basis of legal advice, it was decided that MOD should commence making payments in lieu of untaken leave for Service personnel who die in service. However, the MOD can only make such payments on the basis of accurate and up-to-date leave records to provide the necessary audit trail.

(3) NCHQ is required to report annually to the Service Personnel Board (SPB) the number of personnel who have been able to take the minimum of 28 days ALA each year and the reasons why personnel are unable to achieve this. Lack of accurate recording masks the true extent of personnel unable to take leave for genuine operational reasons.

c. It is, therefore vital that all personnel keep their JPA leave records up-to-date and that the Chain of Command ensures this policy is enforced.
SECTION 2 – TYPES OF LEAVE AND ABSENCE

2607. JSP 760 References

The following references in JSP 760 give details on all types of Leave and Absence:

- Annual Leave - Chapter 1
- Authorised Absence including Stand-Downs – Chapter 2
- Post Operational Leave – Chapter 3
- Seagoers Leave – Chapter 4
- Rest & Recuperation – Chapter 5
- Domiciled Collective Leave (DOMCOL) - Chapter 6
- Re-Engagement Leave – Chapter 7
- Re-location Leave – Chapter 8
- Graduated Resettlement Leave – Chapter 9
- Invaliding Leave – Chapter 10
- Absence without Authority – Chapter 11
- Custodial Absence – Chapter 12
- Suspension from Duty – Chapter 13
- Jury Service – Chapter 14
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- Unpaid Leave – Chapter 17
- Career Intermissions – Chapter 18
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- Maternity Leave & Arrangements – Chapter 20
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- Parental Leave – Chapter 23
- Time off for Dependents – Chapter 24
- Shared Parental Leave – Chapter 25
- Call Forward Of Leave – Chapter 26
- Transfer Of Leave – Chapter 27
- Enhanced Leave – Chapter 28

2608. Relocation Leave

Relocation Leave (RL) is a period of authorised absence granted to Service personnel assigned between locations on non-operational tours of duty necessitating a change of accommodation, to facilitate the settling in/relocation process. It is in addition to, and not a substitute for, Annual Leave. All additional periods of absence taken between assignments i.e. AA and ILA, are to be recorded on JPA.

a. Allocation. Career Managers (CM) are to authorise RL in accordance with the direction given in JSP 760 Chapter 8 where possible. The award of RL, AA and ILA between assignments is subject to the requirement and exigencies of the Naval Service and can only be authorised by the CM after consultation with discharging and receiving units, taking into account personal circumstances wherever possible.
b. In the context of RL eligibility, Naval Service policy guidance is that a ‘normal tour of duty’ is defined as a permanent assignment iaw JSP 752 and therefore temporary assignments (any period of duty away from the permanent duty unit, of less than 183 days) do not qualify for RL. This does not preclude Commanding Officers from exercising their judgement to award Stand-down, iaw JSP 760, prior to, and on return from, temporary assignment, if the situation warrants it; say for an overseas detachment/temporary assignment period.

c. Any RL or AA granted by the CM is to be annotated on the Permanent Assignment Order (AO) e.g. Relocation Leave 1 Day, Authorised Absence 1 Day. Any additional periods of absence between assignments will be taken automatically from the Individual Leave Allowance in the following order of priority:

- post Operational Leave;
- seagoer’s Leave; and,
- annual Leave Allowance.

d. Once the AO has been issued, Unit HR Admin staff will credit the requisite RL or AA on JPA (in accordance with the JPA Business Process Guide). As the Service Person approaches their assignment date they are to apply for RL/AA/ILA on JPA through JPA Self Service (create a separate absence request using the Absence Type ‘Relocation’, ‘Authorised Absence’ or ‘Individual Leave Allowance’). This process will enable RL/AA/ILA to be captured on JPA.

2609. Leave Abroad

a. Personnel should be aware that special security regulations can apply when travelling to certain countries. Details of these countries and the procedures to follow can be found in JSP 440. Certain restrictions also apply to Service Personnel wishing to visit Northern Ireland (NI).

b. Anyone intending to travel to NI or the Republic of Ireland (ROI) is to contact their USO, in the first instance, to ensure the appropriate briefing is given.

2610. Further Information

Further policy is contained within BRd 9467 (FLAGO), Chapter 12. Additionally, advice on all leave matters can be provided by NAVY PERS-CNPS EMPLOYMT POL SO1 or NAVY PERS-CNPS EMPLOYMT POL CPO.
SECTION 3 - MARITIME RESERVES LEAVE

2611. Introduction
Unless otherwise stated, Reserve personnel are eligible for the same allocation and types of absence as Regular personnel, although these may vary depending on the type of Reserve service being undertaken e.g. FTRS, ADC etc. However, Sponsored Reserves are not entitled to leave. Part Time Volunteer Reserve (PTVR) personnel attending on MTDs under RFA 96 Sections 22 and 27 are now entitled to attendance based paid leave proportionate to their Service. Detailed policy is contained within JSP 760 and 2013DIN01-225.

2612. Maritime Reserves Leave of Absence
Commanding Officers may grant up to six months leave of absence to any Reserve personnel who request it for civilian employment or other reasons. Such leave will not affect seniority or reckonable service in the Reserve. All applications for leave of absence exceeding 6 months’ are to be submitted to NPT (Reserves). Such submissions are to contain an assessment of the likelihood that the Reservist will resume training on completion of the stipulated period of absence.

2613. Maritime Reserves Extended Leave of Absence
The detailed regulations for extended leave of absence (more than 1 year) for Royal Naval Reserves are below. However, extended leave of absence may be granted by CMR in exceptional circumstances:

a. Junior Officers under Training will normally be required to be removed from the Active List and apply for re-entry on their return.

b. Officers with under 15 years’ service will be placed on List 6 for up to three years, thereafter they will be removed from the Active List. Whilst on this List they will neither accrue seniority in their rank nor reckonable service in the Reserve. Only one such period of absence will be permitted.

c. Officers with over 15 years’ service may revert to List 6 for up to 3 years. Thereafter they may be placed on the Retired List.

d. Ratings. Ratings may be placed on List 6 for periods of up to 3 years. For periods in excess of 3 years they are to be discharged. Should they wish to re-join at some future point, they may be permitted to re-enter in their previous rate, subject to the prevailing manpower situation, and in accordance with current re-entry regulations. Re-entry is not a right and cannot be guaranteed.

2614. Commanding Officers
Commanding Officers who for any reason intend taking a period of leave of absence in excess of one month are to report details to CMR.
SECTION 4 – LEAVE FOR 3 WATCH MANNED VESSELS

2615. Introduction

The 3WM methodology was developed in 1992 as the enabler for new operating patterns for the next generation of survey vessels designed to achieve high levels of availability through innovative solutions in both engineering and personal terms. The result of extensive studies within the RN was a lean complement working a watch rotation routine finely tuned to the role of each ship. Survey vessels in particular benefit from a highly predictable and stable programme albeit with long deployment periods; often this is not available to other Fleet surface units.

2616. Watch-keeping Cycle

a. The watch-keeping cycle will be determined by local management for each of the vessels subject to programming/operational commitments.

For an individual over a 3 year (1,095 days) rolling period intended to deliver 270/3 days of protected harmony:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total days on watch</td>
<td>804</td>
</tr>
<tr>
<td>Total days off watch</td>
<td>291</td>
</tr>
</tbody>
</table>

Of this off watch time:\n
- ALA (inc PH) (3 x 38 days pa) - 114 Protected entitlement
- SGL (3 x 12 days pa) - 36 Protected entitlement
- Respite (Authorised Absence) - 120 Protected entitlement
- TOIL (to be decided by Command) - 21 Unprotected Discretionary

b. Toil may be granted at the CO’s discretion up to a maximum of 21 days over a 3 year period (i.e. 3 x 7 days each year) to build the total of off watch time to 291 days. However, this element will not be protected and may be lost as programming constraints and necessary duties permit. The above figures apply to a constant on/off watch cycle and do not take into account potential programme commitments such as OST, etc. where the watch rotation may be suspended.

2617. Respite (Authorised Absence)

For every off-watch period, the CO may grant Respite as Authorised Absence (AA) which may be taken by individuals at their home, which can be privately owned or rented accommodation; SLA or SFA. This will be in lieu of harmony time at their normal place of duty (Base Port). However, it may be necessary for individuals to undertake Service commitments during periods of Respite, such as TEMs, medical appointments, etc.

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1 For details of amount of ALA and qualifying criteria for SGL see JSP 760 – Tri Service Regulations for Leave and Other Types of Absences.
2618. Methods of Travel for Respite (AA)

a. When returning to the UK for an off-watch period, individuals are entitled to a publicly funded return flight. For budgetary reasons, Military Air Trooping (MILAT) should be used whenever possible. Should the individual be proceeding to their home or NOK address for leave or respite then a leave warrant should be used for this section of the journey. This is intended to allow the individual to go direct to the home/NOK address rather than return to the Base Port prior to being released to go on leave. It is recognized that there will be occasions when MILAT will not be available due to operational reasons e.g. late notice operational tasking, R&R flights, etc. and any delays in Ship’s Company movement may result in a lack of platform availability and consequently the loss of value from the ship support contract. If the individual is delayed during the journey, this will count as lost stand down but not ALA/SGL as this will remain protected.

b. If Civil Air (CIVAIR)\(^2\) is utilized, the arrival point in the UK does not necessarily have to be either of the two main London airports. For example - for an individual traveling from the Gulf area to a final destination of Manchester, by combining the public expense and leave warrants, it may prove as economical and beneficial to the individual to travel from theatre to Manchester via Paris rather than via LHR/LGW. However, in accordance with MOD Guidelines, the most economical method and route must be used.

c. The table below summarises the reasons for travel, methods of travel together with the applicable method of funding:

<table>
<thead>
<tr>
<th>Reason for Travel</th>
<th>Theatre to Arrival point</th>
<th>Arrival point to final destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty (Attend course, TEMs, meetings etc.)</td>
<td>Public expense</td>
<td>Public expense (claim via JPA)</td>
</tr>
<tr>
<td>Leave (ALA/SGL)</td>
<td>Public expense</td>
<td>Leave travel SGW (claim via JPA)</td>
</tr>
<tr>
<td>Respite/Off-Watch (AA)</td>
<td>Public expense</td>
<td>Leave travel SGW (claim via JPA)</td>
</tr>
</tbody>
</table>

2619. Guidance on Recording Respite (AA) on JPA

a. Unlike ALA/SGL, Respite is not transferable between leave years, and is to be recorded on JPA under AA by UPO staff. Respite time is only to be recorded/added as AA for the current leave year and not amassed for the period of the assignment. This will ensure excessive leave balances are not automatically carried over to the next leave year. JPA does not record leave taken over weekends, therefore Respite/Off-Watch absence which includes a weekend must be deducted from the individual’s AA balance.

\(^2\) CIVAIR should only be used when MILAT is not available.
b. To overcome the issues above, 3WM vessels may wish to consider the following option to ensure Watch Rotation Leave (WRL) is recorded accurately:

(1) Upon joining a 3WM vessel, an individual has their JPA leave balance confirmed, printed and stored in their P-File (enabling HR staff to correctly apportion any outstanding leave if SP is landed to a non-3WM vessel/unit).

(2) The new joiner’s balance is zeroed and their next instalment of WRL is added as AA (annotated as WRL).

(3) When proceeding on WRL, the Ship’s Office record leave via Mass Update of leave for all watch personnel.

(4) Upon return from WRL, the next set of WRL is added to JPA as AA. This process is repeated for each rotation.

(5) If/When an individual leaves the ship and the 3WM system, the Ship’s Office can calculate an individual’s leave entitlement prior to joining their new unit and update JPA accordingly.
SECTION 5 – SEPARATED SERVICE RECORDING

2620. Introduction

a. The recording of Separate Service (SS) was introduced as a means of measuring Harmony on an individual rather than unit basis. Within the Naval Service, the Separated Service Planning Tool (SSPT) is used for planning (policy guidance for SSPT users can be found at Para 2631) and JPA used for recording an individual’s accrued SS.

b. Since 1 Apr 04, all personnel within the Naval Service have their Harmony measured by recording SS against a threshold of 660 days over a rolling three year period (written as 660/3). This is a Category ‘A’ (mandatory) Personnel Functional Standard (PFS) for all RN and RM personnel on the trained strength (except badged SF personnel, 3WM personnel and RN/RM junior officers during their first 10 years on the trained strength for whom 660/3 is a Cat ‘B’ (desirable) standard). Any breach or anticipated breach of the 660/3 threshold, regardless of whether a waiver has been submitted, must be reported to NCHQ using the latest PFS Reporting Tool issued by NCHQ.

c. It is recognised that individuals assigned to 3WM Survey Vessels are likely to exceed the 660/3 SS threshold due to their long deployment periods. As a result, 3WM vessels are to report any anticipated breach of the protected figure of 270 harmony days (see Para 2615) as a Category ‘A’ PFS. This is equivalent to a SS threshold of 825/3. Any breach or anticipated breach of the 660/3 SS threshold is to be reported as a Category ‘B’ PFS. NAVY PERS-CNPS EMPLOYMT POL CPO is to be informed of all Waivers and breaches.

d. Irrespective of whether personnel fall under Cat A or Cat B, the accurate and timely recording of SS is essential to ensure that Individual Harmony is fully understood and personnel do not exceed the maximum threshold of 660 days SS over a rolling 3 year period.

e. In times of significant war fighting it may be necessary to breach the SS threshold of 660/3 for all or part of the Naval Service. It is envisaged that this provision will only be used where there is a general (as opposed to limited) call out of Reservists.

f. SS recording is applicable to all Naval Service personnel including those on Exchange, Loan Service and Secondment, but excludes personnel undergoing initial training.

g. Under the call out powers of the RFA 96, the ‘Time Out’ Policy applies to Mobilised Reserve personnel such that they cannot be mobilized more than once in the period governed by JSP 753 (Tri Service Policy for Mobilised Reserves), unless they choose to volunteer.

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3 1095 (3x365 days) – 270 days protected harmony = 825 days
2621. Definitions

Standard tri-Service definitions are:

a. **Separated Service (SS).** Absence from normal place of duty or lack of freedom to enjoy leisure at place of duty/residence at work address (RWA) or leave.

b. **Separated Service Day.** One SS day will be awarded for each period of 24 hours absence from an individual’s normal place of duty / RWA.

c. **Normal Place of Duty.** This is defined as the base, station, unit, establishment, or Base Port in the case of HM Ships.

d. **Residence at Work Address (RWA).** This can be privately owned or rented property or Service Family and Single Living Accommodation (SFA/SLA) and applies irrespective of Personal Status Category.

e. **Duty Personnel.** Those who are members of a unit or organisation’s Duty Staff for a period of at least twenty-four hours and as a result are required to sleep in accommodation specifically allocated for this task. Such personnel are deemed to have a ‘night out of bed’ at their RWA. Those whose duty is on call and not absent overnight from their RWA are not eligible for the award of duty SS. Personnel who are watchkeepers and are granted watchkeepers leave are not to be awarded SS. However, when watchkeepers leave is not given SS should be awarded.

2622. SS Reason Categories and Recording Codes

a. The SS Reason Categories and Recording Codes are defined in JSP 756 Chapter 3. SS recording has no immediate effect on pay and allowances, but is used to measure the separation from normal place of duty or RWA because of Service commitments. This provides the evidence to influence and inform personnel related management decisions. It records when an individual is away from their normal place of duty for 24 hours or more and also when their free time is limited because they are on duty at their normal place of duty. It must be stressed that SS is absence from normal place of duty/RWA and not absence from family.

b. Harmony time will be delivered at the normal place of duty. Non-qualifying Service, such as periods on Leave, undertaking Sport and Adventurous Training, together with exemptions are detailed at JSP 756 Chapter 3, Para 4. Personnel landed for harmony purposes, when not on leave, will be expected to work as normal; however, if they are subsequently required to undertake 24 hour duties or be absent from their base port, this will be recorded as SS.

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4 Different rules apply to personnel serving on 3WM Survey Vessels during off-watch periods (Para 2615 – Para 2619 refer).
2623. Recording Separated Service

a. SS will be recorded on JPA by the following processes:

(1) Move and Track Arrival.

(2) Move and Track Change of Location for Temporary Medical Reasons.

(3) Move and Track Recording Separated Service for Duty Staff.

(4) Move and Track Move Reasons.

b. Individuals are personally responsible for reporting to the HR Administrative Clerk to perform the ‘Arrivals’ procedure at the earliest opportunity upon arrival at their new unit, or on returning to their parent unit, when SS will be captured. Individuals without immediate access to HR Admin staff or units without access to JPA should report all changes to location and SS immediately to their parent administrative unit for input into JPA by the fastest means possible, such as e-mail. The form at Annex 26A should be used to report all absences to the individual’s parent unit.

c. On arrival at a new unit, the EWO or equivalent is to verify the individual’s Move and Track record for the last 3 years. Where excessive SS is evident through inaccurate recording, corrective action is to be taken by Unit HR staff and the previous unit notified. Individuals leaving a unit on assignment are to have their SS record verified prior to joining their next unit and any recording errors are to be rectified. Where Unit HR staff are unable to amend incorrect SS levels that are over 9 months old, they are to forward the incorrect SS record to the nominated Senior Arrivals Clerk within that Parent/Unit Admin Authority or to the RN/RM Pay and Delivery Focal Point Team via e-mail - NAVY LOG INFRA-P&A DEL FP (MULTIUSER) for entries which are over 2 years old - supported by comprehensive documentation, for correction. A list of the units with nominated Senior Arrival Clerks is at Annex 26B.

2624. Separated Service Voluntary Waivers

A voluntary waiver is an individual’s agreement that they are prepared to breach the 660/3 threshold in order to remain at sea or away from base port. However, this must not mask the individual’s true SS balance and SS must continue to accrue during the period of the waiver. It is vital that Unit HR record all waivers on JPA and that the appropriate Reason Code is used. This will ensure that despite a waiver being submitted, individuals true SS is recorded in JPA. See Section 6 of this Chapter.

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5 SPVA has approved the extension of rollback function from 9 months to 2 years for 9 RN Unit HRs in major shore UPOs.
2625. **3WM Vessels including OPV and Survey Vessels**

a. Personnel serving in 3WM vessels will continue to have bespoke leave and travel arrangements which are detailed in Section 4 of this Chapter. The careful management of such 3WM arrangements will help maintain accurate SS recording and management of personnel serving in 3WM vessels. Additionally, 3WM personnel may request to submit a voluntary waiver of SS, in accordance with Section 6 of this Chapter, to accept that they will breach the ‘Protected Harmony’ figure in order to continue their sea service, but this should be carefully considered by the CO, accepted in extremis and for a limited time only. 3WM vessels must liaise closely with Career Managers when individuals with high SS balances are assigned back to General Service seagoing units.

b. It is recognised that individuals assigned to 3WM Survey Vessels are likely to exceed the 660/3 SS threshold due to their long deployment periods. Where it is considered necessary to breach the ‘Protected Harmony’ limit (SS greater than 825/3) for 3WM personnel and a solution has not been found, including individuals not electing to submit a voluntary waiver, then an application to breach an individual’s Protected Harmony threshold must be made, in advance, by the CO (having consulted the relevant OF5 Flotilla Commander, or equivalent) to DACOS Career Management; to be raised with CNPers as required. This would normally be on exceptional grounds to preserve unit operational capability. If the application is supported, SS continues to accrue and is to be addressed at the earliest opportunity. NAVY PERS-CNPS EMPLOYMT POL SO1/CPO is to be informed and an involuntary waiver is to be recorded on JPA.

c. Where 660/3 has, or is expected to be breached, the unit must report this as a Cat ‘B’ PFS breach.

2626. **Clarification of Accrual of Separated Service**

a. **Watchkeepers/Dutymen/Shiftworkers.** ‘Lack of freedom to enjoy leisure at place of duty/residence at work address, including leave’ applies only to those personnel who are required by their duty to remain on board their unit for periods of 24 hours or more. Personnel who are shift workers, watch keepers, or duty personnel, who are on duty for less than 24 hours, are not covered by the SS regulations (See Annex 26C). The X Factor and additional leave arrangements compensate for this kind of working.

b. **Late Working.** SS may be awarded where an individual works late on a frequent basis as this is the kind of overstretch that SS is trying to capture. Frequent basis should be taken as 3 consecutive days working where a minimum of 4 additional hours have been worked beyond normal secure on each day. In most cases this should mean working beyond 2000 on weekdays. One day’s SS should be awarded for each day this happens, backdated to the first day and triggered on passing the ‘frequent’ criteria; recording will cease as soon as the consecutive run is broken.
c. A manual SS entry, using the form at Annex 26D, will be required and must be authorised by the CO or Head of Department (HOD), Reason Code 16 is to be used in these circumstances. The form at Annex 26D can be customised to fit local conditions but must always be signed by the CO or HOD who will wish to monitor working practices closely. The forms should be retained for 12 months after the end of the period of Frequent Late Working.

d. On Call. Where personnel are on call or at reduced notice to move, a SS day will only be awarded when called in for 4 hours or more\(^6\). Personnel on leave who are recalled should be awarded a SS day and be granted leave for the period recalled.

e. **Compassionate Assignments and Locally Managed Compassionate Relocation.** Compassionate assignments will be granted in the normal manner once approval has been received from CNPers following a Royal Navy Royal Marines Welfare (RNRMW) recommendation. If assigned or locally managed to another location for compassionate reasons, the new location will become the normal place of duty and SS will only be accrued for qualifying absences from the new location.

f. **Compassionate Leave.** Compassionate Leave will be granted/approved in accordance with the guidance contained in JSP 760 Chapter 16. The amount of leave will be entered into the individual’s JPA absence record by Unit HR. The individual is then to create an Absence Request under JPA Self Service Employee in the normal way applying for the number of days under Individual Leave Allowance. SS will not accrue for periods of compassionate leave providing the above guidance is followed and the SS Reason Code box is left blank when the Move & Track process is completed.

g. **Hospitalisation/Medical.** Periods of hospitalisation as a result of an injury or illness that is not attributable to the Service will not be recorded as SS and the SS Reason Code must be left ‘Blank’. However, SS is to be recorded where an individual is hospitalised as a result of an injury or illness directly attributable to their duty in a professional or representative capacity, or when employed on a named operation. In these circumstances Reason Code 08 should be used. When an individual leaves hospital or, if abroad, returns to the Base Port or RWA, SS will cease. If the individual returns to duty (or, if medically downgraded, is employed on duties other than the ones they were on before the injury) they will be entitled to SS under the normal rules. If an individual is assigned to a Recovery Cell (including Hasler Company), this new location will become the normal place of duty and SS will only be awarded for relevant absences from or duties at that location. When an individual goes on sick leave this will be entered onto the JPA Absence Record, but will not count towards the SS limit of 660/3.

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\(^6\) This 4 hour period does not include travelling time.
h. **Training Courses**

(1) If a course lasts for 6 continuous months or more (182 days), whether assigned or not, the location of the course will become the new normal place of duty and SS will not be awarded. LSA will cease at the start of such a period, but personnel may be eligible for Disturbance Allowances and/or GYH packages as appropriate under existing rules.

(2) If the course lasts less than 6 months and the individual is Permanently Assigned to the course, the Training Establishment becomes the new normal place of duty and SS will not be awarded.

(3) If the course lasts less than 6 months and the individual will be returning to their unit, SS will be awarded provided the course takes place outside of the Base area.

(4) For courses which are wholly residential (i.e. must live onboard throughout), personnel attending will be awarded SS for the entire course even if it is held in their Base Port/Parent Air Station/Base Unit area. If the course is partly residential, personnel attending will get SS for the days which are residential even if the course is held in their Base Port/Parent Air Station/Base Unit area.

(5) For all other occasions not described in sub-paragraphs (1) – (4) above, such as if the Individual is Managed Moved to the course that takes place out of their normal place of duty/base port, they will be awarded SS for the length of the course.

i. **Displaced Upkeep Periods**

(1) For ships and submarines undergoing displaced upkeep periods where a formal base port change has occurred, SS is to be recorded only whilst personnel qualify for LSA payment or accrued through duties (paragraph a. refers).

(2) For ships and submarines undergoing displaced upkeep periods where no formal base port change has occurred, SS will be recorded whilst LSA remains in payment. SS recording will continue for those personnel who remain with the ship at the displaced upkeep location. It will cease for those in the Base Port Rear Link Organisation. However, SS is to be recorded for those personnel undertaking planned visits to the displaced upkeep location.

j. **Personnel Under Punishment**

(1) When an individual is awarded a custodial sentence, their SS will cease.

(2) When an individual ashore/alongside is punished with stoppage of leave, they will not be entitled to SS on grounds of lack of freedom to enjoy leisure time. If, during the period of stoppage of leave, the individual undertakes a normal, rostered duty they will be entitled to SS for that duty.
(3) If an individual is under punishment when deployed, they will continue to accrue SS for any days outside of their Base Port/place of duty.

2627. Ships at Anchor or at Buoy

a. Where a ship is at anchor or buoy within its Base Port, the following rules apply (for the purposes of this paragraph only, Base Port is the area controlled by the local QHM):

(1) Duty Watch personnel are entitled to a day’s SS under the normal rules.

(2) If overnight leave is not granted, or if liberty boats are not available or precluded due to bad weather, all personnel will be entitled to SS days as Reason Code 5.

(3) Where overnight leave is granted and transport is provided to take people ashore, a SS day is not to be awarded, except to those covered by sub para (1) above. Personnel granted leave but who choose not to go ashore are not to be awarded a SS day.

b. Annex 26E is a guide and provides scenarios that involve a change of SS.
SECTION 6 – SEPARATED SERVICE WAIVERS

2628. Background

a. Whilst it is a PFS Cat A requirement to maintain the 660/3 harmony threshold for personnel (see Chapter 22 Annex 22A), there may be occasions when personnel are prepared to breach that Harmony threshold in order to continue to serve at sea or away from their Base Port/Unit. Special arrangements are in place for 3WM personnel; where any policy states 660/3, replace with 825/3 (see Para 2624).

b. Individual harmony is delivered through a number of management processes that are used to prevent a breach of the 660/3 threshold. It is important to identify early when an individual approaches the SS threshold and take positive action to prevent and manage anticipated breaches. The management processes include squad or watch rotation, career management, assignment, voluntary waivers, unit programming, duty rosters and specific exemptions.

2629. Separated Service Voluntary Waivers

a. In order to provide personnel a greater say in the management of their own lives, it is recognised that there may be circumstances where individuals wish to continue to serve with their operational unit for personal or professional reasons, but in doing so would increase their SS days and breach their 660/3 threshold thereby reducing their availability for deployment.

b. The SS Voluntary Waiver Scheme is designed to allow individuals to declare that they are prepared to breach their Harmony threshold of 660/3 and continue to serve at sea or away from their base port/unit rather than be landed to drive down their SS balance. A voluntary waiver of SS is, therefore, an individual’s acceptance that they are willing to breach the 660/3 threshold in order to remain at sea or be away from base port and will have the assurance that their actual SS record accurately reflects their time served away from base port/unit. To achieve this when a voluntary waiver is submitted and approved normal SS recording must take place in accordance with the guidelines in Section 5, above, for the period of the voluntary waiver.

c. For the purposes of managing the individual the voluntary waiver request form needs to be retained by the EWO to provide an audit trail and evidence that the individual has agreed to breach 660/3.

d. All personnel involved in considering applications for voluntary waivers must be confident the applicant is a ‘volunteer’ and that no perception develops that agreeing to a waiver will help an individual’s career whilst not agreeing to one will have a negative impact on their prospects.

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7 Harmony is defined as “The freedom to enjoy leisure at the normal place of duty or residence at place of work, which includes leave.”
On submitting a voluntary waiver application, the following conditions must be met. Only an individual can request a voluntary waiver, which must be for a specific purpose and for a limited time. EWOs should discuss the options of managing an individual’s SS when it is apparent that the 660/3 threshold will be breached e.g. during a forthcoming deployment.

The waiver is voluntary, and no individual is to be placed under pressure to request a waiver.

The individual must formally request a voluntary waiver by submitting Annex 26F through the DEPCO, DO, Unit HR, EWO and, to ensure management visibility, this should be approved by the following as a minimum, the XO/HOD (for FF/DD), CO (for MM/PP), SPLOT/SOBS (for FAA Squadrons) or Company Commander (for RM).

When considering whether to approve a voluntary waiver of SS, Line Managers should consider the following factors:

1. Is a waiver required or can operational imperatives be met within 660/3?
2. Quality and appropriateness of work in the ‘separated’ location.
3. Effect on peer group within the unit (duty rosters and career development etc.).
4. Travel & Subsistence implications and affordability within the unit travel budget.
5. The local CMC perspective with respect to employment of ‘pinch point’ cadres.
6. The procedure for Squadded personnel requesting to work in an AFCO (see Para 2629 sub para b).

Routines to be followed for Recording Voluntary Waivers

The outcome of the request for a voluntary waiver is to be formally recorded on JPA, by Unit HR in accordance with JPA Business Process Guides, and a hard copy of the completed waiver request form (Annex 26F) is to be retained by the EWO or DEPCO for a period of 4 years and an e-mail sent to NAVY PERS-CNPS EMPLOYMT POL CPO with the Name, Rank, Service Number, Waiver Dates (start/stop) of the individual and estimated SS total at waiver end date. To ensure there is an adequate audit trail, a checklist and the routines to be followed when applying for and recording a voluntary waiver are at Annex 26G and Annex 26H respectively.
b. Should Squad personnel request employment in an AFCO, the EWO/SMC/COXN is to liaise with the CMC who will seek approval. The EWO/SMC/COXN should not liaise directly with CNR or AFCOs to arrange JR employment. There is no requirement to request a SS waiver as SS will not accrue providing the individual has volunteered for this employment and the SS Reason field is left ‘blank’.

c. It is important that Unit HR have a reliable Bring Up (BU) system in place to ensure that appropriate JPA action is taken to stop the waiver on the end date noted on the Request Form for a Voluntary Waiver.

d. In normal circumstances, the 660/3 threshold will not be breached, however, it is accepted that there may be occasions when it could be necessary to deliberately breach the 660/3 limit, generally for exceptional operational and resource reasons:

(1) In times of significant war fighting.

(2) To preserve unit Operational Capability.

In such circumstances, when all management processes have been exhausted (i.e. consultation with CMs, rotation or risk of taking a gap) and a solution has not been found, including individuals not electing to submit a voluntary waiver, then an application to breach an individual’s SS threshold must be made by the CO (having consulted the relevant OF5 Flotilla Commander, or equivalent) to DACOS Career Management; to be raised with CNPers as required. If the application is supported, NAVY PERS-CNPS EMPLOYMT POL SO1/CPO is to be informed.
SECTION 7 – SEPARATED SERVICE PLANNING TOOL

2631. Introduction

a. These instructions give the policy guidance for the use of the Separated Service Planning Tool (SSPT); including fault reporting, training, assurance and the change process.

b. SSPT, in addition to providing units with a powerful manpower planning tool to manage Separated Service, also has functionality with which to manage Leave, Accommodation, Watch & Station Bills and Course Booking.

2632. Ownership

CNPers has overall responsibility for the use of SSPT across the Naval Service; however, policy guidance lies with CNPS EMPLOYMT POL SO1. Figure 1 provides a graphical representation of the additional areas of responsibility.

Figure 26-1 – SSPT Responsibility Owners

2633. Overview

To enable the full functionality of SSPT to be captured, the following areas of policy are included at Annex 26J:

- Generic Terms of Reference.
- Generic Hierarchical Structures.
- User Definition and Functionality.
- SSPT Course Booking Request Process.
- SSPT Activity Definitions.
- SSPT Assurance Check-List.
- SSPT Fault Resolution and Ownership.
2634. Direction & Guidance to Users

a. **Individual Plans.** Personnel assigned to the unit should reflect the Ship’s plan and where the individual’s plan varies from that of the Ship this must be annotated on the Individual’s Gant Chart.

b. **“WMO for Employment” Tick-box.** When populating personnel activity, unit planners (DepCos and EWOs) are to tick the ‘WMO for Employment’ box when the individual is to be employed by the WMO (Temporary Employment Cell (TEC)). Ticking this box automatically populates the “Shore/WMO Employment” Report.

c. **SSPT Live / Mobile.** Units alongside for periods of time greater than 8 weeks can request, via their respective FEWO/COXN to have their SSPT data transferred to the Live system in order to utilise SSPT Live. Before returning to Sea, units are to return to SSPT Mobile by contacting their respective FEWO/COXN before physically starting the process on the server to allow DBS Technical Support time to check and setup the transfer at DBS. Users are reminded they are not to contact DBS direct with SSPT problems.

2635. User Guide

The SSPT User Guide has the answer to most questions raised by users and can be accessed from the help menu located on the main SSPT interface. It provides comprehensive, step by step instructions and is illustrated with full colour screen shots. The guidance available includes:

- Characteristics, set-up and use of the planning tool.
- Course booking function.
- Accommodation management function.
- WMO(TEC) employment function.
- Watchbill function.
- Generation of reports using the report wizard.

2636. Training

a. **DEPCOs, EWOs, EWO(A)s and MM/PP Cox’ns** will receive training at the RNLA as part of their attendance on the relevant Coordinators Management Course. Unit EWOs are to provide training for Commanding Officers, Heads of Departments, Divisional Officers and Divisional Senior Ratings using the onboard facility.

b. The SSPT suite at the RNLA is available for use by EWOs and other users to conduct SSPT training. The RNLA EWO has limited spare capacity to deliver additional user training but, when not in use, the SSPT Classroom will be made available as a resource for EWOs to deliver their own SSPT training. The RNLA EWO is the training lead for SSPT and is the point of contact for SSPT classroom bookings.
2637. **Assurance**

a. CNPers retains the overall responsibility for SSPT assurance. To assist the assurance process, the following audits are to be conducted:

- Flotilla EWO - annually.
- FOST - during OST.
- CNPers ManOps - during Unit Manpower Checks (UMCs).

b. Audits are to ensure that relevant ToRs are in place for the key users of SSPT, that SSPT use is in accordance with BR3 and that data recorded in SSPT is relevant and correct. Guidance on conduct of SSPT audits is included in Annex 26J and feedback is to be provided to NAVY PERS-CNPS EMPLOYMT POL CPO.

2638. **Development Process**

The BIS Req Team manages the overall development process with inputs from the user community to be provided via the SSPT Users Working Group; to be chaired by NAVY PERS-CNPS EMPLOYMT POL SO1 on a bi-annual basis.

2639. **Fault Reporting**

SSPT Users should initially refer any fault to the EWO/COXN for resolution. Faults that cannot be resolved at Unit level are to be raised in accordance with Annex 26J.

2640. **Requests for Installation Media**

SSPT software should be requested from NAVY PERS-PPLAN BIS REQ SPTOR7.
SECTION 8 – CAREER INTERMISSIONS

2641. Introduction

a. These instructions give guidance to Naval Service personnel with regard to Career Intermissions (CI). They detail the single Service process for delivering the CI policy set out in JSP 760 Chapter 18 which should be read in conjunction with these instructions.

b. A period of unpaid absence exceeding three months in length is defined as a ‘Career Intermission’; ‘unpaid leave’ of 93 days or less may be awarded by Commanding Officers provided that they can be accommodated within an individual’s current assignment and without relief.

c. CIs are not a right and can only be approved where manning margins allow and where they do not compromise operational effectiveness.

d. It is essential for personnel at junior levels to undertake a number of jobs, primarily at sea, in order to consolidate their training and develop their general skills so as to be effective members of the Naval Service (NS). To this end, officers and ratings/other ranks must, except in exceptional circumstances at the discretion of the Service, have completed a minimum period of service following completion of initial training (i.e. the end of professional training for officers; the end of initial training for ratings/other ranks) in order to be considered for a CI. Likewise, to avoid a reduction in the employability and deployability of personnel, individuals are normally restricted to a maximum of 3 CIs during their career and subject to an aggregated total length of 3 years.

2642. Eligibility

a. In order to be eligible for a CI, applicants must satisfy all of the following conditions:

   (1) Must have completed at least 3 years’ service after completion of initial training (i.e. at least 3 years after joining the trained strength).

   (2) Must have sufficient time left to serve on return from a CI that is equal to or greater than the length of the CI itself (but see Para b sub para (1) below).

   (3) Must not be serving a Return of Service (RoS) for a FRI or training undertaken since joining the trained strength.

   (4) Must not have submitted their notice to leave the Service.

   (5) Must not be subject to disciplinary investigation or action.

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8 JSP 760 Para 17.001.
(6) Must not be subject to formal warning or administrative investigation that might lead to administrative action or discharge.

(7) If attendance at the Naval Service Medical Board of Survey (NSMBOS) and Naval Service Medical Employability Board (NSMEB) is imminent, a CI application should be deferred until after such a referral has been made.

(8) Must not be intending to undertake civilian employment that falls outside the regulations in BR2 (QRRN), such as a retained fireman or a member of any constabulary.

b. Individuals must be wholly aware of the effects that a period of absence from paid service will have on their career and should consult widely, including with their Career Manager (CM), to fully understand the effects of taking a CI, prior to applying, as their original Terms and Conditions of Service (TCOS) will change as a result of being on a CI. Full details of the likely impact on individuals’ TCOS (including pay and allowances, leave, accommodation, medical/dental care and travel) are contained in Annexes A and B to JSP 760 Chapter 18 and include the following:

(1) **Reckonable Service.** Although an unpaid CB counts towards a fixed-term commission/engagement/career it is not reckonable for pay or pension purposes. As a result, individuals may request a delay in their exit date that enables them to complete the same period of reckonable service towards their pension entitlement that their pre-CI Terms of Service (ToS) provided, if they so wish. It should be noted, however, that there may be exceptional reasons why this request may not be possible and individuals should engage early with CMs to establish their individual situation.

(2) **Return of Service (ROS).** If, exceptionally, individuals are awarded a CI despite having an outstanding ROS, time spent on a CI will not count towards the ROS period. Individuals will be required to complete the outstanding ROS liability, which will be ‘frozen’ for the duration of a CI, on returning to paid service.

c. **Career Compression.** The loss of career development opportunities that might be caused by a CI and the suspension of seniority may set individuals behind their peers with whom they joined the Service.

d. **Career Progression.** Time spent on a CI does not count towards seniority. Promotion is therefore likely to be delayed by a period of time equivalent to the length of the CI. However, individuals who are eligible to be considered for promotion will continue to be considered at promotion boards held during the period of the CI. In the Officer Corps, if selected for promotion whilst on a CI, the date of promotion will become effective either from the published date of promotion or the date on which individuals return to paid service, whichever date is later. Similar action will be taken for individuals eligible for consideration for transfer to longer commissions. For Ratings’ promotions, refer to Chapter 67 and Chapter 68.
e. **Redundancy.** Personnel on CIs will be eligible for selection for redundancy in the same manner as others of their rank and branch. Those selected for redundancy will have the same exit date as others, irrespective of the date they were due to return to service.

2643. **Applications**

All individuals who wish to apply for a CI should submit an application Annex C to Chap 18 JSP 760 to their Commanding Officer at least 5 months\(^9\) before the requested start date of the CI, thereby allowing adequate time for the application to be processed and for appropriate assignment action to be taken on behalf of the individual and their relief.

2644. **Processing the Career Intermission Application**

a. On receipt of a CI application, the Commanding Officer is to complete Part 3 of the application form, giving his/her recommendation, notification of any compassionate or other leave already taken, the date by which a relief will be required and confirmation that the application is not made for the purpose of removing the individual as a result of misconduct. The completed form should be forwarded to NCHQ (for attention of the Terms of Service (TOS) Manager).

b. Once received in NCHQ, the TOS Manager will take ownership of the process and ensure that the application is logged and distributed as required for consideration by the Naval Service Flexible Employment Board\(^{10}\) (NSFEB) in accordance with the process at Annex 26L.

2645. **Naval Service Flexible Employment Board (NSFEB)**

a. The NSFEB will usually review CI requests ‘Out of Committee’; however it will convene for more complicated cases or during times of increased volumes of applications. A decision will normally be made within 30 working days of receipt of a CI request and a letter will be sent to the applicant’s CO informing them of the Board’s decision:

1. If the application is approved, the letter will include details of the changes to individuals’ TCOS that will apply as a result of the CI. Individuals will be required to confirm their acceptance of these changes in writing before commencing the CI. Following written acceptance by the applicant, the CM will assign the individual to MTM NELSON MA11 UNPAID LEAVE for the duration of the CI.

   **Note.** All approved CBs must be assigned to NELSON in order that correct action is taken to suspend pay and allowances).

\(^9\) Assignment notice required to provide a SR relief Shore to Sea is 5 months. Exceptionally, applications submitted at shorter notice will be considered on a case-by-case basis.

\(^{10}\) The NSFEB comprises, when necessary, the SO2 ToS, DACOS Pers Cwk, DNLS EMPL LAW SO1, the relevant Career Manager/Requirements Manager and CNPS PPOL DACOS.
(2) If the application is not approved, the letter will explain why it was unsuccessful. In the event that an individual wishes to complain about the rejection of their application, they should submit a Service Complaint. 

b. The award of a CI is not guaranteed. The current and future needs of the Naval Service will always be taken into account and applications will be approved/refused on a case-by-case basis taking into account manning margins, operational capability and the principles detailed above.

2646. Early Termination of a Career Intermission
In the normal course of events, a CI will terminate at the end of the agreed period, but the CM or individual may wish to end the arrangement earlier. Procedures for the premature termination of a CI are:

a. **At the Instigation of the Career Manager.** If CNPers needs to terminate a CI, individuals will, where possible, be given 5 months’ notice. Exceptionally, where overwhelming Service reasons dictate, the notice period may be reduced to meet the needs of the Service. This reflects the fact that individuals on a CI remain members of the Armed Forces and thus are liable to meet operational contingencies.

b. **At the Instigation of Individual.** Individuals who wish to terminate a CI may apply to do so at any time but will need to give a minimum notice period of 5 months to allow for administrative and assignment action. If an earlier return to paid service is requested, the CM will endeavour to accommodate the request but no guarantees can be given.

2647. Assignment following a Career Intermission
In order to allow sufficient time for normal career management procedures and principles to apply, individuals on a CI should notify their CM of their assignment preferences and, if necessary, attend a career interview at least 9 months prior to returning to duty. If the CI is for a period of less than 9 months, this action should take place prior to the start of the CI.

2648. Notification of Pregnancy during a Career Intermission
Servicewomen who become pregnant during a CI should follow the procedures set out in current Service Maternity Policy; rules for maternity leave prevail over those for a CI. Individuals should inform their CM of their pregnancy by the 15th week before the Expected Week of Childbirth (EWC) and state the date of the EWC and the intended start date of Maternity Leave (ML). If eligible under the current maternity regulations, Servicewomen will be transferred to Paid Maternity Leave on the date they wish Ordinary Maternity Leave to commence. Since ML and CI are deemed to run concurrently, the return to work date (for those who take this option) will not be extended beyond the last day of a CI unless there is a period of ML left to run. In that case, the return to work date will be the last day of ML (unless individuals opt to return to work sooner). Servicewomen who give birth whilst on a CI may postpone the RoS required by the Armed Forces Occupational Maternity Scheme until their return to work at the end of the CI.

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11 In accordance with JSP 831 (Redress of Individual Grievances: Service Complaints).
12 DIN 2011DIN01-115: Revised Maternity Policy for Servicewomen in the Regular Armed Forces.
2649. **Submission of Notice Option during a Career Intermission**

Assuming no outstanding ROS commitment, individuals may give notice to leave the Service whilst serving on a CI. In such cases, they will be subject to the normal 12 month notice rule. The length of a CI will not necessarily be shortened because individuals give notice since the notice period can be served concurrently with time spent on a CI. However, depending on the needs of the Service, those who give notice with less than 12 months of their CI remaining could be required to return to service for part of the notice period. Conversely, if there was no requirement for an individual to return, early release may be approved if requested. Each case will be judged on its merits. Guidance on eligibility to Resettlement Training and Terminal Leave can be found in JSP 534 and JSP 760.
## ANNEX 26A

**SEPARATED SERVICE – REPORT OF ABSENCE FROM PLACE OF DUTY**

<table>
<thead>
<tr>
<th>Rank/Rate</th>
<th>Surname &amp; Initials</th>
<th>Service Number</th>
<th>Place of Work</th>
<th>Tel No</th>
</tr>
</thead>
</table>

To be completed by individual – I will be/have been absent from my normal place of duty between the following periods:

<table>
<thead>
<tr>
<th>Date &amp; Time Out</th>
<th>Date &amp; Time Return</th>
<th>Overnight Absence?</th>
<th>Reason for absence (e.g. leave, Sport/AT, Course, Meeting)(For duty state location)</th>
<th>UPO SS Code</th>
<th>Leave Recor d</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>N</td>
<td></td>
<td></td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td></td>
<td></td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td></td>
<td></td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td></td>
<td></td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td></td>
<td></td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td></td>
<td></td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td></td>
<td></td>
<td>Y/N</td>
<td></td>
</tr>
</tbody>
</table>

**Remarks**

This represents a true record of my absence from my normal place of duty or restrictions placed on my leisure for the period above.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

UPO Use Only.
ANNEX 26B

UNITs WITH NOMINATED SENIOR ARRIVALS CLERK

CTCRM
WLSG(P)
HMS NELSON
RNAs CULDROSE
RNAs YEOVILTON
HMS DRAKE
WSO(D)
HMS NEPTUNE
WSO(C)
HMS EXCELLENT
HMS SULTAN
MWS COLLINGWOOD
HMS RALEIGH
BRNC DARTMOUTH
RM Poole
RM Stonehouse
40 Cdo RM
42 Cdo RM
45 Cdo RM
Cdo Log Regt
HQ JSU Gibraltar
JSU Northwood
## ANNEX 26C
### DEFINITION OF A WATCHKEEPER

<table>
<thead>
<tr>
<th></th>
<th>DEFINITION</th>
<th>SEPARATED SERVICE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WATCHKEEPER</td>
<td>An individual who works in a dedicated watch-keeping rota which involves excessive, anti-social hours but for which is compensated by additional stand-down leave periods (incorporating Annual Leave Allowance) in order to re-balance hours worked over the year.</td>
<td>NO</td>
<td>If watch-keeper is not getting W/K Leave – Separated Service accrues as for being on duty</td>
</tr>
<tr>
<td>SHIFT WORKER</td>
<td>An individual who works a normal day in terms of hours but possibly at an unusual time. No additional time off granted.</td>
<td>NO</td>
<td>X-Factor and additional leave arrangements compensates for this kind of working</td>
</tr>
<tr>
<td>DUTYMEN</td>
<td>Individuals who are required onboard for 24 hour period(s) and unable to exercise personal choice about location of leisure time, without guaranteed compensating leave.</td>
<td>YES</td>
<td></td>
</tr>
</tbody>
</table>
ANNEX 26D

SEPARATED SERVICE – FREQUENT LATE WORKERS

Unit/Establishment Name: .................................................................

From {Start Date}: ..............................................................................

To {End Date}: ...................................................................................

was a period of Frequent Late Working.

The following personnel Frequently Worked Late. It has not been possible to grant Time off In Lieu. Separated Service days are authorised for the personnel named.

<table>
<thead>
<tr>
<th>Rank/Rate</th>
<th>Surname &amp; Initial</th>
<th>Service Number</th>
<th>No of Days SS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Signed: __________________________ Name: __________________________ Rank/Rate: __________________________ Date: __________________________

UPO Use Only

This form is to be retained for a period of 12 months from the End Date of the period of Frequent Late Working.

Notes:

1. Frequent Late Working is a period of 3 consecutive days working where a minimum of 4 additional hours has been worked beyond normal secure each day.

2. The CO or Officer in Charge must sign this form.
### ANNEX 26E

**SCENARIOS WHICH WILL INVOLVE A CHANGE TO SEPARATED SERVICE**

<table>
<thead>
<tr>
<th>SITUATION</th>
<th>LSA in issue</th>
<th>SS accrual</th>
<th>CODE TO BE USED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ship</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ship alongside in Base Port</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Ship sails for equipment trial UK waters</td>
<td>Yes</td>
<td>Yes</td>
<td>05 - Other/Routine Tasks (Unaccompanied Posting)</td>
</tr>
<tr>
<td>Ship returns to Base Port</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Ship sails for shakedown/BOST</td>
<td>Yes</td>
<td>Yes</td>
<td>10 – Collective Training (Training for Primary Role)</td>
</tr>
<tr>
<td>Ship returns to Base Port post work up</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Ships sails for DCT prior to deployment</td>
<td>Yes</td>
<td>Yes</td>
<td>09 – Collective training (Pre-operations)</td>
</tr>
<tr>
<td>Ship returns to Base Port for leave</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Ship proceeds on deployment as directed by PJHQ</td>
<td>Yes</td>
<td>Yes</td>
<td>01 – Military Tasks (Deployed Operations)</td>
</tr>
<tr>
<td><strong>Individual</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Onboard ship at sea conducting day running from Base Port</td>
<td>Yes</td>
<td>Yes – Providing normal night leave cannot be granted</td>
<td>05 - Other/Routine Tasks (Unaccompanied Posting)</td>
</tr>
<tr>
<td>Detailed to undertake Freedom of City of Derby march (2 days absence)</td>
<td>No</td>
<td>Yes</td>
<td>07 – Other/Routine Tasks (Routine Tasks/Primary Duties)</td>
</tr>
<tr>
<td>Returns to ship (now alongside in Hull)</td>
<td>Yes</td>
<td>Yes</td>
<td>05 - Other/Routine Tasks (Unaccompanied Posting)</td>
</tr>
<tr>
<td>Joins shore base on reassignment (lives ashore)</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Detailed for Duty onboard</td>
<td>No</td>
<td>Yes</td>
<td>16 – Duty personnel (Duty Staff)</td>
</tr>
<tr>
<td>Returns to employment at normal place of duty</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Major flood in area – gets detailed to assist civil authorities. Accommodated in TA Centre, unable to return home at night</td>
<td>No</td>
<td>Yes</td>
<td>04 (Military Tasks (MACC))</td>
</tr>
<tr>
<td>Return from flood relief operations to normal place of duty</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Detailed for November Ceremonies training</td>
<td>No</td>
<td>Yes – if out of Base Port area</td>
<td>06 – Other/routine tasks (Detachment)</td>
</tr>
<tr>
<td>Returns to normal place of duty</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>SITUATION</td>
<td>LSA in issue</td>
<td>SS accrual</td>
<td>CODE TO BE USED</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>--------------</td>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Commences OPTAG training prior to OPTOUR</td>
<td>No</td>
<td>Yes – if out of Base Port area</td>
<td>09 – Collective Training (Pre-operations)</td>
</tr>
<tr>
<td>Returns to shore base o/c OPTAG</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Arrives at deployment unit conducting military ops in Iraq.</td>
<td>Yes</td>
<td>Yes</td>
<td>01 – Military Tasks (Deployed Operations)</td>
</tr>
<tr>
<td>Injured in theatre – MEDVAC'd to UK and is hospitalised at Selly Oak</td>
<td>No</td>
<td>Yes</td>
<td>08 – Other/Routine Tasks (Unestablished commitments)</td>
</tr>
<tr>
<td>Sent on sick leave at family home</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Joins shore base on return from sick leave</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
</tbody>
</table>

**Cdo Unit**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>At permanent camp</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Winter Deployment to Norway</td>
<td>Yes</td>
<td>Yes</td>
<td>10 – Collective training (Training for Primary role)</td>
</tr>
<tr>
<td>Permanent camp</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>OPTAG</td>
<td>No</td>
<td>Yes – if undertaken away from permanent camp area (e.g. NELSON if based at Taunton)</td>
<td>09 – Collective Training (Pre-Operations)</td>
</tr>
<tr>
<td>Deploy on OPTOUR</td>
<td>Yes</td>
<td>Yes</td>
<td>01 – Military Tasks (Deployed Operations)</td>
</tr>
<tr>
<td>At permanent camp o/c OPTOUR</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
</tbody>
</table>
ANNEX 26F

REQUEST FORM FOR VOLUNTARY WAIVER OF SEPARATED SERVICE

All Sections MUST be completed

SECTION 1 (to be completed by the individual)

Name  ..............................................................................................................
Rate/Rank  ..........................Service No  ..............................................

Unit Name........................................................................................................

Reason for Voluntary Waiver (VW): (Tick appropriate box)

A.  □ To remain with parent unit for service away from base port/area, e.g. deployment
   (BRd 3 Chapter 26 2638 refers).

B.  □ Other (explain)..............................................................................................

Specify the start and end dates intended for the waiver:

Start Date  .................. End Date.......................................................

Applicant’s Signature  .............................. Date  ..............................

SECTION 2  (to be completed by the DEPCO/Manpower Controller (MM/PP/FAA)/Troop
Sgt (RM)

The following are the SS figures for this individual:

Actual SS at start of VW period .......... Forecast SS at end of VW Period ..........

Tick the box below to confirm that where applicable, the local CMC/temporary line manager
during the VW period has been contacted and agreed to provide gainful employment.

□ POC Name  .............................. Tel No  ..............................

Note. DEPCOs are to ensure that all programmed ALA is taken during the annual cycle and not carried over to the following year.
SECTION 3 (to be completed by the Divisional Officer/Troop Commander)

I recommend that the above named rating’s/RMORs request for a VW of SS be approved.

Signed ……………………Name……………………….. Rate/Rank ……………………..

SECTION 4 (to be completed by Unit HR)

In liaison with the DEPCO it is confirmed that the above named rating/RMOR has all periods of leave taken or programmed to be taken in the course of the annual cycle.

I confirm that Travel & Subsistence implications have been considered including whether there is a Service requirement.

Specify Service Requirement (if applicable)………………………………………………...

Signed…………………Name…..…………………..Rate/Rank…………Date……………………

SECTION 5 (for endorsement by EWO/Manpower Controllers (MM/PP/FAA)/CSM (RM)

I confirm that I have checked the validity of this request and therefore endorse it.

Signed ……………………Name………………………..Rate/Rank…………Date…………………

SECTION 6 (to be completed by CO/XO/Sqn CO (for MM/PP/FAA)

Having taken into account the guidance in BRd 3 Chapter 26 the above named rating’s/RMORs request for a voluntary waiver is (tick as applicable)

☐ APPROVED

☐ REJECTED

Signed ……………………Name………………………..Rank……………………Date…………………

SECTION 7 (ACTION FOR UNIT (to be carried out by Unit HR))

1. Record of Individual, Service Number, and duration of waiver to be recorded and maintained in UPO within the Unit HR Supervisor’s Log.

2. Unit HR to ensure that the VW is stopped on JPA at the end of the VW period.

3. Original to be retained by the EWO for a minimum of 4 years.

4. EWO to E-mail NAVY PERS-CNPS EMPLOYMT POL CPO with: Name, Rank, Service Number and Waiver Dates (start/stop).
### ANNEX 26G

**CHECKLIST FOR APPROVAL OF VOLUNTARY WAIVER**

<table>
<thead>
<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Individual has completed Section One of Request Form in sufficient detail</td>
</tr>
<tr>
<td>2</td>
<td>Individual has taken all leave or is programmed to take all leave in the course of the leave year</td>
</tr>
<tr>
<td>3</td>
<td>Quality of work elsewhere has been assessed as satisfactory</td>
</tr>
<tr>
<td>4</td>
<td>TDT&amp;S implications have been considered. Is there a Service requirement and entitlement to TDT&amp;S?</td>
</tr>
<tr>
<td>5</td>
<td>CMC/WOMC (for MM/PPs)/NPT(RM) for RM have been contacted to ensure individual's request is viable and/or practical.</td>
</tr>
<tr>
<td>6</td>
<td>Effect on other members of Ship’s Company/Squadron/Cdo has been considered</td>
</tr>
<tr>
<td>7</td>
<td>Completed original Request Form retained by EWO (to be retained for a minimum of 4 years).</td>
</tr>
<tr>
<td>8</td>
<td>Unit HR record of waiver maintained for future reference in UPO Supervisors Log</td>
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</table>
## ANNEX 26H

### ROUTINE TO BE FOLLOWED TO APPLY FOR A VOLUNTARY WAIVER

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<thead>
<tr>
<th>ACTION BY</th>
<th>ACTION TO BE CARRIED OUT</th>
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</thead>
<tbody>
<tr>
<td>Individual</td>
<td>Complete Section 1 of Request Form and forward to Divisional Officer/Troop Commander.</td>
</tr>
<tr>
<td>DEPCO/TP Sgt</td>
<td>Complete Section 2 of Request Form using Annex B (1-6), checklist and insert current and forecast SS balances.</td>
</tr>
<tr>
<td>DO/Tp Cdr</td>
<td>Complete Section 3 to confirm that the individual’s request for Voluntary Waiver should be approved</td>
</tr>
<tr>
<td>Unit HR</td>
<td>Sign Section 4 of Request Form having confirmed that all leave has been taken or has been programmed to be taken and confirm TDT&amp;S implications have been considered.</td>
</tr>
<tr>
<td>EWO/Manpower Controller/CSM(RM)</td>
<td>Sign Section 5 to endorse validity of request for Voluntary Waiver</td>
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<tr>
<td>CO/XO/Sqn CO</td>
<td>Approve or reject the Voluntary Waiver at section 6 and return request to Unit HR</td>
</tr>
<tr>
<td>Unit HR</td>
<td><strong>Note.</strong> Ensure a ‘Bring Up’ system is in place to ensure that JPA action is taken on requests for a voluntary waiver submitted for a future date and end dates are not missed.</td>
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</table>

For period approved JPA action as follows:

**Reason A** To remain with parent unit for sea service away from base port/area e.g. deployment

Arrivals Clerk Armed Forces, Arrivals Tracking:
- Change effective date to start of waiver
- Select person
- Select radio button & Action
- Select radio button “Record Separated Service Waiver” & Start
- Select Separated Service “Involuntary/Voluntary” & Next
- Review & Submit

Arrivals Clerk Armed Forces, Arrivals Tracking:
- Change Effective date to start of waiver
- Select person
- Select radio button & Action
- Select radio button “Maintain Separated Service Reason” & Start
- Insert appropriate “Separated Service Reason” code & Next
- Review & Submit
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<th>ACTION BY</th>
<th>ACTION TO BE CARRIED OUT</th>
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</table>
| **Reason B** Other (e.g. Harmony time away from parent unit) | Arrivals Clerk Armed Forces, Arrivals Tracking:  
- Change effective date to start of waiver  
- Select person  
- Select radio button & Action  
- Select radio button “Record Separated Service Waiver” & Start  
- Select Separated Service “Involuntary/ Voluntary” & Next  
- Review & Submit  

Arrivals Clerk Armed Forces, Arrivals Tracking:  
- Change Effective Date to start of waiver  
- Select person & Action  
- Select radio button “Change of Location” & Start  
- Move reason – “Temporary other Administrative” & Next  
- Move & Track 24 hr location – insert location  
- Separated Service Reason box – Leave ‘blank’ or insert appropriate Reason Code if SS is to accrue.  
- Allowance Location – complete as required  
- Complete all separation information required  
- Review & Submit.  

| EWO/Manpower Controller/CSM(RM) | Retain request for 4 years.  
E-mail NAVY PERS-CNPS EMPLOYMT POL CPO with: Name, Rank, Service No and Waiver dates (Start and stop).                                            |
ANNEX 26I

AWARD AND RECORDING OF RELOCATION LEAVE, AUTHORISED ABSENCE (AA) AND INDIVIDUAL LEAVE ALLOWANCE (ILA) BETWEEN ASSIGNMENTS

Reference:
A. JSP 760 - Regulations for Leave & Other Types of Absence – Chapter 8

1. **Aim**
   The aim of this Annex is to clarify the process of authorising, and subsequent recording, of Relocation Leave (RL), Authorised Absence (AA) and Individual Leave Allowance (ILA) between assignments.

2. **Introduction**
   It is the individual’s responsibility to ensure that all periods of absence, including those between assignments, are recorded on JPA. The tri-service policy on the allocation of RL is at Reference A and this Annex is issued to clarify the Naval Service policy for the award and recording of RL and any additional AA and ILA taken between assignments. This policy came into effect on 1 Apr 2012.

3. **Policy**
   RL is a period of authorised absence granted to Service personnel assigned between locations on non-operational normal tours of duty necessitating a change of accommodation, to facilitate the settling in/relocation process for themselves and for their dependants. It is in addition to, and not a substitute for, Annual Leave. All additional periods of absence taken between assignments, i.e. AA and ILA, are to be recorded on JPA.

4. **Qualifying Move**
   Normal moves are those resulting from an assignment order normally necessitating a change of SFA, SLA, substitute equivalents, Residence at Work Address or Selected Place of Residence.

5. **Allocation**
   Career Managers (CM) are to authorise RL in accordance with the direction given at Reference A where possible. The award of RL, AA and ILA between assignments is subject to the requirement and exigencies of the Naval Service and can only be authorised by the CM after consultation with discharging and receiving units, taking into account personal circumstances and the type of move wherever possible.

---

1 A ‘normal tour of duty’ is defined as a permanent assignment in accordance with JSP 752 Art 01.0205. Temporary Assignments (any period of duty away from the permanent duty unit, of less than 183 days) do not qualify as a ‘normal tour of duty’ and therefore are ineligible for RL.
6. Recording

a. Any RL or AA granted by the CM is to be annotated on the Permanent Assignment Order (AO) e.g. Relocation Leave 1 Day, Authorised Absence 1 Day. Any additional periods of absence between assignments will be taken automatically from the Individual Leave Allowance in the following order of priority:

   (1) Post Operational Leave
   (2) Seagoer’s Leave
   (3) Annual leave Allowance

b. Once the AO has been issued, Unit HR Admin staff will credit the requisite RL or AA on JPA (in accordance with Reference A and the JPA Business Process Guide). As the Service Person approaches their assignment date they are to apply for RL/AA/ILA on JPA through JPA Self Service (create a separate absence request using the Absence Type ‘Relocation’, ‘Authorised Absence’ or ‘Individual Leave Allowance’). This process will enable RL/AA/ILA to be captured on JPA.

7. Clarification

All periods of absence are to be recorded on JPA and full details on RL, AA and ILA can be found in JSP 760. Further clarification in the application of RL can be sought from individual CMs. Policy enquiries should be directed to the NAVY PERS-CNPS EMPLOYMT POL desk.
ANNEX 26J

SEPARATED SERVICE PLANNING TOOL - POLICY

1. Generic Terms of Reference
   Terms of Reference for the key SSPT Users are detailed below; they are intentionally
generic, and should be locally modified to meet the needs of the individual unit.

2. EWO

Primary and Secondary Purposes:

a. To manage the Ship’s Company to meet operational requirements utilising SSPT
to monitor individual personal harmony, training and development; liaising with CMC
and Flotilla Staffs as appropriate.

b. To be a member of the SSPT User Working Group.

Principal Tasks:

a. To be the unit Administrator for SSPT and have EWO User access as described
at the “SSPT User Role vs Functional Matrix” below.

b. Approve all DEPCO raised activities on SSPT.

c. To conduct onboard SSPT training for Commanding Officers, Heads Of
Department, Divisional Officers and Divisional Senior Ratings.

d. To act as a single point of contact with NAVY PERS-CNPS EMPLOYMT POL
CPO/SO1 providing any onboard feedback on SSPT and utilising the SSPT Change
process to raise any issues found onboard with SSPT.

e. To endorse and retain hard copies of personal plans for all short term landed
personnel.

f. To oversee and manage the Separated Service Waiver process. Ensure that the
Ship’s Office and NCHQ are informed of personnel who sign a waiver and the dates
that this waiver is in force. To check that personnel who sign waivers are documented
correctly within the JPA Unit Separated Service Report and that is distributed to the
Command by the Ships Office on a monthly basis.
3. **EWO(A)**

**Primary Purpose:**
To assist the EWO in all aspects of his/her duties, in managing the Ship’s Company to meet operational requirements utilising SSPT to monitor individual personal harmony, training, and development; liaising with CMC and Flotilla Staffs as appropriate.

**Principal Tasks:**

a. To carry out the principal tasks of the EWO in their absence.

b. To be a Unit Administrator and have EWO(A) User access as described at the “SSPT User Role vs Functional Matrix” below.

c. To manage the allocation of accommodation utilising the facilities available within SSPT.

d. To act as the Ship’s Watch and Station Bill Manager, utilising SSPT in its production.

4. **DEPCO**

**Primary Purpose:**
To manage the departmental manpower to meet operational manpower requirements utilising SSPT to monitor individual personal harmony, training and development.

**Principal Tasks:**

a. To produce the departmental duty watch and leave requirements.

b. To produce the Departmental Watch and Station Bills and to quality assure the departmental Unit Establishment List.

c. To produce, endorse and retain hard copies of personal plans for short term landed personnel.

5. **DIVISIONAL OFFICER**

**Primary Purpose:**
Responsible for the personal and professional development of all members of their division.

**Principal Tasks:**

a. To utilise SSPT to meet their primary purpose, with DO level of SSPT access.

b. To endorse and retain hard copies of personal plans for all short term landed personnel.
6. CMC/GSP SUPERVISOR/USER

**Primary Purpose:**
Responsible for the personal and professional development of all members of their Career Management plot / GSP.

**Principal Tasks:**
To utilise SSPT to meet their primary purpose, with DO level of SSPT access.

7. FLOTILLA EWO/FASFLOT COXN

**Primary and Secondary Purposes:**

a. To ensure correct use of the Ship’s Company in order to ensure operational requirements are being met and individual personal harmony, training and development are being managed.

b. To be the Flotilla SSPT fault resolution lead.

c. To be a member of the SSPT User Working Group.

**Principal Tasks:**

a. To carry out audits of individual units SSPT records, iaw this chapter, within their areas of responsibility.

b. To be a Central Administrator for their Flotilla; assisting with fault resolution as described at Para 7 below.

c. To be the Flotilla SSPT POC for liaising with DBS for transfer to and from SSPT Live and Mobile.

8. CENTRAL ADMINISTRATOR

**Primary and Secondary Purposes:**

a. To run Data Protection Act Prints following Parliamentary request.

b. To set up and configure new WMO organisations if required.

c. To act as a conduit for installation data between requesting unit and the SIO

d. To be a member of the SSPT User Working Group.

**Principal Tasks:**

a. Organisation Control Configuration.

b. Co-ordinate changes to SSPT Reference Data Management, which will be implemented by the DBS Central Administrator only.
9. **Generic Hierarchical Structures**

SSPT has importance beyond the individual unit and it is therefore essential that a coherent structure exists across the Naval Service; the diagrams below provide a generic hierarchical structure for EWOs/Coxswains to follow.

**Figure 26J-1. Generic Hierarchical Structure Surface Ships**

**Figure 26J-2. Generic Hierarchical Structure Submarines**
10. **SSPT User Definition and Functionality**

Access to SSPT functionality varies according to the role of the user as detailed below:

a. **EWO/EWOA**: Senior User within the unit with full visibility across all departments.

b. **FEWO/FASFLOT COXN**: Administrator rights for WMO control and fault resolution.

c. **DEPCO/DEPT CPO**: Responsible for day to day planning of personnel with their allocated departments.

d. **CO/HOD/DO/DIVISIONAL SR**: Read only role limited to persons within his/her Division.

e. **CMC/GSP SUPERVISOR/USER**: Monitor and co-ordinate overall manning and Separated Service requirements across their associated units/GSP; but will not have day to day planning responsibility.

### Table 26J-1. SSPT User Role vs Functional Matrix

| User Role                      | Unit Administrator | Central Administrator | EWO | DepCo | GSP Supervisor | GSP User | WMO RM | Accom Department Mgr | Accom Mgr | Accom View | Assistant Adjutant RM | Company Sgt Major RM | Watch Bill Planner | Watch Bill Mgr | Watch Bill View | Divisional Officer | Unit View | Department View |
|--------------------------------|--------------------|------------------------|-----|-------|----------------|----------|--------|-----------------------|-----------|------------|----------------------|--------------------|------------------|---------------|----------------|-------------------|-----------|
| File                           |                    |                        |     |       |                |          |        |                       |           |            |                      |                    |                  |               |               |                   |           |
| Change Role                    | x                   | x                      | x   | x     | x              | x        | x      | x                     | x         | x          | x                    |                    |                  |               |               |                   |           |
| Change Password                | x                   | x                      |     | x     | x              | x        | x      | x                     | x         | x          | x                    |                    |                  |               |               |                   |           |
| Logoff                         | x                   | x                      | x   | x     | x              | x        | x      | x                     | x         | x          | x                    |                    |                  |               |               |                   |           |
| Setup                          |                    |                        |     |       |                |          |        |                       |           |            |                      |                    |                  |               |               |                   |           |
| Department Setup               |                    |                        |     |       |                |          |        |                       |           |            |                      |                    |                  |               |               |                   |           |
| Add/Remove Planning Tool Personnel |                  |                        |     |       |                |          |        |                       |           |            |                      |                    |                  |               |               |                   |           |
| Allocate Positions to Departments |                  |                        |     |       |                |          |        |                       |           |            |                      |                    |                  |               |               |                   |           |
| Accommodation Setup            |                    |                        |     |       |                |          |        |                       |           |            |                      |                    |                  |               |               |                   |           |
| Watch Bill Organisation        |                    |                        |     |       |                |          |        |                       |           |            |                      |                    |                  |               |               |                   |           |
| Create Non Assigned Person     | x                   | x                      |     |       |                |          |        |                       |           |            |                      |                    |                  |               |               |                   |           |
| RM select Person by Specialisation |                  |                        |     |       |                |          |        |                       |           |            |                      |                    |                  |               |               |                   |           |
| Set User Profiles              | x                   | x                      | x   | x     | x              | x        | x      | x                     | x         | x          | x                    |                    |                  |               |               |                   |           |

(Continued)
### Table 26J-1. SSPT User Role vs Function Matrix (Continued)

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<th>User Role</th>
<th>Unit Administrator</th>
<th>Central Administrator</th>
<th>EWO</th>
<th>DepCo</th>
<th>GSP Supervisor</th>
<th>GSP User</th>
<th>WMO RM</th>
<th>Accom Department Mgr</th>
<th>Accom View</th>
<th>Accom Mgr</th>
<th>Assistant Adjudant RM</th>
<th>Company Sgt Major RM</th>
<th>Watch Bill Planner</th>
<th>Watch Bill Mgr</th>
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<td>Run Extract</td>
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<td>Run Import</td>
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<td>Logon Audit Log</td>
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<td>Batch Program Schedules</td>
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<td>Data Protection Act Prints</td>
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<td><strong>System Administration Submenu</strong></td>
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<td>Set Up WMO Organisations</td>
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<td>Reference Data Management</td>
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<td><strong>Help</strong></td>
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<tr>
<td>About</td>
<td>x x x x x</td>
<td>x x x x x x x x x x x</td>
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<td>x x x x x</td>
<td>x x x x x x x x x x x</td>
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</tbody>
</table>
### SSPT Activity Definitions

To control the types of activities created, the planning tool uses the list of SSPT activities. In some cases, the use of the activity can appear ambiguous; the table below defines each activity.

#### Table 26J-2. Activity Definition

<table>
<thead>
<tr>
<th>Activity</th>
<th>Available to TEC for Employment</th>
<th>Definition / Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adventurous Training / Sport</td>
<td>N</td>
<td>Away on adventurous training or sport as a duty.</td>
</tr>
<tr>
<td>Augmentation</td>
<td>N</td>
<td>Away from parent unit on temporary augmentation to fulfil ACMP tasking (November ceremonies, Op HERRICK support), secondary roles activation (e.g. NP 1600) and MA10/11 Events/Exercise.</td>
</tr>
<tr>
<td>Unit Team Training</td>
<td>N</td>
<td>Away from Unit on team training (e.g. DRUI, Simulator, C2).</td>
</tr>
<tr>
<td>Leave</td>
<td>N</td>
<td>Leave periods recorded on JPA; including MA4 Maternity leave, MA8 Post Op Leave, MA5 Terminal leave and MA11 unpaid leave.</td>
</tr>
<tr>
<td>Loan Other Unit</td>
<td>N</td>
<td>Away from unit on temporary employment for OPDEF and PERREQ Support. Personal development (Task Book training).</td>
</tr>
<tr>
<td>Medical</td>
<td>Y</td>
<td>Medically downgraded for periods of less than 3 months but fit for employment.</td>
</tr>
<tr>
<td>Onboard Alongside</td>
<td>N</td>
<td>Self explanatory (on duty or not).</td>
</tr>
<tr>
<td>Other (Specify in Remarks Box)</td>
<td>N</td>
<td>Any other reason where a person is not employable by TEC. (e.g. Sick on Shore or MA9 untrained strength).</td>
</tr>
<tr>
<td>Other (Specify in Remarks Box)</td>
<td>Y</td>
<td>Any other reason where a person is employable by TEC.</td>
</tr>
<tr>
<td>Course/Training not Available by</td>
<td>N</td>
<td>Away from unit on TEM iaw Assignment Order or resettlement. MA1 Career course and MA2 Non Career Course.</td>
</tr>
<tr>
<td>Course Booking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WMO(TEC) Employment</td>
<td>Y</td>
<td>Self explanatory.</td>
</tr>
<tr>
<td>Welfare Restriction</td>
<td>Y</td>
<td>Landed for Welfare reasons for periods of less than 3 months but fit for employment.</td>
</tr>
<tr>
<td>Non Deployable</td>
<td>N</td>
<td>Restricted to UK waters deployment only, due to medical or welfare restrictions (JPA code 408).</td>
</tr>
<tr>
<td>Short Notice For Sea</td>
<td>N</td>
<td>Period alongside where the ship is at short notice to sail SGOs.</td>
</tr>
<tr>
<td>Deployed On Operations</td>
<td>N</td>
<td>Self explanatory.</td>
</tr>
<tr>
<td>Deployed on Exercise</td>
<td>N</td>
<td>Self explanatory.</td>
</tr>
<tr>
<td>Not Posted To Unit</td>
<td>N</td>
<td>Not to be used.</td>
</tr>
</tbody>
</table>

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February 2020 Version 1
### Table 26J-3. Audit Process

<table>
<thead>
<tr>
<th>Ser</th>
<th>Item</th>
<th>Complied with Y/N</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Do the Terms of Reference for SSPT Users include SSPT responsibilities iaw Annex A? 10% (FF/DD &amp; below) or 5% (others) random check.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Is the hierarchical structure iaw the ‘spirit’ of Annex B?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Is the User SSPT functionality iaw Annex C - Check 2 random Users.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Is the Ship’s programme up to date?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 5   | Are personnel in possession of a Personal Plan?  
   • 10% (FF/DD & below) or 5% (others) random check.  
   • Do they only show variations from the Ship’s programme?  
   • Are the Personal Plans sufficiently detailed? | | |
| 6   | Are landed personnel in receipt of a valid personnel plan? | | |
| 7   | Is the administrator deleting user accounts no longer required iaw Para 12.7.2 of the SSPT User Guide? | | |
| 8   | Is the administrator weeding folders iaw 12.7.3 of the SSPT User Guide? | | |
| 9   | Is the SSPT Unit Administrator using the SSPT Log-on Audit Log iaw Chapter 8 of the SSPT User Guide? | | |
| 10  | Are all Separated Service Waivers recorded on JPA. | | |

### 13. Unit Manpower Check.

Whilst checking Separated Service totals ensure that Ship’s Programme is up to date on SSPT. An SSPT Separated Service calculation should be run to show totals on the day of the UMC and also for the end of the deployment (for Pre MASC and Pre Deployment UMCs) or RFSD (for Pre RFSD UMCs). Check that all Separated Service waivers are recorded on JPA.
14. **SSPT Fault Resolution and Ownership**

The responsibilities and process for fault reporting are as follows:

a. By nominating a Fault Resolution Lead to any reported faults, resolution can be achieved in much shorter timelines. It is recommended that this role be assigned to an application user with a vested interest in resolving any issue. The suggested owner should be the Unit Administrator as they will have the correct roles within SSPT to resolve most minor issues users will encounter; they will also have a better understanding of the system due to deeper SSPT technical knowledge than an SSPT user.

b. Unit Administrators (EWOs) are strongly encouraged to adopt best practice by allocating the Unit Administrator Role to at least one additional user within their organisation. This will ensure that full unit management functionality exists, should the EWO be absent from the unit or in the event that the primary Unit Administrator account becomes locked.

15. **Reporting of Faults**

a. In any occurrence where the origin of any fault cannot be readily identified or resolved at Unit level, the respective EWO/COXN is to raise the fault in the manner stated below. Due to the nature of the application being used at present on two different server setups (Non-DII and DII(F)) there are two different methods of reporting faults. The following reporting methods are available:

b. For non-DII fitted units, SSPT related issues are raised and reported to either of the respective FEWOs or FASFLOT COXN who will then, on the Unit’s behalf, contact JPAC Helpdesk, providing as much evidence of the issue as possible, including screenshots and error codes where necessary to aid in fault resolution. JPAC will then issue a reference number.

c. For DII fitted units, any issues with the functional working of SSPT are to be raised to either of the respective FEWO or FASFLOT COXN who will then, on the Unit’s behalf, contact JPAC Helpdesk, providing as much evidence of the issue as possible, including screenshots and error codes where necessary to aid in fault resolution. For technical issues with SSPT, issues are to be reported to Atlas-DSMT. ATLAS will issue a CASD Number.

d. It is essential when raising fault reports that a comprehensive technical description is provided to the Helpdesk in the first instance as the resolution team does not use the SSPT programme.
16. Management of Faults

a. Once a fault has been submitted, the Fault Resolution Lead can request update reports from either support Agency. In the case of Non-DII SSPT problems, the JPAC Helpdesk is the focal point for communication stating the reference number. SPVA Technical Support may contact you for further information, but the Helpdesk must remain the point of contact for the issue and any updates. For DII SSPT issues, contact details of the particular Agent who has been assigned the fault can be obtained through the Helpdesk, to allow a more detailed discussion. Again, SPVA Technical Support may contact you for further information.

b. In the event that any fault is allowed to persist without progress towards a solution, further assistance can be obtained by liaison with the respective FEWO/FASFLG COXN, who will liaise with the JPAC Helpdesk on the Unit’s behalf to provide feedback of any progress towards a technical solution that has been made and pass on updates as required.

17. SSPT - Main Faults

a. The tables below show the main basic faults that occur within SSPT on both the mobile and live versions. It is worthy of note that faults are far easier to resolve on the live version as the respective FEWO/COXN can carry out fault rectification more often than not with their enhanced User Administrator rights. This is not the case with regard to SSPT mobile, as the SSPT database sits on the Unit’s individual server and, for this reason alone, it is imperative that mobile units maintain the correct level of security with regard to Unit Administrator password.

b. Unit Administrators (EWOs) are strongly encouraged to adopt best practice by allocating the Unit Administrator Role to at least one additional user within their organisation. This will ensure that full unit management functionality exists, should the EWO be absent from the unit or in the event that the primary Unit Administrator account becomes locked.

<table>
<thead>
<tr>
<th>COMMON FAULT</th>
<th>IMMEDIATE POC</th>
<th>ESCALATED POC</th>
</tr>
</thead>
<tbody>
<tr>
<td>User locked out of SSPT or password reset</td>
<td>Unit Administrator</td>
<td>FEWO/COXN</td>
</tr>
<tr>
<td>Unit Administrator locked out of SSPT</td>
<td>Respective FEWO/COXN</td>
<td>FEWO/COXN</td>
</tr>
<tr>
<td>New Account Creation</td>
<td>Unit Administrator</td>
<td>FEWO/COXN</td>
</tr>
<tr>
<td>Account responsibilities change</td>
<td>Unit Administrator</td>
<td>FEWO/COXN</td>
</tr>
<tr>
<td>Organisation Management</td>
<td>Respective FEWO/COXN</td>
<td>FEWO/COXN</td>
</tr>
</tbody>
</table>
Table 26J-5. Non-DII SSPT Mobile Fault Resolution Table

<table>
<thead>
<tr>
<th>COMMON FAULT</th>
<th>IMMEDIATE POC</th>
<th>ESCALATED POC</th>
</tr>
</thead>
<tbody>
<tr>
<td>User locked out of SSPT or password reset</td>
<td>Unit Administrator</td>
<td>Not available outside of unit</td>
</tr>
<tr>
<td>Unit Administrator locked out of SSPT</td>
<td>CIS Run LogUnitAA.bat file on the server (reset password to unitaa password unlimited)</td>
<td>Not available outside of unit</td>
</tr>
<tr>
<td>New Account Creation</td>
<td>Unit Administrator/EWO</td>
<td>Not available outside of unit</td>
</tr>
<tr>
<td>Account Responsibilities Change</td>
<td>Unit Administrator/EWO</td>
<td>Not available outside of unit</td>
</tr>
<tr>
<td>Batch Runner not running files</td>
<td>Nominated SSPT CIS Rep</td>
<td>IT fault reporting route</td>
</tr>
</tbody>
</table>

Table 26J-6. DII SSPT Mobile Fault Resolution Table

<table>
<thead>
<tr>
<th>COMMON FAULT</th>
<th>IMMEDIATE POC</th>
<th>ESCALATED POC</th>
</tr>
</thead>
<tbody>
<tr>
<td>User locked out of SSPT or password reset</td>
<td>Unit Administrator</td>
<td>Not available outside of unit whilst on Mobile System</td>
</tr>
<tr>
<td>Unit Administrator locked out of SSPT</td>
<td>CIS Run LogUnitAA.bat file on the server (reset password to unitaa password unlimited). Permissions may be required from ATLAS DSMT to run.</td>
<td>Not available outside of unit whilst on Mobile System</td>
</tr>
<tr>
<td>New Account creation</td>
<td>Unit Administrator</td>
<td>Not available outside of unit whilst on Mobile System</td>
</tr>
<tr>
<td>Account Responsibilities change</td>
<td>Unit Administrator/EWO</td>
<td>Not available outside of unit whilst on Mobile System</td>
</tr>
<tr>
<td>Batch runner not running change files</td>
<td>Nominated SSPT MSP Rep</td>
<td>ATLAS DSMT via CASD</td>
</tr>
</tbody>
</table>

18. Outstanding Technical Issues

There remain a number of interface errors that currently affect SSPT and the information it presents. Currently these errors include:

a. When a course is deleted in JPA, the instance remains in SSPT and is not deleted. As a result this remains visible and requests can be made to book personnel onto a non-existent course.

b. When block bookings are made in JPA, the details are not passed from JPA into SSPT, consequently the course details may still show available places where there are actually none available.

c. There are two methods that allow course competency prerequisites to be input into JPA, only one of these methods updates SSPT. This means that when attempting to book personnel on courses who do not have the required competency, this will not set off the warning flag.
d. The leave outstanding balance as displayed in SSPT is incorrect. Any individual leave balance in JPA is a sum of a static total and not a dynamically calculated total. SSPT only displays the static total.

e. These issues are faults that are hard wired into the JPA/SSPT interface and any fix will require a change in JPA to pass the necessary data across. Any potential fix is not likely to occur in the short term. While this remains less than ideal, it has been recognised and included in the JPA interfaces error project.
OFFICIAL – SENSITIVE PERSONAL (WHEN COMPLETED)

ANNEX 26K

APPLICATION FOR CAREER INTERMISSION – RN/RM PERSONNEL

PART 1 – INDIVIDUAL’S APPLICATION

<table>
<thead>
<tr>
<th>SERVICE NO</th>
<th>RANK/ RATE</th>
<th>FULL NAME</th>
<th>CURRENT UNIT</th>
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<table>
<thead>
<tr>
<th>BRANCH/SPEC</th>
<th>CURRENT POST</th>
<th>FUTURE AVAILABILITY DATE</th>
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</table>

In accordance with JSP 760 Chapter 18, I wish to apply for a Career Intermission (CI). I have discussed the implications of such a CI with my Divisional Officer/Commanding Officer and Career Manager. I understand that:

- I remain a serving member of the Royal Navy/Royal Marines under the Armed Forces Act and may be recalled to Service at any time.
- I might not be assigned back to my current unit or post.
- For the period of the CI I am not entitled to Service pay or the majority of allowances.
- My Terms of Service will be changed during my CI.
- I understand that, if I wish to take up employment whilst on my CI, I must seek permission in accordance with QRRN.

<table>
<thead>
<tr>
<th>Requested start date for Career Intermission</th>
<th>………/………./………..</th>
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</thead>
<tbody>
<tr>
<td>Length of Career Intermission (min 3 months, max 3 years)</td>
<td></td>
</tr>
<tr>
<td>Proposed Return to Active Service Date</td>
<td>………/………./………..</td>
</tr>
<tr>
<td>Type of Engagement/Commission</td>
<td></td>
</tr>
<tr>
<td>Current Engagement Expiry Date</td>
<td>………/………./………..</td>
</tr>
<tr>
<td>Reckonable Service at Start of CI</td>
<td></td>
</tr>
<tr>
<td>Dates of Previous CI or Career Break (if applicable)</td>
<td></td>
</tr>
<tr>
<td>On my return from my CB I wish to apply to my CM for an Extension of Service to cover the period of my CB for pension qualifying time</td>
<td>Delete as applicable YES/NO</td>
</tr>
</tbody>
</table>
Reason/s for requesting a Career Break: (attach a letter addressed to the Commanding Officer if space is insufficient or if preferred)

Personal and Professional Benefit of CI:

Is your application dependent on another person’s successful application eg. spouse/civil partner – if so who and why?

Is your application time critical?

I confirm that I meet all the requirements of JSP 760 Chapter 18 and will inform my Commanding Officer if my application for a Career Break should subsequently become invalid by my failing to continue to meet the requirements.

I understand that if I wish to take up any employment whilst on my CB, I must seek permission directly from Navy Command HQ (NAVY LEGAL-CASEWORK D2) prior to commencing employment

Applicant’s Signature: ____________________________ Date: ____________________________
## PART 2 - CONFIRMATION OF REQUIRED CRITERIA

Delete as appropriate to confirm whether or not the applicant fulfils the criteria, if not give details:

<table>
<thead>
<tr>
<th>REQUIRED CRITERIA</th>
<th>MET OR NOT</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Must have completed at least 3 years' service after completion of initial training (i.e. at least 3 years after joining the trained strength).</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>b. Must not have an outstanding ROS for any aspect of their career including: Training ROS, Financial Retention Incentive or 'Golden Hello' ROS.</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>c. Must not have submitted a request on JPA for Early Termination.</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>d. Must not be subject to a disciplinary investigation or action.</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>e. Must not be subject to formal warning or administrative investigation that might lead to administrative action or discharge.</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>f. Must not be in a reduced medical category with a condition that is likely to lead to premature discharge.</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>g. Must have given at least 5 months' notice (the normal assignment notification period) of the wish to proceed on the CI.</td>
<td>YES</td>
<td></td>
</tr>
</tbody>
</table>

### LINE MANAGER/DIVISIONAL OFFICER/TROOP COMMANDER’S COMMENTS AND RECOMMENDATION

Line Managers/DOs/Tp Cdrs should note that for any CI of 6 months or less the post will remain vacant for the duration of the authorised CI.

Comments:

Recommendation:

---

I can confirm that the CI application and any impact that it may have on the applicant’s career has been discussed with the applicant.

LM’s Name (Capitals): ____________________________

LM’s Signature: ____________________________ Date: ____________

ON COMPLETION OF PART 2, THIS FORM IS TO BE SENT TO: TERMS OF SERVICE MANAGER, CNPS, NAVY COMMAND HEADQUARTERS, MP G-2, WEST BATTERY, WHALE ISLAND, PORTSMOUTH, PO2 8DX
COs should note that for any CI of 6 months or less the post will remain vacant for the direction of the authorised CI.

Commands on Reason(s) given for CI; benefit to individual and Service of approving CI; impact of releasing Applicant

<table>
<thead>
<tr>
<th>Recommendation:</th>
</tr>
</thead>
</table>

I can confirm that the CI application and any impact that it may have on the applicant’s career has been discussed with the applicant

<table>
<thead>
<tr>
<th>Commanding Officer’s Name (Capitals):</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Commanding Officer’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>
ANNEX 26L

CAREER BREAK APPROVALS PROCESS

1. Process
In order to ensure that all Career Break (CB) requests are handled consistently and efficiently within NCHQ, the following process is to be followed.

   a. All applications for a CB are to be forwarded to the NCHQ TOS Manager to NAVY PERS-CNPS TERMS OR SO3C for Ratings’ applications or NAVY PERS-CNPS TERMS OF SO3C for Officers’ applications (the address is at the bottom of the application form).

   b. CB applications will be logged and forwarded to the appropriate NPTL, CNPS PPLAN R/O SO1, RM and CM for comment and recommendation.

   c. Applications will be forwarded to NAVY LEGAL-CASEWORK D2 where requests are made to undertake any employment during the CB.

   d. Applications will be forwarded to NAVY LEGAL-EMPLOYMENT LAW SO1 where requests require employment law scrutiny.

   e. Applications will be submitted to NAVY PERS-CNPS COS for approval (either out of committee or as part of the Naval Service Flexible Employment Board (NSFEB)).

   f. TOS Manager will inform the individual’s CO of the decision (normally within 30 days of receipt of application) and include revised TACOS, where applicable. Should the application fail, full details of the decision will be given.

2. Acceptance
If the application is approved, the individual will be required to confirm acceptance of the revised TACOS before commencing the CB.

3. Assignment
Following written acceptance by the applicant, the CM will assign to MTM NELSON MA11 UNPAID LEAVE for the duration of the CB.
CHAPTER 27
PAY & ALLOWANCES, PENSIONS & TERMINAL BENEFITS

POINT OF CONTACT - PART 5

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CHAPTER 27
PAY & ALLOWANCES, PENSIONS & TERMINAL GRANTS

SECTION 1 – PAY AND ALLOWANCES

2701. General

a. The aim of this Chapter is to provide a basic explanation of some of the key aspects of pay, allowances and pension schemes in order that each individual member of the Naval Service can take greater responsibility for their personal administration, and for Divisional Officers, in particular, to be able to counsel Ratings/Other Ranks. This applies particularly in non-self accounting ships or on those occasions when it is not convenient to seek immediate and detailed information from Unit Personnel Offices. However this is merely a guide. When checking or confirming entitlement or eligibility, for example when considering Continuity of Education Allowance (CEA), personnel must always consult the relevant and up-to-date tri-Service regulations.

b. The MOD Web contains the information on military pay and allowances, and also access to the most up-to-date rules in JSP 754 Tri-Service Regulations for Pay and Charges and JSP 752 Tri-Service Regulations for Allowances. The allowances provided for in JSP 752 apply to Regular and Reserve personnel (with the exception of non-mobilised Reserves who are only entitled to travel and subsistence allowances when required to attend training) unless otherwise indicated. Full details of the various allowance entitlements on mobilisation of Reserve personnel can be found in Chapter 5 of JSP 753 Tri-Service Regulations for the Mobilisation of Reserves. Key reference documents can be found at http://defenceintranet.diif.r.mil.uk/Personnel/Military/Remuneration/Pages/Remuneration.aspx. RNCOM, accessed via the internet, also offers assistance: www.rncom.mod.uk (follow link to Pay/Allowances/Pensions).

c. The Armed Forces Pay Review Body (AFPRB) is responsible for recommending the pay rates for Officers and Ratings/Other Ranks. Most personnel will receive 2 pay increases each year, one on 1 April to reflect the annual pay award, and the second on the anniversary of their promotion to their current Rank/Rate, known as a Yearly Incremental Progression (YIP). Pay will also rise on promotion.

2702. Maritime Reserves

Naval pay and allowances policy generally applies to Maritime Reserves but includes some additional stipulations; see the relevant articles in JSP 752 and JSP 754 and in BRd 3(2) Paras 0206 and 0207.
2703. **Key Features**
The main features of Pay are:

a. **Comparability.** (See JSP 754 Part 1 Chap 2.) The basic principle is that the package of Service pay and charges must be fair when compared to those applying to civilian occupations. In order to determine levels of pay within the military salary, the Job Evaluation (JE) mechanism is used and it is this information plus the job scores derived through the JE of civilian jobs that the AFPRB uses when it is assessing pay comparability. This ensures that when the AFPRB makes its recommendations on basic pay, it does so such that pay is maintained at levels broadly comparable with those received by civilians doing jobs of a similar size and job evaluated weight.

b. **X-Factor.** (See JSP 754 Part 1 Chap 2.) The X-Factor is intended to reflect the differences between conditions of service experienced by members of the Armed Forces and conditions in civilian life, which cannot be taken directly into account in assessing pay comparability. The balance of advantage and disadvantage is averaged across a career and across the Services and is assessed against a broad range of criteria: danger; turbulence; spouse/partner employment; separation; job security; hours of work; stress, personal relationships and impact of the job; leave; training, education, adventure training and personal development; promotion and early responsibility; autonomy, management control and flexibility; individual, Trade Union and collective rights and travel to work. The X-Factor is applied as an enhancement to Basic Pay at rates currently ranging from 3 to 14.5% dependent on the nature and conditions of service. Rates are typically reviewed by the AFPRB every 5 years; the next review will be in 2017/18.

c. **Pay Ranges.** (See JSP 754 Part 1 Chap 1.) For Ratings/Other Ranks, pay is a single pay spine with four Additional Pensionable Supplements. Trades are allocated to one of the Supplements depending on the results of the Job Evaluation process, and the formulation of a Through Career Whole Trade Score. Officers are also on a single pay spine and certain trades and cadre are on Bespoke Pay Spines.

d. **Satisfactory Performance Incremental Progression.** (See JSP 754 Part 2 Chap 2 Section 4/5.) Progression within a rank is normally on an annual basis, known within JPA as Yearly Incremental Progression (YIP). It is dependent upon satisfactory performance, experience and the attainment of qualifications. However, progression may be suspended if a satisfactory level of performance is not attained.

e. **Accelerated Incremental Progression (AIP).** (See JSP 754 Part 1 Chap 1 Section 8 Ann C.) With effect from 31 Dec 15 entitlement to AIPs has been withdrawn. Reserved Rights will exist for those eligible up to 31 Dec 18, further details are available at the reference.

f. **Pay on Promotion.** (See JSP 754 Part 2 Chap 2 Sect 6.) All personnel will receive a minimum 2% increase on their current rate of pay, rounded up to the nearest incremental level in the appropriate new pay range when promoted. A 5% increase will be awarded to personnel on promotion to PO/Sgt, those commissioned from the ranks and those promoted to OF3 from the OCFR Pay Spine.
g. Payment for Food and Accommodation. The AFPRB reviews and sets charges for food and accommodation on an annual basis. The following is an outline of how charges are set:

(1) Food Charge. (See JSP 754 Part 2 Chap 7 Sect 2.) A single Daily Food Charge (DFC)/Pay As You Dine (PAYD) Core Menu charge was introduced in Apr 08. Service Food Charges are recommended by the Armed Forces Pay Review Body (AFPRB) and promulgated annually by Hd, Rem in a Directed Letter. The Daily Food Charge (DFC) recommended by the AFPRB is also used as the basis for the cost of the ‘Core Menu’ in Catering Retail and Leisure/Pay As You Dine (CRL/PAYD) outlets and the Entitled Casual Meal Charge (ECMC). There is only one category of food charge; namely the DFC. The DFC is applied on all non CRL/PAYD units and some CRL/PAYD units; specifically Phase 1 training units. In CRL/PAYD units personnel simply pay at the point of sale for the meal they wish to consume. An explanation of the entitlement to be fed at Crown expense i.e. guard duty, on exercise etc. is provided in JSP 456 Vol 4.

(2) Single Living Accommodation/Service Family Accommodation/Abatement. With effect from Oct 15 all accommodation entitlement has been transferred to JSP 464 Volume 3 and is covered in BRd 3(1) Chapter 25.

2704. Additional Pay

Different types of additional pay are as follows:

a. Recruitment and Retention Payment (RRP). (See JSP 754 Part 2 Chap 5.) RRP is targeted at areas where there are particular difficulties in recruiting and retention and can be paid on a Continuous Career Basis (CCB), Non-Continuous Basis (NCB) or Completion of Task Basis (CTB), depending on the cadre. RRP may start, increase, decrease or cease according to prevailing recruiting and retention conditions. When personnel submit their notice to leave the Service early (PVR), RRP ceases to reflect that the retention aspect of RRP has failed. RRP rates are set annually by the AFPRB. RRP of a CCB nature attracts a Reserve Band for those who cease to be employed in a RRP or RRP-Related post. The Reserve Band is paid at 100% of the value of the RRP level for 2 years and at 50% of the value for one year before ceasing.

b. Compensatory Allowances (CA). (See JSP 752.) CA include allowances which are used to make up for any extra hardship that Service personnel may face during their duty (e.g. Unpleasant Working Allowance (UWA), Unpleasant Living Allowance (ULA) - both Operational and Sea, Longer Separation Allowance (LSA) or Northern Ireland Resident’s Supplement (NIRS)). The AFPRB set these rates annually.

c. Retention Payments. (See JSP 754 Part 2 Chap 6). These consist predominantly of Commitment Bonuses (CB) and Financial Incentives.
(1) With effect from 1 Apr 16 Commitment Bonuses were withdrawn for new joiners; Transitional Protection is available and is detailed at the reference.

(2) Financial incentive schemes for recruitment and retention take the form of, but are not limited to, Financial Retention Incentives (FRIs), Golden Hellos (GH), Rejoining Bounties, Transfer Bounties and Recruit Bounty schemes. They are introduced as a short-term measure on a tri-Service and/or single-Service basis in order to target specific current or projected manning shortfalls, particularly in essential specialisations such as Operational Pinch Point trades. FRIs may be approved by the Second Sea Lord (up to: 2 year window, £20k per person, and £3m spend per FY) or the AFPRB for more expensive or longer enduring FRIs. The approval route for an FI is to Navy Pers-PPA in the first instance for onward transmission to single Service Pay Colonels, NCHQ and MoD centre staffs. FIs are subject to tax and NI contributions and will carry a RoS commitment. Additional information on FRIs is available in JSP 754, Part 2 Chapter 6, Section 1 while a list of extant schemes are publicised in DINs and RNTMs. Staffing instructions for the creation and management of FRIs is located at Annex 27A and Annex 27B.

2705. Minimum Drawing Rate (MDR)

a. This is the rate at which no further deductions should be made from an individual’s pay subject to JSP 754 Part 2 Chapter 1 Para 02.0405. It is a mechanism that should avoid personnel receiving zero pay and claiming financial hardship.

b. The MDR is set at 50% of net pay. It is calculated from gross pay (including Recruitment and Retention Pay and X-Factor) minus Income Tax, National Insurance (this includes Statutory Adoption and Maternity Pay if being paid at the time).

c. Items to be included in the MDR calculations are known as the ‘Order of March’ and include:

(1) Child Support Agency (CSA) payments;

(2) Court Order payments;

(3) Advance of Pay;

(4) Taxable over-issues of pay and allowances;

(5) Non taxable over-issues of pay and allowances;

(6) Undercharges;
(7) Miscellaneous Debts;

(8) Long Service Advance of Pay (LSAP) or FHTB Scheme.

(9) Military Fines and Compensation Orders.

d. However, Voluntary deductions are non-MDR items and may breach the MDR.

2706. Recovery of Debt

a. There is a mechanism for recovering items from a Service individual's pay account, which all personnel need to be aware of. As a general guide, pay will be recovered in the following circumstances:

(1) An over-issue of Pay has been made;

(2) A Service individual has been under charged;

(3) A Fine, Stoppage or Penal deduction has been awarded Summarily or by Court Martial;

(4) An individual is the subject of a Judgement Debt Order;

(5) A Civil Court asks for assistance in recovering a Fine from an individual;

(6) An Order for a Maintenance Deduction is made against an individual;

(7) An individual is liable for Barrack Damages;

(8) An individual has received an Advance of Pay;

(9) An individual has received a LSAP or FHTB Scheme.

(10) An individual has received an Early Payment in Cash.

b. Recovery periods in respect of debt are set out in JSP 754 Part 2 Chapter 1 Section 6. (Different rules apply for sub paras (8) - (10) above; see JSP 754 Part 1 Chapter 1 Section 5, JSP 752 Chapter 2 Section 4 and JSP 754 Part 2 Chapter 1 Section 1 respectively.)

c. Hardship Cases. In exceptional cases individuals may have the recovery of pay period extended up to 12 months. Any applications for extensions to recovery periods must be sent to DBS(UKVETS)(G) Recoveries and Write-Offs (R&WO) using the Objection Against Recovery or Request Non-Standard Repayment form set out in JSP 754 Part 2 Chapter 1 Section 6 Appendix 1.

2707. Maintenance of Spouses/Civil Partners and Children

See Chapter 21 Section 7.
SECTION 2 - PENSIONS AND TERMINAL BENEFITS

2708. Armed Forces Pension Schemes (AFPS 75, 05, 15 and Reserve Forces Pension Schemes (FTRS 97 and RFPS 05))

a. AFPS 75, 05 and 15 for Regular Forces, and FTRS 97 and RFPS05 for Reserves are integral and vitally important aspects of the overall remuneration package. This section provides links to the suite of documents for each of the pension schemes. With the introduction of the AFPS 15 on 1 Apr 15 all Service Personnel (Regular and Reserves) will transfer into the new Scheme unless they have Transitional Protection, i.e. for those in Regular service who were 45 years old or above on 1 Apr 12; for Reserves the age was 50. Those transitioning into the AFPS 15 will have service under a legacy scheme and AFPS 15 and must ensure that they qualify for payment points under both schemes if they are to receive the full financial benefit for the service they have given.

b. Links to the relevant Pension Schemes are at:

1. AFPS 75.
   http://defenceintranet.diif.r.mil.uk/Personnel/Military/Remuneration/Pages/ArmedForcesPensionScheme1975(AFPS75).aspx

2. AFPS 05.
   http://defenceintranet.diif.r.mil.uk/Personnel/Military/Remuneration/Pages/ArmedForcesPensionScheme2005(AFPS2005).aspx

3. AFPS 15.
   http://defenceintranet.diif.r.mil.uk/Personnel/Military/Remuneration/Pages/FutureArmedForcesPensionScheme(FAFPS).aspx

4. FTRS 97.
   http://defenceintranet.diif.r.mil.uk/Personnel/Military/Remuneration/Pages/FullTimeReserveServicePensionScheme1997(FTRSPS97).aspx

5. RFPS 05.
   http://defenceintranet.diif.r.mil.uk/Personnel/Military/Remuneration/Pages/ReserveForcesPensionScheme2005.aspx

2709. Non-Reckonable Service

Ratings/ORs who are being released on completion of their service and have incurred some non-reckonable periods eg. Detention, Civil Power, Unpaid Leave, etc. must re-engage to complete their full service in order to be eligible to receive a pension. It is important to ensure that ratings/ORs’ correct terminal dates are checked within 12 months of Discharge and those affected be allowed to re-engage to complete time for pension.

2710. Applications for Pensions and Terminal Grants

Personnel will receive Pension application forms in their Service Leaver’s Pack which must be completed prior to retirement or discharge. Towards the end of terminal leave, DBS(UKVETS) (Pensions Division) will inform Service Leavers of their pension/Early Departure Payment/terminal grant entitlement.
2711. Payment of Terminal Grant

This is made by Vets UK (Pensions Division) within 30 days following the final date. Terminal grants are tax free. Payment of pensions will be made as follows:

a. **For Residents in the UK.** By payment to Bank/Building Society by MOD’s appointed Paymaster. A form for the pensioner to complete will be sent with the letter giving pension details.

b. **For Pensioners Intending to Reside Abroad.** Either:

   (1) Payable to a bank/Building Society in the UK; or
   (2) Payable to a bank abroad; or
   (3) By sterling payable order.

2712. Resettlement Grants

Both officers and ratings who leave the service without entitlement to an immediate Service pension may, subject to satisfactory service, be awarded a tax free Resettlement Grant.

a. **AFPS 75**

   (1) **Officers:** Resettlement Grant payable after 9 years reckonable service from age 21.

   (2) **Ratings/ORs:** Resettlement Grant payable after 12 years reckonable service from age 18.

b. **AFPS 05.** For both Officers and Ratings, a Resettlement Grant is payable after 12 years reckonable service.

c. **AFPS 15.** For both Officers and Ratings, a Resettlement Grant is payable after 12 years reckonable service.

2713. Voluntary Release

Divisional Officers should ensure that ratings giving 12 months' notice are aware that at least 12 years' reckonable service must be completed before a Resettlement Grant is payable. This is particularly important when release dates become marginal for the purpose of Resettlement Grants.
2714. Liability for Income Tax

a. **Pensions in Payment.** Pensions, as earned income, are liable to Income Tax and the amount should be declared on the annual Income Tax Return. Income Tax can be deducted from pay or applied direct to the pension, depending on the circumstances and as decided by HM Revenue & Customs (HMRC). If the pensioner takes up residence abroad, there may well be a 'double taxation' in force which any UK Tax Liability can be offset in whole or part against liability in the country of adoption. The pensioner must arrange this direct with the taxation authorities.

b. **Annual Allowance (AA).** The introduction (2006) and reduction (2010 and 2014) in the Annual Allowance (the year on year increase in pension entitlement for which Tax Relief is allowed) is a consideration primarily for OF4 levels and above (albeit it may affect those promoted OF3 to OF4), whose increase in pension, typically on promotion, may exceed the tax threshold. Members of UK pension schemes are permitted to increase the value of their pension pot by up to £40k per annum; the pension pot being derived from an actuarial valuation of through-life worth. Unused AA from up to 3 previous years may also be used to mitigate the tax liability on any excess above the AA threshold. The effects of the reduction in AA will first be seen following Tax Return evaluations for 2014/15. In the 2012 Autumn statement the chancellor further reduced the Annual Allowance from tax year 2014/15 to £40,000.

c. **Life Time Allowance (LTA).** Separately from AA, very senior officers are subject to the LTA which restricts the total value of personal pensions (£1.5M) before additional tax liability is incurred. This limit reduced on 6 Apr 14 to £1.25m and will reduce on 6 Apr 16 to £1m. Officers who have pension pots in excess of the value of the reduced rate of LTA on the date the change comes into force will be entitled to Individual Protection (IP). IP14 details are on the Gov.uk website and the details for the IP in 2016 are yet to be set by the Government.

2715. Pension Payment Date

Pensions are paid monthly in arrears.

2716. Pension Increases

A Service Pension/EDP is not index linked until age 55 but at that age it is restored to the purchasing power which it had on first award - by the application of previous retail price pension increases - and is then maintained at that value by increases applied in April each year. Invaliding and attributable pensions and all survivors’ pensions are index linked from the date of award.

2717. MoD Compensation Schemes

From Dec 14 advice for compensation from death or injury while serving in the Armed Forces, irrespective of the compensation scheme to be claimed under, is contained in JSP 765. Further detail can be accessed from, http://defenceintranet.diif.r.mil.uk/Reference/DINsJSPs/Pages/JSP765.aspx
ANNEX 27A

IMPLEMENTATION OF FRIs

FRI Requirement identified

AFPRB FRI or PPO FRI?

Business Case compiled by ACOS PCAP and sent to NPS-PPA2

Proposal forwarded to Hd Rem, sS PCs, NCHQ RP, PM & DBS

Proposal forwarded to 2SL for final approval

AFPRB

PPO

DIN written by ACOS PCAP & forwarded to NPS-PPA2

DIN approved and FRI promulgated by ACOS PCAP

FRI to be subject to ongoing 6-monthly assessment

Proposal forwarded to Hd Rem for AFPRB Approval

AFPRB approval forwarded to PPA via Hd Rem
ANNEX 27B

FRI RETURN TO NAVY NPS-PPA 2

1. Upon raising an FRI Paper of Evidence, Branch Managers (BM) will be sent an FRI reporting tool in the form of an Excel spreadsheet for them to initiate the six-monthly returns process. The information which they will provide at the FRI initiation will establish the baseline for measuring the success of the FRI. The completed FRI will subsequently cover the following periods:

   a. 1 Mar to 31 Aug, to be forwarded by end Sep, and
   b. 1 Sep to 28 Feb, to be forwarded by end Mar.

2. The purpose of the return is to ensure information and data, as required by the Centre, is readily available to facilitate decisions on the continuation, extension, or increase in an FRI, as well as on the assessment of future FRIs and to establish commonalities across tri-service FRIs.

3. Further details on the completion of the return are available from Navy NPS-PPA 2. While the quantitative data is essential for audit purposes and further understanding of FRIs and their intended impact, BMs are encouraged to make full use of the comments boxes to provide the full and pertinent quantitative and qualitative information.
CHAPTER 28

MEDICAL AND DENTAL CARE

SO1 Med Pers Comp (93832 5343)

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2813. Referral to Mental Health Services
2814. HIV Positive Individuals – Employment at Sea
CHAPTER 28
MEDICAL AND DENTAL CARE

2801. Introduction
The Defence Medical Services (DMS)\(^1\) will provide healthcare, medical operational capability and health advice to maximise the fighting power of the Armed Forces. The mission flows directly from the Defence Plan through to the Service Personnel Plan. The DMS Strategic Plan includes performance indicators such as the numbers of service personnel medically and dentally fit for deployment and for the provision and/or delivery of primary, intermediate and secondary healthcare appropriate to the environment where personnel are serving.

2802. Medical Force Generation
The Royal Navy Medical Services (RNMS) are directed (under Personnel Functional Standards (PFS)) to ensure that the maximum numbers of personnel are fit for task. Joint Medical Employment Standards (JM ES)\(^2\) codes are used to define the medical employment standard appropriate to an individual’s medical fitness and enable the communication of the necessary information to the employer (Career Managers, Chain of Command) without any breach of medical confidentiality. They ensure that the individual is appropriately employed without unnecessarily endangering their own health or that of others\(^3\). To allow appropriate assigning, Career Managers are provided with an individual serviceperson’s JM ES through JPA.

2803. References
a. BR 1991 (Instructions for the Royal Naval Medical Service)\(^4\) and BR 1750A (Handbook of Naval Medical Standards)\(^5\) are the primary references for Naval policy and organisation of Medical and Dental Care. They also contain the procedures and standards for the provision of medical and dental care to entitled personnel.

b. **Maritime Reserves.** See BRd 3(2)\(^6\) (Chapter 18 Full Time Reserve Service - Paras 1821-1825; Chapter 19 Additional Duties Commitments (Part-Time Reserve Service) - Paras 1924-1927; Chapter 20 Naval Careers Service\(^7\) - Para 2015-2019 for medical administration of Maritime Reserves

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\(^1\) Defence Medical Services Strategic Plan 2010/2014.
\(^2\) http://defenceintranet.dif.r.mil.uk/libraries/library1/DINSJSPS/20160421.1/
20160902%20JSP%20950%20Part%201%2007%206-7-7.pdf
\(^3\) http://defenceintranet.dif.r.mil.uk/libraries/corporate/DINSpersonnel/2016/2016DIN01-130.pdf.
\(^4\) http://defenceintranet.dif.r.mil.uk/libraries/corporate/Navy/FPGO/FPGO_books1/BRd_1991/
\(^5\) http://defenceintranet.dif.r.mil.uk/libraries/corporate/Navy/FPGO/FPGO_books1/BRd_1750a/
BRd_1750A_March_2013/20130213-brd1750a-home-u.pdf
\(^7\) http://defenceintranet.dif.r.mil.uk/libraries/corporate/Navy/FPGO/FPGO_books1/BRd_0003/BRd_3_2_Dec_16_V2/Chapter-19.pdf
\(^8\) http://defenceintranet.dif.r.mil.uk/libraries/corporate/Navy/FPGO/FPGO_books1/BRd_0003/BRd_3_2_Dec_16_V2/Chapter-20.pdf

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2804. **Naval Service Medical Board of Survey and Naval Service Medical Employability Board**

Whilst short term changes to medical grading and work limitations are made at Unit level, the assessment of long-term fitness for further service and long-term restrictions on work ability is conducted in a two-stage process. This involves referral either to a Regional Occupational Health Consultant (ROHC)\(^9\) or the Naval Service Medical Board of Survey (NSMBOS) who give a medical recommendation on fitness in the form of a Joint Medical Employment Standard (JMES). This recommendation is then considered by the Naval Service Medical Employability Board (NSMEB), on behalf of the Naval Service as the employer, and a decision taken as to whether the Service person can continue to be successfully employed within the JMES awarded. Details of the function and processes of the Boards are in BR 1991 Chapter 8\(^10\).

2805. **Provision of Medical Care**

In partnership with others\(^11\), the RNMS will provide high quality healthcare to support force generation and maintain the health of the Naval Service.

a. In the firm base, Primary Healthcare (General Practice, Mental Health, Occupational Health, Public Health and Defence Rehabilitation) is provided to entitled personnel, by Defence Primary Health Care (DPHC) to a standard equal to that of UK civilian best practice. The RNMS retains responsibility for provision of primary healthcare and occupational health to deployed Naval Service, RFA, Royal Naval Reserve\(^12\) and other personnel subject to eligibility\(^13\).

b. Access to timely Secondary Healthcare in the UK at least equivalent to that provided by the National Health Service (NHS).

c. All Naval personnel are directed to carry a valid European Health Insurance Card (EHIC)\(^14\) and strongly advised to hold appropriate travel insurance when travelling anywhere at their own expense or for non-Service reasons.

d. The management of some chronic conditions could be compromised by an assignment overseas. Before deploying overseas, the assigned Service Person is to make a declaration concerning the health of their dependants. All long term medical conditions are to be declared in accordance with single Service procedures in order to allow the receiving theatre to make an informed decision as to whether a chronic condition can be appropriately managed. Where a condition cannot be managed, a decision then has to be made, by the assigning authority, as to whether the assignment can go ahead (Chapter 59 Annex 59C refers\(^15\)).

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\(^10\) [Link to NSMBOS and NSMEB reference](http://defenceintranet.diif.r.mil.uk/libraries/corporate/Navy/FPGO/FPGO_books1/BRd_0003/BRd_3-1_June_2016_V8/BRd_3_June_16_V8/Chapter-59.pdf)

\(^11\) DPHC, NHS, Private Providers, third sector, coalition partners.

\(^12\) [Link to Reserves healthcare provision reference](http://defenceintranet.diif.r.mil.uk/libraries/library1/DINSJSPS/20151214.1/JSP_950_1-3-6_Reserves_FR20%20Healthcare_Provision.pdf)

\(^13\) [Link to Reserves eligibility reference](https://modgovuk.sharepoint.com/sites/defnet/dinsjps/DINSJSPS/20170203.1/JSP770_Ver11_Ch4.pdf)

\(^14\) [Link to EHIC reference](http://defenceintranet.diif.r.mil.uk/libraries/corporate/Navy/FPGO/FPGO_books1/BRd_0003/BRd_3-1_June_2016_V8/BRd_3_June_16_V8/Chapter-59.pdf)

\(^15\) [Link to chronic condition management reference](http://defenceintranet.diif.r.mil.uk/libraries/corporate/Navy/FPGO/FPGO_books1/BRd_0003/BRd_3-1_June_2016_V8/BRd_3_June_16_V8/Chapter-59.pdf)
2806. **Provision of Dental Care**  
Dental Care is provided by the Defence Primary Healthcare dental services to entitled personnel to a level at least equivalent to that of the NHS.

2807. **Medical Information – Disclosure to Command**

a. All health or other personal information received by Service and civilian medical personnel acting in that capacity from, or in relation to a patient, is to be treated as confidential, and medical personnel have a legal as well as an ethical duty to comply with Caldicott Policy\(^1\). The duty of confidentiality is also described in guidance from the relevant professional bodies (eg. GMC\(^\text{19}\), GDC\(^\text{20}\), NMC\(^\text{21}\), HCPC\(^\text{22}\), GPhC\(^\text{23}\)). This guidance is to be followed by Service and civilian medical personnel at all times.

b. Except in limited circumstances, disclosure of personal medical information is contrary to the law and to the public interest. Loss of confidence by personnel in the confidentiality of their healthcare may result in medical conditions being concealed, with consequent risks to Unit safety and operational effectiveness.

c. Personal medical information may only be disclosed as follows:

(1) With the individual’s valid consent;

(2) Where required under the law\(^9\);

(3) Where substantial public interest demands disclosure without consent, particularly protection of:

(a) The operational capability (OC) of the Unit;

(b) Safety of other Unit personnel.

d. Disclosures made for OC or safety reasons must only be made directly to the Commanding Officer (CO).

e. Information disclosed to the CO is to be limited to that which is required for the protection of OC or the safety of Unit personnel\(^16\).

f. The CO must respect the confidential nature of all information disclosed, and must only communicate as much detail to other personnel as required to deliver essential purposes of protecting OC or the safety of Unit personnel.

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\(^2\) [http://defenceintranet.dif.r.mil.uk/libraries/library1/DINSJPS/20160421.1/20160906-DMS_Caldicott_policy_JSP%20950%20Lft%201-2-15_v1.2.pdf](http://defenceintranet.dif.r.mil.uk/libraries/library1/DINSJPS/20160421.1/20160906-DMS_Caldicott_policy_JSP%20950%20Lft%201-2-15_v1.2.pdf)

\(^3\) [https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/confidentiality - Paras 35 and 36 and supplementary guidance.](https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/confidentiality - Paras 35 and 36 and supplementary guidance.)


\(^5\) [https://www.nmc.org.uk/](https://www.nmc.org.uk/)

\(^6\) [http://www.hcpc-uk.co.uk/](http://www.hcpc-uk.co.uk/)

\(^7\) [https://www.pharmacyregulation.org/](https://www.pharmacyregulation.org/)

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The individual must be informed of the content of all disclosures of their personal medical information to Command, preferably prior to disclosure but in any event at the earliest reasonable opportunity. This decision/encounter must also be documented within the medical record.

Private medical information is not to be used to instigate disciplinary proceedings other than in exceptional circumstances with the advice of Navy Command HQ Legal Services.

Specific Instances

(1) **Drug and Alcohol Misuse.** When drug or alcohol misuse is disclosed during a clinical consultation, this information must only be disclosed to Command if the nature of the misuse threatens harm to other members of the Unit or to OC. Medical personnel must report drug and alcohol misuse when they become aware of such misuse outside of their medical capacity. An example of such a threat would be a pilot who proposed to fly an aircraft while intoxicated.

(2) **Post-Coital Contraception.** Requests by personnel for post-coital contraception whilst operational must not be disclosed outside the consultation without the consent of the individual.

2808. **Adventurous Training and Sports**

Military personnel undertaking correctly staffed and officially sanctioned Adventure Training (AT) and sports are entitled to medical care at public expense. However, in some countries where such activities take place, the civil health infrastructure cannot provide a suitable level of care. Private medical facilities that can provide the required level of care might be available but proof of ability to pay is often required before treatment commences. Military teams venturing overseas are strongly advised to take out private medical insurance - refer to the most current DIN - Insurance for Adventurous Training Activities. In addition, military personnel under an Individual Recovery Plan (IRP) are to engage with their Medical Officer to discuss the AT activities in which they are planning to engage, in order that the MO may make an assessment of the appropriateness of those activities with respect to the medical condition for which they are downgraded.

2809. **Reserves**

For members of the Reserve component of the Armed Forces undertaking officially sanctioned military activity, be it sporting, adventurous training or military training, medical support is provided at public expense up to the point where the individual is fit to be discharged home to the care of their own GP. However, long term health care is not provided by MoD to manage the consequences of injury or illness sustained by members of the Reserve component unless sustained whilst mobilised for operations: that responsibility lies with the NHS. Refer to JSP 753 (Tri Service Regulations for the Mobilisation of Reserves).

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2810. Medical Welfare

a. The patient’s chain of command is expected to be fully engaged in the needs of the Service person undergoing hospital care with regard to:

1. Welfare needs assessment;
2. Response to requests for welfare support;
3. Emotional and practical support;
4. Liaison and referral to other agencies as appropriate.

b. Arrangements are in place in the form of Unit Liaison Officers for linkage between single Service Welfare organisations (RNRMW\textsuperscript{26}, AWS\textsuperscript{27}, RAF\textsuperscript{28} and SSAFA\textsuperscript{29}) (see Chapter 24).

2811. Dangerously Ill Forwarding of Relatives (DILFOR)

DILFOR is an allowance designed to help ease the emotional and financial burden of close family members of a serviceperson who is unexpectedly admitted to hospital. DILFOR is available to provide travel and subsistence to enable family members to visit the Service person. Details of DILFOR are contained in Chapter 7 of JSP 751 (Joint Casualty and Compassionate Policy and Procedures)\textsuperscript{30}. To be entitled to DILFOR the patient must have a recommendation from the medical authority concerned that states that a visit from close family members would be in the best interest of the patient’s recovery.

2812. Long Term Sickness

Each Service has in place comprehensive long-term sickness management policies that ensure that Service personnel who are long term sick are properly tracked managed and supported. Further information relating to Long Term Sickness can be found at Chapter 33\textsuperscript{26} (Recovery Pathway (RN\textsuperscript{31}, Army\textsuperscript{32}, RAF\textsuperscript{33})).

2813. Defence Mental Health Services

a. Service personnel who develop a mental health disorder may require specialist assessment and management. In the UK, DPHC deliver the Defence Mental Health Service (DMHS) which operates through a network of Departments of Community Mental Health (DCMH). Detailed guidance on the provision and management of the DMHS is contained in JSP 950 2-7-2\textsuperscript{34}.

\textsuperscript{26} \url{http://defenceintranet.dif.r.mil.uk/Organisations/Orgs/Navy/Organisations/Orgs/ACNS(Pers)NavSec/CNPers/Pages/RNRMWelfare.aspx}
\textsuperscript{27} \url{https://www.army.mod.uk/personnel-and-welfare/}
\textsuperscript{28} \url{http://defenceintranet.dif.r.mil.uk/Organisations/Orgs/RAF/Organisations/Orgs/ComSpt/Pages/Homepage.aspx}
\textsuperscript{29} \url{http://defenceintranet.dif.r.mil.uk/Organisations/Orgs/RAF/Organisations/Orgs/ComSpt/Pages/SSAFA.aspx}
\textsuperscript{30} \url{http://defenceintranet.dif.r.mil.uk/Reference/DINsJSPs/Pages/JSP770.aspx}
\textsuperscript{31} \url{http://defenceintranet.dif.r.mil.uk/Organisations/Orgs/Navy/Organisations/Orgs/ACNS(Pers)NavSec/CNPers/Pages/NavalServiceRecoveryPathway.aspx}
\textsuperscript{32} \url{http://defenceintranet.dif.r.mil.uk/Organisations/Orgs/Army/Organisations/Orgs/ag/Organisations/Orgs/dgpers/Organisations/Orgs/dpsa/Orgs/ARC/Pages/ARCHome.aspx}
\textsuperscript{33} \url{http://defenceintranet.dif.r.mil.uk/Organisations/Orgs/RAF/Organisations/Orgs/ComSpt/Pages/PersonnelRecoveryUnit.aspx}
\textsuperscript{34} \url{http://defenceintranet.dif.r.mil.uk/libraries/library1/DINSJSPS/20160421.1/20160811-JSP%20950%20Lft%202-7-2%20Defence%20Mental%20Health%20Services%20V1.1%20dated%20Oct%202012.pdf}
b. Each Base-port area has a DCMH to which Unit Medical Officers or Civilian Medical Practitioners can refer Service personnel. JSP 950 2-7-2\textsuperscript{35} Section 4 details the care pathway and referral processes.

c. In some circumstances it will be appropriate to accompany a DCMH referral with an FMed1041 Occupational Report. JSP 950 1-2-4\textsuperscript{36} details the appropriate guidance with a template of the report at Annex A for completion.

d. RN operational mental health support is embedded within the Primary Care Receiving Facility and Commando Forward Surgical Group provision.

e. Specific guidance on the RN management of deliberate self-harm is located at Chapter 24 Annex 24D\textsuperscript{37}.

2814. HIV Positive Individuals - Employment at Sea

a. References

(1) JSP 950 Leaflet 6-7-7 Manual of Medical Fitness.

(2) BR 1991 Chapter 8 - Medical Boards\textsuperscript{38}.

(3) BR 1991 Chapter 14 - Public Health - Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS)\textsuperscript{39}.

(4) JSP 950 Leaflet 7-2-1 Guidance on Risk Assessment and Immediate Management of Needle Stick/Sharps/Blood/Bodily Fluid and Tissue Exposure Incidents\textsuperscript{40}.

(5) JSP 950 Leaflet 6-8-1 Defence Medical Services Uniformed and Civilian Healthcare Workers: Tuberculosis and Blood-Borne Viruses Screening and Management\textsuperscript{41}.

(6) Communicable Disease Control (CDC) in the Armed Forces\textsuperscript{42}.

(7) BRd 9467 (FLAGOs) Chapter 19 Medical and Dental Arrangements Articles 1951 and 1952\textsuperscript{43}.

\textsuperscript{35}http://defenceintranet.diif.r.mil.uk/libraries/library1/DINSJSPS/20160421.1/20160811-JSP%20950%20Lt%202-7-2%20Defence%20Mental%20Health%20Services%20V1.1%20dated%20Oct%202012.pdf
\textsuperscript{36}http://defenceintranet.diif.r.mil.uk/libraries/library1/DINSJSPS/20150608.1/20150923-JSP_950_1-2-4_Use_Of_the_FMEd1041_v2_0-U.pdf
\textsuperscript{40}http://defenceintranet.diif.r.mil.uk/libraries/library1/DINSJSPS/20170203.1/20170511-JSP_950_7-2-1_V1.2.pdf
\textsuperscript{41}http://defenceintranet.diif.r.mil.uk/libraries/library1/DINSJSPS/20150608.1/20150910-JSP%20950%20Lt%208-1DMS%20Military%20and%20Civilian%20Healthcare%20Workers%20BBV%20and%20TB%20Screening%20and%20Management%20V1.0_Final.pdf
\textsuperscript{42}http://defenceintranet.diif.r.mil.uk/libraries/library1/DINSJSPS/20141216.1/JSP_950_Leaflet_7-2-2.pdf
\textsuperscript{43}http://defenceintranet.diif.r.mil.uk/libraries/corporate/Navy/FPGO/FPGO_books2/BRd_9467/BRd_9467/Chapter%2019.pdf
b. The Equality Act 2010 does not allow discrimination against personnel on the grounds of HIV status. Personnel who are HIV positive will - at all times - be dealt with in accordance with the principles of medical confidentiality. Only Medical Branch staff and, where appropriate, the CO will be made aware of the status of such individuals.

c. Personnel becoming HIV positive in service will be medically graded by a NSMBOS. Subsequent assigning decisions will be made by a NSMEB on the basis of this medical employment standard. Such decisions will take account of the individual merits of each case, and will incorporate guidance upon the duties to which these personnel may be allocated.

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44 https://www.gov.uk/guidance/equality-act-2010-guidance
ANNEX 28A

DOCUMENTATION FOR REFERRAL TO A DEPARTMENT OF COMMUNITY MENTAL HEALTH

1. Initial Referrals to DCMH:
   a. FMed 7 Medical Officer
   b. Completed FMed 1041 CO/DO
   c. Annual Appraisal Reports DO
   d. Any other documentation, including SiB or Welfare Reports, which may have a bearing of the case.

2. Basic Alcohol Tool (BAT)
   Individuals can self-refer to a BAT, or be referred by the Executive, MO or a member of the DCMH clinical team.

3. Interim Review at DCMH or Alcohol Unit
   An FMed 1041 if requested specifically by DCMH.

4. Emergencies
   In case of an emergency referral or admission, an FMed 1041 should be forwarded as soon as possible.

5. Failure to Provide
   In the absence of appropriate documentation, appointments may be delayed and reports to Unit Medical Officers or Commanding Officers may be incomplete or delayed.

6. DCMH Contact Details:

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<th>Portsmouth:</th>
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<th>Faslane:</th>
</tr>
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CHAPTER 29

PHYSICAL DEVELOPMENT

POINT OF CONTACT – PART 5

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CHAPTER 29
PHYSICAL DEVELOPMENT (PDev)

POINT OF CONTACT - PART 5

SECTION 1 - GENERAL

2901 Introduction
Armed conflict, at its most extreme, is characterised by intense, extensive and sustained combat. Even routine Naval activities in peacetime can place considerable physical and mental demands on personnel. Therefore, Naval personnel must be physically fit and robust enough to withstand the rigours of Service life whether at war or in peace. PDev plays a crucial role in this process and is instrumental to developing a range of appropriate attributes for Naval personnel. It also plays an important part in the maintenance of morale which, amongst the ten principles of war, is considered the single most important critical success factor across the spectrum of conflict, including military activities in peace\(^1\). The delivery of individuals who are mentally and physically robust with a war-fighting spirit and who understand how the physical, mental and emotional components impact on military effect, contributes significantly to the development and sustainment of the Moral Component of Operational Capability. PDev is the cornerstone that provides a 'Winning Spirit' comprising self-confidence, leadership, teamwork, robustness, grit and the will to win.

2902 PDev Strategy and Policy
Captain People Support is the OF5 lead for PDev Strategy and Policy and is also the Head of the PT Specialisation. Working through the Head Naval People Strategy (NPS) to the Assistant Chief of Naval Staff (Personnel) (ACNS(Pers)), Capt People Support is responsible for the governance and delivery of SQEP PTIs, Physical Education (including the promotion of Healthy Lifestyle), Adventurous Training and access to sport. Day to day desk level activity for the development, implementation and assessment of PDev policy is delegated to three SO1s, each responsible for the pillars outlined below:

a. Physical Education (PEd) -
   SO1 PDEV (Tel: 9380 28030, email: navynps-peoplesptcotempedso1@mod.gov.uk).

b. Naval Service Adventurous Training - SO1 AT (Tel: 9380 28035, email: navynps-peoplesptatso1@mod.gov.uk).

c. Sport - SO1 NS (Tel: 9380 28034, email: navynps-peoplesptnavysportso1@mod.gov.uk).

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\(^1\) British Defence Doctrine Annex A (JWP 0-01)
SECTION 2 – PILLARS OF PHYSICAL DEVELOPMENT

2903. Pillars of Physical Development

There are three pillars of Physical Development: Physical Education (PEd), Adventurous Training (AT) and Sport. Singularly, the pillars are valuable; taken as a whole their impact is invaluable. The collective outcome of Physical Development programmes and opportunities is to develop the ability to respond instantly and effectively to the physical and psychological demands of operations and be able to maintain that response over prolonged periods. The PDev Mission is therefore:

*To provide accessible support services that strengthen and enhance the resilience and resourcefulness of NS personnel, their families and communities.*

The BR providing detailed instructions and guidance for PDev is BR 51.

2904. Physical Education (PEd)

a. PEd includes Executive Health and RNFT, both of which address the core requirement for physical fitness by promoting a life-long exercise habit and healthy lifestyle, underlining the importance of these in a Naval context. Its purpose is to enable personnel to withstand the physical rigours of Service life and imbue them with a winning war-fighting spirit. The main reference is BR 51, the Physical Training Handbook, which although primarily a book of reference for the PT Specialisation, is also of general interest and use to all those concerned in any way with physical training, physical fitness and recreational training in the Royal Navy. RNFT policy and guidance is detailed in Chapter 29 Section 3. RNFT Policy is delivered by RNFTO (Tel: 9380 28021, email: navynps-peoplesptrnftpol@mod.gov.uk).

b. Executive Health in this instance refers to the non-clinical aspects of Health Promotion and the decision making process associated with the maintenance of a healthy lifestyle. The aim of Executive Health is to increase resilience, reduce the incidence of musculo-skeletal injury and ultimately maximise Naval Service Personnel capability. The Naval Health and Wellbeing Committee (NHWC), chaired by Capt People Support, has the policy lead for the Naval Service and links together the PDev, Executive, Medical and the PT departments. The NHWC is responsible for supporting the development and implementation of the Naval Health and Wellbeing Plan (NHWP). The NHWP includes five objectives that are based around each life-stage of Naval People, and are summarised as: Join Well, Train Well, Work Well, Live Well, and Leave Well. To ensure Naval Service targets are met, four working groups sit under the NHWC; Lifestyle, Mental Health, Injury Prevention and Preventive Health. Unit Health Committees have a vital input to the Health and Wellbeing structure of the Naval Service. It is a requirement for all units to have an active UHC that meets on a termly basis with meeting documents sent to SO2 Executive Health. Guidance for Unit Health Committees can be found in BR 51 Volume 2, Chapter 1 or on the NAVYfit Portal (www.royalnavy.mod.uk/sports/physical-education/executive-health/health-and-wellbeing/health-promotion-tools). Executive Health Policy is delivered by SO2 Executive Health (SO2 ExH) (Tel: 9380 28074, email: navynps-peoplesptexhealthso2@mod.gov.uk).
2905. **Adventurous Training (AT)**

a. AT is defined in JSP 419 as “challenging outdoor training for Service personnel in specified adventurous activities, involving controlled exposure to risk, to develop leadership, teamwork, physical fitness, moral and physical courage, among other personal attributes and skills, vital to Operational Capability”. Therefore the importance of participation in AT has been recognised by 2SL who has included it within his Personnel Functional Standards (PFS) as a Cat A mandated requirement. Personnel should be given the opportunity to conduct 5 days of AT per year as a minimum requirement. The activities listed below are recognised as Adventurous Training by the three Services and are the subject of a Joint Service programme to encourage and increase Service participation:

1. Offshore Sailing.
2. Sub Aqua Diving.
3. Canoeing.
4. Caving.
5. Mountaineering.
7. Parachuting.
8. Gliding.
9. Mountain Biking.

b. The RN also has a number of Challenging Activities (CA) which are low level outdoor activities that can be easily accessed and are conducted under similar rules (including duty status) as AT. These are as follows:

1. Low level Trail Cycling.
2. Low level walking on recognised paths.
3. Dinghy Sailing.
4. Stand Up Paddle Boarding.
5. Cycle Touring.

c. BR 51 Volume 3 provides a comprehensive guide for planners and authorisers of all AT/CA activities. AT/CA assurance and the management of the PT(ATI) cadre’s CPD is delivered by SO2 AT, (Tel: 9380 28075/50 or 02392 573075/50, email: navynps-peoplesptatso2@mod.gov.uk).
2906. Sport

Sport in the Naval Service makes a significant contribution to operational effectiveness, fighting spirit and personal development. It is recognised as a feature of the Armed Forces Covenant, and plays an important part in Service life, including recruiting and retention and in many instances provides excellent public visibility of the Services. Thus it has a wide role, but specifically within the envelope of physical development, it contributes to fitness, teamwork, leadership, self-discipline, determination, co-ordination, courage, competitive spirit, individual and collective resilience, and consequently military ethos. Inextricably linked to operational efficiency, authorised sport is a Condition of Service with duty status and is a core activity that cannot be considered discretionary. Sport supports the recovery and rehabilitation of the wounded, injured and sick (WIS). It also provides a balance in the lives of Service personnel from the pressures of military commitments and, during periods of high tempo operations, an invaluable opportunity for decompression. It is to engender all these qualities that public funding and time is made available for Service sport. This Policy applies both to Regular and Reserve Service personnel.

a. Principles. The principles underpinning the Naval Service sport policy are to:

(1) Create an environment which encourages Service personnel, both Regular and Reserve, to participate in a full range of sporting activity, whatever their level of ability.

(2) Provide personnel with time for sport and access to a clearly defined standard of sports facilities and equipment, in order to achieve and maintain fitness, health and wellbeing.

(3) Encourage sporting success at individual, unit and representational level and provide a framework for Service, Inter-Service and Armed Forces sports competitions and representational sporting opportunities.

b. Governance. 2SL provides strategic direction of Naval Sport. Responsibility for Naval Sport policy, higher-level coordination of its resources, both public and non-public, together with promotion and management is exercised by ACNS(Pers), through Chairmanship of the Naval Service Sports Board (NSSB) and subordinate Commanders (Hd NPS and Capt People Support). All RN sports are played in accordance with national governing body rules and RN Sports Associations administer their sport in accordance with Service instructions and any directives from the relevant national governing body. RN Sports Associations are MOD bodies accountable through the chain of command under Para 3. The responsibilities of Commanding Officers for sport are detailed in Queen’s Regulations, Training Directives and Second Sea Lord’s Personnel Functional Standards (see Chapter 22), all of which encourage participation in sport along with the provision of time and public funding. Commanding Officers are responsible for sport within their commands and should authorise activity through Unit Sports Boards and/or through Physical Training staff.

c. Further information. JSP 660 (Sport in the UK Armed Forces) and BR 51 Volume 4 (Sport in the Naval Service) are the books of reference for Naval Sport.
2907. Physical Development Communications

A number of channels of communication have been developed to assist culture change and inform the Naval Service on Physical Development issues and opportunities, as follows:

a. NAVYfit. In 2016 the outward face of RN Physical Development (PDev) was rebranded as NAVYfit to raise awareness of the PDev opportunities available to all NS personnel and provide renewed focus. Note that this only applies to customer-facing activities and documents and ‘Physical Development’ remains the HQ heading.

b. Fit to Fight Magazine. 'Fit to Fight' magazine is an annual publication that acts as a shop window, serving to encourage and promote participation in AT/CAs, sports and activities through the collation of articles and pictures submitted by Service personnel.

c. NAVYfit (formerly PDev) Portal. The NAVYfit Portal is a comprehensive website, accessible through the Defence Gateway, providing a one-stop-shop for contact details, sporting results, news and images for each RN Sports Association (www.royalnavy.mod.uk/sports).

d. Sports Fixtures Calendar. The Sports Fixture calendar is an interactive calendar, providing details of RN sports fixtures, including those authorised for travel at public expense (www.royalnavy.mod.uk/sports/calendar).

e. Social Media. The RN Sport Facebook page provides results, images and details of future sports events.
SECTION 3 – ROYAL NAVAL FITNESS TEST (RNFT)

2908. General
Fitness – physical and mental - is essential to Operational Effectiveness. The Royal Navy Fitness Test (RNFT) provides an indication of an individual’s aerobic fitness in relation to a scientifically derived standard based on generic tasks such as fire fighting and casualty evacuation. Physical strength is assessed using a fire fighting task based simulation; this part of the RNFT is to be taken on completion of the relevant aerobic test. It is an important element of the Physical Development (‘Fit to Fight: Fit for Life’) agenda and the Naval Health and Wellbeing Plan, both of which aim to maximise the number of personnel fit for task. It is the duty of all RN personnel who are not exempt from the test to be in date for RNFT.

2909. Validity
The underlying principle of the fitness testing regime is that personnel should be able to pass the RNFT at any time and not treat it as an annual event. An In Date RNFT is valid until the next test, which must be taken within 12 months of the previous test. The individual is considered to be ‘in date’ if they take and pass the RNFT, hold a valid exemption based on medical, age or location limitations, or take and fail the RNFT and undertake a Remedial Training package (RNFT Remedial Training to be delivered in accordance with RNTM 01 081/17). It is not acceptable to be Out Of Date (OOD) for RNFT. The only recognised official records for an ‘in date’ status are JPA and the RNFT Certificate - locally produced alternatives are not to be used. Inaccurate data will give a false impression of a unit’s overall RNFT performance and may also result in an individual not being presented for consideration for promotion. All RN personnel are personally responsible for ensuring that JPA reflects their individual RNFT competence correctly. The warning system documented in BR 51, Volume 2, Chapter 2 is applicable to all Officers, Senior Ratings and Junior Ratings.

2910. Testing to Age 55

a. The RNFT is also compulsory to all serving RN personnel aged between 50-55. Meanwhile, those in the over 55 age group are encouraged to maintain a lifestyle that includes regular physical activity and to undertake the RNFT voluntarily.

b. All personnel over the age of 40 are strongly advised to undertake the Rockport Walk as this test minimises the risk of musculoskeletal and/or cardiac injury and is configured for heart rate monitoring. Personnel over 40 who regularly undertake rigorous physical exercise and have no medical concerns, may request, as a personal decision, to undertake a maximal test (ie. 2.4km run or MSFT) but must be made fully aware that exercise at high intensities (maximal or close to maximal) particularly in older age groups increases the risk of a cardiovascular event (eg. a dysrhythmia, heart attack or sudden cardiac death) during or immediately after the exercise period. They must ignore peer or management pressure and misguided confidence in deciding to do a maximal test and must declare any doubts over their medical suitability to the PT staff conducting the tests beforehand.

c. Personnel over the age of 50 will not be required to take the strength test element of the RNFT.
2911. **Promotion**

For promotion individuals are required to remain in date for RNFT which now means that the tests should be undertaken at least annually. The key principles are as follows:

a. **Requirement.** JPA recorded RNFT status will not affect an individual’s ability to be selected for transfer or promotion. For promotion or transfer, individuals are required to remain in date for RNFT which now means that the tests should be undertaken at least annually. The results are to be recorded on JPA but a ‘fail’ will no longer restrict an individual from substantive promotion/award of ES, provided they remain engaged with remedial training; this revised RNFT policy will apply equally to the award of Acting Rank/Rate. The individual’s CO is to determine whether there has been sufficient engagement with remedial training, with the usual baseline being an average of 3 periods of training per week or as advised by PT staff. All personnel are to satisfy this RNFT requirement on the Common Promotion Date/Due Date for which selected, or the Due Date for non-selective promotion.

b. **Permanent Exemption.** Permanent exemptions can only be issued by the Naval Service Medical Board of Survey (NSMBOS) and will appear as JMES limitation 8000 or 8001. This must be shown on JPA as an exemption, with the ‘to’ date being the individual’s 55th birthday (or Termination date if later). PT staff are not permitted to input permanent exemptions for RNFT onto JPA. This information must be pulled through from the automatic update that JPA receives from the medical IS.

c. **Pregnancy and Maternity Temporary Exemption.** Servicewomen who are pregnant or on maternity leave on the required Common Reporting Date (CRD) or Streamlined Eligibility Date (SED) will be considered by Selection Boards, whilst those who are pregnant or on maternity leave on the date they are due promotion will be promoted or advanced notwithstanding non-completion of the RNFT. The temporary extension will be annotated on JPA by the unit PT, upon sighting Form 790 issued by the servicewoman’s Medical Officer, and will be calculated to expire 24 months beyond the date of the birth of their child. Any amendment to this date is the responsibility of the individual in consultation with their unit PT.

d. **Medical Temporary Extension.** Temporary RNFT extensions may only be granted by MOs (to cover injuries or medical conditions that would prevent an individual from undertaking their RNFT). These temporary extensions (JMES codes 8201 and 1100) are authorised by Medical Officers for personnel with longer term conditions. After a medical upgrade, further Medical Temporary Extensions may be determined in consultation between MO/CO and unit PT, subject to the previous medical assessment. Medical Officers are empowered to ask an individual to undertake the RNFT as a guide to an individual’s recovery. Should someone fail it under such circumstances it will not be recorded as an RNFT Fail, however, if they were to pass the RNFT as part of their medical rehabilitation assessment and subsequently be medically upgraded, the RNFT pass can be awarded against their competence.
e. **Operational Temporary Extension.** Temporary RNFT extensions may be granted by COs for operational/detachment reasons where an individual, through no fault of their own, has been unable to undertake the RNFT. Extension dates are to be specified and are not normally to exceed 3 months.

f. **Location Temporary Exemption.** A Location Temporary Exemption (LTE) may be granted to personnel who are assigned into Local Foreign Service (LFS) billets where no Tri-Service PT support is provided for RNFT/Royal Marines Basic Fitness Test (RMBFT) – see RNTM 123/15. Personnel may apply for a LTE in accordance with BR 51 Volume 2 Chapter 2 Para 0219.c(6). This is administered and approved only by HMS TEMERAIRE's Royal Navy Fitness Testing Officer (RNFTO) for RN personnel, and CTCRM's AIPTRM for RM personnel. LTEs will be approved only for those who are In-Date RNFT/RMBFT on the date they are due to take up their assignment in accordance with the Assignment Order. Once RNFTO/AIPTRM is satisfied that the person is either in date or has a relevant exemption, they will update JPA with a LTE that will expire at the end of three calendar months after their return to UK (as stated on their Assignment Order).

g. **Eligibility for Promotion.** Service Personnel granted a temporary extension will remain eligible for consideration for selective promotion unless specifically excluded under the terms of the extension.

### 2912. Defence Health Questionnaire

The Defence Health Questionnaire (DHQ) is a basic medical screening aid to identify those who may be potentially at risk, which enables them to seek medical advice on eligibility without sharing confidential medical information with PT or other staff – a copy can be found in BR 51 Volume 2, Chapter 2 - (RNFT Policy, Protocols, Instructions and Guidance). All personnel of 40 years of age or over will be required to complete and sign the DHQ before taking the RNFT. The DHQ is to be retained with the RNFT 5 and handed to the individual once the test has been completed.

### 2913. Weight Management Policy

Preventing and addressing weight management (WM) issues can positively contribute to the morale and effectiveness of the workforce, as well as providing a timely and cost efficient contribution to easing current manpower challenges and enable maximise deployability. The Armed Forces Weight Management Policy (2017DIN01-179), developed as part of the Defence Health Strategy, focuses on three main areas;

a. **Measurement** of body composition for monitoring, and for raising awareness to Service Personnel (SP) of the impact of physical inactivity and poor dietary behaviours on WM.

b. **Prevention** of unhealthy body weight; and

c. **Early Intervention, Effective Management and Support** for SP who demonstrate increased risk of ill-health due to their weight, through a standardised, multi-disciplinary, person-centred, behaviour change Defence Weight Management Service (DWMS), or alternative WM support, as appropriate.
2914. Medical Referral
If there is doubt about an individual’s ability to undertake the RNFT, a medical assessment should be sought. Personnel who fail the RNFT after 3 months of Remedial Training (RT) will automatically be referred for a medical assessment; full details of this process can be found in BR 51 Volume 2 in the flow diagrams at Paras 0228 and 0229.

2915. Documentation
BR 51 Volume 2 - RNFT Policy and Protocols, Instructions and Guidance - contains the following sections:

a. Section 1 – Policy Statement including General Instructions.

b. Section 2 – Instructor Notes including the protocols and procedures for administering the RNFT; RNFT graded performance tables; briefs; recording sheets; Form RNFT 5; Defence Health Questionnaire (DHQ); JPA data input instructions; Command Guidance including Divisional responsibilities; and guidance to MOs.

2916. Testing Staff
Any qualified Tri-Service Physical Trainer (PT) may conduct the RNFT maximal tests. To conduct the Rockport Walk or to carry out the RN Remedial Training package, suitably qualified PT staff must have completed the RNFT Polar Heart Rate Monitor Training at HMS TEMERAIRE. This training is conducted by the Royal Navy Fitness Testing Officer (RNFTO), (Tel: 9380 28021 or email: navynps-peoplespitrnftp@mod.gov.uk).

2917. Command Role

a. Whilst it is an individual responsibility to remain in date for the RNFT, it is the Command’s responsibility to ensure that there is sufficient opportunity and encouragement to do so through regular rigorous physical exercise and good RNFT administration. Regular reviews by the CO of the unit’s RNFT status using the OBIEE JPA tools, supported by strong leadership from Divisional Officers and Senior Rates, will provide the necessary focus on those personnel who fail to remain in date. Such reviews will also ensure that the unit’s programme takes into consideration future opportunity for RNFT testing and identify times such as leave periods when a large number of personnel are likely to fall out of date. Personnel who, after Command intervention, continue to exhibit a recalcitrant attitude to the RNFT should be subject to Minor Administrative Action (MAA), or disciplinary action as appropriate.

b. Commanding Officers are also to ensure that the Discharge Warning Process for RNFT failures, contained in BR 51 Volume 2, Chapter 2 and BRd 3(1) Chapter 54, are properly applied. Failure to allocate a warning at the appropriate time will prolong the discharge process and can be misconstrued as a lack of conviction on the Service’s part to enforce the fitness regime.
CHAPTER 30
DIVERSITY AND INCLUSION

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CHAPTER 30
DIVERSITY AND INCLUSION (D&I)

3001. Policy Statement

a. MoD policy is to create a workforce, uniformed and civilian, drawn from the breadth of the society we defend, that gains strength from that society’s range of knowledge, experience and talent and that welcomes, respects and values the unique contribution of every individual. For the Naval Service, including the Royal Marines and the Royal Fleet Auxiliary, to maximise its operational effectiveness it must be able to recruit and retain the best people, enable those people to reach their potential, and create a working environment which ensures that all personnel feel valued, respected and included within their units. Within the Naval Service the focus on diversity has developed from achieving legislative compliance (equality) and responding to external influences such as the Equality and Human Rights Commission to a deeper appreciation of the business and operational benefits of a diverse organisation, an essential mind-set for an inclusive employer.

b. The Naval Service values the diversity of its personnel and is committed to promoting a work culture and environment in which diversity is pursued and highly valued. It encourages people from a wide variety of backgrounds and ethnic origins, and with different perspectives and abilities, to work together to advantage. Good diversity management can help everyone reach their full potential, making them more useful members of their own team and so contribute to achieving greater Operational Effectiveness; every individual has a responsibility for treating others with respect and dignity.

c. The Naval Service is committed to respecting D&I and therefore no unlawful or unfair discrimination, bullying or harassment will be tolerated against any person on the grounds of one or more of the Protected Characteristics (PCs\(^1\)); sex, race, religion or belief, gender reassignment, sexual orientation, marriage or civil partnership, pregnancy and maternity, age and disability. Furthermore, unfair treatment on grounds of gender identity or gender expression is not to be tolerated. All personnel shall have equality of opportunity for employment, training, career management and promotion within their Service on the basis of their ability, performance and aptitude for work. The prevention or resolution of harassment or bullying should never be subordinated to tradition, custom or the apparent maintenance of morale. Examples of unacceptable behaviour which will not be tolerated include:

(1) Unwelcome sexual attention or ‘environmental’ harassment such as the open display of pornographic material.

(2) Being Transphobic such as speculating about someone’s gender (eg. “is that a man or a woman?”)

\(^1\) The Armed Forces have an exemption from complying with employment legislation only with respect to age and disability.
(3) Ridiculing someone (e.g. making fun of the way they look or speak) or insulting them (e.g. on the grounds of sex, gender reassignment, race or ethnic national origin, disability religion or belief, sexual orientation or age, gender identity or gender expression).

(4) Ostracising someone, excluding them from group activities or social events based on a protected characteristic i.e. excluding someone from sporting events because they are gay.

(5) Spreading homophobic or biphobic rumours or gossip (e.g. making unnecessary rude comments, being bi-sexual is a phase) including speculating about someone’s sexual orientation or gender identity or outing them.

d. As well as an overarching policy statement regarding the D&I culture within the MoD and the Naval Service, there are many other Joint and single Service policies designed to improve the overall welfare package and ‘work-life experience’ of personnel that are available within units through their Diversity and Inclusion Adviser (D&I(A)) or administration resources and are accessible either on the MoD Intranet or NCHQ D&I Intranet site. This wide range of policies includes, for example, provision for maternity, paternity, parental and adoption leave; provision for those wishing to embark on fertility treatment; policies to cater for minority faith groups and the establishment of employee support groups for the benefit of minority groupings, for example the Naval Service Lesbian, Gay, Bisexual and Transsexual Network, Naval Servicewomen’s Network, Naval Service Parents Network, Fijian Support Network and the Armed Forces Muslim Association.

3002. Legislation
In addition to the Armed Forces Act 2006 and other employment legislation, the Naval Service adheres to the Equality Act 2010 and the Public Sector Equality Duty. The Armed Forces have an exemption from complying with employment legislation with respect to age and disability. The Armed Forces must, however, apply the exemptions contained in the Equality Act proportionately.

3003. Policy Advice and Guidance

a. This policy is underpinned by the First Sea Lord’s Diversity and Inclusion Directive issued to all Naval Service ships, units and establishments. The Navy Command Headquarters (NCHQ) sponsored booklet “Diversity, Inclusion and You” also contains this Policy and Directive, gives guidance on diversity issues and is issued to all Service personnel, including recruits, on joining.

b. Advice on Naval Service D&I policies and procedures should be sought from the Unit D&I(A) in the first instance. Alternatively, Unit D&I(A)s, those in the Command chain and Line Managers may also seek advice and guidance either from the NCHQ D&I Intranet site or direct from the NCHQ D&I Policy Staff.
3004. Equality Analysis Policy

a. The purpose of Equality Analysis (EA) is to ensure that policy decisions which impact on people do not have intended or unintended detrimental impact on people within Navy Command. This includes all decisions that have the potential to impact on people eg. redundancy, organisational change, site closure/events etc. All decisions are to be subject to EA and are to include this requirement in their project plan or audit process. EA involves using information and engagement with all groups to understand the impact of decisions on the workforce (including contractors and members of the public). Early engagement will reduce the risk of inappropriate decisions being made which may result in re-work, time or cost over-runs.

b. Organisations should consider the principles of EA during their day-to-day business, for example when implementing a Personal Electronic Device policy. Consideration should be given during the planning process to ensure that sensible precautions are taken to avoid inadvertent impact to people under the Equality Act 2010. Guidance on the EA process is at Annex B and advice can be sought from the NCHQ D&I Policy Team. Full details of the process and the template can be found in the MOD Equality Analysis Guidance, which is available on the Navy Command Diversity & Inclusion website.

c. Once an EA has been conducted, the sponsor is required to complete the EA Tracker, through Lime Survey at https://surveys.mod.uk/index.php/558362?lang=en. Ad-hoc Reviews of EA documentation will then be carried out by the D&I Team on a 6-monthly basis.

3005. Training

a. Training to raise D&I awareness is available on line, within formal training courses carried out at establishments and at unit level in the Naval Service by trained D&I(A)s. The MoD policy on Diversity training is given within JSP 898 (Catalogue of Defence Policies with Impact on Training and Education; Part 3 Chapter 6). The four mandated levels of training are:

(1) **Level 1: Core Training.** To be delivered to all members of the Naval Service, whether Regular or Maritime Reserve:

   (a) Within Initial Naval Training (Ratings);

   (b) Within Phase 2 Training if the training pipeline is 2 years or longer.

(2) **Level 2: Advanced Training.** To be delivered to all members of the Naval Service, whether Regular or Maritime Reserve:

   (a) To Officers undergoing Initial Naval Training (Officers);

   (b) At unit level to personnel ranging in rank/rate from AB/Mne to Officers of OF5 rank and including those in Command positions. Advanced level training is to be refreshed every 2 years.
(3) **Level 3 and Level 4.** These levels of D&I training refer to briefings given to Senior Military Officers (1* and above) and MoD Senior Civil Servants, and specialist Diversity training to D&I(A)s and D&I(P)s delivered by the Defence Leadership Centre Delivery Team, Shrivenham.

b. NCHQ D&I Policy Staff have developed 2 packages to reinforce the Training Objectives for Core and Advanced Level D&I Training, which are available via the D&I Policy DefNet site. Approximately 70 minutes should be allocated for the delivery of Core Training at unit level, and 60 minutes for the Advanced Training. Training should be facilitated by qualified and in-date D&I(A)s and supported by unit D&I(P)s.

c. Recognising that units within the Naval Service differ widely in construct and role, delivery of the training packages may be adapted accordingly, and unit-level experience in promoting and managing diversity should be introduced to ensure that the training package bears the ‘unit signature’. However, the quality and content is not to be reduced or compromised and the RN corporate image is to be retained. To maintain audience participation and engagement, it is suggested that optimum numbers should not exceed 25. The subject matter lends itself to discussion, which is incompatible with groups of a larger size. In tri-Service units all Service personnel should undertake their respective single Service training unless the single Service population is too small to make this practical, and there are no other establishments nearby which can combine to create a quorum audience.

d. The completion of Core or Advanced Training is to be recorded by unit administrators on JPA under the relevant Core Military Skill competence: NCT|NCT4 Core Level D&I Training RNRM|Nav, or NCT|NCT4 Advanced Level D&I Training RNRM|Nav

### 3006. Unit Organisation

a. Each unit will have a Command D&I Lead, this is flagged position and generally the second in command of the unit (XO, 2I/C); however in three watch units both the First Lieutenant and Executive Officer positions will be flagged. The Command D&I Lead position requires the D&I(P) qualification. The Command D&I Lead is responsible for the following:

   1. Management and continuation of the regular unit D&I Action Group (DIAG).

   2. In conjunction with the unit D&I(A)s conduct the mandated Naval Service D&I training through a regular training schedule and maintain crew the D&I Naval Core Training qualifications (NCT4).

   3. Ensure the unit remains up to date for all D&I policy.

   4. Organise the unit’s biennial D&I Advisory visit from the Policy team.

   5. Maintenance of links to Defence and Naval Service Networks.
(6) The provision of a wide variety of bespoke training and opportunities for the unit.

(7) Representation of the unit at the annual D&I Policy conference.

(8) Ensure continuity of the unit organisation during handover to relief.

b. Each unit will have one flagged Senior D&I(A) position (EWO, BWO, G1, Cox’n) who is responsible for the unit confidential logs. Both unit D&I (A)s are responsible for supporting the Command D&I Lead with the unit D&I activity and managing all aspects of the unit’s D&I organisation, including the following:

(1) The provision of confidential support and signposting of people.

(2) Holding and maintaining Confidential and Training D&I Logs.

(3) Uploading both formal and informal complaints data to JPA.

(4) Assisting in the management of regular unit D&I Action Group (DIAG) meetings.

(5) Conducting the mandated Naval Service D&I training through a regular training schedule and maintenance of the crew D&I Naval Core Training qualifications (NCT4).

(6) Ensure the unit remains up-to-date for all D&I policy.

(7) Assisting in the organisation and attend the unit’s biennial D&I Advisory visit from the Policy team.

(8) Maintenance of links to Defence and Naval Service Networks.

(9) The provision of a wide variety of bespoke training and opportunities for the unit.

(10) Representing the unit at the annual D&I Policy conference.

(11) Ensuring continuity of the unit D&I logs and organisation during handover to relief.
3007. Diversity and Inclusion Advisers

Careful selection and training of D&I(A)s is key to ensuring a successful and effective D&I organisation within units and will help to maintain and promote a healthy D&I culture across the Naval Service. D&I(A)s support the Command D&I Lead with the unit D&I activity and manage all aspects of the unit's D&I organisation.

a. Role and Selection of Unit D&I(A)s

(1) A conscientious and effective D&I(A) is critical to successful management of D&I, advancing diversity and inclusion in the workplace and is crucial in advising on the harassment or bullying complaints process to both individuals and the Command. In the event of a bullying and harassment complaint being raised, the D&I(A) will act as an impartial adviser, both to the Command and to all parties to a complaint. When acting in such an advisory role, the D&I(A) cannot be utilised as the complaint investigator.

(2) The D&I(A) is also the lead source for D&I information within the unit and delivers Core and Advanced D&I training. D&I is NCT 4 and records should be maintained by the Unit to ensure all personnel are in date as required. The ‘Be The Change’ training package was launched in October 2018 and is available via the D&I Policy DefNet site. D&I(A)s should no longer be using the ‘Including You’ package, which is obsolete.

(3) The D&I(A) role is not an administrative function and is not to be automatically assigned to Logistics Officers. Many Logistics Officers perform the role of Command Legal Advisor (CLA), and there could be conflict of interest where an individual is asked to fill both the CLA and D&I(A) roles. Where a unit is primarily a Logistics Unit, then it is understood that a Logistics Officer other than the CLA might be nominated to attend the course.

(4) Whilst a keen interest from personnel in these positions is both welcomed and encouraged, it is not appropriate for COs/OiCs to undertake the D&I(A) or D&I(P) courses. Personnel seeking confidential and impartial advice will not approach the person who may become the Decision Body. Furthermore, a CO/OiC will be unable to act in a deciding role if they have already done so in an D&I(A) role. Unit commanders are encouraged to keep themselves in date for mandatory training and ensure they are familiar with D&I Policy contained in this chapter.

(5) Naval Service policy is that, with the exception of SLt who are not eligible to attend the DD&I(A) course the minimum rank of D&I(A)s should be PO/Sgt unless specific agreement has been reached for someone of lower rank to meet this duty based upon the unit establishment. In most cases, units will have a federated network (covered below) and D&I(A)s should not generally be tied to Line Numbers but should be selected by the Command to fulfil this important role based upon their particular skill sets and abilities that should include listening skills, compassion, impartiality, integrity and discretion, maturity and good judgement. It is recognised, however, that some personnel will become a D&I(A) due to their role: Executive Warrant Officers, Base Warrant Officers, SM and MCM Coxswains, Naval Reserve Unit Warrant
Officers/Whole Ship Coordinators, RM G1 Discipline Advisers, and RM Reserve Unit Sergeant Majors/G1 Advisers. The position of Lead D&I(A), and by default those charged with overall responsibility for compilation of the Unit D&I Log and input of bullying and harassment complaint management information onto JPA, will vary depending upon the nature of the unit.

(6) The position of Senior D&I(A), and by default those charged with overall responsibility for compilation of the Unit D&I Log and input of bullying and harassment complaint management information onto JPA, will vary depending upon the nature of the unit. Lead D&I(A)s will be expected to present this log, fully up to date and accurate, at Unit Advisory Visits.

(7) The Senior D&I(A), in collaboration with the Command D&I Lead, is to ensure a regular D&I Action Group (DIAG) takes place attended by the unit D&I(A)s, D&I(P)s and Associates, and in which the Action Plan is updated, and unit events planned, including a regular schedule of mandatory training. Other HoDs and command elements are encouraged to attend these meetings on occasion.

(8) D&I(A)s/D&I(P)s are expected to act in accordance with the TORs set out for their role, and perform the role for as long as they hold the 5-year competency, regardless of any change in rank, role or assignment.

b. The number of D&I(A)s should be in relation to the establishment/Ship’s Company of the unit. As a guide, all ships and submarines must have 2 D&I(A)s, of which 1 is the BWO/EWO/Coxswain or equivalent and the second is selected at the unit’s discretion following the guidance above. In larger units, a federated D&I(A) network of between 6-8 personnel is appropriate. The most effective model is a Lead D&I(A)\(^2\) with corporate responsibility for the overall D&I ‘service’ within the organisation with additional D&I(A)s providing advice, conducting unit induction/D&I training, and contributing to a single (master) Unit D&I Log held by the Lead D&I(A) as appropriate.

3008. Diversity and Inclusion Practitioners

a. Careful selection of D&I(P)s is important in ensuring a successful and effective D&I organisation within units and to help maintain and promote a healthy D&I culture across the Naval Service. Every unit should have a minimum of 4 D&I(P)s. They will support the unit Command D&I Lead and Unit D&I(A)s as required.

b. Role and Selection of Unit D&I(P)s

(1) Provision of first contact support and signposting of people. D&I(P)s provide a unit point of contact to raise or manage certain D&I issues within the constraints of their training and where individuals seek resolution at the lowest level.

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\(^2\) Usually an SO2, depending upon unit establishment.
(2) The role of D&I(P) is set at a minimum of LH/Cpl level up to a maximum of Lt Cdr. Individuals should be selected for their leadership acumen, approachability, good judgement and common sense.

(3) D&I(P)s are to support the unit D&I organisation as required and should attend the regular unit DIAG.

(4) D&I(P)s are encouraged to support the D&I(A) in provision of the mandatory training and are qualified to take groups for a component during training sessions.

(5) Management of the unit D&I organisation communications, including noticeboards.

(6) Provision of bespoke training serials and events, including annual events such as National Inclusion Week, Black History and National Commonwealth Day.

(7) Attendance at unit D&I Advisory visits.

(8) Maintenance of links to Defence and Naval Service Networks.

(9) Representing the unit at annual D&I Policy conferences

3009. Diversity and Inclusion Associates

In order to offer personnel the opportunity to support their Unit D&I organisation without performing the role of D&I(A) or D&I(P), the D&I Associate Programme was created. This programme will allow personnel across all ranks and rates the opportunity to lend their support and voice to the D&I organisation within their unit, increasing the validity and benefit of Diversity & Inclusion in the day-to-day running of the Naval Service. There is no formal training course and the D&I Associate Programme is open to all ranks and rates. There are no formal TORs as the role is intended to utilise the interest and aptitude of each volunteer to build the unit's D&I organisation. However, the lead D&I(A) is to ensure that their activity is included into individual's reports. Units are encouraged to involve their Associates in D&I matters wherever possible, subject to the following guidelines:

a. Associates may be used to signpost other personnel to sources of guidance and information. They may not give direct D&I advice or be used to resolve issues raised by personnel.

b. Associates should be encouraged to take part in Unit D&I events, and observe D&I Mandatory Training wherever possible. Only D(I)A(s) are permitted to deliver Mandatory Training, however Associates can organise further training opportunities under the guidance of the D(I)A(s)/D&I(P)s.
3010. Diversity and Inclusion Logs

a. **D&I Training Log.** Every unit should have a D&I Training Log. This log should be accessible to all in the D&I organisation and should include an action plan, training plan, record of training etc. The action plan should be reviewed and updated on a regular basis by the D&I organisation during the routine D&I meetings. The D&I Training Log should be reviewed by the CO as a routine book either quarterly or six monthly. Further guidance is given at Annex 30A.

b. **D&I Complaints Log.** Every unit should have a Complaints Log, which is to be stored in a secure container and accessed only by D&I(A)s. The log should have a current (up to 2 years) section and an archive (2-10 years). All complaints paperwork older than 10 years should be sent to TNT archive IAW JSP441 Part 2 - Guide Records 14. Best practice is for all records pertinent to each complaint, including Executive Summary, to be held together within a plastic wallet. Further guidance including template for Complaints information is given at Annex 30A.

3011. Unit-Level D&I Advisory Visits

It is policy that every unit will benefit from a D&I Advisory Visit once every 2 years. These biennial visits are of an advisory nature and are not intended to comprise formal inspections, but rather a constructive visit to assess and help enhance the management of D&I within units. Such visits also provide unit Commanders with advice and guidance on managing the Diversity ‘climate’ in their respective units and provide an opportunity for D&I(A)s/D&I(P)s to be updated on significant policy changes. Guidance for Advisory visits is as follows:

a. **COs, Command D&I Leads and Senior D&I(A)s** are to be proactive in arranging Advisory Visits when their programme permits, rather than wait to be contacted. Deploying ships and units should arrange visits prior to operational training and deployment.

b. Ideally all members of the unit D&I organisation should be available during the visit and it is recommended that the CO meets with the Advisory visit team before and after the visit.

c. A report of each visit will be copied to the unit Commanding Officer, Command D&I Lead and Senior D&I(A) and relevant assurance point of contact. Previous reports should be held in unit documentation and COs are encouraged to read the reports when taking command.

d. A list of recommendations will be made in each report and each unit is encouraged to produce an action plan to ensure that these proposals are followed. These recommendations and the actions resulting will form the basis of the following advisory visit. Progress is expected to have been made between each visit.
3012. Management of Service Complaints Containing Allegations of Bullying and Harassment

The procedure for dealing with informal and Service Complaints which contain allegations of bullying and harassment is set out in JSP 763 (The MoD Bullying and Harassment Complaints Procedures) under the auspices of JSP 831 (Redress of Individual Grievance: Service Complaints). The processes for implementing these procedures within the Naval Service are contained in Chapter 23 - Representations and Complaints.

3013. Mediation

Mediation is recognised as an often highly effective means of assisting the resolution of disputes at the lowest level and without the necessity of recourse to more lengthy and formal procedures. Mediation is an ordered and, within the confines of Service protocol, confidential process that provides a benign, facilitated environment where parties in dispute may resolve their differences with the aim of restoring harmonious working relationships as quickly as possible. It is important to emphasise that mediation can, and should, be considered at any stage of the complaint process. Mediation will ordinarily be undertaken by the Complaints Investigation and Mediation Team (CIMT). If this team has insufficient capacity, they will engage a trained mediator from within or external to the Service. Further detailed information on Mediation in the Naval Service can be found in the Annexes to this Chapter.

3014. Diversity Mentoring

Mentoring is a powerful tool for professional and personal development. Diversity Mentoring allows people to build upon mutual understanding, common shared experiences, acceptance and trust, in order to focus more closely on what the mentee would like to develop or achieve. These outcomes can be career-focused (such as progression), developmental (learning directly from the mentor or engaging in reflective discussion) or emotional (such as increased confidence, assertiveness, authenticity as a person). Diversity Mentoring recognises that people perform better in the workplace when they can be themselves, and empowers them to be authentic. This creates an environment of trust, belonging, understanding, support and encouragement, allowing people to perform to their highest ability leading to improved operational effectiveness, by developing and retaining diverse talent. A variety of Diversity Mentoring opportunities exist, within and outwith the Naval Service, through Diversity Networks and NAVY PCAP- Mentoring SO1. Further guidance for mentors and mentees is available in the Annexes to this Chapter.
ANNEX 30A

NAVAL SERVICE UNIT DIVERSITY AND INCLUSION LOGS – STANDARDISED DOCUMENTATION

1. Introduction

This policy advises all Naval Service (NS) Units on the format for the composition of the Unit Diversity & Inclusion (D&I) Logs.

2. Requirement

a. Commanding Officers/Station Commanders/Heads of Establishment are to maintain records of bullying, harassment and discrimination incidents and complaints (both formal and informal) involving MoD Service personnel only, or involving Service and civilian personnel (but not those involving MoD civilian personnel only, even if they occur on military bases). This does not supersede the direction previously given that all D&I(A)s in Navy Command are authorised to offer advice to civilian personnel in respect of bullying and harassment issues, as they would for military personnel. In doing so, however, D&I(A)s must also request the individual concerned to inform DBS in order to ensure that that the matter is put on record. If the issue cannot be resolved informally, then the complainant, or the line manager overseeing the complaint, must refer the matter to DBS for further action.

b. A Unit’s lead D&I(A) is the custodian of the Unit D&I Logs, which will be used as a record to report all incidents as above. It should also include a record of all approaches to the D&I(As) by personnel seeking advice. There will be occasions when an individual has reported an incident and sought advice from someone other than the D&I(A) - eg. Line Manager, Divisional Officer etc. On learning of such incidents, D&I(A)s are to ensure that they are recorded in the D&I Complaints Log and in JPA (unless the advice was sought from a Chaplain/Padre while fulfilling their duties under confidentiality arrangements).

3. Recommended Content

The reference provides detail on how to maintain the logs, but does not suggest an appropriate format for their composition. Best practice in the Naval Service is to hold two logs: the first being the D&I Log, which contains all relevant material that is not Official Sensitive, and is used as a working document; the second is the D&I Complaints Log, which contains completed Official Sensitive forms; this log is to be stored in a secure location and is to include any archive complaint paperwork. The lists below outline what should be retained in each log, they are not exhaustive and any additional material that the D&I(A) considers will benefit the D&I organisation can be kept in the D&I Logs.

a. D&I Log:

(1) Contents Page.

(2) CO/XO Signature Sheet - The D&I(A) comments section should indicate if any complaints (or nil) were raised in that month.

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1 JSP 763 Annex P.
(3) CO’s D&I Policy Statement and/or CO’s Temporary Memorandum.

(4) Training Log - To include Core and Advanced D&I training and any other type of training conducted outside the mandatory requirement and unit events eg. Induction briefs, notices and information on Daily Orders and/or noticeboards, bespoke training and events. Cancelled or postponed training should also be recorded with an explanation given. Nominal lists of attendees can be retained in this section if required by the unit.

(5) Action Plan - To assist a Unit to progress within the D&I Matrix. Use the log to plan for D&I notices, briefs and training etc.

(6) Spare/blank report forms.

b. D&I Complaints Log (to be held in a Secure Stowage).

(1) Executive Summary Sheet - To reduce paperwork, especially for ships, submarines or units deployed, the Executive Summary Sheet need only be completed if a complaint(s) was reported in that month – nil returns should be offered to Command.

(2) Completed Complaint or Incident Report Forms.

(3) Completed Complaint or Incident Follow-up Report Forms (4 weekly).

(4) Completed Complaint or Incident Monitoring Forms (not less than 3 months).

(5) Issues/Matters Arising.

(6) Archive Section – All complaint data from 2 to 10 years old is to be kept in this section. Older data is to be sent to TNT iaw JSP 441 Part 2.

c. At the Appendices are Word versions of the forms required for the D&I Logs. Copies of all templates and further examples of other documentation can be found on the Navy Command D&I website. For units retaining hard copy logs it is best practice that all paperwork for the same complaint is kept together in a plastic sleeve in the Complaints Log. This will ensure that all paperwork can readily be found for a single complaint and makes it easier to check that the correct follow-up action has been completed.
4. Digital Log

a. There is an ever increasing requirement for organisations to be ‘paperless’. If approved by the Unit Command (at CO’s discretion), the D&I Logs can be electronically stored, but the monthly checks and signatures must still take place to ensure that the correct procedures are being carried out. The XO/CO is still to put their comments as normal in the electronic signature sheet and annotate the Comments Box on ‘checking in’ the document that they have sighted the log. The log may be an XO Monthly Book (providing that the XO does not maintain the log) but must be a Quarterly or 6 monthly Book for CO.

b. If a Unit is unable to provide electronic signatures (coded signatures), all complaint digital paperwork is to be annotated with:

“Seen and agreed by ……………………… in the presence of ………… date ……………….”

c. The requirement to keep all complaint data within a unit for 10 years and beyond must be at the forefront when deciding where and how to store this data. All data that is stored electronically must be kept in accordance with the regulations set out at Appendix 1 and will form part of the Advisory Visit checklist.

d. If a digital log is to be held there is a requirement for all documents to be recorded in JPA. A record should be held in the D&I Complaints Log of all Service Complaints (formal and informal) by JPA number and when actions (initial report, 4-week follow-up, 3-month follow-up reports and relevant executive summaries) are due/completed and uploaded to JPA. To hold a fully digital log the requirement is for all documents to be scanned and uploaded to JPA. Once uploaded the original documents may be destroyed.

e. Ships/Submarines undergoing a major refit or work that includes the loss of DII are to burn 2 CDs of all complaint data and send a copy to CNLS Casework, MP4-2, NCHQ. The second copy is to be retained by the ship/submarine and training data is to be included on this disc. On completion of the refit/maintenance period, the CDs will be returned for uploading back onto the system.

f. Ships decommissioning must burn the complaints data onto 2 CDs and send one copy to CNLS Casework, MP4-2, NCHQ, Leach Building, Whale Island, Portsmouth, PO2 8BY and a second copy to TNT (JSP 441 Part 2 – Guide Records 14).

5. JPA Data

To assist with identifying serial complainants, respondents and/or any themes or trends within a unit, it is recommended that the Lead D&I(A) and a secondary D&I(A) (in case of absence) be tasked with inputting complaint data onto JPA. All paperwork is to be raised and completed by the D&I(A) involved with the complaint and is to be forwarded to the Lead D&I(A) for inclusion in the central D&I Complaint Log and JPA at the earliest opportunity.

2 JSP 763 and JSP 441.
6. **Large Units**

In large organisations such as Naval Bases, Training Establishments and Air Stations etc. where several units are located on one site, the following policy is to be applied. Where a Logistics Officers (LO) is assigned to a sub-unit and can act as the Command Legal Adviser, an autonomous D&I organisation should be established and administered through unit Logs and a JPA Resource Group. For smaller units which do not have a LO assigned, however, they should be administered by the lead D&I(A) of the parent unit (for Logs and Resource Group). It is best practice for the Base Warrant Officer to hold a master Complaints Log in order for the Base Commander to have visibility of trends across the entire base. It is also best practice for the sub-units, utilising the parent unit organisation, to have sufficient D&I(A)/D&I(P)s for their own needs, to support the wider Base D&I organisation and to contribute to a site-wide D&I network.

7. **MCM Crew Log**

Due to the nature of crew rotations between ships within MCM1 and MCM2 Squadrons, D&I Logs are to remain with the crews as they move ship and are not to remain on board. Any Informal or Formal Service Complaints that are raised must be put under the correct MCM Crew SC E&D Resource Group on JPA. This will ensure that any paperwork raised remains with the that crew if further action is required.
ANNEX 30B

NAVAL SERVICE GUIDANCE ON EQUALITY ANALYSIS PROCESS

1. Introduction

EA is the process for ensuring that policy decisions which impact on people do not have intended or unintended detrimental impact on particular population groups. It is recommended that, although not mandatory, project, policy or service leads also consider social mobility issues, parents/carers and flexible working. It involves using equality information and engagement with protected groups ¹ to understand the actual and/or potential effects of decisions on the workforce (including contractors and members of the public impacted by a decision).

2. Requirement for EA Process

a. MoD has concluded that EA remains a necessary activity on all employment or personnel-related policies and projects to ensure compliance with the Equality Act 2010 ² (EA2010). Furthermore, EA will ensure that the correct conclusions are reached first time, avoiding the risk of legal challenge and re-work which inevitably results in additional cost and time over-runs.

b. The EA should fit seamlessly into decision making and should be a thread running through projects and policy generation which have an impact on the employment of personnel such as redundancy, organisational change, basing decisions and site closures. Evidence of EA should be referred to or annexed in proposals, submissions, board papers and similar approval routes.

3. Completion of the EA Process

The relevant project, policy or service lead is responsible for ensuring that EA is embedded as an enduring element. The updated guidance empowers the project lead to identify the proportionate and appropriate level of EA, and provides annexes to record evidence, judgements and decisions through the 4-stage process ³. The EA Flowchart provides guidance to direct staff through the required elements of the process. There will be a requirement to complete a short feedback survey online ⁴ to provide assurance that EA’s are being carried out within Navy Command TLB and to trigger a request for assistance where required.

4. Summary

The EA process has been reviewed to simplify the process for project leads to identify a proportionate level of analysis. EA is required for all projects and policy decisions that impact upon people and is required for compliance to the EA 2010 and the Public-Sector Equality Duty. Further advice can be found in the MOD EA Guidance and Template or can be provided by the D&I Policy Team.

¹ The Protected Characteristics defined in the Equality Act 2010 are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
² A key provision of the Act is the Public Sector Equality Duty (PSED), which obliges us to have ‘due regard’ to the impact our decisions have on our people and to proactively advance equality of opportunity ensuring that every individual has the opportunity to make the most of their talents.
³ Annex to Equality Analysis 01 Oct 18.
ANNEX 30C

TRANSGENDER SERVICE PEOPLE MANAGEMENT

1. Transgender Management
The policy for the Recruitment and Management and of Transgender Service Personnel is contained in JSP 889. The Royal Navy is absolutely committed to making diversity and inclusion integral to all our policies, functions and services. Transgender is an umbrella term for people whose identity differs from what is typically associated with the sex they were assigned at birth. People under the trans umbrella may describe themselves using one or more or a wide variety of terms\(^1\) including transgender for example: non-binary, gender-fluid, transgender man, transgender woman. The Naval Service values the unique contribution of all its people, and will treat everyone, including individuals who identify outside of the gender binary, with dignity and respect.

2. Dress Codes for Social Functions – D&I Policy
a. The culture in UK society is becoming more diverse and inclusive, so too must our social dress codes. While the incidence of such requests may be small, the consequences of intolerance could be significant. Recognising this the Naval Service has undertaken to become a diverse and inclusive employer, it therefore needs to be able to balance the maintenance of tradition with the need to accommodate changes in culture – the maintenance of tradition never trumps the requirement to act fairly and lawfully towards our people. For example, if male guests are invited to wear dinner jackets to a social function, female guests should be permitted to do likewise.

b. When setting the standard of dress at social events the maintenance of traditions and standards should be considered but choice should be permitted. Understanding that some people do not always identify with societal gender binary norms (man and woman) tailoring the choice of clothing will create a more inclusive environment. For example, female guests may prefer not to wear a dress to social functions and may prefer to wear Black Tie; refusing to allow them to attend functions in their choice of clothing could be seen as indirect discrimination. A dress code “Mess dress, Black Tie, evening dress or equivalent” would provide choice and create an inclusive environment.

\(^1\) JSP 889 contains a glossary of Gender identity terms.
ANNEX 30D

THE NAVAL SERVICE MEDIATION POLICY FOR THE RESOLUTION OF WORKPLACE BASED DISPUTES AND APPROPRIATE BULLYING AND HARASSMENT COMPLAINTS

1. Introduction

a. Mediation has been introduced across the Naval Service so that personnel can call upon an accredited, independent and impartial 3rd party (known as the Mediator) to try to resolve workplace based disputes and appropriate bullying and harassment complaints. It is a well established process for resolving complaints between 2 or more personnel, quickly and constructively and can often avoid the need to resort to more lengthy and formal methods of resolution such as submission of a Formal bullying and harassment/Service Complaint or an application to an Employment Tribunal. With the help of the Mediator, personnel in dispute (known as the Parties) are assisted in achieving a mutually acceptable resolution; they, rather than the Mediator, decide on the terms of the settlement and hence it is essential that they have a genuine desire for resolution. The process is completely voluntary and therefore personnel cannot be forced to take part in mediation and can choose to withdraw from the process at any time. Personnel who agree to mediation but are unable to reach a settlement can still seek a resolution through other informal means or the Formal Complaint management process.

b. Mediation is confidential, and the information discussed within a mediation session will not be disclosed to anyone; the fact mediation took place, nevertheless, should be recorded in the unit’s D&I Log if it relates to a bullying and harassment complaint. At the Appendices are Word versions of the forms required for the mediation process and D&I Logs. By law, however, the Service has a duty to pass on certain information relating to evidence for criminal or Service-related offences to the courts, or the Service or Civilian Police.

2. Mediators

a. The Mediator is responsible for developing effective and open communications to help the Parties find a mutually acceptable solution to the workplace based dispute or complaint. It is important that the Mediator is viewed as impartial by the Parties and will avoid taking sides, making judgements or imposing solutions.

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1 JSP 831 (Redress of Individual Grievance: Service Complaints) and JSP 763 (The MOD Bullying and Harassment Complaints Procedures) refer.
b. Mediator Tasking. Where mediation is considered suitable, unit Lead D&I(A)s are to discuss the dispute/complaint with the Complaints Investigation and Mediation Team (CIMT) in the first instance to determine the scope and whether the dispute/complaint is suitable for resolution through mediation; this is covered under ‘initial action’ at Para 3 sub para b below and is applicable to workplace based disputes, intractable Informal Complaints and Formal bullying and harassment/Service Complaints. In the event of a unit requesting an accredited Mediator, their provision will be co-ordinated by the CIMT after agreement with the Mediator’s Line Management. The CIMT maintains a list of accredited Mediators and will be responsible for their tasking Service-wide. Mediator availability will, of course, remain subject to respective Command/Line Management approval.

c. CIMT

CIMT staff can be contacted as follows:

E-mail: NAVY LEGAL-CIMT

Mil Net: 93832 7097
Tel: 023 9262 7097

3. Process

a. Decision to Mediate. As part of the process for dealing with Parties to the workplace based dispute or complaint, and only with their mutual agreement, D&I(A)s should always be consulted to advise the Command to consider whether any dispute or complaint could be best resolved by mediation; guidance for D&I(A)s is given at Appendix 1 The Parties are to be issued with Appendix 2 (An Individual’s Guide to Mediation) and the D&I(A) is to explain how the process works.

b. Initial Actions. Initial actions are as follows:

(1) Workplace Based Disputes. Unit Commanders/Line Managers should initially consult with their unit Lead D&I(A) the suitability of mediation. The Lead D&I(A) is then to contact the CIMT to discuss the area of dispute and determine whether mediation would be appropriate to resolve the dispute.

(2) Intractable Informal Bullying and Harassment Complaints. In most cases units should use their own resources ie. the Divisional/Regimental system/Line Management intervention to resolve Informal bullying and harassment complaints at the lowest possible level. Where they could lead to a Formal bullying and harassment Complaint being raised, and where the unit considers the content to be sufficiently serious, Lead D&I(A)s are to seek advice and scope the Informal complaint with the CIMT with the view to requesting the use of accredited Mediators.
(3) **Formal Bullying and Harassment Complaints or Service Complaints that Contain Allegations of Bullying/Harassment.** As already mandated by the D&I Policy Staff, the Lead D&I(A) is to contact the CIMT to allow scoping of the Formal bullying and harassment/Service Complaint and discuss the applicability of mediation as the possible route for complaint resolution or resolution to part of the Complaint. Mediation can be considered at any stage at which the Formal bullying and harassment/Service Complaint has reached.

c. Mediation can be conducted by a single Mediator or by a co-mediation team; this is when a team of 2 qualified Mediators is allocated. After contacting the CIMT for advice it may be decided that the more simple cases can be managed by a single, experienced Mediator. In cases where a particular Mediator is inexperienced and/or a case is particularly complex (e.g. involving a wide range of issues, or more than 2 Parties), the CIMT may recommend/direct, or the unit may request, that ‘co-mediation’ takes place. In the event of co-mediation, one Mediator will act as the lead Mediator whilst the other acts as the support Mediator.

d. Through consultation with the CIMT to determine if mediation is deemed to be appropriate to resolve the workplace based dispute or Informal/Formal bullying and harassment/Service Complaint or wider Service Complaint, the Command (on D&I(A) advice) is to determine whether the accredited Mediator(s) can be resourced in-unit. If this is the case, D&I(A)s are to inform the CIMT and request the intention to use him/her. This is to ensure that accurate records of Mediator employment are retained centrally (ensuring equitable sharing of the mediation load), to enable quality assurance of the overall process and to provide support to the Mediators i.e. ensuring the Service ‘cares for the carer’.

4. **Travel Costs**

   Travel costs to facilitate mediation sessions are to be met by the unit where the dispute or complaint is being handled and which requests the Mediation Service. In most cases this will be the Complainant’s parent unit.

5. **The Mediation Process**

   The appointed Mediator(s) will meet individually with each of the Parties involved in the complaint to identify the issues, explore ways forward and ascertain each individual’s preparedness to enter into the mediation process. The Mediator(s) will then arrange a joint face-to-face meeting with the Parties to facilitate discussion with a view to seeking a mutually acceptable resolution. The Mediator(s) will inform both Parties prior to the mediation taking place that they will be required to sign a Declaration of Confidentiality at the end of the mediation. The Declaration reminds the Parties of the confidentiality of the mediation (as this is a fundamental tenet of the process) and records whether the mediation was successful or not. Copies of these Declarations of Confidentiality are at Appendix 3 (Successful Mediation) and Appendix 4 (Unsuccessful Mediation) and completed Declarations should be sent to the CIMT. In the event that mediation takes place as a result of a Formal bullying and harassment/Service Complaint being submitted, or as a result of a wider Service Complaint which contains allegations of bullying/harassment, the Mediator(s) are to inform the Deciding Officer in writing of the outcome of the mediation, copied to the CIMT, using the template at Appendix 5. This letter will only detail if the mediation was either successful resulting in the withdrawal of the Formal bullying and harassment/Service Complaint, withdrawal of part of a Formal bullying and harassment/Service Complaint, withdrawal of part of a wider Service Complaint or the mediation was unsuccessful. The
Deciding Officer is to confirm this outcome in writing to both Parties using the template at Appendix 6. The outcome is also to be recorded on JPA.

6. Care of U18s

In the event of an U18 Service person being party to mediation, Commanding Officers are to provide an accompanying chaperon(e) (eg. Assisting Officer, member of Divisional staff) to accompany the U18 person. Further guidance is given in ‘Guidance to D&I(A)s’ at Appendix 1.

7. Other Personnel

The Naval Service Mediation Policy is primarily for the assistance of Naval Service personnel and those from the other Services and Civil Service working within Navy Command. Accordingly, cases involving disputes where one of the Parties is from the other Services or Civil Service not working within Navy Command or are civilian contractors, mediation should also only be conducted with the prior approval of the CIMT and D&I Policy Staff. In this case, the CIMT and D&I Policy Staff will engage with the other respective Service D&I Policy staffs or HR staffs from the MOD Civil Service or civilian contractor to ensure the provision of an appropriately accredited Mediator or mediation team.

8. Neutrality and Form of Address

Unless the Parties object, mediation will normally be conducted in civilian attire in a quiet, neutral atmosphere away from the Parties’ work-place(s). The mediation process recognises and respects Service Chains of Command. The mediation session will normally be conducted in civilian clothes and attempts to cultivate an open and progressive environment in which both Parties feel comfortable. To that end, mediators will encourage the Parties to use first names. Mediators will address both parties by first name, subject to their agreement.

9. Data Monitoring

Once mediation has taken place as a result of Informal/Formal bullying and harassment/Service Complaints, the Unit D&I(A) will be required to annotate the Unit D&I Log and JPA stating the names of the Mediators, the date mediation was carried out and whether the mediation was successful in resolving the complaint.

10. Promulgation

Mediation is a useful tool for dealing with workplace based disputes/bullying and harassment complaints therefore units are requested to promulgate the provision and benefits of mediation to unit personnel. Moreover, D&I(A)s are requested to spread the message as widely as possible. Mediation leaflets are available from the CIMT.

11. 3 Month Review

The CIMT will conduct a follow-up with the Parties 3 months after the successful mediation to ensure that the agreements that were reached have been respected and that there is no repeat of the issue(s) that resulted in the original complaint.

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2 All D&I complaints, both Informal and Formal, must be recorded on JPA iaw 2011DIN01-006. The Service Complaints Business Process Guides will provide the detail regarding this recording requirement.

3 All D&I complaints, both Informal and Formal, must be recorded on JPA iaw 2011DIN01-006. The Service Complaints Business Process Guides will provide the detail regarding this recording requirement.
APPENDIX 1 TO ANNEX 30D

GUIDANCE TO D&I(A)s WHEN CONSIDERING/RECOMMENDING MEDIATION

1. Introduction

a. Informal Bullying and Harassment Complaints. As a D&I(A) your role is to advise both Parties of the mediation process in order to resolve the complaint. For those intractable Informal bullying and harassment complaints where the content is considered sufficiently serious, you are to scope the nature of the complaint and mediator provision with the Complaints Investigation and Mediation Team (CIMT) prior to commencing any mediation.

b. Formal Bullying and Harassment/Service Complaints. As a D&I(A) your role is to advise the Deciding Officer on whether mediation is, or has been, a consideration when resolving a Formal bullying and harassment Complaint or a Service Complaint which has a bullying and harassment element that may be resolvable through mediation. You are to advise both Parties of the mediation process as a means of resolving the complaint/part of the complaint. The D&I(A) is to scope the complaint with the CIMT to determine whether it should be considered for resolution by accredited mediators. It is important to remember that mediation can be used at any stage of the Formal Complaints process. For effective mediation, both Parties must be willing to participate in good faith to attempt to work out an agreement and resolve the complaint.

c. Workplace Based Disputes. As a D&I(A) you may be asked to advise Line Management as to whether a specific workplace-based dispute might be resolved through mediation. If you, Line Management and the Parties consider mediation to be an option, you are to contact the CIMT to scope the suitability of mediation for resolution of the dispute. You are also required to advise the Parties of the mediation process as a means of resolving the dispute.

d. Documentation. At Appendices 3-6 are Word versions of the forms required for the mediation process and D&I Logs, as required.

2. Definition

Mediation is a process that those in a workplace-based dispute or those who are complaining of inappropriate behaviour of a bullying and harassment nature might use when communication has broken down, but the Parties are willing to meet to attempt to work out an agreement on the way forward. It is most useful when undertaken at an early stage of a dispute/complaint and is used as a first alternative to more formal procedures. The Parties in conflict play a full participative role in deciding on issues, and creating, evaluating and agreeing options; it is they who make the decisions. The third party (Mediator) has an independent and impartial role, acting as a facilitator to the process, providing a neutral, non-judgmental and confidential environment. The Mediator is not the decision-maker, although he/she does facilitate the process in a firm but informal way. Mediation usually focuses on future rather than past behaviour and aims to achieve an outcome that is agreed by, and mutually acceptable to, all Parties.
3. **Factors to Consider**

Mediation can only work as a voluntary process. Its use should be on a case-by-case basis and it cannot be ‘forced’ upon Parties. Factors to be considered include:

a. The history and dynamics leading up to the complaint. It is advised that mediation at an early stage is more likely to be effective than if utilised in the later stages of a complaint. If both Parties agree to mediation, then mediation should occur as soon as possible after the agreement has been given to ensure the best likelihood of success.

b. The possibility of physical threat or verbal aggression. Agreement on non-violence, respectful and dignified behaviour (including, where appropriate, respect for rank) and the maintenance of Service discipline throughout are essential and are a pre-requisite for mediation.

c. The nature of the relationship between the Parties. A substantial difference in rank or status may mean that mediation is not a practical option. In general, mediation should only be used if there is no more than a two rank/grade separation between the Parties (see Para 6 sub-para a below for amplification).

d. The intensity of feeling. If antipathy is extreme, mediation may not work.

e. The willingness of all Parties to participate in the process. Mediation cannot be one-sided – everyone needs to be able to contribute something constructive to achieve resolution.

f. The nature of the dispute/complaint; for example, cases of sexual harassment are criminal and cannot be resolved through mediation.

g. On receipt of a Service Complaint Advice Form (see Chapter 23), Staff Legal Advisers may recommend that mediation be offered to the parties involved in a Level 1 Service Complaint.

4. **Resolution**

There will be maximum opportunity for achieving resolution through mediation in cases where:

a. There are low levels of anger and verbal intimidation.

b. There have been no breaches of Service discipline rules.

c. No other Formal action is anticipated/underway which would conflict with the mediation process.

d. Allegation(s) made are being offset by counter-allegation(s) that would be raised within the mediation process.
e. Both Parties are willing to contribute to a resolution.

f. There is room for improvement in relationships.

g. The Parties may not have been initially prepared to have face-to-face interaction with each other but are more inclined to do so with external help.

5. Care of U18s
In the event of an U18 Service person being involved in mediation, Commanding Officers are to provide an accompanying chaperone, eg. Assisting Officer or any impartial, responsible person that the U18/Command chooses to nominate. The chaperone is present to ensure that the U18 person fully understands the process and to act in an advisory capacity to the individual. The chaperone should not be involved in any debate or offer an opinion during the mediation process, other than to act in loco parentis for the individual and monitor their emotional state. The chaperone should respect the full level of confidentiality applicable to mediation. The other Party in the mediation should also be consulted prior to commencement of the mediation process to ensure that he/she is content for the nominated individual to act as a chaperone.

6. When Not To Use Mediation
Mediation is not usually appropriate if, for example:

a. There is a difference of greater than two ranks/grades between the Parties. In instances where there is a rank difference greater than two ranks, the protocol for mediation should be discussed with the CIMT before being given final approval; in the event of a Formal bullying and harassment/Service Complaint, this is to be by the Deciding Officer.

b. The nature of the relationship between the Parties is such that, from the perspective of all Parties, it is unsafe to participate.

c. Formal procedures need to be applied eg. if potential criminal behaviour/activity is suspected and Service Police involvement may be required.

d. Internal administrative, disciplinary or restoring efficiency procedures need to be applied eg. if contravention of the Code of Social Conduct, other serious misconduct, or unsatisfactory performance may be involved.

e. Factors leading up to the dispute/complaint are long-standing and complex, and the Parties have become so embittered and entrenched, that progress is very unlikely.

f. The mediator, given his/her experience, considers that the situation is not suited to mediation.
7. **Recording of Outcomes**
The following actions are required to record mediation:

a. **Informal Bullying and Harassment Complaints.** The outcome, whether successful or unsuccessful, is to be recorded in the summary sheet for an Informal bullying and harassment complaint, retained within the Unit D&I Log and included as a comment (as to outcome) on JPA. The appropriate Declarations of Confidentiality (see App 3 and App 4) will be retained by the CIMT.

b. **Formal Bullying and Harassment/Service Complaints.** A copy of the Mediator’s letter to the Deciding Officer specifying the outcome (App 5) is to be retained in the Unit D&I Log and included as a comment (as to outcome) on JPA. The appropriate Declarations of Confidentiality will be retained by the CIMT.

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1. All E&D Complaints, both Informal and Formal, must be recorded on JPA in accordance with 2010DIN01-006. The Service Complaints Business Process Guides will provide the detail regarding this recording requirement.
Frequently Asked Questions

Q. Who can mediate?
A. Mediation should not be confused with routine resolution of management issues and low-level Informal bullying and harassment complaints which can be supported via the Divisional/Regimental system or Line Management intervention. Mediation of disputes is achieved using fully trained, authorised and accredited Mediators. After having scoped the complaint with the CIMT, and after appropriate intervention at an informal level, if the complaint is considered to be potentially resolvable through mediation, but accessibility to accredited Mediators is impractical because a unit is deployed for a prolonged period, units may be advised by the CIMT to undertake mediation with untrained Mediators utilising the guidance at Annex 30D.

Q. Why do we recommend the use of accredited Mediators to resolve workplace-based disputes, Informal bullying and harassment Complaints and Formal bullying and harassment/Service Complaints?
A. In the case of complaints that escalate to a Formal level and then proceed to an Employment Tribunal, the MOD will be required to demonstrate that the correct process was followed. This will include showing that any mediation was conducted by a suitably accredited Mediator.

Q. What happens if mediation is not successful?
A. An Informal/Formal bullying and harassment Complaint or wider Service Complaint containing allegations of bullying and harassment may be raised or re-activated and continues through the JSP831/JSP763 complaints procedures.

Q. Where is the best location for mediation?
A. The Mediator will require a quiet, neutral environment preferably away from the workplace(s) of both Parties. Whilst proposed by the Mediator, ideally the location should be agreeable to both Parties. Mediation will also normally be conducted in civilian (plain) clothes.

Q. How do I deal with the military rank issue in the mediation process?
A. The mediation process recognises and respects Service Chains of Command. The mediation session will normally be conducted in civilian (plain) clothes and attempts to cultivate an open and progressive environment in which both Parties feel comfortable. To that end, mediators will encourage the Parties to use first names. Subject to their agreement, Mediators will address both parties by their first name.
APPENDIX 2 TO ANNEX 30D

AN INDIVIDUAL’S GUIDE TO MEDIATION AS A MEANS OF RESOLVING WORKPLACE BASED DISPUTES AND APPROPRIATE BULLYING AND HARASSMENT COMPLAINTS

1. Introduction to Mediation

   The purpose of this brief is to give you information so that you can make an informed choice about whether mediation is right for you.

2. What is the Naval Service Mediation Policy?

   a. The Naval Service Mediation Policy provides a process for resolving workplace based disputes or appropriate complaints of a bullying and harassment nature between 2 or more personnel, quickly and effectively, that could avoid more lengthy and formal methods, such as submission of a Formal bullying and harassment/Service Complaint or an application to an Employment Tribunal. In some instances a bullying and harassment complaint may have already been submitted and, in this case, mediation could be the preferred process for complaint resolution.

   b. With the help of an impartial 3rd party (known as the Mediator), you and the other person(s) with whom you are in dispute (you will jointly be referred to as the ‘Parties’) will be assisted in achieving a mutually acceptable resolution. Sometimes it may be better to conduct ‘co-mediation’, in which case a team of 2 Mediators would facilitate the mediation session.

   c. You and the other Party(ies), rather than the Mediator(s), decide on the issues to be discussed and it is therefore essential that all Parties have a genuine desire to resolve the dispute. The process is completely voluntary and therefore no-one will be ordered, or in any way forced, to take part in mediation and you, and any of those involved, can choose to withdraw from the process at any time.

   d. If you agree to mediate, but are unable to reach a resolution, and you are the Complainant then redress may still be sought through the procedures laid down in JSP 831 (Redress of Individual Grievances: Service Complaints) and JSP 763 (The MOD Bullying and Harassment Complaints Procedures). If you have already submitted a Formal bullying and harassment/Service Complaint and at some point during the formal process you and the other Party(ies) agree to mediation, the Formal bullying and harassment/Service Complaint will be put on hold pending the outcome of the mediation. If mediation is unsuccessful, the Formal bullying and harassment Service Complaint can be re-started. See Chapter 23.

   e. The Mediator(s) will avoid taking sides, making judgements or imposing solutions. They will remain absolutely impartial at all times and are simply responsible for developing effective communications and building agreement between the Parties. Their aim is to help the Parties find a mutually acceptable and lasting solution to the problem.
f. The mediation process is completely confidential, and any information discussed (e.g., events, personal conversations, issues or feelings) will not be disclosed to anyone at all. That said, by law, the Naval Service has a duty to pass on certain information relating to evidence for criminal or Service-related offences to the Courts or the Service or Civilian Police. You will be informed immediately if this is the case.

3. You have been offered mediation. What next?

a. Except in very limited circumstances, qualified Mediators will be assigned to work with you. Ideally, they will be serving members of the Naval Service (although they could, in certain circumstances, be accredited Mediators from one of the other Armed Services, MOD Civil Service or a Contractor/Partner) and will not be a member of your immediate Command chain. However, rest assured that any Mediator will be acting in his/her capacity as an impartial 3rd Party and their rank and status will be irrelevant. Consequently, any mediation will normally be conducted in civilian clothes and, wherever possible, at a location away from your place of work, in order to facilitate confidentiality and privacy, and to put the Parties at ease. If there is a rank difference between the Parties, then – unless both of you have consented for first names to be used – you will be expected to refer to each other by your normal military rank.

b. The Mediators will arrange to visit you at a convenient time and meet separately with each Party, normally on the same day. Again, wherever possible, the visit will take place at an agreed ‘neutral’ venue, away from your place of work that offers some privacy.

c. Individual meetings are confidential sessions between the Mediator(s) and each of the Parties in turn.

4. The Purpose of the Initial Meeting

The Mediator(s) will meet privately with the Parties involved in the disagreement or dispute to find out each Party’s view of the issues. The Mediator(s) will help each of you to consider what needs to happen and what you are seeking from the other individual involved. The mediation process will be explained, and you will be helped to consider how best to proceed with the mediation process.

5. After the Initial Meeting

If appropriate, the Mediator(s) will aim to set up a joint, face-to-face mediation session, and will invite both Parties to attend. Sometimes there needs to be some preparatory work prior to the joint session. In this case, the Mediator(s) will ‘shuttle’ between the people involved, aiming to exchange requests, offers and options. This might happen on the phone, in person, or by e-mail.
6. **Face-to-Face Meetings**
   Once the Parties are ready, the Mediator(s) will arrange a joint face-to-face mediation session. The joint mediation session:

   a. Will usually take place at a neutral venue, away from your workplace.

   b. Is confidential. All your Chain of Command or Line Management will know is that you have agreed to mediation and, if it is a Formal bullying and harassment/Service Complaint, the Deciding Officer will be informed as to whether the mediation was successful or not. They will be given no further information, before or afterwards, unless you expressly request it and each of the Parties agree.

   c. The aim of this joint session is for the Parties to jointly consider how they may best resolve their differences, to create a better working relationship. The Mediator(s) will use their skills to assist you both to talk openly and productively about this. It is sometimes necessary to arrange a second (or even third) face-to-face session, depending on people’s availability and/or the number of issues that need to be addressed.

7. **Resolution**
   At the end of a successful mediation both Parties will reach an agreement which enables resolution and restoration of an appropriate working relationship. If the mediation is not successful, both Parties are advised to contact their respective D&I(A)s to discuss the next step in the process of management of any bullying and harassment complaint.
Frequently Asked Questions

Q. Do I have to take part in the mediation?

A. No. Mediation is entirely voluntary. Either Party is free to leave or stop the process (either temporarily or permanently) at any time. This allows you, the Parties, to have the final say in how far you become involved in the mediation process, rather than feeling you are having an outcome or resolution imposed upon you.

Q. If I am the Complainant and I agree to take part in mediation, do I then give up my right to use Formal bullying and harassment/Service Complaint procedures?

A. No. Mediation is ‘without prejudice’ and, if you choose to try mediation, you still retain your right to use other measures as laid down in JSP 831/JSP 763 at a later date – whether or not the mediation process is successful.

Q. How confidential is mediation?

A. The process of mediation is confidential, both within the mediation itself, and with respect to further proceedings (but see Para 2 sub para f above). The Mediator(s) will not divulge any confidences that are shared unless given permission by both Parties to do so or there are issues raised that the Mediator(s) is legally bound to disclose. No notes or records of the mediation will be kept with the exception of:

a. Informal Bullying and Harassment Complaint. An entry in the Unit D&I Log and on JPA1.

b. Formal Bullying and Harassment/Service Complaint. A copy of the letter from the Deciding Officer, addressed to both Parties and recording the success or otherwise of mediation, will be retained within the Unit D&I Log and sent to the CIMT.

Q. What happens if I don’t like the mediated agreement?

A. The issues and points to enable resolution are entirely a matter for the Parties to agree upon. Together you are responsible for identifying, defining and agreeing the problem(s), setting the agenda and agreeing the solutions. No agreement can, or will, be imposed on you as part of the mediation process.

Q. How long will mediation take?

A. The total time taken for the whole mediation process, from start to finish, varies from case to case. Generally, the briefing and individual meetings are conducted within the same a day, followed by the joint session the same or the next day – so, anything from 1 to 2 days, normally.

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1 All D&I complaints, both Informal and Formal, must be recorded on JPA IAW 2011DIN01-006. The Service Complaints Business Process Guides will provide the detail regarding this recording requirement.
DECLARATION OF CONFIDENTIALITY - POSITIVE MEDIATION

I, XXXX, have willingly participated in a formal mediation session(s) which took place on dd/mm/yyyy at XXXX.

Persons present during the mediation were:

Parties: ..............................................................
..............................................................

Mediator(s): ..............................................................
..............................................................

The mediation was positive therefore I am content that the Mediator(s) inform the Deciding Officer of the outcome.

I am also content that the Mediator(s) inform the Deciding Officer that my intention is to write to him/her in order to withdraw my Formal Bullying and Harassment/Service Complaint.

I understand that, as all information discussed remains totally confidential, any breach of that confidentiality may result in an inquiry.

Signature: ..............................................................

Date: ..............................................................

Mediator(s) Signature(s):
..............................................................
..............................................................

Date: ..............................................................

This Declaration of Confidentiality is to be retained by the CIMT
APPENDIX 4 TO ANNEX 30D

DECLARATION OF CONFIDENTIALITY – NEGATIVE MEDIATION

I, XXXX, have willingly participated in a formal mediation session(s) which took place on dd/mm/yyyy at XXXX.

Persons present during the mediation were:

Parties: .............................................................. ..............................................................

Mediator(s): .............................................................. ..............................................................

The mediation was negative, and I am content that the Mediator(s) inform(s) the Deciding Officer of the outcome.

_I understand that, as all information discussed remains totally confidential, any breach of that confidentiality may result in an inquiry._

Signature: ..............................................................

Date: ........................................................................

Mediator(s) Signature(s):

.............................................................. ..............................................................

Date: ........................................................................

This Declaration of Confidentiality is to be retained by the CIMT
APPENDIX 5 TO ANNEX 30D

OUTCOME OF MEDIATION OF A FORMAL BULLYING AND HARASSMENT/SERVICE COMPLAINT

1. The formal mediation session(s) which took place on dd/mm/yyyy at XXXX, mediated by XXXX (and XXXX), was successful and the XXXX intends to write to you to withdraw their Formal Bullying and Harassment/Service Complaint. On the withdrawal of the Formal Bullying and Harassment/Service Complaint you are requested to inform the Line Manager(s) of both Parties of this outcome and to instruct them to monitor the relationship between both Parties for a period of at least 3 months to ensure that the agreement is respected and that there is no repeat of the issue(s) that resulted in the original Formal Bullying and Harassment/Service Complaint.

or

1. The formal mediation session(s) which took place on dd/mm/yyyy at XXXX, mediated by XXXX (and XXXX), was partially successful and the XXXX intends to write to you to withdraw part of their Formal Bullying and Harassment/Service Complaint. On the withdrawal of part of the Formal Bullying and Harassment/Service Complaint you are requested to inform the Line Manager(s) of the relevant Parties of this outcome and to instruct them to monitor the relationship between both Parties for a period of at least 3 months to ensure that the agreement is respected and that there is no repeat of the issue(s) that resulted in the original part of the Formal Bullying and Harassment/Service Complaint.

or

1. The mediation session(s) which took place on dd/mm/yyyy at XXXX, mediated by XXXX (and XXXX), was unsuccessful. The Formal Bullying and Harassment/Service Complaint submitted by XXXX remains extant and should continue to be managed under JSP 831 and JSP 763 procedures.

2. A record of the outcome of the formal mediation session is to be recorded in the Unit D&I Log and on JPA\(^1\).

Signature Block
(Mediator(s))

Copy to:

Unit Lead D&I(A)

\(^1\) All bullying and harassment complaints, both Informal and Formal, must be recorded on JPA in accordance with 2011DIN01-006. The Service Complaints Business Process Guides will provide the detail regarding this recording requirement.
APPENDIX 6 TO ANNEX 30D

OUTCOME OF MEDIATION OF A FORMAL BULLYING AND HARASSMENT/SERVICE COMPLAINT

1. The formal mediation session(s) which took place on dd/mm/yyyy at XXXX, mediated by XXXX (and XXXX), was successful. I can confirm that the Formal Bullying and Harassment/Service Complaint has now been withdrawn and you both acknowledged the need to work towards the solutions agreed during the formal mediation session(s).

2. Your respective Line Manager(s), D&I(A) and CIMT have been informed of this successful outcome and will support the working relationship between you for a period of at least 3\(^1\) months to ensure that the agreement you both reached is respected and that there is no repeat of the issue(s) that resulted in the original Formal bullying and harassment/Service Complaint.

Signature Block
(Deciding Officer)

Copy to:

Unit Senior D&I(A)

\(^1\) Chapter 30, Annex 30B, Para 11.
ANNEX 30E

DIVERSITY MENTORING – GUIDANCE FOR MENTORS AND MENTEES

1. Introduction

Being part of a mentoring relationship, in the diversity context, is rewarding and mutually beneficial, on both personal and professional levels, and but requires work to get the full benefit. As a Diversity Mentor and Mentee, you can both develop your knowledge, skills and confidence, get valuable advice and also gain fresh perspective and outlooks from your mentor.

2. Guidance for Mentors

For a successful mentoring relationship you will need to do the following:

a. Establish a positive and a personal relationship with the person you are mentoring:

(1) Meet early on to find out about each other. Talk about work and personal life until mutual trust and respect is established. If you feel that you cannot get along, now is the time to stop;

(2) Make your meeting enjoyable and fun: go somewhere that is relaxed; somewhere you can discuss work and social life freely.

b. Help the person you are mentoring to develop skills:

(1) Figure out what strengths and weaknesses they have. You can ask them directly, look through previous reports together, and look for areas to develop;

(2) Plan out specific goals that they can achieve (look for courses, decide on actions to be taken at work, identify extracurricular goals that are life-enhancing);

(3) Share your own life-management skills (ie. how you approach making difficult decisions, how you set goals, what you do to resolve conflict).

c. Assist the person you are mentoring to obtain additional resources:

(1) Make them aware of educational resources and career-enhancing courses and support them in their application;

(2) Where possible provide them with access to people who can influence their careers and personal lives;

(3) Act as a guide and as an advocate, promoting them where possible;

(4) Whilst doing this respect the boundaries of being a mentor. Ultimately you are not responsible for their career counselling: instead you are acting as any friend would when approached for career advice.
d. Improve the ability of the person you are mentoring to work with people from varied backgrounds:

(1) First you will need to explore the social environment in which they operate. What types of people are missing from this group? What new people might enhance their own values and beliefs?

(2) Introduce the person you are mentoring to different workplaces so that they achieve a broader appreciation of the military.

3. **Guidance for Mentees**

To gain the most from being a mentee, you will need to invest energy in developing your mentoring relationship by doing the following:

a. Make time to meet your mentor and discuss your future. The benefits of having access to someone more senior, and outside of your chain of command are many: what you say will have no direct effect on your relationship with your line manager; you can think aloud and have your ideas heard without prejudice; and someone who is willing to get to know you personally is looking out for your career interests.

b. Be honest with your mentor. Discuss your work-life balance, the impact of work on your relationships and social life, talk about where you see yourself going and what you would like to achieve. This will help your mentor guide you through the challenges ahead.

c. Trust your mentor to maintain your confidence. This will allow you to discuss your work situation, your annual reports, how you think people view you and treat you, and how you get on with your chain of command. Sometimes this will be uncomfortable, but only by being honest can you expect to receive advice that is helpful to your specific situation.

d. Between you and your mentor decide what goals to set yourself, and what changes you will effect at work and home.

e. Grow your relationship by maintaining regularly contact with your mentor. Ensure they are kept abreast of your work life.
ANNEX 30F

D&I ADVISER INTERVIEW GUIDANCE

The following guidance may be used when someone comes to ask you for advice in your capacity as D&I(A).

Welcome: Welcome the person with the usual courtesies and put them at their ease.

Your Role: Explain that your role as a D&I(A) is to provide impartial advice on Equality and Diversity policy.

Note taking: Tell the complainant that you will be taking notes, and that they will be able to read them at the end of the interview and then must sign them as an accurate record.

Confidentiality: The Senior D&I(A) in the unit maintains a confidential log and uses the notes for reference. Explain to the complainant that everything said during the interview will be in confidence, with the following exceptions:

- Where there is a risk of harm to the individual or others.
- In order to prevent a serious criminal act.
- If there is a serious contravention of military law.
- If there is or is likely to be a serious breach of national security.
- If the individual is no longer able to carry out their duties.

HARDMAC: The following acronym is designed as a handrail for your assistance in conducting the interview:

H² – ‘What has Happened?’ and ‘How do you feel about that?’
A – Based on what you have said, and I have no reason to disbelieve you, this behaviour is/is not Against Service/MOD policy.
R – What Resolution are they seeking? (ie. what do they want to happen?)
D – What has already been Done to try and resolve the problem?
M – Give the interviewee the Menu of options.
A – Try to Agree a course of action, but don’t push it if they are undecided.
C – Close by asking them to come back whenever they need to, etc.
CHAPTER 31
RELIGION AND BELIEF

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CHAPTER 31
RELIGION AND BELIEF

3101. Introduction
Religious belief is treated as a private matter, but recognising the unique and demanding circumstances of Service life, the Armed Forces aim to facilitate and support individuals’ spiritual needs. Further information regarding the Naval Chaplaincy Service can be found in the following publications:

a. BRd 2 - The Queen’s Regulations for the Royal Navy.

b. BR 439 – Royal Naval Chaplaincy.

3102. Diversity Policy for Religion and Belief

a. The Naval Service’s Diversity and Inclusion policy is at Chapter 30.

b. The policy is that religion is a private life matter lived out by individuals and communities within the public arena. In order to recognise and harness individual difference and to remove any barriers which might prevent people from joining the Armed Forces, the aim is to give those who wish to do so the opportunity to practise their religious observances wherever possible, subject to vital considerations of operational effectiveness, health and safety and business needs. It is important that in applying this policy the needs of individuals are balanced with those of their colleagues and the organisation as a whole.

3103. Equality Act 2010

a. The Equality Act protects everyone from discrimination on grounds of their religion or belief including Christians, Muslims, Jews, Hindus, Sikhs, Buddhist and members of other religions, as well as humanists and atheists.

b. The Act creates a single equality duty requiring public bodies to have due regard to the need to eliminate discrimination, harassment, and victimisation and other conduct prohibited under the Act; advance equality of opportunity; and foster good relations.

3104. Religious Observances at Work

a. Religious belief is treated as a private matter but, recognising the unique and demanding circumstances of Service life, the Armed Forces aim to facilitate and support individuals’ spiritual needs. The Armed Forces make every effort to respect and accommodate religious or belief requirements subject to vital considerations of operational effectiveness and health and safety. However, individuals may need to be flexible, particularly when this is in the interests of their own safety or that of their colleagues.
b. Commanding Officers and line managers should consider whether policies, rules or procedures indirectly discriminate against service personnel of particular religions or beliefs and, if so, whether changes might be made. Most needs will require little or no change.

c. Service personnel should not be compelled to attend religious services be that of their own belief or one different to their own.

d. Service personnel are required to attend Parades, Divisions and other ceremonial events or musters of the Ship’s Company which may, by long standing tradition, include short services of worship, prayer or reflection. They are required to follow all Parade Orders including the removal of headdress (except as detailed at Para 3825 sub para g), and to remain on Parade as ordered for the duration of the service. They are not required to follow the actual act of worship, prayer or reflection.

3105. Facilities for Prayer during the Working Day

a. The Equality Act 2010 does not say that employers must provide time off or facilities to enable personnel to meet religious observances in the workplace. However, reasonable requests must be considered objectively and met wherever practical. Indeed, blanket policies or refusals may constitute indirect discrimination unless justifiable as a proportionate means of achieving a legitimate aim (e.g. where the granting of leave for a religious holiday would substantially impact on a unit’s or department’s need).

b. Some religions require their followers to pray at specific times during the day. Although the Act does not specifically require the provision of time and facilities (such as a quiet room) for religious or belief observance in the workplace, it is MOD policy to make such provision where circumstances allow. Individuals should discuss their needs with their Commanding Officers or line managers and every effort should be made to accommodate such needs. Time off for religious observances such as a prayer session during exercises or operations may have to be delayed or deferred due to unit activities. Wherever practicable, areas for worship or contemplation should be made available in all MOD Buildings and Service establishments, including ships and submarines. Personnel will normally be expected to use break times for their religious observances.

3106. Requests for Leave for Religious Festivals/Holidays

a. Many religions or beliefs have special festivals or spiritual observance days and an individual may request annual leave to celebrate festivals or attend ceremonies. Commanding Officers and line managers should make every effort to allow individuals time-off to celebrate religious festivals or holidays.¹

¹ JSP 760, Section 6 - Sacred Festivals.
b. Requests for annual leave for religious festivals or holidays need to be considered objectively and Commanding Officers and line managers should bear in mind the need to avoid indirect discrimination. Care should be taken to ensure that, where there are numerous requests for leave at the same time, decisions on who should or should not be allowed leave are made according to fair and objective criteria with a mind to the need not to indirectly discriminate. It is important not to make assumptions on the basis of an individual’s religion or perceived religion (for example that non-Christians will be prepared to work during the Christmas holiday period).

c. The practice of operating a holiday system whereby the unit closes for specific periods when all personnel must take leave may be indirectly discriminatory in preventing individuals from taking leave at times of specific religious significance. However, such indirect discrimination will not be unlawful if it can be justified as legitimate and proportionate for operational reasons.

d. Individuals should give as much notice as possible when requesting leave and bear in mind that a number of their colleagues may request leave at the same time.

3107. Dress
The Naval Service recognises the need to observe specific codes of dress and appearance in accordance with particular religious beliefs. Naval Uniform Regulations cover this at Chapter 38 of this BR, notably at Para 3817 - Para 3821 and at Section 2 (Cultural and Religious Differences).

3108. Dietary Needs
The Armed Forces make every effort to cater for all special religious dietary requirements, and vegetarian options or Halal or Kosher meals can be provided in Service Mess facilities. It should be noted that the preparation of Kosher food by Mess staff in strict observance of the Jewish faith cannot be guaranteed. This also applies to the preparation of Halal food with regard to the Muslim faith. Vegetarian, Halal and Kosher Operational Ration Packs are normally readily available for operations and exercises, however, in some circumstances or operations it may not be possible to guarantee this. Sikh Service personnel require an alternative meat selection to the Halal or Kosher option.

3109. Fasting
Some religions require their followers to undergo extended periods of fasting (e.g. Muslims fast during Ramadan). In the Armed Forces fasting should normally be allowed although there may be some operational circumstances when the physical demands on an individual are high and fasting would be hazardous and inappropriate. Care should be taken to ensure that permitting an individual to undertake a fast does not place unreasonable burdens on other personnel.
3110. Spiritual Needs of Personnel

a. Commissioned Armed Forces Chaplains, both full-time and reservist, are currently drawn from the main Christian denominations to which the majority of Service personnel belong. They have a responsibility to provide spiritual and pastoral care for all Service personnel and their families, both for those within their own denomination and faith and for those who profess no religious affiliation. Additionally there are civilian, part-time, Officiating Chaplains to the Military (OCM), who provide support on a local level.

b. The Armed Forces have appointed five full-time World Faith Chaplains from the Buddhist, Hindu, Jewish, Muslim and Sikh faiths. They advise on matters specific to those faith groups, provide internal advice to MOD and raise awareness of their faith traditions within the Armed Forces. They are administered through the Royal Army Chaplains Department but can be contacted through any military chaplain.

3111. Chaplain of the Fleet (COTF)

a. The Naval Chaplaincy Service (NCS) is led and managed by the COTF who is responsible to the First Sea Lord and Chief of Naval Staff (1SL/CNS) for the provision of a Chaplaincy Service. In this role the COTF ensures that the spiritual and pastoral needs of all Service Personnel, including those of the main World Faiths and those of none, are met. He is responsible for enhancing the Moral Component of Operational Capability through the delivery of sufficient, capable and motivated chaplains.

b. The COTF is line-managed by the Second Sea Lord (2SL) as the PPO and is a member of his Naval Service Personnel Board (NSPB). COTF is also a member of the Armed Forces Chaplaincy Policy Board (AFCPB) along with the Army and RAF Head of Chaplaincy Services (HoCs). The AFCPB provides a forum for decision making across the 3 Armed Forces’ Chaplaincy Services.

c. The COTF is based in Navy Command Headquarters (NCHQ) and is accorded 2* status. A copy of COTF’s ToRs can be found in BR 439.

3112. Naval Chaplaincy Service Organisation

a. The Deputy Chaplain of the Fleet (DCOTF) is responsible to COTF for the delivery and operational capability of the NCS.

b. The career management of chaplains is undertaken on behalf of COTF by the Executive Assistant (EA).

c. The three denominational groupings (Anglican, Roman Catholic and Church of Scotland and Free Churches) are each headed by a Principal Denominational Chaplain (PDC) appointed by their Sending Church or Group. They are responsible for ecclesiastical issues and ecclesiastical discipline only.
3113. COTF Policy Board (COTFPB)

a. The COTF is assisted in his policy making duties by his Policy Board which consists of the DCOTF, PDC, the Regional Chaplains, the RM Bde Chaplain, Reserves Chaplain and the EA/CM to COTF.

b. Policy Board members have a duty to represent the considered views of their chaplains, provide advice to COTF in the formulation of chaplaincy specific policy and also act a communication conduit between COTF and the Branch.

3114. Regional Chaplains

Regional Chaplains act as the Regional representative (Northern, Southwest and Eastern Regions) at the COTFPB representing chaplaincy within that area. As COTFPB member, act as co-ordinator for chaplaincy provision across their respective areas (utilising PORFLOT and DEVFLOT co-ordinators in the Naval Bases for chaplains in those organisations).

3115. Chaplaincy Team Leader (CTL)

The role and function of the CTL is described in the NCS Code of Practice. CTLs have delegated functional responsibility over other chaplains appointed to a task group, unit or shore establishment for the delivery of chaplaincy in accordance with NCS policy. Generic Terms of Reference (ToRs) for CTLs can be found at Annex 31A.

3116. Naval Base Chaplaincy Teams

a. Naval Base Chaplaincy Teams consist of all chaplains situated within a Naval Base, irrespective of the Command they are appointed to within that Naval Base. Each team will be characterised by a mutuality of prayer, support and communication. This will enable the chaplaincy team to meet the key outputs within that Naval Base and the Naval Service personnel located there.

b. Mutual support means that chaplains appointed to sea-going or deployable units will not have their deployed programme impinged upon by strict adherence to a Duty chaplain Rota where they are nominated to hold a duty. Cover for a deployed chaplain’s duty will be arranged using other team members who should be willing to cover the duty in order that front-line commitments are able to be met.

3117. Flotilla Chaplains

Chaplains appointed to Flotillas will serve as part of a pool of chaplains. In order to provide them with a sense of ‘ownership’ of ships, each chaplain should be allocated ‘clusters’ of Frigates and Destroyers so that a Ship’s Companies will become familiar with ‘their chaplain’, thus fostering good pastoral practice on a quasi parish model. The relevant CTL in the Base Port will provide overall management of Flotilla chaplains on behalf of Captain Surface Ships. Such management should not be seen as prejudicial to the line authority exercised over chaplains by Commanding Officers.
3118. Role and Responsibilities of the Naval Chaplain

a. Naval chaplains are called to serve as Ministers and Priests of the Christian Church and other world faiths. They are commissioned by Her Majesty the Queen, to provide for the spiritual needs of all in the Naval Service and their families, preparing them spiritually, emotionally and morally for the demands and rigours of Service life.

b. Naval chaplains also serve the Command and the wider Naval community, through effective pastoral care as the ‘friend and adviser to all on board’, working with other agencies, both at sea and ashore, in peace and war, to enhance the readiness, resilience and resourcefulness of Service people and their families.

c. Responsibilities of the chaplain include:

(1) Delivery of ‘all souls ministry’ to those of all faiths and those of none.

(2) Practical pastoral care for Service personnel and their families:

(a) Delivering as guardians of the Service’s moral compass.

(b) Behaving as the indispensable and confidential ‘friend and advisor to all’.

(c) Ensuring that their conduct and way of life reflects their sacred calling and maintaining the highest standard of professionalism, leadership and personal example.

d. Supporting the Chaplain. Chaplains in the Naval Service represent a unique resource that can assist by taking a considerable load from busy Divisional and Regimental Officers and enhance the depth of care the Service offers to personnel. In order to make best use of this resource, chaplains themselves need appropriate support. In particular, they need adequate accommodation and ready access to personnel. A chaplain who is therefore welcomed and encouraged to become fully involved in the life of a unit or establishment will be a positive asset whose benefit far outweighs any inconvenience caused by the need to accommodate another person in a crowded ship or unit.

e. While a chaplain works with and alongside the XO and the executive department, they do have a separate identity and therefore are accorded HOD status and direct access to CO.

f. There is a relationship between the accommodation available on a ship, the chaplain’s place in a ship and the length of time which a chaplain can spend in a FF/DD. Guidelines as to what is appropriate are as follows:

(1) Temporary sleeping arrangement and no dedicated working space - up to 2 weeks.

(2) Shared cabin but no dedicated working space - up to 8 weeks.
g. **Authority.** When revising a chaplain’s ToRs, or updating Management Plans, the following definitions apply:

1. **Line Authority.** Line Authority denotes executive and command lines of authority that establish chaplaincy relationships within a ship, RN or RM unit or establishment.

2. **Functional Authority.** Functional Authority denotes the means of implementing chaplaincy activities in pursuit of COTF’s policy. COTF delegates functional authority to Policy Board members and CTLs as appropriate. At all times, when dealing with this facet of management, pragmatism and good communication must be cornerstones.

3. **Ecclesiastical Authority.** Ecclesiastical Authority denotes the specific ecclesiastical responsibility vested in PDCs by the Endorsing Authorities. Such authority is purely denominational and is used to provide authoritative leadership, discipline and guidance in matters appertaining to particular denominational groupings. PDCs must ensure good liaison between themselves and Line/Functional Chains of Command.

**3119. Denominational Commitments**

a. Remaining in touch with respective Sending Church (SC) communities is clearly important and ensures strengthened links with local community. There is, however, a balance to be struck between spiritual sustainment and primary focus of caring for the men and women of the Naval Service. It is therefore reasonable to provide guidance on what constitutes a realistic level of denominational engagement.

b. In consultation with the Sending Churches, the PDCs have agreed that a chaplain should reasonably be expected to undertake the following engagement with their SC:

1. Annual retreat (5 working days, but not in addition to a personal retreat).

2. Denominational events such as Conferences, Synod, General Assembly, Lourdes (up to 5 working days annually), Quarterly attendance at Chapter/Presbytery (4 x ½ days).

3. Denominational commitments do not include the NCS Annual Conference and other single Service or tri-service denominational or branch conferences (CE, SF or RC) at Armed Forces Chaplaincy Centre.
c. Chaplains should therefore limit themselves to up to 12 days away from their place of duty on denominational business ensuring that their CTL and/or CO are informed as to whereabouts and planning ahead through team meetings as appropriate.

3120. Confidentiality

a. The Naval Service recognises that professional confidentiality is an integral component of the pastoral care that chaplains offer to naval personnel. Such confidential support sustains the wellbeing of the individual and so enhances the individual’s contribution to the Naval Service.

b. For Roman Catholic and Anglican chaplains, in accordance with canon law, confidentiality in formal sacramental confession is inviolable entailing no reporting whatsoever to a third party.

c. Pastoral encounters between chaplains and naval personnel remain strictly confidential. Guidance published by HM Government\(^2\) articulates good practice that should be adhered to on the safeguarding of children and vulnerable adults. Exceptionally, there may be occasions when a chaplain needs to share sensitive information with appropriate authorities, without the consent of the service person, “if there is reasonable concern that a child or adult at risk has been abused, or may be at risk of harm, where sharing information without the person’s consent will override the requirement to keep information confidential”\(^3\). The chaplain should first encourage the person to disclose the information themselves. If the chaplain feels obliged to refer against the person’s wishes, then the chaplain must inform the person of his intentions, and what is to be reported and to whom.

d. The law on confidentiality, and any definition of what constitutes good practice, is complex and where chaplains are unclear they are to refer to their respective Sending Church guidance\(^4\) and/or seek advice from the COTF’s office or their respective PDC.

3121. Retreats

Chaplains are to attend a one week retreat annually. While funding for retreats may be claimed from public funds, financial probity should be exercised in accordance with JSP 752 Art 04.0101. Retreats taken outside the UK should be approved both by the Commanding Officer and DCOTF\(^5\).

3122. Pastoral Workers

Pastoral Workers (PW) are civilians recruited and paid for by Aggie Weston’s to provide support to chaplaincy ashore. PWs are integral members of chaplaincy teams and are line managed by the chaplain, or by the CTL in a chaplaincy team. The PW has Senior Rate status for messing etc.

\(^3\) Church of Scotland Safeguarding Handbook, p43.
\(^5\) BR 439, Section 010318 - Retreats.
3123. **Church Officers**

a. Church Officers are an administrative, not a ministerial appointment made by Commanding Officers of HM ships and submarines. They are appointed to assist the Commanding Officer in providing church services when there is no chaplain embarked. They may be of any rank, rate or denomination, but are to have suitable demeanour and organisational skills. Chaplains should make it their special care to ensure that a suitably committed person is proposed as Church Officer in preference to an individual being pressed into the post.

b. **Tasks.** Church Officers should co-ordinate arrangements for the provision of Sunday and other church services at sea. Alongside they should publish the times of local church services. They should be aware of the regulations in QRRN and BR 439 concerning applications for marriage, baptisms etc.

3124. **World Faiths Chaplains**

a. Chaplains from the 5 main World Faiths, other than Christianity, are appointed as World Faiths Chaplains for the support of Jewish, Buddhist, Hindu, Muslim and Sikh Armed Forces personnel. Names, addresses and contact details of these chaplains may be obtained from NCS contact list.

b. Questions regarding religious practice or religious festivals for adherents of the Buddhist, Hindu, Jewish, Muslim and Sikh faith communities should be addressed initially to the appropriate World Faith Chaplain. DCOTF should be made aware of any serious issue or requirement for policy change.

c. With the consent of the individual, chaplains may forward details of Sikh, Hindu, Buddhist, Islamic and Jewish personnel in their ships/units to the appropriate World Faith Chaplain.

3125. **Shared Use of Naval Churches - Guiding Principles**

a. Where there is only one chapel or church available on an establishment, then this shall be regarded as ‘shared’ in status. In order to ratify this, a ‘shared’ use agreement is to be endorsed by the three PDCs; a generic version of this agreement is available at Annex 31C.

b. The designation of a Royal Navy chapel or church as ‘shared’ is an ecumenical task and needs to be approached with a commitment to best ecumenical practice and strong ecumenical witness. The aim must not be to provide the lowest common denominator, but to find the best and integrated way to order a chapel so that those from different Christian traditions and none will identify with the sacred space they find within, whilst avoiding that which may cause unnecessary dissonance or offence.

c. In order to achieve this aim, all involved parties will need to demonstrate respect for and understanding of the traditions, symbols and practices of those who will use the chapel. Cooperation, negotiation, concession and conciliation should be paramount in this process.
d. This will ultimately mean that individual chaplains and their teams must respect portable furnishings, vestments and items of devotion which do not necessarily support their chosen liturgical or spiritual expression. These items may be taken out of use but must be retained and stored within the chaplaincy itself for the purposes of their successors and not disposed of.

e. Those requiring any clarification regarding the process and use of a ‘shared’ area are to do so either via their PDC or through the COTFPB.

3126. **Provision of Churches and World Faith Prayer Rooms**

a. **Churches.** Commanding Officers are responsible for initiating administrative action through their Property Manager/Site Estate Representative for the provision of churches and church rooms permitted under the appropriate scale (JSP 315). When a church or church room is not available, Commanding Officers are to ensure that adequate and worthy accommodation is made available for the conduct of worship.

b. **World Faiths Prayer Rooms.** A practising member of a faith group deployed on board ship or in an establishment is to be afforded the provision of a space which may be used as a prayer room. Where adherents of the world faith groups do not have the requisite furniture and/or items of religious significance which are essential to the practising of their faith, the local budget holder should be approached for assistance in securing such items.

c. **Armed Forces Chaplaincy Centre (AFCC).** The AFCC, as part of the Defence Academy, is able to offer a wide variety of residential courses. Besides supporting the service chaplains, the Centre offers many courses for those who are interested in developing their ability to work with people in the Service community.

   (1) Courses are aimed at enhancing both personal skills and the skills required in the pastoral care of Service personnel and their families. This site – http://www.da.mod.uk/prospectus - gives details of the courses and an application form which can be downloaded and completed.

   (2) As a Chaplaincy Centre, Amport House can offer a unique atmosphere where people of any rank and background can work, dine, learn and relax together in a private and secure location.
3127. Church Services and Ceremonies

a. Sunday Services at Sea.

(1) The provision of worship on a Sunday is the responsibility of the ship’s Commanding Officer. When no chaplain is embarked, the COTF authorises a Service for use in the ship. When a chaplain is embarked the content of the service is the chaplain’s responsibility.

(2) NCS Policy is that the main Sunday Church service at sea is ecumenical, non Eucharistic and open to all, with Eucharistic provision made at a separate time.

b. Sundays when Abroad.

(1) Sunday service is not normally held when the ship is alongside, but this is at the discretion of the Chaplain and the CO. If no service is held on board, then a list of local Churches, along with addresses and service times, should be made available from the Visiting Officer in order for Ship’s Company to be aware of what is available in the port.

(2) If a port has a Naval presence and a Naval Chaplaincy, it is appropriate for the Ship’s Chaplain to call on the local chaplain. If there is no chaplaincy presence then it is appropriate to call on local ecclesiastical hierarchy.

c. Marriages.

(1) Marriages Abroad. Chaplains should give every support to couples intending to marry abroad. In the case of a civil ceremony, the High Commission or Embassy of the country concerned should be consulted well in advance in order to overcome any procedural difficulties. In the case of a church marriage, the local ecclesiastical authorities must be consulted to ensure that there is no breach of canon law or courtesy. It must be checked whether a marriage abroad should be registered locally.

(2) Marriage in HM Ships. Royal Navy vessels, including Royal Fleet Auxiliaries, are not registered places for marriages, for either civil or religious ceremonies, even abroad. Preliminaries for marriage may be carried out on board if the regulations are satisfied (QRRN Chapter 61). Banns may only be called by an Anglican Chaplain or the Commanding Officer.

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The term Eucharist encompasses Holy Communion, Sacrament of the Lord’s Supper, Holy Mass as appropriate to a chaplain’s tradition.
(3) **Marriages – use of Anglican Churches by CSFC and RC Personnel**

(a) Certain Anglican churches and chapels may be used for the solemnisation of non-Anglican marriages. The approved churches/chapels are:

- Britannia Royal Naval College Chapel, Dartmouth.
- The Church of St Ann's, HMNB, Portsmouth.
- The Church of St Nicholas, HMNB, Devonport, Plymouth.
- The Fleet Air Arm Memorial Church, Yeovilton.
- Saint Alban’s Church, CTCRM Lympstone.

(b) Chaplains wishing to arrange a marriage in one of the above churches/chapels must apply to the Anglican Chaplain of the establishment or unit before any undertaking is made. Non Anglican Chaplains should be aware of Anglican marriage discipline regarding the marriage of divorced persons. The Archdeacon can advise.

(4) **Same Sex Marriages (SSM).** Currently none of the Sending Churches which licence RN chaplains, authorise their chaplains to conduct SSMs.

d. **Baptisms**

(1) No baptism can be arranged on board without prior consultation with the Commanding Officer, the Unit’s chaplain and the appropriate PDC; or in their absence the appropriate Naval Base chaplain.

(2) The surroundings must be as dignified as possible. If a social occasion is to follow in the same space, care is to be taken to ensure that the dignity of the occasion is not compromised.

(3) Care should be taken to ensure that the Service is conducted in as reverent a way as possible. Pipes should not be made and the Church pennant should be flown.

(4) If a civilian Minister or Priest is invited to conduct a Service of Baptism on board, approval must be obtained from the appropriate PDC.

(5) Details of the Baptism are to be recorded in the Ship’s Log.

(6) It has been custom in the past for the names of those baptised on board to be engraved on the ship’s bell. No provision is made in public funding for this purpose.

(7) In all cases, baptisms are to be recorded denominationally in the appropriate registers at the Base Port according to individual Church norms. Joint Chaplaincy baptismal registers are not to be used.
3128. **Death in Service**

Visiting/Assisting Officers who provide assistance and advice to families in cases of death in service should take account of any specific requirements relating to the religion or belief of the bereaved and of any funeral, burial or cremation arrangements which may arise as a result. Advice should be sought from casualty staff and/or COTF’s office, the appropriate World Faith Chaplain, Service Chaplains or Service Religious Advisors where appropriate. In circumstances where death occurs in combat or operations, bodies of the deceased will normally be repatriated to the UK.

3129. **Burial at Sea and Committal of Ashes at Sea**

a. During peacetime the burial of a body at sea is not normally permitted. No commitment should be entered into with next-of-kin for burial at sea without consulting DCOTF.

b. The Naval Service offers the facility for the Committal of Ashes. Chaplains should be familiar with individual Naval Base procedures so that all requests are processed correctly. Ashes may be committed from warships on certain occasions, but this will normally only be approved in the case of persons serving at time of death. “DIY” committals of ashes should be actively discouraged.

c. For practical reasons ashes must not be literally scattered at sea. The ashes should be stored in a weighted, vented and unmarked container/casket. The Naval Base chaplaincy CTL will be able to provide current regulations regarding the casket required. The casket is to be treated as a coffin and is to be covered by a small Union Flag. The White Ensign is not to be used.

3130. **Emergency Burial**

Chaplains on front line duty carry an emergency order of prayers for the five main minority faith groups (Buddhism, Hinduism, Islam, Judaism and Sikhism) as well as Christianity. This is to permit the battlefield burial of deceased Service personnel in the extremes of a combat situation where repatriation may not be feasible. Repatriation is the usual course of action.

3131. **Memorial Services**

a. In the event of the death of a member of a Ship’s Company it is appropriate for Memorial Services to be held for those on board who are unable to attend a funeral. This should be done in liaison with the ship’s chaplain, who will assist in compiling an order of service. This service can be held on board or if alongside at a local Naval Base church. If at a local Naval Base church then this should be arranged in conjunction with the establishment’s CTL.

b. It is suitable for a chaplain to be asked to conduct a wreath-laying service if it is intended for either a ship to stop over the spot where a Royal Navy ship sank, or a visit to a War Graves Cemetery ashore. QRRN details the occasions when the cost of a wreath may be borne by public funds – IAC is 1L9 6391 and these can be obtained from a local RBL branch or by calling 01622 795802. Ships should ensure that they have sufficient poppy wreaths for an entire deployment and that the appropriate fund is used.
3132. Commissioning, Re-Dedication and De-Commissioning Services

a. Chaplains should liaise with DCOTF at an early stage when a ceremony is being planned. No commissioning or re-dedication is to occur without the knowledge of COTF. While the service of commissioning or re-dedication is arranged by the Commanding Officer, the ship/unit’s chaplain should be consulted with regard to the order of service. Previous orders of service are available from DCOTF.

b. COTF normally conducts all commissioning services, regardless of the size of the ship, submarine or unit. DCOTF normally conducts re-dedication services. The chaplain with direct responsibility for the ship/submarine/unit concerned will normally be robed and participate in such services.

3133. Ecumenical Services

Traditional occasions on which ecumenical services are held are Remembrance Sunday, Seafarers’ Sunday, commissioning services and re-dedications of HM ships and dedications of colours. Guidelines of permitted ecumenical occasions can be found in BR 439.

3134. Conscientious Objection

Armed Forces personnel have a liability to deploy with their units worldwide. There are well established appeal procedures for Service personnel who, during their service, develop a genuine conscientious objection to further military service. A member of the Armed Forces who develops an objection to future military service should make that objection known to their Commanding Officer.

3135. Other Religious Movements (including Cults and Sects)

Some Other Religious Movements, including cults and sects, may be damaging to Operational Capability and to the well-being of individuals and the Command is to be kept informed of any individual that may fall into this category. Chaplains should be aware, however, of the provisions of the Religious Freedom Act (2004) and of regulations relating to an individual’s right to change their religious affiliation under JPA.
GENERIC TERMS OF REFERENCE FOR THE CHAPLAINCY TEAM LEADER (CTL)

1. Preamble
   The chaplains at xxxx form an integrated and ecumenical team. A CTL is appointed by
   the DCOTF to co-ordinate the work of the chaplaincy and to be responsible for the delivery
   of chaplaincy outputs. This appointment does not impinge in any way upon the equal status
   of the three chaplains at xxxx but is merely a tool to enable effective use of personnel and
   resources. All three chaplains retain their denominational integrity and responsibility and the
   right of direct access to the Commanding Officer in the course of their professional and
   pastoral duties.

2. Purpose
   a. Primary Purpose. To effectively co-ordinate the work of the chaplaincy team
      within HMS xxxx and its lodger units to ensure delivery of the highest possible
      standards of spiritual and pastoral care to Command.
   
   b. Secondary Purposes
      
      (1) To co-ordinate the work of the chaplaincy team within HMS xxxx to
      contribute to the well-being of HMS xxxx in delivering spiritual and pastoral care
      to its service community through achievement of the primary purpose.

      (2) To co-ordinate the training of New Entry Chaplains as required.

      (3) To represent and act as a conduit of information to the respective Naval
      Chaplaincy Service (NCS) nominated Regional Chaplain through to Chaplain of
      the Fleet Policy Board (COTFPB) and the Commanding Officer of his/her
      establishment and chaplaincy team.

3. Accountability
   a. The CTL is accountable to the Commanding Officer in all matters of naval
      discipline and for the achievement of their purposes.

   b. The CTL is functionally accountable to the COTF for the maintenance of
      professional standards and duties.

   c. The CTL is accountable to their Sending Church via their Principal
      Denominational Chaplain (PDC) in matters of ecclesiastical discipline ensuring the
      Chaplain of the Fleet or Deputy Chaplain of the Fleet are informed as appropriate.
4. Authority
   a. The CTL has delegated functional authority over the other chaplains in the chaplaincy team to achieve the Primary Purpose.
   b. The CTL has line authority over all other, non-chaplain, members of the chaplaincy team.
   c. The CTL has delegated financial authority from the Commanding Officer for xxxx.
   d. The CTL has authority to liaise with internal and external stakeholders in the execution of his/her duties.

5. Organisation
   A typical organisational relationship may look as follows but should be adapted as required by each unit:

   **Figure 31A-1. Chaplaincy Organisation**
6. **Principal Tasks**

a. Enable the process of consultation and information exchange within the chaplaincy team.

b. Initiate consensual planning and decision making concerning chaplaincy tasks.

c. Be responsible for ensuring that policy and practices agreed by the chaplaincy team are implemented.

d. Act as a conduit of communication between the chaplaincy team and the Commanding Officer and vice versa.

e. Ensure that the work and concerns of chaplaincy are represented at all appropriate executive, planning and management levels within the life of the Establishment (though not necessarily by the CTL).

f. Co-operate with the Career Manager in their responsibility for the delivery of NCS wider outputs.

g. Manage the Non-Public Funds of the chaplaincy.

h. Manage chaplaincy staff and raise reports as required for those under his/her line authority.

i. Enable the development of the unit Chapel as a place of spiritually fresh and culturally relevant worship.

j. Facilitate the growth of unit personnel within their faith tradition.

k. Co-ordinate and deliver the Royal Navy’s chaplaincy and Moral Component syllabus as required by the establishment.

l. Maintain a close liaison with the unit welfare and medical organizations, in particular through the Carers Forums.
ANNEX 31B

GUIDELINES FOR RELIGIOUS MINISTRY AND CHAPLAINS CO-OPERATION IN A MULTINATIONAL ENVIRONMENT

1. Religious Ministry in Principle

   a. Freedom of religion and to manifest its practice is a human right. Therefore the religious tradition of each person has to be respected.

   b. Personal care, including religious ministry is a national responsibility. Organisation of military chaplaincy depends on national regulations.

   c. Therefore, even in multinational force operations, military chaplaincy is executed under national responsibility.

   d. The national regulations (see b above) may influence amongst others:

      (1) The length of tour.

      (2) The relation to the respective Commanding Officers.

      (3) The status (militarily and ecclesiastically).

      (4) The field of responsibility (militarily and ecclesiastically).

      (5) The ecumenical co-operation.

      (6) The religious support (e.g. pastoral care, ministry of presence, liturgy, and ethical lectures) provided.

2. Chaplains Co-ordination and Co-operation

   a. National regulations of the participating chaplaincies will govern the co-operation between the respective elements. As a means to ease the co-operation the differences between participating nations should be identified and addressed.

   b. The position / function of a co-ordinating chaplain could be helpful.

3. Structure of Co-ordination

   a. If required a co-ordinating chaplain should be established to the coalition force as a member of the staff.

   b. The co-ordinating main tasks to provide a comprehensive ministry include:

      (1) Collecting necessary information from participating chaplains, particularly with respect to the issues laid down in 1d above.
(2) Initiating meetings of chaplains in the AOR.

(3) Collecting issues concerning chaplaincy in Operations Plans and Orders.

(4) Being a POC for information about possibilities of religious support in the AOR.

(5) To advise the commander of the coalition force and the staff concerning the religious care for all personnel.

(6) To advise on matters pertaining morals, morale and ethics as they pertain to the command.

(7) To offer religious ministry to the coalition staff meetings, where appropriate.

(8) To take part in the coalition staff meetings, where appropriate.

(9) To co-ordinate and conduct chaplains’ activities in case of bigger incidents (debriefing, memorial services, reintegrating briefings etc).

(10) To help coordinate religious service to units without a chaplain, if requested.

c. Topics of chaplains’ co-ordination meeting could be:

   (1) Sharing information (staff → units and vice versa).

   (2) Taking care of each other.

   (3) Sharing experiences.

   (4) Preparation of special services of common interests etc.

d. The instrument of a coordinating chaplain does not replace or influence the national Chain of Command of each participating chaplain.

4. Competences for Chaplains Co-operation

   a. Holding in mind that chaplains have to take in to account national requirements and structures, a co-operating attitude is encouraged.

   b. This requires in a multinational force operation:

      (1) The respect for national and denominational traditions and particularities.

      (2) The readiness to participate in a consultations process.

      (3) The willingness to reach consensus if possible.

      (4) The preparedness to offer mutual support.
ANNEX 31C

AGREEMENT FOR THE SHARED USE OF THE CHURCH OF XXXX, AT XXXX

1. The Church of xxxx at xxxx, is a designated shared naval church.

2. The policy for, and ordering of, the church is agreed by the Chaplain of the Fleet’s policy Board, which remains the final point of reference for the management of the facility.

3. The routine management of the church is delegated to the Chaplaincy Team Leader, xxxx.

4. Chaplains whose appointments involve the pastoral care of xxxx personnel have equal right of access to, and use of, the church.

5. Chaplains have the right to use the forms and ceremonies of their Sending Churches within xxxx.

6. Other chaplains requiring the use of xxxx are to liaise with the Chaplaincy Team Leader.

7. All users must return the church to its agreed order upon completion of use.

8. Detailed principles for the ordering of this shared worship space can be found in BR 439.

Signed: ..............................................................
The Chaplain of the Fleet

Signed: ..............................................................
Deputy Chaplain of the Fleet

Signed: ..............................................................
Principal Denominational Chaplain (RC/CoE/CFSC) – delete as appropriate.
CHAPTER 32

SERVICE FUNDS, CHARITIES & ASSOCIATED ORGANISATIONS

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Seafarers UK
SSAFA Forces Help
Union Jack Club
Veterans Aid
Victory Services Club
War Widows Association
White Ensign Association

ANNEX

Annex 32A  Naval Service Assisted Passage Scheme (NSAPS)
CHAPTER 32
SERVICE FUNDS, CHARITIES & ASSOCIATED ORGANISATIONS

SECTION 1 – PROVISION OF SUPPORT TO CHARITIES

3201. Introduction

The Third Sector Section is the Naval Command’s focal point for Third Sector (including charities, not for profit organisations, associations, heritage and museums) issues, interactions, policy and guidance. The Third Sector Section sits within the Command Secretary’s area of the Naval Command Headquarters and its role is to provide greater clarity, consistency and focus with respect to Navy Command’s interactions with the Third Sector, to define policy and provide the focal point/representation for dealings with Third Sector entities, including the RN resources that could be offered (in accordance with Departmental guidelines) to requests for Naval Service support.

3202. Further Guidance

The Navy Command’s Guide to the Provision of Support to Charities and Other Third Sector Organisations can be found on the Charities and Heritage webpage on the RN intranet. The guide is to be used when dealing with requests for support, sponsorship and assistance from Third Sector organisations (including Service charities). Following the guide will ensure that all requests for support to charities are processed properly in accordance with Treasury and Departmental guidelines, to the same set of principles and consistently across the Naval Service.
SECTION 2 – SERVICE FUNDS - GENERAL

3203. Introduction
This section gives details of non-public funds, which have Charitable status and exist to support the moral component of fighting power by providing funds for charitable purposes including the provision of facilities and amenities for education, recreation and entertainment, and otherwise financial support and benevolence for the mental and spiritual needs of serving and ex-serving personnel and, in necessitous circumstances, their dependants. Advice on any aspect of these funds may be obtained from the point of contact for this Chapter. The Chapter also lists a few of the other organisations which may provide support to Service and ex-Service personnel and their families.

3204. Service Funds - General

a. Service funds are non-public funds set up to promote military efficiency and as such come within the definitions of charitable purposes in Section 3.1(l) of the Charities Act 2011 (applicable in England and Wales) which states that "The promotion of the efficiency of the armed forces of the Crown, or the efficiency of the police, fire and rescue services or ambulance services". Although charity laws in Scotland and Northern Ireland do not have such a specific purpose, the objects of military charities are accepted under other general purposes in these jurisdictions.

b. Public Benefit. The 2011 Charities Act also specifies that, in addition to having a purpose listed in Section 3.1 of the Act, charities must benefit the public. Service Funds and charities are therefore required to prove their public benefit and an example clause for this purpose has been adopted for inclusion within the constitution of Service funds as follows:

“This fund provides public benefit by assisting Service personnel to more effectively perform their roles within the armed forces of the Crown (or Royal Navy). This assistance enables Service personnel to face the challenges and danger associated with military service by developing and maintaining teamwork; skills; confidence; spirit and attitude; and morale. As a result the fund promotes the efficiency of the armed forces of the Crown by enhancing the Royal Navy’s capability to undertake the roles demanded of it including the defence of the United Kingdom and its interests.”

c. Benevolence Funds. Benevolence funds (through block grants to other charities or on individual application) assist in alleviating distress or a proven financial need. In each case, eligibility in accordance with the objects of the fund and the beneficiary class is a determining factor.

d. Amenity Funds. Amenity funds are not provided to replace that which should be publicly funded, but rather to add that particular value that enhances facilities and recreational activities, thus improving the conditions of service for serving personnel, and where applicable the quality of life of their dependants. When making an application for Amenity Funding the Mixing of Public and Non-Public Funds on the Defence Estates needs to be taken into consideration.
e. **Accountability.** It is important that all expenditure of public funds by departments within the MOD complies with the rules and conventions of parliamentary and public accountability, and that corresponding regularity and propriety is observed by those who have been delegated financial authority.

f. **Scope.** Demonstration will be required on applications for capital spends for facilities that are not scaled items, or will not be adopted as core items, that future maintenance or replacement will be provided for from the organisation's own Non Public Funds and that these costs (the through life costs) have been fully assessed and can be met. Non Public Funds should not normally be used for scaled items that are provided for from the Service Accommodation Code. This guidance does not preclude requests to upgrade existing facilities already maintained by Public Funds where such improvements would enhance and improve the Conditions of Service for the men and women serving in the Naval Service.

### 3205. Service Funds – Composition and Regulation

a. A Service fund is a fund, comprised of money, stock and other assets, which is not the property of the Crown but which is used for the benefit of Service personnel to promote their well-being and efficiency. Non-Service personnel who contribute to the promotion of military efficiency are also entitled to benefit from such funds. The Crown has no liability whatsoever for any loss of cash, or loss or damage to stock or property, belonging to Service Funds. Such funds enjoy charitable status (so long as they are used solely for the benefit of those entitled beneficiaries listed above) and, are subject to the regulations of the Charities Act 2011.

b. Service funds are not private; they are official funds and their proper conduct is an integral part of the fabric of discipline and administration of the Royal Navy. Official support may therefore be provided for the maintenance, regulation and auditing of non-public funds. In circumstances where official support cannot be provided, the Commanding Officer may, in fulfilling the duties of Sole Managing Trustee, require the funds to be audited by a professional civilian accountant. The cost of such audits is not admissible as a charge against public funds but is an acceptable charge to the fund being audited.

c. **Non-Publicly Funded Activities.** The Department generally accepts no legal liability for activities of Service personnel assigned responsibility for activities which are wholly funded by non-public funds. A Commanding Officer is therefore to ensure that such activities have the requisite commercial insurance cover set out in single Service regulations.

d. **Managing Trustee.** Commanding Officers are the sole managing trustee of all Service funds existing for the benefit of the personnel under their command and as such they are ultimately responsible for ensuring that:

   (1) Each fund confines itself to its activities and expenditure for the purpose for which it was instituted.
(2) The finances are managed to the maximum advantage of the beneficiaries.

(3) The law as laid down in the Trustees Act 2000 is observed as far as investments are concerned. A copy of this Act is at www.legislation.gov.uk/ukpga/2000/29/contents.

e. **Regulations for the Conduct of Service Funds.** Regulations for the conduct of Service funds, together with accounting and audit advice are contained in:

   (1) **RN.** BRd 0018, *Management and Accounting Instructions for Service Funds* and further advice can be sought from NAVY SEC-3RD SECTOR SFA (93832 5234).

   (2) **RM.** AC 60450, Service Fund Regulations and further advice can be sought from NAVY OCGRM-RMSFA (93832 5235).

f. **Duties and Responsibilities.** All those involved in the administration of Service funds are to be fully conversant with their duties and responsibilities, as detailed in BRd 0018, *Management and Accounting Instructions for Service Funds* or, for Royal Marines, AC 60450, *Service Fund Regulations*.

g. **Guidance to Trustees.** A copy of the Trustees Act 2000 is available at www.legislation.gov.uk/ukpga/2000/29/contents. Advice and guidance is available from the appropriate Charity Commission (see contact details below) on the correct administration of Service funds and their view should be sought whenever a trustee needs to clarify whether a particular activity of a Service fund, or the beneficiaries of that activity, lies within the bounds of the Charities Act 2011. The contact details for the Charity Commissioners are:

   (1) **The Charity Commission for Charities in England and Wales:**

      (a) Online: http://www.charity-commission.gov.uk/

      (b) By post: Charity Commission First Contact, PO Box 1227, Liverpool, L69 3UG

      (c) Telephone: 0845 300 0218 (Mon – Fri, 0900 – 1700 hrs, except national holidays)

   (2) **The Office of the Scottish Charity Regulator:**

      (a) Online: http://www.oscr.org.uk/

      (b) Email: info@oscr.org.uk.

      (c) By post: Office of the Scottish Charity Regulator (OSCR), 2nd Floor, Quadrant House, 9 Riverside Drive, Dundee, DD1 4NY

      (d) Telephone: 01382 220446 (08:30 to 16:30 Mon – Thurs, 08:30 to 16:00 Fridays, except on Bank Holidays
(3) The Charity Commissioner for Northern Ireland:

(a) Online: https://www.charitycommissionni.org.uk/

(b) Email: admin@charitycommissionni.org.uk

(c) By post: Charity Commission for Northern Ireland, 257 Lough Road Lurgan, Craigavon, BT66 6NQ

(d) Telephone: 028 3832 0220 or TextPhone (028 3834 7639) Mon - Fri 09:00 to 17:00, except public holidays.
SECTION 3 - ROYAL NAVY & ROYAL MARINES CHARITY (RNRMC)
(Registered Charity No: 1117794 and SC041898).

3206. Overview

The Royal Navy & Royal Marines Charity (RNRMC) is the Navy Board’s single focus for naval charity, co-operating as closely as possible with the RN’s oldest charity, Greenwich Hospital, which was established as a Crown Charity by Royal Charter in 1694. The RNRMC is a fully independent charity and, following its formation, Greenwich Hospital has increasingly channelled its support to naval charity through the RNRMC. The RNRMC has three strategic objectives:

- to increase the amount of money available to all their beneficiaries;
- to increase the proportion available for benevolence; and;
- to achieve a single focus for Naval charity.

3207. Generating Funds

a. The RNRMC’s funds generate income to meet current needs from their own investments. As the RNRMC further develops its policies to meet the wider strategic environment, it needs to enhance its income in order to improve the assistance that may be provided. As such, all RN units are encouraged to place the RNRMC, as the Navy Board’s preferred fundraising charity, at the forefront of their own charitable and fund raising efforts. The Navy Board in June 2009 directed that The RNRMC be established as the prime beneficiary for all fund raising events that utilise naval assets. This was not designed to prevent ships’ companies from undertaking the enormous range of activities of charitable work, which does so much to add lustre to the reputation of the Royal Navy. The aim is to help focus attention on the Naval Service’s own charity and in dealing with requests from major charities, it will ensure that non naval charities, who may make considerable sums of money by using RN assets, follow the rules and be invited to make a donation to the RNRMC from the profits that are made from any event.

b. The RNRMC is the receiving charity for funds generated from the RN’s Charity Payroll Giving Scheme (see Section 9).

c. In practical terms of meeting the Navy Board’s remit that the RNRMC should benefit when other charities undertake fundraising activities using naval resources. The Navy Board suggested that other non-naval charities are invited to donate 15% of the clear profits to the RNRMC. Further advice is available from the point of contact for this chapter.
3208. Objectives
The objectives of the RNRMC are described as such charitable purposes as the Trustees shall from time to time think fit, including but not limited to:

a. The relief in need, hardship or distress of beneficiaries and their families and dependants;

b. The assistance with, provision of or contribution to the education, and training of children of Beneficiaries; and

c. The promotion of efficiency of the Naval Service and the Auxiliaries by way of the enhancement of morale, the improvement of recruitment and retention, and the further relief and encouragement, of men and women who are serving in the Naval Service or the Auxiliaries.

d. In summary, the RNRMC provides funds both to improve the quality of life of serving sailors and marines but is also the single biggest source of funds for charities that provide a whole range of through-life care to its beneficiaries.

3209. Beneficiaries
All personnel who are, or have served in the Royal Navy, the Royal Marines, the Women’s Royal Naval Service, the Queen Alexandra’s Royal Naval Nursing Service, Naval Reserve Forces or Auxiliaries and their dependants.

3210. Charities and Subsidiary Funds within the RNRMC

a. Naval Service Amenity Fund (see Para 3212).

b. Naval Service Prizes and Award Fund (see Para 3213).

c. Naval Service Sports Charity (see Para 3214).

d. Naval Service Dependants’ Fund (see Para 3215).

e. Fleet Air Arm Benevolent Trust (see Para 3216).

f. Sir Donald Gosling Maritime Reserve Amenity Fund (see Para 3217).

g. Naval Service Benevolence Fund (see Para 3218).

h. Queen Alexandra’s Royal Naval Nursing Service Trust Fund (see Para 3219).

i. Plymouth Royal Naval Aid Fund (see Para 3220).

j. Naval Medical Compassionate Fund (seePara 3221).

k. Royal Naval Benevolent Society for Officers (RNBSO) (see Para 3222).
3211. **RNRMC Contact Details**

Royal Navy & Royal Marines Charity
Building 29
HMS EXCELLENT
Whale Island
Portsmouth
PO2 8ER

Phone:  General: 023 9254 8128
Head of Grants: 023 9254 8093
Grants Administrator: 023 9254 8191
RNRMC Payroll Giving Scheme: 023 9254 8417
Events/Fundraising: 023 9254 8155

Fax: 023 9254 8074
Email: theteam@rnrmc.org.uk
Web address: www.rnrmc.org.uk
SECTION 4 – RNRMC - MILITARY EFFICIENCY FUNDS

3212. Naval Service Amenity Fund (NSAF)

a. Objectives. The objective of the NSAF is to promote efficiency of the Naval Service by:

(1) The provision, support and improvement of facilities and activities for the recreation and amenity of Naval Service personnel and their dependants;

(2) The provision of financial assistance for travel and associated accommodation and subsistence expenses to:

   (a) Naval Service personnel on deployment and connected persons;

   (b) Naval Service personnel recruited from Foreign and Commonwealth counties; and

   (c) Connected persons (Naval Service Assisted Passage Scheme).

(3) The provision, maintenance and support for any church, chapel or other place of worship or any religious activity for the benefit of Naval Service personnel and their dependants;

(4) The provision and support of recreational activities, patient comforts and amenity facilities, for those Naval Service personnel under medical care.

b. Beneficiaries. Personnel who are serving in the Naval Service or Auxiliaries and their dependants.

c. Provision. The following are among those requests that can be supported by the NSAF.

(1) Audio Visual Equipment;

(2) Recreational and entertainment items and facilities;

(3) Mess Refurbishment or Enhancements;

(4) Naval Service Assisted Passage Scheme (Loans) (See Annex 32A)

(5) Ships’ Commissioning and De-commissioning Ceremonies;

(6) Personnel De-compression Events, homecomings, Families Days and Team Building Events.

Note. Mini Buses are normally provided with funding from the Nuffield Trust.
d. **Grants.** The amount of money available for grants is dependent upon the funds investments and donations provided by SABS, therefore, there is the possibility that some worthwhile projects may not be able to be supported. Further guidance and application forms are available from the RNRMC Grants Administrator (see Para 3211 for contact details)

3213. **Naval Service Prizes and Award Fund (NSPAF)**

a. **Objectives.** To promote the efficiency of the Naval Service and Auxiliaries by the provision of prizes and awards to Naval Service or Auxiliaries personnel:

   (1) Who show marked efficiency in their duties;

   (2) Who distinguish themselves in examinations or as students on courses;

   (3) For innovation, useful research, suggestions or inventions which improve the efficiency of the Naval Service or Auxiliaries;

   (4) For other purposes as agreed by the trustee from time to time.

b. **Beneficiaries.** Personnel who are serving in the Naval Service and Auxiliaries.

c. **Contact Details.** For an Application Form and further details contact the RNRMC Grants Administrator (contact details at Para 3211).

3214. **Naval Service Sports Charity (NSSC)**

a. **Objectives.** The Charity, which is a subsidiary charity of the RNRMC and a company in its own right, promotes efficiency in the Naval Service by supporting and encouraging participation in sport and adventure training.

b. **Roles.** Its main roles are to:

   (1) Champion sport within the RNRMC cluster of charities to ensure that investment income, charitable donations and individual voluntary contributions are used for the benefit of sport and, where possible, increased.

   (2) Provide the running costs of the 39 Sports Associations and support to teams, elite athletes and any individual partaking of sport either by direct grants or through the Commands.

   (3) Own and manage projects that support sport in the Naval Service, such as the Temeraire sports accommodation.

c. **Beneficiaries.** Naval Service personnel.
d. **Funding.** The charity is able to support a proportion of its objectives from the income derived from its investments, the RNRMC and the RN & RM Sports Lottery. Further information about the RN & RM Sports Lottery can be found on the RN Intranet (Community, Sports and Social, Sports Lottery).

e. **Contact Details:** For further details and grant application enquiries contact Mr Norman Jackson (RN Sports Grants Manager) via email (Nssc-cs@sky.com) or telephone 023 9259 3790.

3215. **Naval Service Dependents’ Fund (NSDF)**

The NSDF provides immediate relief by way of a grant of £12,000 to the named beneficiary or next of kin on notification of death. The grant is paid out in all circumstances and is not means tested. Approximately 32 payments are made each year. The Fund receives no direct contribution from the serving population and is funded by the RNRMC from the RNRMC payroll giving scheme and SABS. For more information on the Naval Service Dependents' Fund, please contact the RNRMC Head of Grants (see Para 3211 for contact details).

3216. **Fleet Air Arm Benevolent Trust (FAABT)**

The FAABT provides financial support to those serving members of the Naval Service killed or injured in an aircraft accident or who have need of assistance on an ongoing basis. The benefits include, financial grant made to surviving spouses, civil partners and children and, if required, assistance is given to beneficiaries on an ongoing basis. The level of grant is decided by the Trustees according to the individual circumstances. For more information on the Fleet Air Arm Benevolent Trust, please contact the RNRMC Head of Grants (see Para 3211).

3217. **Sir Donald Gosling Maritime Reserve Amenity Fund (DGMRF)**

The DGMRF is part of the group forming the Royal Navy & Royal Marines Charity, and it focuses on amenities grants for reservists serving in the Royal Naval Reserve and the Royal Marines Reserve and their dependants. Further information can be obtained from the RNRMC Grants Administrator (see Para 3211 for contact details).
SECTION 5 - RNRMC - BENEVOLENCE FUNDS

3218. Naval Service Benevolence Fund (NSBF)

a. **Objectives.** The relief of beneficiaries and their dependants who are in need by virtue of financial hardship, sickness, disability or the effects of old age though the provision of grants, loans, gifts, pensions or otherwise. The NSBF dispenses funds in two ways:

   (1) To other Naval charities who rely on grants for large elements of their income such as the Royal Naval Benevolent Trust, the Royal Navy and Royal Marines Children's Fund and the WRNS Benevolent Trust.

   (2) To individuals who need assistance.

b. **Beneficiaries.** Personnel who are, or have served in the Naval Service, the Auxiliaries or the Women's Royal Naval Service, the Queen Alexandra’s Royal Naval Nursing Service, Naval Reserve Forces (who are serving on full time engagements) or Auxiliaries and their dependants. Help is in the form of relief of hardship following assessment of need. It is the Trustees aim to increase the proportion of funding available for supporting Benevolence.

c. **Contact Details.** In the first instance, all applications for assistance should be directed to the relevant organisation e.g. the Royal Navy Royal Marines Welfare (RNRMW) for serving personnel or alternatively the RNRMCF, and both serving and veterans can apply to the RNBT, RNRMCF, RNOC, WRNS BT, QARNNS Trust Fund, RBL or SSAFA organisations. However, the RNRMC will consider direct assistance if individuals (as defined in sub para b, above) fall outside the objects of the other Service charities or their need is greater than other charities are able to fund. For further information contact: the RNRMC Head of Grants (see Para 3211 for contact details).

3219. Queen Alexandra’s Royal Naval Nursing Service (QARNNS) Trust Fund

a. The QARNNS Trust Fund operates for the benefit of serving and past members of the QARNNS, including QARNNS(R) and Voluntary Aid Detachment (VADs). The Fund does this by:

   (1) Helping to relieve the hardship of QARNNS personnel (both ex and serving). Applications are usually made via a charity such as SSAFA, however applications are sometimes made directly to the fund.

   (2) The improvement of the efficiency of the QARNNS, through various means, including the funding of the QARNNS Symposium, the Rosebowl Tennis tournament and the QARNNS Remembrance Service, amongst other events. Other grants include an annual contribution to the QARNNS Associations and various sports events involving QARNNS.

b. For further information contact: the RNRMC Grants Administrator (see Para 3211 for contact details).
3220. Plymouth Royal Naval Aid Fund (PRNAF)

a. **Background.** The PRNAF was established to support those serving in the Plymouth Naval Command, the western family services area or in ships that have Plymouth as their base port. The Fund provides relief for any of the following persons who are in conditions of need, hardship or distress.

b. **Beneficiaries.** All serving members of the Royal Navy, Women's Royal Naval Service and Queen Alexandra's Royal Naval Nursing Service and Royal Marines, their spouses, families and legally dependant relatives, or the next-of-kin of any such person so as to provide temporary assistance upon his or her death. The Fund will also support the spouses, families and legally dependant relatives or next of kin who live in the specified area irrespective of where the member is serving.

c. **Contact Details.** For further information and grant enquires contact Mr Owen Shard either by email (shreado@dii.mod.uk) or telephone: 01752 555277.

3221. Naval Medical Compassionate Fund (NMCF)

The NMCF grants financial relief to any orphan, surviving spouse or civil partner of Naval medical officers who were subscribers to the fund. Further details can be obtained from:

The Secretary
Naval Medical Compassionate Fund
Navy Command Headquarters
MP 3.2
Leach Building
Whale Island
Portsmouth
PO2 8BY

Phone: BT 023 9262 5879/ 5589238
Email: NAVYMED-COORDSO2@mod.uk

3222. Royal Naval Benevolent Society for Officers (RNBSO) (Registered Charity No: 207405)

a. **Background.** The charity is also known by its working title of the RN Officers’ Charity. The principal aim of the Society is to provide financial relief to serving and retired officers of the Naval Service (RN, RM and QARNNS) and their Reserves, their spouses, former spouses and dependants who are financial distress. Beneficiaries also include former and serving officers on the Reserve Lists, as well as former officers of the Women's Royal Naval Service.
b. **Grants.** The Charity generates income from its own investments, receives further funds from donations and legacies and can apply for a block grant from the RNRMC. All the grants awarded are based on the principle of need and trustees will consider grants for the following:

1. Six monthly grants to top up low incomes;
2. Assistance with a shortfall in care home fees;
3. Alterations to homes for the disabled;
4. Maintenance and redecoration of properties;
5. Purchase of disability aids and electrically propelled vehicles;
6. Re-training costs to gain employment;
7. Scholarships to help children remain in private education under exceptional circumstances.

c. **Beneficiaries.** All serving and retired officers of the Royal Navy and Royal Marines, Queen Alexandra’s Royal Naval Nursing Service, Woman’s Royal Naval Service, their respective Reserves, spouses, former spouses and dependants.

d. **Contact Details.** For further information contact:

   The Secretary  
The Royal Navy Officer’s Charity  
70 Porchester Terrace  
Bayswater  
London  
W2 3TP  

Phone: BT 020 74025231  
Fax: BT 020 74025533  
e-mail: rnoc@arno.org.uk
SECTION 6 - NAVAL SERVICE BENEVOLENT ORGANISATIONS

3223. Introduction

Many charities and benevolent organisations offer advice, help and financial assistance to serving and former Naval Service people and their dependants who may be in need. These organisations help different sections of the Naval Service community, and have their own criteria for determining whether assistance is given. All base their decisions on the principle of relieving "need" whether that need is by virtue of financial hardship, injury, sickness or the effects of old age. The benevolent funds listed in this Section award a large number of grants annually to needy serving and former Naval Service personnel, and their dependants. They rely on legacies and donations for this support. Serving personnel can help by subscribing to the RNRMC Payroll Giving Scheme (see Section 9).

3224. Royal Naval Benevolent Trust (RNBT) Registered Charity No: 206243

a. Background. The RNBT was established in 1922 to give help, in cases of need, to those who are serving or have served as ratings in the Royal Navy or as other ranks in the Royal Marines and their dependants. The RNBT receives income from its own investments, donations and legacies, a proportion of the funding from the RNRMC Payroll Giving Scheme (see Section 9) and block grants from the RNRMC (NSBF) and Seafarers UK (see Para 3266). Assistance from the RNBT can be given in the following ways:

(1) Grants to assist with a wide range of individual needs;

(2) Regular payments to supplement the income of older people (annuities);

(3) Grants to other organisations which assist the RNBT Family;

(4) Care of older people at Pembroke House, the RNBT’s own care and nursing home at Gillingham, Kent;

(5) Advice on welfare matters.

b. Contact Details. For further information contact:

The Royal Naval Benevolent Trust
Castaway House
311 Twyford Avenue
Portsmouth
PO2 8RN

Phone: BT 023 9269 0112
Fax: BT 023 9266 0852

Email: rnbtrnbt.org.uk

Web address: www.rnbt.org.uk
3225. Royal Navy & Royal Marines Children’s Fund (RNRMCF) (Registered Charity No: 1075015)

a. **Background.** The RN & RM Children's Fund is the premier charity for providing charitable help to the sons and daughters (under the age of 25) of serving and ex-serving personnel of the Royal Navy, the Royal Marines, The Queen Alexandra Royal Naval Nursing Service, the former Women's Royal Naval Service, and the reserves of those forces who are in need, hardship or distress. The RNRMCF receives income from its own investments, donations and legacies and a proportion of the funding derived from the RNRMC Payroll Giving Scheme (See Section 9) in addition to a block grant from the RNRMC (NSBF, see Para 3218) to administer grants on their behalf.

b. **Objectives.** Support can be in the form of one off payments or long term support and care and includes:

   1. Special needs education;
   2. Special needs equipment;
   3. Support for the young people in their own homes;
   4. Support for the young people at times of crisis.

c. **Contact Details.** Applications for funds are kept as simple as possible and those seeking assistance can contact the office direct for an application. All enquiries and applications are completely confidential. All applications are based on the principle of “need”/“relief in need”. For further information contact:

   The RN & RM Children’s Fund
   Castaway House
   311 Twyford Avenue
   Portsmouth
   PO2 8RN

   Phone: BT 023 92639534
   Fax: BT 023 92677574

   Email: rnchildren@btconnect.com
   Web address: www.rnrmchildrensfund.org.uk
3226. **Women’s Royal Naval Service Benevolent Trust (WRNSBT) (Registered Charity No 206529)**

a. **Background.** All officers and ratings (and their dependants), who served in the Women’s Royal Naval Service between 1 September 1939 and 1 November 1993 (including those who are still serving and transferred to the Royal Navy in November 1993). The WRNS BT receives income from its own investments, donations and legacies and a proportion of the funding derived from the RNRMC Payroll Giving Scheme (see Section 9) in addition to a block grant from the RNRMC (NSBF, see Para 3218) to administer grants on their behalf.

b. **Objectives.** The primary objectives of the Trust are to provide relief in cases of necessity or distress among members of the Trust and their dependants, to make provision in suitable cases for assistance in training, to make contributions to other suitable charities to enable them to carry out their respective objects for the benefit of the Trust’s members, and to do anything ancillary to any of the above objects. This assistance is varied and includes:

   1. Grants to help with arrears or debts, removal or travel cost, convalescence care, education, household goods and repairs, medical aids, medical fees and in some cases funerals;

   2. Annuities for members of state pensionable age living on a low income;

   3. Regular Grants to help those on low incomes.

c. **Contact Details** For further information contact:

   The General Secretary
   WRNS BT
   Castaway House
   311 Twyford Avenue
   Portsmouth
   PO2 8RN

   Phone: BT 023 92655301
   Fax: BT 023 92679040

   Email: generalsecretary@wrnsbt.org.uk or grantsadmin@wrnsbt.org.uk
   Web address: www.wrnsbt.org.uk
3227. Royal Naval Reserve (V) Benevolent Fund (RNR(V)) (Registered Charity No: 266380)

a. **Objectives.** The primary objects of the RNR(V) are to provide financial assistance to serving or retired ratings of the Naval Reserves in cases of hardship. The charitable objectives are the relief of persons who are in conditions of need hardship or distress (of the classes and in order of priority as in clause 3 a-f of scheme) by making grants of money or providing or paying for items services or facilities calculated to reduce hardship or distress. In addition, the committee of management, with the approval of the board of governors, may award grants for any charitable purpose for the benefit of non-commissioned personnel of the Royal Naval Reserve.

b. **Contact Details.** For further information contact:

Cdr JMD Curties RD DL RNR
The Cottage
Llantrithyd Road
St Hilary
Cowbridge
Vale of Glamorgan
CF71 7DP

Phone: 01446 771108
SECTION 7 – ROYAL MARINES CHARITIES

3228. Royal Marines Charitable Trust Fund (RMCTF) (Registered Charity No 1134205)

a. In addition to the Naval Service charities listed in previous sections, the Royal Marines have access to the Royal Marines Charitable Trust Fund (RMCTF) which is the overarching Royal Marines charity. The RMCTF provides advice and support to serving, reservist and retired Royal Marines, and their dependants as well as supporting the military efficiency and esprit de corps.

b. The RMCTF funds include:

(1) The restricted funds of

(a) The Royal Marine Benevolent Fund (Registered Charity No: 1134205-1), and
(b) The Royal Marines Cadet Fund.

(2) Three designated funds supporting prizes and awards, sports and practical support to the Royal Marines Band Service (which cannot be provided from public funds e.g. the commissioning of music, non standard instruments etc).

(3) Three Restricted Subscription Funds into which serving Royal Marines pay one day’s pay per annum – the Royal Marines Officer’s Trust Fund; the Central Sergeants’ Mess Fund; the Central Unit Institute Fund. These funds focus on quality of life issues for serving Royal Marines and are, in effect, a simple form of payroll giving.

c. The RMCTF’s mission is:

(1) Recovery Pathway (helping the wounded and seriously injured);
(2) Decompression and Quality of life Pathway (helping those still serving);
(3) Through Life Pathway (support after leaving the Service).

d. The assistance provided by the RMCTF includes:

(1) Grants to individuals;
(2) Grants to organisations;
(3) Other finance, as deemed necessary.
e. Contact details:

Royal Marines Charitable Trust Fund  
Building 32  
HMS EXCELLENT  
Whale Island  
Portsmouth  
PO2 8ER

Tel: 023 9254 8093  
Email: anne.carr@rnmc.org.uk  
Website: www.rmctf.org.uk

3229. The C Group Supporting the RM (C Group) (Registered Charity No: 1134205-2)

The prime purpose of the C Group is to raise awareness and generate practical support throughout the business community for Royal Marines particularly those who are suffering the long-term effects of injuries sustained on operations. In addition, the C Group offers coaching and mentoring support for those who are moving to new careers as a result of their injuries.

3230. Royal Marine Association (RMA) (Registered Charity No: 206003)

a. The purpose of the RMA is to maintain and promote 'esprit de corps' and comradeship amongst all Royal Marines, to keep them in touch with one another, and with the activities of the serving Corps. The RMA produces the Corps journal, the "Globe & Laurel", which is published every 2 months and donates any profits to the RMCTF.

b. Contact details:

Royal Marines Association Central Office  
Building 32,  
HMS Excellent,  
Whale Island,  
Portsmouth,  
Hampshire  
PO2 8ER

Tel BT: 023 9265 1519
SECTION 8 - NON PUBLIC AMENITIES GRANTS

3231. **Nuffield Trust for the Forces of the Crown (Registered Charity No: 210829)**

a. **Background.** The Nuffield Trust for the Forces of the Crown (NT) was inaugurated in 1939 by the late Colonel The Right Honourable the Viscount Nuffield CBE CH FRCS.

b. **Objectives.** The aim is to promote the welfare and efficiency of the Forces of the Crown either by the provision of facilities for recreation or by any other means for serving personnel. It achieves its objective by financing recreational and welfare amenities and facilities that will benefit those actually serving in the Armed Forces but which are not provided by public funds and which are beyond the resources of other non-public funds.

c. **Trustees Meetings.** The Nuffield Trust Trustees meet during March each year to consider Capital and Major Grants applications, these meeting are attended by 2SL as the RN’s PPO.

d. **Policy.** The Trust provide for all types of recreational equipment including the following:

- Audio Visual Equipment
- Mess Deck Recreational Equipment
- Mess Refurbishments
- Climbing Walls
- Gliders
- Music Equipment
- Water Recreational Equipment
- Outdoor Recreational Equipment
- Camper Vans/Mini Buses
- Recreational Furniture
- Sports Equipment

This list is not exclusive and the Trust encourages applications for any project in the recreational and welfare area that directly benefits regular Service personnel.

e. As a matter of policy the Trust does not permit grants for the following:

- Items or facilities which should be provided from Public Funds
- Crèches
- Live animals
- Fixed assets overseas
• Fixed assets on MOD land in the UK unless appropriate lease arrangements are made or an undertaking is given that proportionate restitution will be made to the Trust under the terms of the MOD’s agreement set out in DGSPPol/313.03 of 25 November 2003, should the asset be lost through early closure of a unit.

• Maintenance, repair or running costs of Trust funded assets.

f. **Grants.** These are awards at the following levels, plus a unit contribution of 25% would normally be expected:

   (1) Minor Grants £12.5k (when funding allocation is low this figure is reduced locally to £5k) and below - Can be applied for at any time via the RNRMC Head of Grants.

   (2) Major Grants to £40k (when funding allocation is low this figure is reduced locally to £25k) - These are considered once a year by the NT Trustees at their March meeting. Applications are to be submitted to the RNRMC Head of Grants by 1st December.

   (3) Capital Grants over £40k – Applications for large capital projects require careful, long term planning, and use considerable staff resources. Fully detailed applications should therefore not to be developed until the Trustees’ views have been advised to the originating Project Officer. Preliminary applications may be submitted at any time. However, applicants should be mindful that the Board of Trustees and Executive Committee meet mid–March and the Board of Trustees in November each year. All applications are to be submitted via the RNRMC Head of Grants.

   (4) Special Grants – In addition to the above grants, the NT Trustees may also, from time to time, make other special allocations in order to meet unforeseen requirements.

g. **Administration.** All projects or items should comply with JSP 462 (Financial Management Policy Manual) Chapter 18, Annex A. Recipients of grants have full responsibility for the provision of insurance cover and all necessary maintenance or repair of items or facilities. The gift should be marked with a plaque or plate stating that it was acquired through the generosity of the Nuffield Trust, and placed on a permanent record register.

h. **Personnel Contribution.** A personal contribution of 25% will be expected, unless a valid reason can be given in the justification.

i. **Use of Grant.** A grant is to be used only for the purpose specified. Any unspent part of a grant is to be returned to the RNRMC. Money granted is to be used within one year of the date of approval.
j. **Acknowledgement of Grant.** As a matter of courtesy, letters of thanks for grants received should be sent by all recipients. The Trust, their auditors, and the MOD use these letters as the official confirmation that the grants have actually benefited those for whom they are intended. Immediately the project/item has been paid for, a letter of thanks (only) is to be forwarded to the General Secretary, Nuffield Trust for the Forces of the Crown, 23 Estcourt Road, Gloucester, GL1 3LU with a copy to the RNRMC Head of Grants, along with the Purchase Receipts.

k. **Permanent Record.** All items provided by grants for the NT are to be suitably engraved or tallied by the parent unit. A permanent record of the items is to be kept and items are to be accounted for as though they were Service permanent stores. The NT Grant Number must always be quoted in any correspondence.

l. **Transfer or Disposal of Nuffield Trust Items.** Where the recipient is unable to use an item provided by the Trust, for whatever reason, including the ship paying off, or establishment changing its function, proposals for the disposal of the item are to be made to the RNRMC Head of Grants for NT prior approval. Wherever possible, the trustees prefer items to be transferred to another unit of the Armed Forces of the Crown, rather than sold, unless the item is unserviceable. Should approval be given for the sale of an item, a refund is due to the Trust for an amount that is a similar proportion of the proceeds of the sale to that represented by the original grant. A cheque for the appropriate amount is to be forwarded to the RNRMC.

m. **Trade In.** When organisations wish to replace an item, and the NT interest in the old item is to be moved forward to help fund the new project, then permission is first to be requested from the Head of Grants.

n. **Mini Buses.** These are normally funded via NT grants. The Transport Act 1985 (TA85) applies to those operators of mini buses adapted to carry 8 to 16 passengers who make a charge for the use to recoup some of the running costs. The act calls for each vehicle to be in procession of a Small Mini Bus Permit. The previous act MA77 predates the TA85, and permits issued under MA77 remain valid. However they are restricted to the original named vehicle and cease to be valid once the vehicle is disposed of. Therefore a new small mini bus permit has to be applied for when mini buses are renewed or exchanged. The TA85 does not apply when the use of the vehicle is:

1. Providing a free service;

2. Carrying the public at large;

3. Using the vehicle commercially with a view to profit.

o. **Small Mini Bus Permits.** The Fleet HQ Central Fund is the RN’s registered authority for the issue of small mini bus permits to operators of non-publicly funded mini buses, and the TA85 requires all operators of RN non-public funded mini buses in the UK (except NI) other than those listed above, to obtain a permit from the NSAIF. Unwanted discs should be returned to the RNRMC Head of Grants.
p. **Contact Details.** For an Application Form and further details contact:

Royal Navy & Royal Marines Charity Head of Grants  
Building 29  
HMS EXCELLENT  
Whale Island  
Portsmouth  
PO2 8ER

Phone: 023 9254 8093  
anne.carr@rnrmc.org.uk  
Web address: www.rnrmc.org.uk

3232. **Services Sound and Vision Corporation (SSVC) (Registered Charity No: 233480)**

a. **Objectives.** The Services Sound and Vision Corporation is a registered charity set up to entertain, and inform Britain’s Armed Forces around the world. Its mission statement is “to be the preferred provider of entertainment and information to Service personnel and their families worldwide”. The Welfare support activities of SSVC include British Forces Broadcasting (BFBS) radio and television broadcasting to overseas locations where Service personnel are based.

b. **SSVC Welfare Fund.** The SSVC Welfare Fund has been established to finance welfare and recreation amenities that directly or indirectly contribute to operational effectiveness. Priority for these funds will be given to those serving, preparing, or returning from operations, plus those living in isolated or arduous conditions. Funds may also be available to support other requirements for those in the home base, which contribute to military efficiency and operational effectiveness by enhancing morale and developing personal attributes. This fund is accessed by the RNRMC Head of Grants, on behalf of units, for audio visual and entertainment and recreational amenities.

c. **Contact Details.** For applications forms and further advice contact:

Royal Navy & Royal Marines Charity Grants Administrator  
Building 29  
HMS EXCELLENT  
Whale Island  
Portsmouth  
PO2 8ER

Phone: 023 9254 8191  
Michelle.midgley@rnrmc.org.uk  
Web address: www.rnrmc.org.uk
SECTION 9 – ROYAL NAVY & ROYAL MARINES CHARITY PAYROLL GIVING SCHEME

323. RNRMC Payroll Giving Scheme

a. **Background.** The RNRMC Payroll Giving Scheme is the Royal Navy’s own Charity payroll giving scheme. Money raised through deductions from pay is donated to the RNRMC to distribute to each of the component charitable elements. Each of these elements relies heavily on the income derived from payroll giving to continue their charitable activity at current levels. Donations benefit both serving and ex-serving members of the Naval Service from the day they join, throughout their service and beyond. The money donated is distributed to each of the component charitable elements along the following funding routes:

   (1) Amenities - support to RN & RM for activities, recreation and amenities not publicly funded.

   (2) Benevolence – both for serving and ex-serving members and their dependants.

   (3) Naval Service Dependants’ Fund – death in Service payment to dependants.

   (4) Sport – supporting Naval Service men and women, their clubs and associations and the payroll giving scheme now includes sports insurance in place of the Voluntary Sports Subscription Scheme (VSSS).

b. **How much is it?** Personnel can donate anything from as little as One Pound a week, or a fixed amount per month, which is deducted “before tax” from pay each month. Every pound donated therefore in reality only costs the basic rate tax payer 80 pence per week or for the higher rate tax payer only 60 pence a week.

c. **How are Donations Started?** Application forms may be obtained via the RNRMC website at www.rnrmc.org.uk, under payroll giving or from the RNRMC Payroll Giving Manager, RNRMC, Building 29, Whale Island, Portsmouth, PO2 8ER Phone BT 023 9254 8417 or 07714306178

d. **Contact Details.** For further information and payroll giving arrangements, contact:

Charitable Payroll Giving Manager  
The Royal Navy & Royal Marines Charity  
Building 29  
HMS EXCELLENT  
Whale Island  
Portsmouth  
Hampshire  
PO2 8ER

Phone: BT 023 9254 8498 or 07714306178  
Email: team@rnrmc.org.uk
SECTION 10 - ADVICE AND SUPPORT: OTHER ASSOCIATIONS AND BENEVOLENT ORGANISATIONS

3234. Introduction
Many Service/Ex Service Charities and Associations assist serving and former military personnel and their families, in times of need or crisis. The list of charitable organisations offering specific help to Service personnel is extensive, therefore this section can only give brief details on a few of them. Further details on the help and support available to serving and former serving personnel and their dependants can be found at:

a. www.seafarersupport.org/self-help (A guide to the Maritime Charity Sector);
b. www.cobseo.org.uk (Confederation of Service Charities (COBSEO));
c. www.ctp.org.uk/ (Career Transitional Partnership); or
d. By searching the internet for Armed Forces, military, Royal Naval, or naval charities.

3235. Annington Trust (Registered Charity No: 1068749)
This is a charitable trust to promote the efficiency of the Armed Forces of the Crown by providing for the recreation and general needs of Service personnel who live in family quarters. In addition, it promotes the welfare of the Armed Forces by providing for the general needs of those Service families in particular for the improvement of their recreational facilities. Further information can be found at www.anningtontrust.org.

3236. Association of Royal Navy Officers

a. Background. The Association is the principal association which unites the officer corps of the Naval Service, both serving and retired. For a modest annual subscription members are provided with a number of opportunities to maintain contact with each other through social activities, a website and a secure, online membership database. Additionally, the Association provides a wide range of key benefits.

b. Contact Details. Further information can be obtained from:

The Membership Manager
ARNO
70 Porchester Terrace
London
W2 3TP

Phone: 020 7402 5231
Email: asec@arno.org.uk

Web address: http://www.arno.org.uk
3237. Blind Veterans UK (St. Dunstan’s) (Registered Charity No: 216227)

a. St Dunstan’s changed its name to Blind Veterans UK in early 2012, to make its purpose and activities clear to the general public. Blind Veterans help blind ex-Service men and women lead independent and fulfilling lives by supporting them with a lifetime’s practical and emotional support, expertise, experience and full range of services regardless of when or how they lost their sight. Blind Veterans UK aims to give veterans much-needed support to adjust to sight loss, overcome the challenges of blindness and enjoy daily life.

b. **Contact Details.** For further information contact:

Blind Veterans UK
12-14 Harcourt Street
London
W1H 4HD

Phone: 020 7723 5021
Fax: 020 7262 6199
Web address: http://www.blindveterans.org.uk/

3238. British Limbless Ex-Servicemen’s Association (Registered Charity No: 1084189)

a. The Association promotes the welfare of all serving and former Servicemen and women who have lost a limb or limbs, or one or both eyes as a result of service in any branch of HM Forces or Auxiliary Forces, and to assist their dependants.

b. **Contact Details.** Further information can be obtained from:

Blesma, The Limbless Veterans
185 – 187 High Road
Chadwell Heath
Romford
Essex
RM6 6NA

Phone: 0208 5901124
Fax: 0208 5992932

Email: ChadwellHeath@blesma.org
Web address: www.blesma.org
3239. Combat Stress (Ex-Services Mental Welfare Society) (Registered Charity No: 206002)

a. The society is the only organisation which specialises in helping former members of the Armed Forces, the Merchant navy and Allied Forces who suffer from mental health problems including psychological trauma attributable to, or associated with their Service. The society’s activities include:

(1) Limited financial help;

(2) Assistance with claims and appeals for War Disability Pensions;

(3) Domiciliary and hospital visits.

b. Contact Details. Further information can be obtained from:

Tyrwhitt House
Oaklawn Road
Leatherhead
Surrey
KT22 0BX

Phone: 01372 587000
Helpline: 0800 138 1619

Email: contactus@combatstress.org.uk
Web address: www.combatstress.org.uk

3240. Commonwealth War Graves Commission

The Commission was established by Royal Charter in 1917. Its duties are to mark and maintain the graves of the members of the forces of the Commonwealth who were killed in the two World Wars. The Commonwealth War Graves Commission aims to ensure that 1.7 million people who died in the two world wars will never be forgotten and cares for cemeteries and memorials at 23,000 locations, in 153 countries. Further information can be found at: www.cwgc.org.

3241. Confederation of Service Charities (COBSEO)

Formerly known as the Confederation of British Service and Ex-Service organisations, the membership consists of Service and ex-Service Charities and Organisations, working to promote and further the interests of serving and ex-serving personnel and their dependants. HRH The Prince of Wales is the Patron. Over 100 Armed Forces charities and associations belong to COBSEO and further details on these can be found on the COBSEO website http://www.cobseo.org.uk (see member-organisations). The stated objectives of COBSEO are to represent, promote and further the interest of the Armed Forces Community by:

a. Exchanging and coordinating information internally.

b. Identifying issues of common concern and coordinating any necessary and appropriate action.
c. Acting as a point of contact for external agencies to the members of COBSEO.

d. Representing and supporting the needs and opinions of its member organisations, individually and collectively at central & local government levels and with other national and international agencies.

3242. Conference of Naval Associations (CONA)
CONA is a loose federation of like-minded naval associations who believe in working together for the benefit of their members. The Second Sea Lord is the ex officio President of the Conference. Further details on the activities and membership of CONA can be found by visiting their website: www.cona.org.uk.

3243. Erskine Hospital (Scottish Registered Charity No: SC006609)
Erskine Hospital is an independent charity providing a modern care facility for ex-Service men and women in Scotland. It provides an unrivalled level of residential, nursing and dementia care in purpose-built homes. Further information can be found at www.erskine.org.uk.

3244. Forces Pension Society
The Forces Pension Society is governed as a non-for-profit limited company and exists to ensure that serving and retired members of the Armed Forces, their widows, widowers, surviving partners, civil partners and dependants receive the pension to which they are entitled and which they deserve. Further information can be found at www.forcespensionsociety.org

3245. Greenwich Hospital
a. **Background.** Greenwich Hospital is an ancient Crown Charity whose beneficiaries include serving and former Naval Service personnel and their dependants. Support, help and services are provided through regular charitable payments, charitable grants both directly and via the RNRMC to Naval and other charities having Naval beneficiaries, sheltered housing and education bursaries at the Royal Hospital School at Holbrook, Ipswich and the University of Greenwich.

b. **Contact Details.** For further information contact:

   The Clerk-in-Charge
   Greenwich Hospital
   1 Farringdon Street
   London
   EC4M 7LG

   Phone BT: 02073 960150
   Web address: www.grenhosp.org.uk
3246. The Douglas Haig Memorial Homes (Registered Charity No: 207318)

a. The Douglas Haig Memorial Homes provides rental accommodation for letting for former Service personnel and their families. They have over 1,300 properties in over 47 locations throughout UK.

b. **Contact Details.** For further information contact:

   The Secretary  
   Alban Dobson House  
   Green Lane  
   Morden  
   Surrey  
   SM4 5NS  

   Phone: 020 86855777  
   Email: haig@haighomes.org.uk  

   Web address: www.haighomes.org.uk

3247. Help for Heroes (Registered Charity No: 1120920)

a. Help for Heroes (H4H) works with the Armed Forces, other Service charities and organisations to provide direct, practical support for those who have been wounded. The current focus is for capital grants to create a series of regional Recovery Houses, built across the UK to serve as the last stage of rehabilitation before a Service person returns to their unit or transits back into civilian life. H4H have also established quick reaction funds to be distributed via the main Service charities, to meet the urgent and most immediate needs of injured Service personnel affected by the current conflicts i.e. since 9/11.

b. **Contact Details.** For further information contact:

   14 Parkers Close  
   Downton Business Centre  
   Downton  
   Salisbury  
   Wiltshire, SP5 3RB  

   Web address: www.helpforheroes.org.uk/
3248. **Houses for Heroes Scotland (Registered Charity No: SC003174)**

a. The principal activity of Houses for Heroes Scotland is to construct and maintain houses for selected individuals, and their dependants, who have served in the British Armed Forces, Merchant Navy, Police or Fire Brigade and who, whilst serving or after completion of service, have been partially or totally disabled, or have been discharged through ill health. Although the houses are in Scotland, tenants are considered and welcomed from the Veteran's community across the United Kingdom. The aim of Veterans Scotland housing is to provide one simple application point, which will allow a veteran to register for all the ex-Service housing charities operating in Scotland, dependent on meeting the individual housing charities' specific criteria. Houses for Heroes Scotland operate this application process known as the Central Housing Register on behalf of Veterans Scotland.

b. **Contact Details:**

Houses for Heroes Scotland  
Scottish Veterans' Garden City Association Inc  
New Haig House  
Logie Green Road  
Edinburgh  
EH7 4HQ

E mail: Mail@svgca.org.uk  
Phone BT: 0131 557 1188  
Web Address: www.housesforheroes.org.uk/index.html

3249. **King Edward VII's Hospital Sister Agnes (Registered Charity No: 208944)**

King Edward VII's Hospital Sister Agnes is a registered charity governed by Royal Charter, a member of COBSEO and a private hospital. It is committed to ensuring that as many serving and ex-Service personnel as possible can receive swift access to an exceptional standard of healthcare with little or no cost to themselves by the provision of subsidies and grants. Financial assistance is available to all ranks. Further information can be found at www.kingedwardvii.co.uk

3250. **King William IV Naval Foundation (Registered Charity No: 210392)**

a. The Foundation provides homes (at RN Cottages, The Drove, Southwick, Hants) for the needy widows or orphan daughters of Officers of the RN or RM (or Reserve Officers who have given mobilised service).

b. **Contact Details.** For further information contact:

Rose Cottage  
Chalk Hill  
Soberton  
Southampton  
SO32 3PH

Phone: 01489 877800
3251. Lady Grover’s Hospital Fund for Officers’ Families

a. Lady Grover’s Fund is a Friendly Society which supports officers’ spouses, widows, widowers and children by making contributions towards hospital fees, home nursing, and domestic home help following illness or injury. The Fund gives financial assistance to dependants of officers of all three services, whether serving or retired. Widows or widowers can continue their membership at the same rates and with the same benefits. The officer members themselves cannot benefit from the Fund. Membership is open to any Officer of the UK Armed Services, who holds or has held a regular commission for a minimum of five years.

b. Contact Details. For annual subscription fees and further details contact:

The Secretary
Lady Grover’s Fund
Mountbarrow House
6-20 Elizabeth Street
London SW1W 9RB

Telephone: 020 7808 4180 or 0845 873 7161
Email address: secretary@ladygrover.org.uk
Web Address: www.ladygrover.org.uk

3252. Lloyd’s Patriotic Fund

a. The Lloyd’s Patriotic Fund was established in 1803 by the Lloyd’s market. The Fund works closely with armed forces charities to identify the individuals and their families who are in urgent need of support. Lloyd’s Patriotic Fund works with a number of long-standing partners through which funds are administered. Individuals wishing to apply for a special grant should contact their local branch of SSAFA Forces Help.

b. Contact Details. For further information contact:

The General Secretary
Lloyd’s Patriotic Fund
Lloyd’s
One Lime St
London
EC3M 7HA

Phone: 020 7327 5921
Email: communityaffairs@lloyds.com

Web address: www.lloyds.com/lloyds/corporate-responsibility/charity/patriotic-fund
3253. **Missions to Seafarers**

a. The Mission to Seafarers, a charity and part of the Anglican church, is represented in over 250 ports around the world offering emergency assistance, practical support and a friendly welcome to crews. Whether caring for victims of piracy or providing a lifeline to those stranded in foreign ports, the Missions to Seafarers offer support to merchant seafarers of all ranks, nationalities and beliefs.

b. **Contact Details.** For further information contact:

   The General Secretary  
   St Michael Paternoster Royal  
   College Hill  
   London  
   EC4R 2RL  
   Phone: 020 7248 5202  
   Web address: www.missiontoseafarers.org

3254. **National Gulf Veterans and Families Association (NGVFA)**

The NGVFA supports those who served in the 1990-91 and 2003 to date Iraqi/Gulf conflicts. The aim of the NGFA is to enhance and improve the quality of the day-to-day lives of all veterans of desert conflicts and their families, partners and carers, through support, information, advocacy and counselling. The NGVFA is open to the Armed Forces and civilians as well as their dependants. Further information can be obtained from NGVFA The national Gulf Veterans and families association.

3255. **Naval Families Federation (NFF)**

a. The Naval Families Federation (NFF) was established in 2003 to give Naval Service families an independent voice. The NFF works with the Chain of Command, service providers and the Government in order to make them fully aware of the consequences their policies and decisions have on the Naval Service family as a whole. This representation ensures that Naval Service families' differences are acknowledged and understood and is in line with the other two Services. The NFF produce a free magazine called 'Homeport', which contains useful information for Service families.

b. **Contact Details.** For further information contact:

   Naval Families Federation  
   Castaway House  
   311 Twyford Avenue  
   Portsmouth  
   PO2 8RN  
   Phone: BT 023 9265 4374  
   Email: admin@nff.org.uk  
   Web address: www.nff.org.uk
3256. “Not Forgotten” Association

a. **Background.** The Not Forgotten Association is a national tri-Service charity which provides entertainment, leisure and recreation for the serving wounded, injured or sick and for ex-Service personnel with disabilities. The Association provides a wide and varied program of activities including outings, concerts, holidays, events and the provision of televisions and television licenses. Events and activities are open to anyone, whether currently serving or ex-Service, whose life has been affected by conflict or by subsequent injury.

b. **Beneficiaries.** Individuals who may be eligible for support should apply through one of the Service benevolent charities or through their regimental/military association.

c. **Contact Details.** For further information contact:

   4th Floor
   2 Grosvenor Gardens
   London
   SW1W 0DH

   Phone: 020 7730 2400
   Fax: 020 7730 0020
   Web address: www.nfassociation.org.

3257. Officers’ Association

a. **Background.** The Officers’ Association is a charity dedicated to assisting officers who have retired or are about to retire from Her Majesty’s Armed Forces, by providing advice and help to officers and their dependants. The services provided include employment and residential homes advice and financial help.

b. **Contact Details.** For further information contact:

   The General Secretary
   The Officer’s Association
   Mountbarrow House
   6 – 20 Elizabeth Street
   London
   SW1W 9RB

   Phone: 0207 808 4160
   Web address: www.officersassociation.org.uk
3258. **Queen Alexandra Hospital Home (QAHH)**

a. QAHH is a registered charity, providing permanent and short term accommodation for former members of HM Armed Forces and their spouses who are in need of such accommodation due to age, sickness or disability and who require medical or nursing care. Anyone who has served in HM Forces at any time or in any capacity and also immediate family members of someone who has served in HM Forces are eligible for admission.

b. **Contact Details:** For further information contact:

   The Queen Alexandra Hospital Home  
   Boundary Road,  
   Worthing,  
   West Sussex  
   BN11 4LJ

   Phone: 01903 213 458  
   Web address: www.qahh.org.uk

3259. **Regular Forces Employment Agency (Registered Charity No. 1061212)**

a. The aim of the Regular Forces Employment Agency (RFEA) is to help those leaving the regular Armed Forces to find and to remain in employment throughout their working lives. This is done as part of the Career Transition Partnership (CTP) for up to two years after discharge and thereafter is done on behalf of the Service Benevolence Funds.

b. **Contact Details.** For further information and details of branch offices, contact their Head Office at:

   RFEA  
   First Floor  
   Mountbarrow House,  
   6 – 20 Elizabeth Street  
   London  
   SW1W 9RB

   Web address: www.rfea.org.uk

3260. **Royal British Legion (RBL) (Registered Charity No: 219279)**

a. Caring and campaigning for the serving and ex-Service community. The RBL provides financial, social and emotional support to millions who have served and are currently serving in the Armed Forces, and their dependants. The legion was founded in 1921 as a voice for the ex-Service community. Although the needs of ex-Service people have changed over the years, they are still there to safeguard their welfare, interests and memory.
b. The RBL offers advice and support about a wide range of topics, including:

   (1) War pensions, inquest and compensation claims.

   (2) Benevolent / welfare help.

   (3) Care homes.

   (4) Poppy Breaks, Family Holiday Breaks and Adventure Breaks.

   (5) Remembrance travel (pilgrimages, school and group tours).

   (6) Tracing advice. (Note - *RBL does not hold or have access to, any official records, but can advise where to get hold of information for tracing purposes.)

c. **Contact Details.** For further information contact:

   The Royal British Legion
   199 Borough High Street
   London
   SE1 1AA

   Phone: 0808 802 8080 (free from UK landlines and main mobile networks)
   From overseas: +44 (0)20 3207 2100 (full rate)
   Lines are open from 0800 – 2000 hrs 7 days a week
   Web address: www.britishlegion.org.uk (includes Live chat)

3261. **Royal Naval Association (RNA) (Registered Charity No: 266982)**

a. **Background.** The Royal Naval Association is the principal Naval Association recognised by the Admiralty Board. The RN and RNA have agreed a Memorandum of Association. Membership is open to all who served or have served in the Royal Navy, Royal Marines, QARNNS, WRNS and Reserves of all ranks. In addition, anyone who is in sympathy with the objects of the Association may join as an Associate Member.

b. With over 20,000 members across 385 branches in the UK and overseas, the RNA is a family of current and former Naval Service personnel, relatives and supporters of our country’s Royal Navy. The RNA considers that, whether its activities involve catching up with friends at its regular social events, fundraising, advising on welfare and employment matters, or just providing an arm around the shoulder, the natural willingness to help others stems from the tradition and camaraderie that only Naval Service life can instil.
c. The RNA’s core values are:

(1) **Unity.** Shared backgrounds and equality in rank. Naval personnel share the same bonds, the same mindset, and even the same language. All members are equal and are the heart and soul of the RNA.

(2) **Loyalty.** To other members and their dependants. The RNA believes in supporting and looking out for each other. The RNA is loyal to the personnel and dependants of the Naval Service, along with other charities or organisations with naval connections.

(3) **Patriotism.** The RNA is proud to serve and proud to represent our country and honoured to remember and represent (on a national and international level) those who have fallen for our country or who fight now.

(4) **Comradeship.** Friends in fun, fellowship and need. Your RNA shipmates will always be here for you and will never leave you or your dependants in despair.

d. **Contact Details.** For further information contact:

The General Secretary
The Royal Naval Association
Room 209
Semaphore Tower
PP70
HM Naval Base
Portsmouth PO1 3LT

Tel: 02392 723747

E Mail: admin@royalnavalassoc.com

Web address: www.royal-naval-association.co.uk

3262. Royal Sailors’ Rests (also known as Aggies and RSR ) (Registered Charity No: 238748)

a. **Background.** Dame Agnes Weston’s Royal Sailors’ Rests (RSR) is dedicated to supporting serving Naval Service personnel, and their families. RSR works closely with Naval Welfare and Chaplaincy. The RSR has Centres in Gosport (Rowner) and Helensburgh that support the local naval bases.
b. **Contact Details.** For further information contact:

RSR Executive Director  
Castaway House  
311 Twyford Avenue  
Portsmouth  
PO2 8RN

Phone: BT 023 9265 0505  
Email: admin@rsr.org.uk  
Web address: www.rsr.org.uk

3263. **Royal Star & Garter Homes** *(Registered Charity No: 210119)*

a. **The Royal Star & Garters Homes**’ priority is to promote independence and enjoyment of an active lifestyle, ensuring individuals are supported in living life to the full. Its aim is to ensure that ex-personnel of any age, and their spouses, widow(er)s or civil partners will benefit from the Charity’s care long into the future.

b. **Contact Details.** For further information contact:

The Royal Star & Garter Homes  
15 Castle Mews  
Hampton  
Middlesex  
TW12 2NP  
Tel: 020 8481 7676  
Fax: 020 8481 7677  
E-mail: general.enquiries@starandgarter.org

3264. **Seafarers UK** *(Registered Charity No: 226446)*

a. **Seafarers UK** is an umbrella charity that gives grants to other charities which help seafarers or ex-seafarers (including their families and dependents). Seafarers UK defines seafarers as those who are, or once were, in the Royal Navy, Merchant Navy or fishing fleets.

b. **Contact Details.** For further information contact:

Seafarers UK  
8 Hatherley St  
LondonSW1P 2QT

Phone BT: 0207 932 0000  
Fax: 0207 932 0095  
Email: contact@seafarers-uk.org  
Web address: www.seafarers-uk.org
a. **Background.** The Soldiers, Sailors, Airmen and Families Association (SSAFA) is a national charity providing financial, practical and emotional assistance to anyone that is currently serving or has ever served in the Army, Navy or RAF, and their families. SSAFA Forces Help's motto is "One day's service: a lifetime of support", with the offer of support no matter how your life circumstances may have changed.

b. SSAFA's Range of Services includes the provision of practical support, help with financial difficulties and emotional support with social and family issues. The list below highlights some of the assistance offered by SSAFA.

1. Financial support and advice, including state benefits and war pensions.
2. Housing facilities at, SSAFA Norton Homes, Stepping Stone Homes, St Vincent's Residential Care Home and the Royal Homes (Wimbledon).
3. The London Homeless Division (working with ex-Service rough sleepers).
4. Adoption service (available to all those in the UK Serving community).
5. Mentoring service to support wounded, injured and sick Service personnel.
6. Health and social work services on behalf of the MOD in most overseas establishments.
7. Backing, encouragement and advice for parents of children with additional needs or disabilities, serving personnel with a disability and their partners and carers.
8. Service Community volunteers work on bases, stations and garrisons around the world to improve the quality of life for Serving personnel and their families.
9. Assistance with immediate and practical needs for ex-Service personnel (and members of their immediate family) who are serving a prison sentence, or been recently released.
10. Support Groups e.g. for the Families of Injured Service Personnel (FISP), bereaved families, bereaved siblings and the Forces Additional Needs and Disability Forum.
c. **Forcesline.** Forcesline is a free and confidential helpline that is completely independent of the military chain of command. The experienced civilian staff provides a non-judgemental, supportive, listening, and signposting service for serving personnel and their families, as well as former members of the Armed Forces. You can talk about anything including personal concerns, worries and problems. Wherever possible Forcesline will provide factual information or 'signpost' possible ways forward. Forcesline is available Mon-Fri, including Bank Holidays, and can be accessed from anywhere in the world. The line is open from 10.30am - 7.30pm (UK local time) and the numbers are:

1. From the UK (Main Line): 0800 731 4880;
2. From Germany: 0800 1827 395;
3. From Cyprus: 800 91065;
4. From the Falkland Islands #: 6111;
5. From anywhere in the world (Call-back) +44 (0)1980 630854;
6. From Operational Theatres, to enable access through Paradigm's phone system, dial the appropriate access number then enter *201 at the PIN prompt.
7. AWOL Support Line: 01380 738137

**d. Branch Network.** Alternatively, if you are seeking assistance from their network of branches working with the ex-Service community, you may wish to contact your local branch directly, via the branch locator on the website or by telephoning (local numbers are in the appropriate area Telephone Directories). Note that as volunteers staff the branches, the office hours vary, and you may not receive a reply immediately.

e. **Post.** If you prefer to write to Forcesline, their address is:

Forcesline
FREEPOST
PO Box 1312
Pewsey
Wiltshire, SN9 6NN

**f. Online Form.** To email Forcesline, visit http://www.ssafa.org.uk and select “how we help”, Forcesline and access the online form.
g. **Central Office.** You can also contact the Central Office at:

4 St Dunstan's Hill  
London  
EC3R 8AD  

Phone BT: 020 7403 8783  

Email info@ssafa.org.uk  
Web address: www.ssafa.org.uk

3266. **Union Jack Club**

a. The Union Jack Club is a private members club for serving and ex-serving military personnel of HM Armed Forces close to London’s Waterloo Railway Station. All serving men and women below Commissioned Rank are automatically members of the club and do not pay any membership fees. Commissioned Ranks are Temporary Members who do not pay membership fees, but do pay a higher rate for accommodation. The club is situated close to many of London’s top attractions and offers an excellent base for the family group. It has over 260 bedrooms ranging from singles, twins, and doubles, along with bars and a restaurant, plus conference facilities.

b. **Contact Details.** For further information contact:

The Union Jack Club  
Sandell Street  
London  
SE1 8UJ  
Phone: 24 Hour Switchboard: 020 7928 6401  
Fax: 020 7902 6060  

E-mail: members@ujclub.co.uk  
Web: www.ujclub.co.uk

3267. **Veterans Aid (Registered Charity No: 1095308)**  
Formerly known as the Ex-Service Fellowship organisation, Veterans Aid is primarily involved in supporting homeless and vulnerable veterans who have served in the British Armed Forces. Its services include the provision of accommodation, social work, alcohol counselling, and advocacy. Further information can be found at www.veterans-aid.net.

3268. **Victory Services Club**

a. The Victory Services Club is a Military Club for serving and ex-serving military personnel of HM Armed Forces in the heart of London’s West End. Serving members of the Armed Forces are automatically members of the club, and pay no subscription fees and annual charges. The club provides accommodation, event and conference facilities at competitive rates.
b. **Contact Details.** For further information contact.

Victory Services Club  
63 – 79 Seymour Street  
London  
W2 2HF

Phone: 020 7723 4474  
Fax: 020 7402 9496

E-mail: info@vsc.co.uk  
Web: www.vsc.co.uk

### 3269. War Widows Association

This is essentially a pressure group that exists to improve the conditions of war widows and their dependants in Great Britain. Its work encompasses those who have suffered bereavement as a result of World War II and all conflicts since then including Iraq and Afghanistan. The WWA also represents those who have suffered the loss of their partner and in peacetime, when the death was attributable to their Service life. Further details can be found at www.warwidows.org.uk.

### 3270. White Ensign Association

a. The mission of the White Ensign is to inform and provide guidance to all serving and former members of the Royal Navy, Royal Marines, their Reserves and also to their families on Employment, Finance, Resettlement and Personal Administration. The White Ensign offers unbiased, confidential and free advice service. White Ensign staff visit establishments throughout the United Kingdom on a regular basis to provide support, guidance and advice in the form of Lectures and personal interviews

b. **Contact Details.** For further information contact:

HMS BELFAST  
Tooley Street  
London  
SE1 2JH

Phone BT: 020 7407 8658  
FAX: 020 7357 6298

E-mail: office@whiteensign.co.uk  
Web: http://www.whiteensign.co.uk
ANNEX 32A

NAVAL SERVICE ASSISTED PASSAGE SCHEME (NSAPS)

1. Principles

a. Naval Service Assisted Passage Scheme (NSAPS) loans are provided from the NSAF primarily for the purpose of assisting service personnel with the cost of flights for relatives to and from ports where deployed ships are on standoff. Hotel costs may be included in the loan if they are part of a package holiday.

b. JSP 752 Chapter 6 Section 3 details the allowances and advances of pay available through Families Assistance for Visits Abroad (FAVA) to married service personnel deployed for 182 days or more. To assist those personnel who do not qualify for FAVA, RN Charities introduced SPAPS (Single Persons Assisted Passage Scheme), and the Short Deployment Fund (SDF). Following the formation of the RNRMC SPAPS and SDF have now been replaced by NSAPS administered through the NSAF. In certain circumstances FCO personnel may also be eligible.

2. Criteria

a. There is no minimum length of deployment for NSAPS as there is for FAVA, but the FAVA allowance cannot be claimed at the same time as NSAPS. Eligibility is subject to block leave being available in the foreign port and Commanding Officer’s approval being given. Personnel who qualify for FAVA are not permitted to apply for a NSAPS loan either as well as or instead of FAVA. There is no limit to the amount of the loan or to the number of persons on whose behalf an individual can apply for a loan, but they must have a significant link to the applicant such as blood or marital relationship or long term partnership.

b. FCO personnel who have not settled their family in the UK may apply for a loan to visit financially dependent family or a home maintained by them in their country of origin – see eligibility table below.

c. The NSAPS loan is made to the Ship’s Central/Welfare Fund for the use of the individual and not to the individual direct. In certain circumstances the Fund will pay the Travel Agent direct or reimburse the individual for flights purchased on-line, provided that the Ship acknowledges responsibility for the loan in advance.

d. Repayment is by way of monthly instalments to the RNRMC. The maximum period for repayment is 12 months. Normally only one loan per person is permissible in any 12 month period.
3. Procedure for submitting an application

a. Unit to identify window in programme which will allow for block leave to be taken (usually in line with a FAVA application) and obtain CO’s approval.

b. Ship’s Company to be informed of opportunity for NSAPS.

c. Obtain application form and at earliest opportunity to forward it by e-mail to RNRMC Assistant Accountant, (See para 3211)

d. Details of the proposed loans should be given to the Ship’s Welfare Committees and approval sought if appropriate.

e. RNRMC Assistant Accountant to approve application and arrange payment to the ship/travel agent/individual (in exceptional cases only) and record the debt.

f. RNRMC Assistant Accountant to send draft repayment schedule and bank mandate to unit.

g. Debt to be recorded in Ship’s Sage Accounts, repayment schedule confirmed and repayments made in accordance schedule until cleared.
<table>
<thead>
<tr>
<th>Scheme</th>
<th>Regular Service Married</th>
<th>Regular Service Unmarried</th>
<th>FCO unmarried with home maintained in country of origin</th>
<th>FCO married or unmarried with financially dependent family in country of origin</th>
<th>FCO married with family in UK</th>
<th>FCO unmarried with family in UK</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAVA - Advance of pay for return fares (not hotel) for family from UK to foreign port + Allowance</td>
<td>Eligibility - deployed away from UK waters continuously for 182 days or more</td>
<td>Not eligible</td>
<td>Not eligible</td>
<td>Not eligible</td>
<td>As Regular Service Married</td>
<td>Not eligible</td>
</tr>
<tr>
<td>NSAPS - Loan for return fares for family from UK to foreign port while Ship deployed (inc hotel if package deal) - no Allowance</td>
<td>Eligibility - deployed away from UK waters continuously for less than 182 days</td>
<td>Eligibility - No minimum length of deployment</td>
<td>Not eligible</td>
<td>Not eligible</td>
<td>As Regular Service Married</td>
<td>As Regular Service Unmarried</td>
</tr>
<tr>
<td>DOMCOL - return fare paid for self from UK to Country of origin</td>
<td>Not eligible</td>
<td>Not eligible</td>
<td>Once every 5 years</td>
<td>Not eligible</td>
<td>Not eligible</td>
<td>Not eligible</td>
</tr>
<tr>
<td>NSAPS (FCO) - Loan for FCO for return fare (not hotel) for self from UK to country of origin - no Allowance</td>
<td>Not eligible</td>
<td>Not eligible</td>
<td>Once in every year that not entitled to DOMCOL</td>
<td>Once in every year</td>
<td>Not eligible</td>
<td>Not eligible</td>
</tr>
</tbody>
</table>
CHAPTER 33

NAVAL SERVICE RECOVERY PATHWAY (NSRP) POLICY

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CHAPTER 33

NAVAL SERVICE RECOVERY PATHWAY POLICY

3301. Introduction

a. The Defence Recovery Capability (DRC) is designed to deliver a conducive military environment within which all serving wounded, injured and sick (WIS) personnel receive the appropriate support to enable an effective return to duty or transition to a properly supported and appropriately skilled civilian life.

b. WIS personnel are those Service men and women, including Maritime Reserves and Royal Fleet Reserves, who are unable to undertake their normal duties, within defined medical categories. NS personnel are assessed as WIS when they are assigned a temporary JMES Code of M-6 or M-5.

Note. Pregnant Servicewomen given a JMES of E6 who also receive a JMES of M-5 are not to be considered WIS and will not be identified as such via the OBIEE dashboard.

c. Full details of recovery entitlements for Maritime Reserves are at Annex 33K.

d. The Naval Service Recovery Pathway (NSRP) is the generic term used to describe the process by which the NS manages the recovery of WIS personnel.

e. NS personnel who have attended NSMBOS/NSMEB and who are graded in a permanent (PERM) JMES, subject to review by either NSMBOS or a Regional Occupational Health Consultant before upgrading, remain considered WIS and in the recovery pathway.

f. WIS personnel who remain broadly employable and with less demanding recovery needs are to remain in their Parent Unit and be managed through the Divisional/Regimental system. If the unit is unable to support the individual and provide them with an appropriate recovery pathway, then they may be assigned to a specialist Recovery Unit depending on their personal circumstances. Those WIS personnel with the most complex recovery needs may be assigned to the Naval Service Recovery Centre (NSRC) Hasler, in HMS DRAKE or, in exceptional circumstances, to an Army or RAF Recovery Unit, whichever best meets the needs of the individual as determined by a Case Conference; an overview of the NSRP is at Annex 33A.

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1 JSP 770 Chapter 5 – Tri-Service Recovery Policy.
2 Royal Navy and Royal Marine personnel; see RNTM 234/16 Para 8.
3 Unfit for any duties in the maritime environment - Long-term sick or in a MTF for >28 days or given a medical board recommendation for discharge.
4 Fit for restricted duties ashore within the limitations as stated - Not to work in ships/submarines alongside and may not be able to complete all duties required of their branch/trade ashore.
5 Unless they have an underlying medical condition which requires them to be considered WIS.
6 Recovery Cells are located within the Personnel Support Groups (PSG) located in the Portsmouth, Devonport and Clyde Naval Bases and in the Career Management Cells (CMCs) in Yeovilton and Culdrose Air Stations; Recovery Troops (RT) have been established in 30, 40, 42 and 45 Cdo units.
7 Both physical and mental.
g. Many units have personnel from the Army and RAF serving within. It should be noted that each Service has a different Recovery Pathway and ‘entry’ criteria and single Service (sS) policy should be consulted to ensure appropriate support is afforded to the WIS individual.

h. Rehabilitation and Recovery are two distinct, but complementary, processes. Rehabilitation is primarily clinical treatment for medical conditions arising from wounding, illness or injury and is the responsibility of the Surgeon General (SG). Recovery is primarily a non-clinical activity, but may involve individuals undergoing rehabilitation, and is designed to assist personnel to return to duty or prepare them for life outside the Armed Forces. Recovery is the responsibility of the Chief of Defence People.

3302. **Aim**

To explain the purpose and policy for the NSRP, which seeks to achieve the following:

a. Command, manage and provide the duty of care to NS personnel who are unable to undertake their normal duties ie. to serve in a ship at sea or alongside.

b. Support individuals to achieve their maximum recovery potential so that their continued service can be effectively assessed.

c. Inform the Executive decision making process on whether an individual should be discharged or retained.

d. Deliver equity and ensure the commonality and consistency of the NSRP process.

e. Deliver an optimised outcome through a Service Person (SP) focused approach to recovery.

3303. **Command and Control**

a. ACNS (Pers) ‘owns’ the NS Recovery Capability and is a member of the Defence Health and Wellbeing Board (DHWB).

b. Head NPS is responsible for NSRP policy, governance and assurance, which is delegated to DACOS People Support.

c. Day to day management of NSRP policy, governance and assurance is delegated to SO1 Casualty and Recovery Management (SO1 CRM) as the Chair of the NSRP WG and RN member of the Defence Recovery Steering Group (DRSG), reporting to the DHWB.

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8 Army: AGAI Vol 3 Chap 99 'Command and Care of Wounded, Injured and Sick Service Personnel'; RAF: AP3392 Vol 5 Leaflet 125 'Management of RAF Personnel on Long-Term Sickness Absence'.
9 Naval Service Medical Employability Board (NSMEB).
d. Recovery is a command-led activity which is authorised by a CO in order to ensure that the Royal Navy fulfils its duty of care responsibility towards its WIS personnel. The Parent Unit\textsuperscript{10} retains command of all NS WIS until formally reassigned. When considering assignment to the Medical Margin (MA7A), the Career Manager and Parent Unit are to confirm any change to the ‘ownership’ and line management of the individual so that proper Divisional or Regimental oversight can be maintained\textsuperscript{11}.

e. The chain of command for Devonport and Portsmouth PSG is through the Naval Base Commander and Faslane Recovery cell through the Flotilla Commander; for the CMCs at RNAS Yeovilton and Culdrose through the COs RNAS and, for RTs, the Commanding Officer of the respective unit.

f. The command of NSRC Hasler is through OC NSRC Hasler to SO1 CRM who is subordinate to DACOS People Support. Base support is provided by Naval Base Commander Devonport (NBCD). OC NSRC Hasler provides the RM specific regimental oversight.

3304. CONOPS

a. A Concept of Operations (CONOPS) for managing WIS is to be established by NSRC Hasler and each PSG, CMC and RT. Establishments without a specialist recovery element are to ensure that Standing/Establishment Orders has specific direction to DOs, Tp Comds and Line Managers (LMs) for the management of WIS personnel eg. creation of an IRP, home visits to those sick-on-shore, effective use of the Carers’ Forum, etc. to enable optimised recovery to be achieved.

b. Generic Recovery Unit DO/Tp Comd TORs and Training Requirement are at Annex 33B.

3305. Principles

a. The Naval Service will provide a conducive military environment to enable the swiftest return to duty or properly supported transition to civilian life. For some, recovery at home may be the most appropriate option, however ALL personnel are to have a DO, Tp Comd or LM nominated who will oversee recovery and maintain contact throughout the recovery journey.

b. The management of an individual’s recovery pathway is an Executive function and a key tenet of the care and oversight that should be provided within the Divisional/Regimental system. Recovery can best be managed by the development of an Individual Recovery Plan (IRP)\textsuperscript{12} (Annex 33C), informed by an individual’s HARDFACTS assessment: Health, Accommodation and Relocation, Drugs and Alcohol, Finance and Benefits, Attitude, Thinking and Behaviour, Children and Family, Training, Education and Employment, Supporting Agencies.

\textsuperscript{10} The ‘Parent Unit’ is the Unit to which the RN/RM individual has been assigned at the start of the episode.

\textsuperscript{11} Due to the limited Divisional capacity of the CU and VL Recovery Cells, whenever possible, Parent Units should retain Divisional (and recovery) responsibility of those assigned to MA7A. The Recovery Cell POMA will be able to offer advice on recovery activity.

\textsuperscript{12} This is particularly important for those WIS personnel sent ‘sick on shore’ who will have no day to day management.
c. Initial management and duty of care for WIS individuals is provided by the Parent Unit through DOs, Tp Comds or LMs. Whilst it is expected that most WIS personnel serving in HM Ships, Submarines and Cdo Units will be landed/assigned to a PSG/RC/RT on medical downgrade, those serving ashore are most likely to remain in their establishment where the Unit Executive, through the Divisional/Regimental system, will monitor and oversee their recovery supported by the local medical services. The Unit Carers’ Forum (BRd 3(1) Chapter 24 Annex B) is the most appropriate medium through which the case can be managed and assured.

d. If the WIS individual is sick-on-shore, the DO/Tp Comd/LM is to establish contact within 10 days and maintain regular contact throughout the period of absence; a home visit should be conducted by day 21 and at least monthly thereafter. Naval Service Family and People Support (NS FPS) should be contacted if specialist welfare support is required.

e. Where the Parent Unit is unable to provide the specialist, long term support or duty of care required, the WIS individual may be re-assigned to a PSG/RC or RT or other more appropriate establishment as agreed by Parent Unit Carers’ Forum, CM and receiving unit.

f. For the most complex, significant or difficult cases, a Naval Service Casualty Cell (NSCC) Case Conference (Para 3307) is to be convened to establish the most appropriate location from which an effective recovery pathway can be managed.

g. Where NS personnel are being treated for protracted or complex injuries or illnesses through the Royal Centre for Defence Medicine (RCDM), Defence Medical Rehabilitation Centre (DMRC) or any other hospital, the Parent Unit remains responsible for the individual’s overall management and recovery unless they are formally reassigned to NSRC Hasler, PSG or Recovery Troop.

h. The Recovery Pathway combines a multi-disciplinary Executive, Medical, Welfare and Pastoral support service under the overall co-ordination of the Chain of Command drawing support from the Third Sector (Para 3320) as required.

i. Army and RAF WIS personnel will generally be supported through their own Service Recovery Capability but exceptional circumstances may exist when, subject to a Case Conference, Army or RAF WIS personnel will be assigned to NSRC Hasler or a PSG.

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13 If WIS personnel are not immediately assigned to a PSG or RC, the parent Ship, Submarine or Cdo Unit is responsible for the management and oversight of the ‘recovery pathway’ and should draft the IRP.

14 In person, by telephone or email in order to commence the IRP. A record of all contact made, and discussions had, are to be recorded in the IRP.

15 If the WIS individual will not agree to a home visit or it is decided by the individual AND DO/Tp Comd/LM that a home visit is not required or appropriate or the periodicity should be changed, this should be recorded in the IRP. The method of regular contact eg. Skype, telephone call etc. is to be recorded.

16 A combination of two or more conditions e.g. mental health, physiotherapy, occupational therapy, welfare, etc.

17 There is a Naval Service Liaison Officer (NAVY NPS-PEOPLE SPTDMRCLO) assigned to DMRC to act as a temporary DO to admitted personnel and who will ensure the IRP is updated as required on leaving the specialist unit.

18 3rd Sector support includes DRC strategic partners Help for Heroes (H4H), The Royal British Legion (TRBL) and the RNRM Charities.

19 AGAI 99 (Army) and AP 3392 Vol 5 Leaflet 125 (RAF).
j. Management of those in the Recovery Pathway is based on, but not limited to, the following:

(1) Each person is to be managed as an individual through an IRP.

(2) The Recovery Pathway must not be regulated by set timelines. There is no pressure for unseemly haste but those on their recovery pathway should strive for positive milestones. Those managing the recovery pathway for individuals must ensure that key events identified in the IRP are being met, preventing unnecessary drift for, or by, the individual.

(3) Whether operational or non-operational, on duty or off duty, where and how an individual finds themselves on the Recovery Pathway is irrelevant. It is there to guide those that need support and includes those with psychological as well as physical injury or illness.

(4) The interests/needs of the Service drive enduring decisions on employability; weighting the wishes of the individual is part of the process.

(5) Each WIS individual must be encouraged to take control of their own recovery ‘journey’, set and record clear goals and take ‘ownership’ of their IRP. The Recovery Pathway is their ‘place of duty’ and those that do not engage and habitually ‘Do Not Attend’ appointments, meetings, recovery activities, etc should be subject to Minor Administrative Action (MAA) and the Warning process for Discharge Shore (Inadequacy) as outlined in Chapter 57, noting the particular circumstances of the case.

(6) Transparency between the executive, the medical and the individual is essential throughout the Recovery Pathway if an optimum outcome is to be achieved. In any discussions, however, care should be taken to protect personal data, and all involved should be cognisant of the Defence Medical Caldicott Policy, noting that sharing certain information can be beneficial to the WIS Service Person (SP) (Principle 7).

k. Personnel within the NSRP are to be formally assessed throughout recovery to ensure that the IRP is delivering the required outcome. If progress is not being made, the case is to be brought to the Carers’ Forum and discussed within a multi-disciplinary team of SMEs.

l. WIS personnel are not to be re-assigned during their recovery unless a Case Conference has been initiated and a move is recommended; this is to ensure continuity of care. If re-assigned, a copy of the IRP is to be forwarded to the receiving unit.
m. All personnel, including WIS, likely to be discharged from the NS on medical grounds are able to access resettlement entitlements at an earlier stage than for other Service Leavers. In these cases, a balance needs to be retained between recovery and resettlement activities to ensure that the WIS individual has sufficient time to plan ahead and is ready for transition to a properly supported and appropriately skilled civilian life.

n. All personnel, regardless of where they are and how long they have been on the ‘Recovery Pathway’, are entitled to a SJAR/OJAR. Often, WIS personnel are sick on shore or employed in restricted activities not associated with their rank or specialisation for a prolonged period; in these instances a Short Appraisal Report (SAR) may be more appropriate. The SAR should contain sufficient detail to describe the nature of the recovery duties/activities undertaken and the attitude of the WIS SP in engaging in the recovery process. In cases of doubt, the appropriate Promotions Branch Secretary should be consulted.

3306. Healthcare and Rehabilitation

a. Responsibility for all aspects of healthcare and rehabilitation remains with SG through Defence Medical Services (DMS). The clinical treatment and rehabilitation of WIS personnel is to take primacy over other recovery and duty activities whilst personnel remain in the ‘recovery pathway’.

b. Personnel attending DMRC Stanford Hall are to take their IRP with them in order for it to be reviewed and updated on completion of treatment. SP are to attend with IRP and IP and the individual is to ensure that the IRP is discussed with the DO/Tp Comd/LM on return to Parent Unit to ensure that treatment/rehabilitation plans are followed.

3307. The Case Conference

a. Naval Service (NS) Wounded, Injured and Sick (WIS) personnel are those who are assessed as Joint Medical Employment Standard (JMES) code M5 or M6.

b. The Individual Recovery Plan (IRP) was introduced in Jan 16 and is to be raised on every WIS individual. The IRP is developed using the HARDFACTS assessment tool; Health, Accommodation and Relocation, Drugs and Alcohol, Finance and Benefits, Attitude, Thinking and Behaviour, Children and Family, Training, Education and Employment, Supporting Agencies. The tool allows the individual to plan and set recovery goals; it also allows the Chain of Command to better understand, oversee and monitor the individual's recovery.

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22 JSP 534 Section 6.
23 JSP 757 Part 2 Vol 1 Chap 1 Annex B Para 1.a (6).
c. Whilst it is expected that most WIS personnel serving in HM Ships, Submarines and Commando Units will be landed/assigned to a Personnel Support Group (PSG)/Recovery Cell (RC)/Recovery Troop (RT) on medical downgrade to M5/M6, those serving ashore are most likely to remain in their establishment where the Unit Executive, through the Divisional/Regimental system, will monitor and oversee their recovery via the IRP. When an individual's recovery is not progressing as expected, the case is to be referred to the Unit Carers' Forum or Care Committee^{24}.

d. Should the Carers' Forum consider that the Parent Unit is unable to support the individual adequately and provide an appropriate recovery 'pathway', a NSCC Case Conference is to be requested, usually by the parent unit, to discuss the needs of the individual and support required^{25}.

e. The Naval Service Casualty Cell (NSCC) is responsible for facilitating the CC and inviting a multi-disciplinary panel to review all aspects of the case with a view to determining the most appropriate recovery pathway. The aim is to ensure that the immediate and long-term care and needs of the WIS individual are being met from an holistic perspective; this includes medical and allied health requirements, welfare, career and employment management and, where necessary, support in the transition to civilian life.

f. **Notice to Case Conference.** Notwithstanding exceptional or unforeseen circumstances, the minimum notice to conduct a CC is three weeks. This time is required to allow for cases to be adequately represented and the NSCC to process all paperwork. Requests submitted later than the required period cause a significant admin backlog for the NSCC team as well as increasing the potential for inaccurate recording of information.

g. **Management of SP Expectations.** With an increasing number of cases in which SPs see the Naval Service Recovery Centre (NSRC) Hasler as their only recovery option, it is important for the divisional and medical Chains of Command to manage expectations and explain to them that the purpose of the CC is to discuss and decide upon the most appropriate care setting, for which there are several potential outcomes, as follows:

(a) Retain in current unit.
(b) Assign to another unit.
(c) Assign to a Unit Recovery Troop.
(d) Assign to a Personnel Support Group (PSG).
(e) Assign to the NSRC Hasler.
h. It is the Parent Unit’s responsibility to identify all personnel with an intimate knowledge of the individual, the case and the resources required to enable an effective recovery pathway and ensure that they are nominated on the CC request form (Appendix 1 to Annex 33D) and attend the CC. The NSCC will invite additional SMEs as necessary.

i. Using the IRP and CC request as the basis for the assessment and discussion, the CC attendees will discuss the breadth and depth of the individual’s needs to determine how and where to provide the most appropriate support when:

(1) Breadth, or complexity, refers to multiple (two or more identifiable) needs eg. mental health, physiotherapy, welfare etc. that are inter-connected and not necessarily all medically related.

(2) Depth refers to severity, intensity or duration of need.

j. Personal aspirations also have a part to play. An individual may have acceptance issues and not wish to attend a specialist RC, RT or NSRC Hasler as it could be perceived by them as a confirmation of a decline in their condition. Similarly, individuals may wish to remain in their current unit since they are content with the support they are receiving, and their current employment provides positive focus. These are all important factors in a person’s recovery pathway and will be considered along with the needs of the Service and the requirement to achieve the best outcome for the individual.

k. **Representation at Case Conference.** To ensure the SP is appropriately represented, all facets of care (eg. clinical, welfare, physio, divisional etc.) should attend the CC if possible. As a minimum, it is expected that the individual will be represented medically and divisionally by the owning unit. Requests for a standing member of the committee, eg. medical, who is not part of the owning unit, to represent the individual will not be approved as this affects the impartiality of the case conference process. Given that units have three weeks to fully prepare for the CC, there can be little justification if the SP is not given the deserved level of attendance. If adequate attendance by the owning unit is not achievable, the CC referral will be deferred.

l. WIS individuals may attend the case conference and provide a verbal or written personal statement, but this is not essential, and they will not be present for subsequent discussions.

m. If present at the CC, the individual will be informed of the decision on completion and given an opportunity to ask questions. If not present, the decision is to be relayed to the individual without delay and the reasons behind the decision fully explained. This is usually a CoC function for the owning unit, but should be agreed at the CC and noted in the summary of outcome.

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26 The Individual’s up to date IRP should be forwarded to the Case Conference.
n. A full account and summary of the CC and decisions made is retained by the NSCC.

o. The procedure for initiating a Case Conference is at Annex 33D.

3308. Recovery Activity

a. Recovery is different for all; it can be a lengthy process with intense periods of treatment and rehabilitation interspersed with periods of inactivity, or it can be very straightforward and uncomplicated where the WIS individual can be productively employed between medical interventions in unit. Either way, appropriate support to enable an effective return to full duties or transition to a properly supported and appropriately skilled civilian life is to be provided and there are numerous approved recovery activities that can be utilised to contribute to these goals.

b. Recovery activity can take many forms and can be as simple as reduced working hours during a period of intense rehabilitation to attending Recovery or Vocational Placements\(^27\) in preparation for return to work after a prolonged period of illness/injury. Participation in a recovery activity must be coherent with the IRP and be programmed so as not to impact upon, but work in conjunction with, planned clinical and rehabilitation activities.

c. Before any recovery activity is commenced, a Medical Risk Assessment (MRA) is to be conducted to ensure that the chosen activity is conducive to rehabilitation; this is to be recorded in the IRP. Only the CoC, after having had sight of the MRA, can approve a recovery activity; individual WIS personnel are not to engage on a recovery activity unless it has been approved by the command and their approval noted on the IRP.

d. Before attending any recovery activity/course, a formal application\(^28\) is to be made by the WIS individual to the CoC to ensure that responsibilities are understood by all parties, duty status confirmed and resource (eg. T&S) made available.

e. The Army, supported by Help for Heroes and The Royal British Legion, have developed a programme\(^29\) of Defence Recovery courses at their Personnel Recovery Centres (PRCs), which may be of benefit to NS WIS. These include the Core Recovery Events (CREs) and Rolling Recovery Programme (RRP) (Annex 33E).

f. Exceptionally, medically downgraded personnel with a JMES of M3 may attend recovery activities if it is considered by the Carers Forum\(^30\) to be conducive and beneficial to the individual’s recovery.

\(^{27}\) JSP 534 Art 0713.

\(^{28}\) JSP 534 Annex DD.

\(^{29}\) http://defenceintranet.dii.f.r.mil.uk/Organisations/Orgs/Army/Organisations/Orgs/ag/Organisations/Orgs/dgpsa/Orgs/ARC/Pages/OptionalCourses.aspx.

\(^{30}\) Or other appropriate multi-disciplinary team eg. CART.
**3309. Employment**

a. A key factor in determining ‘entry’ to the NSRP is the JMES limitation and associated caveats placed on an individual i.e. they cannot undertake their *normal* duties. Within the Recovery Pathway emphasis is placed on developing an IRP that includes appropriate employment opportunities for personnel as they work towards returning to duty or transition to civilian life. All employment undertaken by WIS must be cognisant of the individual’s medical limitations and, where any doubt exists, clarification should be sought from the MO.

b. Being suitably employed and feeling a valued member of the NS is a fundamental part of recovery, but it should not come at the expense of rehabilitation. Employment during recovery should be considered alongside other recovery activities however, the primary ‘duty’ of a WIS individual is rehabilitation.

c. For the majority of NS WIS personnel, a return to duty is the expected recovery outcome. In order to achieve this, a Gradual Return to Work (GROW) programme is often required and employment should, where possible, be tailored towards the trade/skill of the WIS individual.

d. When an individual is nominated for a period of employment, it should be noted in the IRP. The employing officer should be made aware of any restrictions and limitations in place and the requirement to attend rehabilitation/medical appointments. Whilst the employer may have day to day Line Management responsibility for the WIS individual, they may not have Divisional responsibility; this is to be made clear to all parties and the IRP annotated accordingly.

e. WIS individuals are entitled to an OJAR/SJAR and temporary employers are to feedback sufficient information to the DO/Tp Comd/1RO in order for a report of value to be drafted (Para 3305. sub para l).

f. WIS personnel who are recommended for Naval Service Medical Board of Survey (NSMBOS) are able to access resettlement entitlements at an earlier stage than other Service Leavers. In these cases, any temporary employment should be considered alongside the need to commence resettlement activity and registration with the Career Transition Partnership (CTP). For those WIS with particularly challenging transitional needs, a Specialist Employment Consultant (SEC) may be required who may recommend prolonged periods on vocational or civilian work placements.

**3310. Participation in Adaptive Sport and Adventurous Training**

Participation in sport and adventurous training (AT) is fundamental to service life and Naval Service ethos and is a potential accelerator to the recovery of WIS personnel; detailed guidance on participation is at Annex 33F. A Budget Control Form should be completed with cost being borne by the parent unit.

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31 Subject to DPA and Caldicott Policy requirements.
32 JSP 534 Section 6.
33 JSP 534 Para 0608.
3311. **Battle Back Programme**

a. **Battle Back** is a MoD initiative for WIS personnel that use Adaptive Sport and Adventurous Training (AS & AT) to complement rehabilitation, recovery and return to an active lifestyle. The use of AS & AT has a proven track record to aid successful physical, psychological and social recovery, thus providing the foundation for the development of a positive self-image and outlook on life.

b. The Battle Back Centre conducts AS & AT Multi-Activity Courses (MAC) at the National Sports' Centre, Lilleshall, Shropshire. In addition to sports and AT, coaching experts from Carnegie Great Outdoors (part of Leeds Beckett University), are available to work with individuals to increase self-confidence, motivation, awareness, problem solving, communication and decision-making skills; all aiding the development of strategies to cope with future situations.

c. The MAC is not a traditional military sport or AT course. WIS participation in each activity is carefully considered and personnel will only take part in training that is tailored specifically to their needs. The aim of the MAC is to use AS & AT as the personal development ‘vehicle’ to aid recovery as part of a WIS individual’s IRP that encourages them to discover what they can achieve rather than remind them of what they cannot.

d. The Battle Back Centre provides adapted residential accommodation for personnel whilst they are taking part in activities which include indoor climbing and caving, water sports, wheelchair basketball, archery, mountain biking, sitting volleyball and clay pigeon shooting.

e. After attending a MAC, many recovering Service personnel wish to take their activities to a higher level and a number of expeditions are run annually under the Battle Back banner to venues such as Cyprus, Germany and Spain to undertake single discipline activities such as rock climbing, skiing, sailing and canoeing which can lead to the achievement of nationally recognised awards.

f. The MAC has been shown to aid recovery and engender a positive attitude and accelerate recovery. WIS personnel can apply to attend the Battle Back MAC through their CoC at any time, with the provision that it is an appropriate juncture in the recovery pathway and conducive to their rehabilitation. Attendance on the Battle Back MAC is highly desirable (subject to MRA) for those NS WIS who have been in the recovery pathway for greater than six months.

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3312. **Home Adaptations**

WIS personnel with complex injuries may require adaptations to domestic accommodation\(^{35}\). Adaptations can be made to SLA, SFA, private homes (including parental homes) and adaptations to a second property when WIS personnel move from an adapted parental home to their own property. The process is initiated using a Service Adaptation Initial Case Report (SAICR); this form provides the background and includes an Occupational Therapist (OT) assessment. It is important that WIS personnel requiring private home adaptations start the process as soon as possible to allow sufficient time for the application process and completion of work\(^{36}\). Funding for home adaptations for serving WIS is a DIO responsibility. Further advice may be obtained from NAVYLOGINFRA-INFRASTRAT1@mod.uk.

3313. **NSRP Management Information**

a. When an individual is downgraded and becomes WIS, they are to be interviewed by their DO/Tp Comd or LM to assess the most appropriate recovery pathway; an IRP is to be completed and a JPA IRP competence (Annex 33C) raised for that individual.

b. The Unit Executive Department, via the OBIEE Recovery Pathway Tool and JPA dashboard, is to identify and regularly monitor WIS personnel within the unit to ensure that appropriate recovery management is taking place, IRPs have been completed and an appropriate competence has been raised. Units are to routinely select IRPs at random to check for completeness, accuracy, Data Protection and Caldicott compliancy.

c. In addition to raising an IRP, NSRC Hasler and the RM RTs use the Army’s Wounded, Injured and Sick Management Information System (WISMIS) as their principal WIS management and tracking support tool\(^{37}\).

d. In addition to raising an IRP, the Fleet Employment Capability Application (FECA) has been developed and accredited by Fleet N6 ISS to support the management of landed personnel. FECA is used by the PSG and CMC recovery elements as their principal WIS management and tracking support tool.

e. Data from FECA, WISMIS and JPA is used to inform the DRB, DRWG and Third Sector of NSRP statistics and recovery outcomes.

3314. **Recovery Staff Training**

The management and oversight of NS WIS personnel can often be a difficult, time consuming and emotional task, especially when dealing with multiple cases. In order to better prepare personnel for an assignment in a Recovery Cell or Troop, a training package has been developed (Annex 33B).

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\(^{35}\) JSP 464 Vol 1 Part 1 Chap 3 Annex C.

\(^{36}\) Completion of an OT assessment, submission of a business case and the processing of the application for complex cases can take several months to complete.

\(^{37}\) WISMIS is currently being trialled as the Defence WIS Management Information System.
3315. Caring for the Carer

Working with WIS personnel is often highly demanding and personnel who are charged with case management often face complex and intense situations that may be emotionally challenging. Whilst there is no statutory requirement for formal supervision\textsuperscript{38}, in order to ensure that those working within this demanding area are able to operate effectively in a safe and responsive environment, the Unit Executive is to ensure that appropriate processes are put in place to encourage proactive oversight, support and professional development of those dealing with WIS individuals. It is essential that the framework is applied in an environment of trust, openness and active engagement and that DOs/Tp Comds have a method for accessing support. In cases of doubt, guidance should be sought from NS FPS.

3316. Safeguarding

a. ‘Safeguarding' means protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while simultaneously ensuring that the adult’s well-being is promoted including, where appropriate, regard for their views, wishes, feelings and beliefs in deciding on any action\textsuperscript{39}.

b. Safeguarding covers a wide range of practices and responsibilities and all personnel involved in the care of WIS share a responsibility to treat those being supported with respect, and to behave towards them in a way that carers would themselves want to be treated. This implies that carers must always act in a manner that is best for the individual – not for the convenience of the carer or the organisation; Annex 33G has more detail.

3317. Assurance

a. The Parent Unit Executive Department is responsible for assurance of the NSRP’s management of the recovery of individuals assigned to it. The Carers’ Forum is the conduit through which individual cases are assessed and managed within the unit in a multi-disciplinary environment.

b. External\textsuperscript{40} assessment of the specialist recovery units ie. NSRC Hasler, PSGs, RCs and RTs will be conducted by NCHQ Casualty and Recovery Management (CRM) Staff. Staff from other Recovery Units may be requested to support assurance visits in order to conduct both peer review and share best practice.

\textsuperscript{38} Supervision must enable and support workers to build effective professional relationships, develop good practice, and exercise both professional judgement and discretion in decision-making. For supervision to be effective it needs to combine a performance management approach with a dynamic, empowering and enabling supervisory relationship. Supervision should improve the quality of practice, support the development of integrated working and ensure continuing professional development. Supervision should contribute to the development of a learning culture by promoting an approach that develops the confidence and competence of managers in their supervision skills. It is therefore at the core of individual and group continuing professional development; (Skills for Care 2007).

\textsuperscript{39} Care and support statutory guidance, DH, 2016.

\textsuperscript{40} The Level 2 assurance process is currently under review.
c. Ofsted has been contracted by the DRB to conduct assurance of the Defence Recovery Capability and to assess personnel recovery structures across Defence. Ofsted is permitted to visit any unit, not only those with a specialist Recovery Unit embedded, it is, however, required to give 10 days’ notice of such a visit; the Ofsted Assurance Handbook is at Annex 33H. Any unit nominated for an Ofsted inspection should contact SO1 CRM.

3318. Medical Discharge Policy

a. Medical Discharge policy for the NS is consistent with tri-service policy\(^{41}\) and is as follows:

“Advice to the Naval Service on the medical fitness of an individual is provided through the award of a Joint Medical Employment Standard (JMES). The JMES is then used to inform the decision by the Naval Service on whether that individual should be retained, if the functional ability associated with their medical condition permits, or whether their condition precludes future employment, in which case the Service will arrange for termination of their service. Each case is considered on its merits, so that in some circumstances a small number of those with significant disabilities may be retained, if they wish to be retained, and the Service has a suitable position for them.”

b. In order to deliver the necessary consistency of outcome, the CoC shall determine that it is the right decision for an individual to leave the NS by answering the 5 questions\(^{42}\) below:

1. What is the individual’s Permanent Medical Category?
2. What is the individual’s employability within the Service?
3. Has the individual’s treatment been optimised or reached a plateau?
4. Has resettlement, training and education been completed?
5. Is society ready to receive the individual?

\(^{41}\) JSP 770 Chapter 5 Article 1.5.9.
\(^{42}\) JSP 770 Chapter 5 Article 1.5.10.
3319. Medical Assessment Process

a. Specific detail and guidance on the role of the NSMBOS and the Naval Service Medical Employability Board (NSMEB) is at Chapter 28 and in BR 1991 Chap 18. The NSMBOS assesses the medical state and prognosis of an individual and is conducted once they have been in a reduced medical category for 12 months, or sooner if it is obvious that the WIS individual will not return to their former grading. The NSMEB decides, based on NSMBOS and Personnel Branch advice, whether an individual should be retained or medically discharged from the Service. Retention is gauged on the ability of the NS to offer meaningful and fulfilling employment to injured personnel with realistic prospects of further promotion and advancement for the remainder of their career. The decision of the Board is informed by an individual’s written personal statement and reports by their lead clinician and chain of command.

b. No one will leave the Armed Forces until they have reached a point in their recovery where leaving the Service is the right decision, however long it takes. In the context of this statement, the NS has determined that the ‘point in their recovery where leaving the Armed Forces is the right decision’ will be when an individual’s medical care can be transferred seamlessly from Defence Medical Services (DMS) to National Health Service (NHS) without harm to the individual. If personnel are undergoing specialist medical rehabilitative care, their need for DMS-specific care vice NHS care must be assessed in order that retention in Service or onward referral can be arranged.

3320. Third Sector Support

a. The charitable sector plays a pivotal role in the delivery of the DRC and Help for Heroes (H4H) and The Royal British Legion (TRBL) are the MOD strategic delivery partners. NCHQ has established additional formal links with RNRM Charities to enhance the MOD provision for recovery activities. A list of useful contacts is at Annex 33I, the Casualty and Recovery Management intranet site, the NSRP Defence Connect site and NFF Recovery website.

b. Before any Third Sector support is sought or approved, a WIS individual must undertake a MRA and obtain Executive approval to participation in order to ensure that the training, activity or support offered is conducive to rehabilitation and will not impact on other areas of recovery/resettlement.

43 Retention until fit to transfer to NHS.
44 NAVY-MEDDIV SO1 HG note ‘Release from Naval Service on Redundancy while under Specialist Medical Care’ dated 10 Feb 12.
46 https://jive.defencegateway.mod.uk/groups/naval-service-recovery-pathway.
3321. Transition Pathway

a. When an individual is unfit for continued military service due to service limiting injuries and has gone through the NSMBOS and NSMEB processes, the NS has a responsibility to ensure that the individual’s transition to civilian life is managed as smoothly as possible. The principles of clinical transition for all Service Leavers are in JSP 950 Leaflet 1-3-6. Additional advice and guidance on the transition of more complex WIS personnel who may require NHS continuing healthcare arrangements (CHC) is described in JSP 770 Chapter 5 Part 4.

b. The tri-Service Welfare Referral (TSWR) Protocol for Service Leavers has been developed by Veterans UK and aims to ensure early identification and ongoing support for Service Leavers likely to be discharged/about to transition from military service, who may have severe physical or psychological disablement or are considered as having an enduring welfare need with which they will require support post Service.

c. Making the transition from Service to civilian life can be traumatic in itself. There is a number of Third Sector organisations that offer assistance with this life changing move; and both SSAFA and Future for Heroes offer a mentoring scheme.

3322. Resettlement Policy

a. All WIS personnel likely to be discharged from the NS on medical grounds are able to access resettlement entitlements at an earlier stage than other Service Leavers. In these cases, a balance needs to be struck between recovery and resettlement activities to ensure that the WIS individual has sufficient time to plan for the future and is ready for transition to a properly supported and appropriately skilled civilian life.

b. In all cases, a Transition Assessment Form (TAF) is to be completed for the WIS individual and forwarded to the local Naval Resettlement Information Officer (NRIO).

c. For those WIS who face significant barriers to employment a Specialist Employment Consultant (SEC) may be available through the CTP (Assist) programme; the NRIO will be able to advise.

50 http://www.f4h.org.uk/
51 JSP 534 Section 6.
52 JSP 534 Section 6.
d. When discharge on medical grounds is likely, attendance on one of the Army/H4Hs delivered Core Recovery Events (CREs) 2 or 3 may be appropriate. Hosted at the PRCs in Colchester, Edinburgh, Tidworth and Catterick, CRE 2 is a ten-day course that focuses on employment and realistic vocational options whilst CRE 3 is a five-day course designed for WIS individuals who have been assessed as requiring extra support in transition to civilian life as a result of their injury or illness. These courses do not replace CTP and CTP (Assist) which should always be considered. Full details of CRE courses are at Annex 33E.

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53 Course dates are published in DINs and on the Arc intranet site http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/Army/Organisations/Orgs/ag/Organisations/Orgs/dgpers/Organisations/Orgs/dpsa/Orgs/ARC/Pages/MandatoryCourses.aspx.
ANNEX 33A

OVERVIEW OF THE NAVAL SERVICE RECOVERY PATHWAY

Individual receives MB or MB JAMES coded downgrade
Entry into Naval Service Recovery Pathway

Individual reports to DO, Tp Comd or LM with ‘downgrade crit’
Individual Recovery Plan (IRP) (HARDFACTS)* initiated in consultation with individual

Individual remains in Unit (most shore establishments and some front line units)

Individual care pathway reviewed regularly by DO/Tp Comd/LM and recovery assessed; IRP updated as required

Recovery progressing
Continue in Unit and reassessed in set timeframe

Recovery not progressing/case becomes complex
Case discussed at Carer’s Forum or equivalent
Continue in Unit with additional support and reassessed in set timeframe

JAMES reassessed and individual upgraded or attends NSMBOS and NSMEB. Placed in highest suitable permanent medical category or transitions to civilian life
Remain in Unit with additional support or assigned to PSG/NSRC Hasler

IRP CLOSED

* The IRP, ‘owned’ by the individual, is to be updated regularly and overseen by the DO, Tp Comd or LM. It is to cover HARDFACTS considers Health, Accommodation and Relocation, Drugs and Alcohol, Finance and Benefits, Attitude, Thinking and Behaviour, Children and Family, Training, Education and Employment, Supporting Agency.
ANNEX 33B

GENERIC RECOVERY UNIT DO/TP CMD TORS AND TRAINING REQUIREMENT

1. Preamble
   a. The Defence Recovery Capability (DRC) is to deliver a conducive military environment within which all serving wounded, injured and sick (WIS) personnel get the appropriate support to enable an effective return to duty or transition to a properly supported and appropriately skilled civilian life.1
   b. The Naval Service Recovery Pathway (NSRP) is the generic term used to describe the process by which the NS manages the recovery of WIS personnel.
   c. WIS personnel who remain broadly employable and with less demanding recovery needs are to remain in their Parent Unit and be managed through the Divisional/Regimental system. If the unit is unable to support the individual and provide an appropriate recovery pathway, WIS personnel may be re-assignment to a specialist Recovery Unit2 depending on the individual’s personal circumstances. Those WIS personnel with the most complex recovery needs may be assigned to the Naval Service Recovery Centre (NSRC) Hasler, in HMS DRAKE or, in exceptional circumstances, to an Army or RAF Recovery Unit, whichever best meets the needs of the individual.

2. Purpose
   To act as the Divisional Officer (DO)/Troop Commander (Tp Comd) for NS WIS assigned the Recovery Unit.

3. Superiors
   The post holder is accountable to the CO/OC.

4. Authority
   The post holder has delegated authority to:
   a. To liaise with all MoD authorities (to include the Army and RAF recovery capabilities) to achieve his/her purposes.
   b. To liaise with medical authorities insofar as it relates to personnel within their Division/Troop.

5. Principal Tasks
   The principal tasks undertaken are as follows:
   a. Oversee and manage the recovery of assigned personnel, ensuring that Individual Recovery Plans are created, updated and adhered to.

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1 JSP 770 Chapter 5 – Tri-Service Recovery Policy.
2 Recovery Cells are located within the Personnel Support Groups (PSG) located in the Portsmouth, Devonport and Faslane Naval Bases and in the Career Management Cells (CMCs) in Yeovilton and Culdrose Air Stations; Recovery Troops (RT) have been established in 40, 42 and 45 Cdo units.
b. Attend the Unit Carers Forums as directed by the Medical Officer/CoC.

c. Organise meaningful employment for assigned personnel, ensuring that such employment is within JMES restrictions and caveats and does not interfere with rehabilitation and overall recovery.

d. Conduct home/hospital visits for assigned personnel who are 'sick on shore'.

e. Attend Case Conferences as directed and requested by the NSCC/CoC.

f. Maintain regular and robust lines of communication with other stakeholders, including charities.

g. Ensure that Mid-Period Appraisal Reports (MPAR) are conducted and that Annual Appraisal Reports/Short Appraisal Reports are completed for personnel within their Division/Troop where required (Para 3305 sub para I).

h. Ensure the personal and professional development of individuals and mentor those undertaking the NSMBOS/transition process.

i. Ensure all personnel have the opportunity to conduct sport and AT (this can be adaptive sport) in accordance with PFS and JMES restrictions. Battle Back is mandatory for all WIS personnel after 6 months in the Recovery Pathway.

j. Carry out other duties as directed by the CoC.
### Training

#### a. Mandatory

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<th>Aimed At</th>
<th>Supplier</th>
<th>Remarks</th>
</tr>
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<tbody>
<tr>
<td>Defence Recovery Capability Employment Training (DRCET) (see Note)</td>
<td>All Staff</td>
<td>Army Recovery Capability</td>
<td>Bookings via <a href="mailto:RC-Pers-ARC-CseBids-0Mailbox@mod.uk">RC-Pers-ARC-CseBids-0Mailbox@mod.uk</a> Tel (Mil): 94222 7603 Civ: 01252 787603</td>
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<tr>
<td>DO Course/Refresher</td>
<td>All Staff</td>
<td>RNLA</td>
<td>Course Booking Cell: <a href="mailto:NAVYTRGHQ-CBC@mod.uk">NAVYTRGHQ-CBC@mod.uk</a> Tel Mil: 93825 4069</td>
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<tr>
<td>Caldicott Principles</td>
<td>All Staff</td>
<td>Surgeon General</td>
<td>Local PMO</td>
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<td>All Staff</td>
<td>DRCET/Local</td>
<td>Local Training</td>
</tr>
<tr>
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<td>All Staff</td>
<td>Online</td>
<td><a href="http://www.scie.org.uk/publications/elearning/adultsafeguarding/">http://www.scie.org.uk/publications/elearning/adultsafeguarding/</a></td>
</tr>
</tbody>
</table>
| Mental Health First Aid                               | All Staff | HMS DRAKE RAF SMARTT      | Julie Guthrie
HMS DRAKE Learning & Education Centre
NAVYNBCD-SCIGLDCOORD1@mod.uk
Tel (Mil): 9375 67715
Civ: 01752 557715
OR
Air-COSPers-Pol SMARTT WO (Underhill, Jim WO) Air-COSPers-PolSMARTTWO@mod.uk |

**Note.** MHFA is also delivered on the DRCET Course.
b. **Recommended**

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<td>Amport House</td>
<td>Bookings via: <a href="mailto:CLittle.afcc@defenceacademy.mod.uk">CLittle.afcc@defenceacademy.mod.uk</a> Tel (Mil): 94391 4226 Civ: 01264 773144 Ext 4226</td>
</tr>
<tr>
<td>Loss and Bereavement</td>
<td>All Staff</td>
<td>Amport House</td>
<td>Bookings via: <a href="mailto:CLittle.afcc@defenceacademy.mod.uk">CLittle.afcc@defenceacademy.mod.uk</a> Tel (Mil): 94391 4226 Civ: 01264 773144 Ext 4226</td>
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<tr>
<td>Battle Back MAC Familiarisation</td>
<td>All Staff</td>
<td>Battle Back</td>
<td>Battle Back</td>
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<tr>
<td>TRiM</td>
<td>At least one member of Staff if not provided by Parent Unit</td>
<td>Navy Pers</td>
<td>Bookings via: <a href="mailto:NAVYNPS-PEOPLESPTOSMTRGSPT@mod.uk">NAVYNPS-PEOPLESPTOSMTRGSPT@mod.uk</a> Tel (Mil): 9380 28021 Civ: 02392 573021</td>
</tr>
<tr>
<td>Diversity and Inclusion</td>
<td>At least one member of Staff if not provided by Parent Unit</td>
<td>Defence Academy</td>
<td>Bookings via: <a href="mailto:DEFAC-CMT-CDLM-JEDTCADMIN@Defenceacademy.mod.uk">DEFAC-CMT-CDLM-JEDTCADMIN@Defenceacademy.mod.uk</a> Tel (Mil): 96161 5003 Civ: 01793 785003</td>
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7. **Competences**

There are no specific competences for this post.

Line Manager’s signature: .......................... Post Holder’s signature: ..........................

Date: .......................... Date: ..........................

Review Date: ..........................
ANNEX 33C
THE INDIVIDUAL RECOVERY PLAN

1. Introduction

a. The NSRP process is designed to assist a WIS individual in their return to effective service employment, or to provide support through the transition process to civilian life, if it is deemed that they are unable to continue to serve within the Naval Service.

b. Whilst all WIS individuals are provided with a clinical pathway by the Medical Officer (MO), the Command, through the Divisional/Regimental system, has a responsibility to oversee and manage the recovery or transition of their personnel; recovery can best be managed by the development of an Individual Recovery Plan (IRP).

c. An IRP is required for all NS WIS personnel, not just those assigned to a Recovery Cell, Troop or the Naval Service Recovery Centre (NSRC) Hasler.

d. To reinforce the IRP and enable assurance, an IRP JPA competence has been created. The IRP competence is linked to the Recovery Pathway OBIEE tool and JPA dashboard functions which alert the CoC when an IRP is required/missing. The creation of an IRP JPA competence will enable the Unit Executive and NCHQ Casualty and Recovery Management (CRM) team to ensure that all NS WIS have an IRP raised.

2. The Individual Recovery Plan

a. When an individual is downgraded and meets the NSRP WIS criteria, an IRP is to be raised by the DO, Tp Cmdr or LM.

b. The IRP is informed by an individual’s HARDFACTS assessment: Health, Accommodation and Relocation, Drugs and Alcohol, Finance and Benefits, Attitude, Thinking and Behaviour, Children and Family, Training, Education and Employment, Supporting Agencies.

c. The IRP is a planning tool that synchronises and schedules activities appropriate to an individual’s recovery; it should record the progression of an individual towards their recovery goal/outcome as well as providing a diary of recovery activities.

d. The IRP is ‘owned’ by the individual and should be used by the DO/Tp Comd/LM to set and record agreed goals and monitor progress against personal targets.

e. It should also be used by the WIS individual to reflect on the success of stages of recovery.
The IRP should be reviewed at least monthly and after contact with a WIS individual sick-on-shore to ensure progress is being made along the recovery ‘pathway’ and that the WIS individual and CoC know what is required or to be expected to meet the goals agreed.

The IRP is to be based upon the following:

1. Agreed recovery objectives/aspirations and measures of success.
2. Reflection on the success of stages of the recovery pathway.
3. Individual recovery courses and activities.
4. Dates for appointments, medical, training, resettlement, visits, etc.

A worked example of the IRP is at Appendix 1. A ‘soft’ copy of the IRP can also be found on the Casualty and Recovery Management Intranet site.

When an individual leaves the recovery pathway i.e. transitions to civilian life, is medically ‘upgraded’ or is placed in a permanent MedCat, the IRP is to be finalised/closed and forwarded to the CRM Mailbox; the JPA IRP competence can then be end-dated.

3. IRP Competence

Once an IRP is created, the DO, Tp Comd or LM is to ensure that an IRP competence is raised on JPA. The competence, which should have no end date, is to remain live until the individual leaves the ‘recovery pathway’ (i.e. transitions to civilian life, is medically ‘upgraded’ or is placed in a permanent MedCat). At this point the IRP is to be finalised/closed and forwarded to the CRM Mailbox for archiving; the IRP JPA competence is then to be end-dated.

The competence can be found under the Welfare heading: Welfare|Individual Recovery Plan|Joint.

The IRP competence is linked to the JPA dashboard function and will allow the Unit Executive to provide assurance to command that all individuals in the NSRP have an IRP. A JPA dashboard alert function will give the DO, Tp Comd or LM visibility of individuals who meet the WIS criteria and require an IRP and thus an IRP competence. Details of the JPA dashboard function can be found at Appendix 2.

1 If a home visit is not wanted by a WIS individual or thought appropriate by both the CoC AND WIS individual it is to be recorded in the IRP.

2 NS personnel who have attended NSMBOS/NSMEB and who are graded in a PERM JMES subject to review by either NSMBOS or a Regional Occupational Health Consultant before upgrading are still to be considered WIS and in the recovery pathway and should thus retain their IRP.
4. Summary

a. An IRP is required for ALL NS WIS personnel, not just those assigned to a Recovery Cell, Troop or NSRC Hasler.

b. Once commenced, an IRP JPA competence is to be created.

c. The IRP will ensure that all aspects of recovery are considered by the CoC and that all NS WIS personnel are managed equally. This IRP follows a standard tri-Service format and will ensure NS WIS serving in the Joint environment are treated uniformly.
Naval Service Individual Recovery Plan

Notes for Completion

1. All Navy Service Wounded, Injured and Sick (WIS) personnel are to have an up to date Individual Recovery Plan (IRP) throughout their time in the Recovery Pathway. The IRP is a planning tool that synchronises and schedules activities appropriate to an individual's recovery; it should record the progression of an individual towards their Recovery goal/outcome, allow a reflection of the success of different stages of recovery as well as providing a diary of recovery activities. The IRP is to be based upon the following:

   - Agreed recovery objectives/aspirations and measures of success;
   - Reflection on the success of stages of the recovery pathway;
   - Individual recovery courses and activities; and
   - Dates for appointments, medical, training, resettlement, visits, etc.

2. The IRP is informed by an individual’s HARDFACTS assessment:


   - All WIS personnel must start their IRP at the earliest opportunity once they become WIS;
   - The IRP is to be jointly developed, kept up to date and shared by the individual WIS and the CoC;
   - The CoC is ultimately responsible for ensuring each WIS has an IRP which is up to date;
   - The IRP is to contain no personal medical information (Medical-in-Confidence) unless permission to do so has been given by the WIS individual; see ‘Consent Form for Disclosure’ below;
   - The IRP is to be reviewed regularly, at least monthly and after contact or home visit with a WIS individual sick-on-shore;
   - The IRP is to be used to inform the Carers’ Forum or Case Conference;


3. The IRP as a minimum should note activities for the forthcoming 4 weeks as well as the long term plan and goals in as much detail as is available;

4. IRPs are to be stored by units in WIS case files as a record of activity and kept for the duration of downgrade. They should be forwarded to the next unit if a WIS individual is re-assigned; and

5. IRPs for all WIS must be available for assurance purposes.

4. Process

The following process should be adhered to in order to support the WIS recovery and that it is accurately documented:

6. Complete the HARDFACTS matrix;

7. Develop the IRP;

8. Complete the IRP ‘contract’ with signature from the WIS individual;

9. If the WIS individual is re-assigned, the IRP is to be sent to the receiving unit; and

10. Once finalised, the IRP is to be filed using the following naming convention: YYYYMMDD-IRP_ServiceNo_Rank_Name-FINAL-OSPERSONAL.

5. When the individual is no longer in the recovery pathway, the IRP is to be finalised/closed and forwarded to the CRM Mailbox: PEOPLESPTCRMMAILBOX@mod.uk
CONSENT FORM FOR DISCLOSURE OF MEDICAL INFORMATION

I hereby consent/do not consent to the disclosure of medical information relating to my current clinical condition.

I understand that the information disclosed in this form will relate only to the functional limitations of my current condition i.e. if I have any difficulties sitting, standing or driving and if so, for how long, or what arrangements may need to be made for me to partake in recovery/resettlement activities.

My Divisional Officer/Troop Commander/Line Manager may also need to know if I am taking medication that may affect my ability to undertake such activities e.g. if it makes me very drowsy at a particular time of day. They may also require information if I have a medical issue that may mean I will require additional assistance or support to prevent me, or others, from coming to harm e.g. a history of fitting.

I understand that this information may be disclosed to my DO, Tp Comd or LM, RNRMW or the provider of a recovery/resettlement activity to enable the provision of welfare and personal support.

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>

*Note.* This form is to be held with the IRP.
## INDIVIDUAL RECOVERY PLAN CONTRACT

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank / Rate</th>
<th>Service Number</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>RN / RM / RAF / ARMY</td>
</tr>
<tr>
<td>Parent Unit</td>
<td>Date Assigned</td>
<td>Joined From</td>
<td>JMES Code</td>
</tr>
<tr>
<td>IRP Version / Date</td>
<td>DO / Tp Comd</td>
<td>Spare</td>
<td>Spare</td>
</tr>
</tbody>
</table>

### Personal Recovery Goals

1. 

2. 

3. 

### Training Courses

<table>
<thead>
<tr>
<th>Date</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Battle Back MAC</td>
</tr>
</tbody>
</table>

### Discussion/Reflection/Key Upcoming Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
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<td></td>
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</tr>
</tbody>
</table>

“I have reviewed my recovery plan and am content that it reflects my recovery goals and that the plan is achievable.”

“I have reviewed this plan and am content it is achievable and will result in the best outcome possible.”

WIS Signature: [Signature]

Date: [Date]

Unit Signature: [Signature]

Date: [Date]
HARDFACTS Matrix - Aide Memoire

The Royal Navy uses the HARDFACTS format as a tool for guiding the provision of recovery support and maintaining a case record. The acronym HARDFACTS stands for: Health; Accommodation; Relocation; Drugs, Alcohol and Stress; Finance and Benefits; Attitude, Thinking, Behaviour and Welfare; Children and Family; Training, Education and Employment; Supporting Agencies. Behind each key factor there are numerous subsidiary factors which, used together when assessing the situation of the WIS individual, will enable a holistic view of the individual to be developed.

For this reason the report is structured to follow this format in order to ease transfer of information between stakeholders providing recovery support to the individual in question. It also provides a focus for the production of an IRP.

This aide memoire is principally intended to help guide Divisional Officers (DO)/Troop Commanders or Line Managers when they conduct interviews or visits with an individual who is WIS. The DO/Tp Comd may wish to share this aide memoir with the individual in advance of meeting, if they deem it appropriate.

The DO/Tp Comd is to ensure the generic elements of the Recovery Pathway are explained (the specific Recovery Pathway will be developed as the needs of the individual become known).

The DO/Tp Comd is to ensure that the individual is aware of their responsibility for keeping the DO/Tp Comd/Unit informed of their recovery activities.

The DO/Tp Comd must be careful to not to brief incorrect information when engaging with WIS individuals in order to avoid unfairly raising false expectations in regard to potential future employment prospects or outcomes.

If the individual's recovery is not progressing as expected, the case should be raised at the Establishment Carers' Forum.

Any questions on completing this matrix should be addressed to NAVYNPS-PEOPLESPTCRMMMAILBOX@mod.uk
**Subject Area** | **Issues** | **Remarks**
--- | --- | ---
**Introduction - The IRP Aspirations** | • Introductions.  
• Explain the purpose of the interview and the role of the line manager in the recovery process.  
• Provide an overview of the Naval Service Recovery Pathway including function of Parent Unit, Recovery Cell/Troop and NSRC Hasler.  
• Explain what the IRP is and provide an overview of the underpinning medical, welfare, administrative and education/training elements.  
• Ask the SP about their aspirations for Recovery, eg. return to work, training opportunities.  
• Discuss and agree how and when future contact will occur. | Gather/confirm information to allow development/progress of IRP.  
It may be worth completing this at the end of the initial contact so that limitations and condition are fully understood. This will help manage expectations for future contact.

**Personal Details Check** | • Address (incl postcode).  
• Telephones (incl landline and mobile).  
• E-mail address.  
• Next of Kin.  
• Additional Reservist information:  
  o Civilian occupation/profession?  
  o Civilian qualifications?  
  o Contact details of civilian employer?  
  o Reservist Unit contact details? | Confirm the SP has updated their details on JPA.  
Obtain all possible addresses and contact details.
**OFFICIAL SENSITIVE-PERSONAL (WHEN COMPLETED)**

<table>
<thead>
<tr>
<th>Health (Medical)</th>
<th>Accommodation</th>
<th>Relocation – more of an issue if leaving the Service. (Applies to all WIS, but consider implications for Foreign &amp; Commonwealth Service personnel.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Confirm the SP understands the medical recovery process including Medical Boards.</td>
<td>• Where is the SP living?</td>
<td>• Does the SP plan to relocate outside the UK?</td>
</tr>
<tr>
<td>• Confirm if Patient consent has been given to discuss medical issues.</td>
<td>• Who are they living with?</td>
<td>• If they are a Foreign &amp; Commonwealth SP, specialist support may be required. Has this been highlighted to the UPO?</td>
</tr>
<tr>
<td>• Ensure that the SP understands his/her responsibilities with regards to Sick Leave (if appropriate).</td>
<td>• Is there a requirement to conduct adaptations (temporary or permanent) as a result of the medical condition?</td>
<td>Have implications been explained? Highlight to the UPO.</td>
</tr>
<tr>
<td>• Discuss details of medical appointments – dates/location (eg. hospital).</td>
<td>• If yes has an OT report been requested? When?</td>
<td></td>
</tr>
<tr>
<td>• What is the SP’s opinion on their recovery timeline and expected/potential outcomes?</td>
<td>• Are the living arrangements suitable? If not why?</td>
<td></td>
</tr>
</tbody>
</table>

For disclosure purposes at Case Reviews/Conferences where applicable. SP should give this to MO during routine appointment. Must keep PU informed of location during sick leave. Must take annual leave if going on holiday. Clinical information is not required. This is to assess how clinical pathway impacts on other Recovery activities.

**Do not record Medical-in-Confidence data in the IRP.**

SLA/SFA/Rented/Own Property/Family/Friends. Spouse/Partner/Family/Friend.
Adaptations will require an Occupational Therapist’s (OT) report, usually obtained from the Local Authority through the MO. Significant delays need to be highlighted.

UNCONTROLLED WHEN PRINTED
### Drugs and Alcohol

- Are there any implications/limitations resulting from any medications being used by the SP?
- Are there any other drug/alcohol issues the DO/TP Comd should be aware of?

This can help guide future contact. Certain medications may impact on ability to concentrate or level of arousal at different times of the day. May impact on ability to drive/use machinery.

### Financial Matters

**Note:** A DO/TP Comd is not qualified to, and must not, give financial advice.

- Does the SP have any financial commitments that are causing concern? Why? Includes family financial concerns.
- Does the SP need advice on the AFCS, AFPS and PAX if appropriate?
- Is the SP aware of the ‘Money Force’ web site?
- Confirm SP’s pay and allowances are up to date.
- Does the SP require assistance from charitable grants to help their recovery and ease their circumstances? What is status of any such applications already submitted?
- Note: Mobilised Reservists’ pay is complicated and will require unit HR advice.

The SP is at liberty to refuse to disclose this information.

The SP will need Unit HR advice on this subject.

https://www.moneyforce.org.uk/

SP can check pay statements on-line through the Defence Gateway.

Unit HR to advise on application process.

### Attitudes, Thinking and Behaviour (Welfare)

- How does the SP feel about their injury/illness?
- Has the SP ever thought about and/or attempted to self-harm or take their own life?
- How does the SP react in difficult situations?
- How does the SP feel about their future?

What is their mood? Positive, or Negative? This will need to be highlighted to MO.

Look for evidence of emotional instability, stress, gets upset easily, anxious.
### Children and Family

- Is the SP in a relationship?
- What is his/her name? Do they live together?
- Are they at home or working?
- What is the status of the relationship?
- How would the SP describe his current relationship?
- Does the SP have any children? How many are dependants?
- If yes, how many and what are their names and ages?
- Where do the children live?
- Does the SP have any significant previous relationships?
- Are there other wider family members? Can they offer support? Do they have their own needs?
- How does the SP describe his relationship with his family?
- Does the SP have any ongoing family issues/concerns?

### Training, Education, Employment and Resettlement

- What are the SP’s career/employment aspirations?
- Has the SP had a Career Interview?
- Are there any opportunities for the SP to undertake training as part of their Recovery?
- Has the SP discussed opportunities with unit Education/Training staff?
- Has the SP made contact with Regional Resettlement Officer, if appropriate?
- Is the SP registered with CTP?
- Has SP considered benefits of attending Battle Back?

**Dismissive/Anxious/Avoidant/Secure**

Level of support, mutual respect/affection, strength of relationship, difficulties include threats and physical abuse. This should be discussed without family member present to remove threat of intimidation.

Ex-partners and/or children for whom the SP pays maintenance.

**Types of Relationships:**

- **Dismissive** - Sees themselves as self-sufficient and in denial about the importance of close relationships.
- **Anxious** - Positive outlook of other but has low opinion of themselves.
- **Avoidant** - Has a poor opinion of themselves and their partner.
- **Secure** - In a secure relationship and has positive view of themselves and their partner.
<table>
<thead>
<tr>
<th><strong>Support</strong></th>
<th><strong>Transport (Not part of HARDFACTS, but useful additional info)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Has RNRMW made contact? Is support on-going?</td>
<td>- Does the SP have a car?</td>
</tr>
<tr>
<td>- Has Chaplain/Padre/spiritual supporter made contact? Is support on-going?</td>
<td>- Is the SP able to drive?</td>
</tr>
<tr>
<td>- Are there any other supporting agencies?</td>
<td>- Is the SP able (or not able) to use public transport? If so what mode(s)?</td>
</tr>
<tr>
<td>- Would the SP like other support from other agencies? eg. Charities, DBS Vets.</td>
<td>- What/where is the nearest train station and/or bus route/stop?</td>
</tr>
<tr>
<td>- Would other family members like support? What would they like?</td>
<td></td>
</tr>
<tr>
<td>- Has Vets UK made contact? Only applicable in last 3 months of Service</td>
<td></td>
</tr>
</tbody>
</table>

If No, ascertain the potential transport demands during recovery.
Check that SP has an HM Forces Railcard if appropriate.
## HARDFACTS MATRIX EXAMPLE

<table>
<thead>
<tr>
<th>Name</th>
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<th>Service Number</th>
<th>Service</th>
<th>Unit</th>
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<tbody>
<tr>
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<td>LH</td>
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<td>HMS NELSON</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Situation</th>
<th>Considerations/Options</th>
<th>Actions</th>
<th>Support Req’d From/Lead</th>
<th>Target Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health</strong></td>
<td></td>
<td></td>
<td>MT – travel to appointments Individual.</td>
<td>14 Mar 10 Jul</td>
</tr>
<tr>
<td>Confirmed diagnosis.</td>
<td></td>
<td></td>
<td>POC Dr Surgeon. Additionally through MO.</td>
<td></td>
</tr>
<tr>
<td>Condition will result in medical discharge from the Service.</td>
<td></td>
<td></td>
<td>Individual.</td>
<td></td>
</tr>
<tr>
<td>No restrictions on attendance at Recovery Events.</td>
<td></td>
<td></td>
<td>Veterans UK (exact figure).</td>
<td></td>
</tr>
<tr>
<td>Consultant Appointments 14 Mar and 10 Jul.</td>
<td></td>
<td></td>
<td>(month before discharge Veterans UK confirm exact figures).</td>
<td></td>
</tr>
<tr>
<td><strong>Accommodation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Some concerns about affordability of mortgage on exit</td>
<td></td>
<td></td>
<td>Veterans UK (exact figure).</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(month before discharge Veterans UK confirm exact figures).</td>
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**OFFICIAL SENSITIVE-PERSONAL (WHEN COMPLETED)**
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<th>Target Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Relocation</strong></td>
<td>No relocation - already residing in own home.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Drugs, Alcohol and Stress</strong></td>
<td>Medication makes SP drowsy in early morning. Minimal alcohol consumption. Potential stress associated with impending departure date.</td>
<td>Contact is best made in afternoon.</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td><strong>Finance and Benefits</strong></td>
<td>Currently full pay. No issues but concerns about finances post exit.</td>
<td>Significant financial change after Med Discharge on DD/MM/YY. Needs to develop financial plan. Seek professional financial advice Consult Moneyforce/CAB.</td>
<td>Ensure financial plan meets minimal financial obligations.</td>
<td>Individual. Veterans UK (exact figure) Continuous self-evaluation based on career prospects or opportunities.</td>
</tr>
<tr>
<td><strong>Attitude</strong></td>
<td>Actively engaged in Recovery process. Positively looking forward to the future.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Children, Family and Relationships</strong></td>
<td>Lives with wife and 2 dependent children (no issues). They are very supportive.</td>
<td>Investigate local groups to develop local network.</td>
<td>Individual to look at options.</td>
<td>Individual.</td>
</tr>
<tr>
<td>Current Situation</td>
<td>Considerations/Options</td>
<td>Actions</td>
<td>Support Req’d From/Lead</td>
<td>Target Dates</td>
</tr>
<tr>
<td>-------------------</td>
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</tr>
<tr>
<td>No other local family, Parents living in Bristol. Friends are spread throughout the country. Individual keen to integrate into local community.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Training, Education and Employment</td>
<td>On returning from sick leave, individual does not know future in-Service employment plan. Individual has not yet decided on future employment path. Details of Recovery courses have been explained and individual is keen to attend. Individual has not yet registered with NRIO or CTP. Individual has full range of ELCs available. Masters in Subject. Sport related qualification. Vocational qualification.</td>
<td>Engage with CM. Register for resettlement. Speak with unit Education and Training staff about courses. Look at Job Fairs. Attend Battle Back/MAC.</td>
<td>Register with NRIO. Arrange interview with CM.</td>
<td>Individual. NRIO for resettlement registration. DD/MM/YY. (After first visit on SEC suggested review in two weeks).</td>
</tr>
</tbody>
</table>
### Current Situation

- **Supporting Agencies**
  - No further visits requested.
  - Padre visit offered XX/MM/YY, not taken up.
  - Line Manager in regular contact.
  - Wife has support from her trade union welfare team.

### Considerations/Options

- Consider support from RNRMW Case Worker.

### Actions

- DO/Tp Comd to highlight RNRMW Case Worker.

### Support Req’d From/Lead

- DO/Tp Comd

### Target Dates

- XX/MM/YY
- XX/MM/YY
## HARDFACTS MATRIX TEMPLATE

<table>
<thead>
<tr>
<th>Name</th>
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<td></td>
<td></td>
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</tr>
<tr>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Drugs, Alcohol and Stress</td>
<td></td>
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<tr>
<td>Finance and Benefits</td>
<td></td>
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<td>Supporting Agencies</td>
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## INDIVIDUAL RECOVERY PLAN EXAMPLE

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</tr>
</tbody>
</table>

Include: Date, Location and Brief Summary

<table>
<thead>
<tr>
<th>Month</th>
<th>Nov 15</th>
<th>Dec 15</th>
<th>Jan 16</th>
<th>Feb 16</th>
<th>Mar 16</th>
<th>Apr 16</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Leave 20-24 Apr 16.</td>
<td></td>
</tr>
<tr>
<td>Health e.g. DMRC, RRU</td>
<td>13 Nov 14 Day admission to DMRC.</td>
<td></td>
<td>18 Jan – 6 Feb 15 DMRC.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accomm</td>
<td></td>
<td></td>
<td></td>
<td>1 Mar – House available for adaptations work.</td>
<td></td>
<td>DIO to complete house adaptations by 1 May 15.</td>
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<td>1 Apr - VWS Engage for Pensions.</td>
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## INDIVIDUAL RECOVERY PLAN TEMPLATE

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APPENDIX 2 TO ANNEX 33C

INDIVIDUAL RECOVERY PLAN JPA DASHBOARD FUNCTION

1. A Naval Service Recovery Pathway (NSRP) Individual Recovery Plan (IRP) competence dashboard tool has been created to support the Unit Executive in confirming that all NS WIS personnel under their command have an IRP.

2. Personnel WIS are defined as:

‘Personnel holding a JMES - Maritime limitation of M-5 or M-6’

3. Tiles have been added to relevant dashboards accessible to an individual, their DO/Tp Comd and Unit HR professionals. This information is available for use and the logic behind the tiles is:

a. The tile is Green if an individual is either not on the Recovery Pathway or is on the pathway and holds an in date IRP competence.

b. The tile will be RED for Personnel on the Recovery Pathway who do not hold an in date IRP competence.

4. Naval Service Personal Information Check Dashboard
Tile on Personal Data Summary tab:

![Naval Service Personal Information Check](image-url)
5. Divisional Officer Dashboard

a. Tile on Current Issues tab:

![Current Issues Tile](image1)

b. Listing on Issue Details tab:

![Issue Details Listing](image2)
6. Command HR, EWO/DEPCO and Unit Management - RM Dashboards

a. Tile on Personnel Checks tab:

b. Listing on Personnel Check Listings tab:
ANNEX 33D

PROCEDURE FOR INITIATING A CASE CONFERENCE

1. Introduction

a. Naval Service (NS) Wounded, Injured and Sick (WIS) personnel are those who are assessed as Joint Medical Employment Standard (JMES) code M5 or M6.

b. Whilst it is expected that most WIS personnel serving in HM Ships, Submarines and Commando Units will be landed/assigned to a Personnel Support Group (PSG)/Recovery Cell (RC)/Recovery Troop (RT) on medical downgrade to M5/M6, those serving ashore are most likely to remain in their establishment where the Unit Executive, through the Divisional/Regimental system, will monitor and oversee their recovery via the IRP. When an individual's recovery is not progressing as expected, the case is to be referred to the Unit Carers' Forum or Care Committee.

c. Should the Carers' Forum consider that the Parent Unit is unable to support the individual adequately and provide an appropriate recovery 'pathway', a NSCC Case Conference (CC) is to be requested, usually by the parent unit, to discuss the needs of the individual and support required.

2. Procedure for Initiating a Case Conference

a. Anyone involved in the care of the individual may initiate a CC at any time by forwarding a 'Case Conference Request Form' (Appendix 33D-1) to NAVYNPS-PEOPLESPTCRMMAILBOX@mod.gov.uk or by contacting the NSCC (02392 573083/68). Note: Case Conference Requests are not to be directed to NSRC Hasler, PSGs, RCs or RTs.

b. CCs are routinely held on the first Tuesday of the month; they may, however, be convened at short notice in exceptional/urgent circumstances. The NSCC may be contacted for further guidance.

c. The CC will, generally, be chaired by the NSCC from NCHQ via VTC; units can choose to take part in person or via video link. Telephone connection should only be used as a last resort if physical attendance (via VTC or in person) is not possible.

d. Notwithstanding exceptional or unforeseen circumstances, the minimum notice to conduct a CC is three weeks. Requests submitted later than the required period result in a significant admin burden for the NSCC team, increase the potential for inaccurate recording of information and reduce the likelihood of appropriate representation for the patient.

e. The CC request should include the contact details of those personnel required to attend; the individual's clinical lead and DO/Troop Commander as a minimum are required to drive the discussions and articulate support requirements and should come fully prepared to do so. The NSCC will invite additional experts as required.
f. The requesting unit should ensure that all relevant parties from the unit are aware that a CC has been requested and that their presence is required. The NSCC will facilitate the CC and send out meeting requests to the personnel identified on the CC request. The NSCC will not invite the WIS individual under discussion; this is a unit responsibility (if considered appropriate).

g. To ensure the patient is appropriately represented, all facets of care (eg. clinical, welfare, physio, divisional etc.) should attend the CC if possible. As a minimum it is expected that the individual will be represented medically and divisionally by the owning unit.

h. Requests for a standing member of the committee, eg. medical, who is not part of the owning unit, to represent the individual will not be approved as this affects the impartiality of the CC process.

i. If adequate attendance by the owning unit is not achievable, the CC referral will be deferred to the following month to ensure that the individual is appropriately represented, and the full recovery pathway and needs established.

j. If key personnel are unable to attend the CC, they are to ensure that a suitably empowered representative, from the parent unit, is available. In exceptional circumstances, where attendance in person is not possible, written evidence supporting the CC is to be forwarded to the NSCC in good time.

3. DCMH

If a patient is under the care of DCMH then DCMH representation at CC is strongly recommended. Failing this, clinical staff must ensure that the DCMH recommendation for the patient’s outcome and recovery needs is represented by a doctor at CC. Also, should DCMH recommend the re-assignment of a patient at CC, given the importance of such a recommendation, this must be included in the doctor’s notes on the CC referral or in an email.

4. CC Referral Form

a. The CC process, whilst owned by the NSCC, requires significant input from units to ensure a successful outcome for the patient. Responsibility for the full and accurate completion of the CC Request Form sits with the referring unit. The ‘required attendees’ section on the final page of the request form must be completed in full.

b. The NSCC does not have the capacity to chase units for missing information, therefore, given the limited availability of CC time slots, priority will be given to those referrals that have completed paperwork and a full list of attendees.

Appendix

Appendix 1: Naval Service Casualty Cell Case Conference Request.
APPENDIX 1 TO ANNEX 33D

NAVAL SERVICE CASUALTY CELL CASE CONFERENCE REQUEST

Requests for a Case Conference are to be submitted by the Parent Unit to the Naval Service Casualty Cell (NSCC) NAVYPERSPFCSCRMMAILBOX@mod.uk at least 3 weeks¹ prior to the required date and include sufficient detail to enable a decision to be made on the appropriate recovery pathway for the individual concerned.

Unit Requesting:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Name</th>
<th>Position</th>
<th>Unit</th>
<th>Contact Tel/Email</th>
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</thead>
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Details of Individual Requiring Case Conference

<table>
<thead>
<tr>
<th>Rank</th>
<th>Name</th>
<th>Service No</th>
<th>DOB</th>
<th>Unit/Sub Unit</th>
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<tr>
<th>Branch</th>
<th>Trade</th>
<th>Date Joined Service</th>
<th>Date joined Unit</th>
<th>Tx Date</th>
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<tr>
<th>Date of Medical Downgrade</th>
<th>Current JMES</th>
<th>Referred to NSMBOS?</th>
<th>Date of NSMBOS</th>
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Recommendation/Likely Outcome:

Personal Statement: Individual’s immediate/long term concerns or issues, aspirations, etc.

Will Individual be Attending Case Conference: Yes/No?

Reason for Case Conference (to include a summary of case): HARDFACTS should be considered; Caldicott principles are to be adhered to. Is the Recovery Pathway required beyond the capacity/capability of the Parent Unit to manage?

<table>
<thead>
<tr>
<th>HARDFACTS</th>
<th>Key Issues and Recommendations</th>
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<tr>
<td>Health (Medical, Clinical, Physio, etc)</td>
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<td>Accommodation</td>
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<td>Financial Matters</td>
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¹ Three weeks’ notice should be given, where possible, to enable all parties to prepare for the Case Conference - although shorter notice may be requested in exceptional circumstances.
<table>
<thead>
<tr>
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<td>Training, Education, Employment &amp; Resettlement</td>
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<td>Support (Welfare, etc)</td>
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<td>Additional Information not captured in HARDFACTS</td>
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**Personnel Required at Case Conference:**

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<td>Welfare/Supporting Agencies</td>
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<td>DCMH</td>
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<td>Physiotherapist</td>
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<td>Occupational Therapist</td>
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<tr>
<td>Other Personnel/Agencies</td>
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ANNEX 33E

CORE RECOVERY EVENTS\(^1\) AND THE ROLLING RECOVERY PROGRAMME

1. Introduction

a. Recovery is different for all; it can be a lengthy process with intense periods of treatment and rehabilitation interspersed with periods of inactivity, or it can be very straightforward and uncomplicated where the Wounded, Injured and Sick (WIS) individual can be productively employed between medical interventions in unit. Either way, appropriate support to enable an effective return to full duties or transition to a properly supported and appropriately skilled civilian life is to be provided and there are numerous approved recovery activities that can be utilised to contribute to these goals.

b. Core Recovery Events (CREs) are developmental activities that WIS Service Personnel (SP) can undertake to assist in their recovery or transition. Army/Third Sector resourced, the courses take place at the four UK Army Personnel Recovery Centres (PRCs) located in Catterick, Colchester, Edinburgh and Tidworth.

c. The Rolling Recovery Programme (RRP) is a one week multi-activity programme held at Tidworth and Catterick PRCs and is designed to help WIS who have been long term sick on shore reintegrate back into communal life, develop their self-confidence and provide a meaningful period of activity between other courses or medical treatment.

d. All NS WIS are to have an Individual Recovery Plan (IRP) which synchronises and schedules activities appropriate to an individual's recovery; it should record the progression of an individual towards their recovery goal/outcome as well as providing a diary of recovery activities.

2. Core Recovery Events (CREs)
The five CRE courses are as follows:

a. **Recovery Foundation.** This 5 day CRE enables WIS personnel to better understand the Recovery Pathway as well as access support and opportunities to aid recovery.

b. **Recovery Development.** This 3 day CRE provides additional time following the Recovery Foundation course to WIS who require further assistance in developing their IRP.

c. **Recovery Transition.** This 10 day CRE prepares WIS personnel for transition from military to civilian life and focuses on employment while examining realistic vocational options. WIS personnel must be registered for Resettlement and have completed a Resettlement Advisory Brief (RAB) prior to attendance.

\(^1\) Core Recovery Event content is currently under review and will be re-issued in Apr 17. A RNTM will be issued to advertise any changes.
d. **CTW+.** This CRE is an alternative to the regular Career Transition Workshop (CTW) available during Resettlement. This 5 day course is aimed at those WIS personnel with significant barriers to employment and who are in need of additional support.

e. **Battle Back Multi-Activity Course (MAC).** The Battle Back Centre conducts Adaptive Sport (AS) and Adaptive AT (ApAT) Multi-Activity Courses (MAC) at the National Sports’ Centre, Lilleshall, Shropshire. In addition to sports and AT, coaching experts from Carnegie Great Outdoors (part of Leeds Beckett University), are available to work with individuals to increase self-confidence, motivation, awareness, problem solving, communication and decision making skills; all aiding the development of strategies to cope with future situations. The aim of the MAC is to use AS and ApAT as the personal development ‘vehicle’ to aid recovery and encourages individuals to find out what they can achieve rather than remind them of what they cannot. All WIS personnel are encouraged to attend MAC early in their recovery pathway however, attendance on the Battle Back MAC is mandatory for those NS WIS who have been in the Recovery Pathway for greater than six months.

3. **Medical Risk Assessment**

Before any recovery activity/event is commenced, a Medical Risk Assessment (MRA) is to be conducted to ensure that the chosen activity is conducive to an individual’s rehabilitation; this is to be recorded in the IRP. Only the Chain of Command, after having had sight of the MRA, can approve a recovery activity; individual WIS personnel are not to engage on a recovery course/event unless it has been approved by the command and approval noted on the IRP.

4. **Course Applications**

a. Details of the courses and the application process can be found in the current DIN (2019DIN07-014). Applications can be accessed at the following URL: https://modgovuk.sharepoint.com/teams/1604/Lists/CREAppForm2/NewForm.aspx?Source=https%3A%2F%2Fmodgovuk%2Fsharepoint%2Fteams%2F1604%2FLists%2FCREAppForm2%FUser%5FView%2Faspx&RootFolder=

b. Applications that are incomplete or with noticeable anomalies will be returned to the sender. It is important that the PRCs receive all necessary information on the individual, to enable them to plan accommodation suitable for the individual, and to allow safeguarding measures to be implemented in advance as appropriate.

c. Once bidding for a course has closed, the Point of Contact for the applicant will be sent a copy of the nominal roll and directions to obtain Joining Instructions. Joining Instructions will contain instructions to be actioned both by the unit and the WIS individual.

d. Each application form will allow two bids to be entered. If the applicant is unable to attend both courses, then a new application for will be required.

e. Notification of personnel who fail to attend the start of a course will be sent the individual’s CofC.
5. **Cancellations**
   Course places are in high demand and cancellations must only occur in exceptional circumstances. Cancellations must be e-mailed to the host PRC for that course in advance of the start of a course, with reasoning. It is possible to attend a short medical appointment during the course, but this must be confirmed through the host PRC prior to the start of the course.

6. **Enquiries**
   Enquiries concerning course applications should be directed to the specific points of contact below:

   a. Enquiries for the CREs (excluding the MAC) should be directed to:
      
      DII E-mail: RC-Pers-ARC-0Mailbox@mod.uk  
      Civ: 01252 787603  
      Mil: 94222 7603

   b. Enquiries for the MAC should be directed to:
      
      DII E-mail: BattleBack-DASATC-Office Mnger@mod.uk  
      Civ: 01952 815670 or 01952815678

7. **Rolling Recovery Programme (RRP)**
   The programmes are residential and based on three main themes:

   a. **Community and Classroom.** Activities (including: Functional Skills, IT research, simple project planning, and life skills subjects) to broaden awareness, build confidence, promote discussion, debate and thought help WIS personnel become more responsive to training and education; develop a daily routine; and enhance personal independence.

   b. **Recreational and Adaptive Activities.** Activities designed to raise morale, and develop camaraderie through shared experience with the aim of stretching individuals so they can see what they can do, rather than dwelling on what they cannot do, develop interests and pastimes, develop life skills and initiative, enrich their lives, develop a sense of achievement and encourage active independent living.

   c. **Adventurous Training (AT) and Sport.** AT and Sport in general help personnel recover aspects of their previous life by becoming physically active again, and by rediscovering a sense of purpose and reconnecting to others. This broadens horizons through new activities, thus changing individuals’ direction in their life through a sport. In addition working with other members of a group encourages team work, social interaction, communication skills and enhances motivational outlook in life.

   d. Application forms and joining instructions for each RRP, together with details of other courses, can be found on the ARC Website in the right-hand panel.
8. Personnel Recovery Centre Contact Details

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<thead>
<tr>
<th>Personnel Recovery Centre</th>
<th>Contact Details</th>
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</table>
| Catterick                 | Name: Jenny Hall  
E-mail: 4X-PRC-Admin  
Tel:  
Mil: 94731 2986  
Civ: 01748 872986 |
| Colchester                | Name: Sharon Scott  
E-mail: 7X-PRC-Clerk  
Tel:  
Mil: 94660 5837  
Civ: 01206 815837 |
| Edinburgh                 | Name: Shona Craig  
E-mail: 51X-PRC-Edin-OffMngr  
Tel:  
Civ: 0131 666 9977 |
| Tidworth                  | Name: Carol Downton  
E-mail: 1ARTYX-SW-PRC-OffMan  
Tel:  
Mil: 94342 5768  
Civ: 01980 656768 |
ANNEX 33F

PARTICIPATION IN ADAPTIVE SPORT AND ADVENTUROUS TRAINING

References:
A. JSP 419 - Adventurous Training in the UK Armed Forces
B. JSP 765 - Armed Forces Compensation Scheme

1. Introduction
Participation in sport and adventurous training is fundamental to Service life and Naval Service ethos and can aid successful recovery by providing the foundation for the development of a positive self-image and outlook on life.

2. Background
a. When first faced with the reality of injury or sickness, many individuals experience a loss of confidence, depression, and believe that their active lives have ended. The sudden traumatic change in physical ability makes them vulnerable to psychological and emotional stress which can alienate them from their friends and family.

b. Participation in Adaptive Sport and Adventurous Training (AS&AT) focuses on what an individual can do rather than what they cannot do. Used in direct support of an Individual’s Recovery Plan (IRP), AS&AT has the potential to offer significant opportunities to encourage re-integration, build confidence and promote independence by overcoming challenge.

3. Eligibility
WIS personnel are not excluded from any Joint Service Adventurous Training (JSAT) and Sport activity in principle, and participation should be considered when developing an IRP. However, the level and means of participation will be determined by the nature of the injury/illness and will, in all cases, be subject to an acceptable Medical Risk Assessment (MRA) conducted by Service medical authorities. Executive approval will be required to confirm that consideration has been given to any constraints, limitations and mitigation that may be necessary in order to fulfil the MOD’s ‘Duty of Care’ and to ensure coherence with the IRP.

4. Participation Prior to Attendance at Naval Service Medical Board of Survey (NSMBOS)

a. All NS WIS personnel wishing to take part in AS&AT will require approval from the Executive within their allocated Recovery Unit, even if they remain under the clinical care of a hospital or DRMC Stanford Hall.

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1 Type 2/3 and 4.
2 As well as the common law duty of care, the MOD has a statutory duty under the Health and Safety at Work Act 1974 (HSWA 74) Section 2 to “ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees”; this includes AS & AT.
3 BRd 3(1) Chapter 28.
4 This will be the individual’s Parent Unit if not formally assigned to a Recovery Cell, Troop or NSRC Hasler.
b. Where AS or AT is proposed for, or requested by, personnel in DMRC, a MRA is to be undertaken by the Consultant in charge of the patient’s care. The NS Liaison Officer (Navy-PersPFCSDMRCLO) is to liaise directly with the Recovery/Parent Unit to ensure that the correct Executive approval is given prior to participation in the proposed activity. A note of that decision made is to be recorded in the IRP.

5. Participation Post Attendance at NSMBOS

a. Medical Officers completing the NSMBOS ‘write-up’ for WIS personnel should include any relevant information on the desire and ability of the patient to undertake AS&AT. The patient’s Line Manager, when completing the NSMBOS Form 2, should include the Executive view of whether AS&AT is considered coherent with the patient’s IRP and any opportunities that may be available to the patient to do so; when overseas travel is envisaged, this should also be recorded. These statements will be considered by the Board when deciding on the medical grading and JMES coding of personnel attending. In cases where WIS personnel are deemed to be medically fit to travel abroad on AS&AT, this is to be reflected in the medical grading and JMES coding recommended by the NSMBOS.

b. All recommendations made by the NSMBOS are to be considered by the Naval Service Medical Employability Board (NSMEB) in accordance with current practice. It should be noted that, even if awarded a MedCat and JMES grading by the NSMEB that would allow participation in AS&AT, final approval is subject to acceptable MRA and endorsement by the Unit Executive at the time of application to participate in the activity. A note of that decision made is to be recorded in the IRP.

c. Personnel who, having previously presented at NSMBOS and not been awarded a MedCat which will allow them to undertake AS&AT at the desired level, or to travel outside the UK, may have their case re-presented to NSMBOS for review and re-grading if time is available. This will also necessitate agreement at the NSMEB. For specific AS&AT activities where there is insufficient time to be re-presented to NSMBOS, applications can be made through SO1 CRM to CNPers supported by an MRA and recommendation by the Unit Executive.

6. Duty Status

Regulations defining whether personnel are considered to be on or off duty when engaged in sport and adventurous training are contained at Reference A, Part 1 Para 15 and Reference B Chapter 1. All individuals undertaking any AS&AT are to consult with the activity organiser prior to participation in the event and to purchase additional insurance to cover activities for which MOD is not responsible or liable.
ANNEX 33G

SAFEGUARDING OF VULNERABLE ADULTS

1. Introduction
The Naval Service Recovery Capability (NSRC) is committed to creating a safe environment for all Wounded Injured and Sick (WIS) personnel. This means that everyone working with WIS personnel must fully understand their safeguarding duties. Safeguarding covers a wide range of practices and responsibilities and all personnel involved in the care of WIS share a responsibility to treat the people being supported with respect, and to behave towards them in the way we would want to be treated ourselves. This means that those involved in working with WIS personnel must always act in a way that is best for the individual – not for their convenience or the convenience of the organisation.

2. Definitions

a. A ‘Vulnerable Adult’ is someone who may be in need of community care due to a mental health problem, learning disability, physical disability, age or illness. As a result, they may be unable to take care of themselves or protect themselves from harm or being exploited.

b. ‘Safeguarding’ means protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

c. In contrast, ‘adult protection’ is about responding to circumstances/concerns that arise.

3. What is Abuse?
Abuse may be the result of single or repeated acts. It may be unintentional. It may be an act of neglect or a failure to act or could take the form of multiple acts. Abuse and neglect is not restricted to any socio-economic group, age, gender or culture and can take place anytime and anywhere. It can take a number of forms, including the following:

- physical abuse;
- emotional abuse;
- sexual abuse;
- psychological abuse;
- discriminatory abuse;

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1 Defined by the Department of Health as: ‘A person aged 18 years or older who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.’

2 Care and support statutory guidance, DH, 2016

3 As detailed in the Care Act 2014.
neglect, acts of omission and self-neglect;

- domestic violence;

- modern slavery;

- financial (or material) abuse; and

- institutional abuse.

4. Characteristics

The following characteristics may, in some circumstances, place an individual more at risk of harm, neglect or abuse:

- not having the mental capacity to make decisions about their own safety or other day to day issues - including fluctuating mental capacity associated with mental illness and acquired brain injury;

- communication difficulties;

- physical dependency – being dependent on others for personal care and the activities of daily life;

- low self-esteem;

- experience of abuse; and

- childhood experience of abuse.

5. Risk Factors

The following factors about a situation may make someone more at risk of harm, neglect or abuse:

- being cared for in a care setting where they are more or less dependent on others;

- not getting the right amount or the kind of care they need;

- living in a family with multiple problems;

- isolation and social exclusion;

- stigma and discrimination;

- lack of access to information and support;

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*Being unable to understand the implications of their situation and the risks to themselves, take action themselves to prevent abuse, participate to the fullest extent possible in decision making about interventions involving them, be they life-changing events or everyday matters (Mental Capacity Act 2005).*
6. Recognition and Indicators of Adult Abuse

a. It is not always easy to spot the symptoms of abuse. Someone being abused may make excuses as to why, for example, they are bruised, why they do not want to go out or talk to people, or why they are short of money. It is important to be aware of the signs of abuse and, where they are identified, share your concerns with the person being abused. If you wait, hoping the person will tell you what is been happening to them, you could delay matters and allow the abuse to continue. Behavioural signs of possible abuse can include the following:

- becoming quiet and withdrawn;
- being aggressive or angry for no obvious reason;
- looking unkempt, dirty or thinner than usual;
- sudden changes in their normal character, such as appearing helpless, depressed or tearful;
- physical signs of abuse, such as bruises, wounds (eg. bites, burns or scald marks), fractures and other untreated injuries;
- the same injuries happening more than once;
- not wanting to be left on their own or alone with particular people;
- anxiety, lack of confidence, low self-esteem and/or disturbed sleep;
- being unusually light-hearted and insisting there is nothing wrong; and
- signs of domestic violence can be any of those relating to the different types of abuse or neglect that can occur in any incident.

b. Other signs to watch out for include a sudden change in their finances, not having as much money as usual to pay for outgoings, or getting into debt. Watch out for any official or financial documents that seem unusual, and for documents relating to their finances that suddenly go missing. However, your ability to identify the signs and symptoms of abuse in any given situation is likely to depend on the nature of your relationship with the vulnerable adult.

7. Responsibilities

Commanding Officers must ensure that their personnel are familiar with safeguarding policy and procedures. Safeguarding is everyone’s business and individuals have a moral and legal responsibility to ensure the safety of vulnerable adults.
8. **What to do if you suspect abuse**

If you suspect abuse, you have a duty of care to take action. You should treat all allegations of abuse or neglect seriously. A concern may be a direct disclosure from a vulnerable adult, or a concern raised by others. It may be an observation of the behaviour of a vulnerable adult or the behaviour of another. If concerned, you should do the following:

- act immediately to protect the vulnerable adult. This is best achieved by early reporting via your line manager to the appropriate agency (this may be the police or the local authority). RNRMW can also provide advice on the appropriate actions;

- deal with immediate needs and ensure that the person is, so far as possible, central to the decision making process. Recovery Staff must be aware that it is not their role to investigate suspected abuse; this is the job of the appropriate authority. Over-involvement could complicate subsequent actions; and,

- clearly record the events, decisions made and actions taken.

9. **Recording Events**

It is vital to maintain a record of any concerns that may be raised about an individual – this includes a record of the actions taken in response. These need to be reviewed regularly as it may be possible to see patterns of behaviour emerging, which may indicate episodic or cumulative forms of abuse.

10. **Independent Reporting**

It is important that all personnel dealing with WIS individuals have an independent means to report concerns in confidence outside of their chain of command. Whilst, the initial point of contact should generally always be the line manager, personnel should not hesitate to contact RNRMW, the local authority or police if required.

11. **Cooperation**

Those providing support to vulnerable adults need to be aware that they will be required to cooperate with investigations undertaken by the local authority or police. Where process allows, regular updates should be facilitated.

12. **Disclosure Barring Service (DRB) Certification**

Staff (military and civilian) who have regular or unsupervised contact with WIS personnel during the course of their work may need Disclosure Barring Service (DBS) certificates (formerly CRB checks). Guidance on the need for these checks and the procedures to be applied can be found in JSP 893 (Policy on Safeguarding Vulnerable Groups). An accurate database of staff showing their DBS clearance and dates must be kept and should be reviewed regularly. Where charity employed staff and sub-contractors are engaged in recovery activity with WIS, confirmation of DBS checks should be requested as appropriate.

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5 Under the Care Act 2014, the local authority has the lead role in relation to adult safeguarding.
13. **Training**  
Personnel who may be responsible for managing the welfare or recovery activity of WIS personnel should complete the e-Learning course course at [http://www.scie.org.uk/publications/elearning/adultsafeguarding/](http://www.scie.org.uk/publications/elearning/adultsafeguarding/). Further guidance is available from RNRMW, [www.skillsforcare.org.uk](http://www.skillsforcare.org.uk) or the local authority.

14. **Conclusion**  
It is a fundamental right of every person to live free from harm, neglect and abuse. Recovery staff in the NSRC, the wider Naval Service, Joint Units and civilian agencies involved in providing recovery services for vulnerable adults must act together to protect them from abuse. Suspected or actual acts of abuse must be reported without delay. Responses to any vulnerable adult at risk who may be experiencing abuse should be proportionate, timely, professional and ethical. COs and senior management within partner organisations must act to ensure that the importance of safeguarding is understood by everyone and that records of concerns and subsequent actions are maintained.
ANNEX 33H

HANDBOOK FOR OFSTED DEFENCE RECOVERY CAPABILITY ASSURANCE VISITS

Handbook For Ofsted Defence Recovery Capability Assurance Visits (Accessed via FORMS)
ANNEX 33I

THIRD SECTOR SUPPORT

1. Many Third Sector organisations offer support for serving WIS and Veterans, with the Royal Navy and Royal Marines Charity, Help for Heroes and The Royal British Legion being the key strategic partners.

2. There are over 2,000 charities supporting WIS personnel and Service Leavers, a useful list can be found here: http://armedforcescharities.org.uk/

3. Some of the main charities are listed below, but it is not exhaustive and new charities are forming all the time; a simple internet search may find the most appropriate source for assistance.

- RNRM Charity - https://www.rnrmc.org.uk/
- Naval Families Federation - http://www.nff.org.uk/
- The Ripple Pond - http://theripplepond.org/
- Royal Navy & Royal Marines Children’s Fund - http://nrnmchildrensfund.org.uk/
- Royal Naval Association - http://www.royal-naval-association.co.uk/
- Royal Marines Association - https://royalmarinesassociation.org.uk/
- White Ensign Association - http://www.whiteensign.co.uk/
- Help for Heroes - http://www.helpforheroes.org.uk/
- The Royal British Legion - http://www.britishlegion.org.uk/
- SSAFA - https://www.ssafa.org.uk/
- Combat Stress - http://www.combatstress.org.uk/
- Forces in Mind - http://www.fim-trust.org/
- The Not Forgotten Association - http://www.nfassociation.org/
- Career Transition Partnership - https://www.gov.uk/guidance/career-transition-partnership
Greenwich Hospital - http://www.grenhosp.org.uk/
Veterans UK - https://www.gov.uk/government/organisations/veterans-uk
Future for Heroes - http://www.f4h.org.uk/
Money Force - https://www.moneyforce.org.uk/
Haig Housing - http://www.haighhousing.org.uk/content/home
Armed Forces Home Ownership Scheme - www.afhos.co.uk
Single Persons Accommodation Centres for the Ex-Services (SPACES) - www.spaces.org.uk
Money Force - https://www.moneyforce.org.uk/
Money Advice Service - https://www.moneyadviseservice.org.uk/en
ANNEX 33J

NAVAL SERVICE RECOVERY PATHWAY CONTACT DETAILS

HMS TEMERAIRE
Room 140
Burnaby Road
Portsmouth
PO1 2HB

SO1 CRM    Mil: 93830 28076/Civ: 02392 573076
SO2 CRM    Mil: 93830 28065/Civ: 02392 573065
SO3 CRM /RN Mil: 9383 28068/Civ: 02392 573068
CRM WO1 RM/RN Mil: 93830 28083/Civ: 02392 573083

Email: NAVYNPS-PEOPLESPTCRMMAILBOX@mod.uk

NAVAL SERVICE RECOVERY CENTRE (NSRC) HASLER
Frobisher Block
HMS DRAKE
Plymouth
PL2 2BG

Mil: 9375 65366/67991
Civ: 01752 555366/557991

PORTSMOUTH PERSONNEL SUPPORT GROUP
2nd Floor, Room 216
Murrays Lane
Building 1-150
PP19B
HM Naval Base
Portsmouth
PO1 3NH.

OIC 02392 7 27116
Mil: 9380 27116
WO1 PSG (DSG) 02392 7 25612
Mil: 9380 25612
WO1 PSG (RC) 02392 725910
Mil: 9380 25910
DEVONPORT PERSONNEL SUPPORT GROUP
Seymour Block
HMS DRAKE
HM Naval Base Devonport
Plymouth
PL2 2BG

Mil: 9375 65324/65357
Civ: 01752 555324/555357

FASLANE RECOVERY CELL
HM Naval Base CLYDE
Helensburgh
Argyll and Bute
G84 8HL

Mil: 93255 3282/7529
Civ: 01436 674321 3282/7529

RNAS YEOVILTON CAREER MANAGEMENT CELL
Palembang Building
RNAS Yeovilton
Yeovil
BA22 8HT

Mil: 93510 5393/4018
Civ: 01935 455393/4554018

RNAS CULDROSE CAREER MANAGEMENT CELL
Building L4
RNAS Culdrose
Helston
Cornwall
TR12 7RH

Mil: 93781 2357/2304
Civ: 01326 552357/552304

Termoli Troop
40 Commando RM
Norton Fitzwarren
Taunton
TA2 6PF

Mil: 93780 4518/4461
Civ: 01823 362461
Kangaw Troop
Kangaw Troop
42 Commando RM
Base Company
Bickleigh Barracks
Plymouth
PL6 7AJ

Mil: 93788 7012
Civ: 01752 727012

Harden Troop
45 Commando RM
RM Condor
Arbroath
Angus
DD11 3SP

Mil: 93387 2231
Civ: 01241 822231/822237

Al Faw Tp
30 Commando IX Gp RM
RMB Stonehouse
Durnford Street
Plymouth
PL1 3QS

Mil 9375 36354
Civ 01752 836354
ANNEX 33K

NAVAL RESERVES RECOVERY PATHWAY

1. Preamble

a. As Defence moves towards the Whole Force Concept, the use of Reserves personnel\(^1\) to fill liability driving positions and work alongside their Regular counterparts will increase. To support the rehabilitation and recovery of wounded, injured and sick (WIS)\(^2\) Reserves Personnel (RP), they are to be managed and supported through the Naval Service Recovery Pathway (NSRP).

b. Defence Primary Health Care (DPHC) is responsible for the delivery of Occupational Health (OH) and Rehabilitation to all Reserves, irrespective of Terms and Conditions of Service\(^3,4\), and is to provide OH assessments to establish the Joint Medical Employment Standard (JMES) to inform the employability and deployability of RP.

c. OH assessments serve to inform the Chain of Command (CoC) of a RP’s health and deployability and protect those who are WIS by identifying what they can and cannot do. Reservists are required to inform their CoC of any condition that affects their ability to carry out their duties (though there is no requirement to disclose the details of any condition or injury) and attend a military medical assessment.

d. Where RP have been awarded a JMES below Medically Fully Deployable (MFD), there is a requirement to have that grading reviewed annually for permanent grades and at least every six months for temporary grades.

e. Reservists attending with new or changed conditions must provide relevant documentation from their GP/specialist in order to allow the assessing doctor to make an informed decision. Where the assessing doctor does not feel that they have sufficient detail to award an accurate grade, they may write to the Reservist’s civilian GP to request further information. Reservists must be aware that attending a medical without sufficient documentary evidence will result in the award of a temporary JMES that may prevent them from training or employment.

f. In order to access OH assessments, all RP are required to have a fully summarised Defence Medical Information Capability Programme (DMICP) record.

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\(^1\) Maritime Reserves (MR) and Royal Fleet Reserves (RFR)
\(^2\) Awarded a Joint Medical Employment Standard (JMES) of M5 or M6.
\(^3\) This includes Sponsored Reserves and URNU personnel but does not extend to cadets or adult instructors in the Cadet Forces.
\(^4\) 2017DIN01-096.
2. **Recovery Support**

a. All WIS RP are to have an Individual Recovery Plan (IRP) (Annex 33C) drafted after assessment by DPHC OH. This will allow the individual and unit executive to discuss the implications of the injury or illness with regards employability and deployability and signpost any support that may be required using the HARDFACTS\(^5\) assessment.

b. Reservists who are WIS are to be managed, in the first instance, by their Parent/Employing Unit. Should recovery not be progressing, the Unit is to convene\(^6\) a Carers' Forum or other Multi-Disciplinary Team (MDT) to assess the case and future recovery and rehabilitation needs which, in most circumstances, will be provided by the NHS.

c. Should the Reservist be injured on duty, evidenced by a MOD Form 510 or equivalent, the individual is entitled Service rehabilitation support. There are two potential avenues for treatment; RP (and any Regular staff attached to Reserve Units) may receive care through the Reserve Rehabilitation Contract or at their local Primary Care Rehabilitation Facility (PCRF)\(^7\).

d. The recovery of those RP injured on duty should be managed by the Parent/Employing Unit or as directed by the Carers’ Forum or MDT. Should further support be required, a Naval Service Casualty Cell (NSCC) facilitated Case Conference is to be initiated (Annex 33D) to establish the most appropriate location and recovery pathway.

e. Whilst being managed by the Parent/Employing Unit, support, advice and guidance may be sought from NCHQ CRM and specialist recovery units ie. PSGs, Recovery Cells and Recovery Troops\(^8\). Assignment to a specialist recovery unit will only take place as directed by the Case Conference taking into account the special circumstances of the case and complexity, depth and breadth of need.

f. The use of recovery courses and activities (Annex 33E, Annex 33F and Annex 33I) may be appropriate to aid recovery and should be considered for all RP WIS.

g. In order to attend a recovery activity, a Medical Risk Assessment is required to ensure that the activity/course selected is appropriate, does not impact rehabilitation and is conducive to recovery.

h. Any costs incurred in attending recovery courses or activities fall where they lie i.e. with the Parent/Employing Unit\(^9\). All RP attending courses/activities must be on designated ‘recovery’ duty and have appropriate funding agreed eg. man training days available.

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\(^5\) Health, Accommodation and Relocation, Drugs and Alcohol, Finance and Benefits, Attitude, Thinking and Behaviour, Children and Family, Training, Education and Employment, Supporting Agencies.

\(^6\) For FTRS personnel, the FTRS CM is to be included.

\(^7\) 2017DIN01-047.

\(^8\) Referred to as ‘Unit Assist’.

\(^9\) As for Regular WIS personnel.
CHAPTER 34

THE MANAGEMENT OF OPERATIONAL STRESS
FOR MEMBERS OF THE NAVAL SERVICE AND ROYAL FLEET AUXILIARY (RFA)

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CHAPTER 34

THE MANAGEMENT OF OPERATIONAL STRESS
FOR MEMBERS OF THE NAVAL SERVICE AND ROYAL FLEET AUXILIARY (RFA)

3401. Introduction
In late 2007, the Second Sea Lord approved a policy to govern the management of post-operational stress for members of the Naval Service and the Royal Fleet Auxiliary. This Article details the policy and procedures for delivering Operational Stress Management (OSM) which aims to ensure that Naval Personnel returning from operations receive appropriate and coherent operational stress management, aiming for those with symptoms of operational stress to minimise impact and encouraging early return to well-being.

3402. Background

a. The Naval Service OSM policy recognises the many and various ways of serving on operations, and the increasing role that its people play in support of operations. The Naval Service has not only a military and moral imperative, but also a legal duty to protect the health, safety and welfare of all of its employees, military and civilian, from the risks arising from Operational Stress. For the Naval Service, as with the other Services, the psychological welfare of its personnel is core business and a critically important aspect of the enduring obligation to its people which must be considered before, during and after operations.

b. Operational stress is part of the continuum of occupational stress for which further guidance is contained in the Armed Forces Mental Health Plan dated 2017 and JSP 950 Part 1 Leaflet 2-7-1. MOD’s operational stress management policy\(^1\) provides the framework for the development of single Service policies on operational stress management based on six steps beginning with recruitment and ending with discharge\(^2\). The principles and requirement underpinning the need for an OSM policy is outlined at Annex 34A.

3403. Applicability
OSM applies to all members of the Naval Service and the Royal Fleet Auxiliary (the precise mechanics of delivery to the latter are promulgated separately by DACOS RFA Personnel). The policy recognises that, in addition to RN/RM deployment patterns, Naval personnel may also deploy on operations as Individual Augmentees (IA) or as members of Joint, Army or RAF formed units (FU). In addition, they may routinely visit operational theatres in the course of their duties whilst working with other MOD organisations or Government departments; in these instances the delivery of OSM is to be consistent with the principles and procedures outlined in this policy.

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\(^1\) The Overarching Review of Stress Management (OROSM), Phase 1 of which reported to the Service Personnel Executive Group (SPEG) (Paper 19/04 dated 29 Sep 04). Phase 2, the Training and Communication Strategy, was published 26 Apr 05 (SPEG 12/05 Overarching Review of Operational Stress Management-Phase 2).

\(^2\) The Six Steps are: 1 - Pre-service entry beliefs and attitudes (countering negative attitudes towards mental ill health in the minds of potential recruits); 2 - In service training and promotion courses for career development (stress management education and training); 3 - Pre-deployment (preparing individuals to recognise the symptoms of stress in themselves and others, how to confront the issues they will face on operational duty and the support mechanisms available); 4 - Operational deployment; 5 - Post operational recovery; and 6 - Following Discharge from the Armed Forces.
3404. Policy Framework

a. OSM policy requires the implementation, delivery and sustainment of a 6-stage support process. The specific guidance and direction for each stage is contained in the appropriate Annex to this Chapter.

b. **Stage 1: Pre-Deployment Training.** See Annex 34B. This stage consists of appropriate briefings, the training of Trauma Risk Management Teams (TRiM Teams) (see Annex 34H) and realistic resilience training. This training takes place within the ship or unit lines and can be augmented by realistic field/training exercises.

c. **Stage 2: Operational Support.** See Annex 34C. In this stage, ships or units will utilise their TRiM Teams, Field Mental Health Teams, other Defence Medical Services and other support agencies as appropriate. Their task is to support personnel in an operational theatre to ensure that they receive commensurate levels of support.

d. **Stage 3: Decompression.** See Annex 34D. Decompression (DcN) routinely involves taking units out of an operational zone to a safe but controlled, neutral environment for a short period of time. The aim is to ease the transition from a high tempo operational situation to a barracks or domestic environment. Decompression is currently recognised as a group activity. These are people who have jointly shared common operational experiences.

   (1) However, it has become recognised that a more standardised support is required for IAs. The DcN package is a very effective opportunity for personnel to take stock in a safe environment and commence dealing with the potential issues associated with returning home after a significant deployment. In short, it is an effective facilitator to normalisation.

   (2) For seagoing units, DcN will take place in line with established custom and practice during the passage home from the area of operations prior to arrival in the UK. On arrival at their home port, personnel can begin winding down and rehabilitating to a normal, routine, peace-time environment.

e. **Stage 4: Normalisation.** See Annex 34E. ‘Normalisation’ consists of the actions to be taken on return to the home base and concludes on return from Post Operational Leave (POL) or sea-goers leave (SGL). Prior to proceeding on leave, a series of operation specific activities can be planned and executed. Activities included in this period may be varied, but can include Families Day, medal parades, Unit BBQ’s and memorial services. For FUs, the responsibility for normalisation rests with the Commanding Officer and supporting chain of command. For IAs (Regular and Reservist) Career Managers, the RN Mounting Centre and Commanding Officers (donor, in-theatre and receiving) all have an important role to play.
f. **Stage 5: In-Service Support.** See Annex 34F. On return from leave, it is important that the chain of command has the opportunity to normalise and carry out any administrative/logistic tasks, including G1/N1 actions. It also permits the chain of command to carry out interviews (see Appendix 34F-2) with all unit personnel. The Regimental/Divisional Discussion (see Annex 34F Appendix 1) allows individuals to raise any issues that may have arisen during the leave period. The discussion will also touch other subjects such as returning to work, future plans and intentions etc. The ‘Discussion’ is not to be viewed as part of a ‘screening’ process but as a reasonable and sensible management action\(^3\) for personnel returning from leave following an operational deployment.

g. **Stage 6: Aftercare.** See Annex 34G. In-Service Support deals with care for the individual for the remainder of their time in the service, whereas ‘Aftercare’ begins on completion of regular or Reserve Service and is primarily delivered by the NHS.

### 3405. Personnel Issues and Groupings

The nature and variety of the differing conditions of service coupled to the diversity of military operations render a ‘one size fits all’ approach impossible. Although, in principle, the same process is to be applied to all, on occasions a bespoke response may need to be applied. A group where this may be required is with Reservists. They, unlike their regular counterparts, do not return from operations to a sustained military environment in which the discussion and airing of issues is encouraged. Once they have returned to their parent unit they may not be well placed to receive support from other colleagues who may have similar experiences. Similarly, IAs may face similar challenges and encounter feelings of isolation when returning to a non-deploying unit. The methodology of how differing groups engage with OSM is detailed below.

a. **Regular Personnel**

(1) **Formed Unit on a Full Tour/Deployment.** This group represents the bulk of deployed personnel. All the elements of OSM are delivered by the normal chain of command.

(2) **Elements of a Formed Unit on a Sustained Roulement.** Groups of personnel who undertake frequent, but often shorter operational tours eg. individual flights from Naval Air Squadrons returning from Operations. These groups may receive a bespoke package from trained in-house OSM Facilitators.

(3) **Individuals in a Formed Unit not Completing a Full Tour.** Individuals who do not complete a full deployment with their ships or units (or members of headquarters or battle staffs) due to being re-assigned, or returned to UK on rotation, for career courses or compassionate leave - should be clearly identified and, once the move is confirmed, their gaining unit engaged to ensure that the wider requirements of OSM are recognised, and in particular that the Stage 4 ‘the Regimental/Divisional Interview’ takes place. Other groups involved in this process will be the Waterfront, RM Rear Parties and in-house OSM Facilitators.

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\(^3\) IAW Health & Safety Act 1974 & Leaflet 25 to Annex D, Vol 2, JSP375

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February 2020 Version 1
(4) Individual Reinforcements/Augmentees. Personnel assigned to an operational tour away from their parent unit, subsequently returning to that unit may need additional consideration by the donor and recipient unit. This could consist of going through the DcN process and they should be engaged in a Regimental/Divisional Interview’ on their return from POL. Challenges for the gaining units are that the individual being new to the unit the chain of command is not well placed to make before and after deployment comparisons or recognise subsequent mood swings, different behaviour patterns etc. For people in this grouping, additional monitoring may be required.

b. Reservist Personnel

(1) For a variety of valid reasons, Reservist personnel have the potential to represent a greater challenge than their Regular counterparts. They can feel isolated and not feel part of the ‘team’. Their civian work-mates or family members may not be interested in their experiences or feelings, and the people, with whom they shared their lives over recent months may now feel very far away.

(2) Reservist Formed Unit. Although not strictly relevant to the RNR or RMR, a formed unit returning following a full tour/deployment is perhaps the simplest of Reservist groups to cater for. In these instances, all factors of OSM (decompression, normalisation, ‘The Regimental/Divisional Interview’) are delivered by the normal chain of command. For Reservists who return with a Commando Unit, their dismounting process will normally take place at the Reserves Training & Mounting Centre (RTMC) at Chilwell, near Nottingham.

(3) Reservist Individual Augmentees (IA). Reservist IAs may have served in a formed unit, but for a variety of reasons have not completed a full tour. This cohort may encounter a number of emotional challenges.

(4) Re-Assimilating into Civilian Life. Reservists may face an additional burden to carry as they attempt to re-assimilate into the home and civilian work environment. The experience of reintegration with their employers and co-workers can be more challenging than that which may be encountered by their Regular counterparts. These could be:

(a) Considering what to say to co-workers - what level of information they can safely impart.

(b) Finding an appropriate person to speak to – who can they trust to hold confidences and provide sound advice.

(c) Coming home to no job – being rejected in their subsequent job search can intensify the emotional challenges that they have to deal with.
(5) **Returning To Former Employment.** When Reservists are demobilised and about to return to their former regular civilian employment, consideration should be given to providing support and advice to the employer who will need to understand the potential after-effects that an operational deployment may generate within an individual. Support for employers can be supplied by the NCHQ OSM Cell who can provide booklets and/or practical advice.

c. **Other Service Personnel.** A number of other categories of returning personnel that could require special consideration are:

   (1) AEROMED.

   (2) Long-term compassionate cases.

   (3) Disciplinary cases.

   (4) Other unplanned short-notice returns to UK.

In working with the groups listed at Stage 3 – Decompression and Stage 4 – Normalisation, the protocols outlined for dealing with IAs should be followed for ‘Reservists’ and ‘Other Service Personnel’. However, these measures are not exhaustive and consideration should be given to introducing other supporting measures for returning troops.

d. **Families.** Once an individual returns from the operational environment, close contact with the unit developed on operations may diminish or cease entirely. It is the individual’s family that is likely to notice any changes and therefore vital that family members (wives, spouses, partners and parents) are engaged with the OSM process. In addition, Royal Navy forum provides a wide range of advice for families who wish to become better informed regarding potential issues that may be encountered when an individual returns from deployment.

### 3406. Tracking Personnel through the OSM Process

a. **Annex 34F Appendix 3** is a simple proforma which can be reproduced locally for all personnel deployed on operations. The form is designed to assist in the tracking and recording of the various stages of the OSM process. It is not designed to contain clinical information but as a management tool to verify the receipt of OSM and assist the Command in assessing the risk or likelihood of subsequent trauma. Given sufficient attention they should help ensure that those who may be considered to be at higher risk are proactively monitored and supported by their superiors.
b. JPA provides a means to record basic details (date, place etc.) of key Operational Stress Management (OSM) interventions for all Service Personnel deployed on operations. JPA is only to be used to record OSM interventions for Naval Service personnel deploying on operations for periods of three months or more. Procedures are to be established in formed units which facilitate the accurate capture, reporting to unit HR staffs and recording by them of OSM information. The RN-MC is responsible for initiating JPA OSM records for Individual Augmentees and is to conduct a check, during their attendance at the Dismounting Course, to ensure that OSM records (both JPA and the manuscript record at Annex 34G) have been compiled for returning IAs. JPA records OSM interventions for each deployment and does not permit a new OSM record to be initiated until the ‘The Regimental/Divisional Interview’ (see Annex 34F Appendix 1) for an ‘open’ deployment has been recorded and the record closed. Recording of OSM events on JPA does not negate the requirement at Para 3406 sub para a. to complete manuscript records of Operational Stress Management received.

3407. OSM Policy Summary

a. Commanding Officers, whether commanding on operations or the recipients of personnel recently returned from operations, have a vital role to play in implementing RN OSM policy; likewise the chain of command has a responsibility to ensure that the OSM needs of Commanding Officers are not overlooked. The policy and procedures have been made as straightforward and unambiguous as possible in order that OSM can be considered prior to deployment, rather than becoming an afterthought, and the process of dealing with Naval personnel following operations becomes second nature. The key to success lies within the Divisional and Troop systems and, for the increasing number of Individual Augmentees, requires active engagement by Career Managers, RNMC and receiving Commanding Officers. Successful OSM requires the Command at all levels to be actively watchful of their people and ensure that individuals and families receive appropriate information about reactions to stress (what is normal or natural and what is not), what to do initially (peer support) and what to do if these reactions do not settle (where to seek support and how to access it).

b. OSM fulfils a crucial part of the Royal Navy’s obligation as an employer in respect of health and safety but it is no substitute for good leadership which, if exercised before and during operations, will help to minimise the risk that post operational stress will affect its people. OSM is designed to ensure that members of the Naval Service and RFA undergo a coherent post operational stress package, commencing during the final phase of their deployment and extending throughout the remainder of their service and into retirement. It is mandatory that the process is followed but it is necessarily risk-based and made deliberately flexible to enable the chain of command to tailor the policy to the circumstances of individuals, the nature of the operation and the stressors to which they have been exposed.

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6 More detailed information/desk instructions are contained in the JPA Business Process Guide Move and Track – Operational Stress Management.
7 Commanding Officers are encouraged to include details of the OSM process in the ‘Returning Home’ section of any ship/unit deployment guide produced ahead of an operational deployment.
3408. Support to Service Witnesses at a Coroner’s Inquest

a. HM Coroners within England, Wales and Northern Ireland investigate all unnatural deaths falling within their jurisdiction. In the case of UK citizens this requirement extends to deaths that occur abroad when the deceased has been repatriated to England, Wales or Northern Ireland. This includes members of the Armed Forces regardless of whether or not the death occurred on operations. The Coroner may decide to hold a formal inquest and, depending on the circumstances of the case, will such call such witnesses as he or she sees fit. These may be expert witnesses, who can deal with the technical aspects of the death, or they can be witnesses to fact – the people who saw what happened. This latter group can find the process of giving testimony in open court a very difficult experience as it requires the witness to relive in some detail what will inevitably have been a very traumatic experience.

b. In order to support and assist these witnesses, NCHQ will provide Coroner’s Witness Support Officers (CWSO) drawn from uniformed personnel employed in the Operational Stress Management (OSM) Cell. Their role is to provide support to all Naval Service witnesses before, during and after the inquest for the potential emotional and psychological effects of the experience of giving evidence. The CWSO is to ensure that the witness is fully briefed on the procedure for the hearing and the potential aftermath of the experience of giving evidence. They will assist the NCHQ Defence Inquest Unit (DIU) in preparation for the hearing, and then attend in person to offer direct support throughout the hearing. The CWSO is not an official representative of the Service or of the Department to the court and is not to coach a witness on the content or nature of their evidence.

c. When requested by the Visiting Officer or the DIU representative, the CWSO may give support to bereaved Service families or to other witnesses. In certain circumstances, the CWSO may be augmented by members of the Divisional and Regimental Support Team.
1. Occupational Workplace Stress

The MOD definition includes the concept that stress occurs when pressures on an individual accumulate to such an extent that he or she can no longer cope. The following has been endorsed as a definition of operational stress that recognises that any pressure, challenge or threat is a potential stressor on the individual and acknowledges that all people are subject to it:

"An individual or group reaction to stressors relating to the operational context, which, if not managed, may result in impaired performance and possible effects on health."

2. OSM Policy

A policy, incorporating a framework in which OSM is to be delivered, is necessary to ensure consistency of application (formalised procedure) and raise overall awareness of operations-related stress management which, within the MOD 6 step\(^1\) overarching stress management policy (see footnote 3), commences at the end of Stage 4 (Operational Deployment) and continues through post-operational recovery to eventual discharge from the Service. OSM policy needs to reinforce the message that:

a. Stress reactions are a natural consequence of military operations and all individuals, regardless of rank, age or gender, are susceptible; and

b. Most stress reactions are entirely normal and manageable, particularly with the correct degree of support from superiors, peers and families.

3. Command

For many Naval personnel, participation in operations does not result in significant after-effects, indeed for many it is a positive experience; however there are those for whom such experiences are detrimental due to exposure to acute traumatic pressure and resultant post-traumatic distress. Commanders at all levels must make every effort to limit the potential for those under their command suffering psychological problems as the result of operations. The onus for identifying vulnerable individuals rests with the chain of command whose familiarity with their personnel makes them best placed to identify the early signs of stress.

\(^1\) The 6 Steps are: 1 - Pre-service entry beliefs and attitudes (countering negative attitudes towards mental ill health in the minds of potential recruits); 2 - In service training and promotion courses for career development (stress management education and training); 3 - Pre-deployment (preparing individuals to recognise the symptoms of stress in themselves and others, how to confront the issues they will face on operational duty and the support mechanisms available; 4 - Operational Deployment; 5 – Post-operational Recovery; and 6 - Following discharge from the Armed Forces.
4. Successful OSM

a. The key to successful OSM lies in awareness; the individual, families, colleagues and the chain of command all need to be alert to the signs of stress and unhealthy maladaptive symptoms, so that early intervention can lessen the risk of subsequent problems (which can include clinical disorders, disciplinary and social problems and poor work performance). OSM procedures are generic for all theatres however; the Command must have the flexibility to adapt them for the needs of any particular operation. Wherever possible, the aim is to deliver the same level of support to all personnel whilst recognising their differing circumstances and allowing for certain elements to be discretionary depending on the level and intensity of operational activity and resultant exposure to stressors. Providing Commanding Officers and all those in positions of authority over Naval personnel are given a framework of action to be taken and the necessary support, adherence should deliver effective personal support to all individuals returning from operational deployments.

b. Strong and effective leadership, good communication and training are also fundamental to the prevention and management of operational stress and this is why OSM is primarily an executive and not a medical responsibility. When implementing this policy it is vital that an expectation of symptoms of stress or disability or a culture of disability is not instilled in individuals. The briefing of individuals prior to deployment and on return, either individually or as part of a group, is of fundamental importance, as is open discussion on issues arising from operational experiences and dealing with any issues arising in a timely and professional manner. Commanding Officers are to refer to or liaise with medical authorities at an early stage if there is any concern about an individual’s well-being. Medical intervention is always required when symptoms are prolonged or severe doubt exists over the mental health of an individual.

c. Families, and where applicable civilian employers, must be fully engaged throughout the OSM process. The Royal Navy’s corporate responsibility for the psychological welfare of its people in the lead up to, during and after any operational deployment is relatively easy to discharge and monitor in the close confines of a 24 hour operational environment but once an individual returns from operations close contact will inevitably diminish and it will often be family members who will be the first to notice changes. This can be particularly relevant when an individual returns from operations and is re-assigned to another unit to the one he or she deployed with or from.

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2 Knowing exactly when and where they are going, what they are likely to be doing, the perceived threat level, the environmental and cultural conditions to be encountered and the measures in place to support them and their families’ welfare will positively affect an individual’s outlook prior to deployment.

3 And is already established policy for Medical Staffs in accordance with Surgeon General’s Policy Letter (SGPL) 03/06 issued 20 Jan 06 “The Prevention and Management of Traumatic Stress Related Disorders in Armed Forces Personnel Deployed on Operations”
ANNEX 34B

OSM STAGE 1 – PRE-DEPLOYMENT TRAINING

1. Training
   Training is implemented when a unit or an individual is preparing for an operational deployment. All Pre-Operational preparation that provides realistic training (specified to the operation, likely tasks and hazards), builds cohesion and trust in the leadership, is good for stress management and resilience.

2. TRiM
   The current stress management tool is Trauma Risk Management (TRiM), which has been developed in UK Armed Forces and has been used over many years. Level 4 (TRiM) training can provide sub-units with a pool of TRiM practitioners and team leaders. In-house continuation training must be delivered to all members of the deploying unit by its own TRiM trained personnel, supported by the NCHQ TRiM Team. TRiM training course dates and locations can be accessed by typing ‘T’ for TRiM in the Royal Navy A to Z Intranet Page or by contacting Mil: 9380 28021 or Civ: 02392 573021 or email: NAVYNPS-PeopleSPTOSSMMAILBOX@mod.gov.uk

3. OSM Briefing
   Prior to deployment, all personnel should receive a Pre-Deployment OSM Brief. The briefing should be delivered by a TRiM Manager or TRiM Team Leader.

4. Augmentees and Reservists
   Care must be taken to ensure that all Individual Augmentees (IAs) and Reservists receive Pre-Deployment training and that their families receive the same levels of support. Global (RN) Individual Pre-Deployment Training is delivered by the RN Pre-Deployment Training and Mounting Centre.

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1 And is already established policy for Medical Staffs in accordance with JSP 950: Medical Policy - Volume 2: Clinical Policy - Chapter 7: Mental Health - Part 1 LIt 2-7-1 (v1.1 Jul 10) Mental Health and Wellbeing Briefing Before During and After Deployment.
2 TRiM Managers are normally Executive Warrant Officers (EWO) or Regimental Sergeant Majors (RSM) who have undertaken a training course covering Management of OSM & TRiM.
3 DIN 2017DIN07-074: Global (RN) Individual Pre-Deployment Training OS [Supersedes DIN 2016DIN07-129].
ANNEX 34C

OSM STAGE 2 OPERATIONAL SUPPORT DURING DEPLOYMENT

1. Operational Deployment Support

   a. Stage 2 of the framework is the management of stress on operations. This is primarily achieved through TRiM, supported by the Field Mental Health Teams (FMHT) and other trained members of the Defence Medical Services. TRiM Teams will have a better understanding of potential mental health issues and therefore be able to offer peer support and where necessary sign post individuals to the next tier of assistance as required. TRiM is not a therapy, but the practice of allowing individuals to talk through the incident followed by the application of tried & tested coping mechanisms, means that TRiM has therapeutic benefit. TRiM Teams are embedded within all deployed units or ships.

   b. Chaplains and Padres offer another route to identifying those in need of help and should also receive additional mental health training. Families may need greater support during periods of high operational tempo. This in turn can place them at greater risk from stress related issues. In these periods, the provision of additional information for GPs, schools and other welfare providers that support Service families may be required in consultation with the Naval Families Welfare Service.
ANNEX 34D

OSM STAGE 3 – PRE-EXIT PACKAGE/DECOMPRESSION

1. Introduction

All members of the Naval Service (NS)\(^1\) deploying on operations\(^2\), whether part of a formed unit or as an Individual Augmentee (IA), are required to undertake OSM training and preparation in accordance with BRd 3(1) Chapter 34. On return from operations, deployed personnel may require a period of decompression or aftercare as part of the POSM process. At all stages of OSM, the OSM JPA tool is to be utilised to record all aspects of pre and post deployment briefs, support, signposting, etc. Current decompression\(^3\) policy was based on the Op TELIC/HERRICK campaigns and, following review by PJHQ, is no longer valid. Whilst decompression remains a valid tool and a vital component of POSM, it has been assessed that there are currently no operations that expose personnel to the risk and rigour that require Third Location Decompression (TLD)\(^4,5\). For operations that expose personnel to the risk and rigour that may be associated with normal military activities, a 'Pre-Exit' package has been introduced to replace TLD to encourage a period of reflection and to set the conditions for normalisation.

2. Operational Aftercare

Operational aftercare consists of the vital components of the tri-Service OSM strategy. Whilst the implementation of POSM is a single Service responsibility, for operations that fall under Commander Joint Operations (CJO) command, PJHQ has responsibility for the immediate POSM activity.

3. The POSM Process

The POSM process was established in order to provide a staged support mechanism for personnel within the operational cycle\(^6\). Those operational deployments which are not exposed to high intensity combat engagement or significant compressing factors do not require TLD. The primary objective post deployment is to introduce a period of normalisation and to re-connect individuals with their Parent Unit and family. Delaying personnel from returning home, where there is no requirement, adversely affects morale.

4. The aim of the Pre-Exit Package

The aim of the Pre-Exit Package is to provide a level of care and enable a period of reflection for personnel on deployments which are assessed as not requiring TLD. It will be delivered in the Operational Theatre in order to assist with transition to the normalisation process provided by the Front Line Commands (FLCs).

   a. The Pre-Exit Package is a fundamental part of the POSM process that complements the existing Naval Service POSM policy and procedures within BRd 3(1) Chapter 34.

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1 The delivery of OSM to Royal Fleet Auxiliary personnel is promulgated by DACOS RFA Personnel.
2 Operations refer to all operations for which CJO has OPCOM of the unit.
3 Decompression was delivered, primarily, to personnel returning from land operations at Camp Bloodhound in Cyprus; this is known as Third Location Decompression (TLD).
4 This will be kept under constant review by PJHQ.
5 TLD does not include ship/submarine port visits.
6 Guidelines are set out in JSP 375 P2 Vol 1 Ch 17 – Stress in the workplace.
b. Whilst the Pre-Exit package is mandated for all personnel deployed on CJO operations, it is a useful tool and should be considered by all commanders at the end of a deployment/tasking.

c. The package is designed as low level generic sign posting; it does not constitute medical or professional support. The package is to be delivered in theatre prior to any individual’s departure at the end of their deployment; it is to be delivered by the Executive/J1/RNRMW by a minimum rank of OR6.

d. Although the individual delivering the brief is to be confident with the material, there is no requirement to have undertaken any additional training such as Trauma Risk Management (TRiM). In extremis, such as for small austere operations with a limited number of personnel, the package can be self-administered with PJHQ J1 approval. The full package is designed to be delivered in a maximum of 40 minutes.

5. **Pre-Exit Package**
The Pre-Exit Package is to be delivered in theatre within the final week prior to departure; the aim is to encourage a period of reflection. The package consists of the following:

a. **Going Home DVD - 15 mins.** The Going Home DVD explores the pressures involved with returning home and explains the POSM process, signposts mental health advice, and the additional avenues of access available to Service Personnel when they return home.

b. **Driving DVD - 5 mins.** In the Driving DVD the potential hazards of driving in UK on returning home are highlighted.

c. **Pre-Exit Brief – 20 mins.** The Pre-Exit Brief is an opportunity for the Commander or J1/Welfare Staff to discuss various aspects of returning home and mental health issues.

d. **Pre-Exit Hand-out.** The Pre-Exit Brief is followed up with a signposting hand-out for personnel to review and refer back to.

e. **Individual Checklist.** The individual checklist is to be signed by the individual and unit Executive (see Appendix 1 to Annex 34D).

6. **Records**
The individual's JPA OSM record is to be updated to show receipt of the Pre-Exit Brief. Where JPA is not available, a hard copy of the checklist is to be kept until JPA can be updated. For IAs returning to their original unit, a copy of the signed checklist (Appendix 1 to Annex 34D) is to be given to the individual and presented to the unit HR Clerk/UPO on return to enable the JPA OSM record to be updated.

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7 Each commander will be issued with a slide pack and notes by PJHQ.
8 JPA – Stage 2 – Deployment – Coming Home Brief as per the JPA Business Process Guide – Operational Stress Management (OSM).
7. **Eligibility**

To allow for routine visits to operational theatres, only personnel who have been deployed for more than 31 consecutive days will be required to undertake the Pre-Exit Package. Those who have deployed for less than 31 days, however, may request to conduct the package, especially if they have been exposed to a significant traumatic event.

8. **Conclusion**

The implementation of the Pre-Exit Package and delivery by the deployed Commander will enable effective and timely management of individuals who have been exposed to a stressful or traumatic event or who may be vulnerable to developing a stress related condition. It is critical, not only to sustain the welfare of personnel throughout deployment, but also to ensure that they receive the correct level of support and signposting through normalisation when they return home. In all circumstances, individuals who depart an operational theatre after 31 consecutive days or more will require the Pre-Exit Package. Whilst the Pre-Exit Briefing Package is mandatory for those personnel engage on PJHQ Operations as part of the OSM process, Commanders undertaking on Fleet operations/standing commitments may wish to utilise elements of the Pre-Exit Brief prior to return from deployment; an OSM JPA record will not be required in these cases. Further information regarding the Pre-Exit Package can be found on the TRiM intranet site or by contacting the team on 9380 28021/28046.
## APPENDIX 1 TO ANNEX 34D

### PRE-EXIT PACKAGE INDIVIDUAL CHECKLIST

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<td>Driving DVD – Date:</td>
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<td>Pre-Exit Brief – Date:</td>
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* Not mandated. It is an individual’s decision to share and record a TRiM event; doing so will enable better support from the parent unit.
ANNEX 34E

OSM STAGE 4 – NORMALISATION

1. The Normalisation stage commences on return to the home base and concludes on completion of post-operational leave (POL). POL, in whatever form it is granted (POL or Sea goer’s Leave (SGL) plus any Annual Leave (AL) accrued) is not to be reduced or modified in any form unless exceptions have been approved in advance by the chain of command.

2. This stage of OSM will need to be tailored for personnel serving in seagoing units, personnel returning as part of formed units from operations ashore, Individual Reinforcements and Augmentees and early or unexpected/unplanned departures from theatre. Experience suggests that virtually all personnel returning from operational deployments, along with their families, will encounter at least a little uneasiness whilst they readjust to their normal environment.

3. Shore-based units returning to their home bases from operations are normally to conduct a period of ‘Normalisation’ prior to POL being granted\(^1\). The precise duration of the Normalisation period is at the CO’s discretion but it must be long enough to permit non-operational activity and reintegration of all personnel. COs may extend the period following consultation with the chain of command. For personnel returning early from operations there must be a rolling normalisation programme organised by the unit rear party in order to permit individuals to undergo this stage of the OSM process.

4. Seagoing personnel are likely to have had longer to decompress and the Normalisation period will not normally require a period ‘on board’ in UK prior to leave being granted. Advance leave parties returning on board for duty on completion of advanced leave will, however, require special consideration to ensure their OSM needs have been met and to achieve a seamless reintegration with the ship and its routines.

5. Whenever possible, Commanding Officers are to ensure that facilities and support remain available within the ship/unit for the duration of post operational leave period.

6. All Naval Service Personnel (Regulars and Reservists) deploying as Individual Augmentees (IAs) are mandated to mount and dismount through the Royal Navy Mounting Centre (RNMC) at HMS NELSON\(^2\). On completion of the Dismount Course personnel proceed on POL. On returning to their Parent Unit, during their first week in work, the Regimental/Divisional Interview (Annex 34F) is to be carried out. The completed retained record Appendix 3 to Annex 34F will be returned to the RNMC for audit purposes. RNMC captures all Naval personnel returning from operational theatres to ensure that all those requiring it are tracked for both OSM JPA audit purposes and actively engage with the Dismounting process to ensure that they are not suffering from stress resulting from their deployment.

\(^1\) It is entirely acceptable, at the Commanding Officer’s discretion, for night or weekend leave to be granted on the day of return to the UK prior to the period spent ‘in barracks’. Naval Service Personnel serving as augmentees in units under Army or RAF Full Command remain under command of the CO of that unit until completion of POL and subsequent re-assignment. The CO is to determine to what extent their Naval augmentees will participate in the immediate normalisation plans for the unit.

\(^2\) DIN 2017DIN07-074: Global (RN) Individual Pre-Deployment Training OS [Supersedes DIN 2016DIN07-129].
7. RNR and RMR personnel are mandated to return to their parent unit during their last week of mobilised service. The unit is to provide aftercare support as necessary, augmenting the briefings and guidance issued at RTMC or RNMC.

8. Individuals returning early from operations in advance of the main party, AEROMED and other personnel returning unplanned from theatre, present the greatest challenge for Stage 2. Such personnel will need to be treated on a case-by-case basis. Family support is especially important in some instances and Commanding Officers (Career Managers for personnel no longer under command) are to ensure that plans address OSM needs. For personnel admitted to hospital in UK, RCDM will ensure that the mandatory requirements of Stage 4 are met and that further support is provided.

9. Whilst in the ‘Normalisation’ phase, details of support agencies are provided at Appendix 1 as an aide memoire for those who may be called upon to provide support and advice (Appendix 1 to Annex 34E Support Agencies (see also BRd 3(1) Chapter 24 (Welfare) and Chapter 32 (Service Funds, Charities and Associated Organisations).
APPENDIX 1 TO ANNEX 34E

SUPPORT AGENCIES

1. If an individual finds that he or she is having difficulty in re-adjusting post operations, help is available.

2. In the first instance, serving personnel should seek the advice of a suitable superior, a unit TRiM Practitioner, Divisional Officer, Troop Commander, Medical Officer or Chaplain who will be able to offer advice and refer individuals for further treatment or professional help if necessary. Those who have been discharged from the Service will, in the first instance, need to seek the advice of their GP who will also be able to advise or refer an individual for further treatment or help.

3. The following organisations are able to offer support or advice whatever an individual’s circumstances:

   a. Royal Navy Royal Marines Welfare. Providing community and personal support to regular RN, RM personnel, RNR and RMR and their families, details of the Welfare Information Support team and contact details are available through the Royal Navy Website (https://www.royalnavy.mod.uk/welfare/find-help) or by calling Royal Navy Royal Marines Welfare on +44 (0)2392 72 87 77 (0800-1600 Mon-Thu and 0830-1600 Fri, with the exception of recognised public holidays).

   Or if individuals prefer to use Social Media they may post on their Facebook page, Tweet @RNRMWelfare #RNRMW, or join the Royal Navy forum.

   b. SSAFA Forces Help. The Soldiers, Sailors, Airmen and Families Association (SSAFA) Forcesline is a free and confidential telephone helpline and email service that provides support for serving (regulars and reserves) and ex-service men and women from the Armed Forces and for their families. As an independent charity, SSAFA is not part of the military chain of command.

      SSAFA Forces Help, 19 Queen Elizabeth Street, London, SE1 2LP.
      Call: 0845 1300 975
      E-mail: info@ssafa.org.uk
      Website: www.ssafa.org.uk

      Forcesline can be accessed from anywhere in the world. Lines are open 0900–1730 Monday to Friday.

      UK          0800 731 4880
      Germany     0800 1827 395
      Cyprus      800 91065
      Falkland Islands  #6111
      Rest of the world +44 (0)207 463 9292
To call from Operational Theatres: use Paradigm’s phone system and dial the appropriate access number then enter *201 at the PIN prompt.

c. **Samaritans.** Samaritans provides confidential non-judgemental support, 24 hours a day for people experiencing feelings of distress or despair.

   Call: 116 123 (UK)
   116 123 (RoI)

   Email: jo@samaritans.org

   Write: Freepost RSRB-KKBY-CYJK, PO Box 9090, STIRLING, FK8 2SA

   Website: www.samaritans.org.uk

d. **Veterans UK**

   Freephone (UK only): 0808 1914 218
   Telephone (overseas): +44 1253 866 043

   Email: veterans-uk@mod.uk

   Website: https://www.gov.uk/government/organisations/veterans-uk

   Veterans UK helpline
   Veterans UK
   Ministry of Defence
   Norcross
   Thornton Cleveleys
   FY5 3WP

   Normal Service 0800-1700 Monday to Friday

e. **Combat Stress (Ex-Servicemen’s Mental Welfare Society).** If individuals are currently serving, or have served in the UK Armed Forces, they may call the 24-Hour Helpline to talk about mental health.

   Head Office: Tyrwhitt House, Oaklawn Road, Leatherhead, Surrey, KT2 0BX

   Call: 0800 138 1619

   Text: 07537 404 719

   E-mail: helpline@combatstress.org.uk
   (Standard charges may apply for texts, check with service provider.)
f. **Veterans and Reserves’ Mental Health Programme (VRMHP).** The VRMHP (link www) provides mental health assessments for Veterans and Reservists who have concerns about their mental health as a result of Service. The criteria for joining the programme are as follows:

(1) Reservists who have operationally deployed since 1 Jan 03.

or

(2) Available to those who have deployed since 1982 and who suffer mental health challenges as a result of operational deployment, the programme offers a comprehensive mental health assessment by a Consultant Psychiatrist with accompanying guidance on care and treatment for the Veteran’s NHS GP and/or local NHS clinical team. Veterans should consult their GP in the first instance in order to be referred to the VRMHP.

In both cases treatment is offered to individuals whose mental health is assessed to have suffered primarily as a result of their operational service.

Freephone helpline: 0800 0326258

Email: dphce-dcmhcol-vrmhp@mod.uk

g. **NHS Transition, Intervention and Liaison (TIL) Veterans Mental Health Service.** NHS TIL Service is a new service for Armed Forces personnel approaching discharge as well as for veterans. The service will help to recognise some of the early signs associated with mental health difficulties and will provide access to a number of interventions, therapeutic treatments for complex problems and psychological trauma and prevent the patient reaching crisis point. It will also help tackle some of the most common mental health and substance misuse problems such as alcoholism, anxiety and depression and join up services across the board, working with local authorities and charities so that the whole of a person’s needs and their families are looked after.

For veterans: If individuals are experiencing mental health difficulties, these services can provide a range of treatment and support regardless of when they leave the Armed Forces. This includes recognising the early signs of mental health problems and providing access to early treatment and support, as well as therapeutic treatment for complex mental health difficulties and psychological trauma. Patients are also provided with help, where appropriate, with employment, reduction in alcohol consumption, housing and social support.
Access:

Individuals must be resident in England

Have served in UK Armed Forces for a full day

Be registered with a GP practice in England or be willing to register with one

Be able to provide military service number or other form of acceptable proof of eligibility

h. **NCHQ Operational Stress Team.** The NCHQ Operational Stress Team primarily provides TRiM training for the Naval Service. In addition, the team can supply pre and post Deployment briefings and a wide range of general trauma advice. It also supplies support for Naval Service families and witnesses attending HM Coroners Courts.

Contact Details:

Group Mailbox: --NAVYNPS-PEOPLESPTOSMMAILBOX@mod.gov.uk

NAVY NPS-PEOPLESPT Operational Stress Management (TRiM)
HMS TEMERAIRE
Room 140, Burnaby Road
PORTSMOUTH
PO1 2HB

Mil: 9380 28021 or Civ: 02392 573021
ANNEX 34F

OSM STAGE 5 – IN-SERVICE SUPPORT

1. The In Service Support stage of OSM underpins psychological resilience and the ability to retain individuals at combat readiness. In-Service Support refers to the period of time after the return from post-operational leave rather than the initial weeks following return from operations. The chain of command is responsible for In-Service Support that continues until the individual (whether Regular or Reserve) retires; it may therefore continue for decades. During their remaining service, there remains a military and moral imperative to protect the health of Naval Personnel. Future service is likely to include further operational deployments and In-Service Support may therefore be concurrent with subsequent post-deployment Decompression or Normalisation.

2. Following the return of individuals from post operational leave, but no later than 12 weeks after the actual return from operations, COs are to ensure that personnel are interviewed by their Divisional Officer, Troop Commander or immediate superior. Commanding Officers (for formed units) and Career Managers (for IAs) are to ensure that where personnel are re-assigned within 12 weeks of returning from operations, a hot handover is conducted with the receiving unit to ensure the interview requirement is met. Guidelines and suggested topics for the post-deployment discussion are at Annex 34F Appendix 1 (Guidelines) and Annex 34F Appendix 2 (Topics). The fact that the discussion has been conducted is to be recorded on the OSM Record (Annex 34F Appendix 3).

3. In addition to the Regimental/Divisional Discussion, there is also a mandatory requirement\(^1\) for FUs and IAs to receive a short Power Point presentation relating to Post Operational Stress Management (POSM). The POSM Brief should be given at the 8 to 12 week point after returning from deployment. The brief should be delivered by a Mental Health Professional or a Trauma Risk Management (TRiM) Manager. In extremis, the brief can be delivered by a TRiM Practitioner. The brief can be downloaded from the RM TRiM Website\(^2\) or copies of a CD containing both the POSM Brief plus Annex 34F (including Appendices) is available from the NCHQ OSM Cell\(^3\).

4. For groups which deploy regularly under a sustained roulement, careful Stage 3 management will be especially crucial to maintaining unit resilience for operations. Commanding Officers will need to determine how their unit’s procedures are developed to achieve this intent. Funding from the Fleet Re-balancing Lives\(^4\) initiative may be made available, on request, to support units with any group-centred initiatives aimed specifically at those who deploy frequently to operational theatres.

5. Individuals who have experienced a traumatic event whilst deployed are at most risk of adjustment difficulty; it follows that these personnel, and those considered to be a longer-term risk, should be kept under strict line management review, further follow-up interviews and specialist advice being sought from medical staff as necessary. On referral for treatment, the medical pathway and system of medical categorisation will track those suffering from psychological ill health.

\(^1\) The requirement to give this brief is stipulated by the Surgeon General and endorsed by NCHQ
\(^2\) The Presentation comes in a power point format and is accompanied by amplifying notes
\(^3\) Copies of the CD can be obtained by contacting Ms Kirstin Knowlson-Clarke on 9380 28021. In addition, she can supply details of relevant unit TRiM Leaders/Practitioners
\(^4\) RNTM01-029/17 Rebalancing Lives – RBL
APPENDIX 1 TO ANNEX 34F

THE CONDUCT OF THE REGIMENTAL/DIVISIONAL DISUSSION

1. Aim of the Discussion
   The purpose of the Post-Deployment Discussion is to identify and assist in the management of any issues arising from an individual’s deployment on operations that, if left unresolved, could adversely affect his or her welfare, wellbeing and functionality. Appendix 2 to Annex 34F provides a suggested format for the discussion. The discussion also serves to:

   a. Welcome the individual back and acknowledge their contribution to operations.
   b. Gain information regarding their deployment and the nature of their work. ¹
   c. Ensure that the individual is aware of the Post-Deployment support mechanisms in place for them.
   d. Ensure the individual knows of any new developments in their regular work environment to help their transition back into their core role.
   e. Review and, where no concern arises, complete the OSM Record (Appendix 3)
   f. You may wish, if appropriate to discuss their aspirations for their future in the Naval Service.

2. Your Role as the Conducting Officer
   You are there to provide an important link in the OSM Process.² Your background within the Armed Forces, your life experience and, where applicable, former knowledge of the individual will assist you to provide mentoring advice and signpost them to additional support should it be required.

3. Points to Note
   It is important that:

   a. The discussion is not to screen individuals, but is designed to encourage open and frank communication and discussion.
   b. Whilst attendance at the discussion is mandatory, the sharing of personal information is not.
   c. If on conclusion of the discussion, the individual has indicated that they are encountering some troubling episodes or if, in the course of the interview, they inform you of changes in their normal behaviour, you should encourage them to make contact with the medical services.

¹ Only relevant where the individual has been reassigned to a new unit prior to the discussion taking place or Conducting Officer did not deploy with the individual.
² Command can keep track of individuals requiring OSM stages to be completed via the Unit HR or EWO OBIEE Dashboards
4. Format for the Discussion

a. Stress the confidential nature of the discussion. The Conducting Officer should reassure the individual that anything they say will be treated with sensitivity and discretion. Should the individual disclose information that gives rise to concern for his or her safety, or that of others then the Conducting Officer may need to break the confidence; should this be necessary the Conducting Officer is to explain the reasons before doing so.

b. Explain that the discussion is not a part of the performance appraisal process.

c. Discuss the nature of their deployment and ask if anything unexpected or stressful occurred. (Conducting Officers should exercise careful judgement and caution when considering whether to include, and in what detail they wish to discuss any potentially stress inducing activities nor the degree of risk and rigour experienced by the individual while on operations.) Point out that extreme or traumatic events experienced on deployment can lead to adverse, but entirely normal reactions. If an individual is encountering difficulties, reassure them that support is available and assist them in accessing the additional assistance that may be required. Sources of aid could come from the immediate chain of command, the unit TRiM Team, the Chaplain or Regimental/Ships Medical Officer. In addition, a number of other organisations, many with Service links, are able to offer independent support and advice (see Appendix 1 to Annex 34E).

d. Conduct the discussion as detailed at Appendix 2 to Annex 34F. The discussion should be conducted in such a way as to encourage an exchange of views. The discussion is structured to examine a number of distinct areas where normal functionality can be impaired as a result of exposure during a lengthy deployment. These are topics that you may wish to discuss, but they are not exhaustive:

- **Topic A:** The Tour: How was their tour? Did they feel prepared for it? Were there any unexpected aspects? How did their family do whilst the Unit was on tour?

- **Topic B:** Homecoming: How was you homecoming? Were there any difficulties or unexpected aspects about it?

- **Topic C:** Adjustment at home/back to work: How is life at the moment? How is your wellbeing and health? How is the family? Any difficulties adjusting? Making plans for the future?

- **Topic D:** Do they recall the OSM briefings that they have received pre and post deployment and are they aware of the amount of support that is currently available to them?
5. **Discussion Records**

Appendix 2 to Annex 34F is purely a guide to the conduct of the discussion. To encourage a free and frank discussion, the individual is to be given the Appendix on completion of the interview. They should retain the form so that they can refer to it from time to time. They may also wish to discuss with a partner, spouse or trusted friend to give their views on his or her responses to the topics. This will allow personnel to better gauge whether any behavioural changes have occurred in the weeks and months following the discussion. The only form that has to be retained by the chain of command in Appendix 3 to Annex 34F. They should be held centrally within the unit as part of the OSM audit trail and reflect the 4 stage entries on the JPA OSM which require completion.
APPENDIX 2 TO ANNEX 34F

THE REGIMENTAL/DIVISIONAL TOPIC DISCUSSION SHEET

(Return to UK/Barracks/Shoreside Duties)

(To be handed to the individual when complete)

Name:
Discussion Date:

Discussion Conducted by:
Contact Tel Number:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Home, Social and Work Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>The Tour: How was their tour? Did they feel prepared for it? Were there any unexpected aspects? How did their family do whilst the Unit was on tour?</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>Homecoming: How was their homecoming? Were there any difficulties / unexpected aspects about it?</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>Adjustment at home/back to work: How is their life at the moment? How is their well-being and health? How is the family? Any difficulties adjusting? Making plans for the future?</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td>Do they recall the OSM briefings that they have received pre &amp; post deployment and are they aware of the amount of support that is currently available to them?</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

(Continued Overleaf)
**Notes:**

1. Keep the completed Form safe and review it again in 3 and 6 months time. Look at the topics discussed and see if any of your responses have changed or altered.

2. When carrying out the comparison, it may be useful to do this accompanied by your spouse, partner or a trusted close friend. It may be that they are better placed to observe changes in you that you may have missed.

3. If at some future point you start to encounter difficulties related to your Deployment, contact a Unit TRiM Practitioner, the Welfare Dept or the Sick Bay and seek assistance.

Conducting Officer’s Signature ..............................................................................
## APPENDIX 3 TO ANNEX 34F

RETAINED RECORD OF THE REGIMENTAL/DIVISIONAL DISCUSSION

(ALL DEPLOYED PERSONNEL OFFICIAL LIMITED STAFF WHEN COMPLETE)
(Form to be raised prior to an Operational Deployment by the RNPDT or CoC on behalf of the individual)

### Personal Details

<table>
<thead>
<tr>
<th>Name:</th>
<th>Rank:</th>
<th>Service Number:</th>
</tr>
</thead>
</table>

### Details of Operation

<table>
<thead>
<tr>
<th>Name of Op:</th>
<th>Start/Arrival Date:</th>
<th>Completion/Departure Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit:</td>
<td>Donor Unit:</td>
<td>Receiving Unit:</td>
</tr>
<tr>
<td>Duties held:</td>
<td>Details of in-theatre activity:</td>
<td></td>
</tr>
</tbody>
</table>

### Confirmation Signature:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Rank:</th>
<th>Appointment:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### Stage 2 – Deployment – Pre-Exit Brief/Decompression

<table>
<thead>
<tr>
<th>Pre-Exit Brief/Decompression Undertaken:</th>
<th>Location where conducted:</th>
<th>Dates (from/to):</th>
</tr>
</thead>
</table>

Yes ☐ No ☐

### Confirmation Signature:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Rank:</th>
<th>Appointment:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### Stage 3 – Post Deployment – Dismount/Recall/Normalisation

<table>
<thead>
<tr>
<th>Location:</th>
<th>Date(s):</th>
<th>Unit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave granted (dates):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Confirmation Signature:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Rank:</th>
<th>Appointment:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### Stage 4 – In-Service Support – Return to Work - Interview

<table>
<thead>
<tr>
<th>Regimental/Divisional Discussion (to be conducted post leave after returning from deployment):</th>
<th>Date conducted:</th>
<th>Unit:</th>
</tr>
</thead>
</table>

### Confirmation Signature:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Rank:</th>
<th>Appointment:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### Stage 6 – Civilian Aftercare (if applicable)

Notes (use reverse of this form)

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1. For maritime deployments, insert date of sailing from UK.
2. For maritime deployments, insert date of returning to UK.
3. If loaned or an augmentee from another unit.
4. If being re-assigned to another unit or returning to donor unit immediately on return from ops or on return from post-operational leave.
5. Summary of the operational environment and any potentially stress inducing activity undertaken/exposure to risk and rigour.
6. Divisional Officer/Troop Commander for Ratings/Other Ranks; immediate superior for Officers.
7. If “No” reason is to be stated.
8. Pre-Exit Brief/Decompression are an activity, targeted primarily at formed units and individuals who will undertake programmed Decompression (only if available) and specifically directed to by the Chain of Command. If Decompression conducted at sea on return passage to UK insert “On passage UK”.
9. Immediate Superior or Officer/SNCO with assigned responsibility. Divisional Officer/Troop Commander for Ratings/Other Ranks; immediate superior for Officers.
10. Insert date of returning to Base Port/TAS/Home Base or period spent ‘in barracks’ if leave not granted immediately on return.
Notes:

1. Completion of this record (or the JPA OSM Account) is mandatory and is both the Chain of Command and the Individual’s responsibility. It is to be raised locally for each operational deployment, and should be completed in full before a new record can be opened.

2. Hard copies are held within the parenting units or kept by the individual augmentee until the final Stage of the process is completed. A confirmation signature is obtained after each stage. Completed records are to be forwarded to the UPO for entry onto JPA.

3. Succeeding Divisional Officers/Troop Commanders are to review this record (hard copy or JPA) as part of the joining interview process to ensure continuity of divisional care and any other support which may be on-going or considered necessary.
ANNEX 34G

OSM STAGE 6 – AFTERCARE

1. At OSM Stage 6 (Aftercare) (i.e. discharge/retirement from the Service), formal responsibility for medical care passes from MOD to the National Health Service. Defence Medical Services are responsible for overseeing the transition to civilian mental health care of Service Personnel exiting whilst still receiving clinical treatment. Mental Health Social Workers in departments of community mental health will provide follow-up contact with such individuals for 12 months post discharge to ensure a smooth transition.

2. Reservists demobilised since Jan 03 are entitled to continue receiving mental health care from MOD under the terms of the Reserves Mental Health Programme. The programme is open to all current or former members of the UK Volunteer and Regular Reserves who have been demobilized since 1 Jan 03 following deployment overseas and who believe that their deployment as a Reservist may have affected their mental health. Any Reservist who believes they are eligible should approach their GP who will refer them to the programme; in some cases Reservists can approach the programme direct. If eligible, they will be offered a mental health assessment. The assessment will be carried out by members of the Defence Medical Services. If they have a mental health condition related to their deployed Reserve service, they will be offered out-patient treatment at one of MOD’s 15 Departments of Community Mental Health around the UK. See Appendix 1 to Annex 34E.

3. The Defence Business Services - Veterans Agency (DBSV) acts as a single point of contact to provide advice for serving military personnel, ex-service personnel and their dependants. The DBSV is responsible for the War Pensions Scheme and Armed Forces Compensation Scheme. These schemes provide compensation to personnel for illness that arises as a result of service prior to 6 Apr 05 and on/after 6 Apr 05 respectively. Outside the NHS, the charity Combat Stress provides specialist advice and in-patient and out-patient mental health care for veterans. See Appendix 1 to Annex 34E.

4. NHS TIL Service is a new service for Armed Forces personnel approaching discharge as well as for veterans. The service will help to recognise some of the early signs associated with mental health difficulties and will provide access to a number of interventions, therapeutic treatments for complex problems and psychological trauma and prevent patient reaching crisis point. It will also help tackle some of the most common mental health and substance misuse problems such as alcoholism, anxiety and depression and join up services across the board, working with local authorities and charities so that the whole of a person’s needs and their families are looked after. See Appendix 1 to Annex 34E.

1 www.gov.uk/guidance/support-for-war-veterans#the-veterans-and-reserves-mental-health-programme.
5. Following publication of Dr Murrison’s report entitled ‘Fighting Fit’ in October 2010, as well as in-Service recommendations (improving mental health assessment at routine medicals, providing access to mental healthcare for 6 months after discharge, studying the efficacy of post operational screening for mental health conditions and an on-line support service), the following are under development for veterans:

Veteran’s Information Service – contact will be made to every veteran 12 months after leaving the Service to offer support.

Veteran’s 24 hour Support Line – to be run by Combat Stress.

Veteran’s Outreach Service – 30 FT equivalent mental health professionals to be resourced to meet needs specific to veterans within NHS mental health trusts.

An on-line support service for veterans.
ANNEX 34H

TRAUMA RISK MANAGEMENT (TRiM)

Note. Extract from the introduction to the project protocol for the (RN) controlled trial to determine the efficacy of TRiM:

“Exposure to traumatic events can lead to the development of psychological distress, lowered morale and organisational difficulty (Hoge et al, 2002; Greenberg et al, 2003). It is utopian to believe that traumatic stress can ever be eliminated from any military organisation. Assuming that the Armed Forces continue their primary function of war fighting, then personnel will be exposed to trauma and stress. Some of those exposed will develop psychological distress as a result. Even if this can be reduced by training and so on, no one can argue that it could ever be eliminated. On the other hand we also know that whilst this cannot be prevented, it can be better managed”.

1. Introduction

a. A certain degree of pressure and psychological stress is inseparable factor in military operations. Faced with these factors we all have the potential to respond in differing ways. In addition to what we are immediately facing, there could be other external issue that can hamper our ability to cope. It is therefore important to ensure that robust mechanisms are put in place to manage the adverse effects of excessive pressure and psychological stress. Such mechanisms can diminish the effects of stress and deter them from becoming a long-term threat to an individual’s health and, ultimately, their ability to operate effectively. The 6 Stages of the Naval Service’s Operational Stress Management (OSM) Policy (incorporating TRiM within Stage 2 ‘Operational Support – see Annex 34C) provides such a mechanism.

b. Traumatic events\(^1\) can have the potential to generate post-traumatic stress symptoms. The symptoms can include depressive episodes, anger, poor sleep patterns and risky driving. These conditions are not uncommon and, if left unchecked, can lead to poor functioning, difficulties with relationships, excessive drinking and discipline issues. In the most extreme cases, certain individuals can go on to suffer from full blown Post Traumatic Stress Disorder (PTSD). Research evidence has shown that delays in seeking help in dealing with trauma issues can often arise as a result of perceived stigma. There remains a wider stigma associated with mental health issues in both the general and service populations. This stigma can act as a barrier to individuals seeking appropriate help\(^2\). TRiM is designed to reduce the barriers and actively encourages sufferers to seek appropriate assistance.

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\(^1\) A traumatic event is any event that can be considered to be outside of an individual’s experience and has the potential to cause physical, emotional or psychological harm.

\(^2\) The Murrison Report (dated 21 Jul 10) made recommendations based on a number of propositions, one of which was that stigma deterred servicemen from engaging with conventional mental health provisions.
2. **TRiM Delivery**

TRiM is a proactive, peer group delivered, human resource management initiative for supporting individuals following exposure to traumatic events. The wider view of the TRiM protocol is detailed in the TRiM CONOPS at Appendix 1 to Annex 34H. There are three main work strands to the TRiM protocol which are:

a. **Education.** ‘Pre-incident Awareness Training’ with the primary emphasis being placed on operations. This is where the probability of a traumatic incident is more likely.

b. **Individual/Group Risk Assessment.** Following a traumatic incident, individual or group risk assessments to determine how much stress an individual has assimilated (the Risk Assessment process is amplified at Para 3 below).

c. **Mentoring.** Practitioners are required to provide mentoring support for individuals for a period of 6 months post incident. The TRiM Practitioner is trained to recognise the signs and symptoms of stress and give mentoring advice to individuals on coping strategies and how to better manage their issues. The request for mentoring support is generally instigated by the individual and the TRiM Practitioner will respond in an empathetic and supportive manner.

3. **Risk Assessment**

One of its primary tasks is the early identification of the signs and symptoms of stress. Having peers within a unit who have some skills in risk assessment potentially allows for an initial approach without fear of the stigma of medical/psychiatric referral. This is achieved by allowing individuals to talk through the issues surrounding an incident and by doing this, allow them to process their thoughts. This end state is achieved through the medium of the ‘TRiM Risk Assessment. The two-fold aim of the Risk Assessment is as previously stated, to allow healthy processing of their thoughts and secondly; to assess how much stress the individual has assimilated as a result of the incident. Individuals are seen either as singletons or in small groups. Under the guidance of TRiM Practitioner, the individual is encouraged to tell their story in a frank and honest way and discuss any attendant issues that may emanate. It is structured along the lines of what was happening ‘Before’ the event, what was happening ‘During’ the event, what was happening ‘After’ the event. This type of intervention is known as the BDA Model. It is not a treatment or a therapy; however the ‘talking’ or ‘processing’ element of the intervention has recognised therapeutic advantages. People engaged with the process are seen on two occasions; the first occasion is three days after the incident and the second occasion is one month or 31 days after the incident. During the course of the two interviews or assessment, the Practitioner will check their progress against ten extremely well researched and evaluated trauma risk factors. If stress levels are high or if issues are not being resolved, the TRiM Practitioner may encourage the individual to engage with the Medical Services or some other appropriate agency.

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3 The TRiM Groups are never more than 8 people. Groups are always conducted by two TRiM Practitioners.

4 The TRiM Protocol is fully compliant with the National Institute for Health & Clinical Excellence (NICE) guidelines for the delivery of post trauma support, London 2005.
TRiM Teams are embedded within all units, squadrons and platforms of the Naval Service. This policy ensures that in the aftermath of a traumatic event, the services of the Team are readily available to the chain of command. Additional support for units/platforms following a traumatic event is available from the NCHQ OSM Team. All members of the Team are highly experienced TRiM Practitioners and can provide advice, on-site direction and practical support, post event. In working hours the NCHQ OSM Team may be contacted on Mil: 9380 28021 or Civ: 02392 573021, out of hours contact TRiM Duty Mobile on 07733 155884.

4. Training Courses

There are now a number of TRiM Training Courses at varying levels available for members of the Naval Service. However, for the training to be effective and for the successful Practitioners to be credible, the protocol must be delivered by competent and well motivated personnel. The selection of potential TRiM Practitioners should be carried out using the prescribed selection criteria (see Appendix 3). Governed by CONOPS (see Appendix 1) and a strict ‘TRiM Code of Practice’ (see Appendix 4), TRiM complements existing support mechanisms and aids the identification of those experiencing of post traumatic symptoms. The TRiM Protocol is a human resource initiative, however, the Project maintains and supports close links with the Naval Community Mental Health Services.

5. Stress and Resilience Training Policy

A Defence-wide Stress and Resilience Training Management (SRMT) policy has been developed by Chief of Defence People in consultation with the three services. The policy sets out the training requirements and it is organised at four distinct levels:

a. **Level One.** Level One training includes basic stress training for all personnel newly enlisted or who have recently joined the Armed Forces (for the Naval Service this includes new entrants at HMS RALEIGH, CTCRM & BRNC Dartmouth). The training is aimed at ensuring that they recognise stress in themselves and others. The training puts emphasis on how to seek appropriate support should the need arise.

b. **Level Two.** Level Two training is required for those who manage others to ensure that they are able to recognise signs of pressure and stress in themselves and their subordinates (for the Naval Service this includes leadership courses, Divisional Officers Courses etc).

c. **Level Three.** Level Three trains those with responsibility for managing stress at an organisational level in order to maintain operational and/or business effectiveness (for the Naval Service this may include CO and/or XO Desig Courses).

d. **Level Four.** Level Four training is targeted at non-medical personnel in posts with specific stress management responsibilities. The personnel that may require this training are those that require additional stress training to enable them to carry out their duties in their key post or to address specific risks (for the Naval Service this will include TRiM training).

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5 Positive leadership, divisional/troop and peer group support, welfare, medical and pastoral care.
7 Service Personnel Support, Health and Well-being, part of Chief of Defence People, 6th Floor, MOD Main Building. This policy has been checked and is extant as at Nov 16.
6. Documentation

All incidents involving a TRiM Intervention are to be fully documented in a Naval Service TRiM Incident Log Book. All the documentary requirements are clearly detailed in the log book and should be accurately followed. Once all TRiM activity relating to the incident has been completed, the TRiM Manager who initiated the documentation and supervised the TRiM Intervention should then return the completed paperwork to the NCHQ OSM Cell.

7. Summary

The majority of Service Personnel who are exposed to traumatic events will not go on to develop long-term problems. However, we have a responsibility to meet our duty of care obligations and our legal requirements, as well as to develop a broader awareness of the issues of stress amongst the Naval Service. TRiM has proved effective in identifying the small number of people who may go on to develop problems in the future. Operational factors such as geographical isolation, logistical constraints, the wide dispersal of personnel (a particular issue for land forces) and limited psychological support mean that initial management strategies (trauma triage) can initially be carried out by trained unit TRiM Practitioners rather than external mental health professionals from outside the unit. Simply put, TRiM is a tool which helps recognise when somebody is not behaving normally and suggests to the affected individual the need to seek professional medical help. It is prima facie leadership; the use of TRiM assists in formalising a function of command relating to the care of individuals and allows it to be applied more routinely. The embedding of TRiM teams and the use of TRiM, in conjunction with the wider stages of OSM, enhances considerably the knowledge and understanding of stress management within the Naval Service population. These factors taken together are, in turn, demonstrably improving leadership on both land and sea. The Commander of 12 Mechanised Brigade stated in his Op ’HERRICK’ Post Operations Report that:

“The heavy emphasis placed by the Commander on TRiM prior to the start of the tour has undoubtedly paid off. This simple but effective method of managing the aftermath of traumatic events has meant that 12 Mech Bde units have been able to mitigate some of the harrowing effects of close quarter combat. This has undoubtedly kept soldiers in the front line. This process must now be endorsed as best practice in Defence”.
APPENDIX 1 TO ANNEX 34H

TRiM CONOPS

1. Introduction
As an executive tool, TRIM policy resides with the Operational Stress Management Cell within NCHQ. However, once a TRIM capability has been established within a unit, platform or establishment, the responsibility for maintaining, exercising and deploying TRIM rests with the Commanding Officer (CO). This Appendix aims to provide the CO with guidance to assist them in their task.

2. A Traumatic Incident
In the aftermath of a traumatic event a variety of emotional effects can be placed upon us. Some effects are quickly recognised and by virtue of our training and personality we are capable of dealing with them. However, some or more discrete and their effects are more discrete and their effects are harder to recognise and predict. As a result they are more challenging to deal with and it may be appropriate to seek assistance from a TRiM Practitioner. For the purposes of these CONOPS A traumatic incident is defined as:

“Any event that can be considered to be outside an individual’s usual experience and has the potential to cause physical, emotional or psychological harm.”

The keyword in this definition is “potential”. Both during and after a traumatic incident everyone can react differently. When dealing with effected individuals, everyone will have differing needs & requirements. The TRiM should recognise this and plan its strategy accordingly. It is not a case of one size fits all.

3. Employment
As stated above, everyone will respond differently to a traumatic incident. Some may be severely traumatised whilst some may not be affected at all. However, a TRIM team should be employed as a precautionary measure in the aftermath of incidents similar to those listed below.

- Sudden death.
- Serious injury.
- Disablement or disfigurement.
- Multiple traumas
- Near miss (or near hit), defined as an uncontrolled event which fortunately did not physically injure the person but if it had then there was the potential for serious injury.
f. When survivors are encountering overwhelming distress (an example would be when engaged on disaster relief work or body handling duties).

g. Engagement with child enemy combatants.

4. Unit TRiM Teams

The TRiM team of trained personnel embedded within each Unit/Squadron/Platform are trained to recognise the symptoms of stress and give advice to individuals on simple coping strategies and how to manage them. The TRiM model is consistent with the aims of existing Stress Management Training (SMT) and conforms to the National Institute for Health and Clinical Excellence guidelines. TRiM also seeks to eradicate the stigma attached to stress and mental health by educating personnel to ensure that they:

a. Recognise that stress and trauma can affect even the toughest individual but that feelings and behavioural changes in the aftermath of traumatic events are neither unusual nor unexpected and all can be effectively treated.

b. Can identify the signs of stress and strain within themselves and their shipmates.

c. Can be made aware of simple coping strategies that exist to manage stress, including the dangers of alcohol, substance abuse and poor sleep hygiene.

d. Know when to seek additional help and understand which agency can assist them.

5. TRiM Principles of Employment

TRiM is employed with the following principles, which are consistent with the objectives of military mental health provisions:

a. Proximity. Support should be provided at unit level wherever possible and with engagement at all levels of command. Individuals are not compelled to attend a TRiM Risk Assessment. However, there is an expectation that they will attend in order to support others who were involved in the same incident. The TRiM Team Leader will also be required to:

(1) Continue to engage with those who initially decline to attend a TRiM Risk Assessment.

(2) Notify the Chain of Command of any individual considered to be a serious risk to themselves or others. This reporting responsibility will be with the knowledge of the individual but does not require their consent.²

² The requirement to carry out this reporting responsibility is clearly explained in the ‘Introduction’ phase of the Risk assessment.
b. **Immediacy.** TRiM assistance should be in place in the immediate aftermath of the event. Embedded Team Leaders should provide an immediate response to the incident in the form of advising the Chain of Command and the formulation of appropriate management plans. Formal individual or group risk assessments should not be initiated until at least 3 days have elapsed. Earlier intervention is likely to produce a markedly inaccurate Risk Assessment. On some occasions, external TRiM assistance may be required if the embedded Team personnel are encountering difficulties due to the intensity of the events, the scale of the numbers involved and/or personal involvement.

3

**c. Expectation.** Personnel should be made aware after the incident that they will resume their normal duties as soon as possible.

d. **Simplicity.** The programme is simple to teach and implement. It keeps ownership of the management of stress reactions at unit level, and commanders retain responsibility for the well-being of their personnel.

6. **Planning the Intervention**

TRiM affords commanders a number of bespoke options when dealing with the aftermath of a traumatic event. For minor incidents they may wish to employ a local defusing strategy amongst either individuals or groups. For major incidents, particularly if they involve death, the entire TRiM team may be required in addition to medical, pastoral and welfare services (where available). TRIM helps to assess the initial impact of traumatic stress and reassures the Command that vulnerable people are being identified promptly and signposted to receive specialist support at the earliest opportunity. Within three days of a traumatic incident, the team manager, or senior stress practitioner, should have sought permission to convene a planning meeting to determine the most appropriate stress management strategy. The following personnel should attend:

a. Senior management (XO or 2 i/c).

b. Senior Stress Practitioner (TRiM Team Leader).

c. G1/N1 representative (normally the Logs Officer at sea).

d. Someone with knowledge of the incident.

e. Someone with knowledge of the individuals involved.

f. Medical Officer or Senior Medical Rating.

g. Chaplain (if borne).
7. **On Completion of Planning**

At the conclusion of the planning phase, the following options are available to the Chain of Command and the Unit TRiM Manager:

a. **Do Nothing.** If the event is relatively minor and individuals appear to be taking the incident in their stride, a policy of ‘watchful waiting’ incorporating regular reviews may be sufficient.

b. **The Briefing Meeting.** An initial strategy to consider could be to conduct a ‘Briefing Meeting’. This can be used to give trauma related information to vulnerable people who are aware of the incident, but their involvement is more peripheral. The Briefing Meeting can involve the whole ship’s company and should be conducted within 48 hours of the incident.

c. **Individual/Group Risk Assessment.** Following an incident, assessments will be conducted at intervals of three days and one month (the one month interview takes place 28 days after the initial 3 day risk assessment. Both assessments will allow informed judgement so that early referral for treatment may be achieved.

d. **Mentoring.** The mentoring process allows individuals unrestricted access to a TRiM Practitioner. It gives them the opportunity to discuss and ventilate any issues in an empathetic and benign environment.

8. **Stigma**

There is a recognised reluctance amongst the wider male UK population to seek help in aftermath of a traumatic event. In the Armed Forces this can be exacerbated by a culture which emphasises robustness and resilience. Whilst these traits are admirable when engaged on operations, they can act as a barrier to seeking help at a later stage. TRiM Teams, by their awareness of the nature of reactions to traumatic events, are well placed to give support to these individuals. Within the Naval Service as a whole, we are seeing less resistance to seeking emotional support. The TRiM Teams, the Chain of Command and the other Carer Agencies should continue to work collectively to reduce the corrosive effects of stigma.

9. **TRiM for Injured Personnel**

There are individuals who are injured or damaged in some way and are subsequently returned to the UK. Dependent on the nature and severity of their injuries, they may spend a short period at Queen Elizabeth’s Hospital, Birmingham. After initial treatment they may be sent to their family home for a period of convalescence. These individuals, due to their rapid departure from the operational theatre, are unlikely to have engaged with the TRiM process. Due to this factor we are unable assess how much stress they have assimilated, and as such, we are hampered in giving them adequate post-incident support. Faced with these and other issues, it is important that TRiM support is provided within two weeks of the injured individual arriving in the UK. The protocol covering these circumstances is contained in Appendix 2 to Annex 34H.
10. Documentation

All incidents involving the intervention of a TRiM Practitioner are to be fully documented by the TRiM Team Leader in a TRiM Incident Log Book (OFFICIAL SENSITIVE STAFF once in use). The log book records details of the incident, those directly and indirectly involved, details of decisions made at the planning meeting and those in attendance, the names of individuals invited to be risk assessed (and those who decline assistance) and the risk assessment checklist scores and action taken. Team Leaders are to keep completed Incident Log Books for a period of 3 months from the date of the incident after which they are to be sent to NAY NPS-PEOPLE SPT OSM TRIM SO2 for inspection and archiving.

11. Reporting

There is a requirement to collate data on TRiM interventions. These are required to provide evidence to its efficacy, to meet requests for statistical information and to provide effective long term support our personnel. The area of JPA used for recording TRiM interventions is the individuals ‘exposure to hazard’ tool detailed in the JPA Operational Tracking (OPLOC) section. The inputting of TRiM Interventions into the ‘exposure to hazard’ of JPA is the sole responsibility of the NCHQ OSM Cell. The source document for inputting the information is the submitted Naval Service TRiM Incident Log book. The entry will not contain any of the details of the event or elements of the TRiM discussion. It will solely detail the specific TRiM Risk Assessment number plus the date of the assessment.

12. Benefits of Reporting

The primary beneficiary of this policy is the individual. It allows the chain of command to support them appropriately during and post service. It also gives an audit trail to demonstrate that, at some stage previously in their service life, they have actively engaged with the TRiM process. To assist the individual further, on completion of the TRiM process, they will be issued with a unique ‘JPA Hazard Number’. They should retain this number and refer to it if they ever need to deal with the Service medical services or other agencies.

13. Referral/Signposting

Depending upon the outcome of the risk assessment, a TRiM Practitioner, after consultation with his TRiM Team Manager, may consider an individual to be in need of additional professional support. Identified personnel should be encouraged to contact unit medical staff who may refer individuals for specialist mental health support. The following conditions are an indicator to the TRiM practitioner that further medical support is required:

a. Prolonged and profound psychological distress indicated by high scores in the risk assessment.

b. Acute distress.

c. When post-incident issues emanating from the event are having a marked effect on the individual's duties and/or social interaction.

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4 JPA provides a suitable functionality known as: ‘Recording Exposure to Hazards’ (abbreviated to ‘E2H’). This was included in JPA release 8, activated in 2009. See Desk Instructions.

5 The generic introduction given prior to conducting any TRiM Risk assessment has been amended to reflect that the assessment is now recorded on JPA.

6 Personnel entered in on E2H are the individuals who, as a result of the Planning Meeting are invited to attend a risk assessment. If an individual subsequently declines to attend, this fact is also recorded on E2H.
14. Selection of the TRiM Team Leader and TRiM Practitioners

TRiM Practitioners are not aligned to specific posts within unit establishments. Any prospective TRiM Practitioner should be held in high regard by and hold the trust of their peers. They must be volunteers and have good life experience skills; ideally they should not have been involved in a traumatic incident or bereavement within the past year. The specific criteria for selection are at Appendix 2 to Annex 34H.

15. Continuation Training

Due to skill fade, Annual Continuation Training will be conducted by the unit, ship or establishment TRiM Team Manager (or TRiM Team Leader) to ensure that the TRiM Team remains current with best practice. This training will be audited through FOST, or the NCHQ TRiM Team.

16. The TRiM Code of Conduct

All TRiM personnel are subject to a code of conduct which clearly defines how they conduct their working practices. A copy of the code is detailed at Appendix 4 to Annex 34H.
APPENDIX 2 TO ANNEX 34H

SELECTION OF TRiM TEAM LEADERS AND TRiM PRACTITIONERS

1. Introduction
   Trauma Risk Management (TRiM) is a proactive, common sense strategy which aims to manage the effects on individuals of a potentially stressful incident. The management of the traumatic aspects of the incident is peer group delivered using trained TRiM Practitioners. The effectiveness of the intervention primarily rests on the shoulders of each practitioner and their approach to the task will greatly determine the success of the final outcome.

2. The TRiM Practitioners Course
   The Course will give the potential practitioner the requisite skills to carry out the prescribed task. However, careful selection is required to ensure that the personnel nominated by the ship, squadron or establishment possess the essential core skills to carry out this exacting role. The aim of this Appendix is to outline the methodology that should be followed during the selection process.

3. Selection Background
   Generally, TRiM Practitioners are not aligned to specific appointments within their units. Personnel who attend TRiM training should be volunteers and should not have been involved in a traumatic incident or a significant bereavement within the previous year. The specific rank of the individual is not relevant, but in making their selection, the unit/establishment must be convinced that individual can deal with the nature of the work.

4. Selection Criteria
   Volunteers should be capable of meeting the following criteria:
   
   a. Capable of maintaining peer confidentiality;
   b. Be mature and empathetic;
   c. Be respected and trusted by colleagues;
   d. Have good communications skills;
   e. Be capable of learning about a psychosocial process;
   f. Be capable of adhering to the TRiM Code of Conduct and working within established boundaries.
APPENDIX 3 TO ANNEX 34H

CODE OF PRACTICE RELATING TO TRiM PRACTITIONERS

1. Introduction
The Trauma Risk Management (TRiM) protocol is a Human Resource initiative. However, the Project maintains and supports close links with the medical services.

2. Code of Practice

a. TRiM interventions and risk assessments should only be carried out by practitioners who have undertaken an officially recognised TRiM Course and are in date.

b. All TRiM interventions should be conducted strictly in accordance with the protocols taught on the TRiM Course.

c. All TRiM Practitioners are to observe the following ethical statements:

   (1) Maintain confidentiality unless indicated by law not to do so.

   (2) Obtain informed consent.

   (3) Avoid any re-traumatising actions to the greatest extent possible.

   (4) Operate within personal levels of training, expertise, education and experience.

   (5) Use the TRiM protocol in an empathetic, sensitive and respectful manner.

   (6) Self monitor personal capacity to do ‘the work’.

   (7) Do no harm.

   (8) Promote human welfare.

   (9) Be fair.

   (10) Fulfil commitments to clients.

   (11) Finally, take regular and ongoing actions to insure self-care and enhance the ability to deliver quality and professional services.
ANNEX 34I

TRiM EXPOSURE TO HAZARD REPORTING

1. Introduction
   The Naval Service has an enduring requirement for a robust audit process for personnel who have engaged with the TRiM Process. In accordance with the JSP 770\(^1\), we record occasions when an individual has been ‘Risk Assessed’ by a TRiM Practitioner. This process allows the Naval Service to meet its obligations for the provision of accountability and transparency. The recording process is fully explained to all personnel taking part in a TRiM Risk Assessment (RA). It is clearly covered in the ‘Introduction’ phase of the RA, specifically in the ‘Confidentiality’ paragraph.

2. Data Recording
   The information is recorded in the ‘Exposure to Hazard’ (E2H) Section of JPA. Recording sensitive details on JPA may appear to run counter to the fact that a RA is a confidential process. Only NCHQ TRiM Team is responsible for the input of information relating to TRiM Incidents onto the JPA E2H. Under no circumstances should details of the incident or individual TRiM scores be recorded on JPA. Details of whether individuals were invited to be risk assessed and/or whether they declined assistance are to be recorded in the TRiM Incident Log Book, but only the offer of a TRiM intervention is to be recorded on JPA. This decision places heavy reliance on careful stewardship of TRiM Log Books within units and commands, and a similarly robust mechanism is required for JPA administration.

3. Log Book
   All TRiM interventions are to be fully documented in a TRiM Incident Log Book. The Log book is to record details of the incident and all personnel involved. It is to capture the details of decisions made at the planning meeting and a nominal record of those personnel who were in attendance. The names of individuals invited to be Risk Assessed, whether the offer was accepted or declined, and the subsequent risk assessment checklist scores and action(s) taken, must also be recorded. Once initiated, TRiM Log Books are not to be destroyed but must be retained and archived in accordance with standard operating procedures. When the incident is closed by the Unit\(^2\), the completed Log Book should be forwarded to the NCHQ TRiM Team.

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\(^1\) JSP 770: Tri-Service Operational and Non-Operational Welfare Policy - Chapter policy remains extant and retained from Version 11 of JSP 770 and provided as PDFs and a revised DIN: Chapter 2 – Trauma Risk Management (TRiM) Policy (PDF) - This chapter and DIN will be integrated into the new JSP 661 Defence People Health and Wellbeing, when it comes into being.

\(^2\) This normally occurs after the execution of the 1 or 3 month follow up Risk Assessment. If there are specific reasons for keeping the Log Book open, then this should be reported to the NCHQ TRiM Team. On completion, the log book should be returned to NCHQ TRiM team by the 6-month point.
4. **Documentation**

Unit personnel who were invited to attend a Risk Assessment (including the ‘Decliners’) are entered onto the JPA E2H Database. Those entered into the system receive, in addition to a covering letter, the following items:

   a. **A TRiM Reference Card.** The card contains information\(^3\) that may assist the individual in the medium and longer term future (perhaps at a time when they have left the Naval Service).

   b. A ‘Question & Answer Sheet’ which outlines 10 questions and answers, explaining how the Reference Card can be used in the future.

   c. A Confirmation Receipt Form to ensure effective management of the TRiM Reference Cards.

5. **Outcome**

   Whilst there is a requirement for the Naval Service to retain records regarding the usage of the TRiM process, the primary beneficiary of E2H policy is the individual. Whilst in the Service or perhaps when they have returned to the civilian environment, an individual may encounter post-traumatic issues. They may require additional medical or mental health assistance. If they attempt to seek help from their GP or a mental health professional, they may have problems in clearly describing the circumstances of the events that are troubling them. The production of a ‘TRiM Reference Card’ will provide a conduit to enable GPs, mental health professionals, welfare staff or Government Agencies to clarify the Veteran’s version of events. The discussion with the TRiM Team could also highlight other pertinent aspects of the incident.

6. **Summary**

   The JPA E2H process will provide a robust audit trail to enable NCHQ to quickly validate the circumstances of a reported incident which has received a TRiM intervention. This in turn will enable our Naval Service Veterans to be assisted and receive the appropriate support during and following their tenure in the Naval Service.

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\(^3\) The Trim Log Reference Number, Your TRiM JPA Reference Number, Your Name and Service Number, the TRiM Cell Contact Details.
CHAPTER 35

MATERNITY, PATERNITY AND ADOPTION - MANAGEMENT AND CARE OF PERSONNEL

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CHAPTER 35
MATERNITY, PATERNITY AND ADOPTION - MANAGEMENT AND CARE OF PERSONNEL

3501. Introduction to Maternity, Paternity and Adoption

a. It is not possible to cover all aspects of pregnancy, parenting and related issues within this short chapter. The aim is to highlight some of the key areas which the Commanding Officer (CO), Divisional Officer/Troop Commander/Line Manager (DO/Tp Cdr/LM) and Career Manager (CM) need to be aware of and it must be read in conjunction with JSP 760 Tri-Service Regulations for Leave and Other Types of Absence and Chapter 58 (Management of Career). Line Managers should direct individual enquiries to the Parent Support and Information teams (PS and ITs) or UPO Maternity Desks, but are also welcome to seek further advice on policy from the RN D&I policy desk Tel 93832 5683. For specific areas this guidance must be read in conjunction with the following:

(1) Pregnancy. JSP 760 Chapter 24, DIN 2015DIN01-167 for further information on revised maternity arrangements for Service Personnel (SP) in the Reserve Forces.

(2) Adoption. JSP 760 Chapter 25, 2018DIN01-130,2017DIN01-023 and 2015DIN01-166.

(3) Paternity. JSP 760 Chapter 26.

(4) Shared Parental Leave. JSP 760 Chapter 27

(5) Parental Leave. JSP 760 Chapter 28.

(6) Assisted Conception and Fertility. 2016DIN01-052.

b. These policies are applicable to all eligible personnel, whether single, in heterosexual or non-heterosexual partnerships and regardless of sexual orientation.

c. The essential tenets of the Armed Forces' Maternity, Paternity and Adoption policies are as follows:

(1) To provide supportive arrangements to enable SP to accommodate pregnancy, maternity and paternity absence within their Service careers. This includes prenatal and pre-adoption arrangements and, for those who choose to return to duty following pregnancy and maternity leave, additional provisions under the Armed Forces Occupational Maternity Scheme (AFOMS), Armed Forces Occupational Adoption Leave Scheme (AFOALS) and Armed Forces Occupational Shared Parental Leave (AFOSPL).
(2) That no SP will be treated less favourably because they are pregnant, absent on maternity or paternity leave or for any other reason connected to a pregnancy.

(3) That the health and safety of the pregnant SP and unborn baby and, subsequently, the SP and new born baby, are paramount and will be safeguarded in accordance with the law.

(4) That unless they volunteer otherwise, a SP who returns to work after a period of maternity leave will not be deployed on operations and exercises either overseas or in the UK for a period of at least six months following the birth\(^1\), although they will be liable for the full range of remaining duties (compatible with any health and safety or medical grading restrictions).

(5) That upon pregnancy, a SP may choose to leave the Service prematurely on the grounds of pregnancy.

(6) That, from the end of week 25 of pregnancy, the SP must formally declare the pregnancy to the employer (using form Mat B1) in accordance with JSP 950 Part 1 Lft_6-7-7 - Joint Manual of Medical Fitness (5-J-3 through 5-J-15).

d. It is important that those dealing with a pregnant SP, parents embarking on Shared Parental Leave (SPL) or Service personnel undergoing the adoption process, do so in a professional yet compassionate manner. Being treated in a positive manner will reinforce the individual’s feeling of being a valued member of the Naval Service and they are more likely to return to work on completion of their leave. Fundamental is the recognition and respect of a Serviceperson’s legal right to take statutory maternity, paternity and adoption leave and some additional unpaid maternity leave, as well as their right to return to work after having a child.

e. Pregnancy and maternity are classified as Protected Characteristics under the Equality Act 2010 which means that it is unlawful to discriminate against, harass or victimise an individual or treat them unfavourably as the result of a pregnancy or a related illness, or because they are exercising, have exercised or are seeking to exercise their right to maternity leave.

f. Naval Service Information Packs, produced by the Parenting Support and Information Team (PS&IT), contain guidance and information for Service personnel and Line Managers. They are available from the PS&IT and UPO Maternity Desks. SP automatically receive the Maternity pack when they report to the Maternity Desk to submit their FMed 790.

\(^1\) This is increased to at least twelve months from the birth of the child for the Naval Service (Para 3503.d sub para (1)).
3502. Maternity. To enable the DO/LM to offer guidance and counselling, an outline of the actions a SP should take to complete the Maternity Routine is given below:

a. Confirmation of Pregnancy. The pregnancy must be confirmed by a Unit Medical Centre. A Certificate of Pregnancy (FMed 790) will be issued and the Medical Centre will raise a signal changing the SP’s Medical Category. (This will be a pregnancy specific MedCat but the Medical Centre may use an alternative non-specific MedCat if there is a need to keep the pregnancy confidential). The SP should then report to the Maternity Desk in the nearest shore-side UPO/Admin office and submit Form FMed 790.

   (1) If the SP does not wish the pregnancy to be disclosed, it is imperative that this right to privacy is respected and the pregnancy should not be discussed with anyone else without their consent.

   (2) The right to privacy from declaration will cease from the end of week 25 of the pregnancy, in line with the detail at Para 3501 sub-para c(6), whereby the SP must be medically downgraded as Medically Non-Deployable (MND) with Medical Employment Standard E6.

b. Sea Goers.

   (1) If a pregnancy is confirmed whilst at sea, the SP should be transferred ashore from the ship/submarine at the earliest operationally convenient opportunity. Pregnancy is not a medical emergency and does not require instant removal from the ship/submarine. Transferring a pregnant SP ashore is a Health and Safety precaution and aims to protect the individual and the unborn child from any possible risks caused by sea service; this action should be fully articulated to the individual by the DO/Tp Cdr. If the SP is serving in a submarine BRd 9902 Section 6 gives guidance.

   (2) If the ship/submarine is alongside the SP may opt to remain on board; this is subject to a risk assessment being conducted and the SP accepting its results. Consideration is to be given to adjusting their role in order for the SP to remain in post. The DO should read JSP 375 Part 2 Vol 1 Ch 20, the MoD Health and Safety Handbook Guide for further information on Risk Assessments. See also sub para e below. SP can remain on board up to the end of the 25th week of pregnancy or until the individual feels that it is becoming too awkward to move around the ship/submarine. They must be transferred ashore, however, if the ship/submarine proceeds to sea at any point.
(3) A pregnant SP who is transferred ashore and is part of a Geographical Squad should report to their base port Career Management Cell (CMC) where they will complete a joining routine as part of the managed move from the ship. This will include making contact with the relevant Personnel Support Group (PSG) or Recovery Cell (RC) in accordance with Para 3508. The PSG or RC, in liaison with the CMC and the Naval Personnel Team (NPT), will make arrangements for employment ashore or find suitable alternative employment. Alternatively, a pregnant SP may request a shore assignment which will be considered by the relevant desk in the same manner as any other application. If the request is approved, normal assignment action is to be completed by the ship/unit.

c. **Phase 1 Training.** Specific direction on the management of a pregnant SP during Phase 1 training is at Annex 35D.

d. **Health and Safety.** A Health and Safety Risk Assessment (RA) of a pregnant SP's work-place is a mandatory legal requirement. This RA is in addition to the generic assessment carried out for a place of work and is individual to the pregnant SP. The SP should complete Annex 35E requesting an assessment be conducted. It is the responsibility of the DO and departmental Health and Safety Officer to ensure that this is undertaken as per JSP 375 Part 2 Vol 1 Ch 20. A standard risk assessment form is to be used and the assessment must be carried out by a qualified risk assessor and be reviewed at regular intervals as the pregnancy progresses. If at sea, a risk assessment should be carried out to cover the period until the SP is transferred ashore. Once the outcome has been discussed, both the SP and the unit Health and Safety Officer should sign the form, the SP will annotate the form to acknowledge that they have understood its contents and had any risks explained. Copies of the risk assessment must be retained by the unit or building manager, the LM/Tp Cdr/DO and the SP. Irrespective of the nature of the current assignment, consideration must be given to adjusting the SP’s to enable them to remain in post, should they wish to do so.

e. **Maternity Notice Form.** It is a legal requirement for a SP to inform their employer of a pregnancy and future work intentions by the 15th week before the baby is due. The SP has the option to leave the Service on pregnancy, or to return to work after a period of paid Ordinary Maternity Leave (OML) (up to 26 weeks), Additional Maternity Leave (AML) (26 weeks from the end of OML) and/or Parental Leave. SP should be encouraged to notify their employer of their intentions by completing one of the Maternity Notice Forms (also contained in the Maternity Pack) as early as possible. Once completed, the Maternity Notice Form, together with the MAT B1 certificate if available, should be handed to the UPO Maternity Desk. (The MAT B1 form will be issued by a midwife/GP no earlier than 20 weeks before the baby is due). UPO Maternity Desk staff will then raise a Confirmation of Entitlement letter which the SP will need to take to their DO/Tp Cdr/LM with a Notice Form. The DO/Tp Cdr/LM should sign the Notice Form, making a copy of it and the letter for their records as required, and the documentation should be returned to the Maternity Desk either via the SP or directly.
f. **Maternity Uniform.** Several Uniform Clothing Stores (UCS) now keep a stock of maternity uniform in the more common sizes but if it needs to be ordered, delivery times can vary from 2 to 12 weeks. Maternity uniform is to be ordered as soon as possible in the pregnancy and worn when normal uniform becomes uncomfortable. An FMed 790 (issued by Sickbay on confirmation of pregnancy) is required to collect maternity uniform. Alterations can be arranged through the clothing store. For further information see Para 3814.

g. **Accommodation.** The tri-Service Accommodation regulations are set out in JSP 464 Part 1. If a pregnant SP is single, or has an entitlement to Single Service Accommodation (SSA), they may either continue to occupy accommodation up until leaving the Service, or, if they are remaining in the Service, apply for Service Family Accommodation (SFA) into which they can move from three months prior to the expected date of childbirth.

h. **Medical Examinations.** A pregnant SP must have a medical examination prior to proceeding on maternity leave. They must also have a Return to Work Medical as soon as practicable on returning to work.

i. **Maternity Mortality**

   (1) A miscarriage occurs when the body terminates a pregnancy on its own before the pregnancy has carried to 24 weeks. A SP who has a miscarriage will not be entitled to maternity leave or pay, but normal sick leave provisions will apply.

   (2) Stillbirth is when a pregnancy has carried to 24 weeks or more, but the baby dies before it is born. In such circumstances a SP will qualify for maternity leave and pay.

   (3) If a baby is born alive but later dies, even after a few seconds, at any time during the pregnancy, the rules for a live birth will apply.

   (4) Sudden infant death syndrome (SIDS) – sometimes known as ‘cot death’ – is the sudden, unexpected and unexplained death of an apparently healthy baby; in which case the rules for a live birth will apply.

j. **AFOMS.** The following is a Summary of the Regulations for Babies born under AFOMS.
Table 35-1. Maternity Provision

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Maternity Provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>All SP, regardless of length of service</td>
<td>Up to 52 weeks of maternity leave. This is made up of 26 weeks of OML and 26 weeks of AML. The first two weeks after the birth count as compulsory maternity leave and it is a legal requirement that SP must not work during this time. Annual Leave continues to accrue throughout the entire period of maternity leave, both paid and unpaid periods.</td>
</tr>
<tr>
<td>A SP with less than 26 weeks continuous service by the Qualifying Week (Note 1) (whether or not they intend to return to service) and who is still serving in the Qualifying Week.</td>
<td>Up to 52 weeks of maternity leave. This is made up of 26 weeks OML and 26 weeks AML. The SP will not be entitled to enhanced pay under the AFOMS during OML; nor will they be entitled to SMP (Note 2). However, depending on individual circumstances they may be entitled to other State benefits.</td>
</tr>
<tr>
<td>A SP with 26 weeks or more but less than a year’s continuous service by the Qualifying Week and who is still serving into the Qualifying Week (whether or not they intend to return to Service following maternity leave).</td>
<td>Up to 52 weeks of maternity leave. This is made up of 26 weeks OML plus 26 weeks AML. During OML they will not be entitled to enhanced maternity pay under the AFOMS but may be eligible for SMP, which is payable during the 26 weeks of OML and first 13 weeks of AML.</td>
</tr>
<tr>
<td>A SP with a year’s continuous service by the qualifying week, who is still serving into the qualifying week and who states their intention to return to duty following maternity leave for a minimum period of 12 months</td>
<td>Up to 52 weeks of maternity leave. This is made up of 26 weeks OML plus 26 weeks AML. During the 26 weeks OML they will be entitled to full normal pay and the first 13 weeks of AML will be paid at the standard rate of SMP. The remaining 13 weeks will be unpaid.</td>
</tr>
<tr>
<td>A SP with a year’s continuous service by the qualifying week, who is still serving into the qualifying week and who chooses not to return to duty.</td>
<td>Up to 52 weeks of maternity leave. This is made up of 26 weeks OML plus 26 weeks AML. During the 26 weeks OML and the first 13 weeks of AML they will be entitled to receive the standard rate of SMP. The remaining 13 weeks of AML will be unpaid.</td>
</tr>
</tbody>
</table>

Notes:

1. **Qualifying Week**: 15th week before the week in which the baby is due.
2. **SMP**: Statutory Maternity Pay.

3503. **Adoption.** The Armed Forces are committed, wherever possible, to providing supportive arrangements for personnel adopting children. It is important to stress that this provision relates only to adoption placements organised through legally recognised adoption agencies and to children placed for adoption within Great Britain. It does not, for example, apply in a case where a step-parent adopts a child after marrying the biological parent or after forming a civil partnership. Adoption Leave is open to both male and female Service personnel, but only one parent is eligible for Adoption Leave/Adoption Pay. Both parents would be entitled to SPL as described at Para 3506.
a. **Adoption Notice.** It is in the interests of both the Service and the individual concerned to give as much notice as possible of the intention to take Ordinary Adoption Leave (OAL) or Additional Adoption Leave (AAL). In any event, a minimum of at least 28 days’ notice should be given by Service personnel requesting OAL or, in the event of notification of placement being at shorter notice, as soon as is reasonably practical.

b. **Accommodation.** Service personnel who are adopting are entitled to occupy SFA from the date of approval given for the need to establish a home, prior to any child being placed with the adoptive parent.

c. **Appraisal Reports.** Notwithstanding the normal rules on Appraisal Reporting (JSP 757); to avoid a long period of unreported employment, the DO/Tp Cdr/LM should consider the merit in writing an OJAR/SJAR before the individual proceeds on Adoption Leave.

### 3504. Surrogacy

Parents entering into surrogacy arrangements have the same rights as adoptive parents regarding maternity/paternity leave allowances.

### 3505. Assisted Conception

It is recognised that the processes associated with assisted conception treatment may affect the functional capacity and deployability of SP. 2016DIN01-052 Assisted Conception and Fertility provides policy and guidance to SP and line management. This includes guidance on the provision of geographical stability and leave to access treatment. SP undergoing assisted conception may require greater protection; individuals and line management should seek risk assessment and note that temporary medical employability limitations may be necessary. Further information can be found within JSP 950 Leaflet 6-7-7 Chap 5 Annex J and 2015DIN01-033 Arrangements for NHS Infertility Treatment where Armed Forces Compensation Scheme (AFCS) applies.

### 3506. Paternity Leave and Pay

a. As with Maternity Leave, there are other conditions which need to be met in order for a person to be entitled to Paternity Leave and the DO/LM must refer to JSP 760 Chapter 26. Paternity Leave is still applicable in cases of adoption and Para 3503 gives further details.

b. **Ordinary Paternity Leave.** Two weeks Ordinary Paternity Leave (OPL) is a statutory entitlement and the entitlement applies when a person is:

1. The biological non-primary carer of the child with the responsibility for the child’s upbringing.

2. Not the biological parent of the child but is married to or in a civil partnership with the other parent and has or will have (apart from any responsibility of the other parent) the main responsibility for the upbringing of the child.
(3) Not the biological parent of the child but who lives with the other parent and the child in an enduring family relationship and is not an immediate relative of the other parent and has or will have (apart from any responsibility of the other parent) the main responsibility for the upbringing of the child. An immediate relative includes a parent, grandparent, sibling, aunt or uncle and includes relationships of both full and half blood.

3507. Shared Parental Leave (SPL) and Shared Parental Pay (ShPP)

The DO/LM and CM need to be aware of the policy on for SPL and ShPP and must read JSP 760 Chap 27. The Armed Forces Occupational Shared Parental Leave Scheme (AFOSPLS) allows eligible parents to choose how to share the care of their child in the first year of the child’s life or the first year after a child’s placement for adoption. Eligible Service personnel can end their maternity or adoption leave early and, with their spouse, civil partner, partner or the other biological parent with responsibilities for the care of the child, opt to take SPL instead of Maternity Leave. SPL attracts ShPP which is payable at an enhanced rate (full daily rate of pay) or statutory rate, providing that both parents meet certain qualifying and eligibility criteria. The current statutory rate of ShPP can be obtained from the UPO Maternity Desk. The maximum SPL available is 50 weeks and the maximum ShPP available is 37 weeks. Anyone considering applying to take SPL should read the JSP 760 Chap 27 carefully and discuss their plans with their DO, their Maternity DO and their Career Manager at the earliest opportunity, noting that individuals must give at least 15 weeks’ notice before commencement of any SPL.

3508. Career Management

a. An individual is not required by law to inform their employer of their pregnancy until the 15th week before the baby is due. However, in an effort to assist both the individual and the Service in future planning, SP are strongly encouraged to inform their DO/Tp Cdr/LM and Career Manager/Adviser of pregnancy as early as possible. This will allow a realistic forecast of future assignment to be given to inform their decision making. In addition, it will ensure that the Royal Navy is able to fulfil its legal obligations under the Health and Safety at Work Act to both the SP and the unborn child.

b. It is important that the SP attend a meeting with their Career Manager (no later than 15 weeks prior to EWC). This will enable discussions over future employment which will enable them to secure housing, childcare setting and support network in the appropriate location. It is the responsibility of the DO/Tp Cdr/LM to ensure that this takes place. This interview is to include, but not be limited to, the following:

   (1) Acknowledgement of their geographical and assignment preferences.

   (2) Discussion of sea and/or operational service preferences and the impact that deferring this service may have on their career.

   (3) Acknowledgement of proposed return to work date and likely career opportunities on their return to work. This may be particularly difficult given the timeframe of maternity, adoption or shared parental leave but the Career Manager should make every effort to ensure that the SP can begin to make childcare arrangements before the child arrives.
(4) If married to or in a partnership, including a civil partnership, with another SP, they can register as a Service-couple With Dependent Children (SWDC). Advice should be given, including the arrangement of a date for an SWDC interview if requested. Unless registered, both partners (if Naval) will be liable for sea going service – see Para 5807 for more detail.

c. DO/LM must make individuals aware that all personnel are expected to continue to meet the full range of Service duties and commitments, including sea service or operational service if so liable and it is likely that, at some stage in their career, they will be required to serve away from home for a protracted period of time.

d. The SP will not ordinarily be re-assigned as a result of their pregnancy unless there are health and safety reasons which necessitate re-assignment, or the person requests re-assignment. Any SP who opt to return to work immediately after OML or OAL should return to their original post if possible and if they wish provided that, in doing so, their return does not have an adverse or disproportionate impact on normal assignment practices or operational effectiveness.

e. If a SP is returning after AML, AAL or SPL (see JSP 760 Chapters 24, 25 or 27), the Service will endeavour to meet their geographical and posting preferences in accordance with normal Service arrangements.

f. The appointment/assignment immediately following maternity and adoption leave requires careful thought and planning. Whilst the normal Service arrangements apply, and all Service personnel are expected to continue to meet the full range of Service duties and commitments, Career Managers must consider fully the impact on the new parent and their initial childcare arrangements. In cases where the new parent does not believe that their preferences for the first assignment on return from leave have been fully considered, they may request that a review of the Assignment Order be conducted by the SO1 CM for their specialisation.

g. The Naval Service has a number of initiatives which might assist in providing support to all new parents in the early months of their return to work:

(1) Unless they volunteer otherwise, an individual who returns to work on completion of maternity leave will not be deployed or drafted to sea going service within 12 months of the birth of their child. Assigning authorities will also, exceptionally, consider applications for a further deferment/break of sea service of up to 6 months where appropriate shore employment is available. Within the 12 months, and for any future non-sea going assignments, Service personnel (including those who are SWDC) will remain liable for the full range of duties including official augmentation and 24-hour base duties.
(2) Where both parents are serving in the Naval Service, it may be possible, should they request it, for Career Managers to deconflict future sea/operational assignments. The Career Manager will also seek to deconflict across the Services if possible. Information about Sea Service Liability for SWDC can be found at Para 5807.

(3) Service personnel, depending on their role, may be able to apply for Non-Standard Working Hours (Flexible Working Arrangements and Flexible Service); for further information see Chapter 36 and JSP 750.

(4) The Graduated Return to Work scheme (GRtW) uses an individual’s current entitlement of Keeping in Touch (KIT) days and ALA to create a graduated return to the working environment. Individuals who have been on a continuous block of leave for 26 weeks or more may request the option of GRtW. Information on GRtW can be found at Para 3511.

(5) A Naval Service Parent’s Network (NSPN) has been established to offer support and guidance to parents and to allow parents to share experiences and information. The NSPN will not circumvent the responsibility of the Divisional system but aims to support it. Further information can be found through PS&ITs.

h. Any SP who, on completion of their leave, is unable to arrange adequate long-term childcare to allow them to carry out a duty or deploy, should consider their future within the Naval Service.

3509. Care

It is imperative that the pregnant SP reports to the Maternity Desk in the local UPO as early as possible. Once the Maternity Desk has begun the administration process, they are to direct the SP to the relevant Maternity DO. This will be in the Personnel Support Group for those personnel assigned to MA4 DRAKE or NELSON or in the Recovery Cell for those assigned to MA4 NEPTUNE. For personnel who are assigned to RNAS Culdrose, Yeovilton or RAF Marham MA4 (either Maternity/Shared Parental or Adoption leave), wherever possible the SP should remain under the care and management of the Divisional team within their parent Squadron or Unit (irrespective of whether they will be returning to that role after their leave). Personnel who are experiencing issues or concerns should also remain with their own Squadron or Unit unless there is a specific reason why they need to be managed otherwise. Should an alternative management strategy be necessary, this should be discussed at a case conference and a suitable DO nominated to provide the care for the individual. This must be done at the earliest opportunity but no later than Week 26 of the pregnancy. The following administrative actions will ensure that the SP receives the appropriate Divisional care.

a. Divisional Care During Pregnancy.

(1) The SP is to formally declare their pregnancy by Week 26 (or may do so at any point prior to this). The FMed 790 will be completed by the Medical Centre, which will also raise an appropriate medical downgrade signal (E6). The SP must hand the FMed 790 to the UPO Maternity Desk and receive a Maternity Pack.
(2) The Career Manager will take the necessary assignment action on receipt of the medical downgrade signal: if sea going, the SP will be assigned to an appropriate shore authority or, if already on shore, will not be reassigned (unless deemed necessary due to Health and Safety issues). The Career Manager must also inform the relevant Parent Support and Information Team (PS and IT) DO.

(3) The SP must submit their Maternity Notice Form (available in the Maternity Pack) to the UPO Maternity Desk no later than Week 25. They must also submit their Mat B1 to the UPO Maternity Desk (issued by a midwife not earlier than Week 20) no later than Week 25.

(4) The UPO Maternity Desk is to forward copies of all relevant paperwork to the Career Manager. The Career Manager will take appropriate assignment action (MA4) and will send copies of the assignment order to the sending DO, Maternity DO and the UPO Maternity Desk. Assignment action should be completed no later than Week 27 of the SP’s pregnancy in order that the relevant administration desks may have early visibility and provide support at the earliest opportunity.

(5) The sending DO for any SP who is proceeding on Maternity Leave is to contact the PS and IT DO and conduct a full hand over, including SJAR/OJAR as appropriate. The SP is to contact the PS and IT DO as soon as possible in order to build a rapport and have the opportunity to discuss any concerns and establish the necessary Keeping In Touch details applicable during their leave. For SP embarking on Maternity Leave they are to meet with the PS and IT DO initially no later than Week 27 of their pregnancy and again before proceeding on Maternity Leave. If married to, or in partnership with another SP, they should also be signposted to their relevant CM to ensure that their SWDC requirements are applied to their individual assignment restrictions on JPA.

b. **Antenatal Care.** Pregnant Service personnel and Service personnel with a child through adoption or surrogacy should discuss provision of antenatal care with their DPHC Medical Centre. They are entitled to reasonable time off to keep appointments for antenatal care made on the recommendation of a registered medical practitioner, midwife or health visitor. This can include attendance at relaxation and parent-craft classes as well as medical examinations. If necessary, they can be asked to provide written proof of their appointment. Ordinarily, a pregnant SP will be advised to register as a ‘Temporary Patient’ at a local NHS GP surgery when referred by a Service Medical Officer (MO). The local GP will refer them to their midwifery service for antenatal care. The Service MO retains responsibility for all Service medical and Occupational health needs throughout pregnancy, and the SP falls back under Service MO for all their health care after their six-week post-natal check. The pregnant SP must also ensure that they have a pre-maternity leave medical conducted at the Medical Centre prior to proceeding on maternity leave. At the six-week post-natal check, the SP should ask their NHS GP for copies of their patient notes which should then be handed onto their DPHC Medical Centre.
c. **Maternity Fitness.** Each Base Port area and Air Station has a PTI who is trained in ante and post-natal fitness. SP should ask at the gymnasium for the contact details of the trained PTI in order that they can be given appropriate support and training throughout their pregnancy and Maternity Leave, and during their return to work, as necessary. The SP must also show their FMed 790 to the unit PTI in order to ensure that any appropriate exemptions are entered onto JPA. More information on the Fitness Test exemption during pregnancy and maternity can be found at BRd 51 Physical Development Manual Ch 2 para 0219 sub-para c(3).

d. **Divisional Care during Adoption or Shared Parental Leave.** The following administrative actions will ensure that Service personnel will receive the appropriate Divisional care;

1. The sending DO for any SP who is proceeding on SPL or Adoption Leave is to contact the PS and IT DO and conduct a full hand over, including SJAR/OJAR as appropriate. The SP is to contact the PS and IT DO as soon as possible in order to build a rapport and have the opportunity to discuss any concerns and establish the necessary Keeping In Touch details applicable during their leave. If married to, or in partnership with another SP, the SP should also be signposted to their relevant CM to ensure that their SWDC requirements are applied to their individual assignment restrictions on JPA.

2. The PS and IT DO is to ensure that regular contact with the SP is maintained in order that relevant information (eg. DINs, RNTMs) is made available, and issues and concerns are raised early. The sending DO is also encouraged to maintain personal contact with the SP to ensure that they are kept abreast of changes in working practices, included in social gatherings etc. This relationship should be maintained until they return to work or until their next assignment is confirmed.

3. The PS and IT DO will contact the SP when any Assignment Order is received, ensuring that any additional leave that has been requested is correctly appended and that they are aware of their future assignment or area of employment.

4. The PS and IT DO is to contact the new employer once the Assignment Order is received to commence a handover with the new DO.

5. The new DO should contact the SP and (if possible) arrange a meeting to discuss their new role and any concerns that they may have. They may use a KIT Day (see Para 3509) for such purposes.

6. The new DO should send a formal Joining Letter to the SP confirming their discussion and any induction training and other training requirements.
e. **Parental Coaching and Mentoring.** For those in Base Port areas and Air Stations, a programme of sessions is available for both ante and post-natal SP and Service parents who are on Adoption Leave and SPL. The aim of the programme is to improve the retention of post-natal and post-adoption Service personnel, by offering support and a sense of empowerment about becoming a parent and returning to work. PS and IT Office is to provide information on local sessions to Service personnel under their care and when SP submit their FMed 790.

**3510. Keeping in Touch (KIT) Days**

Under AFOMS and AFOALS, Service personnel may use up to 10 KIT days during their maternity or adoption leave, and a further 20 days during SPL to enable them to return to duty without bringing their leave to an end. These can be used for many reasons, such as to meet with their Career Manager, participate in sport or to meet with their future line manager.

a. KIT days are optional, will not bring an individual’s leave to an end and must be agreed with their line management.

b. KIT days must be taken before the Return to Work date.

c. KIT days cannot be taken during the first two weeks of OML.

d. KIT days can only be taken during the leave period to which they apply. The 10 KIT days can be used during OML, AML, OAL and AAL but cannot be used during SPL, a further 20 KIT days are available for each parent during SPL.

e. KIT days can be used during OML, AML, OAL, AAL and SPL and will be paid at the SP’s daily rate of pay, unless they are already receiving full pay. If taken whilst on unpaid AML, AAL or SPL they will be paid at the normal daily rate of pay and will be reckonable for pension purposes. Duty travel can be claimed.

f. Should the SP wish to use KIT days for the purpose of a Graduated Return to Work (GRtW), they should engage with their Career Manager and the Maternity DO at the earliest opportunity, in order that all leave entitlement and KIT days are used appropriately.

g. KIT days should be claimed using JPA Form R003.

**3511. Return to Work Administration**

The following administrative routine should be followed to enable the Serviceperson to return to work at the time of their choosing, with all pay and allowances awarded correctly.

a. Eleven weeks before returning to work, the SP will receive a Return to Work letter from the UPO Maternity Desk which articulates their exact return to work date. They must respond to this letter within 28 days which provides ample time to overcome any issues (should their dates be incorrect) and enable them to apply for any additional leave within the current 56 days’ notice period.

b. In order to ensure that the relevant pay and allowances are correctly paid, a copy of the Birth Certificate or Adoption Certificate must be forwarded to the UPO Maternity desk as soon as possible after the birth or adoption.
c. Once an Assignment Order is received, the PS and IT DO will contact the SP keeping them informed and will also forward a copy of the Assignment Order to their contact address.

d. The SP must ensure that their PSTAT category is correct. Should this need to be changed or amended, Form JPA N001 should be submitted to the UPO Maternity Desk.

e. JPA is to be populated with details of the dependent children of Service parents. In order to ensure that this is correctly achieved, JPA N005 should be submitted by parents to the UPO Maternity Desk.

f. Pregnant SP returning from Maternity leave must have a Return to Work medical as soon as possible after returning to work.

3512. Graduated Return to Work.

The GRtW scheme uses an individual’s current entitlement of KIT days and ALA to create a graduated return to the working environment, the leave entitlement is taken between one and three days per week in order to achieve the gradual re-introduction to the work-place within 12 weeks of the return to work date. Either parent who has been on a continuous block of leave for 26 weeks or more may request the option of GRtW. An individual considering GRtW should discuss their intention with their CM before they proceed on leave or at least 15 weeks before they would wish to start their proposed GRtW. This should be tailored to suit the needs of both the individual and the Service, and a graduated return will not always be possible. Once the pattern has been agreed, any variation or cancellation must also be agreed between the individual and their CM. More information on GRtW can be found in RNTM 01-005/17, which will be incorporated into Chapter 58 in due course.

3513. Parental Leave.

The aim of Parental Leave is to allow Service personnel unpaid leave to care for a child by, for example, spending more time with the child during the early years, to settle a child into new child-care arrangements or to accompany a child during a stay in hospital. This guidance must be read in conjunction with JSP 760 Chapter 28.

a. Parental Leave allows each parent of each child, either natural or adopted, to take 18 weeks unpaid leave up to the child’s 18th birthday. Leave is to be taken in periods of no less than one week and a maximum of 4 weeks can be taken in one year.

b. Time spent on Parental Leave does not count towards seniority, pension or completion of a commission or an engagement. Parental Leave is unpaid and un-reckonable for pension purposes.

c. A request for Parental Leave must be submitted, in writing, at least 21 days before the leave is required.
3514. **Child-care**

It is the responsibility of Service parents to ensure that adequate child-care arrangements are in place before the parent returns to work. In general, throughout main Base Ports, Air Stations and in the London area there is a high demand for places in nurseries, child minders and nannies that can lead to long waiting lists. Parents should therefore be encouraged to start investigating options/making preliminary arrangements for child-care as early as possible and not wait until after the child is born. Naval Service Family and People Support (NS FPS) can offer advice but Service personnel are to be in no doubt that should child-care not be in place or prove to be insufficient, such that it adversely affects their ability to meet Service commitments, they may be required to consider their future in the Service. The DO/Tp Cdr/LM should also encourage Service personnel to consider the longer-term career plan at this stage; this can be carried out in conjunction with the CMC/Career Manager. Service personnel should be made aware of the Tax Free Child Care Scheme (information available on Government Websites). Information on local childcare provision can be sourced from NS FPS Information Officers.
ANNEX 35A

CARE OF PREGNANT SERVICE PERSONNEL AT WORK

1. Introduction.

Pregnancy is not an illness and many individuals will enjoy the experience without suffering any major problems. However, the DO/Tp Cdr/LM should be aware that some people will experience changes to their physical well-being which may affect their ability to work, even if it is only increasing tiredness. Service personnel are usually keen to ensure that they continue to work a normal daily routine and do not want to be treated differently from their colleagues. Good communication between the Service person (SP) and their DO/Tp Cdr/LM will ensure that this can be achieved. Work flexibility, individual risk assessments and the provision of suitable facilities are essential elements in protecting the health, safety and welfare of the pregnant SP and the unborn baby. Should a DO/Tp Cdr/LM have any concerns about the health and welfare of a pregnant SP, they are to seek the direction and guidance of the Medical Staff.

2. Physical Changes.

Some physical changes that a pregnant SP may experience and the effects are given in the table below:

<table>
<thead>
<tr>
<th>Physical Change</th>
<th>Possible Effects</th>
<th>Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>'Morning Sickness' – can occur at any time of the day. Common in the early stages of pregnancy but can last throughout the pregnancy.</td>
<td>Feeling nauseous through to extreme vomiting that requires medical attention.</td>
<td>Access to fresh air. Adjustment to working hours. Ability to have a rest.</td>
</tr>
<tr>
<td>Extreme Tiredness – the body is working very hard.</td>
<td>Risk of falling asleep while working or travelling. Lack of energy.</td>
<td>Regular breaks. Access to fresh air. Adjusting working hours. If possible, find somewhere for individual to rest during lunch break.</td>
</tr>
<tr>
<td>Hormonal Changes.</td>
<td>Joints and Ligaments loosen and become easier to strain and pull. More susceptible to stress and anxiety. Mood swings.</td>
<td>Avoid lifting and stretching. Adjustment to duties to avoid stressful situations. Understanding and support from DO/LM.</td>
</tr>
<tr>
<td>Circulation system has to work harder.</td>
<td>Varicose veins, haemorrhoids, swollen ankles and cramp.</td>
<td>Ability to put feet up. Regular breaks. Exercise to feet and legs.</td>
</tr>
<tr>
<td>Increased blood flow.</td>
<td>Dizziness.</td>
<td>Plenty of fluids. Access to a seat and fresh air.</td>
</tr>
<tr>
<td>High Blood Pressure.</td>
<td>Can be very dangerous in the latter stages of the pregnancy (Pre-Eclampsia).</td>
<td>It may be necessary for the individuals to take time off work and have total bed rest for a while. Work situations that are stressful and may increase blood pressure should be avoided if possible.</td>
</tr>
<tr>
<td>Low Blood Pressure.</td>
<td>Dizziness and tiredness.</td>
<td>As above. Regular snacks to maintain blood sugar levels. Access to a rest area.</td>
</tr>
<tr>
<td>Physical Change</td>
<td>Possible Effects</td>
<td>Solutions</td>
</tr>
<tr>
<td>-----------------</td>
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<td>-----------</td>
</tr>
<tr>
<td>Increase in body fluids.</td>
<td>Swollen ankles and wrists. Painful wrists (Carpel Tunnel Syndrome).</td>
<td>Access to a seat. Plenty of fluids. Regular Breaks. Individual may have to wear alternative footwear.</td>
</tr>
<tr>
<td>Expanding uterus puts pressure on the bladder.</td>
<td>Discomfort. Bladder infections. Need to go to the toilet often.</td>
<td>Ensure work space has access to a toilet. Ensure working patterns allows regular breaks to go to the toilet.</td>
</tr>
</tbody>
</table>
ANNEX 35B

SOURCES OF SUPPORT APPLICABLE TO ADOPTION AND PATERNITY LEAVE

1. The Naval Service is fully committed to providing, wherever possible, supportive arrangements to accommodate pregnancy and maternity leave within a Service Person’s (SP) career. All the sources of support listed below will be able to offer either advice or counselling to pregnant SP or personnel returning to work on completion of maternity leave. If an individual wishes to seek further help, then the DO/Tp Cdr/LM should offer the following as possible sources of assistance.

2. Divisional System
   a. It is quite likely that a pregnant individual will seek advice from their DO/Tp Cdr/LM and it is therefore necessary for them to have an understanding of the issues involved, including the routine a SP must follow once they have announced the pregnancy. A DO/Tp Cdr/LM must also ensure that they are fully aware of the legal rights of both a pregnant SP and serving parents to ensure that they do not suffer any form of discrimination. Individuals should feel confident in approaching their DO/Tp Cdr/LM whenever the need arises; refer to Para 2120 for further guidance on counselling. If a DO/Tp Cdr/LM is approached by a SP for help and advice yet feels unable to provide adequate counselling in certain sensitive areas, advice should be sought from eg. chaplains, RNRMW or medical staff. Alternatively, contact the D&I policy desk 93832 5683.
   b. The DO/Tp Cdr/LM should provide all the necessary support and direction and guidance to ensure that the SP is appropriately signposted for relevant information. Information can be found through the Maternity Desks and also through RNRMW (which may also signpost to appropriate external authorities in cases of Adoption). The DO/Tp Cdr/LM should always reiterate to the service person that SPL, Adoption Leave and also Paternity Leave are subject to recall (although recalling a SP from SPL, Adoption Leave and Paternity Leave would only be considered in an operational pinch-point or need of the Service which would be supported through the chain of Command), as the impact on the family unit and the adverse effect on any child-care provision is fully appreciated.

3. Defence Primary Healthcare (DPHC) and Civilian Medical Services
   SP will be referred to a local civilian NHS GP, registering as a temporary patient, to receive maternity care from the practice midwife or doctor. However, the DPHC Medical Officer retains primacy over all general medical matters and the SP should contact DPHC Medical Centre for all aspects of medical care unrelated to the pregnancy. Pregnant SP who are based in Portsmouth have access to MOD Sponsored Midwives. One is based in central Portsmouth, the other in Gosport. SP are referred to the relevant MOD Sponsored Midwife depending on whether they are based in central Portsmouth, Gosport, QA Hospital. In other waterfront areas, no formal MOD Sponsored midwives exist, but there is often a local link to a Community Health Centre. If the SP is concerned at any time about the care and treatment they are receiving, they should contact the DPHC Medical Centre. It is essential that a SP maintains good communications with both their civilian and Service healthcare professionals and should be encouraged to attend all medical appointments, ensuring Maternity notes are taken. The SP should remain temporarily registered with the NHS GP until they are six weeks post-partum. This will ensure that the SP is provided with appropriate ante-natal care and also linked with a local Health Visitor. Alternatively, NHS Direct is a one stop shop for all medical matters and can give some initial medical guidance, advice and reassurance (NHS 111 or NHS Choices).
4. **Chaplaincy**
If a SP needs further help or counselling during pregnancy, they can discuss matters with a Chaplain in strict confidence.

5. **Royal Navy Royal Marines Welfare**
RNRMW provides an accessible and confidential service across the UK and overseas in these key areas: Specialist Welfare; Advice and Support to the Executive and Divisional/Regimental system; a network of Community, Information and Communications workers as well as links to Family Support Workers.

a. RNRMW Officers (formerly HIVE) are available as and when information is required, and can be useful when relocating, when looking for a specific service, or seeking the answer to any question. Information Officers will assist by providing an impartial response and, if necessary, will signpost to specialist welfare staff or refer to another agency. Online information is also available on the intranet, internet, Facebook and Twitter. These communication channels are used to provide accessible information support for those living in the UK and overseas.

b. If an individual needs specialist support due to personal issues or concerns that cannot be resolved by Primary Welfare (Divisional, Medical or Pastoral Support), RNRMW Social Workers and Naval Service Welfare are available to support and offer guidance, whilst also providing a link between the SP and their family in times of difficulty; they may be contacted via the RNRMW Portal on 02392 728777.

6. **Naval Families Federation (NFF)**
The NFF represents the views and concerns of all family members to the Naval authorities and at ministerial level and acts as an effective two-way communication between families and Service and civilian agencies. The NFF will assist in empowering families to seek help, advice and information by acting as a signpost to relevant organisations. The NFF is located within Building 25, HMS EXCELLENT, Portsmouth, PO2 8BY, Tel No. 02392 654374, website address www.nff.org.uk.

7. **Forcesline**
Forcesline offers confidential and impartial advice available from specialist civilian advisers by dialling Freephone 0800 731 4880 – 1030 to 2230, seven days a week. They will discuss any issue which may be causing concern or personal distress. Operators will endeavour to identify possible sources of support or resolution, but no direct action will be taken by the Supportline. Callers may remain anonymous and no names are taken.

8. **The White Ensign Association**
The White Ensign Association is a registered charity and was originally set up to provide a financial advisory service of the highest calibre for all serving and retired personnel of the Royal Navy, the Royal Marines, the former Queen Alexandra’s Naval Nursing Service, the Women’s Royal Naval Service and their respective Reserves. Over the years the role has developed and expanded to include the provision of assistance in resettlement, employment in civilian life and as a source of advice for personal issues. The contact details are at Chapter 32 and www.whiteensign.co.uk.

9. There are numerous non-Service related organisations and websites that can offer advice and guidance on maternity related issues.
## ANNEX 35C

### MATERNITY – USEFUL CONTACT NUMBERS

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<thead>
<tr>
<th>Maternity Desks</th>
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<tbody>
<tr>
<td>HMS NELSON</td>
<td>9380 20521</td>
<td>02392 720521</td>
</tr>
<tr>
<td>HMS DRAKE</td>
<td>9375 67671</td>
<td>01752 557671</td>
</tr>
<tr>
<td>HMS NEPTUNE</td>
<td>93255 3558</td>
<td>01436 674321 Ext 3558</td>
</tr>
<tr>
<td>RNAS Yeovilton</td>
<td>93510 5209</td>
<td>01935 455209</td>
</tr>
<tr>
<td>RNAS Culdrose</td>
<td>93781 2491</td>
<td>01362 552491</td>
</tr>
<tr>
<td>JSU Northwood</td>
<td>9360 57847</td>
<td>01923 957847</td>
</tr>
<tr>
<td>RAF Marham</td>
<td>95951 713</td>
<td>01760 337261 Ext 7136</td>
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<thead>
<tr>
<th>Naval Service Family and People Support</th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>NS FPS Portal</td>
<td>9380 28777</td>
<td>02392 728777</td>
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<tr>
<td>(Mon-Fri 0800-1630)</td>
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<td>D&amp;I Policy Officer</td>
<td>02392 625683</td>
<td>93832 5683</td>
</tr>
<tr>
<td>Email: navynps-peoplesptnsftsptlod.gov.uk</td>
<td></td>
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D&I Policy Officer

UNCONTROLLED WHEN PRINTED
ANNEX 35D

MANAGEMENT AND CARE OF PREGNANT SERVICE PERSONNEL DURING INITIAL TRAINING PHASE 1

1. The management and care of pregnant Service Personnel (SP) in Phase 1 Training should closely follow the policy and guidance contained within Chapter 35 and the latest Maternity Arrangements DIN. A Phase 1 Trainee/Officer Cadet (OC) is a member of the Armed Forces and therefore is to be afforded all the rights contained within this Chapter, regardless of how long they have served. During Phase 1 Training, however, there are some additional management considerations, especially for U18s, and Line Managers/Divisional Officers should refer to local policy. If the pregnant SP does not wish their pregnancy to be disclosed to others, it is imperative that this right to privacy is respected and the pregnancy should not be discussed with anyone else without their implicit consent.

2. Ultimately, the duty of care over the pregnant SP rests with the Commanding Officer but management is to be administered by the Divisional Officer. All personnel who manage pregnant SP are to do so in a professional yet compassionate manner and no SP are to be treated less favourably because of their pregnancy or for any other reason related to pregnancy.

3. As soon as a Trainee/OC declares that they are pregnant, then they should be temporarily withdrawn from the training programme. Due to the physical and stressful nature of Phase 1 Training, this is a health and safety precaution, as the Naval Service has a responsibility to ensure that no harm comes to the pregnant individual or the unborn child. This should be clearly articulated to the individual.

4. Option to Remain in Service
   a. Should the pregnant SP decide they wish to remain in the Service then, where possible, they should be employed within the training establishment on duties that do not place them or the unborn child at risk. The SP may remain in these duties until they proceed on maternity leave.
   b. The individual should return to training at a mutually agreed and appropriate point in the training cycle, acknowledging that it may well be in excess of 12 months since leaving training with the attendant loss of knowledge. However, an individual can legally return to training after a minimum of 2 weeks after the birth of the child. Every SP returning to Phase 1 Training on completion of maternity leave must be given a post-natal medical examination and the Command must be entirely satisfied that it is safe for them to continue with Phase 1 Training.

5. Option to Leave the Service.
   Upon pregnancy, SP may exercise their right to leave the Service prematurely and they can leave at any time. Any administrative action should be carried out swiftly whilst affording the necessary duty of care to the individual.
ANNEX 35E
REQUEST FOR RISK ASSESSMENT (RA)

1. Introduction
   It is a legal requirement that an individual RA is to be carried out for every pregnant service person (SP) and those returning from maternity leave. This form should be used to request an individual RA as early as possible in the pregnancy. It should be carried out by a qualified Risk Assessor and should be in accordance with JSP 375 Management of Health and Safety in Defence: Guidance Part 2 Vol 1 Chapters 8 and 20. The RA should be kept under constant review, as the identified risks to the individual and the foetus will vary during the different stages of pregnancy as dexterity, agility, coordination, speed of movement and reach may be impaired. Work flexibility, individual RAs and the provision of suitable facilities are essential elements in protecting the health, safety and welfare of the pregnant SP and foetus.

2. Physical Risks
   Some physical changes that a pregnant SP may experience and their effects are given in Annex 35A. In carrying out the individual RA, particular attention should be paid to the actual tasks that the SP has to perform and working hours expected to ensure any risks associated with these are adequately controlled. This should be regarded as an ongoing process throughout the course of the pregnancy as the capabilities of the SP may be significantly reduced as the pregnancy progresses.

3. Administration
   The pregnant SP should be fully involved in the RA and copies should be held by the SP, DO, and building manager (if appropriate). There is no single generic risk assessment form for pregnant SP and those returning from maternity leave, as all work environments are unique. The DO must ensure that a qualified Risk Assessor carries out the individual RA in addition to the generic RA in place for all personnel. The SP is to annotate the form to acknowledge that they have understood its contents and had any risks fully explained.

   I hereby request that an Individual Risk Assessment be carried out in order to protect myself and foetus from any risks associated with my work.

Signed: ................................................................................................................ Requester
Name: ........................................................... Rank/Rate: ......................................................
Service Number: ............................................ Date: ............................................................
________________________________________________________________________

Signed: ...................................................................................................... Divisional Officer
Name: ........................................................... Rank/Rate: ...................................................
Service Number: ............................................ Date: .............................................................
CHAPTER 36

FLEXIBLE WORKING AND FLEXIBLE SERVICE

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3602. Eligibility for Flexible Working
3603. Application for Flexible Working
3604. Types of Flexible Working
3605. Types of Leave that support Flexible Working
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3607. Eligibility for Flexible Service
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Annex 36A Guide to Application for Flexible Service
CHAPTER 36

FLEXIBLE WORKING AND FLEXIBLE SERVICE

3601. Introduction to Flexible Working and Flexible Service
The NS is committed to ensuring that Service Personnel have opportunities to balance work and personal responsibilities. Full-time, Regular Service Personnel are liable for duty twenty-four hours per day, seven days per week (24/7) (within reason) but, where Flexible Working is agreed, when and how an individual works can be varied. Flexible Service is distinct from Flexible Working. Flexible Service is a new opportunity which permits Regular Service Personnel to apply to reduce their commitment level so that they effectively work part time and/or restrict their geographic separation for defined periods. It may not always be possible to accommodate requests either for Flexible Working or Flexible Service, but personnel can expect that all applications will be considered fairly. It is important to understand the difference between Flexible Working and Flexible Service, as follows:

a. Flexible Working. Flexible Working (FW) is provided for by MOD policy and permits service personnel to make (by agreement with LM/CO) changes to working patterns and/or to use paid and unpaid leave options to balance work and personal responsibilities; JSP 750 Chapter 1 and JSP 760 refer. Anyone from the Regular or Reserve (FTRS, ADC and VeRR) Forces may apply.

b. Flexible Service. Flexible Service (FS) is provided for in law and MOD policy and gives opportunities for full-time Regular Service Personnel to apply to temporarily reduce their commitment levels and so vary the way in which they serve – either by working part-time and/or by restricting their levels of geographic separation for a defined period; JSP 750 Chapter 2 refers. FS arrangements must be approved by an appropriate authority and are not available to Reserve Forces who may achieve the same effect eg. part-time working, by moving to different commitments where there is a Service requirement.

3602. Eligibility for Flexible Working
Any individual on the trained strength may apply to their CO/LM for FW. In exceptional circumstances, the CO/LM may agree to support an application for some form of FW to personnel who have been in service for less than 26 weeks.

3603. Application for Flexible Working
Ad-hoc requirements to work flexibly may be agreed with the DO/LM/CO as required. Application for enduring FW arrangements should be made on JPA1. Personnel seeking to apply are advised to discuss their proposals with their DO/LM before formally proceeding.

3604. Types of Flexible Working

a. Variable Start and Finish Times. Variable start and finish times allow an individual to work full-time, but potentially start and finish at times other than the norm. See JSP 750 Chapter 1.

---

1 Further guidance on application can be found in JPA Self Service User Guides: Absences (Flexible Working).
b. **Home Working.** Home working allows personnel to work from home, or another MOD location closer to home, for an agreed number of days per week. See JSP 750 Chapter 1.

c. **Compressed Hours.** Compressed hours allow an individual to work full time hours within a compressed period (eg. four long days Monday - Thursday and a half day Friday). See JSP 750 Chapter 1.

3605. **Types of Leave That Support Flexible Working**

Chapter 26 Para 2607 lists all types of Leave and Absence. The following types can also be used to support an individual to balance their work commitments and personal responsibilities:

a. **Unpaid Leave.** Personnel may request to take up to three months unpaid leave, without sacrificing any Conditions of Service. See JSP 760 Chapter 4.

b. **Career Intermission.** A Career Intermission may last between 3 months and 3 years away from work. This is unpaid. See JSP 760 Chapter 5.

c. **Call Forward of Leave.** Personnel can request to call forward up to 10 days’ ALA from their allocation for the forthcoming leave year for use in the present leave year. See JSP 760 Chapter 6.

d. **Enhanced Leave.** Personnel can request to forfeit 30 days ALA to take a block of 50 days paid leave upon reaching 15 years of service. See JSP 760 Chapter 7.

e. **Transfer of Leave.** Personnel may request to transfer up to 10 days leave to their serving spouse or serving civil partner irrespective of whether the spouse/civil partner is a member of the same Service. See JSP 760 Chapter 8.

3606. **Flexible Service**

FS is available for a defined period and is therefore considered to be a temporary arrangement within a Regular, full-time career. Any agreement that permits an individual to move to FS will be limited to a maximum of 3 years at a time and a maximum of 4 years in a rolling 12-year period. In determining whether an application to move to FS can be permitted, the effect upon the ability of the Service to maintain OC will be the primary consideration. The Service will retain the ability to recall personnel immediately to full service ie. terminate the FS arrangement, where it is necessary on the grounds of operational effectiveness and may terminate a FS arrangement in other circumstances. Those on FS will receive a proportionate reduction in pay, leave and associated pension entitlement. Personnel considering applying for a FS arrangement are strongly advised to read JSP 750 Chapter 2, the relevant DIN\(^2\) and discuss the request with their Chain of Command and CM before proceeding. Personnel are also advised to take appropriate financial advice on the implications of reductions in pay.

\(^2\) Further guidance on how FS impacts pension and other Conditions of Service including pay are detailed in 2019DIN01-003, 2019DIB01-005 and 2019DIN01-008.
3607. **Eligibility for Flexible Service**

In order to be eligible to apply, Service Personnel must have completed their Statutory Initial Training Period (SITP), plus the Statutory Return of Service (2½ years), by the time their FS arrangement commences.

3608. **Application for Flexible Service**

a. FS applications should be made via the drop-down option on the JPA Self Service Navigator Flexible Service application menu. See the JPA Self Service User Guide (SSUG) or Annex 36A for advice on how to make, suspend, terminate or withdraw an application and how to submit an appeal. An application should be made between a maximum of 12 months and minimum of 90 calendar days before the desired start-date, during a current assignment or for the following assignment. An application for FS will not stop or change a non-preference assignment. Personnel are not obliged to give a reason for applying, but any information provided may assist the decision process.

b. The DO/LM/CO and CM will be required to comment on and indicate whether they support/do not support the request as part of the JPA workflow. The ultimate decision will rest with the Approval Authority (AA). DACOS CM and DACOS BM are the delegated Approval Authorities for all personnel up to and including OF4\(^3\). ACOS(PCap) is the delegated AA for OF5/OF6.

c. Operational effectiveness must be maintained. Key factors which will be considered during the approvals process will include the effect of the FS arrangement upon other personnel in the Unit/branch/trade etc. the current and future manpower situation (of the relevant branch/trade and more widely) and the role of the applicant’s Unit and operational demand including in the Joint arena.

d. If a FS application cannot be approved, it may be declined or alternative arrangements (including on the same terms but commencing at a date later than requested) may be offered where available, which the applicant may choose to accept or decline.

e. The individual may appeal against the decision on their FS application. That appeal is made to the Appeal Decision Authority (ADA). The delegated ADA is ACOS(PCap) for all personnel up to and including OF4\(^4\), while NavSec is the ADA for OF5/OF6. Further guidance on how to appeal is contained in JSP 750 Chapter 2 and the JPA SSUG.

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\(^3\) With the exception of personnel within their direct reporting chain, whose applications must be determined by the alternative authority.

\(^4\) With the exception of personnel in ACOS(PCap)’s reporting chain for whom NavSec is the ADA.
3609. Types of Flexible Service

a. **Part Time (PT).** Part-time working (PTW) means that a person’s commitment is reduced by either 20% or 40%; this equates to one or two days less work per week for those undertaking a 5-day working week, plus a proportional reduction in their liability for duty eg. during weekends and leave periods. Pay will be reduced by the same proportion (20% or 40%), which will have consequent effect on future pension. Personnel on FS (PT) cannot normally be required to attend for duty on non-duty days (NDD) or non-liable for additional duty days (NLADD), and remain subject to Service law at all times. See JSP 750 Chapter 2 for more detail.

b. **Restricted Separation (RS).** The number of days that an individual can be required to serve away from their normal place of duty is restricted to no more than 35 days per year. Personnel who move to FS (RS) will have their X-Factor reduced by 3% for the period of FS. See JSP 750 Chapter 2 for more detail.

c. It is possible to apply for a FS arrangement which includes both PTW and RS.

3610. Variation, Suspension and Termination of the FS Arrangement

a. The Service can vary or terminate the FS arrangement immediately in some circumstances, where it is considered necessary for operational or disciplinary reasons. Also, the Service or individual can vary, suspend or terminate a FS arrangement by giving notice (usually a minimum of 90 days) or where there is agreement to do so between the appropriate Service authority and the individual. A FS arrangement terminates on re-assignment providing the requisite notice has been given.

b. Service Personnel on FS arrangements are not exempt from manning trawls, but the details of their FS arrangement must be included in the Personnel Support Request (PSR) and will be taken into account in the decision process.

c. At the end of a FS arrangement, JPA will automatically return the individual to their Full Commitment TCOS (including pay, pension and leave) and they will return to full-time working and/or full liability for separation.

3611. Further information

Further advice on FW and FS policy may be obtained from NAVY NPS-STRATPOL EMPLOY POL SO1.
### ANNEX 36A

**GUIDE TO APPLICATION FOR FLEXIBLE SERVICE**

<table>
<thead>
<tr>
<th>Occasion</th>
<th>Action</th>
<th>Remarks</th>
<th>Reference</th>
</tr>
</thead>
</table>
| 1 yr. – 90 days before start | Consider and discuss options for change to working pattern with LM and/or UPO  
Check eligibility for FS | Consider financial implications and affordability of FS. Discover My Benefits has a FS calculator.                                           | Para 3604/3605  
Para 3607  
JSP 750 Ch2 para 12 |
| 1 yr. – 90 days before start | If FS is chosen and applicant eligible, decide on option.  
If PTW, identify working pattern sought and discuss with LM. |                                                                                                                                           | JSP 750 Ch2 Sect 2  
JSP 750 Ch2 Annex C |
| 1 yr. – 90 days before start | Complete application on JPA                                             | Once application submitted it will workflow to LM, UPO and CO. Application must be forwarded to CM for next level of decision within 28 calendar days of submission on JPA. | JPA SSUG  
JSP 750 Ch2 paras 43-47 |
| Prior to requested Start Date | Decision will be notified by CM to SP by JPA workflow.                  | Outcome will be notified to LM, UPO and CO. Appeals must be submitted on JPA within 14 calendar days of date of decision.       | JSP 750 Ch2 paras 48-49  
JPA SSUG  
JSP 750 Ch2 paras 50-52 |
CHAPTER 37

UNIFORM - INTRODUCTION AND ORGANISATION

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3702. Standards
3703. Authority
3704. Naval Service Clothing Committee (NSCC)
3705. NSCC Responsibilities
3706. NSCC Membership
3707. Royal Marine Clothing Committee (RMCC) Membership
3708. Change/New Introduction Proposal Procedures (Clothing)
3709. Terms
3710. Words And Phrases - Interpretation
3711. Orders of Dress

ANNEX

Annex 37A Statement of User Requirement Template
CHAPTER 37
UNIFORM - INTRODUCTION AND ORGANISATION

3701. Application
Part 6 (Naval Service Uniform Regulations) of BRd 3(1) is the definitive authority for providing all Naval Service Officers, Ratings and RM Other Ranks with the necessary direction for the wearing of Royal Navy, Royal Marines, QARNNS, Royal Fleet Auxiliary and Naval Retail Staff uniform clothing. It sets out policy, authorised items of clothing, method and occasions of wear and standards of personal appearance. The Naval Service Clothing Committee (NSCC) advises the Sponsor on maintenance of this Part.

3702. Standards

a. Uniform identifies all members of the Naval Service. High standards of dress, deportment and grooming are universally recognised as marks of a trained, disciplined and professional Service and Commanding Officers are to ensure that their personnel maintain the required standards at all times. Modified or idiosyncratic dress is indicative of an inefficient and undisciplined Service.

b. Members of the Naval Service shall wear uniform in accordance with the instructions contained in these regulations.

3703. Authority

a. Changes in clothing policy, dress regulations, the design of uniforms, accessories, accoutrements or insignia shall only be made with the approval of Navy Command HQ through the Naval Service Clothing Committee (NSCC).

b. Flag and Commanding Officers are responsible for all clothing matters within their commands and for ensuring compliance with BRd 3(1).

c. Local management may set standards to meet unique operational requirements and may establish local rules for the wearing of operational rigs.

d. In order to ensure that the required standard for the wearing of uniform in public is maintained, local orders shall conform to policy approved by Navy Command HQ. Flag and Commanding Officers shall not permit any diminution of this standard.

e. Commanding Officers shall ensure that personnel under their command are dressed in accordance with these instructions.

3704. Naval Service Clothing Committee (NSCC)
The Naval Service Clothing Committee (NSCC) ensures that Naval Service clothing policy is delivered through a properly governed procedure, that funding implications are addressed, and clothing supply issues considered with the Defence Clothing (DC) Team. It sets out the committee structure and provides direction and guidance to change sponsors.
3705. **NSCC Responsibilities**

The NSCC Chairman is responsible to ACNS (Pers) for the following:

a. Maintaining Naval Service Clothing policy and dress regulations in BRd 3(1).

b. Making decisions within its authority on Naval uniform and clothing matters which require resolution at Service level, or referring sensitive issues to a higher level for resolution.

c. Final arbitration on the design and appearance of uniforms, work-wear and personal protection equipment, accessories, accoutrements or insignia and occasions of wear.

d. Providing advice and recommendations to senior management on Naval clothing matters.

e. Providing a focal point for the administration and the co-ordination of design and development by Defence Clothing Team.

3706. **NSCC Membership**

The NSCC Membership comprises key stakeholders to facilitate the varied consultation necessary for policy making:

Chairman:
NAVY NPS EXEC SO1

Members:
NAVY LOG INFRA-OPS SC POL SO1 (Logs Commodities)
NAVY LOG INFRA-OPS SC CPO RN
NAVY NPS EXEC FXO SO2 (Secretary)
NAVY SSM-AW NAVSURF SO2 (Seamanship)
NAVY OCGRM-ACSEC (RM Rep)
NAVY CSAV-AHF SO2 (Fleet Air Arm Rep)
NAVY LOG INFRA-OPS DFLO RFA (RFA Rep)
NAVY MED-PERS POL SO1 (Medical Rep)
DEC DC-CSTCSORN (Operational Clothing)
NAVY OP TRG-CWD EXEC SCTO (Ceremonial)
DMC-OPS PR NAVY SO2 MARKETING (Corporate Identity/Image)
NAVY-PERS-WONS (2SL’s Office)
NAVY PERS-CNPS DandI SO2A (Diversity and Inclusion)
NAVY SSM-AW SW SO2 (SSM CDT Rep)
NAVY SSM-SS E CBRNDC SO2 (CBRNDC Rep)

Advisors – DC Team (Development and Supply Chain performance)

Proposal Sponsors - as required
3707. Royal Marine Clothing Committee (RMCC) Membership

The RMCC is a sub committee of the NSCC, established to consider matters relating to RM Dress Regulations and associated Reservists and Cadet Forces. It provides the NSCC and DC Team with co-ordinated priorities for clothing supply for the RM. RMCC membership comprises:

Chairman
Deputy Commandant General Royal Marines (NAVY LLS-ACOS)

Vice Chairman
NCHQ - SO1 Land Logs (NAVY LOG INFRA-LAND LOGS SO1)

Secretary
RM Corps Sec Coord (Corps Sec Coord)

Members
NCHQ- SO1 RM (NAVY LLS-SO1 RM) <Steve.Crouden642@mod.gov.uk>
NCHQ - SO1 Log Commodities (NAVY LOG INFRA-LOGSPT COM SO1)
Team Leidos Rep
SO2 Clothing Requirement (Def Log-OpsCap-CapJLE-CIth Req 1)
SO2 Capability Management (Cap JLE SO2 Capability Management)
NCHQ RMSTO Land Logs (NAVY LOG INFRA-LAND LOGS RMSTO)
SO2 Band (NAVY RM BAND-HQBSRM SO2 BAND)
CTCRM DLO (NAVY TRG CTCRM-SPTW LOG DLO)
Corps RSM (NAVY OCGRM-CORPS RSM)
RMR RSM (COMMARRES RMR RSM)
Corps Drum Major (NAVY RM BAND-HQBSRM CDM)
CTCRM - First Drill (NAVY TRG CTCRM-SW ISC DL WO1)
RM Corps Sec (NAVY OCGRM-CORPS SEC)
Corps Historian (NAVY POL-NS NHB RM)

Note. Additional members will be co-opted as necessary (which occurs on a regular basis).

3708. Change/New Introduction Proposal Procedures (Clothing)

a. To ensure coherent, consistent policy development that is properly considered and submitted for the necessary level of Senior Management endorsement, all proposals for change or additions to Naval Service Clothing, badges, insignia and/or occasions of wear, including proposed changes to BRd 3(1), are to be formally submitted by sponsors through the chain of command, authorised at AD/DACOS level to the NSCC (via the Secretary). Minimum detail to be included is as follows:

- Description of/reason for the proposal.
- Draft design (for new to Service/change items).
- Anticipated scale (number per person, number of personnel).
- Anticipated initial roll-out quantities and required annual maintenance.
- Estimated unit/total costs and any 'trade-offs' eg. where replacing an existing item.

b. For new to Service or change items, final endorsement will require submission of a Statement of User Requirement (SUR) to the DC Team, via the Fleet Logistics Staff. A SUR template is at Annex 37A which sponsors should use to present their initial proposal. When planning a submission, sponsors should be cognisant of supply chain lead times (simple items such as badges can take a minimum six months to introduce) so it is important to manage expectations at the early stage and defer publication of roll-out plans or 'authority to wear' notices until stock is known to be available. Funding is also an important factor; clothing consumption is a charge to the Navy Command stock budget, submissions that do not offer compensating reductions should be supported by a Resource Change Requirement (RCR) where initial roll-out costs are estimated to exceed £10k.

c. **Maritime Operational Clothing (MOC).** Proposals for new to Service or changes to MOC must be staffed in the first instance through the appropriate Navy Command desk officer (see below). The range of clothing that constitutes MOC are the components of the following:

1. Action Dress - (NAVY SSM-SS E FMEO SO1)
2. Flight Deck Wear - (NAVY CSAV-AHF SO2)
3. Immersion Suits - (NAVY SSM-AW NAVSURF SO2)
4. CS95 and the successor ensemble PECOC – (NAVY LLM-DCC SO2)

CAP AW-MAR PRESENCE retains an interest in MOC and is to be consulted on related change proposals. FCIG/DEC endorsed MOC proposals do not require NSCC approval other than when issues of uniformity and corporate image emerge; however, to maintain coherence, proposals will be reported to the NSCC for information.

d. The NSCC meets biannually, in June and November. Sponsors may submit proposals at any time but no later than six weeks prior to the next scheduled NSCC meeting in order to allow full members to pre-read submissions. At the discretion of the NSCC Chairman, minor or urgent issues may be taken outside the full committee either via ad hoc sub-committee or limited, informal consultation. Sponsors should, however, be prepared to present their proposals to the NSCC meeting if called to do so.
Definitions of Terms

a. For the purpose of Naval Uniform definitions, the term Naval Service is used to indicate the Royal Navy (RN), the Royal Marines (RM), Royal Fleet Auxiliary (RFA), Queen Alexandra’s Royal Naval Nursing Service (QARNNS), Royal Naval Reserve (RNR), Royal Marines Reserve (RMR), Royal Naval Volunteer Band Association (RNVBA), NAAFI, RFA Afloat Support (AFSUP), Combined Cadet Forces Royal Navy (CCF RN) and Sea Cadet Corps (SCC).

b. Accessories. Small articles such as cuff links, worn as additions to various orders of dress.

c. Accoutrements. Items other than garments, accessories and weapons which form part of an individual’s outfit. Examples include aiguillettes and Royal cyphers.


e. Categories of Dress. Indicate classes of uniform designed to support activities ranging from ceremonial and duty, to the action clothing system in the Fleet.

f. Climatic Clothing. Items designed to provide protection from extreme climatic conditions and provided on either personal loan or by temporary issue.

g. Combat Clothing. Disruptive pattern material (DPM) clothing worn by personnel employed in land/field operations and training.

h. Flying Clothing. Operational clothing worn by aircrew.

i. Optional Items. Those items that are authorised for wear in these regulations but which are not provided at public expense as part of outfits or kit scales.

j. Orders, Decorations and Medals. Insignia worn as stars or suspended by their ribbons and worn in accordance with Chapter 44.

k. Officers’ Outfits. Scaled items of clothing and equipment which are initially issued to officers without charge and maintained subsequently by the individual.

l. Ratings’/ORs’ Kit. Scaled items of clothing and equipment which are initially issued to ratings/RMORs without charge and maintained by one-for-one exchange.

m. Specialist Clothing. Scaled clothing and equipment which is retained for the duration of the recipient’s service or until the requirement for it ceases. Examples include Flying Clothing, Boots DMS, AWD and Foul Weather Clothing. It is issued and maintained by replacement at public expense.
n. **Undress.** Uniforms or items worn on less formal occasions. An historic term, now only used in specific instances such as Mess Undress.

3710. **Words and Phrases – Interpretation**

a. **'Shall', 'May' and 'Should'**

   (1) **'Shall'**. Shall be construed as being imperative.

   (2) **'May'**. Shall be construed as being permissive.

   (3) **'Should'**. Shall be construed as being informative only.

b. **'Practicable' and 'Practical'**

   (1) **'Practicable'**. Shall be construed as physically possible.

   (2) **'Practical'**. Shall be construed as reasonable in the circumstances.

3711. **Orders of Dress**

   Clothing is divided into the following orders, each of which may have three or more subdivisions in order to provide variations of the basic rig more suited to specific occasions or conditions.

a. **Ceremonial Uniform (No 1).** Uniform worn on formal occasions with orders, decorations, medals and other ceremonial accoutrements and accessories as appropriate for the particular occasion.

b. **Evening Uniform (No 2).** Evening dress and undress uniforms worn at naval, military and appropriate civilian functions.

c. **General Duty Rig (No 3).** Working uniform which meets the everyday standards of the Naval Service for semi-formal and informal occasions.

d. **Action Working Dress (No 4).** Functional, protective working dress worn at sea, in naval bases and in air stations. Combat clothing is the Royal Marines equivalent.

e. **Occupational Clothing (No 5).** Clothing worn by those working in specific occupations such as nursing, catering, fire-fighting who require safety equipment and unique clothing to carry out their tasks.
ANNEX 37A

STATEMENT OF USER REQUIREMENT – TEMPLATE

GUIDE TO INFORMATION TO BE CONSIDERED WHEN COMPILING GROUND CLOTHING
USER REQUIREMENT DOCUMENT/STATEMENT OF USER REQUIREMENTS

The aim in compiling the SUR should be to state clearly what the need is in order to aid the development of a solution. This guide provides a checklist of those aspects to be considered when compiling the SUR; only those headings appropriate to the requirement should be completed.

STATEMENT OF USER REQUIREMENT FOR CLOTHING
(Issue 1 – Jul 06)

1. Title:
2. Customer Sponsor: NAVY COMMAND HQ
3. Users:
4. Required In-Service Date (ISD) and Reason:
5. Background:
6. Existing Item(s) to be replaced:
7. Disadvantages of existing Item(s):
8. Requirement:
9. Costs:
10. Users:
11. Use:
12. Risk Assessments:
13. Operational Requirement:
14. Physical Characteristics:
15. Legislation/Standards:
16. Life Expectancy of the Product:
17. Repair and Maintenance:
18. Training:

19. Care and Use:

20. Compatibility:

21. Proofing:

22. Climatic:

23. Sizing:

24. Storage Life:

25. Item Marking:

26. Packaging:

27. Dependency and Scale of Issue:

28. Trials:

29. Deployment Approach:

CUSTOMER SPONSOR & BUDGET AUTHORITY

I authorise the DC Team to proceed with this.
I certify that adequate financial provision has been made to meet the costs of this requirement.

Signature:..............................................
Name:.................................................
Appointment:........................................
Telephone:..........................................  
Date:...............................................
CHAPTER 38
POLICY AND APPEARANCE

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3805. Alterations and Modifications
3806. New and Superseded Items
3807. Supply and Issue
3808. Wearing Of Uniform
3809. Wearing of Uniform in Public
3810. Wearing of Uniform in Foreign Countries
3811. Uniformity in Dress
3812. Wearing of Civilian (Plain) Clothes
3813. Royal and Honorary Ranks and Appointments
3814. Wearing of Maternity Uniform
3815. Sea Cadet Corps
3816. Special Measure Uniform
3817. General
3818. Male Personnel
3819. Female Personnel
3820. Glasses and Sunglasses
3821. Wearing of Clothing Items
3822. QARNNS, RNR, RMR and SCC/CCF(RN) Officers and Ratings
3823. Wearing of MTP in the Naval Service
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CHAPTER 38

POLICY AND APPEARANCE

SECTION 1 - DRESS POLICY

3801. Authorised Uniforms

a. The uniforms, accoutrements, accessories, insignia, optional items and orders of dress set out in these regulations are those authorised for wear, as appropriate, throughout the Naval Service.

b. Tables of dress and their occasions for wear are detailed and illustrated at the Annex 39A and Annex 40A. Dress for Joint Service ceremonial occasions is detailed in Chapter 43.

3802. Outfit and Kit Scales

a. All Naval personnel shall be provided, on entry, with clothing and equipment to the authorised entitlement, as laid down in the scales of issue at the Annexes to Chapter 39 and Chapter 40. Individuals are personally responsible for the care and custody of all items of clothing, including accessories and accoutrements, issued to them. They are to maintain them and have them available for use at all times.

b. Any Naval Service individual (Officer or Rating/Other Rank) who undertakes Gender Reassignment will be entitled to a gratuitous issue of a complete outfit of uniform (as in Para 3802 sub para a above) appropriate to their acquired gender, including any necessary equipment items. The exact timing of the issue is to be agreed between the individual’s Career Manager and Commanding Officer and a request form is to be raised by and signed by the individual’s DO for a complete re-issue. Further advice may be sought from Navy Command HQ D&I Policy staff.

c. Major components of uniform such as trousers and jackets shall not be interchanged or mixed and shall only be worn with the order of dress for which they are intended; eg. uniform items of No 3s and No 4s are not to be worn together. Some accessories and accoutrements such as shoes, socks, belts, raincoats, gloves and shirts, however, may be worn with several orders of dress.

3803. Optional Items

Certain clothing items and accoutrements are authorised for optional wear, provided that they are not obtained at public expense.

3804. Master Patterns and Specifications

a. To ensure uniformity and quality of dress, all Naval clothing items whether issued through the supply system or purchased from civilian tailors shall be made according to the approved master patterns which govern the official specification for each clothing item. The necessary specifications may be obtained from Defence Clothing (DC) Team.
b. Naval Service personnel shall not wear any item of dress which does not conform to approved patterns or which has not been authorised for wear on an optional basis or ordered for wear in the specific user trials.

3805. Alterations and Modifications

Items of clothing shall not be altered or modified except in order to obtain a reasonable fit. The cost of correcting or replacing any items of clothing that have been altered or modified without proper authorisation shall be borne by the individual.

3806. New and Superseded Items

Whenever an item of clothing in a new pattern is authorised and introduced, an amendment to these regulations shall be implemented by Navy Command HQ. The amendment will include the conditions under which the obsolete or superseded items may continue to be worn and the procedure for taking the new item into use.

3807. Supply and Issue

a. Supply and issue of the various items of Naval Service clothing shall be in accordance with current accounting regulations set out in JSP 886 (Defence Supply Chain Manual).

b. Specialist Clothing scales are issued by DES DC-CSTCSORN to individual units.

3808. Wearing Of Uniform

a. Unless otherwise directed, all Officers, Ratings and Other Ranks shall wear uniform:

(1) As prescribed, when on duty.

(2) As required when serving as a Naval or Defence Adviser or Attaché.

(3) As required when serving with the Armed Forces of other countries.

(4) If desired, in public using the guidelines laid down at Para 3809.

b. Members of the Reserves shall wear uniform when:

(1) On duty.

(2) Attending a function or ceremony at which the wearing of uniform is appropriate.

(3) If desired, in public using the guidelines laid down at Para 3809.

(4) Acting as RNR Liaison Officers in the WWE, NE, SNI and EE regions when undertaking a Military Support and/or Resilience Function in which uniform and rank is particular important.
c. Naval Service personnel attending civilian educational institutions such as universities shall not normally wear uniform unless participating in training exercises, parades or functions.

d. Application to wear uniform whilst on leave outside the UK shall be made through the appropriate Chain of Command.

e. Certain civilians employed by the Ministry of Defence, such as non-industrial personnel serving in RFAs and some overseas exchange appointments as well as accredited war correspondents, may wear appropriate uniform, as authorised by the relevant administrative authority.

f. Former members of the Naval Service may wear uniform on state or other occasions of ceremony, provided it is in the best interests of the Service to do so. It should be noted that it is illegal for anyone who is not a former member of the Naval Service, the proof of which lies upon the individual, to:

   (1) Wear a Naval or any other uniform that is so similar to the real uniform that it might be mistaken for it.

And

   (2) Wear a distinctive mark relating to service performed, wear a service medal, ribbon, badge, decoration/order or imitation thereof, or any other that is awarded for campaign service or any imitation thereof, that is likely to be mistaken for any such mark, medal, ribbon, badge decoration or order.

g. Royal Naval Volunteer Band. Members of Royal Naval Volunteer Bands, who are not themselves serving members of any Military Service or other non-military uniformed Service such as the Police/Fire Brigade etc, may wear a uniform as laid down in Annex 39F when on Service recognised band engagements, given they are representing the Royal Navy in the Public Eye. Furthermore:

   (1) Retired officers and ratings who are members of an RN Volunteer Band may, at the discretion of the VBO, wear uniforms according to the rank held on retirement.

   (2) Any retired officer or rating who finds themselves required to wear uniform is to uphold the values and standards expected of the Naval Service in the public eye. Uniform is to be maintained in good order, and the individual must conform, in full, to the current dress and appearance standards expected of serving members.

h. RN Personnel Employed in Joint Operations. Members of the RN/RM who are employed in Joint Organisations and who are under a non-RN/RM Command are to wear only RN/RM uniform and accoutrements. Under no circumstances should an RN/RM serving member wear uniform/headgear of another Service. Local tactical badges/flashes, however, may be worn.
3809. **Wearing of Uniform in Public**

The Navy Board strongly encourages the wearing of Uniform in Public, taking into account the security advice. In doing so it is clear that the highest standards of dress and bearing are required. It is therefore incumbent upon all those wearing uniform to be aware that it is their duty not to bring the Service into disrepute as a result of their demeanour or actions, or otherwise to impact adversely on the efficiency or reputation of the Armed Forces.

3810. **Wearing of Uniform in Foreign Countries**

a. This regulation does not apply to individuals or units serving with a British Force or mission etc where specific regulations will apply.

b. Service personnel, on or off duty, may wear uniform in foreign countries at Commanding Officers discretion. In addition, individuals must:

   (1) Obtain permission from the local British Embassy of High Commission.

   (2) Observe all relevant security instructions and requirements, including travel to and from the foreign country concerned.

3811. **Uniformity in Dress**

When taking part in a Joint Service parade or function, Naval Service personnel shall be required to wear the equivalent order of dress, in line with the other Services, as laid down in the Joint Services Ceremonial Dress Tables (JSCDT) at Chapter 43 and promulgated before the event.

3812. **Wearing of Civilian (Plain) Clothes**

a. Civilian (plain) clothes shall be worn as directed when on duty in the Ministry of Defence and on other occasions when appropriate. Naval Service personnel in plain clothes shall present a neat and well-groomed appearance in accordance with the provisions of this Section.

b. Marks of respect are to be paid when wearing plain clothes in accordance with BRd 1834, RN Ceremonial and Drill.

c. The Naval Service Identity Card, MOD Form 90, must always be carried when wearing plain clothes.

d. Visible civilian items of apparel shall not be worn with uniform except where specifically authorised in these orders. Similarly, items of uniform shall not be worn with civilian attire except for items such as gloves, which do not explicitly identify the wearer as a member of the Naval Service.

e. The kilt, (Scottish, Irish, Welsh, Cornish, Manx), with appropriate socks, shoes and accoutrements, may optionally be worn by entitled male officers, Warrant Officers and Senior Ratings when attending mess functions at which Number 2B or 2BW dress is ordered. Entitled female officers, Warrant Officers and Senior Ratings may wear equivalent long skirts. As they are not part of official uniform, in common with mess boots and boat cloaks, kilts will not be provided at public expense.
f. Civilians may wear items of uniform such as caps and berets with badges in public displays, performances and special events provided that it is not to the detriment of the Naval Service. In particular:

(1) By custom, ex-service personnel may wear caps or berets with badges on remembrance and memorial occasions.

(2) Historical re-enactment groups and staff in preserved historic ships are to be authorised to wear obsolete uniforms.

g. Chaplains in the exercise of their religious duties may wear ecclesiastical and academic clothing as appropriate over, or in lieu of, uniform.

3813. Royal and Honorary Ranks and Appointments

a. Members of the Royal Family holding royal and honorary appointments in the Naval Service shall receive an initial issue of uniform at public expense.

b. An Officer holding such an appointment or honorary rank is authorised to wear the current uniform, rank insignia, accoutrements and accessories applicable to that appointment or rank.

c. Number 1 dress is to be provided, on request, from the existing DC Team contract. Lesser orders of dress may be obtained on temporary loan, but Mess Undress must be provided by honorary appointees at their own expense.

3814. Wearing of Maternity Uniform (Fig 38-1a and Fig 38-1b)

a. The aim of maternity uniform is to provide a professional, smart and yet comfortable alternative to regular uniform that can be worn throughout pregnancy. The wearing of maternity uniform by pregnant Naval Service personnel is compulsory when they can no longer fit comfortably into their service uniform. The only exception is when written authority is given by the Medical Officer for a servicewoman to wear plain clothes for medical reasons. On occasion it may be necessary for certain conditions or occasions to be assessed by the pregnant servicewomen’s Chain of Command (CoC) in order to adopt an appropriate ‘equivalent’ state of dress. In these circumstances, common sense must prevail and further guidance beyond these regulations can be obtained from the regional Maternity Cells.

b. Pregnant Service personnel will be allowed some flexibility as to how they wear their maternity uniform. The individual garments (dress, trousers, short sleeve shirt and cardigan) may be worn in any combination. Shirts are to be worn outside trousers. The short sleeve shirt is to be worn open necked without a tie. The maternity uniform will routinely be worn with the usual service insignia of rank/rate badges (including regulating crown for RN Police), hosiery, shoes and headdress. No mixed wear of items of standard and maternity uniform other than these insignia/accessories is allowed. A white dress is available for those in clinical appointments. The following guidance is given for Line Managers:
1. Headdress. Certain pregnancy conditions may be exacerbated by the wearing of headdress. Pregnant servicewomen may request, through their CoC, to their CO (or equivalent), to be exempted from wearing headdress, or to limit the amount of time it is worn.

2. Footwear. Foot and ankle swelling can be common in pregnancy, making the wearing of standard service footwear uncomfortable. In such cases, pregnant servicewomen may request to wear non-issue shoes. Shoes must be of plain design (no details or external stitching), black, flat ‘ballet pump’ or low-heeled style.

3. Ceremonial or Formal Occasions. Pregnant servicewomen are not to be excluded from any event as a result of them wearing maternity uniform. When No1 or No2 dress or equivalent is ordered, a pregnant servicewoman may wear her blue maternity dress or request to wear smart civilian maternity attire where it is deemed more appropriate to the occasion. The wearing of civilian maternity wear on duty remains entirely at the discretion of the Unit CO or equivalent.

c. Individual Female Officers and Ratings (including Maritime Reserves) are issued with a maximum of 4 ‘tops’ in a combination of dress, short sleeve shirt and trousers, plus cardigan. Combinations available are:

(1) 4 dresses.
(2) 3 dresses, 1 shirt, 1 pr trousers.
(3) 2 dresses, 2 shirts, 1 pr trousers.
(4) 1 dress, 3 shirts, 1 pr trousers.
(5) 4 shirts, 2 prs trousers.

d. Female Nursing/Dental Staff may opt for 4 clinical white dresses or the combinations detailed in sub para c above.
Fig 38-1a. Wearing of Maternity Uniform

Fig 38-1b. Wearing of Maternity Uniform
3815. **Sea Cadet Corps**

a. Senior Ratings in the Sea Cadet Corps may, exceptionally, wear the uniform(s) of their equivalent RN Senior Rating provided that all such uniforms bear ‘Sea Cadet Corps’ flashes in a prominent position. The wearing of such uniforms does not confer on SCC senior ratings other rights and privileges that might normally be accorded to regular RN or Royal Navy Reserve personnel unless stated elsewhere. The entitlement to wear uniform is in the form of a concession from the Ministry of Defence and confers non-Crown Servant status - either military or civilian - on the wearer.

b. Senior Ratings in the Sea Cadet Corps should only wear uniform when:

1. On duty.
2. Attending a function or ceremony at which wearing of uniform is necessary.

3816 **Special Measure Uniform**

Special measure uniform is only to be authorised when there is discernable evidence that the change in physical size is attributable to either natural growth or a physical fitness change in muscle bulk. Other requests for special measure should firstly be referred to the local Medical Officer.

3817. **General**

a. The deportment, appearance and conduct of Officers and Ratings/Other Ranks, whether in uniform or in plain clothing, shall on all occasions reflect credit on the Naval Service and upon the individual. It is the responsibility and duty of all those in authority to ensure that the policies, regulations and instructions contained herein are to be adhered to. When transiting in uniform Service personnel are not to eat, smoke (including e-cigarettes which the MOD considers the same as traditional cigarettes), drink or use mobile phones; there are areas designated for these activities in all ships and/or military establishments.

b. **Smart and Presentable Appearance.** Officers and Ratings/Other Ranks in uniform shall be well groomed with smart and properly pressed uniform and clean footwear. In particular, buttons, fasteners and zips shall be kept closed; pockets shall not be bulged; personal items such as glasses, sun glasses, pens, pencils, key rings, Bluetooth Headsets, iPods or papers shall not visibly protrude from pockets nor be suspended from waist belts or pockets. Mobile telephones or bleepers, personal radios, tape or CD players and other such electronic equipment, shall not be visibly worn, or operated except when provided from Service sources for the performance of a specific duty where their ready accessibility is required. Service personnel in uniform are not to use their mobile phones when transiting in Ships and/or military establishments.
c. **Jewellery.** Apart from wristwatches and cuff links where appropriate, no jewellery, friendship bracelets or visible chains (including bracelets, necklaces and anklets) are to be worn with uniform other than those listed below. Wristwatch straps and cuff links are to be non-garish and conservative by design (see also Para 3821 sub para v):

1. Signet, engagement and wedding rings for male personnel.

2. Signet, engagement and wedding rings, and a single small plain silver or gold sleeper or stud (not more than 6mm in diameter) earring in the centre of each earlobe for female personnel. Conservative pearl studs may be worn with No.2 Mess Dress/Undress.

3. When in Ward Dress a wedding ring is the only item of jewellery permitted to be worn by QARNNS personnel.

4. A single charity wristband may be worn by personnel in working uniform but not in No 1 uniform. Due consideration must be made with regards to the health and safety of individuals working in places where the wristband could become a snagging hazard. In accordance with QRRN, it remains for the Commanding Officer to decide upon the overall suitability of any particular wristband.

d. Local Orders for Royal Guards or other occasions of major ceremony may further limit items of jewellery to be worn.

e. **Body Piercing**

1. Other than those items detailed at Para 3817 sub para c above, no form of jewellery is to be worn on the body. Even where a part of the body has been pierced or prepared, whether for any ring, stud or sleeper, no such items are to be worn when in uniform or on duty. Body piercing does not include the piercing of the earlobe for the wearing of a stud or sleeper.

2. Any scarring, such as that caused by a ‘flesh tunnel’ or other body decorations, injury, infection or illness caused as a result of body piercing, or through the wearing of any form of body jewellery (other than that permitted in these regulations), and with the exception of any minor legacy scarring acquired prior to enlistment, will be deemed to have been self-inflicted and will be dealt with as a disciplinary matter which may ultimately lead to an Administrative Discharge if any of the criteria at para g sub para (2) cannot be met.

3. For clarification, a ‘Flesh Tunnel’ is that specific form of self-inflicted scarring which occurs following the insertion of (usually) every increasing in size circular ‘stretchers’ which, over time, produce a larger and larger earlobe. When such stretchers are removed, a large and visible hold (the flesh tunnel) remains.
f. Similarly when in plain clothes, the wearing of body jewellery and trinkets whilst on board or on duty is not permitted, nor at any other time when likely to reflect adversely upon the Naval Service. Body jewellery represents a risk to individual safety in the event of an incident.

g. Body Art (Tattoos and other forms including Scarification and Flesh Tunnels)

(1) Following a recent review, the service tattoo policy has changed. In recent years there has been an increasing number of NS personnel with 'ineligible' tattoos on visible areas, especially on hands (already allowed in the RM). Easing the restrictions on tattoos for both potential recruits and serving personnel, whilst maintaining professional standards, is entirely consistent with overall Diversity and Inclusivity policies as well as reflecting the society that the Naval Service lives in and protects.

(2) Tattoos and all other forms of body art (including scarification, flesh tunnels and any other deliberate body scarring) are now deemed unacceptable if they are judged by the Commanding Officer, or at the recruiting stage by the Recruiting Officer, to meet any one of the following criteria:

(a) If they are visible on a front view passport photograph taken whilst the subject is wearing an open necked polo shirt style shirt with one button undone; that is on the face or throat area, on the front of the ear or forward of a line from the bottom of the ear to the collar bone.

(b) Irrespective of its size or position on the body, a tattoo will be obscene and unacceptable if it refers to or depicts an image of:

   (i) A sexual act.

   (ii) Extreme pornographic behaviour.

   (iii) Violence of any kind.

   (iv) Drugs.

   (v) Racism.

   (vi) Political views.

(c) Irrespective of its size or position on the body, a tattoo will be offensive and thus unacceptable if, by its nature, it has the purpose or effect of violating another person’s dignity or creating an adverse environment for others (for instance because it refers to or depicts an image relating to a protected characteristic of gender, sexual orientation, race, religion, disability or age). A tattoo should only be considered to have such an effect if, having regard to all the circumstances, it can be viewed as offensive by an objective standard.
(d) Any tattoo which does not meet one or more of the criteria above but which, in the opinion of the individual’s Commanding Officer or a Recruiting Officer, is nevertheless, by virtue of its size, position or nature, unacceptable and detrimental to the Service, for example, a message or inappropriate image on the hand which would be seen when saluting.

(e) In the specific case of tattooed eyebrows, these are permitted provided that in the opinion of the Commanding Officer or Recruiting Officer they appear as two discrete eyebrows and are deemed suitably realistic and inoffensive.

(f) A flesh scar or small flesh tunnel may be possible to be covered in order to allow the healing process to occur, however any scar or flesh tunnel which does not heal will need to be considered in accordance with the conditions above and may ultimately lead to Administrative Discharge.

(3) Serving personnel who presently have tattoos, scars or a flesh tunnel which contravene the regulations will be dealt with on a case by case basis by the chain of command who will make a judgement based on when the item was acquired and under what circumstances. Personnel acquiring tattoos, scars and flesh tattoos that contravene the Service policy set out at Para 3817.g sub para (2) will be invited to have their tattoos removed at their own expense or for a flesh tunnel to ‘close’. Acquisition of tattoos, scar or flesh tunnels in contravention of the regulations and policy will result in disciplinary action and subsequent failure to remove them is most likely to result in administrative discharge after an appropriate period on warning.

(4) Further guidance and visual reference for permitted tattoos in the Service can be found at Annex 38B.

3818. Male Personnel

a. Hair. Hair shall be neatly groomed; taper trimmed at the back, sides and above the ears to blend with the hairstyle. On the top of the head it shall be no more than 15 cm in length and sufficiently short at the front and sides that when the hair is groomed, and headdress removed, no hair shall touch the ears or fall below the top of the eyebrows. It shall be kept above the shirt collar. Cultural and religious exceptions are described at Para 3826 and Para 3827.

b. Hair shall be no greater than 4 cm in bulk at the top of the head, with the bulk decreasing gradually from the top and blending with the taper-trimmed back and sides. Bulk is defined as the distance that the mass of hair protrudes from the scalp when groomed, as distinct from the length of the hair. Styling shall not present an exaggerated or non-conformist appearance, nor shall it interfere with the proper wearing of headdress. Excessively short hair can detract from a smart and well-groomed appearance; it may be permitted, however, at the discretion of the Commanding Officer. Unnatural hair colours (ie. those colours that are not within the colour range of the individual’s natural hair colour) are not permitted.
c. **Sideburns.** Sideburns shall not extend below the ear lobe, shall be of even width, and shall be taper trimmed and squared off to conform to the overall hair style. Sideburns for RM Personnel shall not extend below halfway down the ear.

d. **Beards and Moustaches.** The Commanding Officer may permit all Naval Service (except RM) male personnel to request to wear full set beards. RM male personnel may wear moustaches at their discretion. Beards and moustaches shall be kept neatly trimmed especially, in the case of beards, at the lower neck and cheekbones. It is within the subjective judgement of the Command (and delegated representatives, namely the Executive Dept and all personnel in positions of authority (LH/LCpl and above)) to define an acceptable appearance of a beard or moustache, as much depends on the features of the individual. However, as a guide the following characteristics are not acceptable:

(1) **‘Designer Stubble’.** Designer stubble is assessed as any beard length shorter than Grade 1 (2.5mm).

(2) **Beards of Uneven Growth (eg. ‘scrappy’).** The definition of ‘scrappy’ remains within the subjective judgement of the Command (and delegated representatives, namely the Executive Dept and all personnel in positions of authority (LH/LCpl and above)).

(3) **Extended or ‘hipster’ Beards or ‘handlebar’ Moustaches.** Extended or ‘hipster’ beards or ‘handlebar’/extended moustaches are not appropriate. The maximum acceptable length of a beard is to be Grade 8 (25.5mm).

(4) **Beards Taking Excessive Time to Grow.** The definition of an ‘excessive amount of time to grow’ remains within the subjective judgement of the Command (and delegated representatives, namely the Executive Dept and all personnel in positions of authority (LH/LCpl and above)). The advised maximum time for an individual to grow a sufficiently thorough beard is 2 weeks.

(5) **Religious or Faith Reasons.** Where facial hair is grown as a tenet of a faith by a genuine adherence to that faith, it may be grown in excess of the limit described above at para (3). Such facial hair may require to be trimmed, however, or be tied up or removed if it undermines the health and safety of the wearer or others in the unit, or if it undermines the operational effectiveness of the unit. Any faith or practice must be clearly established by an individual and not simply deemed as having been undertaken in order to defy the regulations contained within this BR.

e. When the safety of an individual might be jeopardised by his beard or moustache, such as in the wearing of oxygen or gas masks, it shall be modified in such a fashion as to accommodate the type of equipment to be worn.
(1) **CBRN Threat.** The Commanding Officer retains the authority to determine the requirement for an individual to shave, based on the Operational requirement at that time. Once ARTS testing has been completed, COs **ARE** to order the shaving of beards when the CBRN threat level is MEDIUM or higher. Other occasions, such as Operational Sea Training and/or similar exercises, in which the CBRN threat is LOW will not warrant the requirement to shave. If the individual refuses to modify their facial hair (or headdress) to the extent necessary to maintain their own safety and Operational Capability, then they **may** be disciplined. Should they continue to refuse, commanders should consider not deploying that individual into theatre or removing them from theatre if already deployed. Disciplinary action and non-deployment are in extremis measures that should be adopted incrementally.

(2) **Royal Naval Air Stations.** In accordance with the instructions of the Chief Fire Officer, all Naval Aircraft Handlers employed at RNAS fire stations, or involved with fire-fighting training at the RNSFDO, are to be clean shaven.

f. Beards or moustaches shall be shaved off if the conditions of Para 3818 sub para e cannot be met.

g. In addition to the guidance at Para 3818 sub para e, the Command may order individuals to shave off beards deemed inappropriate for a Service Parade of any nature.

h. Beards should be of a length that does not extend beyond the top part of the collar front of a service shirt. More specifically, if the Naval serviceman was wearing a shirt and tie, the beard would not obscure the knot of the tie. The breadth of the beard should not exceed the maximum width of the line between the Naval serviceman’s ears.
3819. Female Personnel

a. **Hair.** Hair shall be kept neatly groomed and shall not extend below the lower edge of the shirt collar. Long hair should be worn up and properly secured in a neat and tidy fashion using grips, hairpins, nets and conservative scrunchies (in both size and colour) where appropriate. Varying styles of hair, straight or curled, are permitted within these limits but unnatural hair colours (ie. those colours that are not within the colour range of the individual’s natural hair colour) and exaggerated styles, including those with excessive fullness, shortness or extreme height, are not permitted. In no case shall the bulk or length of the hair detract from a smart and well-groomed appearance or preclude the proper wearing of naval headdress. Hair ornaments (including combs and Alice bands) shall not be worn. Every effort shall be made to ensure that grips, hairpins, scrunchies and nets used to secure the hair are as unobtrusive as possible and are to be as near as possible to the colour of the hair. Hairstyles shall be secured or styled back from the face; this includes corn braids/corn rows, which should be simple in design without beads or other adornments. Ratings with long hair may wear it in a ‘pony tail’, secured with a non-synthetic (ie. not man-made fibre) tie when forming part of an emergency party so that breathing apparatus can be donned quickly without the need to remove hairgrips. This relaxation also extends to ratings off duty in their mess decks. Cultural and religious exceptions are described at Para 3827 and Para 3828. Female personnel with hair loss may wear a wig which conforms to the hair rules described above and where not possible, for example during strenuous physical exercise or fire-fighting, may, at their discretion, wear a plain headscarf in a colour appropriate to the uniform being worn. When conducting fire-fighting duties, the headscarf should be of non-synthetic material (ie. not man-made fibre).

b. **Make-up.** When wearing uniform, or plain clothes on duty, make-up must be discrete. This shall preclude the use of false eyelashes, heavy eyeliner, brightly coloured eye shadow, and excessive facial make-up.

c. **Fingernails.** Fingernails are to be kept neatly trimmed and are not to be of an excessive length. No coloured nail polish (ie. clear French polish only, no nail art) is to be worn. False nails are prohibited.

3820. Glasses and Sunglasses

a. Both glasses and sunglasses shall be of conservative design and colour. Carrying cases shall not be visibly carried in or on uniform dress. Personnel who normally wear glasses may wear either conventionally framed prescription sunglasses or conservatively styled clip-on sunglasses when conditions and circumstances dictate. Sunglasses and reactive style glasses are not permitted on ceremonial parades.

b. Mirrored lenses or half silver mirror are not to be worn by personnel in uniform.
3821. **Wearing of Clothing Items**

a. **Peaked Cap.** The cap shall be worn square on to the head with the tip of the peak in line with the eyebrows. The seam of the woven band, on which the cap badge is sewn, shall be in line with the seam inside the back of the cap. The centre of the cap badge shall be in line with the seam at the front of the cap cover.

b. **Cap Covers.** Cap Covers shall be white plastic. Officers only are permitted to wear cotton cloth cap covers in normal daily wear but shall only wear plastic cap covers on Ceremonial Parades and Reviews.

c. **Brown Leather Gloves.** Brown leather gloves are intended for wear by Officers and Warrant officers with greatcoats only. They shall not be worn on Ceremonial occasions unless specifically ordered by the Senior Officer. However, an Officer of the Guard shall wear brown leather gloves when the occasion requires the ratings of the Guard to be wearing white gloves.

d. **White Gloves.** White cotton gloves will be worn by ratings forming a Guard and on other ceremonial occasions when ordered and issued. An Officer will only ever wear white gloves when parading as the Queen’s Colour Officer in a Guard of Honour or Street Lining detachment irrespective of time of year.

e. **Tricorn Hat.** Tricorn hats are to be worn square on the head with the brim parallel to the ground and with no hair showing.

f. **Seaman’s Cap.** The seaman’s cap is to be worn square on the head in both male and female versions. The central letter on the cap tally (including the letters HMS where present) is to be over the bridge of the nose; the bow is to be tied smartly to sit above the left ear. Chin stays when down are to fit flat to the face and pass just in front of the ears.

g. **Beret.** The beret shall be worn evenly on the head, with the sweatband 2.5 cm above the eyebrows, the badge centred over the left eye, and the crown pulled downward to the right. The break of the sweatband shall be worn centred at the back of the head, with no drawstrings visible. All Naval Service personnel entitled to wear a green beret may do so in lieu of a blue one where appropriate.

h. **Turban.** The turban and cap badge or cap tally are to be worn as detailed in Para 3826 sub para c, Para 3826 sub para e and Annex 38A.

i. **Jackets and Class II Jumpers.** Jackets and Class II Jumpers shall always be worn fully buttoned or zipped up. Elasticated drawstrings are to be pulled tight and cut to length.

j. **Ties.** Ties shall be knotted neatly and shall be kept tight at the collar. The tie shall not be tucked into the shirt where a jacket or jersey is not worn. Tie pins are not permitted other than the crown pin worn by Service Police Petty Officers and a miniature Submariner Specialisation badge worn by appropriately qualified Submariners. Knitted ties are not permitted on Ceremonial Parades.
k. **Belts and Clasps.** Belts and clasps are to be service issue only, badge or shield type clasps are not permitted (Fighting arm clasps are acceptable).

l. **Jersey.** Jerseys shall be worn with the sleeves rolled down and with flap covering any pens or pencils that might be carried in a pen pocket. When worn over a shirt with a tie the tie knot is to be plainly visible. When worn over an open necked shirt by JRs only, the shirt collar is to be worn open outside the jersey.

m. **Skirts.** The skirt is to cover the kneecap, but shall not extend further than 5cm below the bottom of the kneecap.

n. **Underwear.** White or skin coloured underwear conservative in nature is to be worn underneath white shirts, white PT shorts and at all times when wearing tropical uniform.

o. **Hosiery.** All female personnel wearing blue uniform skirts shall wear plain black tights or stockings. Tights and stockings are not to exceed 15 denier.

p. **Footwear.** Footwear shall be kept clean and polished at all times. Court shoes; height of heel is not to exceed 2 3/4" or 6.5 cm and not be stiletto. Court shoes are to be worn only with skirts.

q. **Ceremonial Greatcoats.** Ceremonial Great coats are worn when ordered between 1 Oct and 30 Apr and will be issued from HMS EXCELLENT stores when approved by SCTO. Ceremonial greatcoats are to be buttoned to the neck when worn by officers and ratings; shoulder boards are to be fully sewn to the coat.

r. **Raincoats, Greatcoats (Non-ceremonial) and Waterproof Jackets.** Only Foul Weather Jackets, Greatcoats and, when appropriate, MTP waterproof jackets should be worn. All other legacy variants of raincoats and windproof jackets are obsolete and should not be worn. Garments need not be buttoned or zipped fully to the neck, but should present a smart appearance at all times. Elasticated drawstrings are to be pulled tight and cut to length. When carried, coats are to be draped over the left arm. Hoods, if fitted, are not to be deployed unless in extreme weather conditions, at the discretion of the Command.

s. **Handbags.** Service issue handbags may be carried by female personnel but may not be carried by those fallen in as part of a formed body. Civilian handbags may be used that are of a plain black conservative design.

t. **Handkerchiefs.** Pocket handkerchiefs may be worn with No 1 uniform but must not be worn on Ceremonial Parades. Colours must be conservative and plain.

u. **Umbrellas.** Umbrellas may not be used routinely with uniform in wet weather but may be permissible in certain VIP circumstances.

v. **ID Card Holder Lanyards.** ID Card holder lanyards should be no wider than 15mm, predominantly dark blue in colour and of a non-garish nature. Lanyards from other organisations should not be worn unless serving as a member of that organisation.
w. **Cummerbunds.** Ships’ cummerbunds may be worn in Red Sea Rig or in lieu of black waistcoats when wearing 2B Mess Undress, at the discretion of the Command.

x. **Baseball Caps.** Baseball caps may be worn at Commanding Officer’s discretion (at sea only).

y. **Backpacks/Rucksacks.** Backpacks/rucksacks should be predominantly black or dark blue and free from distinctive insignia other than the RN logo.

z. **Name Badges.** The approved RN design name badge shall be worn on the bottom half of the tie in No 3A and over the left breast pocket on No 3B uniforms. Name tapes are provided over the left breast pocket on No 4 (AWD) and No 4 (RNPCS) uniforms. Name badges will not routinely be worn on No 1 uniform, however Commands may locally authorise the wearing if they aid identification (eg. at Receptions, Meet the Public days etc).

aa. **Poppies.** Poppies may be worn to commemorate the National period of Remembrance from the time they become available until the day after Remembrance (Armistice) Day. Only official Royal British Legion poppies are to be worn in uniform. Poppies are not worn by those on parade at the National Cenotaph Parade in London. Poppies are to be worn:

1. Officers and all ranks – with greatcoats on the left lapel if lapel down or pinned to the left breast if lapel is buttoned up.

2. Officers, WO and SRs – on the left lapel buttonhole of No 1 uniforms.

3. Officers and all ranks – Secured to the left breast of the blue wool jersey.

4. Officers and all ranks – secured to the left breast pocket of short sleeve shirts or the tie when wearing long sleeve shirts, when in No 3s.

5. Officers and all ranks – secured to the left breast of RNPCS shirts at the outboard end and slightly above the name tape.

6. Junior ratings – all ratings below Petty officer dressed as seamen, all Royal Marines and QARRNS to wear the poppy on the left side of the cap or hat, and with berets beneath the beret badge.

bb. **Cufflinks.**

1. No 1/2s - Plain silver, gold, ship’s own or Service related (conservative).

2. No 3s - Plain silver, gold, ship’s own or Service related (conservative).
3822. QARNNS, RNR, RMR and SCC/CCF(RN) Officers and Ratings/Other Ranks

Apart from the differences in rank/rate and distinguishing insignia detailed in Chapter 39 and Chapter 40, Reserve and Cadet personnel should wear the same uniform as regular Service personnel.

3823. Wearing of MTP in the Naval Service

a. Naval Service personnel should wear Naval Service uniform unless there are compelling environmental reasons to wear MTP. In this context, General Duty Rig (No 3s) or Personal Clothing System/Action Working Dress (No 4s) is the normal working rig for RN personnel whilst No 3A/3C 'Half Lovats' or No 3B Training Rig (MTP) is appropriate for RM personnel.

b. **RN Personnel.** The operational/working rig for RN personnel is to be No 3s or PCS (No 4s) as directed locally, supplemented as required by service overalls/coveralls. Exceptionally, MTP may be drawn/task issued for wear as follows:

   1. Operations ashore where the operational commander judges:
      1. MTP is essential.
      2. When the distinction of Naval uniform represents an increased risk to the individual.
      3. In extremely hot climatic conditions (the definition of which is a matter of judgement for the Command but, as a guide, temperatures in excess of 29 degrees C would be assessed as appropriate).

   2. Operational Training, Exercises and Adventurous training in the land environment.

c. **RM Personnel.** No 4 dress for RMs is MTP and the nature and diversity of tasks conducted in operational units and CTCRM make it difficult to define precisely when activities should be completed whilst wearing No 3A/3C 'Half Lovats'. In principle, the dress for operational, training and manual work for RM personnel is to be MTP. MTP may also be worn by members of the Joint Force Headquarters held at Extremely High Readiness. Other than in the circumstances above, the working dress for RM is to be No 3A/3C 'Half Lovats'.

d. Changes to this policy should be submitted in accordance with Para 3708 of this publication for consideration by the Naval Service Clothing Committee.

e. The policy for wearing MTP for all Royal Navy personnel is as follows; it does not cover operational theatres where local Command policy applies:

   1. Combat jackets are to be worn tucked inside the combat trousers (exceptionally, if environmental conditions make it necessary COs have discretion to allow the jacket to be worn outside the combat trousers).

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UNCONTROLLED WHEN PRINTED
(2) Belts (blue) issued with OPTAG kit are to be worn with the trousers.

(3) Sleeves are to be rolled up to just above the elbow.

(4) Service issued brown T shirts may be worn under the combat jacket.

(5) Rank/Rate slides (Multi Terrain Pattern) are to be worn on the front of the combat jacket and windproof smock.

(6) A ‘ROYAL NAVY’ flash is to be worn on both sleeves of the combat jacket and smock; the flash is to be attached centrally with the upper edge 7mm below the shoulder seams.

(7) Tactical Recognition Flashes (TRF) may be worn as directed by Force Commanders.

(8) If scaled for and held by the individual the windproof smock may be worn in inclement weather. No belt is to be worn over the smock.

(9) When personnel are engaged on tasks that entail high levels of physical activity, particularly at higher temperatures, local Commanders have discretion to allow the jacket to be worn un-tucked; similarly, local Commanders may choose to allow the T shirt to be worn without the combat jacket.

**Notes:**

1. On all occasions of wearing MTP, WO1s RN are to wear the Service issued brown wrist strap.

2. Royal Navy Police (RNP). Dependent on theatre of operations, RNP personnel are authorised to wear the Military Police (MP) badge (see Fig 39E-15c) on the right sleeve only and it is to be worn in addition to the black on green “Royal Navy Police” shoulder flashes (see Fig 39E-15d) and Para 3923).

3. On all occasions of wearing MTP, Masters at Arms wear a badge comprising laurel leaves supporting a crown as a brassard on their right wrist with brown wrist strap (in place of the white wrist strap).

3824. **Wearing of Uniform by Former Members of Naval Service**

This article does not apply to Officers of Flag Rank, nor retired Officers and ratings subsequently employed on duties within the Maritime Reserves. Retired Officers and ratings shall not normally wear uniform once they have left the Service. Exceptionally, retired Officers and ratings may wear uniform at a Remembrance Day Service if specifically requested to do so and if there is no other Naval Service representation. Any retired Officer or rating who does find themselves required to wear uniform is to uphold the values and standards expected of the Naval Service in the public eye.
SECTION 2 - CULTURAL AND RELIGIOUS DIFFERENCES

3825. Religious Sensitivity

a. The different cultural patterns of various religious groups should be respected, especially during moments of religious expression. In assessing attitudes to accommodating such differences, the Naval Service distinguishes between the tenets of devout faith, which shall be allowed where operationally practicable, and the cultural and social customs of a particular group, which may be accommodated where disciplinary prudence permits. In cases where uncertainty remains, advice should be sought from the Diversity and Inclusion Policy Staff at Navy Command HQ.

b. Religious items or accessories (eg. a Christian Cross) which are not visible or otherwise apparent are unregulated and may be worn provided they do not interfere with the proper wear and use of uniform items, accoutrements or equipment, nor place at risk the safety and health of the individual.

3826. Wearing of Headdress

a. The wearing of headdress on different occasions reflects a combination of the cultural etiquette of British society, Naval custom and religious practices. As a guideline, the norms of formal etiquette should be followed. Further comments are given in the paragraphs that follow. These highlight the differences between those whose customs require removing the head-dress as a sign of respect, especially in religious circumstances (the European Christian norm); and those who cover the head as a sign of religious respect (Jews and others under varying circumstances).

In addition:

(1) A male member of the Jewish faith may wear a dark, plain-pattern yarmulke whenever he removes other headdress.

(2) Special details for adherents of the Sikh religion are contained in Para 3826.

b. Naval and Military Funerals. Headdress is to be removed by the bearer party (excluding those participating in a Jewish service) while the casket is being carried.

c. Summary Trial. The headdress of an accused member shall be removed prior to a summary trial. Prior to the administration of oaths, all members present shall be ordered to remove headdress. On completion of the administration of oaths, members present, other than the accused, shall be ordered to replace headdress.

d. Court Martial. Headdress shall be worn or removed in accordance with the directions of the Judge Advocate who determines the etiquette of the court.
e. **Consecrated Buildings.** All Naval Service personnel shall observe the appropriate religious customs with regard to the wearing of headdress in a consecrated building. The one exception is that headdress shall be worn when on duty as a member of a vigil during the lying in state of a deceased dignitary or as a member of a colour party when depositing or receiving Colours.

f. **Female Officers and Ratings.** Female officers and ratings are to wear their headdress at all times when in a consecrated building.

g. **Parades.** Headdress shall be removed, when so ordered, by all personnel on parade, except for females, musicians, members of colour parties and those who are adherents of the Sikh religion. A male member of the Jewish faith who wishes to wear a yarmulke when other headdress is removed (see Para 3825.a sub para (1)), may be authorised to retain normal headdress on parade when others remove theirs to avoid drill complications.

3827. **Sikhs**

a. Naval Service personnel who are adherents to the Sikh Religion (Keshadharis) shall wear standard pattern uniforms and adhere to standard Service clothing policy and instructions with the following exceptions:

(1) **Hair.** The hair and beard may remain uncut, provided that the operational mission and safety are not jeopardised when it is required that individuals wear occupational and operational equipment such as a respirator, oxygen mask, combat/vehicle/flying helmet, hardhat, diving mask etc. When a hazard clearly exists, the hair and/or beard shall be modified to the degree necessary for wearing the required equipment, in order to meet safety requirements.

(2) **Religious Symbols.** In addition to uncut hair, four other symbolic requirements of the Sikh religion are authorised for wear by Naval Service personnel with Numbers 1, 2 and 3 uniform dresses. Should conflict arise between the requirement to wear safety or operational items of clothing and equipment and these religious symbols, the manner and location of wearing these symbols shall be adjusted. Commanding Officers retain the right to order the manner of this adjustment as necessary to meet valid safety and operational requirements.

(3) **Turban.** A turban may be worn by male members with Numbers 1, 2 and 3 uniform dresses. Turbans may also be worn with Action Working Dress and occupational working dress, subject to the safety and operational considerations noted in Para 3826.a sub para (1), above. When engaged in combat operations, operational training or when serving with peacekeeping or multinational contingents, adherents of the Sikh religion shall, when deemed essential, cover their head with a patka or other customary clothing items (see Para 3821), over which they shall wear the headdress (including combat helmets) and other items of Service equipment as ordered by the Commanding Officer.
b. Except as otherwise provided by Para 3825, the turban worn by male personnel and the authorised headdress worn by female personnel shall not be removed while wearing uniform. Similarly, when on duty wearing plain clothing, a civilian turban and an appropriate civilian woman’s head covering shall not be removed.

c. The colour of turbans worn by male members shall be as follows:

(1) **Navy.** In blue uniform navy blue with white headband, and white with Navy headband in tropical uniform.

(2) **Royal Marines.** Olive Drab, Commando Green or white to conform with respective Dress.

d. Adherents to the Sikh religion may, subject to the provisions of Para 3826, observe the following five symbolic requirements:

(1) **Kesh.** Leave the hair on the head, face and body uncut.

(2) **Kanga.** Wear a comb.

(3) **Kara.** Wear an iron bracelet.

(4) **Kirpan.** Wear a symbolic dagger with an overall length (including the handle and sheath) not exceeding 23 centimetres (9 inches).

(5) **Kaccha.** Wear special design knee length underpants.

e. **Method of Wear.** The following instructions are not intended to detail the method of styling and wearing hair on the head, wearing the comb or winding the turban. Instead, they provide sufficient direction to ensure uniformity of dress amongst Sikh personnel. Accordingly, symbols and associated badges shall be worn as follows:

(1) **Turban.** The turban is to be worn in a low, Sikh conventional manner, with the final winding right over left on the forehead.

(2) **Cap Badge.** The cap badge is to be worn centred on the front of the turban. The badge shall be locally modified to provide a brooch fastener to secure it to the cloth.

(3) **Cap Tally.** The cap tally is to be worn diagonally across the front of the turban from top right to bottom left, 2 cm up from the bottom of the turban.

(4) **Patka.** A traditional Sikh cloth head-covering worn when a turban is not suitable, such as under combat, flying or diving helmets, or during sports or strenuous physical activity.
(5) **Kesh (hair).** Male personnel shall wear their uncut hair tied in a knot at the crown of the head, and shall secure the hair of the beard under the chin, presenting a close-to-face, groomed appearance. Female personnel shall wear their uncut hair styled in a bun at the rear of the head to facilitate the proper wearing of standard service headdress.

(6) **Kanga (comb).** The kanga is to be worn concealed in the hair.

(7) **Kara (bracelet).** The kara is to be worn on the right wrist.

(8) **Kirpan (dagger).** The kirpan shall remain sheathed at all times, except for religious occasions and for cleaning purposes. The sheathed kirpan worn under the outer shirt or jacket shall be supported by a black cloth sling, slung from the right shoulder to the left side. Should the kirpan interfere with the wearing of uniform accoutrements or equipment, it may be slung from the left shoulder and worn on the right side.

3828. **Rastafarians**

a. Naval Service personnel who are adherents to the Rastafarian faith shall wear standard pattern uniforms and adhere to standard Service clothing policy and instructions, with the following exceptions:

(1) **Hair.** The hair and beard may remain uncut, provided that the operational mission and safety are not jeopardised when it is required that individuals wear occupational and operational equipment such as a respirator, oxygen mask, combat/vehicle/flying helmet, hardhat, diving mask etc. When a hazard clearly exists, the hair and/or beard shall be modified to the degree necessary for wearing the required equipment, in order to meet the safety requirement. In addition:

(a) Rastafarian hair should not be of an exaggerated nature and may be worn in Cornrows or short plaits pulled away from the face and ear.

(b) Male Rastafarian hair is to follow the same general rules for other Service personnel in that it is to be neatly groomed and shall not extend below the lower edge of the shirt collar. If longer than collar length, hair should be worn up and properly secured in a neat and tidy fashion using grips, hairpins and nets where appropriate, as per Para 3819 sub para a while on duty and able to be worn with all types of military headdress in such a way that it is compatible with the image of the Royal Navy.

(c) Female Rastafarian hair is to follow the same rules for other female personnel, as per Para 3819 sub para a, while on duty and able to be worn with all types of military headdress in such a way that is compatible with the image of the Royal Navy.
(d) If long hair cannot be worn pulled back from the face and ear and in a secure bun, it is to be worn in a black, brown or blonde (commensurate with the individual’s hair colour) elasticsed net compatible with the image of the Royal Navy, allowing headdress to be worn.

(e) When transitioning to dreadlocks a notification to Command must be raised to be in contravention of BRd 3(1) Para 3827 until the hair can conform with regulations. This is for persons with hair not already in dreadlocks but transitioning to dreadlocks, and also to be used for those with different types of hair transitioning to dreadlocks.

(f) Whilst on board and when required to carry out firefighting duties, long hair can be worn in a ponytail to allow for wearing of firefighting equipment as is practised at ISSC and BSSC.

(2) **Turbans.** There are different sects of the Rastafarian faith, eg. the Nyahbinghi and the Bobo Shanti. Bobo Shanti Rastafarians wear turbans. The wearing of the turban falls in line with the tenets of the Rastafarian faith and allows all Rastafarians the ability to fully practise their beliefs. The cloth is available and there is a stores number covering the correct colours in line with the Naval colours required for uniform (see Annex 38A Uniform Diagrams).

**3829. Muslim Women**

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

**3830. Further Advice**

Requests for further advice on Cultural and Religious differences with regard to uniform and appearance are to be directed to NAVY NPS-DandI SO2A or SO2B at Navy Command HQ, Leach Building, Whale Island, Portsmouth.
ANNEX 38A

EXPLANATORY DIAGRAMS

Fig 38A-1. Male Haircut

Taper trim haircut - front view

Taper trim haircut - rear view

Taper trim haircut conventional
Fig 38A-2. Female Haircut

Short hair style

Curled hair-style

Straight hair-style with bun

One stud ear ring may be worn centred in each earlobe

Examples - Hair shall be kept neatly groomed and shall not extend below the lower edge of the shirt collar
Fig 38A-3. Headdress

- Tricorne
- Cap
- Cap
- Cap
- Beret

1" inch = 1 cm
Fig 38A-4. Sikh Symbology (Headdress)
Fig 38A-5. Hijab RN

SIKH SYMBOLOGY

Fig 38A-6. Kanga (comb)

Fig 38A-7. Kara (bracelet)

Fig 38A-8. Kirpan (dagger)
Fig 38A-6. Rastafarian Turban RN
ANNEX 38B

VISUAL REFERENCE GUIDES FOR TATTOOS IN THE NAVAL SERVICE

1. The series of images below provide guidance towards that which is deemed acceptable and that which is not. In each case a simple ‘APPROVED’ or ‘NOT APPROVED’ label has been attached.

2. It will become quickly apparent that providing the tattoo meets the two key criteria of not being visible above the shirt collar and not being visible forward of a vertical ‘ear to collar bone line’ (this essentially is the definition of ‘a front facing passport photo’) then it will be APPROVED in terms of the positioning of the tattoo.

3. The remaining criteria will be determined by the messaging or any political or religious implications which the image denotes. Anything offensive, or which causes prejudice against any protected characteristic, will be deemed inappropriate.

4. Although the guidance in this Annex and that at Para 3817.g (2) attempt to provide a complete set of principles, there is always the possibility that a tattoo or piece of body art will fall outside these guidelines. The immediate action drill for any command who is unsure as to how to assess a particular case should contact NCXT (NAVY NPS-EXEC SO1 or NAVY NPS-EXEC FXO) with photographic evidence for assistance.
5. Visual Reference Guides for Neck Tattoos

**Figure 38B-5a.**
Not Approved.
Tattoo above shirt collar line.

**Figure 38B-5b.**
Not Approved.
Tattoo above shirt collar line.

**Figure 38B-5c.**
Approved.
Tattoo below shirt collar line.

**Figure 38B-5d.**
Not Approved.
Tattoo forward of ‘ear to collar bone line’.

**Figure 38B-5e.**
Not Approved.
Tattoo forward of ‘ear to collar bone line’.

**Figure 38B-5f.**
Tattoo behind ear.

**Figure 38B-5g.**
Approved.
Tattoo not visible in a front facing passport photograph.

**Figure 38B-5h.**
Approved.
Tattoo not visible in a front facing passport photograph.

**Figure 38B-5i.**
Approved.
Nothing visible in a front facing passport photograph.
Figure 38B-5j. Left Profile. Appears to conform to ‘ear to collar bone’ rule.

Figure 38B-5k. Front Profile. Tattoo visible in a front facing passport photo.

Figure 38B-5l. Right Profile. Appears to conform to ‘ear to collar bone’ rule.

Figure 38B-5m. Not Approved.

Figs 38B-5j and 38B-5l look acceptable until a passport photograph is viewed.

Figure 38B-5n. Approved. Although large, this tattoo conforms to the ‘ear to collar bone’ rule.

Figure 58B-5o. Approved. Tattoo not visible in a front facing passport photograph.
Figure 38B-5p. Not Approved.
Although not excessive, this tattoo can be seen in a front facing passport photograph.

Figure 28B-6a.
Approved.
The message in these tattoos are not of significant detriment.

Figure 28B-6b.
Approved.
See below.

Question: Is a religious symbol on the hand an issue? From an objective viewpoint, a member of the NS displaying this could appear to conflict with guidance as it refers to or depicts an image relating to a protected characteristic etc.

Answer: This is a sensible enquiry but it actually displays an understandable misunderstanding. The rules are related to religious discrimination or harassment, therefore if there was text stating “destroy the” and a religious symbol, that would be inflammatory. Having a religious symbol alone is not. Figure 28A-6B illustrates a pentagram associated with Paganism which is acceptable.

Figure 38B-7a.
Approved.

Figure 38B-7b.
Approved.

Figure 38B-7c.
Approved.

Figure 38B-7d.
Approved.

Figure 38B-7e.
Approved.

Figure 38B-7f.
Approved.

Figure 38B-7g.
Approved.

Figure 38B-7h.
Approved.

Figure 38B-7i.
Initially Not Approved.
See note.

Note. Figure 38B-7i illustrates a tattoo that is detrimental to the NS if placed on the saluting hand (RM).
CHAPTER 39
ROYAL NAVY OFFICERS AND RATINGS

POINT OF CONTACT – PART 6

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ANNEXES

Annex 39A RN Dress Tables
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CHAPTER 39
ROYAL NAVY OFFICERS AND RATINGS

SECTION 1 - INTRODUCTION

3901. Dress Tables
Details are given in the tables at Annex 39A. For the Orders of Dress to be worn at Court functions, or at Joint Services functions when members of the Royal Family are present, see the Joint Service Ceremonial Dress Table in Chapter 43.

3902. Outfit Scales
RN and QARNNS Officers Outfit Scales are at Annex 39B; RN and RNR Ratings’ Kit Scales are at Annex 39C.

3903. Royal Naval Reserve Uniform
Royal Naval Reserve personnel wear the same uniform as regular RN personnel of the same rank except as detailed in this Chapter and at Chapter 45.
SECTION 2 – DETAILS OF RANK/RATE AND OTHER DISTINGUISHING INSIGNIA

3904. Distinction Marks of Rank - Sleeve Lace

a. The distinguishing marks of rank worn on the sleeves of the ceremonial day coat, reefer jacket, blue mess jacket and, the tail coat worn by Captains and above, consist of rows of gold lace with a circle (or ‘curl’) on the top (or only) row. The lace is continuous around each sleeve. Distinguishing marks of rank are as follows:

- Admiral of the Fleet: 4 rows of 14mm lace above a band of 45mm lace.
- Admiral: 3 rows of 14mm lace above a band of 45mm lace.
- Vice-Admiral: 2 rows of 14mm lace above a band of 45mm lace.
- Rear-Admiral: 1 row of 14mm lace above a band of 45mm lace.
- Commodore: A band of 45mm lace with a circle of 13mm lace.
- Captain: 4 rows of 14mm lace.
- Commander: 3 rows of 14mm lace.
- Lieutenant-Commander: 2 rows of 14mm lace with a row of 7mm lace between.
- Lieutenant: 2 rows of 14mm lace.
- Sub-Lieutenant: 1 row of 14mm lace.

b. For Rear-Admirals and above the circle is 50mm in diameter, for other officers 45mm. For Commodores the circle is sewn immediately above the centre of the broad band, for other officers it is formed out of the upper row of lace with the upper part of the curl leading to the rear.

c. The space between the rows is to be 6mm.

d. The distance of the bottom edge of the lace from the cuff depends on the length of the sleeve and the amount of lace. The following distances are suitable for sleeves of average length:

- Admiral of the Fleet: 35mm
- Admiral: 45mm
- Vice-Admiral: 55 mm
- Rear-Admiral and Captain: 65mm
- Commodore, Commander and Lieutenant: 75mm
3905. **Distinguishing Marks on Shoulder Rank Boards and Slides**

a. Flag Officers and Commodores wear shoulder rank boards, as illustrated at Annex 39B, with silver devices superimposed on 45mm gold lace on the ceremonial day coat, greatcoat, white tunic, bush jacket and white mess jacket. On short sleeved white shirts, shoulder boards with either silver devices or rank lace may be worn as appropriate. On other garments that are fitted with shoulder flaps, such as the jersey and long sleeved shirt, officers wear shoulder rank slides with rank markings as sleeve lace.

b. RN Police Officers will wear the wording ‘RN POLICE’ embroidered on the lower edge of the rank board or slide.

c. All other Officers wear the same rank markings on shoulder rank boards and slides as for sleeve lace.

3906. **Midshipmen**

Midshipmen wear a white ‘turnback’ at each lapel on the collar of blue uniform jackets. Similar but smaller white turnbacks are worn as shoulder rank boards and slides. The buttons are to be removed from shoulder rank slides when they are worn with flying clothing.

3907. **Young Officers**

Young Officers wear various combinations of rank slides dependent on their stage of training, as follows:

a. **Militarisation Term.** During Militarisation Term no shoulder slides are worn; Young Officers may be identified as officers by their cap and beret badges.

b. **Marinisation and Initial Fleet Time.** During Marinisation and Initial Fleet Time, white rectangular shoulder slides are worn with working rig. Curved upper-sleeve flashes are worn on both sleeves of the blue No1 uniform jacket, in conjunction with rank lace or Midshipmen’s turnbacks.

c. **Senior Upper Yardmen.** SUYs wear white shoulder slides and curved upper-sleeve flashes as for Para 3907 sub para b until passing out of training at Britannia Royal Naval College.

3809. **QARNNS Officers and Ratings**

QARNNS Officers and ratings wear the same uniforms and rank insignia as RN Officers and ratings, but with the following differences related to the requirement to reflect the royal patronage of Princess Alexandra, as follows:
a. **Clinical Ward Uniform.** On the clinical ward uniform jacket/tunic fitted with shoulder flaps, Nursing Officers and Ratings wear the same rank/rate markings as would be worn on No 4 daily working dress (AWD or RN Personal Clothing System) shoulder flaps. The cloth name badge, incorporating Queen Alexandra’s monogram is to be sewn on the jacket/tunic. The badge on female jackets/tunics is to be sewn with the top of the badge in line with the press-stud and positioned mid-way across the vertical seam. For male jackets/tunics the badge is to be sewn 150mm vertically down from the shoulder seam and mid-way between the centre of the garment and the seam of the sleeve.

b. **Queen Alexandra’s Insignia**

(1) **Officers.** On blue uniform jackets, rank lace is surmounted by a separate Queen Alexandra’s monogram (NSN 8455-99-869-2910) in red and gold superimposed on a foul anchor in gold on black cloth. It is worn on both sleeves, positioned centrally 5mm above the circle in the uppermost row of rank lace. On No 4 daily working dress (AWD or RN Personal Clothing System) no Queen Alexandra’s monogram is worn. If worn with Mess Dress, the Queen Alexandra’s monogram (NSN 8455-99-416-0230) should be positioned as above (branch badges are not worn on Mess Dress).

(2) **Ratings.** On blue uniform jackets the Queen Alexandra’s monogram (NSN 8455-99-416-0230) in red and gold on black cloth is worn on the right arm, in the midline 3cm below the shoulder seam (and above the branch badge for AB, LH and PO). On No 4 daily working dress (AWD or RN Personal Clothing System) branch badges are to be worn in accordance with BRd 3(1) Para 3916 Table 39-1. The Queen Alexandra’s monogram (NSN 8455-99-869-2921) is to be worn on the right arm, in the midline 30mm below the shoulder seam (and above the branch badge for AB, LH and PO).

(3) **Warrant Officers.** In keeping with the traditions of the Service, Warrant Officers wear the Royal Arms on both cuffs of the blue uniform jacket with the bottom of the badge 127mm from the end of the sleeve. A smaller version of the same badge is worn on the mess jacket. WO NNs do not wear Queen Alexandra’s monogram, organisational insignia or branch badges on blue uniforms or No 4 daily working dress (AWD or RN Personal Clothing System – see BRd 3(1) Para 3916 Table 39-1).

3909. **RNR Officers**

As part of the RNR integration process the gold letter ‘R’ in the curl has been removed and is no longer worn by RNR Officers on Lists 1 to 3 (inclusive). RNR Honorary Officers retain the gold ‘R’ in the curl.

3910. **Combined Cadet Force (CCF) Officers and Sea Cadet Officers**

CCF and Sea Cadet Officers wear the same uniform as RN except that waved rows of 10mm gold distinction lace are worn with a waved curl on the uppermost row. The Lieutenant-Commander’s narrow stripe is 3mm wide, waved and spaced 10mm from the outside stripes.
3911. CCF Officers, Sea Cadet Officers, School Staff Instructors and Cadets
CCF Officers, Sea Cadet Officers, School Staff Instructors and Cadets of the aforementioned organisations are entitled to receive certain items of uniform clothing at public expense. The scales of uniform and the procedures for demanding and accounting for uniform are contained in the following:

a. CCF, SSI and Cadets. JSP 313 Naval Supplement to Part II (Annexes C and D Uniform Scales).

b. SCC. Appendices to the Sea Cadet Regulations (ASCR) Section 1 which can be found at www.sccheadquarters.com.

Once on the web site:

- Click on Regulations/Publications.
- Click on ASCR (Appendices to the Sea Cadet Regulations).
- Click on ASCR 3 (on the table), Section 1.

3912. Distinction Cloth and Civilian Officers
Medical and Dental officers wear a stripe of distinction cloth in the interval or intervals between the lace worn on cuff and shoulder insignia and below a single row of lace. Colours of distinction cloth are as follows:

a. Medical: Scarlet

b. Dental: Orange

When required to wear uniform, civilian officers wear the uniform prescribed for Naval officers of equivalent rank with the addition of green distinction cloth between the rows of lace.

3913. Aiguillettes

a. Aiguillettes (plain gold wire, gimp or gimp and orris as appropriate) are worn on the right shoulder with Number 1A, 1B, 1C, 2A and 2B dresses on all formal occasions by the following:

(1) Admirals of the Fleet.

(2) Officers holding the specific posts of Vice Admiral of the United Kingdom and Rear Admiral of the United Kingdom.

(3) Personal Aides-de-Camp to the Queen.

(4) Aides-de-Camp to the Queen.

(5) Naval Equerries to The Queen or to members of the Royal Family.
(6) Honorary Physicians, Chaplains, Surgeons, Dental Surgeons and Nursing Officers to the Queen.

(7) Defence Services Secretary.

(8) Officers appointed as Aides-de-Camp or Comptrollers to a Governor General.

(9) Aide-de-Camp to the Lord High Commissioner to the General Assembly to the Church of Scotland.

b. Board type aiguillettes (gold with navy blue flecks, miniature silver anchors on metal tags) are worn on the right shoulder by the following:

(1) Naval Members of the Defence Council.

(2) Naval Members of the Admiralty Board.

c. Staff type aiguillettes (gold with navy blue flecks) are worn on the right shoulder by the following:

(1) Naval Assistant to the Secretary of State for Defence.

(2) Officers appointed as Aides-de-Camp to a Governor or Lieutenant Governor.

d. Staff type aiguillettes (gold with navy blue flecks) are worn on the left shoulder by the following:

(1) Personal staffs of all members of the Defence Council, VCDS and Commander Joint Force Command.

(2) MA to DSACEUR/COFS.

(3) MA to DG Log SC.

(4) Executive Assistants, Secretaries and Naval Assistants to Naval Members of the Admiralty Board.

(5) The Flag Lieutenant to the Admiralty Board, Executive Assistants, Secretaries, Flag Lieutenants and Aides-de-Camp to:

(a) 2SL.

(b) Fleet Commander.

(c) All Maritime Battle Staff (currently COMATG, COMUKCSG, COMUKMARFOR).
(d) Flag Officer Sea Training.

(e) Flag Officer Scotland, Northern England and Northern Ireland.

(f) Secretary to CBNS US.

(g) Flag Officer Reserves.

e. Staff type aiguillettes are also worn on the left shoulder by the following:

1. Personal staff of the Chairman of the Military Committee, NATO.

2. Secretary and Flag Lieutenant to UKMILREP, NATO.

3. Secretary and Flag Lieutenant to COS to COM-MCC-NAPLES.

4. Secretary of SACLANT REP.

5. Staff of Secretary of State for Defence.

6. Head of BDS US.

7. Defence and Naval Attaches.

8. Assistant Defence and Naval Attaches.

9. Service Advisers and Assistant Advisers to HM High Commissions in Commonwealth capitals.

f. Board or staff type aiguillettes may not be worn concurrently with ADC’s or Equerry’s aiguillettes. For instance, a member of the Admiralty Board or Naval Attaché who is also an ADC to The Queen wears the aiguillette appropriate to the latter appointment.

g. Aiguillettes may only be worn by the personal staffs listed at sub para a when either accompanying, or acting in an official capacity on behalf of, the Senior Officer concerned. If on any occasion the Senior Officer does not wear aiguillettes then neither should the accompanying personal staff.

h. ‘Formal Occasions’ are defined as those when swords or decorations are worn and when particular formality is called for outside the normal day-to-day routine of work or practice.

i. Officers of Captain rank and above will receive a gratuitous issue of aiguillettes on the first assignment with requirement; they will then form part of the officer’s enduring standard uniform. They are issued on Form S105 for MJDI account action (Captains and above retire retaining the title and hence are often required to continue to wear aiguillettes for official functions as civilians for military led events).
j. All Officers below the rank of Captain will be issued aiguillettes on appointment to a post requiring them, and draw them for their period of entitlement. They will be required sign a Form C24B to acknowledge the liability to a financial charge should they fail to return the items on completion of the entitling assignment. In the event of non-return of aiguillettes, hasteners will be issued on the following dates:

(1) First hastener 1 month after agreed date for return.

(2) Second hastener 2 months after agreed date for return.

(3) Third hastener and notification of intent to commence C24B action in accordance with regulations, 3 months after agreed date of return.

k. Aiguillettes and the various accoutrements are issued on Individual Loan by the Uniform Clothing Store, HMS NELSON.

3914. Royal Cyphers

a. The Royal Cypher is available in large, small and miniature sizes. It is worn by the following:

(1) Admirals of the Fleet.

(2) Officers holding the posts of Vice or Rear Admiral of the United Kingdom.

(3) Aides-de-Camp to the Queen.

(4) Honorary Physicians, Surgeons, Dental Surgeons, Nursing Officers and Chaplains to the Queen, Naval Equerries to the Queen, Defence Services Secretary.

b. In the cases of Personal Aides-de-Camp to The Queen, First and Principal Naval and Flag Aides-de-Camp to The Queen, the Officers concerned continue to wear the Cypher after relinquishing the appointment. If he or she has held the appointment under more than one Sovereign then the Cypher of each shall be worn.

c. The large Cypher is worn on aiguillette shoulder straps, including the additional strap worn with the broad riband or collar of orders.

d. The small Cypher is worn on both shoulder boards of the greatcoat, all white or khaki uniforms and on the shoulder rank slides worn with jerseys. It is placed at the foot of the gold lace for officers of Flag rank and superimposed on the lowest row of lace for other officers, with the bottom of the Cypher even with the lower edge of lace.

e. For Chaplains the Cypher should be 5mm above the bottom edge of the shoulder strap. The Chaplain’s insignia is placed immediately above the Cypher.
f. The miniature Cypher is worn on the metal tags of aiguillettes by Personal Aides-de-Camp, Equerries and Extra Equerries to The Queen, and the Defence Services Secretary.

g. Personal Aides-de-Camp wear the small Cypher on all shoulder boards and soft rank insignia.

h. When the Cyphers of more than one Sovereign are worn, the small Cypher shall be worn in each case.

3915. Badges Worn by Officers

a. The cap badge shall be worn in the centre of the cap front, sewn to the detachable braid band. The cloth background shall follow the outline of the badge and be trimmed no closer than 5mm to the embroidery of the badge.

b. The beret badge shall be worn over the left eye in the manner illustrated in Chapter 38.

c. Badges for additional qualifications for which specialist pay is available are worn as described below. These badges may continue to be worn after specialist pay (if appropriate) ceases to be paid. Note that qualification badges awarded by other nations may not be worn on Naval Service uniforms.

(1) **Blue Uniform.** Sewn to the centre of the left sleeve of the reefer jacket and mess jacket, 6mm above the circle in the uppermost row of rank lace and in the corresponding place in the case of Midshipmen. Officers may wear a miniature flying badge on the left sleeve of the mess jacket (purchased at their own expense).

(2) **White Tunics, Bush Jackets and Khaki/Stone Coloured Uniform.** Fixed with 'pin and clutch' attachment, badges are to be worn horizontally, 38mm centrally above the left breast pocket. If medals or medal ribbons are worn, the badge is to be worn centrally above the medals or top row of ribbons. On the white mess jacket, miniature badges are worn centrally on the left lapel over miniature medals.

d. RN Police Officers will wear a Royal Navy Police chest flash when wearing a foul weather jacket.

c. **Canes.** A silver topped cane may be carried by:

(1) Establishment Executive Officers.

(2) Fleet Executive Officers.

(3) Staff Executive Officers.

(4) Establishment First Lieutenants.
3916. Badges Worn by Warrant Officers, Senior and Junior Ratings

a. Warrant Officers wear the Royal Arms on both cuffs of the No 1 blue reefer jacket with the bottom of the badge 127mm from the end of the sleeve. A smaller version of the same badge is worn on the optional mess jacket.

b. Shoulder rank slides with the Royal Arms may also be worn and are provided for Warrant Officers to wear with all appropriate uniforms.

c. An optional shoulder board with Royal Arms may be worn on the white short sleeved shirt, the optional white mess jacket and the bush jacket.

d. **CWO Badge.** On taking up the appointment the CWO is awarded the CWO badge and may wear it during the period of the appointment only. The badge is to be worn on the left breast in the same position as a NATO force emblem.

e. **Canes.** A black silver topped cane surmounted by the Royal Arms may be carried by:

   (1) The Warrant Officer Naval Service (Victory cane may be carried on ceremonial occasions).

   (2) The Command Warrant Officer to Admirals of Fighting Arms.

   (3) Base Warrant Officers.

f. Chief Petty Officers are distinguished by three buttons worn horizontally on each cuff of the No 1 blue reefer jacket and white tunic, 127mm from the bottom of the sleeve. Identical buttons shall be worn on the optional blue mess jacket. Chief Petty Officers are to wear branch or trade badges on each lapel of their No 1 blue reefer jacket.

g. Shoulder rate slides with a badge comprising laurel leaves around a foul anchor surmounted by a crown are provided for wear with all appropriate uniforms. Branch or trade badges are worn on the right arm of No 4 PCS dress.

h. Petty Officers wear a badge comprising crossed foul anchors surmounted by a crown on the left arm of blue reefer jacket and a smaller version on the optional mess jacket. Branch and trade badges are to be worn on the right arm of the blue reefer jacket. The centre of the rate and branch badges is to be mid-way between the point of the shoulder and the point of the elbow, sewn centrally onto the sleeve.

i. Shoulder rate slides with the embroidered rate insignia are worn in the same manner as Chief Petty Officer.

j. Leading Ratings wear a badge comprising a single foul anchor on the left arm of the No1 Dress Jacket. Rate and branch or trade badges are worn as for Petty Officers.
k. Shoulder rate slides consisting of a foul anchor woven in gold are worn on all appropriate uniforms.

l. Able Ratings do not wear rank on No 1 uniforms. The trade or branch badge is worn on the right arm as for Petty Officers. Able Ratings wear a shoulder slide consisting of Royal Navy woven in gold worn on all other appropriate uniforms. The shoulder slides are issued on completion of Phase 1 Training. Additionally, Probationary Leading Hands (See Chapter 68) employed and operating under the Accelerated Apprentice Scheme wear the standard Leading Hand insignia in conjunction with the following:

(1) White shoulder epaulettes (NSN 8455-99-978-8918) on all appropriate uniforms.

(2) A white curved upper-sleeve flash (NSN 8455-99-978-8917) on the left arm of No1 uniform and overalls.

m. Trainees within RN Rating Phase 1 Training are to wear orange epaulettes. Phase 2 trainees wear the Royal Navy shoulder slides with white epaulettes.

n. **Branch Badges.** Branch badges are to be worn as detailed in Table 39-1.

### Table 39-1 Wearing of Branch Badges

<table>
<thead>
<tr>
<th>Rate</th>
<th>No1 Dress</th>
<th>No2 Dress (Mess undress)</th>
<th>No4 Dress</th>
<th>Work Dress (Overalls)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WO1</td>
<td>Not worn</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WO2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPO (Note 1)</td>
<td>On both lapels</td>
<td>Not worn</td>
<td>Worn on the right arm</td>
<td>Worn on chest</td>
</tr>
<tr>
<td>PO (Note 1)</td>
<td>Worn on the right arm</td>
<td>Not worn</td>
<td></td>
<td>Worn on the right arm</td>
</tr>
<tr>
<td>LH</td>
<td></td>
<td>No equivalent rig (Note 2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AB</td>
<td></td>
<td>No equivalent rig (Note 2)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. Technician branch Senior Ratings (Med Tech, legacy GS and SM Artificers (who have lost Reserved Rights)) do not wear branch badges.

2. Junior Ratings wear No1 C or No2 C for formal evening dress.
3917. Royal Navy Police
All RN Police WOs, Senior Ratings and Junior Ratings will wear the following:

a. Shoulder rank slides embroidered on the lower edge with 'RN POLICE'.

b. Regulating Petty Officers and Leading Regulators wear a badge comprising a crown on the right sleeve of their white short-sleeve shirt and woollen jersey. When wearing the white long sleeve shirt, Regulating Police Petty Officers wear the same design as a tie-pin.

c. Masters at Arms wear a badge comprising laurel leaves supporting a crown as a brassard on their right wrist with a white wrist strap. On all occasions of wearing MTP, the white wrist strap is replaced with a brown wrist strap.

d. All RN Police ratings will wear a Royal Navy Police chest flash when wearing a foul weather jacket.

3918. Submarine Badge
The Submarine Badge consists of the QEII commissioning crown sited above a fouled anchor supported on each side by heraldic dolphins. The badge is of gilt and shall be worn by all RN qualified submariner personnel as follows:

a. Blue Uniforms. On the left breast of the reefer jacket between the lapel and the shoulder, horizontal, level with the point of the lapel. The badge should sit 6mm above medal ribbons or medals. On the mess jacket, a miniature badge is worn on the left lapel, 25mm below the point of the lapel, 6mm above miniature medals.

b. White Tunics, Bush Jackets and Khaki/Stone Coloured Uniform. Submarine badges are to be worn in accordance with Para 3915.c.sub para (2).

c. No 3A Uniform. A miniature submarine badge, as worn on Mess Jackets, may be worn, horizontally, in a central position on the tie. The miniature badge is paid for at own expense.

d. No 3B Uniform. Fixed with a 'pin and clutch' attachment, the submarine badge is worn horizontally, 38mm centrally above the left breast pocket.

3919. Royal Navy Deterrent Patrol Pin
The RN Deterrent Patrol Pin consists of an image of HMS Resolution, with superimposed Polaris missile and electron rings signifying the armament and nuclear powered characteristics of the ‘at sea deterrent force’. A scroll beneath the submarine is inscribed with the motto “Always Ready”. The pin is a two level award dependent upon the number of patrols completed by the individual after the initial qualifying patrol (only patrols in excess of 30 days are to be counted as eligible), as detailed below;

(1) Silver. Completed one to nineteen patrols.

(2) Gold. Completed twenty or more patrols.
b. The RN Deterrent Patrol Pin must always be worn in conjunction with the Submarine Badge, and is to be worn by eligible personnel as follows;

(1) **Officers, Warrant Officers and Senior Ratings**

(a) **No 1 Dress.** The 62mm patrol pin is to be worn in the centre and at the top of the left breast pocket, positioned so that the top of the missile is just below the top of the pocket.

(b) **No 2C/3B.** The 62mm patrol pin is to be worn at the top of the left breast pocket, positioned so that the top of the missile is just below the top of the pocket.

(c) **No 3A.** The miniature 42mm patrol pin may be worn on the tie.

(d) **No 2 Dress (Mess Dress).** The miniature 42mm patrol pin is to be worn 6mm below any miniature medals, or 6mm below and positioned on the centre line of the Submariner Badge if no medals are worn.

(2) **Junior Ratings**

(a) **No 1 Dress.** The 62mm patrol pin is to be worn 10mm below medals, with the missile element of the pin positioned on the centre line of the Submariner Badge. When wearing No 1C/1CW the pin is to be worn 10mm below the medal ribbon. If no medals have been awarded, then the pin is to be positioned 20mm below and on the centre line of the Submarine Badge.

(b) **2C/3A/3B.** The 62mm patrol pin is to be worn at the top of the left breast pocket, positioned so that the top of the missile is just below the top of the pocket.

c. The RN Deterrent Patrol Pin is not to be worn with No 3C or No 4 Dress.

3920. **Parachutist Badge**

Qualified military parachutists shall wear the Army pattern parachutist badge, a parachute with wings, to be worn on the right arm 31mm below the shoulder seam, as follows:

a. **No 1 Uniform.** The full sized badge in gold on blue.

b. **No 2 Uniform (Mess Undress).** The miniature badge (length 51mm, height 20mm) gold on blue.

c. **PCS/MTP.** The full-sized badge in white on blue (PCS) or light blue on khaki drill (MTP) worn above the trade badge and 6mm below the shoulder seam on right arm.
3921. **HUMINT Badge**

On successful completion of the Op SAMSON training pipeline, qualified officers and ratings shall wear the HUMINT specialist badge (see Chapter 40 for RM HUMINT Operators). The badge (a gold trident on a black ‘kite’ background) is to be worn on the left forearm, above officers’ or Warrant Officers’ rank insignia (approximately 165mm from the cuff). The badge is to be worn on No 1 and No 2 uniform only (ie. not PCS/MTP or other combat uniform).

3922. **Good Conduct Badges**

Good Conduct Badges are represented by V-shaped stripes, 12.5mm in width at the perpendicular and 127mm across the top of the V; they are worn on the left arm by entitled ratings below the rate of Chief Petty Officer. When worn without a rate badge, the centre of the device is to be midway between the point of the shoulder and the point of the elbow. When more than one Good Conduct Badge is worn, the distance between them at the perpendicular is to be 12.7mm.

3923. **Stars and Crowns**

Stars and Crowns are added to the basic branch and specialist qualification badges to indicate certain classes of qualification as follows:

a. Basic device: on entering a sub-branch.

b. Basic device with star above: on qualifying professionally for Able Rate.

c. Basic device with star above and star below: on qualifying professionally for Leading Rate.

d. Basic device with crown above: on qualifying professionally for Petty Officer.

e. Chief Petty Officers attain no additional professional qualification and wear the basic device with crown above.

3924. **Specialist Qualification Badges**

Badges for additional qualifications and special skills are worn on the right cuff by other ratings as follows (they are not worn by Officers/Warrant Officers):

a. Chief Petty Officers: 6mm above the centre cuff button.

b. Other ratings: 36mm from the end of the sleeve.

**Note.** Specialist qualification badges awarded by other nations may not be worn on Naval Service uniforms.
3925. **Cap Ribbons**

a. Junior Ratings shall ordinarily wear the cap ribbon of the unit to which they are assigned.

b. Junior Ratings not on the trained strength in Phase 1 or Phase 2 training shall, irrespective of branch or trade, wear the cap ribbon of the training establishment to which they are assigned.

c. Junior Ratings who are on the trained strength and assigned to a training establishment for a TEM or other short course, such as LRLC, shall continue to wear the cap ribbon of their permanent unit.

d. Junior Ratings who are on the trained strength and who are assigned to a training establishment for a Career Course shall wear the cap ribbon of that training establishment, except that submariners may continue to wear the 'HM Submarines' cap ribbon and entitled members of the FAA may continue to wear the 'Fleet Air Arm' cap ribbon.

e. Submariners and members of the FAA who are assigned to the permanent staff of a ship's company of any establishment or unit outside of their recognised fighting arm shall ordinarily wear the cap ribbon of that establishment or unit. Personnel may request permission to continue to wear their submariner's or FAA cap ribbon, the matter being at the discretion of the Commanding Officer.

f. Any Junior Rating temporarily loaned to another unit for an exercise, training or operational purposes shall continue to wear the cap ribbon of their permanent unit.

g. Any exceptional circumstances not covered above shall be a matter for the judgement of the local Commanding Officer taking note of the sentiment conveyed in this article.

h. Prior to commissioning, HM Ships should demand a first issue of cap ribbons from the following address:

   WO1 Logs SC, Defence Clothing Team  
   Customer Support Officer (Royal Navy)  
   ELM 0a, Neighbourhood 4  
   MoD Abbey Wood  
   Bristol  
   BS34 8HJ

i. All other requests for new unit cap ribbons should be forwarded to the DC Team fao CSO(RN).

   (1) It is appropriate for units containing significant numbers of junior ratings (more than 20), including Joint service establishments, to have their own cap ribbons in order to promote unit identity and esprit de corps.
(2) Units with less than 20 Junior Ratings where there is no local sponsoring RN establishment will wear an alternate cap ribbon with the text "Royal Navy"; these are available upon request from HMS NELSON Clothing Store. However, exceptions may be allowed when a strong case for individual unit identity exists, and CSO(RN) should be consulted info FXO.

(3) The use of acronyms on cap ribbons is to be avoided wherever possible.

(4) When demanding cap ribbons it is important to quote on the Demand Form the exact form of words required eg. 'HMS SAMPLE'/H.M.S. SAMPLE.

3926. Insignia and Badges Worn with No 4 RN Personal Clothing System (No 4 RNPCS)

   a. Name Tapes. Name tapes are to be sewn along the top of the left breast pocket on the PCS lightweight jacket for all ranks and rates, in line with the "Royal Navy" tape. Name tapes are to contain the surname of the individual only; initials are not permitted. Name tape lettering is to be in 'Helvetica Condensed' font, lettering is to be 15mm in height and the name within the name tape length of 130mm. Names longer than 15-17 characters are to be condensed to fit. In common with the Royal Navy tape, the colouring is to be white lettering on blue background. With names such as ‘McDonald’, a small c can be used on the name tape; the authoritative document will be the nominal list supplied by the unit.

   b. Royal Navy Tape. The 'Royal Navy' tape is pre-sewn along the top of the right breast pocket. The tape will be a standard issue with lettering of 'Helvetica Condensed' font, 15mm in height and contained within the tape length of 120mm. The tape colouring is white lettering on blue background.

   c. Royal Navy White Ensign Badge. The Royal Navy White Ensign badge is pre-sewn onto the left arm. The badge is a standard size of 100mm by 50mm. The badge should be centralised and horizontal when viewed from the left side. Exact vertical position will depend upon the sleeve length and shoulder shape of the individual, but generally the top of the badge should be 70mm below the centre of the shoulder seam at the top of the sleeve.

   d. Branch Badges. Branch badges are to be sewn on the right arm of the PCS jacket between the elbow and shoulder. The badge should be centralised and horizontal when viewed from the right side and is to remain visible if the jacket sleeves are rolled up. Exact vertical position will depend upon the sleeve length and shoulder shape of the individual, but generally the top of the badge should be 70mm below the centre of the shoulder seam at the top of the sleeve (this equates to one fifth of the distance between shoulder and elbow). All ratings currently required to wear a branch badge shall do so, up to and including CPOs. Branch badges are not to be attached on any other part of the uniform.

   e. Submarine Badges. In cloth form, for officers and ratings, Submarine badges are to be sewn directly above and centralised over, the name tape on the left breast.
f. **Aircrew ‘Wings’**. In cloth form, for officers and ratings, Aircrew ‘Wings’ are to be sewn directly above, and centralised over, the name tape on the left breast.

g. **Existing Rank Slides**. Rank Slides will be attached to the front of the PCS jacket. MTP rank slides may not be used. In order to establish uniformity and maintain standards, officers shall wear the left shoulder slide on their lightweight jackets.

h. **Shoulder Flashes**. The wearing of shoulder flashes is authorised for personnel qualified as “Royal Navy Commando” or “Bomb Disposal”. Qualified RN EOD personnel are authorised to wear the EOD operator Joint ‘Bomb’ badge (red bomb on blue background) and qualified members of the Submarine Parachute Assistance Group are authorised to wear ‘Parachute Wings’; these are to be worn centralised on the right arm, the top of the badge being 6mm below the bottom of the trade badge. Communicators who have served with 148 Bty, or other niche groups where they have been awarded ‘Parachute Wings’, are authorised to wear them.

i. **Other Insignia**. In a Joint environment where the Command has permitted RN personnel to wear RNPCS vice MTP, but where the Command also mandates a joint insignia or crest eg. HQ ARRC, such insignia or crests may be worn for the duration of that assignment. Such insignia shall be positioned in keeping with that on MTP (or as close as is reasonably practical) at the discretion of the senior Naval officer. No other specialisation badges, flashes, patches or pins, and no ship, submarine, squadron or unit insignia are to be attached to PCS.

### 3927. Insignia and Badges Worn with Multi Terrain Pattern Clothing System (MTP)

a. A black on green ‘Royal Navy’ flash is to be worn by all RN personnel on both sleeves of all MTP. The flash is to be attached centrally with its upper edge 7mm below the shoulder seams.

b. Additionally, Tactical Recognition Flashes (TRF) may be worn as directed by Force Commanders.

c. All RN Police personnel will wear a black on green ‘Royal Navy Police’ shoulder flash at the top of both sleeves (see Fig 39E-15d). Additionally, dependent on theatre of operations, RNP personnel are authorised to wear the Military Police (MP) badge (see Fig 39E-15c) on the right sleeve only (see Para 3823).

d. On all occasions of wearing MTP, Masters at Arms wear a badge comprising laurel leaves supporting a crown as a brassard on their right wrist with brown wrist strap (in place of the white wrist strap).
ANNEX 39A

RN DRESS TABLES

1. 1A Dress - Formal Dress/Undress

   a. Occasions For Wear:

      (1) When receiving The Sovereign, other Crowned Heads or Heads of State.

      (2) When receiving Royalty unless ordered to the contrary by Fleet Commander.

      (3) Inspections by Flag Officers.

      (4) Funerals, Courts Martial, Divisions and other appropriate Ceremonial Events.

      (5) Full Ceremonial State-Events as ordered.

   b. Description:
<table>
<thead>
<tr>
<th>Admirals</th>
<th>Other Officers</th>
<th>Warrant Officers and Senior Ratings</th>
<th>Junior Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked cap/Tricorn hat (Note 1)</td>
<td>Peaked cap/Tricorn hat (Note 1)</td>
<td>Peaked cap/Tricorn hat (Note 1)</td>
<td>Seaman’s cap (Note 1)</td>
</tr>
<tr>
<td>Ceremonial day coat/Black reefer jacket (Note 2)</td>
<td>Black reefer jacket with sleeve rank lace</td>
<td>Black reefer jacket with rate badges</td>
<td>Black class II jumper</td>
</tr>
<tr>
<td>Gold laced trousers/black trousers/skirt (Note 7)</td>
<td>Black trousers/skirt (Note 7)</td>
<td>Black trousers/skirt (Note 7)</td>
<td>Black class II trousers</td>
</tr>
<tr>
<td>White long sleeved shirt</td>
<td>White long sleeved shirt</td>
<td>White long sleeved shirt</td>
<td>Shirt uniform class II</td>
</tr>
<tr>
<td>Black Tie</td>
<td>Black Tie</td>
<td>Black tie</td>
<td>Seamen’s blue collar</td>
</tr>
<tr>
<td>Black socks/black tights/stockings (Note 7)</td>
<td>Black socks/black tights/stockings (Note 7)</td>
<td>Black socks/black tights/stockings (Note 7)</td>
<td>Black scarf assembly</td>
</tr>
<tr>
<td>Black shoes or mess boots/court shoes</td>
<td>Black shoes or mess boots/court shoes</td>
<td>Black shoes/court shoes</td>
<td>Lanyard</td>
</tr>
<tr>
<td>Sword with Admiral’s scabbard (Note 9)</td>
<td>Sword (Note 3)</td>
<td>Sword (Note 3 &amp; Note 6)</td>
<td>Black socks</td>
</tr>
<tr>
<td>Admiral’s sword belt (Note 9)</td>
<td>Sword belt (Note 3)</td>
<td>Sword belt (Note 3 &amp; Note 6)</td>
<td>Black boots</td>
</tr>
<tr>
<td>White gloves (Note 3)</td>
<td>White gloves (Note 3 &amp; Note 9)</td>
<td>Black boots (Note 3 &amp; Note 5)</td>
<td>White webbing (Note 3 &amp; Note 5)</td>
</tr>
<tr>
<td>Brown gloves (Note 4)</td>
<td>Brown gloves (Note 4)</td>
<td>White webbing (Note 3 &amp; Note 5)</td>
<td>“Frog” and bayonet (Note 3 &amp; Note 5)</td>
</tr>
<tr>
<td>Greatcoat (Note 3)</td>
<td>Greatcoat (Note 3)</td>
<td>Greatcoat (Note 3)</td>
<td>Rifle as appropriate (Note 3 &amp; Note 6)</td>
</tr>
<tr>
<td>Black boots (Note 3 &amp; Note 5)</td>
<td>Sword/rifle and bayonet (Note 6)</td>
<td>Brown gloves (Note 3, Note 4 &amp; Note 10)</td>
<td>Greatcoat (Note 3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Brown gloves (Note 3 &amp; Note 9)</td>
<td></td>
</tr>
</tbody>
</table>
Notes:

1. Worn during religious services by female personnel. Junior Ratings’ chinstays are to be down when armed.

2. Ceremonial Day Coats are worn by members of the Royal Family attaining Flag Rank, First Sea Lord, Admirals of the Fleet, full Admirals and the Defence Services Secretary when a Naval Officer. Officer Uniform Grant Scale 217, 218, 220 payable as appropriate, by Unit HR Cell.

3. Drawn from Loan Pool.

4. Worn only with greatcoat (see Note 8)

5. Worn on ceremonial parade with rifle and by Officers forming a guard with rifles (MMC).

6. Warrant Officer First Class, MAA and nominated Chief Petty Officers will carry black handled swords when escorting a White Ensign Ceremonial Kit (WECK), Senior and Junior Ratings may be armed with rifle and bayonet.

7. Female personnel to wear tights or stockings with skirts, socks are to be worn with trousers.

8. White gloves for ratings may be ordered for bi/tri-Service parades when Officers are to wear brown gloves (see also BRd 1834 Chap 5). The Colour Officer wears white gloves.

9. Only to be worn with the Ceremonial day coat.

10. Warrant Officers only.

c. Decoration/Medals:

   (1) Collar and/or broad Riband.

   (2) Up to 4 stars of orders.

   (3) Up to 3 neck decorations.

   (4) Medals.
1A Dress - Formal Dress/Undress

Figure 39A-1a. Officers

Figure 39A-1b. Warrant Officer 1s

Figure 39A-1c. Senior Ratings

Figure 39A-1d. Junior Ratings
2. **1B Dress - Formal Dress/Undress**

   a. **Occasions for Wear:**

      (1) Inspection by Flag Officers.

      (2) Exchanging visits of ceremony as an alternative to 1A dress.

      (3) Funerals.

      (4) Other occasions as ordered.

   b. **Description:**

<table>
<thead>
<tr>
<th>Officers</th>
<th>Warrant Officers &amp; Senior Ratings</th>
<th>Junior Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked cap/Tricorn hat (Note 1)</td>
<td>Peaked cap/Tricorn hat (Note 1)</td>
<td>Seaman's cap (Note 1)</td>
</tr>
<tr>
<td>Black reefer jacket with sleeve rank lace</td>
<td>Black reefer jacket with rate badges</td>
<td>Black class II jumper</td>
</tr>
<tr>
<td>Black trousers/skirt</td>
<td>Black trouser/skirt</td>
<td>Black class II trousers</td>
</tr>
<tr>
<td>White long sleeved shirt</td>
<td>White long sleeved shirt</td>
<td>Shirt uniform class II</td>
</tr>
<tr>
<td>Black tie</td>
<td>Black tie</td>
<td>Seaman's blue collar</td>
</tr>
<tr>
<td>Black socks/black tights/stockings</td>
<td>Black socks/black tights/stockings</td>
<td>Black scarf assembly</td>
</tr>
<tr>
<td>Black shoes or mess boots/court shoes</td>
<td>Black shoes/court shoes</td>
<td>Lanyard</td>
</tr>
<tr>
<td>Greatcoat (Note 2)</td>
<td>Greatcoat (Note 2)</td>
<td>Black socks</td>
</tr>
<tr>
<td>Brown gloves (Note 3)</td>
<td></td>
<td>Black shoes</td>
</tr>
</tbody>
</table>

   | | | Greatcoat (Note 2) |

   **Notes:**

1. *Worn by female personnel during religious services.*

2. *Optional - drawn from Loan Pool.*

3. *Worn only with greatcoat.*
c. **Decorations/Medals:**

(1) Up to 2 stars of orders.

(2) 1 neck decoration.

(3) Medals.

**1B Dress - Formal Dress/Undress**

**Figure 39A-2a. Officers**

**Figure 39A-2b. Warrant Officers and Senior Ratings**
Figure 39A-2c. Junior Ratings
3. **1C Dress - Formal Dress/Undress**

   a. **Occasions for Wear:**

      (1) Memorial Services unless ordered to the contrary by the convening authority.

      (2) Officers of the Day.

      (3) Other occasions of duty or minor ceremonials.

      (4) Hosting of VIP visits and certain RNIPE events when ordered.

   b. **Description:**

<table>
<thead>
<tr>
<th>Officers</th>
<th>Warrant Officers &amp; Senior Ratings</th>
<th>Junior Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked cap/Tricorn hat (see Note)</td>
<td>Peaked cap/Tricorn hat (see Note)</td>
<td>Seaman’s cap (see Note)</td>
</tr>
<tr>
<td>Black reefer jacket with sleeve rank lace</td>
<td>Black reefer jacket with rate badges</td>
<td>Black class II jumper</td>
</tr>
<tr>
<td>Black trousers/skirt</td>
<td>Black trousers/skirt</td>
<td>Black class II trousers</td>
</tr>
<tr>
<td>White long sleeved shirt</td>
<td>White long sleeved shirt</td>
<td>Shirt uniform class II</td>
</tr>
<tr>
<td>Black tie</td>
<td>Black tie</td>
<td>Seaman’s blue collar</td>
</tr>
<tr>
<td>Black socks/stockings</td>
<td>Black socks/stockings</td>
<td>Black scarf assembly</td>
</tr>
<tr>
<td>Black shoes or mess boots/court shoes</td>
<td>Black shoes/court shoes</td>
<td>Lanyard</td>
</tr>
<tr>
<td>Optional raincoat</td>
<td>Optional raincoat</td>
<td>Black socks</td>
</tr>
<tr>
<td>Optional brown gloves</td>
<td></td>
<td>Black shoes</td>
</tr>
</tbody>
</table>

**Note.** Remain worn by female personnel during religious services.

c. **Decorations/Medals:** Medal ribbons.
1C Dress - Formal Dress/Undress

Figure 39A-3a. Officers (Male)  
Figure 39A-3b. Officers (Female)

Figure 39A-3c. Warrant Officers and Senior Ratings  
Figure 39A-3d. Junior Rating (Female)  
Figure 39A-3e. Junior Rating (Male)
4. **2A Dress - Formal Evening Mess Dress**

   a. **Occasions for Wear:**

      (1) Official or Public Balls, Dinners and Evening Receptions of the Formal Nature.

      (2) Full Ceremonial Evening Events.

   b. **Description:**

<table>
<thead>
<tr>
<th></th>
<th>Admirals</th>
<th>Other Officers</th>
<th>Warrant Officers and Senior Ratings</th>
<th>Junior Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked cap/Tricorn hat (Note 1)</td>
<td>Peaked cap/Tricorn hat (Note 1)</td>
<td>Warrant Officers &amp; Senior Ratings wear 1C or 2B rig as directed.</td>
<td>As for 1C rig</td>
<td></td>
</tr>
<tr>
<td>Dress tail coat with sleeve rank lace (Note 2)</td>
<td>Black mess jacket with sleeve rank lace (Note 2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gold laced trousers/skirt (Note 4)</td>
<td>Black mess trousers/skirt (Note 4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stiff fronted shirt with detached wing collar (Note 3)</td>
<td>White Marcella shirt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black bow-tie</td>
<td>Black bow-tie</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White waistcoat/black cummerbund (Note 5 &amp; Note 6)</td>
<td>White waistcoat/black cummerbund (Note 5 &amp; Note 6)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black socks/black tights/stockings</td>
<td>Black socks/black tights/stockings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black shoes or mess boots/court shoes</td>
<td>Black shoes or mess boots/court shoes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Notes:

1. Optional at discretion of organising authority.

2. Dress tailcoat is an optional alternative to black mess jacket for Officers of the rank of Captain and above.

3. Soft white Marcella shirt may, optionally, be worn.

4. Gold-laced trousers are an optional alternative to black mess trousers (for wear with either dress tailcoat or black mess jacket) for Officers of the rank of Captain and above.

5. Cummerbund optional for female Officers in place of white waistcoat.

6. Old style of female mess dress may be worn until replaced by new pattern.

c. Decorations/Medals:

(1) Broad riband.

(2) Up to 4 stars of orders.

(3) One neck decoration.

(4) Miniature medals.
2A Dress - Formal Evening Mess Dress

Figure 39A-4a. Officers (Male)  
Figure 39A-4b. Officers (Female)  
Figure 39A-4c. Warrant Officers and Senior Ratings  
Figure 39A-4d. Junior Ratings
5. **2B Dress - Evening Mess Undress**

   a. **Occasions for Wear:**
      
      (1) Dinner when 2A dress is not appropriate.
      
      (2) Evening dances and entertainments.
      
      (3) Evening duties.

   b. **Description**

<table>
<thead>
<tr>
<th>Officers</th>
<th>Warrant Officers &amp; Senior Ratings</th>
<th>Junior Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked Cap/Tricorn hat (Note 1)</td>
<td>Peaked cap/Tricorn hat (Note 1)</td>
<td>Peaked cap/Tricorn hat (Note 1)</td>
</tr>
<tr>
<td>Black mess jacket with sleeve rank lace (Note 2 &amp; Note 6)</td>
<td>Black reefer jacket with rate badges</td>
<td>Black mess jacket with rate badges (Note 6)</td>
</tr>
<tr>
<td>Black mess trousers/skirt (Note 2, Note 3 &amp; Note 6)</td>
<td>Black trousers/skirt</td>
<td>Black mess trousers/skirt (Note 6)</td>
</tr>
<tr>
<td>Black waistcoat/black cummerbund (Note 4 &amp; Note 5)</td>
<td>-</td>
<td>Black cummerbund (Note 4)</td>
</tr>
<tr>
<td>White Marcella shirt</td>
<td>White long sleeved shirt</td>
<td>White Marcella shirt</td>
</tr>
<tr>
<td>Black bow-tie</td>
<td>Black bow-tie</td>
<td>Black bow-tie</td>
</tr>
<tr>
<td>Black socks/black tights/stockings (Note 6)</td>
<td>Black socks/black tights/stockings</td>
<td>Black socks/black tights/stockings (Note 6)</td>
</tr>
<tr>
<td>Black court shoes or mess boots/court shoes (Note 6)</td>
<td>Black shoes/court shoes</td>
<td>Black shoes/court shoes (Note 6)</td>
</tr>
</tbody>
</table>
Notes:

1. Optional at discretion of Command unless Duty.

2. Dress tailcoat is an optional alternative to black mess jacket for Officers of the rank of Captain and above.

3. Gold laced trousers are an optional alternative to black mess trousers (for wear with either dress tailcoat or black mess jacket) for Officers of the rank of Captain and above.

4. Cummerbund optional in place of black waistcoat onboard HM Ships or exceptionally when approved by Command. A Ship’s cummerbund may be worn in lieu of plain black.

5. Old style of female mess dress may be worn until replaced by new pattern.

6. A kilt with accoutrements may be worn optionally by personnel in place of black mess trousers, black socks and shoes. Long tartan skirts may also be worn by female personnel.

7. Senior Ratings who have been eligible to receive (ie. those promoted Petty Officer after 1 Apr 09) and claimed the grant for the purchase of Mess Dress Uniform are to wear such uniform, as required by the Mess occasion.

c. Decorations/Medals:

(1) Up to 2 stars of orders.

(2) One neck decoration.

(3) Miniature medals.
2B Dress - Evening Mess Undress

Figure 39A-5a. Officers

Figure 39A-5b. Warrant Officers and Senior Ratings (Mess Kit)

Figure 39A-5c. Warrant Officers and Senior Ratings (1C if Mess Kit not available)

Figure 39A-5d. Junior Ratings
6. **2C Dress - Formal Evening Dress/Undress**

   a. **Occasions for Wear:**
      
      (1) “Red Sea Rig” at sea.

      (2) Official Receptions and events in HM Ships in tropical climes when No 2A/Bs are impractical.

      (3) Informal evening uniform in ships and establishments.

   b. **Description:**

      | Officers          | Warrant Officers & Senior Ratings | Junior Ratings |
      |-------------------|-----------------------------------|----------------|
      | Peaked cap/Tricorn hat (Note 1) | Peaked cap/Tricorn hat (Note 1) | Seaman’s cap (Note 1) |
      | Shoulder rank boards | Shoulder rate slides (Note 3)     | Shoulder rate slides |
      | White short sleeved shirt | White short sleeved shirt       | White short sleeved shirt |
      | Cummerbund (Note 2)    | Cummerbund (Note 2)             | Black trousers/skirt   |
      | Black trousers/skirt   | Black trousers/skirt            | Black socks/black tights/stockings |
      | Black socks/black tights/stockings | Black socks/black tights/stockings | Black shoes |
      | Black shoes or mess boots/court shoes | Black shoes/court shoes |

   Notes:

   1. *Unless Duty, the wearing of the cap/Tricorn hat is optional at discretion of Command.*

   2. *A Ship’s cummerbund may be worn in lieu of plain black.*

   3. *Shoulder boards may be worn in lieu of slides.*

   c. **Decorations/Medals:** None.
2C Dress - Formal Evening Dress/Undress

Figure 39A-6a. Officers

Figure 39A-6b. Warrant Officers and Senior Ratings

Figure 39A-6c. Junior Ratings
7. **3A Dress - General Duty Rig**

a. **Occasions for Wear:**

   (1) Semi-formal day rig, worn ashore and afloat.

   (2) Principal daily working rig for Officers and Warrant Officers.

   (3) Can be worn throughout the year.

b. **Description:**

<table>
<thead>
<tr>
<th>Officers</th>
<th>Warrant Officers &amp; Senior Ratings</th>
<th>Junior Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked cap/beret/Tricorn hat</td>
<td>Peaked cap/beret – See notes below /Tricorn hat</td>
<td>No equivalent rig</td>
</tr>
<tr>
<td>White long sleeved shirt</td>
<td>White long sleeved shirt</td>
<td></td>
</tr>
<tr>
<td>Shoulder rank slides</td>
<td>Shoulder rate slides</td>
<td></td>
</tr>
<tr>
<td>Black tie</td>
<td>Black tie</td>
<td></td>
</tr>
<tr>
<td>Black trousers/skirt</td>
<td>Black trousers/skirt</td>
<td></td>
</tr>
<tr>
<td>Black socks/black tights/stockings</td>
<td>Black socks/black tights/stockings</td>
<td></td>
</tr>
<tr>
<td>Black shoes/court shoes</td>
<td>Black shoes/court shoes</td>
<td></td>
</tr>
</tbody>
</table>
Notes:

1. The wearing of Berets is optional only on the following occasions:
   
a. When travelling to or from units and/or whereby a cap or tricorn hat may suffer damage in one’s luggage.

b. By FOST Staff in the course of their duties.

c. At Air Stations if the wearing of caps is deemed unsafe or inappropriate.

d. At CO’s discretion when deemed appropriate.

2. The routine wearing of berets with No.3 uniform in Shore Establishments is not permitted.

3. A leather flying jacket of the standard approved pattern may be purchased at personal expense and worn by all Aircrew with No 3A Dress or No 5 Dress (Mk16A/B or Mk17A/B one-piece flying coverall only (see Para 12)) . If worn, the jacket zip slider is to be zipped up to at least 10cm from the top zip stop. In order to ensure uniformity on specific occasions, Commanding Officers should direct when leather flying jackets may not be worn. Clothing permissible for use in aircraft is governed by the aircraft’s Release to Service and is not superseded by this Order.

c. Decorations/Medals: None.
3A Dress - General Duty Rig

Figure 39A-7a. Officers (Female)

Figure 39A-7b. Officers (Male)

Figure 39A-7c. Warrant Officers and Senior Ratings

Figure 39A-7d. Leather Jacket and No3s
8. 3B Dress - General Duty Rig

a. **Occasions For Wear:**

   1. Informal day rig worn ashore and afloat.
   2. May be worn by officers afloat at discretion of Command.
   3. Can be worn throughout the year.

b. **Description:**

<table>
<thead>
<tr>
<th>Officers</th>
<th>Warrant Officers &amp; Senior Ratings</th>
<th>Junior Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked cap/beret/Tricorn hat</td>
<td>Peaked cap/beret – See note 1/2 at para 7. /Tricorn hat</td>
<td>Beret/seaman's cap</td>
</tr>
<tr>
<td>White short sleeved shirt</td>
<td>White short sleeved shirt</td>
<td>White short sleeved shirt</td>
</tr>
<tr>
<td>Shoulder rank boards or rank slides</td>
<td>Shoulder rate slides (Note)</td>
<td>Shoulder rate slides</td>
</tr>
<tr>
<td>Black trousers/skirt</td>
<td>Black trousers/skirt</td>
<td>Black trousers/skirt</td>
</tr>
<tr>
<td>Black socks/black tights /stockings</td>
<td>Black socks/black tights /stockings</td>
<td>Black socks/black tights /stockings</td>
</tr>
<tr>
<td>Black shoes/court shoes</td>
<td>Black shoes/court shoes</td>
<td>Black shoes/court shoes</td>
</tr>
</tbody>
</table>

**Note.** Shoulder boards may be worn in lieu of slides.

c. **Decorations/Medals:** None.
3B Dress - General Duty Rig

Figure 39A-8a. Officers

Figure 39A-8b. Warrant Officers and Senior Ratings

Figure 39A-8c. Junior Ratings (Male)

Figure 39A-8d. Junior Ratings (Female)
9. **3C Dress - General Duty Rig**

a. **Occasions for Wear:**
   
   (1) Semi-formal day rig worn ashore and afloat.
   
   (2) Can be worn throughout the year.

b. **Description:**

<table>
<thead>
<tr>
<th>Officers</th>
<th>Warrant Officers &amp; Senior Ratings</th>
<th>Junior Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jersey worn over 3A dress</td>
<td>Jersey worn over 3A dress</td>
<td>Jersey worn over 3B dress with shirt collar out.</td>
</tr>
<tr>
<td></td>
<td>See Note 1 and Note 2 at para 7.</td>
<td></td>
</tr>
</tbody>
</table>

c. **Decorations/Medals:** None.
3C Dress - General Duty Rig

**Figure 39A-9a. Officers**

**Figure 39A-9b. Warrant Officers and Senior Ratings**

**Figure 39A-9c. Junior Ratings**

a. **Background.** RNPCS replaces the No 4 (AWD) uniform. No 4 (PCS) is a layered system for multi-climate wear.

b. **Occasions For Wear:**

   (1) Action Working Dress.

   (2) Daily Working Rig at sea.

   (3) Daily Working Rig alongside for JRs, and Officers/SRs when required.

   (4) Daily Working Rig ashore in assignments when MTP would previously have been worn.


c. **Description:**

<table>
<thead>
<tr>
<th>All Ranks and Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy blue T shirt.</td>
</tr>
<tr>
<td>Blue fire retardant light weight jacket (tucked in).</td>
</tr>
<tr>
<td>Blue fire retardant trousers with blue stable belt.</td>
</tr>
<tr>
<td>Blue fire retardant shorts with blue stable belt. See Note 3.</td>
</tr>
<tr>
<td>Black socks.</td>
</tr>
<tr>
<td>Black boots. (Boots DMS at sea and in port, high leg boots as armed sentry or when deployed ashore. Trouser ties to be used with high leg boots).</td>
</tr>
<tr>
<td>Beret (Peaked Cap/Seaman’s Cap for parade/ceremonial purposes only – see Note 1 and Note 2)</td>
</tr>
<tr>
<td>Optional blue micro fleece to be worn over T shirt and under light weight jacket.</td>
</tr>
<tr>
<td>Optional foul weather jacket and trousers worn over light weight jacket and trousers (hood of foul weather jacket to be rolled away – hood is only to be used in extreme conditions when authorised by Command).</td>
</tr>
</tbody>
</table>
## No 4R – Relaxed Daily Working Dress - Options below

<table>
<thead>
<tr>
<th>May be authorised by Command at sea or, exceptionally, for working parties in hot conditions (&gt;29 deg C) in harbour (not outside confines of jetty). Although the options below are permitted at Command discretion, consideration should always be made towards the potential for personnel appearing in the public domain. If there is a likelihood of public visibility and/or photographs being taken of the Ship and Ship’s Coy, PCS 4R options should not be used (eg. Ship Open to Visitors, VIP Visits with high levels of Media coverage). In these cases, personnel should limit any 4R options to between/below decks with full/correctly worn PCS being worn above decks or in the public eye.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Weight jacket may be relaxed to an ‘untucked’ position at the discretion of the Command when operating in areas of extreme heat (&gt;29 Deg C). Additionally, jacket may be fully relaxed with individuals wearing T shirt only or T shirt and micro fleece.</td>
</tr>
<tr>
<td>Blue fire retardant trousers with blue stable belt</td>
</tr>
<tr>
<td>Black socks</td>
</tr>
<tr>
<td>Black boots</td>
</tr>
<tr>
<td>Command may allow optional baseball cap at sea</td>
</tr>
<tr>
<td>Caveats:</td>
</tr>
<tr>
<td>COs may allow 4R where it is unlikely that immediate firefighting is required. Light weight jacket must be readily available for basic firefighting. Commands may authorise unit specific T shirts provided that they are cotton navy blue.</td>
</tr>
</tbody>
</table>

### Notes:

1. Seaman’s Cap, Peaked Cap and Tricorn Hat may be worn with No.4 PCS (or AWD) for ceremonial purposes. For guidance, the following situations are deemed as ‘ceremonial’:
   a. Parade or Guard duties/training.
   b. Colours/Sunset party.
   c. Entering/Leaving Harbour (Bridge, POS Safety personnel only. No sailor acting as a POS hand working ropes/lines/fenders should wear a Seaman’s Cap).
   d. Attendance at Church or similar religious/remembrance services.
   e. Formal Rounds Parties.
Notes: (Continued)

2. The wearing of caps for the following situations is not permitted:

   a. Gangway Welcome parties.

   b. Walking the upper deck or Jetty for routine purposes.

   c. Routine movement within a Shore Establishment unless directly involved in Guard/Parade duties.

3. Blue shorts are permitted for MCMV crews only when deployed in the Gulf Regions.

d. Decorations/Medals: None.
No 4 Dress – RN Personal Clothing System (RNPCS)

Figure 39A-10. All Ranks and Rates

Figure 39A-10a. Daily Working Dress

Figure 39A-10b. Daily Working Dress (Optional Micro-Fleece)

Figure 39A-10c. Daily Working Dress (Optional Foul Weather Jacket)
Figure 39A-10d. Daily Working Dress (Armed Sentry – Trousers Detail)

Figure 39A-10e. Daily Working Dress (Optional Baseball Cap)
11. 4 Dress - Action Working Dress (AWD)

   a. No 4 AWD is only to be worn where No 4 PCS is not yet issued.

   b. **Occasions For Wear:**

   (1) Action working dress.

   (2) Daily working rig at sea.

   (3) Daily working rig alongside for JRs, and Officers/SRs when required.

   (4) Daily working rig ashore in assignments when MTP would previously have been worn.

   c. **Description:**

<table>
<thead>
<tr>
<th>Officers</th>
<th>Warrant Officers &amp; Senior Ratings</th>
<th>Junior Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked cap/beret/Tricorn hat</td>
<td>Peaked cap/beret/Tricorn hat – See Note 1 and Note 2 above at para 10.</td>
<td>Beret/seaman's cap</td>
</tr>
<tr>
<td>Jersey optional</td>
<td>Jersey optional</td>
<td>Jersey optional</td>
</tr>
<tr>
<td>Blue Shirt AWD</td>
<td>Blue Shirt AWD</td>
<td>Blue Shirt AWD</td>
</tr>
<tr>
<td>Blue working fire retardant shirt</td>
<td>Blue working fire retardant shirt</td>
<td>Blue working fire retardant shirt</td>
</tr>
<tr>
<td>Shoulder rank slides</td>
<td>Shoulder rate slides</td>
<td>Shoulder rate slides</td>
</tr>
<tr>
<td>Blue working fire retardant trousers</td>
<td>Blue working fire retardant trousers</td>
<td>Blue working fire retardant trousers</td>
</tr>
<tr>
<td>Trouser Blue AWD</td>
<td>Trouser Blue AWD</td>
<td>Trouser Blue AWD</td>
</tr>
<tr>
<td>Black socks</td>
<td>Black socks</td>
<td>Black socks</td>
</tr>
<tr>
<td>Black non-slip shoes/boots</td>
<td>Black non-slip shoes/boots</td>
<td>Black non-slip shoes/boots</td>
</tr>
</tbody>
</table>

   d. **Decorations/Medals:** None.
4 Dress - Action Working Dress (AWD)

Figure 39A-11a. Officers

Figure 39A-11b. Warrant Officers and Senior Ratings

Figure 39A-11c. Junior Ratings
12. **5 Dress - Working Rigs**

a. **Occasions for Wear**: Job specific working rigs worn at sea and ashore.

b. **Description**:

<table>
<thead>
<tr>
<th>Officers and all Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Occupational working rigs worn at sea and ashore for specific tasks (all ranks) (e.g. chefs, divers, boats crews, etc)</td>
</tr>
<tr>
<td>2. This includes Multi Terrain Pattern; see Note 4.</td>
</tr>
</tbody>
</table>

**Notes:**

1. *White coveralls may be worn by Officers and Warrant Officers and FOST staff when working in sterile environments as required.*

2. *Flight Deck Officers x 2 White Coveralls.*

3. *QARNNS new ward clinical uniform x 5 jacket and trousers. Compulsory for QARNNS Officers, Warrant Officers, Senior Ratings and Junior Ratings. Student Nurses under training will wear this uniform when on clinical placements.*

4. *For General Duty Dress: combat jacket (or shirt) is to be worn tucked inside the trouser waistband; sleeves are to be rolled up to above the elbow; only brown issued T-shirts are to be worn. For Combat Dress: (operations or exercise in the field) combat jacket may be worn loose, sleeves may be rolled up or down.*

5. *A leather flying jacket of the standard approved pattern may be purchased at personal expense and worn by all Aircrew with No 5 Dress (Mk16A/B or Mk17A/B one-piece flying coverall only or No 3A Dress or (see Para 7)). If worn, the jacket zip slider is to be zipped up to at least 10cm from the top zip stop. In order to ensure uniformity on specific occasions, Commanding Officers should direct when leather flying jackets may not be worn. Clothing permissible for use in aircraft is governed by the aircraft’s Release to Service and is not superseded by this Order.*

c. **Decorations/Medals**: None.
No 5 Dress - Working Rigs

Officers and All Ratings

Figure 39A-12a. Flight Deck Rating

Figure 39A-12b. Overalls

Figure 39A-12c. Aircrew Leather Jacket and Flying Overalls
Figure 39A-12d

Figure 39A-12e

QARNNS Officers and Ratings
Figure 39A-12f. Clinical Uniform Officer (Female)
Figure 39A-12g. Clinical Uniform Officer (Male)
Figure 39A-12h. Clinical Uniform Rate (Female)
13. 1AW Dress - Formal Dress/Undress White

a. **Occasions for Wear:**

(1) When receiving The Sovereign, other crowned heads or heads of state.

(2) When receiving royalty unless ordered to the contrary by the relevant Regional Commander/Defence Attaché.

(3) Full ceremonial state events as ordered.

(4) Inspections by Flag officers.

(5) Funerals, courts martial, divisions and other appropriate ceremonial events.

b. **Description:**

<table>
<thead>
<tr>
<th>Officers</th>
<th>Warrant Officers &amp; Senior Ratings</th>
<th>Junior Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked cap/Tricorn hat (Note 1)</td>
<td>Peaked cap/Tricorn hat (Note 1)</td>
<td>Seaman's cap (Note 1)</td>
</tr>
<tr>
<td>Bush jacket (Note 2)</td>
<td>Bush jacket (Note 2)</td>
<td>White class II jacket (C/W blue on white badges)</td>
</tr>
<tr>
<td>White trousers/skirt (Note 3)</td>
<td>White trousers/skirt (Note 3)</td>
<td>White class II trousers (Note 3)</td>
</tr>
<tr>
<td>Shoulder rank boards</td>
<td>Shoulder rate slides/rate badges</td>
<td>Shirt uniforms class II</td>
</tr>
<tr>
<td>White socks</td>
<td>White socks</td>
<td>Seaman's blue collar</td>
</tr>
<tr>
<td>White shoes/white court shoes</td>
<td>White shoes/white court shoes</td>
<td>Black scarf assembly</td>
</tr>
<tr>
<td>Sword with scabbard (Note 4)</td>
<td>Sword with scabbard (Note 4 and Note 6)</td>
<td>Lanyard</td>
</tr>
<tr>
<td>Sword belt (Note 4)</td>
<td>Sword belt (Note 4 and Note 6)</td>
<td>White socks</td>
</tr>
<tr>
<td>Black Socks (Note 5)</td>
<td>Black socks (Note 5)</td>
<td>White shoes</td>
</tr>
<tr>
<td>Black Boots (Note 5)</td>
<td>Black boots (Note 5)</td>
<td>Black socks (Note 5)</td>
</tr>
<tr>
<td>White webbing (Note 4 &amp; Note 5)</td>
<td>Black boots or shoes as ordered (Note 5)</td>
<td></td>
</tr>
<tr>
<td>White gloves (Note 4 &amp; Note 7)</td>
<td>White webbing (Note 4 &amp; Note 5)</td>
<td></td>
</tr>
<tr>
<td>Rifle and bayonet (Note 5 and Note 6)</td>
<td>“Frog” and bayonet (Note 4 &amp; Note 5)</td>
<td></td>
</tr>
<tr>
<td>Rifle as appropriate (Note 4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White gloves (Note 4 &amp; Note 7)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Notes:

1. Remain worn by female personnel during religious services. Junior ratings’ chin stays to be down when armed.

2. White tunic may be worn by Officers of Flag rank and certain members of staff, Commodores, Captains, Commanders in command, certain members of Flag Officers’ staffs, Executive Officers of major warships, Attaches, Advisors, British Naval Staff overseas and Officers in certain exchange appointments. Also by other Officers, Warrant Officers and Senior Ratings when required to conform with accepted international standards of dress on state or major ceremonial occasions as directed by the State Ceremonial Training Officer at HMS COLLINGWOOD.

3. Skin toned tights or stockings are optional with skirts; white socks are to be worn with trousers.

4. Drawn from Loan Pool.

5. Worn on ceremonial parades when carrying rifle and by Officers forming a guard with rifles.

6. Warrant Officers First Class, MAAs and nominated Chief Petty Officers will carry black handled swords/cutlass when escorting a WECK. Senior and Junior Ratings may be armed with rifle and bayonet.

7. White gloves may be ordered for tri-service parades.

8. All personnel are to wear white or light coloured, inconspicuous underwear with white uniforms.

e. Decorations/Medals:

   (1) Collar and/or broad Riband.

   (2) Up to 4 stars of orders.

   (3) Up to 3 neck decorations.

   (4) Medals.
1AW Dress - Formal Dress/Undress White

Figure 39A-13a. Officers

Figure 39A-13b. Warrant Officers and Senior Ratings

Figure 39A-13c. Senior Ratings

Figure 39A-13d. Junior Ratings
14. 1BW Dress - Formal Dress/Undress White

a. Occasions For Wear:

(1) Inspections by Flag Officers.

(2) Ceremonial exchange visits as an alternative to 1A dress.

(3) Funerals.

(4) Other occasions as ordered.

b. Description:

<table>
<thead>
<tr>
<th>Officers</th>
<th>Warrant Officers &amp; Senior Ratings</th>
<th>Junior Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked cap/Tricorn hat (Note 1)</td>
<td>Peaked cap/Tricorn hat (Note 1)</td>
<td>Seaman's cap (Note 1)</td>
</tr>
<tr>
<td>Bush jacket (Note 2)</td>
<td>Bush jacket (Note 2)</td>
<td>White class II jumper</td>
</tr>
<tr>
<td>White trousers/skirt</td>
<td>White trousers/skirt</td>
<td>White class II trousers</td>
</tr>
<tr>
<td>Shoulder rank boards</td>
<td>Shoulder rate slides</td>
<td>C/W badges</td>
</tr>
<tr>
<td>White socks</td>
<td>White socks</td>
<td>Shirt uniform class II</td>
</tr>
<tr>
<td>White shoes/white court shoes</td>
<td>White shoes/white court shoes</td>
<td>Seaman’s blue collar</td>
</tr>
</tbody>
</table>

White shoes/white court shoes
- Black scarf assembly
- Lanyard
- White socks
- White shoes
Notes:

1. Remain worn by female personnel during religious services.

2. White tunic ("Prestige Suit") may be worn by Officers of Flag rank and certain members of staff, Commodores, Captains, Commanders in Command, Executive Officers of major warships, Attaches, Advisors, British Naval Staff overseas and Officers in certain exchange appointments. Also by other Officers, Warrant Officers and Senior Ratings when required to conform with accepted international standards of dress on state or major ceremonial occasions as directed by Fleet Commander after consultation with Navy Command Executive Team and Navy Logistics Service Clothing Policy Desks.

3. All personnel are to wear white or light coloured, inconspicuous underwear with white uniforms.

4. Skin toned tights or stockings are optional with skirts; white socks are to be worn with trousers.

c. Decorations/Medals:

(1) Up to 2 stars of orders.

(2) 1 neck decoration.

(3) Medals.
1BW Dress - Formal Dress/Undress White

Figure 39A-14a. Officers

Figure 39A-14b. Warrant Officers and Senior Ratings

Figure 39A-14c. Junior Ratings
15. 1CW Dress - Formal Dress/Undress White

a. **Occasions for Wear:**

(1) Memorial Services unless ordered to the contrary by the convening authority.

(2) Occasions of duty or minor ceremonial.

(3) Hosting of VIP visits and certain RNIPE events when ordered.

(4) Officers of the Day.

b. **Description:**

<table>
<thead>
<tr>
<th>Officers</th>
<th>Warrant Officers &amp; Senior Ratings</th>
<th>Junior Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked cap/Tricorn hat</td>
<td>Peaked cap/Tricorn hat</td>
<td>Seaman’s cap (Note 1)</td>
</tr>
<tr>
<td>(Note 1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bush jacket</td>
<td>Bush Jacket</td>
<td>White class II jacket</td>
</tr>
<tr>
<td>White trousers/skirt</td>
<td>White trousers/skirt</td>
<td>White class II trousers</td>
</tr>
<tr>
<td>Shoulder rank boards</td>
<td>Shoulder Rate Slides</td>
<td>Shirt uniform class II</td>
</tr>
<tr>
<td>White socks</td>
<td>White socks</td>
<td>Seaman’s blue collar</td>
</tr>
<tr>
<td>White shoes/white court shoes</td>
<td>White shoes/white court shoes</td>
<td>Black scarf assembly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lanyard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>White socks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>White shoes</td>
</tr>
</tbody>
</table>

Notes:

1. Remain worn by female personnel during religious services.

2. Black shoes and raincoats may be worn in inclement weather.

3. All personnel are to wear white or light coloured, inconspicuous underwear with white uniforms.

4. Skirt optional in tropical climates (> 30°C is to be considered as a guide).

5. Skin toned tights or stockings are optional with skirts; white socks are to be worn with trousers.

c. **Decorations/Medals:** Medal ribbons.
1CW Dress - Formal Dress/Undress White

Figure 39A-15a. Officers

Figure 39A-15b. Officers – Skirt Optional

Figure 39A-15c. Warrant Officers and Senior Ratings

Figure 39A-15d. Junior Ratings
16. 2AW Dress - Formal Evening Dress/Undress White

a. **Occasions for Wear:**

(1) Official or public balls, dinners and evening receptions of the formal nature.

(2) Full ceremonial evening events.

b. **Description:**

<table>
<thead>
<tr>
<th></th>
<th>Admirals</th>
<th>Other Officers</th>
<th>Warrant Officers &amp; Senior Ratings</th>
<th>Junior Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked cap/Tricorn hat (Note 1)</td>
<td>Peaked cap/Tricorn hat (Note 1)</td>
<td>1CW or optional 2BW white rig</td>
<td>As for 1CW rig</td>
<td></td>
</tr>
<tr>
<td>White mess jacket with shoulder rank boards</td>
<td>White mess jacket with shoulder rank boards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gold laced trousers/skirt (Note 3)</td>
<td>Black mess trousers/skirt (Note 3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stiff fronted shirt with detached wing collar (Note 2)</td>
<td>White Marcella shirt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black bow-tie</td>
<td>Black bow-tie</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White waistcoat/black cummerbund (Note 4)</td>
<td>White waistcoat/black cummerbund (Note 4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black socks/black tights/stockings</td>
<td>Black socks/black tights/stockings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black shoes or mess boots/court shoes</td>
<td>Black shoes or mess boots/court shoes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. Optional at discretion of command unless Duty.

Soft white Marcella shirt may optionally be worn.

Gold laced trousers are optional for Officers of the rank of Captain and above.

Cummerbund worn by female Officers, white waistcoat by male Officers.

All personnel are to wear white or light coloured, inconspicuous underwear with white uniforms.
c. **Decorations/Medals:**

(1) Broad riband.

(2) Up to 4 stars of orders.

(3) One neck decoration.

(4) Miniature medals.

2AW Dress- Formal Evening Dress/Undress White

Figure 39A-16a. Officers

Figure 39A-16b. Warrant Officers and Senior Ratings
Figure 39A-16c. Junior Ratings
17. 2BW Dress - Formal Evening Dress/Undress White

a. **Occasions for Wear:**

   (1) Dinner when 2A dress is not appropriate.

   (2) Evening dances and entertainments.

   (3) Officer of the Day and other evening duties.

b. **Description:**

<table>
<thead>
<tr>
<th>Officers</th>
<th>Warrant Officers &amp; Senior Ratings 1CW or optionally:</th>
<th>Junior Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked cap/Tricorn hat (Note 1)</td>
<td>Peaked cap/Tricorn hat (Note 1)</td>
<td>As for 1CW rig</td>
</tr>
<tr>
<td>White mess jacket with shoulder rank boards</td>
<td>White mess jacket with miniature rate badges</td>
<td></td>
</tr>
<tr>
<td>Black mess trousers/skirt (Note 2 &amp; Note 4)</td>
<td>Black mess trousers/skirt (Note 4)</td>
<td></td>
</tr>
<tr>
<td>Black cummerbund (Note 3)</td>
<td>White Marcella shirt</td>
<td></td>
</tr>
<tr>
<td>White Marcella shirt</td>
<td>Black cummerbund (Note 3)</td>
<td></td>
</tr>
<tr>
<td>Black bow-tie</td>
<td>Black bow-tie</td>
<td></td>
</tr>
<tr>
<td>Black socks/black tights/stockings (Note 4)</td>
<td>Black socks/black tights/stockings (Note 4)</td>
<td></td>
</tr>
<tr>
<td>Black shoes or mess boots/court shoes (Note 4)</td>
<td>Black shoes or mess boots/court shoes (Note 4)</td>
<td></td>
</tr>
</tbody>
</table>
Notes:

1. Optional at discretion of Command unless Duty.

2. Gold laced trousers are optional for male Officers of the rank of Captain and above.

3. Cummerbund to be worn by female Officers, black waistcoat worn by male Officers. Black waistcoat may be relaxed to cummerbund at discretion of Command.

4. Kilt with accoutrements may optionally be worn by male personnel in place of black mess trousers, black socks and shoes. Long skirts may similarly be worn by female personnel.

5. All personnel are to wear white or light coloured, inconspicuous underwear with white uniforms.

c. Decorations/Medals:

   (1) Up to 2 stars of orders.

   (2) One neck decoration.

   (3) Miniature medals.
2BW Dress - Formal Evening Dress/Undress White

Figure 39A-17a. Officers

Figure 39A-17b. Warrant Officers and Senior Ratings

Figure 39A-17c. Junior Ratings
18. 2CW Dress - Formal Evening Dress/Undress White

a. Occasions for Wear:

(1) 'Red Sea Rig’ at sea.

(2) Official Receptions and events in HM Ships in tropical climes when No 2AW/BWs are impractical.

(3) Informal evening uniform in ships and establishments.

b. Description:

<table>
<thead>
<tr>
<th>Officers</th>
<th>Warrant Officers &amp; Senior Ratings</th>
<th>Junior Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked cap/Tricorn hat (see Note 1)</td>
<td>Peaked cap/Tricorn hat (see Note 1)</td>
<td>Seaman’s cap (see Note 1)</td>
</tr>
<tr>
<td>Shoulder rank boards</td>
<td>Shoulder rate slides</td>
<td>Shoulder rate slides</td>
</tr>
<tr>
<td>White short sleeved shirt</td>
<td>White short sleeved shirt</td>
<td>White short sleeved shirt</td>
</tr>
<tr>
<td>Black cummerbund (Note 2)</td>
<td>Black cummerbund (see Note 3)</td>
<td>Black trousers/skirt</td>
</tr>
<tr>
<td>Black trousers/skirt</td>
<td>Black trousers/skirt</td>
<td>Black socks/black tights/stockings</td>
</tr>
<tr>
<td>Black tights/stockings socks/black</td>
<td>Black tights/stockings</td>
<td>Black shoes/court shoes</td>
</tr>
<tr>
<td>Black shoes or mess boots/court shoes</td>
<td>Black shoes/court shoes</td>
<td></td>
</tr>
</tbody>
</table>

Notes:

1. Optional at discretion of Command unless Duty.

2. May be replaced by unit specific cummerbunds appropriate to occasion and uniformity.


c. Decorations/Medals: None.
2CW Dress - Formal Evening Dress/Undress White

Figure 39A-18a. Officers

Figure 39A-18b. Warrant Officers and Senior Ratings

Figure 39A-18c. Junior Ratings
19. **3AW Dress - General Duty Rig White**

a. **Occasions for Wear:** Semi formal day rig worn ashore and afloat.

b. **Description:**

<table>
<thead>
<tr>
<th>Officers</th>
<th>Warrant Officers &amp; Senior Ratings</th>
<th>Junior Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked cap/beret/Tricorn hat</td>
<td>Peaked cap/beret/Tricorn hat</td>
<td>Beret/seaman’s cap</td>
</tr>
<tr>
<td>White short sleeved shirt</td>
<td>White short sleeved shirt</td>
<td>White short sleeved shirt</td>
</tr>
<tr>
<td>Shoulder rank boards or rank slides</td>
<td>Should rate slides</td>
<td>Shoulder rate slides</td>
</tr>
<tr>
<td>White trousers/dress/skirt (Note 1)</td>
<td>White trousers/dress/skirt (Note 1)</td>
<td>White trousers/dress (Note 1)</td>
</tr>
<tr>
<td>White socks</td>
<td>White socks</td>
<td>White socks</td>
</tr>
<tr>
<td>White shoes/court shoes (Note 2)</td>
<td>White shoes/court shoes (Note 2)</td>
<td>White shoes/court shoes (Note 2)</td>
</tr>
</tbody>
</table>

**Notes:**

1. *White trousers, dresses or skirts may be worn by female personnel ashore as appropriate.*

2. *Black shoes and raincoats may be worn in inclement weather.*

3. *All personnel are to wear white or light coloured, inconspicuous underwear with white uniforms.*

4. *JR may, at Command discretion, wear straight cut white trousers in tropical climates (> 30°C to be considered as a guide).*

5. *Skin toned tights or stockings are optional with skirts; white socks are to be worn with trousers.*

b. **Decorations/Medals:** None.
3AW Dress - General Duty Rig White

Figure 39A-19a. Officers

Figure 39A-19b. Warrant Officers and Senior Ratings

Figure 39A-19c. Junior Ratings
20. 3BW Dress - General Duty Rig White - OBSOLETE

a. **Occasions for Wear:** Informal day rig worn ashore and afloat.

b. **Description:**

<table>
<thead>
<tr>
<th>Officers</th>
<th>Warrant Officers &amp; Senior Ratings</th>
<th>Junior Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked cap/Tricorn hat</td>
<td>Peaked cap/Tricorn hat</td>
<td>Seaman’s cap</td>
</tr>
<tr>
<td>White short sleeved shirt</td>
<td>White short sleeved shirt</td>
<td>White short sleeved shirt</td>
</tr>
<tr>
<td>Should rank boards or rank/slides</td>
<td>Shoulder rate slides</td>
<td>Shoulder rate slides</td>
</tr>
<tr>
<td>White shorts/skirt</td>
<td>White shorts/skirt</td>
<td>White shorts</td>
</tr>
<tr>
<td>White long socks</td>
<td>White long socks</td>
<td>Black long socks</td>
</tr>
<tr>
<td>White shoes (see Note 3)</td>
<td>White shoes (see Note 3)</td>
<td>Black shoes</td>
</tr>
</tbody>
</table>

**Notes:**

1. This uniform has now been formally withdrawn.

2. Female personnel ashore only may wear white shorts or skirts as appropriate.

3. Black shoes may be worn in wet weather.

4. Black DMS boots are to be worn on Parts of Ship and other areas where protective footwear is required.

5. All personnel are to wear white or light coloured, inconspicuous underwear with white uniforms.

c. **Decorations/Medals:** None.
3BW Dress - General Duty Rig White

Figure 39A-20a. Officers

Figure 39A-20b. Warrant Officers and Senior Ratings

Figure 39A-20c. Junior Ratings
21. **3CW Dress - General Duty Rig White - OBSOLETE**

   a. **Occasions for Wear:** At sea in hot climates.

   b. **Description:**

<table>
<thead>
<tr>
<th>Officers</th>
<th>Warrant Officers &amp; Senior Ratings</th>
<th>Junior Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked cap/beret/Tricorn hat</td>
<td>Peaked cap/beret/Tricorn hat/seaman’s cap</td>
<td>Beret</td>
</tr>
<tr>
<td>White short sleeved shirt</td>
<td>White short sleeved shirt</td>
<td>Shoulder rate slide</td>
</tr>
<tr>
<td>Shoulder rank boards</td>
<td>Shoulder rate slides</td>
<td>White t-shirt</td>
</tr>
<tr>
<td>White shorts</td>
<td>White shorts</td>
<td>Blue shorts</td>
</tr>
<tr>
<td>Boat shoes</td>
<td>Boat shoes</td>
<td>Boat shoes</td>
</tr>
<tr>
<td>or</td>
<td>or</td>
<td>or</td>
</tr>
<tr>
<td>T Shirt Blue PCS</td>
<td>T Shirt Blue PCS</td>
<td></td>
</tr>
<tr>
<td>Blue shorts</td>
<td>Blue shorts</td>
<td></td>
</tr>
</tbody>
</table>

   **Note.** This uniform has now been formally withdrawn.

   c. **Decorations/Medals:** None.
3CW Dress - General Duty Rig White

Figure 39A-21a. Officers

Figure 39A-21b. Warrant Officers and Senior Ratings

Figure 39A-21c. Junior Ratings
Figure 39A-22. Uniform Fitting Guide (Officers)

Cap Badges are to be in line with the seam on the peak cap and central of the triconc Cap. Ties are to be of small knot and symmetrical.

Cuff links should be Gold, Silver, Plain or Ships Own RN Specific

Trousers creases are to be vertical and central to front and rear of the leg. Trousers should hang straight, with the hem hanging mid-way between the top of the heel and the top of the shoe.

Creases to the sleeves of the blue reefer jacket are to the front and vertical. Medals are worn on the left breast in one horizontal line, 90mm down, central from the shoulder blade.

Handkerchiefs are not to be worn on ceremonial occasions.

Distinction Mark of Rank - see below

<table>
<thead>
<tr>
<th>Rank</th>
<th>Sleeve Lace Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admiral of the Fleet</td>
<td>4 rows of 13mm lace above a band of 50mm lace.</td>
</tr>
<tr>
<td>Admiral</td>
<td>3 rows of 13mm lace above a band of 50mm lace.</td>
</tr>
<tr>
<td>Vice-Admiral</td>
<td>2 rows of 13mm lace above a band of 50mm lace.</td>
</tr>
<tr>
<td>Rear Admiral</td>
<td>1 row of 13mm lace above a band of 50mm lace.</td>
</tr>
<tr>
<td>Commodore</td>
<td>A band of 42mm lace with a circle of 13mm.</td>
</tr>
<tr>
<td>Captain</td>
<td>4 rows of 13mm lace.</td>
</tr>
<tr>
<td>Commander</td>
<td>3 rows of 13mm lace.</td>
</tr>
<tr>
<td>Lieutenant Commander</td>
<td>2 rows of 13mm lace with a row of 6mm lace between.</td>
</tr>
<tr>
<td>Lieutenant</td>
<td>2 rows of 13mm lace.</td>
</tr>
<tr>
<td>Sub Lieutenant</td>
<td>1 row of 13mm lace.</td>
</tr>
</tbody>
</table>
Figure 39A-23. Uniform Fitting Guide (WOs and SRs)

- Cap Badges are to be in line with the seam on the peak cap and central of the tricorne Cap. Ties are to be of small knot and symmetrical.
- Cuff links should be Gold, Silver, Plain or Ships own/RN specific.
- Crenes to the sleeves of the blue Reefer Jacket are to be from the front and vertical. Medals are worn on the left breast in one horizontal line, 90mm down, central from the shoulder blade.
- Warrant Officers are to wear the Royal Arms on both cuffs, with the bottom of the badge 127mm from the end of the sleeve. Chief Petty Officers buttons are worn horizontal and centralised 127mm from the bottom of the sleeve and with a distance of 50mm between the buttons. Petty Officers buttons are situated at the rear of sleeve, 25mm from the bottom and 25mm between buttons.
- Trousers creases are to be vertical and central to front and rear of the leg. Trousers should hang straight, with the hem hanging mid-way between the top of the heel and the top of the shoe.
- Chief Petty Officer branch specialisation badges are to be worn on the lapels of the blue Reefer jacket, that on the right lapel being the normal branch badge, that on the left its mirror image.
- Petty Officer Rate badge is worn on the left arm and branch badges on the right. Centre of the rate and branch badges are to be sewn to the flat of the sleeve, mid-way between the shoulder and the elbow.
Figure 39A-24. Uniform Fitting Guide (Junior Rates)

Press shirt with outward crease down each arm and vertically down front centre.

Press 3 vertical creases in the collar. Centre crease downwards, outer creases upwards (see diagram).

Lanyard placed over the head, under both the collar and jumper then passed out through the right becket, looped round, passed back in through left becket. Tail passed around and tucked into left pocket. The loop of lanyard to be 7.5cm in diameter.

Place the cap ribbon so that the middle letter is aligned with the cap's centre front seam.

Fit jumper at waist so it does not bow at hem. Cuff length to finish mid way between wrist and end of thumb. Leg length to just rest on shoe.

Tie the bow directly over the left ear. Place the cap so that the centre front seam is over the nose.

Silk bow press stud webbing passed through both becket loops. Silk, folded edge nearest to the neck, passes under both the collar and jumper and over laps and fastens behind the neck at the required length.
Figure 39A-25. Tying a Cap Ribbon

1) Centre the tally with the centre letter including gaps, under the front seam of the cap. Tie an overhand knot directly under the left hand seam of the cap holding the tally firmly in position with the thumb until the bow is formed.

2) The upper tail is brought down and up again to form the first bight of the bow.

3) The lower tail is passed over the first bight and then up on the outside.

4) A bight is formed in the right hand tail and tucked behind the top end of the first bight.

5) The tally can be steamed over a boiling kettle and tails trimmed to shape.

6) The bow and knot is now carefully formed and tightened.
ANNEX 39B

RN AND QARNNS OFFICERS’ OUTFIT SCALES

1. Scale 1A - RN Male Officers on Promotion from Rating.

   a. Entitlement to Scale

      (1) The uniform outfit shown at sub para b is to be issued to all Upper Yardman Officers on promotion from Rating. For Senior Upper Yardmen see Scale 1B.

      (2) The outfit shown at Scale 3 sub para b is that required to be maintained by RN commissioned Officers generally.

   b. Basic Outfit

      (1) Items Provided by Contract Arrangement

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue barathea undress uniform suit jacket and trousers; with Midshipman’s turnbacks or rank lace as appropriate</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Blue barathea mess jacket with rank lace</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Blue barathea mess trousers</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>White mess waistcoat</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>White Mess Jacket</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

(2) Items Issued from Service Stocks

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, beret</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge, cap</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, linen</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, travelling</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Bag, Day Sack, black</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Cap, plastic DT</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cummerbund, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, evening, collar-attached</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, collar-attached</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Shoes, black leather, leather soles</td>
<td>1 pr</td>
<td></td>
</tr>
</tbody>
</table>
### Additional Items for QARNNS Ratings Promoted to Officer

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Scale</td>
<td>Notes</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Badge, QA insignia, EGB</td>
<td>4</td>
</tr>
<tr>
<td>Tunic (M), ward clinical, white with navy blue piping</td>
<td>5</td>
</tr>
<tr>
<td>Trousers (M), ward clinical, navy blue</td>
<td>5 prs</td>
</tr>
<tr>
<td>Badge, QA insignia/name, white cloth</td>
<td>5</td>
</tr>
</tbody>
</table>

#### Tropical Outfit (Issued on First Case of Need)

(1) **Items Provided Under Contract**

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Jacket, mess, white PV</td>
<td>1</td>
</tr>
</tbody>
</table>

(2) **Items Issued from Service Sources where not Already Held**

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Jacket, bush, white PV</td>
<td>2</td>
</tr>
<tr>
<td>Trousers, white PV</td>
<td>2 prs</td>
</tr>
<tr>
<td>Belt buckles</td>
<td>2</td>
</tr>
<tr>
<td>Belt hooks</td>
<td>2</td>
</tr>
<tr>
<td>Belt, waist, white</td>
<td>1</td>
</tr>
<tr>
<td>Buttons anodised RN Officers c/w split rings Size 1 (foreparts and pockets of bush jacket)</td>
<td>8</td>
</tr>
<tr>
<td>Buttons anodised RN Officers c/w split rings Size 2 (white mess jacket and bush jacket)</td>
<td>6</td>
</tr>
<tr>
<td>Shoes, white (all Ranks and Rates)</td>
<td>1 pr</td>
</tr>
<tr>
<td>Socks, white</td>
<td>6 prs</td>
</tr>
</tbody>
</table>
d. **Additional Items for Certain Officers.** For Officers of Flag Rank and certain members of staff, Captains, Commanders in Command, Executive Officers of Major Warships, Attaches, Advisors and British Naval Staffs overseas and certain exchange appointments. For other Officers, when required to conform with accepted international standards of dress on state or major ceremonial occasions as directed by Fleet Commander after consultation with NCHQ Logistics Capability Division.

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

White Tunic and Trousers

**Notes:**

1. Obtained gratuitously on first occasion of need or free replacement, on a fair wear and tear basis, of garments previously issued. Applications to NCHQ, Logistics Capability Division via main clothing store.

2. To be issued by lead school on first occasion of need.

3. Only one to be issued to QARNNS Officers.

4. By entitlement to a grant for purchase (Grants 217, 218 and 220 refer).

5. By exception only; where the individual attended HMS RALEIGH prior to the issue of these items to Phase 1 recruits.

6. By exception only; exchange if required.

---

**e. Additional Item for Senior Officers.** All 4* Admirals, all members of the Royal Family who are promoted to Rear Admiral and above, the Vice Admiral of the United Kingdom, any Royal Navy Officer of 2* rank and above who is appointed as a member of the Royal Household, to include the Defence Services Secretary when an RN officer.

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>

Admiral’s Ceremonial Day Coat

---

**f. Personal Loan Items (JSP 886 Vol 6 Part 5 Sect 3 Annex A Paras 56 & 57)**

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 pr</td>
<td>6</td>
</tr>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

Boots, combat assault, black
Boots, combat assault, insoles
Discs, identity, stainless steel
Overall, white (Engineer Officers only)
2. Scale 1B - RN Male Officers on Promotion from Senior Rating

a. Entitlement to Scale

(1) The uniform outfit shown at sub para b is to be issued to all Senior Upper Yardman Officers on promotion from Rating.

(2) S2910 Kit Record Books are to be presented at BRNC when kitting up.

(3) The outfit shown at Scale 3 sub para b is that required to be maintained by RN commissioned Officers generally.

b. Basic Outfit

(1) Items Provided by Contract Arrangement

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue barathea undress uniform suit jacket and trousers; with Midshipman's turnbacks or rank lace as appropriate</td>
<td>2  3</td>
</tr>
<tr>
<td>Blue barathea mess jacket with rank lace</td>
<td>1</td>
</tr>
<tr>
<td>Blue barathea mess trousers</td>
<td>1 pr</td>
</tr>
<tr>
<td>White mess waistcoat</td>
<td>1</td>
</tr>
<tr>
<td>White Mess Jacket</td>
<td>1</td>
</tr>
</tbody>
</table>

(2) Items Issued from Service Stocks

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, beret</td>
<td>1</td>
</tr>
<tr>
<td>Badge, cap</td>
<td>1</td>
</tr>
<tr>
<td>Bag, travelling</td>
<td>1  1</td>
</tr>
<tr>
<td>Bag, Day Sack, black</td>
<td>1  1</td>
</tr>
<tr>
<td>Cummerbund, black</td>
<td>1  2</td>
</tr>
<tr>
<td>Shirt, evening, collar-attached</td>
<td>2</td>
</tr>
<tr>
<td>Shirt, white, collar-attached</td>
<td>1</td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>3</td>
</tr>
<tr>
<td>Shoes, black leather, leather soles</td>
<td>1 pr</td>
</tr>
<tr>
<td>Shorts, PT, blue</td>
<td>2</td>
</tr>
<tr>
<td>Shoulder rank slides</td>
<td>2 prs</td>
</tr>
<tr>
<td>Shoulder rank boards</td>
<td>1 pr</td>
</tr>
<tr>
<td>Item</td>
<td>Scale</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Tie, evening, double ended</td>
<td>1 pr</td>
</tr>
<tr>
<td>Trousers, working, polyester</td>
<td>1 pr</td>
</tr>
<tr>
<td>Vest, gym, coloured</td>
<td>4</td>
</tr>
</tbody>
</table>

**Notes:**

1. By exception only; where the individual attended HMS RALEIGH prior to the issue of these items to Phase 1 recruits.

2. By exception only; where the individual has not drawn these items as part of their No. 2 dress.
3. **Scale 2A – RN Female Officers on Promotion from Rating**

   a. **Entitlement to Scale**

   (1) The uniform outfit shown at sub para b is to be issued to all Upper Yardman Officers on promotion from Rating. For Senior Upper Yardmen see Scale 2B.

   (2) The outfit shown at Scale 3 sub para b is that required to be maintained by RN commissioned Officers generally.

   b. **Basic Outfit**

   (1) **Items Provided by Means of Cash Grant**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evening bag</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Tights, black</td>
<td>12</td>
<td>prs</td>
</tr>
<tr>
<td>Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants and allowances Scale 142 refers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   (2) **Items Provided by Contract Arrangement**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue barathea undress uniform suit c/w skirt (jacket, skirt and trousers) with Midshipman’s turnbacks or rank lace as appropriate</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Blue barathea, mess jacket</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Blue barathea, mess trousers</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Blue barathea, long full skirt</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>White Mess Jacket</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

   (3) **Items Issued from Service Stocks**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, beret</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge, hat</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, Linen</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Bag, travelling</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Bag, Day Sack, Black</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Cummerbund, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Hat, Tricorn</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Scale</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>Jersey, H/W blue</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shirt, evening, collar-attached</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, collar-attached</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Shoes, black leather, leather soles</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shoes, black leather, non-slip soles</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shorts, PT, blue</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shoulder rank slides</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Shoulder rank boards</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Tie, evening, double ended</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Trousers, working, worsted/polyester</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Vest, gym, coloured</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

(4) Additional Items for QARNNS Ratings Promoted to Officer - Issued from Service Stocks

<table>
<thead>
<tr>
<th>Description</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, QA insignia, EGB</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Tunic (F), ward clinical, white with navy blue piping</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Trousers (F), ward clinical, navy blue</td>
<td>5 prs</td>
<td></td>
</tr>
<tr>
<td>Badge, QA insignia/name, white cloth</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

c. Tropical Outfit (Issued on First Occasion of Need)

(1) Items Provided Under Contract

<table>
<thead>
<tr>
<th>Description</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket, bush, white PV</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Jacket, mess, white PV</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Skirt, White (on request)</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>
(2) **Items Issued From Service Sources where not Already Held**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belt buckles</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Belt hooks</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Belt, waist, white</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Buttons, anodised, RN Officers c/w split rings, Size 1 (foreparts and pockets of bush jacket)</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Buttons, anodised, RN Officers c/w split rings, Size 2 (mess jacket and shoulder flaps of bush jacket)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Shoes, ward duty, white</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shoes, white (all Ranks and Rates)</td>
<td>1 prs</td>
<td></td>
</tr>
<tr>
<td>Socks, white</td>
<td>6 prs</td>
<td>5</td>
</tr>
<tr>
<td>Trousers, white</td>
<td>2 prs</td>
<td>5</td>
</tr>
<tr>
<td>Dress, white, tropical (on request)</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>

d. **Additional Items for Certain Officers.** For Officers of Flag Rank and certain members of staff, Captains, Commanders in Command, Executive Officers of Major Warships, Attaches, Advisors and British Naval Staffs overseas and certain exchange appointments. For other Officers, when required to conform with accepted international standards of dress on state or major ceremonial occasions as directed by Fleet Commander after consultation with NCHQ Logistics Capability Division.

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Tunic and Trousers</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

e. **Personal Loan Items (JSP 886 Vol 6 Part 5 Sect 3 Annex A Paras 56 & 57)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boots, Combat assault, black</td>
<td>1 pr</td>
<td>8</td>
</tr>
<tr>
<td>Boots, Combat assault, insoles</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Discs, identity, stainless steel</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Overall, white, (Engineer Officers only)</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>
Notes:

1. Optionally, black stockings may be worn.

2. For Officers appointed to a shore establishment the allowance for the skirt is increased to 4.

3. Obtained gratuitously on first occasion of need or free replacement, on a fair wear and tear basis, of garments previously issued. Applications to NCHQ, Logistics Capability Division via main clothing stores.

4. To be issued by lead school on first occasion of need.

5. Only one issued to QARNNS Officers

6. QARNNS Officers x 6 Dresses.

7. By exception only; where the individual attended HMS RALEIGH prior to the issue of these items to Phase 1 recruits

8. By exception only; exchange if required.
4. Scale 2B – RN Female Officers on Promotion from Senior Rating

a. Entitlement to Scale

(1) The uniform outfit shown at sub para b is to be issued to all Senior Upper Yardman Officers on promotion from Senior Rating.

(2) S2910 Kit Record Books are to be presented at BRNC when kitting up.

(3) The outfit shown at Scale 3 sub para b is that required to be maintained by RN commissioned Officers generally.

b. Basic Outfit

(1) Items Provided by means of Cash Grant

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evening bag</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Tights, black</td>
<td></td>
<td>12 prs</td>
</tr>
<tr>
<td>Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grants and allowances Scale 142 refers

(2) Items Provided by Contract Arrangement

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue barathea undress uniform suit c/w skirt (jacket, skirt and trousers) with Midshipman’s turnbacks or rank lace as appropriate</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Blue barathea, mess jacket</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Blue barathea, mess trousers</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Blue barathea, long full skirt</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>White Mess Jacket</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

(3) Items Issued from Service Stocks

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, beret</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge, hat</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, travelling</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Bag, Day Sack, Black</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Cummerbund, black</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Shirt, evening, collar-attached</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Item</td>
<td>Scale</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>-------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Shirt, white, collar-attached</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Shoes, black leather, leather soles</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shorts, PT, blue</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shoulder rank slides</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Shoulder rank boards</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Tie, evening, double ended</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Trousers, working, worsted/polyester</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Vest, gym, coloured</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. By exception only; where the individual attended HMS RALEIGH prior to the issue of these items to Phase 1 recruits.

2. By exception only; where the individual has not drawn these items as part of their No. 2 dress.
5. Scale 3 – New Entry Male Officers Entered at BRNC Dartmouth for Pre-University, General Naval and Academic Training or appointed to Medical or Dental Cadetships or to Pre-Registration Year Commissions

a. Entitlement to Scale

(1) The uniform outfit shown at sub para b is to be issued to all new entry Officers.

(2) Officers who resume full RN Service, or return on FTRS, after a break of more than 4 years are entitled to free issue of uniform in accordance with sub para b.

(3) Officers who resume full RN Service, or return on FTRS, after a break of less than 4 years are to be reimbursed in accordance with JSP 754.

b. Basic Outfit

(1) Items Provided by Means of Cash Grant

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL

Grants and allowances Scale 102 refers

(2) Items Provided by Contract Arrangement

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Blue barathea undress uniform suit (Jacket and Trousers) with Midshipman’s turnbacks or rank lace as appropriate

2 4

Blue barathea mess jacket

1

Blue barathea mess trousers

1

White mess waistcoat

1
## Items Issued from Service Stocks

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Service Respirator</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>General Service Respirator – Haversack</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>General Service Respirator – Canister</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge, beret</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge, cap</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, Day Sack, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, travelling</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, linen</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Belt, waist, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Beret, blue</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cap, plastic DT</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cummerbund, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Mk iv Foul Weather Jacket</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Flash RN, Foul Weather Jacket</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jersey H/W, blue</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Shirt, evening, collar-attached</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, collar-attached</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Shoes, black leather, leather soles</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shoes, black, leather, non-slip soles</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shoes, fitness training</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shorts, PT, blue</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Shoulder rank slides</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Shoulder rank boards</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Socks, thick, black</td>
<td>8 prs</td>
<td>6</td>
</tr>
<tr>
<td>Socks, thin, black</td>
<td>4 prs</td>
<td></td>
</tr>
<tr>
<td>Socks, PT, white</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Tie, black, polyester</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Tie, evening, double ended</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Trousers, working, worsted/polyester</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Vest, gymnasium</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
(4) **Additional Items for QARNNS Officers**

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, QA insignia, EGB</td>
<td>4</td>
</tr>
<tr>
<td>Tunic (M), ward clinical, white with navy blue piping</td>
<td>5</td>
</tr>
<tr>
<td>Trousers (M), ward clinical, navy blue</td>
<td>5 prs</td>
</tr>
<tr>
<td>Badge, QA insignia/name, white cloth</td>
<td>5</td>
</tr>
</tbody>
</table>

c. **Tropical Outfit.** Tropical uniform, as detailed in Scale 1, Para 1 sub para c and Para 1 sub para d is to be issued to all officers at Paragraph 3a on first occasion of need.

d. **Personal Loan Items (JSP 886 Vol 6 Part 5 Sect 3 Annex A Paras 56 & 57)**

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boots, combat assault, black</td>
<td>1 prs</td>
</tr>
<tr>
<td>Boots, combat assault, insoles</td>
<td>1</td>
</tr>
<tr>
<td>Boots, DMS</td>
<td>1 pr</td>
</tr>
<tr>
<td>Disc, identity, stainless steel</td>
<td>2</td>
</tr>
<tr>
<td>RNPCS Jacket</td>
<td>2</td>
</tr>
<tr>
<td>RNPCS Trousers</td>
<td>3</td>
</tr>
<tr>
<td>RNPCS T-Shirt</td>
<td>4</td>
</tr>
<tr>
<td>RNPCS Belt</td>
<td>1</td>
</tr>
<tr>
<td>RNPCS Thermal Layer</td>
<td>1</td>
</tr>
<tr>
<td>RNPCS Baseball Cap</td>
<td>1</td>
</tr>
<tr>
<td>Overall, white (Engineer officers only)</td>
<td>3 3</td>
</tr>
<tr>
<td>Mk IV Foul Weather Jacket</td>
<td>1 5</td>
</tr>
</tbody>
</table>

**Notes:**

1. *Only one Jersey H/W blue to be maintained on completion of training.*

2. *Not to be maintained on completion of training.*

3. *To be issued by lead school on first occasion of need.*

4. *Only one to be issued to QARNNS Officers.*

5. *Gratuitous exchange for Officers serving onboard seagoing units only.*

6. *Only 4 pairs required to be maintained on completion of training.*
6. Scale 4 – New Entry Female Officers Entered at BRNC Dartmouth for Pre-
University, General Naval and Academic Training or Appointed to Medical or Dental 
Cadetships or to Pre-Registration Year Commissions

a. Entitlement to Scale

(1) The uniform outfit shown at sub para b is to be issued to all new entry 
Officers.

(2) Officers who resume full RN Service, or return on FTRS, after a break of 
more than 4 years are entitled to free issue of uniform in accordance with sub 
para b.

(3) Officers who resume full RN Service, or return on FTRS, after a break of 
less than 4 years are to be reimbursed in accordance with JSP 754.

b. Basic Outfit

(1) Items Provided by Means of Cash Grant

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evening bag</td>
<td>1</td>
</tr>
<tr>
<td>Tights black</td>
<td>12 prs 1</td>
</tr>
<tr>
<td>Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL</td>
<td></td>
</tr>
<tr>
<td>Grants and allowances Scale 102 refers</td>
<td></td>
</tr>
</tbody>
</table>

b. Items Provided by Contract Arrangement

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue barathea undress uniform suit (Jacket and Trousers)</td>
<td>with Midshipman’s turnbacks or rank lace as appropriate 2 5</td>
</tr>
<tr>
<td>Blue barathea mess jacket</td>
<td>1</td>
</tr>
<tr>
<td>Blue barathea mess trousers</td>
<td>1</td>
</tr>
<tr>
<td>White mess waistcoat</td>
<td>1</td>
</tr>
</tbody>
</table>
### Items Issued from Service Stocks

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Service Respirator</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>General Service Respirator – Haversack</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>General Service Respirator – Canister</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge, beret</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge, hat</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, linen</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Bag, daysack, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, travelling</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Belt, waist, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Beret, blue</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cummerbund, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Hat, Tricorn</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Mk IV Foul Weather Jacket</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Flash RN, Foul Weather Jacket</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jersey, H/W, blue</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Shirt, evening, collar-attached</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, collar-attached</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Shoes, black leather, leather soles</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shoes, black, leather, non-slip soles</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shoes, fitness training</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shorts, PT, blue</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Shoulder rank slides</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Shoulder rank boards</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Socks, thick, black</td>
<td>8 prs</td>
<td></td>
</tr>
<tr>
<td>Socks, thin, black</td>
<td>4 prs</td>
<td></td>
</tr>
<tr>
<td>Socks, PT, white</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Tie, black, polyester</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Tie, evening, double ended</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Trousers, working, worsted/polyester</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Vest, gymnasium</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
### Additional Items for QARNNS Officers - Issued from Service Stocks

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, QA insignia, EGB</td>
<td>4</td>
</tr>
<tr>
<td>Tunic (F), ward clinical, white with navy blue piping</td>
<td>5</td>
</tr>
<tr>
<td>Trousers (F), ward clinical, navy blue</td>
<td>5 prs</td>
</tr>
<tr>
<td>Badge, QA insignia/name, white cloth</td>
<td>5</td>
</tr>
</tbody>
</table>

**c. Tropical Outfit.** Tropical uniform as detailed in Para 2, sub para c is to be issued to all Officers at Para 4 sub para a above on first occasion of need.

**d. Personal Loan Items (JSP 886 Vol 6 Part 5 Sect 3 Annex A Paras 56 & 57)**

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boots, combat assault, black</td>
<td>1 pr</td>
</tr>
<tr>
<td>Boots, combat assault, insoles</td>
<td>1</td>
</tr>
<tr>
<td>Boots, DMS, Conductive, non-slip</td>
<td>1 pr</td>
</tr>
<tr>
<td>Disc, identity, stainless steel</td>
<td>2</td>
</tr>
<tr>
<td>RNPCS Jacket</td>
<td>2</td>
</tr>
<tr>
<td>RNPCS Trousers</td>
<td>3</td>
</tr>
<tr>
<td>RNPCS T-Shirt</td>
<td>4</td>
</tr>
<tr>
<td>RNPCS Belt</td>
<td>1</td>
</tr>
<tr>
<td>RNPCS Thermal Layer</td>
<td>1</td>
</tr>
<tr>
<td>RNPCS Baseball Cap</td>
<td>1</td>
</tr>
<tr>
<td>Overall white (Engineer Officers Only)</td>
<td>3 4</td>
</tr>
<tr>
<td>Mk IV Foul Weather Jacket</td>
<td>1 6</td>
</tr>
</tbody>
</table>
Note.

1. Optionally, black stockings may be worn.

2. Only one Jersey H/W blue to be maintained on completion of training.

3. Not to be maintained on completion of training.

4. To be issued by lead school on first occasion of need.

5. Only one to be issued to QARNNS Officers.

6. Gratuitous exchange for Officers serving onboard seagoing units only.

7. Only 4 pairs required to be maintained on completion of training.

7. Scale 5 - Officers Assigned to the United States of America

As a general rule, Officers are to wear RN uniform. Exceptionally, as summer working uniform, khaki clothing may be worn.

a. RN Male Officers assigned for Service in the USA are paid a cash grant towards the cost of:

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stone, collar attached shirts</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Stone, drill, washable, trousers</td>
<td>2 prs</td>
<td>2</td>
</tr>
<tr>
<td>Stone, webbing belt</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Collar, rank badges</td>
<td>1 set</td>
<td>3</td>
</tr>
<tr>
<td>Brown shoes</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Stone tie</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL (grants and Allowances Scale 202 refers).
b. RN Female Officers assigned for Service in the USA are paid a cash grant towards the cost of:

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stone, collar attached shirts</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Stone, drill, washable trousers</td>
<td>2 prs</td>
<td>2</td>
</tr>
<tr>
<td>Stone, webbing, belt</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>USN woman officers belt, buckle and tip</td>
<td>1 set</td>
<td>2</td>
</tr>
<tr>
<td>Hat, woman officers, USN</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Collar, rank badges</td>
<td>1 set</td>
<td>3</td>
</tr>
</tbody>
</table>

Cash grant paid automatically by Unit HR Cell on receipt of OAL (grants and Allowances Scale 200 refers).

Notes:

1. Paid on first occasion of qualifying only.
2. Stone clothing can usually be obtained in the USA from USN sources.
3. Metal collar badges representing, in miniature, the USN Officers distinction marks of rank may be worn optionally on the khaki shirt by officers assigned for duty, which necessitate their wearing of khaki uniform in the presence of US officers. The badge, available on repayment from CBNS, is to be worn on both sides of the collar with the centre approximately 2.5cm from the bottom. The badges are to be horizontal when the collar is fastened.
4. Optional item provided at officer’s own expense.

8. Scale 6 - Officers Assigned to Royal Navy Presentation Teams, AIB Board Members, Area Careers Liaison Officers, Ethnic Minority Liaison Officers, Naval Regional Commanders, Chiefs of Staff to Naval Regional Commanders

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Barathea uniform suit c/w lacing</td>
<td>1</td>
<td>See Note</td>
</tr>
</tbody>
</table>

Note. In accordance with JSP 752 Chapter 8 Art 08.0314, Officers assigned to certain high profile roles requiring frequent wearing of ceremonial uniform may be eligible for a grant to purchase a second uniform.
9. Scale 7 - Officers Assigned for Service in Naval Attaches’ Posts in South America, with No 32 Squadron RAF and Exchange Appointments with the Brazilian Navy

   a. Male Officers

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tropical stone coloured uniform (prestige suit)</td>
<td>1</td>
</tr>
<tr>
<td>Tropical stone coloured uniform (RM pattern bush jacket and trousers)</td>
<td>1</td>
</tr>
<tr>
<td>Stone coloured, collar attached shirts</td>
<td>3</td>
</tr>
<tr>
<td>Brown shoes</td>
<td>3</td>
</tr>
</tbody>
</table>

   b. Female Officers

   To be notified.

   **Note.**

   1. Requirements should be notified in the first instance to NCHQ, Logistics Capability Division, who will advise on supply procedures.
   2. Available through main clothing stores.
   3. Optional item provided at Officer’s own expense.

10. Scale 8 - Officers Assigned for Service as RN Instructors at NATO Special Weapons School Oberammergau, in Naval Attaches and Assistant Naval Attaches Posts in Ankara, Athens, Bonn, Islamabad, Lisbon, Egypt, Madrid, Muscat and Rome and Naval Party 1002 Diego Garcia

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tropical stone coloured Uniform (RM pattern bush jacket and trousers)</td>
<td>2</td>
</tr>
<tr>
<td>Brown shoes</td>
<td>2</td>
</tr>
</tbody>
</table>

   **Notes:**

   1. Available from service sources.
   2. Optional item provided at Officer’s own expense.
11. Scale 9 - Officers Assigned to the British Military Advisor and Training Team (BMATT) Barbados

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tropical stone coloured uniform (RM pattern bush jacket and trousers)</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Shirt, tropical, stone coloured</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Socks, GS, olive drab</td>
<td>6 prs</td>
<td>1</td>
</tr>
<tr>
<td>Trousers, stone coloured</td>
<td>1 pr</td>
<td>1</td>
</tr>
<tr>
<td>Desert boots</td>
<td>1 pr</td>
<td>1</td>
</tr>
<tr>
<td>Shoes brown</td>
<td>1 pr</td>
<td>2</td>
</tr>
</tbody>
</table>

**Notes:**

1. Available from service sources.
2. Optional item provided at Officer's own expense.

12. Scale 10 - Officers Assigned to Joint Saudi Supply Support Cell (JSSSC) Saudi Arabia and Naval Attaché Bahrain

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desert boots chukka</td>
<td>2 pr</td>
<td>1</td>
</tr>
<tr>
<td>Shirt, stone coloured, short sleeve</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Trousers, stone coloured</td>
<td>4 pr</td>
<td>3</td>
</tr>
<tr>
<td>Epaulettes</td>
<td>2 pr</td>
<td>4</td>
</tr>
<tr>
<td>Jacket Combat lightweight</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Trousers Combat Lightweight</td>
<td>4 pr</td>
<td></td>
</tr>
<tr>
<td>T-shirt khaki</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Sock desert</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. Qty 1 issued to UK based MOD Saudi Arabian Project.
2. Qty 2 issued to UK based MOD Saudi Arabian Project.
3. Qty 2 issued to UK based MOD Saudi Arabian Project.
4. Qty 2 issued to UK based MOD Saudi Arabian Project.
13. **Scale 11 - Officers Assigned to Falkland Islands**  
(See Annex 39C Para 9).

14. **Scale 12 - Officers Assigned to RN Billets in Cyprus**

Basic Kit:

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt, desert, MTP</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Trousers, desert, MTP</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>T-Shirt, desert, MTP</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Boots, desert</td>
<td>1pr</td>
<td></td>
</tr>
<tr>
<td>Jacket, desert, MTP</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Sweat rags, desert MTP</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Socks, desert, MTP</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Hat, floppy, desert, MTP</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Hydration system</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
15. Scale 13 - RN Male Chaplains

   a. Basic Outfit

   (1) Items Provided by Means of Cash Grant

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scarf, clerical</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL (grants and allowances Scale 118 refers).

(2) Items Provided Under Contract

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue barathea undress uniform suit (jacket and trousers)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Blue barathea mess jacket</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Blue barathea mess trousers</td>
<td>1 pr</td>
<td></td>
</tr>
</tbody>
</table>

(3) Items Issued from Service Sources

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Service Respirator</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>General Service Respirator – Haversack</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>General Service Respirator - Canister</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge, beret, Chaplains’</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge, cap, Chaplains’</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge collar, cloth, Chaplain’s</td>
<td>3prs</td>
<td></td>
</tr>
<tr>
<td>Bag, daysack, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, travelling</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Belt, waist, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Beret, blue</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cap, plastic, Chaplain’s</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cummerbund black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Gloves, brown cape</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Mk IV Foul Weather Jacket</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jersey H/W blue</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jersey H/W green</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
### Tropical Outfit (to be supplied on the first occasion of need)

#### (1) Items Provided by Means of Cash Grant

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL (grants and Allowances Scale 119 refers).

#### (2) Tropical uniform as detailed in Para 1 sub para c and Para 1 sub para d is to be issued to all Officers at Para 13 sub para a on first occasion of need.
c. Personal Loan Items (JSP 886 Vol 6 Part 5 Sect 3 Annex A Paras 56 & 57)

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boots, combat assault</td>
<td>1 pr</td>
</tr>
<tr>
<td>Boots, combat assault, insoles</td>
<td>1 pr</td>
</tr>
<tr>
<td>Boots, DMS</td>
<td>1 pr</td>
</tr>
<tr>
<td>Discs, identity, stainless steel</td>
<td>2</td>
</tr>
<tr>
<td>Shirt, blue, working FR</td>
<td>2</td>
</tr>
<tr>
<td>Trousers, blue, working FR</td>
<td>2</td>
</tr>
</tbody>
</table>

Notes:

1. Not to be maintained on completion of training.

2. Chaplains are expected to wear Daily Working Rig (DWR) as directed by their ship or unit. However, where practicable, they may wear a dark suit with a clerical collar (black or grey shirt) in place of DWR, unless directed otherwise.

16. Scale 14 - RN Female Chaplains

a. Basic Outfit

(1) Items Provided by Means of Cash Grant

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evening bag</td>
<td>1</td>
</tr>
<tr>
<td>Tights, black</td>
<td>12 prs</td>
</tr>
<tr>
<td>Scarf, clerical</td>
<td>1</td>
</tr>
</tbody>
</table>

Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL (grants and allowances Scale 190 refers).

(2) Items Provided by Contract Arrangement

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue barathea undress uniform suit (jacket, skirt and trousers)</td>
<td>2</td>
</tr>
<tr>
<td>Blue barathea mess jacket</td>
<td>1</td>
</tr>
<tr>
<td>Blue barathea mess trousers</td>
<td>1 pr</td>
</tr>
<tr>
<td>Blue barathea long skirt</td>
<td>1</td>
</tr>
<tr>
<td>Skirt, working, worsted/polyester</td>
<td>1</td>
</tr>
</tbody>
</table>
## Items Issued from Service Sources

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Service Respirator</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>General Service Respirator – Haversack</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>General service Respirator - Canister</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge, beret, Chaplains</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge, cap, Chaplain’s</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Badge collar, cloth, Chaplain’s</td>
<td>3prs</td>
<td></td>
</tr>
<tr>
<td>Bag, daysack, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, travelling</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Belt, waist, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Beret, blue</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cummerbund, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Gloves, brown cape</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Hat, Tricorn</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jersey, sports</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Mk IV Foul Weather Jacket</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jersey, H/W, blue</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, double cuff, collar unattached</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, collar-attached</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Shoes, black leather, leather soles</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shoes, black, leather, non-slip sole</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shoes, court, black</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shorts, PT, blue</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shoulder, rank, slides</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Shoulder, rank boards</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Socks, thick, black</td>
<td>4 prs</td>
<td></td>
</tr>
<tr>
<td>Socks, thin, black</td>
<td>4 prs</td>
<td></td>
</tr>
<tr>
<td>Tie, black, polyester</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Trousers, working, polyester</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Vest, gymnasium</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
b. **Tropical Outfit (to be issued on first occasion of need)**

(1) **Items Provided by Means of a Cash Grant**

<table>
<thead>
<tr>
<th></th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cassock, white, light-weight</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shoes, court, white</td>
<td>1 pr</td>
<td></td>
</tr>
</tbody>
</table>

Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL (grants and allowances Scale 119 refers).

(2) Tropical uniform, as detailed in Para 2 sub para c and Para 2 sub para d is to be issued to all officers at Para 14 sub para a on first occasion of need.

c. **Personal Loan Items (JSP 886 Vol 6 Part 5 Sect 3 Annex A Paras 56 & 57)**

<table>
<thead>
<tr>
<th></th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boots combat assault</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Boots combat assault, insoles</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Boots, DMS</td>
<td>2 pr</td>
<td></td>
</tr>
<tr>
<td>Discs, identity, stainless steel</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shirt, blue, working FR</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Trousers, blue, working FR</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. Optionally, black stockings may be worn.
2. Not to be maintained on completion of training.
3. For Officers appointed to a shore establishment the allowance for the skirt is increased to 4.
4. Chaplains are expected to wear Daily Working Rig (DWR) as directed by their ship or unit. However, where practicable, they may wear a dark suit with a clerical collar (black or grey shirt) in place of DWR, unless directed otherwise.
17. Scale 15 - RNR Officers (Including RNR Chaplains)

a. Basic Outfit

(1) Items Provided by Means of Cash Grant

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Blue barathea undress uniform suit with appropriate rank lace (jacket, trousers, skirt (females only))

Skirt, working, pleated (females only)

Cash grant paid automatically by UPO/Unit HR Cell on receipt of OAL (grants and allowances Scales 155-160 refer).

(2) Items issued from Service Stocks

(a) Kit to be Issued (by RSUs) at Point of Allocation to RNR Initial Naval Training

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Badge, beret

Bag, Day Sack, black

Beret, blue

Flash, RN, Foul Weather Jacket

Foul Weather Jacket

Shoulder rank slides (white flashes)

Socks, thick, black

Boots, combat assault, black

Boots, combat assault, insoles

Boots, DMS

Disc, identity, stainless steel

RNPCS Baseball Cap

RNPCS Belt

RNPCS Jacket

RNPCS Thermal Layer

RNPCS Trousers

RNPCS T-shirt

Shorts PT

T-Shirt Blue

Shoes Fitness

Socks White PT
### Kit to be Issued at BRNC During RNR INT(O) Confirmation Course

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, cap</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cap, plastic DT (males only) or Hat, Tricorn (females only)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, linen</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, travelling</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Belt, waist, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cummerbund, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jersey, H/W, blue</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, collar-attached</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Shoes, black leather, leather soles</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shoes, black leather, non-slip soles</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shoes court, black (females only)</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shoulder rank boards</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shoulder rank slides</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Socks, thick, black</td>
<td>4 prs</td>
<td>1</td>
</tr>
<tr>
<td>Socks, thin black</td>
<td>3 prs</td>
<td></td>
</tr>
<tr>
<td>T Shirt, blue</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Tie, black, polyester</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Trousers, working, worsted/polyester</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>General Service Respirator</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>General Service Respirator - Haversack</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>General Service Respirator - Canister</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PCS Name Badge Embroidered</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### Personal Loan Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall, white</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**Notes:**

1. Only 2 pairs to be maintained on completion of training.
2. Engineer Officers only.
3. For Gymnasium use.
(d) **Additional Items for QARNNS (Reserve) Officers (to be supplied on first occasion of need)**

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, QA insignia, EGB</td>
<td>4</td>
</tr>
<tr>
<td>Tunic, ward clinical, white with navy blue piping</td>
<td>5</td>
</tr>
<tr>
<td>Trousers, ward clinical, navy blue</td>
<td>5 prs</td>
</tr>
<tr>
<td>Badge, QA insignia/name, white cloth</td>
<td>5</td>
</tr>
</tbody>
</table>

(e) **Additional Items for Chaplains**

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNR Chaplain’s Clerical Scarf, provided by means of cash grant, via UPO/Unit HR Cell</td>
<td>1</td>
</tr>
</tbody>
</table>

(f) **Tropical Outfit (to be supplied on the first occasion of need)**

<table>
<thead>
<tr>
<th>All Lists</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket, mess, white PV (provided under contract)</td>
<td>2</td>
</tr>
<tr>
<td>Jacket, bush, white PV (provided under contract)</td>
<td>2</td>
</tr>
<tr>
<td>Skirt, white (on request (provided under contract))</td>
<td>2</td>
</tr>
<tr>
<td>Belt buckles</td>
<td>2</td>
</tr>
<tr>
<td>Belt hooks</td>
<td>4</td>
</tr>
<tr>
<td>Belt, waist, white</td>
<td>1</td>
</tr>
<tr>
<td>Buttons, anodised, RN officers with split ring, Size 1 (foreparts and pockets of bush jacket)</td>
<td>6</td>
</tr>
<tr>
<td>Shoes, white</td>
<td>1 pr</td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>2</td>
</tr>
<tr>
<td>Socks, white</td>
<td>2 prs</td>
</tr>
<tr>
<td>Trouser, white PV</td>
<td>2 prs</td>
</tr>
</tbody>
</table>
**Notes:**

1. Engineer Officers only.

2. RNR Officers undertaking FTRS are entitled to a gratuitous issue of those items that make up the shortfall between Scales 15 and 3. Gratuitous items will be made on first appointment only.

3. Chaplains are expected to wear Daily Working Rig (DWR) as directed by their ship or unit. However, where practicable, they may wear a dark suit with a clerical collar (black or grey shirt) in place of DWR, unless directed otherwise.

4. Initial issue only as part of Accelerated Officer Programme; not maintained on completion of Phase 1 training. Issued to deploying personnel as part of operational/exercise supplement.

5. Issued on first occasion of need.

6. Scale of issue for Accelerated Officer Programme is 6 pairs; not maintained on completion of Phase 1 training.

7. Not maintained on completion of Phase 1 training.

8. Scale of 3 jackets only applicable to new joiners after Sep 16. Third jacket also applicable for deploying personnel in accordance with RNTM.

9. Additional 2 shirts issued as part of tropical supplement.

18. Scale 16 - Spare
19. **Scale 17 - RN & RNR Officers (Including Chaplains) Serving in RM & RMR Units**

As a general rule, RN and RNR Officers are to wear RN uniform. Exceptionally, officers in Commando units (including CTCRM) may wear combat dress on operations or field exercises, and military working dress on appropriate occasions when ordered locally. Officers wear shoulder badges of rank on all occasions and black-on-green ‘ROYAL NAVY’ flashes on both shoulders of the olive green heavy wool jersey. RN chaplains when in the field will be required to wear combat dress or military working dress with the chaplain’s badge on the shoulder, and the shoulder title ‘Royal Navy’ on each arm. The clerical collar and stock are to be worn with military working dress.

a. **Items Issued from Service Sources**

<table>
<thead>
<tr>
<th>Item</th>
<th>RN and RNR Officers (including Chaplains) Serving in RM Commando Units and CTCRM (including personnel under training at CTCRM)</th>
<th>RNR Officers Attached to RMR Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, beret, Chaplain’s, embroidered</td>
<td>1 (Note 4)</td>
<td>1</td>
</tr>
<tr>
<td>Beret blue, RN</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Beret, green</td>
<td>1 (Note 1)</td>
<td>1 (Note 1)</td>
</tr>
<tr>
<td>Boots, ankle, DMS</td>
<td>1 pr</td>
<td>1 pr</td>
</tr>
<tr>
<td>Defenders, ear - Gunfender</td>
<td>1 pr</td>
<td>-</td>
</tr>
<tr>
<td>Drawers olive, drab</td>
<td>2 prs (Note 2)</td>
<td>-</td>
</tr>
<tr>
<td>Flashes, ‘Royal Navy’</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Gloves, knitted polyester, olive drab</td>
<td>1 pr</td>
<td>-</td>
</tr>
<tr>
<td>Holdall</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Jersey, wool, heavy, olive drab</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Knife, fork and spoon set</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Lanyard, blue</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Puttee, short</td>
<td>1 pr</td>
<td>-</td>
</tr>
<tr>
<td>Shirt, combat</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Shoulder badges EBG</td>
<td>3 prs</td>
<td>3 prs</td>
</tr>
<tr>
<td>Socks, polyester, olive drab</td>
<td>3 prs</td>
<td>2 prs</td>
</tr>
<tr>
<td>Stockings, khaki</td>
<td>3 prs (Note 3)</td>
<td>-</td>
</tr>
<tr>
<td>Towels, hand, green</td>
<td>2 (Note 2)</td>
<td>-</td>
</tr>
<tr>
<td>Trousers, men’s, lightweight</td>
<td>2 prs (Note 5)</td>
<td>1 pr (Note 5)</td>
</tr>
<tr>
<td>Vest, olive drab</td>
<td>2 (Note 2)</td>
<td>-</td>
</tr>
</tbody>
</table>
Notes:

1. To be issued to RN and RNR Officers on Commando qualification.

2. To be issued on personal loan.

3. To be provided as required and only whilst tropical outfits include olive drab hats, shirts, shorts and trousers on personal loan from unit holdings.

4. An additional badge may be issued to Chaplains on qualification for a green beret.

5. Trousers, men’s, lightweight/barrack dress are designed for clean fatigue wear. They may be used for light training in and around barracks. All personnel should be made aware that they can be a fire hazard: they burn rapidly and decompose into a molten material that adheres to the skin. Such burns are difficult to treat and slow to heal. Heat along from weapon flash or contact with hot metal will melt the material. All personnel should be made aware of the risks involved when wearing the trousers near field cookers, other naked flames or very hot surfaces.

6. Chaplains are expected to wear Daily Working Rig (DWR) as directed by their ship or unit. However, where practicable, they may wear a dark suit with a clerical collar (black or grey shirt) in place of DWR, unless directed otherwise.
20. Scale 18 - MSF Officers on Re-Entry

a. **Entitlement to Scale.** Only MSF Officers who ceased active service more than 4 years before taking up their MSF appointment are entitled to a gratuitous issue of the items listed below. The appropriate Administrative Authority will give approval for the wearing of uniform by MSF Officers. This approval annotated with the last day of active service is the authority for the issue of all items of uniform.

b. **Basic Outfit**

(1) **Items Provided Under Contract**

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Barathea Suit</td>
<td>1</td>
</tr>
</tbody>
</table>

(2) **Items Issued from Service Sources**

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, cap, RN officers</td>
<td>1</td>
</tr>
<tr>
<td>Cap, detachable top. Hat Tricorn</td>
<td>1</td>
</tr>
<tr>
<td>Jersey H/W</td>
<td>1</td>
</tr>
<tr>
<td>Mk iv Foul Weather Jacket</td>
<td>1</td>
</tr>
<tr>
<td>Shirt, white, collar-attached</td>
<td>4</td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>4</td>
</tr>
<tr>
<td>Shoes, black leather, non-slip soles</td>
<td>1 pr</td>
</tr>
<tr>
<td>Shoulder slides</td>
<td>2 prs</td>
</tr>
<tr>
<td>Socks, thin, black</td>
<td>4 prs</td>
</tr>
<tr>
<td>Tie, black</td>
<td>2</td>
</tr>
<tr>
<td>Trousers, working, worsted/polyester</td>
<td>2 prs</td>
</tr>
</tbody>
</table>

**Notes:**

1. MSF Officers who take up their appointment after a break of less than 4 years are to be reimbursed in accordance with JSP 754.

2. Female MSF Officers may draw 2 skirts WWP instead of trousers WWP or 1 skirt WWP and 1 pair of trousers WWP.
21. **Scale 19 - Officers Uniform to be Returned on Early Discharge**

   a. Officers discharged within the first 6 months of service are to return all clothing issued in accordance with Chap 39 Annex 39B Para 5 and Para 6 Scale.

   b. Officers discharged after 6 months but with less than 4 years’ service are to return all items in sub para d.

   c. Officers discharged with more than 4 years’ service are to return all items on Personal Loan and their General Service Respirator.

   d. **Items**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Service Respirator</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Uniform, suit, blue barathea</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Uniform, suit, blue barathea, c/w skirt</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Mess, suit, blue barathea</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Blue, barathea, long skirt</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>White, waistcoat</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cap plastic/Hat Tricorn</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Cap, badge</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Bag, travelling</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Bag, Daysack, Black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Mk IV Foul Weather Jacket</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jacket, bush, white</td>
<td>2</td>
<td>1 and 3</td>
</tr>
<tr>
<td>Trousers, mess, white</td>
<td>2</td>
<td>1 and 3</td>
</tr>
<tr>
<td>Skirt, white</td>
<td>2</td>
<td>2 and 3</td>
</tr>
<tr>
<td>Jersey, H/W blue</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Trousers, working, polyester</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Luggage grant</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>All items held on Personal Loan as detailed in Kit Record Book.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Notes:

1. Male Officers only.

2. Female Officers only.

3. Only if issued with Tropical Clothing.

4. Officers are required to refund the cash grant that is paid for the purchase of suitable luggage, unless they can provide the appropriate receipts for luggage bought. Officers who are unable to provide a receipt may submit an application for waiver to BRNC or CTCRM as appropriate. Each case will be dealt on its merits (JSP 754 refers).
## Scale 20 - Officers Assigned as Military Attaché to Argentina - Basic Outfit
(Items issued by means of uniform grant)

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tropical No 1 Jacket</td>
<td>1</td>
</tr>
<tr>
<td>Lightweight Overalls</td>
<td>1</td>
</tr>
<tr>
<td>Tropical Mess Jacket</td>
<td>1</td>
</tr>
<tr>
<td>Prestige Lovat Uniform</td>
<td>1</td>
</tr>
</tbody>
</table>
23. **Scale 21 – Sponsored Reserves**

   a. **Basic Outfit**

   (1) **Items Issued from Service Stocks**

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, beret</td>
<td>1</td>
</tr>
<tr>
<td>Badge, cap</td>
<td>1</td>
</tr>
<tr>
<td>Belt, waist, black</td>
<td>1</td>
</tr>
<tr>
<td>Beret, blue</td>
<td>1</td>
</tr>
<tr>
<td>Cap, plastic DT</td>
<td>1</td>
</tr>
<tr>
<td>Mk IV Foul Weather Jacket</td>
<td>1</td>
</tr>
<tr>
<td>RN Patch</td>
<td>1</td>
</tr>
<tr>
<td>Jersey HW, blue</td>
<td>1</td>
</tr>
<tr>
<td>Shirt, white, collar-attached</td>
<td>3</td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>3</td>
</tr>
<tr>
<td>Shoes, black leather, non-slip soles</td>
<td>1 pr</td>
</tr>
<tr>
<td>Shoulder rank slides</td>
<td>2 prs</td>
</tr>
<tr>
<td>Socks, thin, black</td>
<td>2 prs</td>
</tr>
<tr>
<td>Tie, black polyester</td>
<td>1</td>
</tr>
<tr>
<td>Trousers, working, worsted/polyester</td>
<td>1 pr</td>
</tr>
</tbody>
</table>

   b. **Tropical Outfit (issued on first occasion of need) - Items Issued from Service Stocks**

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoes, white</td>
<td>1 pr</td>
</tr>
<tr>
<td>Shirt, white, short sleeved</td>
<td>4</td>
</tr>
<tr>
<td>Shorts, white</td>
<td>2 prs</td>
</tr>
<tr>
<td>Shorts, blue, working</td>
<td>2 prs</td>
</tr>
<tr>
<td>Shoulder rank boards</td>
<td>1 pr</td>
</tr>
<tr>
<td>Stockings, blue</td>
<td>2</td>
</tr>
<tr>
<td>Stockings, white</td>
<td>2</td>
</tr>
<tr>
<td>Trousers, white PV</td>
<td>2</td>
</tr>
</tbody>
</table>
c. **Personal Loan Items (JSP 886 Vol 6 Part 5 Sect 3 Annex A Paras 56 & 57)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boots, DMS</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shirt, blue, working FR</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Trousers, blue, working FR</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Overall, white</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Overall, blue</td>
<td>2</td>
<td>4</td>
</tr>
</tbody>
</table>

**Notes:**

1. *For Foul Weather Jacket.*
2.Officers and Senior Ratings only.
3. Officers only.
4. Ratings Only.
ANNEX 39C

RN AND RNR RATINGS’ KIT SCALES

1. Scale 1 - RN Male Ratings

   a. **Class I.** Ratings not dressed as Seamen. Warrant Officers, Chief Petty Officers and Petty Officers.

   b. **Class II.** Ratings dressed as Seamen.

   c. **Basic Kit**

   (1) **Items Provided by Contract**

<table>
<thead>
<tr>
<th>Item</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket, uniform Class I</td>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Trousers, uniform Class I</td>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Jumper, uniform, Class II</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Trousers, uniform, Class II</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

   (2) **Items Provided from Service Sources**

<table>
<thead>
<tr>
<th>Item</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Service Respirator</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>General Service Respirator – Haversack</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>General Service Respirator – Canister</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge, cap</td>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Badge, beret red</td>
<td>-</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Badge, embroidered name</td>
<td>6</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>Bag, daysack, black</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, travelling</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Belt, waist, black</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Beret, blue</td>
<td>1</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Cap, plastic</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cap, plastic, detachable top</td>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Cap ribbon</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Collar, seamen's, blue</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Epaulettes</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Item Description</td>
<td>Quantity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flash RN Foul Weather Jacket</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foul Weather Trousers Mk IV</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jersey, H/W blue</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lanyard, white</td>
<td>- 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Washing</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RNPCS Jacket</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RNPCS Trousers</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RNPCS T-Shirt</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RNPCS Belt</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RNPCS Thermal Layer</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scarf, black, assembly</td>
<td>- 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shirt, uniform class II</td>
<td>- 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shirt, white, collar-attached</td>
<td>3 -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>3 3 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shirt, T, blue</td>
<td>2 2 6 and 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shoes, black leather, DMS</td>
<td>1 pr 1 pr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shoes, fitness</td>
<td>1 pr 1 pr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shorts, PT, blue</td>
<td>2 2 5 and 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Socks, thick, black</td>
<td>3 prs 3 prs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Socks, thin, black</td>
<td>2 prs 2 prs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Socks, white</td>
<td>2 prs 2 prs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tie, black</td>
<td>2 -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trousers, working, polyester</td>
<td>2 prs 2 prs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### d. Additional Items for Certain Ratings

(1) **Chefs - (Items issued from Service stocks)**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket Food Handlers</td>
<td>6 6</td>
<td>15, 16</td>
<td></td>
</tr>
<tr>
<td>Neckerchief</td>
<td>6 6</td>
<td>15, 16</td>
<td></td>
</tr>
<tr>
<td>Trousers Food Handlers</td>
<td>6 prs 6 prs</td>
<td>15, 16</td>
<td></td>
</tr>
<tr>
<td>Apron Food Handlers</td>
<td>6 6</td>
<td>15, 16</td>
<td></td>
</tr>
<tr>
<td>Cap Food Handlers</td>
<td>6 6</td>
<td>15, 16</td>
<td></td>
</tr>
</tbody>
</table>
## (2) Stewards - (Items issued from Service stocks)

<table>
<thead>
<tr>
<th>Item</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt, white, short sleeve</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Trousers, working, polyester</td>
<td>1 pr</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shirt, Uniform Class II</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

## (3) Submariners (on first qualifying for service in submarines) - (Items issued from Service stocks)

<table>
<thead>
<tr>
<th>Item</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover, suit</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Drawers, ECW</td>
<td>2 prs</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Jersey, wool, white</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, T</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Socks, thick, black</td>
<td>2 prs</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Vest, ECW</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

## (4) Royal Navy Police - (Items issued from Service stocks)

<table>
<thead>
<tr>
<th>Item</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trousers, working, polyester</td>
<td>1 pr</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Royal Navy Police chest flash when wearing a Foul Weather Jacket Mk IV</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Quickcuffs (8465-99-864-6459)</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Case Handcuff (8465-99-876-0487)</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Black Patrol Boots (Iturri Male 8430995122153-2154 or 8430994458586-8605 or YDS Male 8430995122155-2156 or 8430995846674-6693)</td>
<td>1 pr</td>
<td>1 pr</td>
<td></td>
</tr>
</tbody>
</table>
(5) Medical Assistants/QARNNS - (Items issued from Service stocks)

<table>
<thead>
<tr>
<th>Class</th>
<th>Class</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>II</td>
<td></td>
</tr>
<tr>
<td>Trousers, working, polyester</td>
<td>1 pr</td>
<td>1 pr</td>
</tr>
<tr>
<td>Badge, QA insignia, EGB</td>
<td>-</td>
<td>4</td>
</tr>
<tr>
<td>Tunic (M), ward clinical, white (with royal blue piping for QA only)</td>
<td>-</td>
<td>5</td>
</tr>
<tr>
<td>Trousers (M), ward clinical, navy blue</td>
<td>-</td>
<td>5 prs</td>
</tr>
<tr>
<td>Badge, QA insignia/name, white cloth</td>
<td>-</td>
<td>5</td>
</tr>
<tr>
<td>Jacket, white, hospital service</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Trousers, white, hospital service</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Shirt K C</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Shoes, ward duty, black</td>
<td>1 pr</td>
<td>1 pr</td>
</tr>
</tbody>
</table>

(6) Physical Training Instructor - (Items issued from Service stocks)

<table>
<thead>
<tr>
<th>Class</th>
<th>Class</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>II</td>
<td></td>
</tr>
<tr>
<td>Tracksuit</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Shorts, white</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Shorts, blue</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Socks, white</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Trousers, gym</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>White indoor top</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Sweatshirt, grey</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Service Issue Indoor training shoe</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

(7) Clearance Divers

<table>
<thead>
<tr>
<th>Class</th>
<th>Class</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>II</td>
<td></td>
</tr>
<tr>
<td>Watch Diving</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
(8) Petty Officer Mess Undress

(a) Items Provided by Uniform Grant via UPO/Unit HR Cell

<table>
<thead>
<tr>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petty Officer Mess Undress (Jacket &amp; Trousers)</td>
<td>1</td>
<td>14</td>
</tr>
</tbody>
</table>

Note: All Regular Royal Navy Leading Hands promoted to acting paid or substantive Petty Officer on or after 1 Apr 12 are entitled to a gratuitous issue of a made to measure Mess Dress uniform. There is no retrospective entitlement to this gratuitous issue. Individuals are to contact their Base Port Clothing Store to book an appointment. Any through life alterations or repairs to the Mess Dress are the personal responsibility of the owner.

(b) Items Issued from Service Sources

<table>
<thead>
<tr>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bow tie</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cummerbund, male</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, evening, male</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

(9) Personnel Employed as Naval Military Training Instructors

<table>
<thead>
<tr>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cap, Cold Weather</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>T-Shirt, Brown</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Shirt, Combat, Temperate, MTP</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Trousers, Combat, Temperate, MTP</td>
<td>3 prs</td>
<td>3 prs</td>
</tr>
<tr>
<td>Thermal Smock Buffalo</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Jacket, Thermal Softy</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Trousers, Thermal Softy</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Smock, Combat MTP</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Jacket MVP MTP</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Trousers MVP MTP</td>
<td>1 pr</td>
<td>1 pr</td>
</tr>
<tr>
<td>Boots (Cold Weather)</td>
<td>1 pr</td>
<td>1 pr</td>
</tr>
<tr>
<td>Webbing Belt</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Item</td>
<td>Class I</td>
<td>Class II</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>Sock, Combat, MVP</td>
<td>2 prs</td>
<td>2 prs</td>
</tr>
<tr>
<td>Gloves, Leather, MTP</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Flask, 1 Ltr</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Patrol Sack, MTP</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Head Torch</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Combat Thermal Undershirt</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

e. **Tropical Outfit (issued on first occasion of need)**

(1) **Items Issued from Service Sources**

<table>
<thead>
<tr>
<th>Item</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bush, jacket</td>
<td>1</td>
<td>-</td>
<td>13</td>
</tr>
<tr>
<td>Belt buckle</td>
<td>2</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Belt hook</td>
<td>2</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Belt, waist, white</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Buttons, Anodised, RN: 2.22 cms (forepart and pockets of bush jackets)</td>
<td>8</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Buttons, Anodised, RN: 1.43 cms (shoulder flaps of bush jackets)</td>
<td>2</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Jumper, white uniform</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, T</td>
<td>-</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>1 pr</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Shoes, white canvas</td>
<td>1 pr</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Socks, white</td>
<td>2 pr</td>
<td>2 pr</td>
<td></td>
</tr>
<tr>
<td>Trousers, white PV</td>
<td>2 prs</td>
<td>2 prs</td>
<td></td>
</tr>
</tbody>
</table>

(2) **Additional Items for Certain Senior Ratings.** White tunics may be worn by Senior Ratings when required to conform with accepted international standards of dress on State or major ceremonial occasions as directed by Fleet Commander.
f. **Personal Loan Items (JSP 886 Vol 6 Part 5 Sect 3 Annex A Paras 56 & 57) - All Ratings**

<table>
<thead>
<tr>
<th>Item</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boots, combat assault</td>
<td>1 pr</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Boots, combat assault, insole</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Boots, DMS</td>
<td>1 pr</td>
<td>1 pr</td>
<td>10</td>
</tr>
<tr>
<td>Disc, identity, stainless steel</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Coverall, blue</td>
<td>1</td>
<td>1</td>
<td>11</td>
</tr>
</tbody>
</table>
Notes:

1. Orange epaulettes are to be issued to RN and RNR ratings during Phase 1 training.

2. Additional coveralls issued on first occasion of need: Engineers 2 pr.

3. QARNNS/Medical Assistant ratings only.

4. Optional for Muslim Junior Ratings shirt white collar attached in lieu of shirt white short sleeve.

5. Optional for Muslim ratings tracksuit on lieu of T Shirt and shorts blue.

6. Optional for Muslim Ratings trousers white in lieu of shorts blue.

7. Muslim Ratings may in addition to the beret wear a Hijab. The Hijab should be a tri-angular shaped, dark blue cotton material, to fit the individual. It is to be provided locally via the establishment tailor and charged to IAC 1G1/1100.

8. Not to be maintained as part of kit after completion of Phase 2/Trade Training.

9. Only 2 prs to be maintained on Part 1 Training.

10. Ratings who routinely work in wet conditions may, at the LO's discretion, be issued with an extra pair of DMS boots on individual loan (MOD Form 3352A).

11. To be issued on Personal Loan.

12. Issued on first occasion of need at HMS RALEIGH. To be replaced at own cost when required.

13. WO1, WO2 and CPOs undertaking Officer of the Day duties in tropical conditions are to be issued an additional bush jacket.

14. This Uniform Grant is a one-time only issue applicable to individuals newly promoted to Petty Officer. Future maintenance costs are to be met at the individual’s own expense.

15. Gratuitous Issue to Stewards on completion of the Petty Officer Catering Services (POCS) Qualifying/Conversion Course.

16. Gratuitous Issue to Stewards and AB(D) in MCMV/River Role whilst employed in Galley Duties.
2. Scale 2 - RN Female Ratings

   a. **Class I.** Ratings not dressed as Seaman. Warrant Officers, Chief Petty Officers and Petty officers.

   b. **Class II.** Ratings dressed as Seaman.

   c. **Basic Kit**

   (1) **Items Provided by Contract**

<table>
<thead>
<tr>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket, uniform Class I</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Trousers, uniform Class I</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Skirt, uniform, Class I</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Jumper, uniform, Class II</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Trousers, uniform, Class II</td>
<td>-</td>
<td>1</td>
</tr>
</tbody>
</table>

   (2) **Items Provided from Service Stocks**

<table>
<thead>
<tr>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Service Respirator</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>General Service Respirator – Haversack</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>General Service Respirator – Canister</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Badge, Tricorn, hat</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Badge, beret</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Badge, embroidered name</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Bag, daysack, black</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Bag, travelling</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Belt, waist, black</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Belt Blue RN PCS</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Beret, blue</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cap, plastic</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Cap ribbon</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Collar seamen’s, blue</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Epaulettes</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Fleece Base Layer RN PCS</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Item</td>
<td>Class I</td>
<td>Class II</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>Hat, Tricorn</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Foul Weather Jacket Mk IV</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Jersey, H/W, blue</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Lanyard, knife</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>RNPCS Jacket</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>RNPCS Trousers</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>RNPCS T-Shirt</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>RNPCS Belt</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>RNPCS Thermal Layer</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Scarf, black, assembly</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Shirt, uniform, Class II</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Shirt, white, collar-attached</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Shoes, black leather, DMS</td>
<td>1 pr</td>
<td>1 pr</td>
</tr>
<tr>
<td>Shoes, court, black (on first occasion of need)</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shoes, fitness</td>
<td>1</td>
<td>1 pr</td>
</tr>
<tr>
<td>Shorts, PT, blue</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Skirt, working, pleated</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Socks, thick, black</td>
<td>3 prs</td>
<td>3 prs</td>
</tr>
<tr>
<td>Socks, thin, black</td>
<td>2 prs</td>
<td>2 prs</td>
</tr>
<tr>
<td>Socks, white</td>
<td>2 prs</td>
<td>2 prs</td>
</tr>
<tr>
<td>Tie, black</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Trousers, working, worsted/polyester</td>
<td>2 pr</td>
<td>2 pr</td>
</tr>
</tbody>
</table>

d. Additional Items for Certain Ratings

(1) Chefs - (items issued from Service stocks)

<table>
<thead>
<tr>
<th>Item</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket, food handlers</td>
<td>6</td>
<td>6</td>
<td>17</td>
</tr>
<tr>
<td>Neckerchief</td>
<td>6</td>
<td>6</td>
<td>17</td>
</tr>
<tr>
<td>Trousers, food handlers</td>
<td>6 prs</td>
<td>6 prs</td>
<td>17</td>
</tr>
<tr>
<td>Apron, food handlers</td>
<td>6</td>
<td>6</td>
<td>17</td>
</tr>
<tr>
<td>Cap, food handlers</td>
<td>6</td>
<td>6</td>
<td>17</td>
</tr>
</tbody>
</table>
(2) **Stewards - (items issued from Service stocks)**

<table>
<thead>
<tr>
<th>Class</th>
<th>Class</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>II</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Trousers, WP/skirt pleated</td>
<td>1 pr</td>
<td>1 pr</td>
</tr>
<tr>
<td>Shirt, Uniform Class II</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

(3) **Royal Navy Police - (items issued from Service stocks)**

<table>
<thead>
<tr>
<th>Class</th>
<th>Class</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>II</td>
<td></td>
</tr>
<tr>
<td>Trousers, WP/skirt pleated</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Royal Navy Police chest flash when wearing a Foul Weather Jacket Mk IV</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Quickcuffs (8465-99-864-6459)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Case Handcuff (8465-99-876-0487)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Black Patrol Boots YDS Female 8435995846694-6707)</td>
<td>1 pr</td>
<td>1 pr</td>
</tr>
</tbody>
</table>

(4) **Medical Assistants/QARNNS - (items issued from Service stocks)**

<table>
<thead>
<tr>
<th>Class</th>
<th>Class</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>II</td>
<td></td>
</tr>
<tr>
<td>Trousers WP/skirt, pleated</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Belting, petersham coloured</td>
<td>9 de</td>
<td>9 de</td>
</tr>
<tr>
<td>Dress, white</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Badge, QA insignia, EGB</td>
<td>-</td>
<td>4</td>
</tr>
<tr>
<td>Tunic (F), ward clinical, white (with royal blue piping for QA only)</td>
<td>-</td>
<td>5</td>
</tr>
<tr>
<td>Trousers (F), ward clinical, Navy Blue</td>
<td>-</td>
<td>5 prs</td>
</tr>
<tr>
<td>Jacket White Hospital Service</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Trousers White Hospital Service</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Shirt KC</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Badge, QA insignia/name, white cloth</td>
<td>-</td>
<td>5</td>
</tr>
<tr>
<td>Shoes, ward duty black</td>
<td>1 pr</td>
<td>1 pr</td>
</tr>
</tbody>
</table>

**Note.** New entry JRs will no longer be issued with a Class II skirt at HMS RALEIGH. All JRs may on first occasion of need, draw a Class I skirt ie. as worn by Officers and SRs.
### (5) Physical Training Instructor - (items issued from Service stocks)

<table>
<thead>
<tr>
<th>Class</th>
<th>Class</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>II</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tracksuit</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Shorts, white</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Shorts, blue</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Socks, white</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Trousers, gym</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Waist belt</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Shirt, women’s, white, PTI</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Vest, women’s, white, PTI</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Indoor top, white</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Sweatshirt, grey</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Service Issue Indoor training shoe</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

### (6) Petty Officer Mess Undress

#### (a) Items Provided by Uniform Grant via UPO/Unit HR Cell

<table>
<thead>
<tr>
<th>Class</th>
<th>Class</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>II</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petty Officer Mess Undress (Jacket &amp; Trousers)</td>
<td>1</td>
<td>19</td>
</tr>
</tbody>
</table>

**Note.** All Regular Royal Navy Leading Hands promoted to acting paid or substantive Petty Officer on or after 1 Apr 12 are entitled to a gratuitous issue of a made to measure Mess Dress uniform. There is no retrospective entitlement to this gratuitous issue. Individuals are to contact their Base Port Clothing Store to book an appointment. Any through life alterations or repairs to the Mess Dress are the personal responsibility of the owner.

#### (b) Items Issued from Service Sources

<table>
<thead>
<tr>
<th>Class</th>
<th>Class</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>II</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bow tie</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cummerbund, female</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, evening, female</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
Personnel Employed as Naval Military Training Instructors

<table>
<thead>
<tr>
<th>Item</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap, Cold Weather</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>T-Shirt, Brown</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Shirt, Combat, Temperate, MTP</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Trousers, Combat, Temperate, MTP</td>
<td>3 prs</td>
<td>3 prs</td>
<td></td>
</tr>
<tr>
<td>Thermal Smock Buffalo</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jacket, Thermal Softy</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Trousers, Thermal Softy</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Smock, Combat MTP</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jacket MVP MTP</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Trousers MVP MTP</td>
<td>1 pr</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Boots (Cold Weather)</td>
<td>1 pr</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Webbing Belt</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Sock, Combat, MVP</td>
<td>2 prs</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Gloves, Leather, MTP</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Flask, 1 Ltr</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Patrol Sack, MTP</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Head Torch</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Combat Thermal Undershirt</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

e. Tropical Outfit (issued on first occasion of need)

(1) Items Provided by Contract

<table>
<thead>
<tr>
<th>Item</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skirts</td>
<td>1</td>
<td>-</td>
<td>5</td>
</tr>
</tbody>
</table>
(2) Items Issued from Service Sources

<table>
<thead>
<tr>
<th>Class</th>
<th>Class</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>II</td>
<td></td>
</tr>
</tbody>
</table>

- Bush jacket: 1
- Belt buckle: 1
- Belt hook: 2
- Belt, waist, white: 1
- Buttons, RN Anodised with split rings: 2.22 cms (forepart and pockets of bush jackets): 8
- Buttons, RN Anodised with split rings: 1.43 cms (shoulder flaps of bush jackets): 2
- Jumper, white, uniform: -
- Scarf, black assembly: -
- Shirt, T: -
- Shirt, white, short sleeve: 1, 1, 9
- Shoes, white canvas: 1 pr, 1 pr
- Socks, white: 2 prs, 2 prs
- Trousers, white PV: 2 prs, 2 prs

(3) Additional Items for Certain Senior Ratings. White tunics may be worn by Senior Ratings when required to conform with accepted international standards of dress on State or Major Ceremonial occasions as directed by Fleet Commander.

f. Personal Loan Items (JSP 886 Vol 6 Part 5 Sect 3 Annex A Paras 56 & 57) - All Ratings

<table>
<thead>
<tr>
<th>Class</th>
<th>Class</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>II</td>
<td></td>
</tr>
</tbody>
</table>

- Boots, combat assault: 1 pr, 2 prs
- Boots, combat assault, insoles: 1
- Boots, DMS: 1 pr, 1 pr
- Discs, identity, stainless steel: 2
- Coverall, blue: 1, 1, 2
**Notes:**

1. RN and RNR Ratings are to be issued orange epaulettes to be worn during Phase 1 training.

2. Additional coveralls issued on first occasion of need: Engineers 2 pr.

3. Local purchase only, further information available from Staff Officer Policy HMS TEMERAIRE.

4. Entitled to a maximum of 5 shirts or vests. Preferred configuration to be determined by serving unit.

5. Senior Ratings drafted ashore will be entitled to 4 skirts.

6. QARNNS Ratings only – white tunic with royal blue piping.

7. Medical Assistants only – plain white tunic.

8. Senior Ratings only.

9. Optional for Muslim Junior Ratings shirt white collar attached in lieu of shirt white short sleeve.

10. Optional for Muslim Ratings tracksuit in lieu of T shirt and shorts white.

11. Optional for Muslim Ratings trousers white in lieu of shorts white.

12. Muslim Ratings may in addition to the beret wear a Hijab. The Hijab should be a tri-angular shaped, dark blue cotton material, to fit the individual. Stock held at OCS HMS RALEIGH for call off as required. NSN 8145 99 862 1577 refers.

13. Not to be maintained as part of kit after completion of Phase 2 training.

14. Only 2 prs to be maintained on completion of Phase 1 training.

15. Ratings who routinely work in wet conditions may, at the LO’s discretion, be issued with an extra pair of DMS boots on Individual Loan (S95).

16. Issued on first occasion of need at HMS RALEIGH. To be replaced at own cost when required.

**(Continued)**

**Notes (Continued):**

17. Gratuitous Issue to Catering Services (Delivery) on completion of the
Petty Officer Catering Services (POCS) Qualifying/Conversion Course.

18. This Uniform Grant is a one-time only issue applicable to individuals newly promoted to Petty Officer. Future maintenance costs are to be met at the individual’s own expense.

3. Scale 3 - Naval Careers Service Male RN RFR Careers Adviser (CA)

Note. Replacement factors shown denote the estimated wear life per garment for guidance. Garments should not be replaced before this is justified.

a. Items Provided by Contract (Note 1)

<table>
<thead>
<tr>
<th>Scale</th>
<th>Replacement Rates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, breast, Naval Careers Service</td>
<td>2</td>
<td>As required</td>
</tr>
<tr>
<td>Jacket, uniform, Class I</td>
<td>1</td>
<td>Nil</td>
</tr>
<tr>
<td>Trousers, uniform, Class I</td>
<td>1</td>
<td>Nil</td>
</tr>
</tbody>
</table>

b. Items Issued From Service Sources (Note 1)

<table>
<thead>
<tr>
<th>Scale</th>
<th>Replacement Rates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, cap</td>
<td>1</td>
<td>As required</td>
</tr>
<tr>
<td>Belt, waist, black</td>
<td>1</td>
<td>As required</td>
</tr>
<tr>
<td>Cap, peaked</td>
<td>1</td>
<td>As required</td>
</tr>
<tr>
<td>Foul Weather Jacket Mk IV</td>
<td>1</td>
<td>Nil</td>
</tr>
<tr>
<td>Foul Weather Trousers Mk IV</td>
<td>1</td>
<td>Nil</td>
</tr>
<tr>
<td>Jersey, heavy wool</td>
<td>1</td>
<td>As required</td>
</tr>
<tr>
<td>Shirt, white long sleeve</td>
<td>4</td>
<td>As required</td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>4</td>
<td>As required</td>
</tr>
<tr>
<td>Shoes, black leather, DMS</td>
<td>1 pr</td>
<td>As required</td>
</tr>
<tr>
<td>Slides, shoulder, rate badge</td>
<td>2 prs</td>
<td>As required</td>
</tr>
<tr>
<td>Socks, thick, black</td>
<td>2 prs</td>
<td>As required</td>
</tr>
<tr>
<td>Socks, thin, black</td>
<td>2 prs</td>
<td>As required</td>
</tr>
<tr>
<td>Tie, black</td>
<td>2</td>
<td>As required</td>
</tr>
<tr>
<td>Trousers, working, worsted/polyester</td>
<td>2</td>
<td>1 every year</td>
</tr>
</tbody>
</table>
Notes:

1. These items are to be issued on initial entry into the Naval Careers Service in addition to the Home Retention Scale of kit retained on discharge from active service in accordance with Scale 22.

2. The Naval Careers Service breast badges, (one with pin fastener and one with magnetic fastener), to be provided by Captain Naval Recruiting contract.

3. These items may be exchanged for new items, if necessary, at the intervals specified, or earlier if there is sufficient evidence that irreparable wear or damage is due to Service reasons beyond the owner’s control.

4. A CA3 is entitled, on advancement to CA2, to a gratuitous initial issue, if not previously received, of the full range of CPO badges in accordance with the scales laid down in Annex 39D Para 1.

5. A CA2 is entitled, on advancement to CA1, to a gratuitous initial issue, if not previously received, of the full range of WO badges in accordance with the scales laid down in Annex 39D Para 1.

4. Scale 4 - Naval Careers Service Female RN RFR Careers Adviser (CA).

Note. Replacement factors shown denote the expected wear life per Garment for guidance. Garments should not be replaced before this is justified.

a. Items Provided by Contract (Note 1)

<table>
<thead>
<tr>
<th>Scale</th>
<th>Replacement Rates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, breast, Naval Careers Service</td>
<td>2</td>
<td>As required</td>
</tr>
<tr>
<td>Jacket, uniform, Class I</td>
<td>1</td>
<td>Nil</td>
</tr>
<tr>
<td>Skirt, uniform, Class 1</td>
<td>1</td>
<td>Nil</td>
</tr>
<tr>
<td>Trousers, uniform Class 1</td>
<td>1</td>
<td>Nil</td>
</tr>
</tbody>
</table>

b. Items Issued From Service Sources (Note 1)

<table>
<thead>
<tr>
<th>Scale</th>
<th>Replacement Rates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, Tricorn, hat</td>
<td>1</td>
<td>As required</td>
</tr>
<tr>
<td>Belt, waist, black</td>
<td>1</td>
<td>As required</td>
</tr>
<tr>
<td>Hat, Tricorn</td>
<td>1</td>
<td>As required</td>
</tr>
<tr>
<td>Foul Weather Jacket Mk IV</td>
<td>1</td>
<td>Nil</td>
</tr>
<tr>
<td>Foul Weather Trousers Mk IV</td>
<td>1</td>
<td>Nil</td>
</tr>
<tr>
<td>Item</td>
<td>Quantity</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Jersey, heavy wool</td>
<td>1</td>
<td>As required</td>
</tr>
<tr>
<td>Shirt, white long sleeve</td>
<td>4</td>
<td>As required</td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>4</td>
<td>As required</td>
</tr>
<tr>
<td>Shoes, black leather, DMS</td>
<td>1 pr</td>
<td>As required</td>
</tr>
<tr>
<td>Skirt, working, diagonal serge</td>
<td>2</td>
<td>1 every year 3</td>
</tr>
<tr>
<td>Slides, shoulder, rate badge</td>
<td>2 prs</td>
<td>As required 4 and 5</td>
</tr>
<tr>
<td>Socks, thin, black</td>
<td>4 prs</td>
<td>As required</td>
</tr>
<tr>
<td>Tie, black</td>
<td>2</td>
<td>As required</td>
</tr>
</tbody>
</table>

Notes:

1. These items are to be issued on initial entry into the Naval Careers Service in addition to the Home Retention Scale of kit retained on discharge from active service in accordance with Scale 23.

2. The Naval Careers Service breast badges, (one with pin fastener and one with magnetic fastener), to be provided by Captain Naval Recruiting contract.

3. These items may be exchanged for new items, if necessary, at the intervals specified or earlier if there is sufficient evidence that irreparable wear or damage is due to Service reasons beyond the owner’s control.

4. A CA3 is entitled, on advancement to CA2, to a gratuitous initial issue, if not previously received, of the full range of CPO badges in accordance with the scales laid down in Annex 39D Para 1.

5. A CA2 is entitled, on advancement to CA1, to a gratuitous initial issue, if not previously received, of the full range of WO badges in accordance with the scales laid down in Annex 39D Para 1.

5. Scale 5 - RN Ratings Serving in North America

Senior Ratings serving in North America for a period of at least 9 months. (As a general rule, ratings are to wear RN uniform. Exceptionally as a working uniform, khaki clothing may be worn. See Note 1).

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belt, webbing, khaki</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Collar rank badges</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Shirt, khaki, short-sleeved</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Trousers, khaki</td>
<td>2 prs</td>
<td>2</td>
</tr>
</tbody>
</table>
Notes:

1. Similar arrangements apply to ratings assigned for lesser periods. CBNS Washington or SSA SWS/CSSE, as appropriate, is to review, in each case, the need to provide khaki clothing.

2. Eligible ratings are to provide themselves with these items from US Service sources. Receipted invoices are to be forwarded to Royal Navy Overseas Support Unit, HMS NELSON.

6. Scale 6 - RN Ratings Serving in Commando Units and Medical Branch Male Ratings Serving in Other RM Units

a. As a general rule, RN personnel in RM units are to wear RN uniform. Class II Ratings are to wear cap ribbons lettered ‘ROYAL MARINES UNIT’. Exceptionally, RN personnel in commando units, including CTCRM, and RN Medical Branch Ratings only, in other RM units, may wear combat dress on operations or field exercises, and military working dress on appropriate occasions when ordered locally.

b. Shoulder flashes lettered ‘ROYAL NAVY COMMANDO’ in black on green as appropriate, are worn by Commando qualified personnel. The shoulder flashes are to be worn as detailed in Chapter 40.

c. On combat dress and military working dress rank and rate badges are worn as follows:

(1) RN Warrant Officers black on green, or anodised badges, in the same manner as RM Warrant Officers.

(2) CPOs, POs and Leading Hands; black on green shoulder badges.

d. Black on green ‘ROYAL NAVY COMMANDO’ shoulder flashes are to be worn on olive green heavy wool jerseys and CS95 as detailed in para 2.

e. Parachutist badge is to be worn on the right cuff and the Commando badge is to be worn on the left cuff of No 1 Dress, 127mm from the end of the sleeve. No other badges are to be worn on No 1 Dress.
<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beret, green</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Boots, combat, assault</td>
<td>pr</td>
<td></td>
</tr>
<tr>
<td>Cap ribbon, lettered 'ROYAL MARINES UNIT'</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Defenders, ear, gunfender</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Drawers, olive drab</td>
<td>2 prs</td>
<td>3</td>
</tr>
<tr>
<td>Gloves, knitted polyester, olive drab</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Holdall</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jersey, wool, heavy, olive drab</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Knife, fork and spoon set</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Lanyard, white</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Puttees, short</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shirt, combat</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Socks, olive drab</td>
<td>3 prs</td>
<td></td>
</tr>
<tr>
<td>Stockings, khaki</td>
<td>3 prs</td>
<td>4</td>
</tr>
<tr>
<td>Towels, hand, green</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Trousers, olive drab</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Vest, olive drab</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Wrist strap, brown</td>
<td>1</td>
<td>5</td>
</tr>
</tbody>
</table>

**Notes:**

1. *Only for Commando qualified personnel.*

2. *Class II Ratings only.*

3. *Provided on Personal Loan.*

4. *To be provided as required and only whilst tropical outfits include hats, shirts, shorts and trousers in olive drab.*

5. *WOs only.*

6. *All other garments in temperate or tropical combat assemblies are to be provided on Individual Loan when required.*
7. Scale 7 - Female Ratings Assigned to Serve With Royal Marines Units in Northern Ireland

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap, ribbon, lettered ‘ROYAL MARINES UNIT’</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Jersey, heavy wool, olive drab</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Parka or anorak, working dress</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Shirt, olive drab</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. Class II Ratings only.
2. Issued on arrival in Northern Ireland.

8. Scale 8 - Naval Party 1002 - Diego Garcia. Uniform Scale for RN Male and Female Ratings on Police and Customs Duty

a. Customs Duty

(1) All Ratings

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirts, tropical, stone</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Shorts, tropical, stone</td>
<td>4 prs</td>
<td>1</td>
</tr>
<tr>
<td>Stockings, RM, stone</td>
<td>4 prs</td>
<td>1</td>
</tr>
<tr>
<td>Trousers, tropical, stone</td>
<td>2 pr</td>
<td>1, 2</td>
</tr>
<tr>
<td>Boots, desert, RAF</td>
<td>1 pr</td>
<td>1</td>
</tr>
<tr>
<td>Beret, grey, Army</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Badge, beret</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Buckle belt</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

(2) Female Ratings

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dress, warm weather</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Shoes, flat, brown or fawn</td>
<td>1 pr</td>
<td>4</td>
</tr>
</tbody>
</table>
b. Police Duty

   (1) All Ratings

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt, white, with patch pockets/radio and shoulder straps</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Trousers, black lightweight</td>
<td>3 prs</td>
<td>1</td>
</tr>
<tr>
<td>Boots, lightweight patrol, black warm weather, high leg</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>BIOT Police badge, hat</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Belt, trouser</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Cap, Service MOD Police</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

   (2) Female Ratings

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hat, Service MOD Police</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Notes:

1. Issued by RM Poole before departure.
2. Senior Ratings only.
3. Issued on arrival at Diego Garcia.
4. To be purchased in UK. Receipts to be kept for refund at Diego Garcia.
9. Scale 9 - RN Officers and Ratings Assigned to the Falkland Islands

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boots Combat Assault</td>
<td>1 pr</td>
<td>1</td>
</tr>
<tr>
<td>Insoles for boots</td>
<td>1 pr</td>
<td>1</td>
</tr>
<tr>
<td>Jacket, MTP</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Jacket, MTP</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Liner, MTP</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Liner, thermal, MTP</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Trousers, MTP</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Trousers, lightweight, MTP</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>T Shirt</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Drawers, cold weather</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Shirts, Norwegian</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Hood, field, jacket</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Gloves, combat</td>
<td>1 pr</td>
<td>1</td>
</tr>
<tr>
<td>Gloves, contact</td>
<td>1 pr</td>
<td>1</td>
</tr>
<tr>
<td>WO1 brown wrist strap</td>
<td>1</td>
<td>1 and 2</td>
</tr>
</tbody>
</table>

**Notes:**

1. This scale is the default for authorised RN personnel to wear (criteria met iaw Para 3823). It is to be adjusted accordingly to meet climatic conditions. Personnel are to note that it is not an alteration to Standing Mounting Cell Scale. The full kit list issued for Operational Tours by Mounting Cell remains extant.

2. WO1 only.
10. Scale 10 - RN Senior Ratings Serving with British Military Advisory and Training Team (BMATT) Barbados and Tortola, British Virgin Islands

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tropical stone coloured uniform (RM pattern bush jacket and trousers)</td>
</tr>
<tr>
<td>6</td>
<td>Shirt, Stone coloured, Short sleeve</td>
</tr>
<tr>
<td>6 prs</td>
<td>Socks, GS, olive drab</td>
</tr>
<tr>
<td>2</td>
<td>Stone coloured cap cover</td>
</tr>
<tr>
<td>1 pr</td>
<td>Trousers, stone coloured</td>
</tr>
<tr>
<td>1 pr</td>
<td>Desert boots</td>
</tr>
</tbody>
</table>

11. Scale 11 - Senior Ratings Assigned to Saudi Arabia

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 prs</td>
<td>Desert boots</td>
</tr>
<tr>
<td>4</td>
<td>Shirt, stone coloured, short sleeve</td>
</tr>
<tr>
<td>4 prs</td>
<td>Trousers, stone coloured</td>
</tr>
<tr>
<td>2 pr</td>
<td>Epaulettes</td>
</tr>
<tr>
<td>4</td>
<td>Jacket, DPM, combat, lightweight</td>
</tr>
<tr>
<td>4 pr</td>
<td>Trousers, DPM, combat, lightweight</td>
</tr>
</tbody>
</table>

**Notes:**

1. Qty 1 to be issued to UK based MOD Saudi Arabian Project.
2. Qty 2 to be issued to UK based MOD Saudi Arabian Project.
3. Qty 2 to be issued to UK based MOD Saudi Arabian Project.
4. Qty 2 to be issued to UK based MOD Saudi Arabian Project.

12. Scale 12 - RN Ratings Assigned to HQ AFNORTH, HQ BALTAP and Canada - Items Provided by Means of a Cash Grant

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 pr</td>
<td>Boots, leather, black, fur-lined</td>
</tr>
<tr>
<td>1 pr</td>
<td>Gloves, leather, fur-lined</td>
</tr>
<tr>
<td>1</td>
<td>Hat, fur lined</td>
</tr>
</tbody>
</table>

**Notes:**

See Note
Note. Eligible ratings are to provide themselves with these items from NCHQ Logistics Capability Division approved sources. Receipted invoices are to be forwarded to UPO/Unit HR Cell for reimbursement.

13. Scale 13 - RN Ratings Assigned to AIB as Board Senior Ratings - Items Provided by Contract

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket, uniform, Class I</td>
<td>1</td>
</tr>
<tr>
<td>Trousers, uniform, Class I</td>
<td>1 pr</td>
</tr>
</tbody>
</table>

14. Scale 14 - RNR Ratings

a. **Class I.** Ratings not dressed as Seamen, Warrant Officers, Chief Petty Officers and Petty Officers.

b. **Class II.** Ratings dressed as Seamen

c. **Basic Kit**

(1) **Items Provided by Contract**

<table>
<thead>
<tr>
<th>Class</th>
<th>Class</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket, uniform, Class I</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Trousers, uniform, Class I</td>
<td>1 pr</td>
<td>-</td>
</tr>
<tr>
<td>Skirt, uniform, Class I (females only to LH)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jumper, uniform, Class II</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Trousers, uniform, Class II</td>
<td>-</td>
<td>1 pr</td>
</tr>
</tbody>
</table>
(2) **Items Provided from Service Stocks**

(a) **Kit to be Issued (by JSUs) at Point of Allocation to RNR Initial Naval Training**

<table>
<thead>
<tr>
<th>Item</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, beret</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Beret, blue</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Boots, HC (Combat Assault)</td>
<td>1 pr</td>
<td>+ insoles</td>
</tr>
<tr>
<td>RNPCS - Jacket</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>RNPCS – Trousers</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>RNPCS - T-Shirt</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>RNPCS – Belt</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>RNPCS - Cap</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>RNPCS – Thermal Layer</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Socks, thick, black</td>
<td>4 prs</td>
<td></td>
</tr>
<tr>
<td>Foul Weather Jacket</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>RN Patch</td>
<td>1</td>
<td>FW Jacket</td>
</tr>
<tr>
<td>Shorts PT</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>T Shirt, Blue</td>
<td>2</td>
<td>Gymn asium</td>
</tr>
<tr>
<td>Shoes, fitness</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Socks, white PT</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Daysack, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Boots DMS</td>
<td>1pr</td>
<td></td>
</tr>
</tbody>
</table>
(b) Kit to be issued on arrival at the Confirmation Course to bring Individuals up to RN Scale

<table>
<thead>
<tr>
<th>Item</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belt, waist, black</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cap, plastic JR</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cap, ribbon</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Collar, seaman’s, blue</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Epauletttes</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Flash, shoulder, white</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Lanyard, knife</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Silk assembly</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge embroidered name</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Jersey H/W blue</td>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Shoes, black leather, DMS</td>
<td>1pr</td>
<td>1pr</td>
<td></td>
</tr>
<tr>
<td>Shoes, court, black, (females only)</td>
<td>1pr</td>
<td>1pr</td>
<td></td>
</tr>
<tr>
<td>Socks, thick, black</td>
<td>2 prs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Socks, thin black</td>
<td>2 prs</td>
<td>2 prs-</td>
<td></td>
</tr>
<tr>
<td>Trousers, working, polyester</td>
<td>2 prs</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>General Service Respirator</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Service Respirator - Haversack</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Service Respirator - Canister</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Washing</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bag, black, travelling</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:

1. Issued during Confirmation Course at HMS RALEIGH
2. Issued during Confirmation Course at HMS RALEIGH prior to commencing Phase 2 training.
(c) **Tropical Outfit (issued on first occasion of need)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bush, jacket</td>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Belt buckles</td>
<td>2</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Belt hooks</td>
<td>2</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Belt, waist, white</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Buttons, anodised, RN 2.22 cms (forepart and pockets of bush jackets)</td>
<td>8</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Buttons, anodised, RN 1.43 cms (shoulder flaps of bush jackets)</td>
<td>2</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Jumper, white, uniform</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Scarf, black assembly</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shoes, white, canvas</td>
<td>1 pr</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Skirt, white (females only)</td>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Socks, white</td>
<td>2 prs</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Trousers, white, PV</td>
<td>2 prs</td>
<td>2 prs</td>
<td></td>
</tr>
</tbody>
</table>

**Note.** Tropical uniform is only to be issued to ratings undergoing continuous training in ships or establishments where tropical clothing is worn.

(d) **Chefs**

<table>
<thead>
<tr>
<th>Item</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket Food Handlers</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Neckerchief</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Trousers, Food Handlers</td>
<td>3 prs</td>
<td>3 prs</td>
<td></td>
</tr>
<tr>
<td>Apron, Food Handlers</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Cap, Food Handlers</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
(e) **Physical Training Instructor**

<table>
<thead>
<tr>
<th>Item</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracksuit</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shorts, white</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Shorts, blue</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Socks, white</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Trousers, gym</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Indoor top, white</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Shirt, women’s white, PTI</td>
<td>3</td>
<td>3</td>
<td>Max of 5 tops</td>
</tr>
<tr>
<td>Vest, women’s white, PTI</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Sweatshirt, grey</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Service Issue indoor training shoe</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

(f) **QARNNS Ward Clinical Uniform (to be supplied on the first occasion of need)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tunic, ward clinical, white with navy blue piping</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Trousers, ward clinical, navy blue</td>
<td>5 prs</td>
<td></td>
</tr>
<tr>
<td>Badge, QA insignia/name, white cloth</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. Tropical uniform is only to be issued to ratings undergoing continuous training in ships or establishments where tropical clothing is worn.

2. Issued at HMS RALEIGH upon arrival. To be replaced at own expense when required.

3. Issued on first occasion of need.

4. Issued during Confirmation Course at HMS RALEIGH.

5. Scale of 3 jackets only applicable to new joiners after Sep 16. Third jacket also applicable for deploying personnel in accordance with RNTM.
15. Scale 16 - Ratings Assigned to RN Cyprus Squadron - Basic Kit

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt, desert, MTP</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Trousers, desert, MTP</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>T-shirt, desert, MTP</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Boots, desert</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jacket, desert, MTP</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Sweat rags, desert, MTP</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Socks, desert, MTP</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Hat, floppy, desert, MTP</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Hydration system</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>WO1 brown wrist strap</td>
<td>1</td>
<td>See Note</td>
</tr>
</tbody>
</table>

Note. WO1 only.

Scale 17 – Spare

Scale 18 – Spare

Scale 19 – Spare

Scale 20 – Spare

Scale 21 - Spare
**21. Scale 22 - Home Retention Kit for Male RN RFR Ratings**

The Home Retention Kit listed below is to be retained on discharge from active service by ratings with a Reserve liability:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge, beret</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, travelling</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Beret</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Disc, identity, stainless steel</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Epaulettles</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Foul Weather Jacket Mk IV</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Foul Weather Trousers Mk IV</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jersey, H/W, blue</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Kit Record Book</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>RNPCS Jacket</td>
<td></td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>RNPCS Trousers</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>RNPCS T-Shirt</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>RNPCS Belt</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>RNPCS Thermal Layer</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, collar attached</td>
<td>2</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Shoes, black leather, DMS</td>
<td>1 pr</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Tie, black</td>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Trousers, working, worsted</td>
<td>1 pr</td>
<td>1 pr</td>
<td></td>
</tr>
</tbody>
</table>
22. **Scale 23 - Home Retention Kit for Female RN RFR Ratings**

   The Home Retention Kit listed below is to be retained on discharge from active service by ratings with a Reserve liability:

<table>
<thead>
<tr>
<th>Item</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Service Respirator</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>General Service Respirator – Haversack</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>General Service Respirator – Canister</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge, beret</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, travelling</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Beret, blue</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Disc, identity, stainless steel</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Epaulettess</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Foul Weather Jacket Mk IV</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Foul Weather Trousers Mk IV</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jersey, H/W, blue</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Kit Record Book</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>RNPCS Jacket</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>RNPCS Trousers</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>RNPCS T-Shirt</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>RNPCS Belt</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>RNPCS Thermal Layer</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, collar attached</td>
<td>2</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Shoes, black leather, DMS</td>
<td>1 pr</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Tie, black</td>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Trousers, working, worsted</td>
<td>1 pr</td>
<td>1 pr</td>
<td></td>
</tr>
</tbody>
</table>
### 23. Scale 24 - Scale of Uniform to be taken to Military Corrective Training Centre

<table>
<thead>
<tr>
<th>Item</th>
<th>Male SRs</th>
<th>Male JRs</th>
<th>Female SRs</th>
<th>Female JRs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, beret</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Badge, cap</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Belt, waist, black</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Beret, blue</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Boots, combat, assault</td>
<td>1 pr</td>
<td>1 pr</td>
<td>1 pr</td>
<td>1 pr</td>
</tr>
<tr>
<td>Cap, plastic</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Cap ribbon</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Collar, seaman's, blue</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Hat, Tricorn</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Jacket, uniform, Class I</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Foul Weather Jacket Mk IV</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Foul Weather Trousers Mk IV</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Jersey universal/Jersey heavy wool</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Jumper, uniform, Class II</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Lanyard, white</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>General Service Respirator</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>General Service Respirator Haversack</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>General Service Respirator Canister</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Scarf, black, assembly</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>RNPCS Jacket</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>RNPCS Trousers</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>RNPCS T-Shirt</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>RNPCS Belt</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>RNPCS Thermal Layer</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Shirts, uniform, Class II</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Shirt, white, long sleeve</td>
<td>3</td>
<td>-</td>
<td>3</td>
<td>-</td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Shoes, black leather</td>
<td>1 pr</td>
<td>1 pr</td>
<td>1 pr</td>
<td>1 pr</td>
</tr>
<tr>
<td>Shoes, fitness</td>
<td>1 pr</td>
<td>1 pr</td>
<td>1 pr</td>
<td>1 pr</td>
</tr>
<tr>
<td>Skirt, uniform, Class I</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Socks, black (thick for boots, thin for shoes)</td>
<td>5 prs</td>
<td>5 prs</td>
<td>5 prs</td>
<td>5 prs</td>
</tr>
<tr>
<td>Item Description</td>
<td>Quantity 1</td>
<td>Quantity 2</td>
<td>Quantity 3</td>
<td>Quantity 4</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>------------</td>
<td>------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>Tie, black, polyester</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Trousers, uniform, Class I</td>
<td>1 pr</td>
<td>-</td>
<td>1 pr</td>
<td>1</td>
</tr>
<tr>
<td>Trousers, uniform, Class II</td>
<td>-</td>
<td>1 pr</td>
<td>-</td>
<td>1 pr</td>
</tr>
<tr>
<td>Trousers, working, worsted/polyester</td>
<td>1 pr</td>
<td>1 pr</td>
<td>1 pr</td>
<td>1 pr</td>
</tr>
</tbody>
</table>
24. Scale 25 - Ratings Uniform to be Returned on Early Discharge

a. Ratings discharged within the first 6 months of service are to return all clothing issued in accordance with BRd 3 Part 6 Chapter 39 Annex 39C Scales.

b. Ratings discharged after 6 months but with less than 4 years’ service are to return all items listed below.

c. Ratings discharged with more than 4 years' service are to return all items on Personal Loan and their AGR.

<table>
<thead>
<tr>
<th>Item</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Service Respirator</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>General Service Respirator – Haversack</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>General Service Respirator – Canister</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge, beret</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, travelling</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, daysack, black</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Beret, blue</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cap, plastic</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cap, plastic/Tricorn</td>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Collar seaman’s, blue</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Foul Weather Jacket Mk IV</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Foul Weather Trousers Mk IV</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jacket, bush</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Jumper, white, uniform</td>
<td>-</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Trousers, white, PV</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Jersey, H/W, blue</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jacket, uniform, Class 1</td>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Trousers, uniform, Class 1</td>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Jumper, uniform, Class 11</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Trousers, uniform, Class 1</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Pillow slip</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Scarf, black assembly</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Sheets, ratings</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Trouser Kit Record Book</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>RNPCS Jacket</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Item</td>
<td>Quantity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RNPCS Trousers</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RNPCS T-Shirt</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RNPCS Belt</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RNPCS Thermal Layer</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shirt, AWD</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shoes, black leather, DMS</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trousers, AWD</td>
<td>2 prs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trousers, working, worsted</td>
<td>1 pr</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All items held on Personal Loan as detailed in Kit Record Book.

**Notes:**

1. *Only if issued with Tropical Clothing.*
2. *AWD and/or RNPCS as issued.*
### ANNEX 39D

**GRATUITOUS ISSUE OF BADGES RN RATINGS**

1. **On Advancement**

<table>
<thead>
<tr>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap/Hat badge</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Beret Badge</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

#### a. Rate Badges

<table>
<thead>
<tr>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoulder, multi-coloured/gold on black</td>
<td>2 prs</td>
<td>2 prs</td>
<td>2 prs</td>
<td>2 prs</td>
<td>2 prs</td>
</tr>
<tr>
<td>Arm, gold on blue embroidered</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Arm, blue on white embroidered</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Cuff, Multi-coloured on blue embroidered</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2</td>
</tr>
</tbody>
</table>

#### b. Branch/SQ Badges

<table>
<thead>
<tr>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold on blue embroidered</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1 pr</td>
<td>-</td>
</tr>
<tr>
<td>Blue on white embroidered</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>-</td>
</tr>
</tbody>
</table>

#### c. Additional Issues for Certain Ratings

1. **Leading Artificers on Advancement to Probationary Petty Officer Artificer**

<table>
<thead>
<tr>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap badge</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Beret badge</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Cuff Buttons (anodised) 1.43cms</td>
<td>-</td>
<td>4</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
(2) **Senior Rating Caterers and Chef Ratings - Rate Badges**

<table>
<thead>
<tr>
<th>Shoulder slides gold on black</th>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

(3) **Ratings with Overalls or Foul Weather Clothing on Personal Loan - Rate Badges**

<table>
<thead>
<tr>
<th>Shoulder slides gold on black</th>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Branch/SQ badges

<table>
<thead>
<tr>
<th>Branch/SQ badges</th>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (See Note)</td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

2. **On Qualifying For, or On Change Of, Branch/Specialist Qualification Badge**

a. **Branch/SQ Badge**

<table>
<thead>
<tr>
<th>Gold on blue embroidered</th>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1 pr</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Blue on white embroidered</th>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>-</td>
</tr>
</tbody>
</table>

b. **Additional Issues for Certain Ratings**

(1) **Ratings with Overalls on Personal Loan - Branch/SQ Badge**

<table>
<thead>
<tr>
<th>Blue on white embroidered</th>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1(See Note)</td>
<td></td>
<td>1(See Note)</td>
<td>1(See Note)</td>
<td>1(See Note)</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

(2) **Masters-at-Arms**

<table>
<thead>
<tr>
<th>Badge, MAA, anodised</th>
<th>Below LR</th>
<th>LR</th>
<th>RPO</th>
<th>MAA</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Strap, wrist, leather, white</th>
<th>Below LR</th>
<th>LR</th>
<th>RPO</th>
<th>MAA</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Strap, wrist, leather, brown</th>
<th>Below LR</th>
<th>LR</th>
<th>RPO</th>
<th>MAA</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
(3) **Physical Training Instructors - Branch/SQ Badges**

<table>
<thead>
<tr>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue on white embroidered</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

(4) **Submariners Only**

<table>
<thead>
<tr>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, Submariners</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

(5) **Qualifying Submariners Only**

<table>
<thead>
<tr>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pin, RN Deterrent Patrol</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

(6) **Royal Navy Police**

<table>
<thead>
<tr>
<th>Below LR</th>
<th>LR</th>
<th>RPO</th>
<th>MAA</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch badge, tie, gold</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

3. **On Award of Good Conduct Badge**

**Good Conduct Badges (Set of 1, 2, or 3 as appropriate)**

<table>
<thead>
<tr>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold on blue embroidered</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

4. **On Award of Skill or Other Special Badges**

**Additional Qualification or Special Skill Badge**

<table>
<thead>
<tr>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold on blue embroidered</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
5. On First Draft to a Station Where Tropical Clothing is Worn, or On Advancement or Award of Badge While Serving on Such a Station

a. Rate Badges

<table>
<thead>
<tr>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arm blue on white embroidered</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Cuff/wrist, Royal Arms, anodised</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Strap, wrist, leather, white</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

b. Branch/SQ Badge

<table>
<thead>
<tr>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue on white, embroidered</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

c. Good Conduct Badges

<table>
<thead>
<tr>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue on white (set of 1, 2 or 3, as appropriate)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

d. Skill or Other Special Badges

<table>
<thead>
<tr>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue on white embroidered</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

e. Buttons Anodised with Split Ring for Bush Jacket

<table>
<thead>
<tr>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.22 cms (foreparts and cuffs)</td>
<td>-</td>
<td>-</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>1.43 cms (shoulder flaps)</td>
<td>-</td>
<td>-</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>2.22 cms, domed (for cuffs)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>6</td>
<td>-</td>
</tr>
</tbody>
</table>
6. On Attachment to a Commando Unit, Including CTCRM or (RN Medical Branch Ratings Only) Other Royal Marine Units

a. On Issue of Uniform as Detailed in Annex 3C, Scale 6 (Shoulder Rate Slides)

<table>
<thead>
<tr>
<th></th>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black on green embroidered</td>
<td>1 pr</td>
<td>1 pr</td>
<td>1 pr</td>
<td>1 pr</td>
<td>1 pr</td>
<td>1 pr</td>
</tr>
</tbody>
</table>

b. On Successful Completion of the Commando Qualifying Course

<table>
<thead>
<tr>
<th></th>
<th>Below LR</th>
<th>LR</th>
<th>PO</th>
<th>CPO</th>
<th>WO2</th>
<th>WO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flash lettered ‘ROYAL NAVY COMMANDO’: Black on green embroidered</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

7. Additional Issues for Certain Ratings

Ratings provided with extra garments on loan may be issued with one additional rate and/or branch badge, as appropriate, for each garment on which they are worn.

Note. Per Garment. For Overalls only.
ANNEX 39E

NAVAL OFFICERS AND RATINGS

ILLUSTRATIONS OF RN AND QARNNS BADGES OF RANK/RATE AND OTHER INSIGNIA

1. Badges and Distinction Marks of Rank

a. Naval Officers

(1) Cap/Beret Badges

Figure 39E-1a. Cap Badge  Figure 39E-1b. Beret Badge  Figure 39E-1c. Chaplain's Cap/Beret Badge

(2) Cap Peaks

Figure 39E-2a. Flag Officer  Figure 39E-2b. Commodore, Captain and Commander  Figure 39E-2c. Other Officers

(3) Tricorn Hat Bands

Figure 39E-3a. Flag Officer  Figure 39E-3b. Commodore, Captain and Commander  Figure 39E-3c. Other Officers
(4) Officers Buttons

Figure 39E-4a. Flag Officers and Commodore Buttons

Figure 39E-4b. Other Officers Buttons

(5) Specialist Badges

Figure 39E-5a. Pilot

Figure 39E-5b. Observer

Figure 39E-5c. Parachutist

See Chap 39 Para 3920

Figure 39E-5d. Submarine Badge

Figure 39E-5e. Deterrent Patrol (gold or silver)

Figure 39E-5f. Shoulder Flash

(6) Flag Officer Shoulder Straps

Figure 39E-6a. Admiral of the Fleet

Figure 39E-6b. 4* Admiral

Figure 39E-6c. 3* Vice Admiral
(7) Officer’s Sleeve Lace, Shoulder Straps and Shoulder Badges

- Figure 39E-6d. 2* Rear Admiral
- Figure 39E-6e. 1* Commodore

- Figure 39E-7a. Admiral of the Fleet
- Figure 39E-7b. Admiral
- Figure 39E-7c. Vice Admiral
- Figure 39E-7d. Rear Admiral

- Figure 39E-7e. Commodore
- Figure 39E-7f. Captain
- Figure 39E-7g. Commander
- Figure 39E-7h. Lieutenant Commander
Note. Royal Navy Police Officers will have the words “ROYAL NAVY POLICE” embroidered at the base of the shoulder straps and shoulder badges.

Note. Coloured Distinction Cloth is worn between the gold sleeve lace to distinguish the following:

- Medical Officers - Scarlet
- Dental Officers - Orange
- RCNC Officers - Grey
- Civilian Officers - Green
b. Naval Ratings

(1) Cap Badges and Cap Ribbons

Figure 33E-8a. Warrant Officer 1
Figure 33E-8b. Warrant Officer 2
Figure 33E-8c. Chief Petty Officer
Figure 33E-8d. Petty Officer

Figure 33E-8d. Cap Ribbon

(2) Beret Badges

Figure 39E-9a. Warrant Officer
Figure 39E-9b. Chief Petty Officer
Figure 39E-9c. Petty Officer

Figure 39E-9d. Artificers
Figure 39E-9d. Junior Rating
(3) Arm Rate Badges

Figure 39E-10a. Warrant Officer 1
Figure 39E-10b. Warrant Officer 2
Figure 39E-10c. Chief Petty Officer (Buttons on cuff)

Figure 39E-10d. Petty Officer
Figure 39E-10e. Leading Rating

(4) Shoulder Rate Badges

Figure 39E-11a. Warrant Officer 1
Figure 39E-11b. Warrant Officer 2
Figure 39E-11c. Chief Petty Officer
Note. All Royal Navy Police Warrant Officers, Senior and Leading Ratings will have the words “ROYAL NAVY POLICE” embroidered at the base of the shoulder badges.

(5) Good Conduct Badges

Figure 39E-12a. 4 Years

Figure 39E-12b. 8 Years

Figure 39E-12c. 12 Years

(6) Buttons

Figure 39E-13. Buttons
(7) Warfare Branch

Figure 39E-14. Survey Recorder

Note. All other Warfare Branch Badges are currently under review. Pictures of these badges will be inserted in due course.

(8) Royal Navy Police

Figure 39E-15a. Master at Arms

Figure 39E-15b. Regulating Petty Officer and Leading Regulator

Figure 39E-15c. Military Police Badge

Figure 39E-15d. Royal Navy Police Shoulder Flash
(9) Coxswain (SM) Branch

Figure 39E-16a. CPO Coxswain

Figure 39E-16b. PO and Below

(10) P.T. Branch

Figure 39E-17. Physical Trainer

(11) Fleet Air Arm

Figure 39E-18. Air (See Note)

**Note.** Letters indicate sub specialisation:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV</td>
<td>Avionics</td>
</tr>
<tr>
<td>H</td>
<td>Aircraft Handlers</td>
</tr>
<tr>
<td>SE</td>
<td>Survival Equipment</td>
</tr>
<tr>
<td>M</td>
<td>Mechanical</td>
</tr>
<tr>
<td>R</td>
<td>Radio/Radar</td>
</tr>
<tr>
<td>L</td>
<td>Electrical</td>
</tr>
</tbody>
</table>
(12) Engineering Branches

**Figure 39E-19.**
ET(WE) 1 & 2

<table>
<thead>
<tr>
<th>Rate/Stream</th>
<th>Embroidery</th>
<th>Badge</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET(WE)2</td>
<td>Nil</td>
<td></td>
</tr>
<tr>
<td>ET(WE)1</td>
<td>Star Above</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 39E-20.**
LET to CPOET(WE) (Weapons)

<table>
<thead>
<tr>
<th>Rate/Stream</th>
<th>Embroidery</th>
<th>Badge</th>
</tr>
</thead>
<tbody>
<tr>
<td>LET(WE)(W)</td>
<td>W with Star Above and Below</td>
<td></td>
</tr>
<tr>
<td>POET(WE)(W)</td>
<td>W with Crown Above</td>
<td></td>
</tr>
<tr>
<td>CPOET(WE)(W)</td>
<td>W with Small Crown Above (issued in pairs)</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 39E-21.**
LET to CPO(WE) (Sensors)

<table>
<thead>
<tr>
<th>Rate/Stream</th>
<th>Embroidery</th>
<th>Badge</th>
</tr>
</thead>
<tbody>
<tr>
<td>LET(WE)(W)</td>
<td>S with Star Above and Below</td>
<td></td>
</tr>
<tr>
<td>POET(WE)(W)</td>
<td>S with Crown Above</td>
<td></td>
</tr>
<tr>
<td>CPOET(WE)(W)</td>
<td>S with Small Crown Above (issued in pairs)</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 39E-22.**
ET(WE)(CIS)

<table>
<thead>
<tr>
<th>Rate/Stream</th>
<th>Embroidery</th>
<th>Badge</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET(WE)(CIS)2</td>
<td>CIS</td>
<td></td>
</tr>
<tr>
<td>ET(WE)(CIS)1</td>
<td>CIS with Star Above</td>
<td></td>
</tr>
<tr>
<td>LET(WE)(CIS)</td>
<td>CIS with Star Above and Below</td>
<td></td>
</tr>
<tr>
<td>POET(WE)(CIS)</td>
<td>CIS with Crown Above</td>
<td></td>
</tr>
<tr>
<td>CPOET(WE)(CIS)</td>
<td>CIS with Small Crown Above (issued in pairs)</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 39E-23.**
ET(WESM)

<table>
<thead>
<tr>
<th>Rate/Stream</th>
<th>Embroidery</th>
<th>Badge</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET(WESM)2</td>
<td>WESM</td>
<td></td>
</tr>
<tr>
<td>ET(WESM)1</td>
<td>WESM with Star Above</td>
<td></td>
</tr>
<tr>
<td>LET(WESM)</td>
<td>WESM with Star Above and Below</td>
<td></td>
</tr>
<tr>
<td>POET(WESM)</td>
<td>WESM with Crown Above</td>
<td></td>
</tr>
<tr>
<td>CPOET(WESM)</td>
<td>WESM with Small Crown Above (issued in pairs)</td>
<td></td>
</tr>
</tbody>
</table>
Figure 39E-24. ET(WESM)(CIS)

<table>
<thead>
<tr>
<th>Rate/Stream</th>
<th>Embroidery</th>
<th>Badge</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET(WESM)(CIS)2</td>
<td>WESM</td>
<td>WESM</td>
</tr>
<tr>
<td>ET(WESM)(CIS)1</td>
<td>WESM with Star Above</td>
<td></td>
</tr>
<tr>
<td>LET(WESM)(CIS)</td>
<td>WESM with Star Above and Below</td>
<td></td>
</tr>
<tr>
<td>POET(WESM)(CIS)</td>
<td>WESM with Crown Above</td>
<td></td>
</tr>
<tr>
<td>CPOET(WESM)(CIS)</td>
<td>WESM with Small Crown Above</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(issued in pairs)</td>
<td></td>
</tr>
</tbody>
</table>

Figure 39E-25. ET(ME) 1&2

<table>
<thead>
<tr>
<th>Rate/Stream</th>
<th>Embroidery</th>
<th>Badge</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET(ME)2</td>
<td>Nil</td>
<td></td>
</tr>
<tr>
<td>ET(ME)1</td>
<td>Star Above</td>
<td></td>
</tr>
</tbody>
</table>

Figure 39E-26. LET to CPOET(ME) (Mechanical)

<table>
<thead>
<tr>
<th>Rate/Stream</th>
<th>Embroidery</th>
<th>Badge</th>
</tr>
</thead>
<tbody>
<tr>
<td>LET(ME)(ML)</td>
<td>ML with Star Above and Below</td>
<td></td>
</tr>
<tr>
<td>POET(ME)(ML)</td>
<td>ML with Crown Above</td>
<td></td>
</tr>
<tr>
<td>CPOET(ME)(ML)</td>
<td>ML with Small Crown Above</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(issued in pairs)</td>
<td></td>
</tr>
</tbody>
</table>

Figure 39E-27. LET to CPOET(ME) (Electrical)

<table>
<thead>
<tr>
<th>Rate/Stream</th>
<th>Embroidery</th>
<th>Badge</th>
</tr>
</thead>
<tbody>
<tr>
<td>LET(ME)(EL)</td>
<td>EL with Star Above and Below</td>
<td></td>
</tr>
<tr>
<td>POET(ME)(EL)</td>
<td>EL with Crown Above</td>
<td></td>
</tr>
<tr>
<td>CPOET(ME)(EL)</td>
<td>EL with Small Crown Above</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(issued in pairs)</td>
<td></td>
</tr>
</tbody>
</table>

Figure 39E-28. ET(MESM)

<table>
<thead>
<tr>
<th>Rate/Stream</th>
<th>Embroidery</th>
<th>Badge</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET(MESM)2</td>
<td>MESM</td>
<td>MESM</td>
</tr>
<tr>
<td>ET(MESM)1</td>
<td>MESM with Star Above</td>
<td></td>
</tr>
<tr>
<td>LET(MESM)</td>
<td>MESM with Star Above and Below</td>
<td></td>
</tr>
<tr>
<td>POET(MESM)</td>
<td>MESM with Crown Above</td>
<td></td>
</tr>
<tr>
<td>CPOET(MESM)</td>
<td>MESM with Small Crown Above</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(issued in pairs)</td>
<td></td>
</tr>
</tbody>
</table>
Notes:

1. With the exception of legacy Artificers, all source branch CIS / CISSM and Engineering Technicians (ME), (MESM), (WE) and (WESM) from ET to CPOET will wear the relevant engineering branch badge for their main trade and where applicable their individual stream as above. Engineering Mechanics will continue to wear their existing badges.

2. Badges will be ‘Gold on Black’ for wear with No 1, 2 and 3 uniforms and ‘Blue on White’ for wear with No 4, 5 and tropical uniforms.

(13) Logistics Branch

*Figure 39E-29. Logistics Branch (See Note)*

Note. Letters denote sub specialisation:

<table>
<thead>
<tr>
<th>CA</th>
<th>Catering Services</th>
<th>CS</th>
<th>Catering Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERS</td>
<td>Personnel</td>
<td>RNW</td>
<td>Royal Navy Welfare</td>
</tr>
</tbody>
</table>

(14) Medical Branch

*Figure 39E-30. Medical Branch (See Note)*

Note. Letters denote sub specialisation:

<table>
<thead>
<tr>
<th>R</th>
<th>Radiographer</th>
<th>L</th>
<th>Laboratory</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD</td>
<td>Pharmacy Dispenser</td>
<td>SC</td>
<td>Supply Chain</td>
</tr>
</tbody>
</table>
2. Specialist Badges

Figure 39E-31a. Marksman
Figure 39E-31b. Aircraft Controller
Figure 39E-31c. Commando
Figure 39E-31d. Parachutist

See Chap 39 Para 3920

Figure 39E-31e. Navigator's Yeoman
Figure 39E-31f. Submarine Parachute Assistance Group
Figure 39E-31g. Shoulder Flash

Figure 39E-5h. Submarine Badge
Figure 39E-5i. Deterrent Patrol (gold or silver)

3. Other Categories

Figure 39E-32
Other Categories

Note. Letters in the circle denotes sub specialisation:

DH Dental Hygienist
DSA Dental Surgery Assistant
QA Quarters Assistant
4. Volunteer Bands

Figure 39E-33a. Drummer

Figure 39E-33b. Musician

5. Organisation Badge (Ratings 1A, 1B, 1C dress)

Figure 39E-34. Queen Alexandra's Monogram

6. Naval Careers Service

The Naval Careers Service badge (see below) is worn centrally above the left breast pocket with the lower edge 3mm above the top seam or medal ribbon(s) when worn immediately above the pocket. If necessary, the badge may be displaced towards the left arm sufficient to prevent concealment by the left lapel. Not to be worn with medals.

Figure 39E-35. Careers Service Officers and Careers Advisers
ANNEX 39F

ROYAL NAVAL VOLUNTEER BAND

1. **Entitlement To Scale**

   a. Members of Royal Naval Volunteer Bands who are also serving members of any military Service, or non-military uniformed Service, are to wear their most appropriate uniform commensurate with the status of the band engagement.

   b. Members of Royal Naval Volunteer Bands not entitled to wear other military Service uniforms, or other non-military Service uniforms, are entitled to wear a uniform as in Para 2 and Para 3 below.

   c. Where at all possible, Clothing Stores are to recycle serviceable items of uniform for members of the RNVBA.

2. **Concert Dress**

Red Sea Rig, comprising White Short Sleeve Tropical Shirt with Black Trousers, or skirt for females (optional), Black Shoes, Volunteer Band Epaulettes.

3. **Parade Dress**

No 1 Suit with Band Service Lyre Badge Gold on Blue, Black Tie, Black Shoes, Peaked Cap/Tricorn Hat as appropriate with Band Service Lyre Badge Gold on Blue.

4. **Royal Naval Volunteer Band Association (RNVBA) Long Service Award**

   a. In recognition of those who voluntarily give much of their spare time to further the interests of the Naval Service, in 2014 the Second Sea Lord instituted the RNVBA Long Service Award. This award is to be worn in No. 1 Dress only (not concert rig).

   b. The design of the Long Service Award consists of a metal Lyre Badge with oak leaves:

      (1) Royal Naval Junior Ratings (and drummers as required) are to wear the Long Service Award centrally on the lower left sleeve, 150mm above the cuff (see Fig 39F-1 below).

      (2) All other Royal Naval Volunteer Band personnel are to wear the Long Service Award centrally on the left lapel of the jacket with the bottom of the badge 50mm below the step seam (see Fig 39F-2 below).

   c. The RNVBA Long Service Award is awarded to RNVBA members at the discretion of the Staff Officer (Music) of the Royal Marines Band Service, based upon recommendation by the individual’s Volunteer Band Instructor (VBI).

   d. Qualification for the award is based on time served in the RNVBA. There are awards for 5 (gold), 15 (silver) and 25 (gold and silver) years’ service.
e. Unlike the LS&GC, campaign medals etc the RNVBA Long Service Award is not from the Sovereign (tracking and eligibility criteria for the award do not allow for this). In order for the RNVBA President, in liaison with the RNVBA Secretary, to satisfy themselves that the award is warranted, VBIs are required to submit annual nominal rolls to the Assistant Secretary RNVBA of members who attend regular rehearsals and engagements (including notes of the amount of time previously served). VBIs are to use the annual return to nominate and recommend eligible members for the most appropriate Award.

f. Submissions are to be forwarded by 31 Jan annually.
CHAPTER 40
ROYAL MARINES OFFICERS AND OTHER RANKS

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Annex 40B Royal Marines Officers Outfit Scales
Annex 40C Royal Marines WOs, NCOs and Other Ranks Kit Scales
Annex 40D Royal Marines Badges and Insignia
Annex 40E Illustrations of Royal Marines Badges of Rank and Other Insignia
Annex 40F Special Boat Service Dress Tables
Annex 40G Royal Marines Band Service Dress Tables
CHAPTER 40
ROYAL MARINES OFFICERS AND OTHER RANKS

SECTION 1 - INTRODUCTION

Note. The contents of this Chapter should be read in conjunction with Chapter 37 and Chapter 38.

4001. History

The history of Marines in the UK commenced on 28 October 1664 when King Charles II signed an Order in Council for the formation of The Duke of York and Albany’s Maritime Regiment of Foot (or The Admiral’s Regiment), a regiment distinguished by its yellow coats with red facings. The subsequent century saw various disbandments and the raising of new regiments of Marines, some twenty-three in all, as well as four Invalid Companies. All of these had their own uniforms and distinctions. These early Marine Regiments provided men trained as soldiers for service at sea but were part of the Army. Accordingly, Marine uniforms were military rather than naval in style and followed the Army fashions of the day. The disastrous campaign at Cartagena, in Columbia, in 1741, led Admiral Lord George Anson to conclude that a principal fault had been the chaotic organisation and poor administration of the ten Marine Regiments then in the Army Order of Battle. In 1747 he carried through radical reforms which ensured that any future Marines should only be raised and administered by the Admiralty. As First Lord of the Admiralty in 1755, when war threatened once more, he was able to enact these reforms and thus an Order in Council of 5 April 1755 specified the creation of a Corps of Marines under Admiralty control. This Corps retained the tradition of military style uniforms along with military ranks and rank badges. Since 1755, the Corps has been in continuous existence as a distinct and separate part of the Naval Service. On 29 April 1802, King George III recognised the Corps’ loyal service by directing that the Corps should be styled ‘Royal’ and, in consequence, the white facings on their scarlet coats were replaced by the blue of a Royal regiment. Although Marine Artillery Companies were formed in 1804 and the Royal Marines were designated a Light Infantry corps in 1855, it was not until 1862 that the Corps was formally split into the Royal Marine Light Infantry (RMLI) and the Royal Marine Artillery (RMA). The former wore infantry style uniforms with scarlet tunics whilst the latter wore artillery style uniforms with navy blue tunics. In 1923, the two arms of the Corps were re-merged to become once again the Royal Marines. This amalgamation led to the adoption of navy blue tunics for day dress whilst scarlet was retained for evening wear on mess jackets by officers, WOs and SNCOs. Khaki uniforms were adopted for field service in World War 1 and various forms of khaki uniforms remained in service until 1964, whilst khaki drill (and later stone) uniforms were introduced for tropical wear. In 1964, a lovat green uniform replaced Khaki Service Dress and Battledress for wear as a day undress uniform or alternative parade uniform. In addition to khaki battledress, various forms of combat clothing have been worn since World War 2, often theatre specific. Latterly, these are often tri-service items. In the late 19th Century and up until the 1980s, various orders of blue working dress, such as blue battledress, have been worn, particularly by ships’ detachments. In 1992, recruiting into the RM Band Service was opened to females so female variants of appropriate Orders of RM Dress were introduced. Further detail on the history of RM uniforms can be found in RM Historical Society Special Publication 41 – ‘Personal Distinctions – 350 Years of RM Uniforms and Insignia’ by John Rawlinson, published in 2014 (ISBN 978-1-908123-09-1).
4002. **Dress Tables**

Approved orders of dress are promulgated in Dress Tables. Whilst these lay down the standard configurations, commanders should note that, in some cases, variations may be authorized by the appropriate senior officer. This is to take account of particular circumstances which may include factors such as weather, location and context, or practical considerations such as being afloat or taking passage in boats. Details for RM General Service personnel are given in the tables at Annex 40A, whilst those for RM Special Boat Service (SBS) personnel are in Annex 40F and those for RM Band Service personnel are in Annex 40G. Numbers and names are assigned to the various orders of dress for convenience when referring to them. For the Orders of Dress to be worn at Court functions, or at Joint Service functions when members of the Royal Family are present, see the Joint Services Ceremonial Dress Table in Chapter 43. Associated items of equipment worn with various orders of dress are given in the Dress Tables at Annex 40A.

4003. **Dress When Serving with RN or Other Services**

Royal Marines will conform, when possible, to the number of dress ordered for the Royal Navy. When serving with the other Services, they are to wear the nearest appropriate Dress. For certain ceremonial occasions, however, where RN personnel are wearing No. 1B Dress, the senior RM officer may order No 1A Blue Dress (negative swords) to be worn in lieu of No. 1B Lovat Dress.

4004. **Royal Marines Reserve Uniform**

Royal Marines Reserve officers, WOs, NCOs and Marines wear the same uniform as regular RM personnel of the same rank. However, Lovat uniform is not on general issue to RMR personnel.
SECTION 2 - DISTINCTIONS IN UNIFORM - SENIOR OFFICERS

4005. General Officers

Articles of uniform for General Officers are of Corps pattern with the following modifications:

a. **Greatcoat.** Corps pattern blue greatcoats are worn without gorget patches or globe and laurel collar insignia.

b. **High Collar Blue Tunic.** In No. 1A Dress on ceremonial occasions a blue tunic with stand-up collar (Army pattern No. 1) is worn. The accessories for wearing with this dress comprise:

   1. Gold shoulder cords with silver-embroidered rank badges.
   2. Crimson and gold waist sash.
   3. General Officers’ full-dress sword with metal scabbard, crimson and gold sword knot, gold sword slings.
   4. Plain white gloves.
   5. All buttons are 20mm Corps pattern.
   6. Army No. 1 Dress pattern gorget patches.

c. **Badges.** Royal Marines General Officers wear the same cap/beret badges and badges of rank as prescribed for Army General Officers (see Fig 40E-1a). The large version of the General Officer’s cap badge is worn on the peaked cap whereas the small version of the General Officer’s cap badge is worn on the beret. Letters ‘RM’ are not worn.

d. **Gorget Patches.** General Officers’ gorget patches ie. scarlet patches with gold oak leaf embroidery and small 13mm General Officers’ buttons (see Figs 40E-4a and 40E-6a) are worn with all orders of dress other than Combat Dress and Mess Dress as follows:

   1. **High Collar Blue and White Tunics.** Army No. 1 Dress pattern gorget patches, which are 101mm long to the point and 33mm wide, triangular at the points and rectangular at the base.

   2. **Lovat and Stone Tunics.** Army No. 2 Dress pattern gorget patches, which are 90mm long to the point and 33mm wide, triangular at the points and shaped to fit the collar. Those worn on lovat tunics are to have bronze 13mm buttons rather than the anodised 13mm buttons worn on gorget patches on blue or stone tunics.
(3) **Shirts.** Patches to be 50mm long to the point and 25mm wide. Worn horizontally on each side of the opening of the collar, point to the rear, the top of the patch being 10mm from the top of the collar. Those worn with Shirt-sleeve Order Lovat Dress are to be fitted with 13mm bronze buttons whereas those worn with Shirt-sleeve Order Stone Dress are to be fitted with 13mm anodised buttons.

e. **Cap.** White, plastic-topped, Corps pattern but with gold-embroidered oak leaves all round the peak. ie. two bands of oak leaves (see sub-para c above and Fig 40E-2a).

f. **Gloves.** White, cotton.

g. **Scarlet Mess Jacket.** Fitted with blue cloth shoulder straps edged with 13mm oak-leaf pattern gold lace and fastened at point with small 13mm General Officer’s button. Silver-embroidered rank badges on shoulder straps. Corps badge (see Para 4015) on each lapel.

h. **White Mess Jacket.** Fitted with white drill shoulder straps fastened at point with small 13mm General Officers’ button. Miniature anodised rank badges on shoulder straps. Corps badges fitted with Velcro as above.

i. **Blue Trousers and Overalls.** Scarlet cloth stripe 64mm wide in place of 6mm welt.

j. **13mm General Officer’s Button (Anodised and Bronze).** Raised round button 13mm in diameter with crossed sword and baton surrounded by laurel wreath. Worn by General Officers on gorget patches and the shoulder straps of mess jackets (see Fig 40E-4a).

k. **20mm RM General Officer’s Button.** A Corps pattern anodised button 20mm in diameter for wear only on high collar blue and white tunics.

l. **Items such as General Officers’ dress swords, scabbards, sword knots, sword belts and sashes can be obtained from the Ceremonial Store, details of which are as follows:**

   G4 SNCO  
   JSAU London  
   London Central Garrison  
   Wellington Barracks  
   LONDON  
   SW1E 6HQ  
   CIV: 0207 414 3351/0207 799 2924  
   MIL: 94631 3351  
   rqmsmodmain@hotmail.co.uk
4006. **Brigadiers and Colonels**

Articles of uniform for Brigadiers and Colonels are of Corps pattern with the following modifications:

a. **Greatcoat.** Blue greatcoats are worn without gorget patches or globe and laurel collar insignia.

b. **Badges.** Royal Marines Brigadiers and Colonels wear the same cap/beret badges and badges of rank are worn as prescribed for Army Brigadiers and Colonels (see Fig 40E-1b). The large version of the General Staff cap badge is worn on the peaked cap whereas the small version of the General Staff cap badge is worn on the beret. Letters ‘RM’ are not worn.

c. **Gorget Patches.** Staff gorget patches ie. scarlet patches with crimson gimp cord and small 13mm Army Staff (EIIR with garter emblem) buttons (see Figs 40E-4b and 40E-6b) are worn with all orders of dress other than Combat Dress and Mess Dress, as follows:

   (1) **High Collar White Tunics.** Army No. 1 Dress staff pattern gorget patches, which are 101mm long to the point and 33mm wide, triangular at the points and rectangular at the base.

   (2) **Blue, Lovat and Stone Tunics.** Army No. 2 Dress staff pattern gorget patches, which are 90mm long to the point and 33mm wide, triangular at the points and shaped to fit the collar. Those worn on lovat tunics are to have bronze 13mm buttons rather than the anodised 13mm buttons worn on gorget patches on blue or stone tunics.

   (3) **Shirts.** Staff clip-on gorget patches are to be 50mm long to the point and 25mm wide. Worn horizontally on each side of the opening of the collar, point to the rear, the top of the patch being 13mm from the top of the collar. Those worn with Shirt-sleeve Order Lovat Dress are to be fitted with 13mm bronze buttons whereas those worn with Shirt-sleeve Order Stone Dresses are to be fitted with 13mm anodised buttons.

d. **Cap.** White, plastic-topped, Corps pattern but with gold-embroidered oak leaves round the front of the peak (see Fig 40E-2b).

e. **Scarlet Mess Jacket.** As for General Officers, except that shoulder straps are edged with 13mm, Staff pattern gold lace and fastened at point with small Army Staff (EIIR with Garter Emblem) buttons.

f. **White Mess Jacket.** As for General Officers, but with small 13mm Army Staff (EIIR with Garter Emblem) buttons for shoulder straps.

g. **Blue Trousers and Overalls.** Scarlet cloth stripe 45mm wide in place of 6mm welt.
h. **13mm Army Staff Pattern Button (Anodised and Bronze).** Raised round button 13mm in diameter with the cypher EIIR in the garter emblem. Worn by Colonels and Brigadiers on gorget patches and the shoulder straps of mess jackets.

### 4007. Colonels Commandant and Honorary Colonels

The policy for Colonels Commandant and Honorary Colonels uniforms is as follows:

a. **Colonels Commandant.** On special occasions Colonels Commandant of the Royal Marines may wear the uniform of their rank on retirement or the approved alternative, which is General Officer’s uniform with Colonel’s badges of rank.

b. **Honorary Colonels.** On special occasions, Honorary Colonels of the RM and RMR may wear the uniform of their rank on retirement or the approved alternative, which is Corps Uniform (ie. uniform worn by Lieutenant Colonels RM and below) with Colonel’s badges of rank.

### 4008. Distinctions in Uniform - Band Officers

Articles of uniform for officers of the Royal Marines Band Service are of Corps pattern with the following modifications:

a. **No. 1 Dress - Ceremonial Blue Dress.** Blue cloth tunic with stand-up collar (pre-World War 2 Full Dress pattern); with the following accessories for wear with this Dress:

   **EITHER:**

   (1) Gold shoulder cords with silver-embroidered rank badges.

   (2) Crimson waist sash.

   (3) Dress sword with metal scabbard, gold sword knot and sword slings.

   (4) Plain white cotton gloves.

   **OR**

   (1) Blue frock coat with stand-up collar.

   (2) Crimson sash.

   (3) Gold embroidered rank badges.

b. **No. 1AW Dress - Tropical Ceremonial Dress.** White cloth tunic with stand-up collar, white trousers and white shoes. The accessories for wear with this Dress are as for Full Dress Blues above with anodised officers’ pattern collar badges.

c. **Wellington Boots.** Patent leather officers’ pattern Wellington boots may be worn for all appropriate occasions.
d. **Helmet Plate.** Officers of RM Band Portsmouth and RM Band CTCRM wear the same special insignia on the helmet plate (not cap or beret) as other ranks of these bands (see Para 4013).

e. **Blue Trousers and Overalls.** Scarlet cloth stripe 45mm wide in place of 6mm welt. Overalls may be worn on all appropriate musical occasions.

4009. **Distinctions in Uniform - Warrant Officers Class 1**

Articles of uniform for WO1s are of RM WOs, NCOs and Marines’ pattern with the following modifications:

a. **Regimental Blue Uniform.** Officers’ material and pattern, but tunics are to be fitted with a high collar worn with anodised officer pattern collar badges. Tunic sleeves are to have a subtle crease.

b. **Cap, Plastic, RM.** Officers’ pattern.

c. **Helmet WP.** Officers’ pattern helmet plate and ball ornament.

d. **Cap and Collar Badges.** Officers’ pattern.

e. **Blue Lanyard.** Officers’ pattern.

f. **Boots, Ankle.** Officers’ pattern.

g. **Tie, Light Khaki Braided.** For wear with No. 1B and No. 1C Dress.

h. **Shoes, Black.** Officers’ pattern.

4010. **Distinction in Uniform - WO1 Bandmasters and WO1 Buglers**

In addition to the articles at Para 4009, WO1 Bandmasters and WO1 Buglers are also entitled to the following articles of uniform:

a. **No. 1 Dress - Ceremonial Blue Dress.** Blue cloth tunic officers’ pattern and blue frock coat, both as Para 4008 but with appropriate rank badges and worn with blue Band trousers and WO1 parade boots.

b. **No. 1AW Dress - Tropical Ceremonial Dress.** Officers’ pattern as in Para 4008, with appropriate rank badges and worn with WO1 parade boots.

c. **No. 2C Dress - Red Sea Rig.** White short sleeved shirt, blue trousers (thick or thin stripe), red cummerbund, black shoes and white leather wrist strap for assignment or rank.
4011. Distinctions in Uniform - Drum Majors, Bugle Majors, Musicians and Buglers

Articles of uniform for ranks of the RM Band Service and Buglers are of RM WOs, NCOs and Marines pattern with the following modifications:

a. No. 1 Dress - Ceremonial Blue Dress (Drum Majors’ Pattern). Drum Majors in complement billets are issued with a special, gold-braided ceremonial tunic.

b. Wellington Boots and Overalls. Officers’ pattern Wellington boots and overalls will be worn by Drum Majors on ceremonial parades.

c. Drum Majors’ Ceremonial Accessories. All Drum Majors to wear worsted scarlet sash, dress belt, dress sword with metal scabbard, white sword knot and slings (WO1 Drum Majors to wear gold sword knot and slings), blue sword belt (worn under tunic) and Drum Majors’ pattern white gauntlets.

d. Dress Cords Royal. Dress Cords Royal, silk for Bugle Majors, worsted for other Buglers, are worn as ordered. The method of wearing is the hook at the tassel end is to be secured to a becket sewn underneath the left shoulder strap at the front, as near to the point of the shoulder as practicable. The tassels, when secured, should lie naturally at the front of the left shoulder. The running end should then be taken across the upper chest, over the right shoulder beneath the shoulder strap; the cord between the shoulders lying in a natural curve, being secured to the third button on No. 1 Dress – Ceremonial Blue Dress tunics, second button on No. 1A Dress - Regimental Blue Dress and No. 1AW Dress - Tropical Ceremonial Dress tunics and to the top button on No. 1B Dress - Lovat Dress tunics, between the two toggles provided. Securing of the cord is completed by bringing the running end round the back of the right shoulder, under the armpit, and, except for the lovat tunic, securing the eye at the end to the top button of the tunic. On the lovat tunic the eye is to be secured to a small hook sewn under the right lapel 90mm above the top button. The plait below the eye should curve naturally towards the right armpit. If a drum carriage is worn, the loop across the chest should be underneath, and that part of the cord running from the right armpit, secured over the top of the carriage.

e. No. 1 Dress - Ceremonial Blue Dress. A yellow-braided blue cloth tunic is provided for wear by Musicians and Buglers with No. 1 Dress – Ceremonial Blue Dress on appropriate occasions. For Band Sergeants, Sergeant Buglers and above the tunic is gold-braided.

f. Blue Trousers. Drum Majors and Musicians wear a broad scarlet stripe (45mm) on serge trousers. WO1 Drum Majors wear a thin stripe on serge trousers when in No. 1A, 1AS Dress and Frockcoat Order.

g. Locket Union and White Belt. All RMBS personnel (SNCO and below) are to wear a gold-plated locket union with lion and crown design surrounded by ‘Gibraltar’ above and regimental motto ‘Per Mare Per Terram’ below. Locket unions are to be attached to a solid plastic white belt in No. 1 Dress - Ceremonial Blue Dress (and other uniforms when ordered) and to be worn centrally around the waist. The plastic runners are to fit firmly against the metal bars with the ‘tongue’ behind (edge of plastic runners to point down). Metal side runners to be fitted as required, prong facing towards the front and pointing out.
h. **Cross Strap and Pouch with Device.** With the exception of SNCOs, bass players, bass drummers, tenor drummers and Buglers, all RMBS personnel in No. 1 Dress - Ceremonial Blue Dress are to wear a solid plastic cross strap and pouch. The cross strap is to be worn over the left shoulder with the brass buckle positioned immediately in front and below the left shoulder strap and is to lie diagonally across the front of the body, under the uppermost button on the tunic. The pouch is to be positioned centrally in the small of the back with the bottom of the device (lion and crown above regimental motto 'Per Mare Per Terram' scroll) fitted centrally on the pouch immediately above stitching.

i. **No. 1B/1C Dress - Lovat Dress.** Lovat suits are only to be issued and worn by Directors of Music, Bandmasters, Drum Majors, Bugle Majors (dress cords to be worn), HQBSRM SNCOs, Volunteer Band Instructors and designated RMBS personnel with authority from SO2 Band. Prince's Badge to be worn. Bandmaster, Drum Major and Bugle Major appointments to be worn (these badges are to be locally purchased as required). Musician and Bugler SQ badges are no longer worn (ranks already in possession of an SQ badge may continue to wear it).

j. **No. 1AW Dress - Tropical Ceremonial Dress.** White cloth tunic with stand-up collar, white trousers and white shoes. The accessories for wear with this dress are as for temperate No. 1 Full Dress Blues - Ceremonial Dress.

k. **No. 2C (Band) Dress - Red Sea Rig.** White short sleeved shirt, gold on red rank badges, sewn on white brassard, (WO2s white leather wrist strap for badge of rank or assignment), white epaulette slides with anodised letters 'RM', blue serge trousers, red cummerbund and black shoes. May be worn by RMBS personnel (SNCOs may wear No. 2C Dress in place of Mess Dress if performing as part of an ensemble) when performing on band engagements where guests are wearing No. 2B Mess Undress or No. 2C Red Sea Rig, with the permission of the Mess President. ‘Royal Band’ shoulder flash (on brassard) and Prince’s badges (Velcro attachment) are to be worn in this uniform.

l. **Maternity Uniform.** Pregnant RMBS personnel are to wear Maternity Uniform iaw Para 3814. Rank/appointment badges and flashes to be worn iaw directions for Half Lovats (cardigan and shirts). Letters ‘RM’ (bronze) and rank (white on khaki) only to be worn on maternity dress (no Prince’s Badge or shoulder flashes) with ‘barely black’ tights.

4012. **Cap and Beret Badge**

a. **Officers and WO1s**

(1) The Corps badge is worn by all officers below the rank of Colonel and WO1. The Army pattern badge is worn by Colonels and Brigadiers (lion and crown) and General Officers (crossed sword and baton in wreath surmounted by a crown).
(2) The Corps badge is in two parts: a globe in a laurel wreath and a lion on a crown; the globe in silver, remainder anodised (see Fig 40E-1c). The beret badge worn with Combat and Training Dress is similar but in bronze throughout. The manner of wearing on cap and beret is detailed below.

b. **WO2s.** A divided (split) badge (i.e. lion and crown separate from, and above, the globe and laurel) anodised (including the globe) or bronze, as appropriate, is worn by all WO2s (see Fig 40E-9b).

c. **NCOs, Marines, Musicians and Buglers.** The globe, laurel, lion and crown badge, anodised or bronze, as appropriate, is worn by all NCOs and Marines in one piece (composite) (see Fig 40E-9c), with the following exceptions:

1. **RM Band Portsmouth.** On the cap only (not beret) WO2 Bandmaster, Drum Major/Corps Drum Major and all Musicians (excluding Director of Music and WO1 Bandmaster) of RM Band Portsmouth wear a gilt ‘bursting grenade’ on which is mounted the royal cypher GRV and a St Edward’s crown in silver surrounded by a laurel wreath. The ‘bursting grenade is to be fitted centrally with the tips of the laurel wreath just touching the white of the cap. The royal cypher EIIR/PP with crown in silver is worn centrally 10mm above the grenade. Corps Bugle Major/Bugle Major and Buglers do not wear these cyphers.

2. **RM Band CTCRM.** On the cap only, band ranks (not beret) WO2 Bandmaster, Drum Major and all Musicians (excluding Director of Music and WO1 Bandmaster) of RM Band CTCRM wear the anodised divided cap badge with the Prince of Wales’s plumes in silver between the globe and laurel and the lion and crown. The globe and laurel is to be fitted centrally with the tips of the laurel wreath just touching the stitching at the top of the red band. The Prince of Wales’ plumes to be fitted above the globe and laurel with the bottom of the quills just touching the stitching. The lion and crown is to be worn centrally 10mm above the Prince of Wales’s plumes. Buglers do not wear this cypher.

d. **Details for Wear**

1. The composite badge is worn as follows:
   
   a. **Caps.** Centrally in front of the cap, with the top of the red band running through the crown.
   
   b. **Berets.** Immediately over the left eye: blue beret - centrally within the red patch; green beret - 5mm above the leather band. The lining is not to be removed.

2. The divided badge is worn as follows:

   a. **Caps.** With the tips of the wreath level with the top of the scarlet band but below the scarlet welt. The base of the lion and crown is to be 10mm above the scarlet band. The lining is not to be removed.
(b) **Berets.** As in Para 4012 sub para b but with the crown 10mm above the globe.

e. SBS badged personnel wear the cloth SBS badge on their berets, 5mm above the leather band centrally over the left eye.

f. SBS(R) ranks wear the cloth badge on completion of JSF Selection Course, when they reach the level of Sabre Squadron Ready.

4013 **Helmet Plate and Ball Ornament**

a. **Helmet Plate**

   (1) **Officers and WO1s.** A gilded metal eight-pointed star with dead and bright rays, and crown above (see Fig 40E-3). On the star a gilded metal laurel wreath and saw-pierced garter with regimental motto ‘Per Mare Per Terram’; above the garter a scroll ‘Gibraltar’ and below it an anchor, in the centre a silver globe. Under the saw-pierced garter, blue enamel. The plate is to be positioned centrally on the front of the helmet with the top crown and bottom central ray in line with the central seam. The points of the lower two rays (either side of the centre) are to just touch the top edge of the helmet band. Directors of Music of the RM Bands wear the appropriate cyphers as detailed in Para 4013.a sub para (3) and Para 4013.a sub para (4) below.

   (2) **WO2s, NCOs, Marines, Musicians and Buglers.** A gold-plated metal eight-pointed star with dead and bright rays, and crown above (see Fig 40E-10). On the star a laurel wreath and saw-pierced garter with regimental motto ‘Per Mare Per Terram’; above the garter a scroll ‘Gibraltar’ and below it an anchor, in the centre a globe positioned iaw Para 4013.a sub para (1) above.

   (3) **RM Band Portsmouth.** The Director of Music, WO1/WO2 Bandmaster, Corps Drum Major/Drum Major and all Musicians of RM Band Portsmouth wear two royal cyphers in silver attached to the helmet plate, the cypher GVR over the anchor and below the globe and the cypher EIIR/PP below the crown. Corps Bugle Major/Bugle Major and Buglers do not wear these cyphers. Positioned iaw Para 4013.a sub para (1) above.

   (4) **RM Band CTCRM.** The Director of Music, WO1/WO2 Bandmaster, Drum Major and all Musicians of RM Band CTCRM wear the Prince of Wales’s plumes in silver centrally upon the helmet badge above the globe and partially covering the crown. Buglers do not wear this cypher. Positioned iaw Para 4013.a sub para (1) above.

b. **Ball Ornament**

   (1) **Officers and WO1s.** A threaded gilded metal ball in a gilt leaf cup on a dome base with open vents. The ball ornament is to be worn on top of the helmet, screwed through the fitted lacquered metal ventilator with the central leaf of the cup in line with the front helmet seam and the middle vent hole of the dome in line with the rear helmet seam.
4014. Collar Badges

a. Officers (Lt Col and below) and WO1s. A silver globe in anodised laurel wreath (see Fig 40E-11a) or the same badge all in bronze (the latter is only worn on lovat tunics). Worn centrally on the step of the collar of blue, lovat and stone prestige tunics (WO1s on blue tunics with badges set 4mm above the collar seam with the centre of the badge 50mm from the end of the collar). The badge is also worn on No. 1AW Dress - Tropical Full Ceremonial Dress. Worn in a miniature on each lapel of the mess jacket, both scarlet and white, with the centre of the badge 170mm below the neck point of the shoulder seam. On mess jackets, miniature medals are worn below the badge. On greatcoats, the badge is worn on the collar.

b. WOs, NCOs, Marines, Musicians and Buglers. Metal globe and laurel badges on blue (see Fig 40E-11b) and lovat uniforms. On blue tunics the anodised badges are to be set 5mm above the collar seam with the centre of the badge 50mm from the end of the collar. On lovat tunics the bronze badges are to be worn centrally on the step of the collar, the bottom of the laurel wreath 5mm above the edge of the step. Worn in an anodised miniature version on each lapel of the mess jacket, both scarlet and white, with the centre of the badge 170mm below the neck point of the shoulder seam, by WO2s and SNCOs. On mess jackets, miniature medals are worn below the badge. Collar badges are not worn on other garments.

c. RM Band Service Personnel

(1) No. 1 Dress – Ceremonial Blue Dress. JNCOs, Musicians and Buglers wear embroidered yellow on scarlet collar badges on No. 1 Dress - Ceremonial Blue Dress. SNCOs wear braided gold on scarlet collar badges. To be set centrally within the collar band, with the centre of the badge 40mm from the end of the collar. Officers and WO1s wear solid silver globe in gold braided laurel wreath collar badges. To be set centrally within the collar band, with the centre of the badge 70mm from the outside edge of the collar.

(2) No. 1 Dress – Ceremonial Blue Dress (Frockcoat Order). Officers and WO1s wear solid silver globe in gold braided laurel wreath collar badges. To be set centrally within the collar band, with the centre of the badge 50mm from the outside edge of the collar. With the exception of officers and WO1s (Para 4014 sub para a), RM Band Service personnel do not wear collar badges on No. 1AW Dress - Tropical Ceremonial Dress.

d. SBS Badged Personnel. SBS badged personnel including SBS(R) personnel qualified Sabre Squadron Ready wear the metal SBS badge on lovat tunics. Officers and SNCOs wear a miniature SBS badge on each lapel of the mess jacket, with the centre of the badge 170mm below the neck point of the shoulder seam.

(2) WO2s, NCOs, Marines, Musicians and Buglers. A threaded gold-plated metal ball in a leaf cup on a dome base with closed vents. Worn iaw Para 4013.b sub para (1) above.
4015. Corps Badge (Mess Dress for General Officers, Brigadiers and Colonels)

The Corps badge (globe, laurel, lion and crown, battle honour ‘Gibraltar’, fouled anchor and Corps motto ‘Per Mare Per Terram’), embroidered in gold, is worn by Colonels and above on each lapel of the mess jacket, both scarlet and white, with the centre of the globe 230mm below the neck point of the shoulder seam. On white jackets the badge is to be mounted on Velcro to permit removal when the jacket is washed. Miniature medals are worn above the badge. Miniature pilot’s wings (if entitled) are worn above the miniature medals.

4016. Letters ‘RM’ and Corps Pattern Belt

a. Block Letters (Size 13mm - Anodised or Bronze)

(1) Worn in the centre of the shoulder straps below badges of rank and 10mm above the shoulder seam. Worn with all forms of No. 1 Dress, 2C, 3A, 3AW, and 3BW dresses. Not worn by Colonels and above or on raincoats or Band and Buglers’ No. 1 Dress - Ceremonial Blue Dress

(2) Badged SBS and Sabre Squadron Ready SBS(R) personnel wear the bronze letters SBS in place of RM in the centre of the shoulder straps below badges of rank and 10mm above the shoulder seam of the lovat suit.

b. Corps Pattern Belt. Worn with the leather buckle on left hip and silver buckle adjusted to fit centrally.

4017. Rank Badges

a. Officers. Rank badges are worn on the chest or shoulder straps, where fitted. On the mess jackets of officers below Colonel they are worn on both lapels, 5mm above the Corps badge.

(1) The following type of rank badges will be worn in the order of dress shown:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Orders of Dress</th>
</tr>
</thead>
</table>
| Bronze | No 1B Lovat Dress.  
No 1C Lovat Undress.  
No 3A Half Lovats. |
| Black on Olive Green | No 3C Half Lovats 3B and 3D Training Rig.  
No 4 Combat Dress. |
| Sand on MTP | No 4 Combat Dress for Operations (if directed by an operational theatre commander). |
| Anodised | Remaining orders of dress. |
(2) The badges to be worn are as follows:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Badge Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Lieutenant</td>
<td>Star</td>
</tr>
<tr>
<td>Lieutenant</td>
<td>2 Stars</td>
</tr>
<tr>
<td>Captain</td>
<td>3 Stars</td>
</tr>
<tr>
<td>Major</td>
<td>Crown</td>
</tr>
<tr>
<td>Lieutenant Colonel</td>
<td>Crown above 1 star</td>
</tr>
<tr>
<td>Colonel</td>
<td>Crown above 2 stars</td>
</tr>
<tr>
<td>Brigadier</td>
<td>Crown above 3 stars</td>
</tr>
<tr>
<td>Major General</td>
<td>Star above crossed sword and baton</td>
</tr>
<tr>
<td>Lieutenant General</td>
<td>Crown above crossed sword and baton</td>
</tr>
<tr>
<td>General</td>
<td>Crown above star above crossed sword and baton</td>
</tr>
<tr>
<td>Captain General</td>
<td>Star above crossed sword and baton</td>
</tr>
<tr>
<td>(Duke of Sussex)</td>
<td>Crown above crossed batons surrounded by a laurel wreath</td>
</tr>
<tr>
<td>Captain General</td>
<td>Star above crossed sword and baton</td>
</tr>
<tr>
<td>(Duke of Edinburgh)</td>
<td>Crown above crossed batons surrounded by a laurel wreath</td>
</tr>
</tbody>
</table>

(3) The devices, as in Para 4017 sub para a, above, are Army pattern. The sword and baton device reversed for right and left shoulders, with the point of the sword to the front in each case. Stars and crowns are to be 16mm size, except on the mess jacket of officers below Colonel, where they are to be 13mm. 13mm anodized miniature badges are also used by Colonels and above on white mess jackets. Crossed sword and baton badges worn on greatcoats, blue tunics, lovat tunics and stone tunics are to have batons which are 40mm long. White mess jackets are to have batons which are 33mm long. Army pattern crossed sword and baton of 48mm long worn on Army greatcoats are not worn by RM Generals. The distance apart of the devices is to be 5mm.

b. **WOs.** Rank badges are worn on the lower right arm only, except as follows:

   **Personal Clothing System Combat Uniform (PCS CU) Combat Jackets and Windproof Smocks.** Worn on the chest.

c. **SNCOs and Marines.** Rank badges are worn on the upper right arm only, except as follows:

   (1) **Blue Greatcoat.** Gold on red – lower right arm only.

   (2) **PCS CU Combat Jacket and Windproof Smock.** Rank slide worn on chest.

d. A table showing details is at Annex 40D.
4018. Good Conduct Badges

a. ‘V’ shaped stripes, 13mm wide, 127mm across top. Worn point upwards on the left arm with the inner angle of the lowest stripe 7mm above the point of the sleeve slash on the regimental blue and stone tunics.

b. Good Conduct Badges are only to be worn by Marines, Musicians and Buglers and then only on the regimental blue and stone tunics. They are not worn on Musician and Bugler full dress blue or white ceremonial tunics.

4019. Branch, Specialist Qualification, Skill and Special Badges

a. The category, description and wear of Branch, Specialist Qualification, Skill and Special badges is shown in Annex 40D.

b. Stars and Crowns. Stars and crowns are added to the basic specialist qualification badges to indicate the classes of qualification, as follows. When there are letters as part of the basic device, the letters are placed below the star.

   (1) Instructor. Crown above basic device and two stars below.

   (2) First Class. Crown above basic device.

   (3) Second Class. Star above and star below basic device.

   (4) Third Class. Star above basic device.

For a period of time, all classes of SQ wore the same basic device without crowns and stars. Uniforms with this basic device do not need to be altered.

c. Badges Awarded During Former Service in RN, Army or RAF. Badges from previous service are not to be worn unless they are badges currently authorised for wear by RM WOs, NCOs and Marines; provided also that the privilege of wearing the badge has not been withdrawn.

d. RM Provost Armblets. The ‘MP’ armband, as provided for the Royal Military Police, is to be worn immediately above the right elbow. When chevrons are worn on the upper arm, the armband should just cover the lower point of the bottom chevron, with the letters ‘M’ and ‘P’ on either side of the apex of the chevron.

e. Unit Police Armblets. Ranks on unit police duties are to wear the authorised armblet (‘NP’, ‘RP’ or ‘RMP’ as appropriate) on the left sleeve immediately above the cuff of the tunic of greatcoat, or in a similar position on other uniform garments. The armblet is worn on the left wrist when long-sleeved garments are not worn.
f. **Flying Badges.** RN pilot’s wings, comprising gold embroidered wings extended behind a silver foul anchor with a crown above with a laurel wreath, are to be worn by all entitled personnel, including all RM personnel who qualified after 1996 via the Defence Elementary Flying Training School. Prior to the institution of Joint Services Flying Training, trainee pilots were awarded wings by the Service whose course they attended: pilots awarded Army or RAF wings may wear these instead of RN wings. The badge is worn as follows:

1. **Blue, Lovat and Stone Tunics and Stone Shirts.** Centrally 65mm above the top row of medal ribbons, or if no medal ribbons are worn, 65mm above the left breast pocket.

2. **Mess Jackets.** For Lt Cols and below, flying badges are to be worn immediately below the globe and laurel badge on the left lapel, miniature medals being lowered accordingly. The exception is that officers of Colonel’s rank and above wear their wings above their miniature medals, which are worn above the Corps Badge.

3. **PCS CU Combat Jackets and Windproof Smock.** Worn in approximately the same position as on blue, lovat or stone tunics, although these items do not have pockets.

g. **Parachutist Badge.** The Army pattern parachutist badge, a parachute with wings, should be worn on the right arm 50mm below the shoulder seam, by personnel who are qualified parachutists, as follows:

1. **Blue and White Tunics.** The full-sized badge in gold on extra dark navy blue. On white tunics the badge is to be mounted on Velcro to permit removal for washing.

2. **Lovat Tunics.** A two-thirds size badge in gold on green.

3. **Mess Jackets.** The miniature badge (length 51mm, height 20mm) gold on scarlet. On white mess jackets the badge is to be mounted on Velcro to permit removal for washing.

4. **Stone Tunics and Shirts.** The full-sized badge in light blue/white on khaki drill.

5. **Combat Dress (PCS CU Combat Jackets and Windproof Smock).** The full-sized badge in black on green. If black on green badges are not available, the full-sized badge in light blue/white on khaki drill may be worn as an alternative. Foreign parachute wings may be worn just above the top right breast pocket on combat uniforms, but only when serving with the Armed Forces that awarded the wings in the first place.
h. **King's Badge and Prince's Badge.** The King's Badge and Prince’s Badge are to be worn on all orders of dress, including PCS CU, on the left arm, 50mm below the shoulder seam. The colours vary according to the order of dress, as follows:

1. **Blue Tunics.** The full-sized badge in gold on extra dark navy blue.

2. **Lovat Tunics.** A two-thirds size badge in gold on green.

3. **Mess Jackets.** A two-thirds size badge in gold on scarlet.

4. **Stone Tunics and Shirts.** The full-sized badge in khaki on khaki drill.

5. **PCS CU Combat Jackets and Windproof Smocks.** The full-sized badge in black on olive green.

i. **The Commandant General's Shooting Badge.** The Commandant General’s Shooting Badge, a gold on extra dark navy blue, lovat and scarlet badge, is to be worn on the lower left sleeve of the regimental blue tunic, the lovat tunic and the red mess jacket in place of the standard marksman’s badge, by personnel who form or have formed (from 1986 onwards) part of the RM Bisley Shooting Team.

j. **Royal Marines Commando Flashes**

1. All Royal Marines who have completed the Commando Course are to wear a red on extra dark navy blue ‘ROYAL MARINES COMMANDO’ flash on both sleeves of the jersey wool heavy. The flash is to be sewn centrally with its upper edge touching the shoulder seams.

2. A black on green ‘ROYAL MARINES COMMANDO’ flash is to be worn by all RM Commando trained personnel on both sleeves of all PCS CU combat jackets and windproof smocks. The flash is to be sewn centrally with its upper edge touching the shoulder seam.

k. **Royal Marines Band Service Flashes**

1. All RM Band Service personnel are to wear a red on extra dark navy blue ‘ROYAL MARINES BAND SERVICE’ flash on both sleeves of the jersey wool heavy and maternity cardigan. The flash is to be sewn centrally with its upper edge touching the shoulder seam.

2. A black on green ‘ROYAL MARINES BAND SERVICE’ flash is to be worn by all RM Band Service trained personnel on both sleeves of all PCS CU combat jackets and windproof smocks. The flash is to be sewn centrally with its upper edge touching the shoulder seam.
l. **Royal Band’ Flash.** All Musicians and Buglers (including the Director of Music Bandmaster (WO1/WO2), Corps Drum Major/Drum Major, Corps Bugle Major/Bugle Major and Buglers) of RM Band Portsmouth wear a ‘ROYAL BAND’ shoulder flash, in appropriate colours, on the upper right sleeve of all uniforms (replacing the Royal Marines Band Service Badge on the jersey wool heavy/maternity cardigan). The badge is to be sewn centrally with its upper edge 20mm below the shoulder seam.

m. **Special Boat Service Parachutist’s Badge.** The appropriate SBS pattern parachutist’s wings should be worn on the right arm 50mm below the shoulder seam, by personnel qualified as follows:

   (1) **Badged SBS.** On completion of the SF Parachute Course.

   (2) **SBS(R).** On successful completion of the JSF Selection Hills Phase and completion of the SF Parachute Course.

n. **Special Forces Communicators’ Parachutist’s Badge.** SF Communicators pattern parachutists’ wings should be worn on the right arm 50mm below the shoulder seam, by personnel qualified on successful completion of the Special Forces Communications Course and the SF Parachute Course. These wings are only awarded by the CO SBS.

o. **HUMINT Operator’s Badge.** The HUMINT badge, a gold/yellow trident on a black ‘kite’ background, is to be worn on the left forearm above warrant officer rank (approximately 165mm from the cuff). It is only to be worn on No1A Regimental Blue Dress.

p. **Background and Attachment of Badges.** The instructions in Chapter 39 regarding Naval ratings’ badges are also applicable, as far as appropriate, to Royal Marines badges.

q. **Formation Badges on Combat Dress.** Formation flashes are to be worn on the left sleeve patch of PCS CU combat jackets and windproof smocks by personnel serving in those formations, as follows:

   (1) **3 Commando Brigade RM Formation Badge.** When serving with 3 Cdo Bde RM, all personnel are to wear a black ‘Commando Fighting Knife’ badge on a green background on the left sleeve of PCS CU combat jackets and windproof smocks. It is to be worn centrally on the Velcro patch provided on the upper arm.
(2) **Amphibious Assault Badge.** A black on green formation badge comprising the old Combined Operations device (anchor, eagle and rifle (pointing forwards)) surrounded by a circle, itself surrounded by the words ‘Amphibious Assault’ is to be worn centrally on the Velcro patch provided on the upper arm of the left sleeve of PCS CU combat jackets and windproof smocks by personnel serving in the following units:

(a) Assault Squadrons RM of HM Ships.

(b) COMLSGStaff.

(d) Royal Marines serving on FOST Staff.

4020. **Buttons**

a. **Corps Button.** The Corps button is a raised round button, anodised or bronze. At the centre is a fouled anchor under a crown surrounded by a double rim enclosing the words ‘Royal Marines’, and this in turn surrounded by a laurel wreath. In two general sizes - 25mm and 18mm: the smaller button for pockets and shoulder straps. In addition, there are special 20mm buttons for use only by General Officers. All buttons are to face upwards with shoulder strap buttons orientated to face forwards on all uniforms.

b. **Lion and Crown Button.** The Lion and Crown button is a raised round gilt button with a mounted lion and crown in silver. It is worn on peaked caps, blue field service caps (an optional item), mess jackets and mess waistcoats.

4021. **Remembrance Poppies**

RBL red paper poppies should be worn behind the beret cap badge from 1 November until 2359 on 11 November. Those ranks who cannot wear a poppy behind the cap badge are to wear one on the left chest. When wearing a peaked cap, the poppy is worn on the left side behind the button. Enamel poppies are not to be worn with any RM uniform.
SECTION 3 - AIGUILLETTES, CYPHERS AND LANYARDS

4022. Aiguillettes

a. Naval type aiguillettes are to be worn by the following Royal Marines officers in the same manner as prescribed for Naval officers (see Para 3913) and with equivalent dresses:

(1) ADCs to The Sovereign, Equerries and Extra Equerries to The Sovereign, or to other members of the Royal Family, and ADCs to Governors General.

(2) ADC to CGRM; officers specifically appointed as Flag Lieutenant to officers of Flag rank or Commodores; or as ADC or Military Assistant to officers of Flag, General or Air rank where the post is allowed by establishment; or as ADC to a Governor or Lieutenant Governor.

(3) Personal staffs of all members of the Defence Council and VCDS.

b. Officers at Para 4022.a.(1) wear aiguillettes as for ADCs to The Sovereign (‘Palace’ type) and those at Para 4022.a.(2) as for Flag Lieutenants (‘Staff’ type). Aiguillettes are only worn when the wearer is on the business that carries the entitlement. For example, it is inappropriate for a captain ADC to CGRM to wear his aiguillettes when attending a regimental dinner night without his general.

c. Aiguillette shoulder straps are not to be worn by Royal Marines officers. In Mess Dress, for officers below the rank of Colonel, the aiguillette is to be supported by a scarlet cloth shoulder strap of the same material as the jacket. In other dress, the shoulder strap of the garment is to be used, modified by the addition of a button to which the aiguillette cord is affixed.

d. Aiguillettes and the various accoutrements are issued on Individual Loan from the Uniform Clothing Store, HMS NELSON.

4023. Royal Cyphers

a. Royal Marines ADCs to The Sovereign, Equerries and Extra Equerries to The Sovereign are to wear the royal cypher and crown, in one piece, below their badges or rank; letters ‘RM’ are not worn. Equerries to other members of the Royal Family wear the cypher of that member in the same manner. In Mess Dress, Equerries and Extra Equerries wear the royal cypher and crown on shoulder straps of similar material. Cyphers are not worn on black on green rank badges.

b. The full-sized badge (35 x 35mm), in either dull silver metal or gilt metal, is worn as follows:

(1) **Dull Silver.** On full dress tunic, regimental blue tunic, blue greatcoat, scarlet mess jacket and white mess jacket.

(2) **Gilt Metal.** On stone tunic, stone bush jacket and stone shirt.
(3) **Bronze Metal.** On Lovat tunic.

c. Former ADCs to The Sovereign wear the badge similarly but in miniature (22 x 24 mm). ADCs to The Sovereign who vacate the appointment on promotion to the substantive rank of Major General are, however, to cease wearing the badge.

**4024. Lanyards**

a. **Lanyard, Blue, Officers' Pattern.** Braid of viscose rayon on cotton core. One end constructed with a loop closed with a Turk’s head knot. Length of lanyard shall be no less than 800mm to be worn looped over the left shoulder. The running end is to be passed into the left side of the breast pocket and not allowed to hang loosely in a bight.

b. **Unit Lanyards.** Coloured lanyards are worn on the right shoulder in an ordinary loop with the running end passed directly into the right side of the breast pocket without forming a bight. All ranks on the posted strength of the following units are to wear a coloured lanyard with certain forms of dress as stated:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Lanyard Colour(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headquarters 3 Commando Brigade RM</td>
<td>Green</td>
</tr>
<tr>
<td>43 Commando Fleet Protection Group RM</td>
<td>Old gold on scarlet</td>
</tr>
<tr>
<td>Commando Logistics Regiment RM</td>
<td>Navy blue</td>
</tr>
<tr>
<td>Commando Helicopter Force</td>
<td>Light and dark blue</td>
</tr>
<tr>
<td>40 Commando RM</td>
<td>Light blue</td>
</tr>
<tr>
<td>42 Commando RM</td>
<td>White</td>
</tr>
<tr>
<td>45 Commando Group RM</td>
<td>Scarlet</td>
</tr>
<tr>
<td>Special Boat Service</td>
<td>Mid green, black and light blue</td>
</tr>
<tr>
<td>30 Commando Information Exploitation Group RM</td>
<td>Sand and green</td>
</tr>
<tr>
<td>47 Commando Raiding Group RM</td>
<td>Navy blue and scarlet</td>
</tr>
</tbody>
</table>
# ANNEX 40A

## RM DRESS TABLES

### 1. 1A Dress - Regimental Blue Dress

#### a. Occasions for Wear

1. When receiving The Sovereign, other crowned heads or heads of state.
2. When receiving royalty unless ordered to the contrary by the relevant senior officer.
3. Full ceremonial state events as ordered.
4. Inspections by Flag Officers and General Officers.
5. Funerals, parades and other appropriate ceremonial events.

#### b. Description

<table>
<thead>
<tr>
<th>General Officers (Army No. 1 Dress)</th>
<th>Officers, WOs and SNCOs</th>
<th>Corporals and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap (Note 2 and Note 9)</td>
<td>Cap/Wolseley pattern helmet (Note 2 and Note 3)</td>
<td>Cap/Wolseley pattern helmet (Note 2 and Note 9)</td>
</tr>
<tr>
<td>Blue high collar tunic</td>
<td>Blue tunic</td>
<td>Blue tunic</td>
</tr>
<tr>
<td>Blue overalls (Note 3)</td>
<td>Blue trousers/Overalls (Note 3)</td>
<td>Blue trousers</td>
</tr>
<tr>
<td>White long-sleeved shirt</td>
<td>White long-sleeved shirt</td>
<td>Black socks</td>
</tr>
<tr>
<td>Black socks</td>
<td>Black tie (Note45)</td>
<td>Army pattern boots</td>
</tr>
<tr>
<td>Wellington boots</td>
<td>Officer pattern lanyard (Note 5)</td>
<td>White belt</td>
</tr>
<tr>
<td>Silver spurs</td>
<td>Black socks</td>
<td>Frog and bayonet (Note 6)</td>
</tr>
<tr>
<td>General Officer’s ceremonial sword</td>
<td>Army pattern/officer pattern/Wellington boots (Note 3)</td>
<td>Rifle (Note 6)</td>
</tr>
<tr>
<td>Crimson and gold sash</td>
<td>Sam Browne/WO sword belt/white belt/sash (Note 5)</td>
<td>Greatcoat (Note 1 and Note 2)</td>
</tr>
<tr>
<td>Gold shoulder cords</td>
<td>Frog and bayonet (Note 6)</td>
<td>White gloves</td>
</tr>
<tr>
<td>White gloves</td>
<td>Sword/rifle (Note 6)</td>
<td>Braces</td>
</tr>
<tr>
<td>Greatcoat (Note 1 and Note 2)</td>
<td>Greatcoat (Note1 and Note 2)</td>
<td></td>
</tr>
<tr>
<td>Braces</td>
<td>Gloves (Note 7)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Braces</td>
<td></td>
</tr>
</tbody>
</table>
c. **Decorations/Medals**

(1) Collar and/or broad riband.

(2) Up to 4 stars of orders.

(3) Up to 3 neck decorations.

(4) Medals.

d. **Rank Insignia.** See photographs at Annex 40D Para18 and Fig 40E-8.

<table>
<thead>
<tr>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <em>Blue Corps pattern. Drawn from the loan pool in the RM Ceremonial Store at RMB Stonehouse. Greatcoat rank insignia photographed at Annex 40D Para 16. Blue tunics will not be worn under greatcoats, which will be worn with collars fastened up. RM Band Service follow the instructions in Annex 40G.</em></td>
</tr>
<tr>
<td>2. <em>WP helmets and/or greatcoats to be worn when ordered.</em></td>
</tr>
<tr>
<td>3. <em>Overalls, Wellington boots and silver spurs (i.e. Mounted Order) are normally worn by Lt Cols and above plus Adjutants, Equerries, Military Assistants, Aides-de-Camp and Flag Lieutenants. Other officers and WO1s wear officer pattern boots. WO2s and below wear Army pattern boots. When ordered by the relevant senior officer, officers who normally wear Mounted Order may be ordered to wear Dismounted Order i.e. blue trousers with officer pattern boots. This option may be appropriate for certain occasions of minor ceremonial, for occasions involving car travel in No. 1A Dress or if No. 1A Dress is being worn in HM Ships or afloat. Black shoes may be ordered in lieu of boots eg. for indoor receptions or where paving/flooring is unsuitable for studded parade boots.</em></td>
</tr>
<tr>
<td>4. <em>Officers only wear a tie. WO1s wear officer pattern lanyard.</em></td>
</tr>
<tr>
<td>5. <em>Officers and WO1s wear a Sam Browne belt (highly waxed or polished in dark tan), which is always worn with a frog, whether carrying swords or not. WO2s wear a WO2’s brown leather sword belt (highly waxed or polished in dark tan), and a scarlet sash. SNCOs wear a white belt with locket union and a scarlet sash. On certain occasions, eg. indoor receptions, the senior officer may order that blue cloth belts are worn (usually without medals and gloves).</em></td>
</tr>
<tr>
<td>6. <em>Swords/rifles are carried on parade or when ordered.</em></td>
</tr>
</tbody>
</table>

(Continued)
Notes (Continued):

7. WO2s, Drum and Bugle Majors on appointment and above wear brown cape gloves; the remainder wear white gloves. Gloves are normally worn on parade (all year round), when ordered and in winter. For those not on parade, gloves are not normally worn in summer (1 Apr to 30 Sep) and should normally be removed indoors.

8. For distinctions in RM Band Officers’ Ceremonial Dress Uniform, see Para 4011 and Annex 40G.

9. Uniquely, the CTCRM King’s Squad wear the peaked cap with the chin-stay down and a double white lanyard on the left shoulder. After the pass-out parade, the King’s Squad, when ordered, may wear their green beret with blue dress on the day of the pass out parade only. On any occasion when peaked caps are worn, the relevant senior officer may order chin-stays to be worn down in high wind conditions, particularly afloat.

10. For SBS No 1A Dress see Annex 40F.

11. When ordered, No 1A Dress (negative sword) may be worn without medals or gloves eg. for Buckingham Palace garden parties and medal investitures.
Fig 40A-1a. General Officer in Army No. 1 Dress

Fig 40A-1b. Lt Col in No. 1A Regimental Blue Dress (Mounted Order)

Fig 40A-1c. ADC in No. 1A Regimental Blue Dress (Mounted Order) (negative sword but with gloves)

Fig 40A-1d. Junior officer in No. 1A Regimental Blue Dress with peaked cap, sword and glove
Fig 40A-1e. WO1 in No. 1A Regimental Blue Dress with peaked cap, sword and gloves

Fig 40A-1f. WO1 in No. 1A Regimental Blue Dress with peaked cap, cane and gloves

Fig 40A-1g. WO2 in No. 1A Regimental Blue Dress with peaked cap, sword and gloves

Fig 40A-1h. SNCO in No. 1A Regimental Blue Dress with peaked cap and gloves
Fig 40A-1i. Cpl in No. 1A Regimental Blue Dress with peaked cap, rifle and gloves

Fig 40A-1j. Mne in No. 1A Regimental Blue Dress with peaked cap and gloves

Fig 40A-1k. SNCO in No. 1A Regimental Blue Dress (Greatcoat Order) with WP helmet and rifle

Fig 40A-1l. SNCO in No. 1A Regimental Blue Dress (Greatcoat Order) with WP helmet and rifle (showing rank)
2. **1B Dress— Lovat Dress**

   a. **Occasions for Wear**

      (1) Inspections by Flag Officers and General Officers.

      (2) Minor ceremonial occasions as an alternative to 1A Dress.

      (3) Courts martial as appropriate.

      (4) Other occasions as ordered.
### b. Description

<table>
<thead>
<tr>
<th>Officers</th>
<th>WOs and SNCOs</th>
<th>Corporals and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beret (Note 1)</td>
<td>Beret (Note 1)</td>
<td>Beret (Note 1)</td>
</tr>
<tr>
<td>Lovat suit</td>
<td>Lovat suit</td>
<td>Lovat suit</td>
</tr>
<tr>
<td>Lanyards (Note 2)</td>
<td>Lanyard (Note 8 and Note 2)</td>
<td>Unit lanyard (Note 2)</td>
</tr>
<tr>
<td>Stone long sleeved shirt</td>
<td>Stone long sleeved shirt</td>
<td>Stone long sleeved shirt</td>
</tr>
<tr>
<td>Light khaki tie</td>
<td>Khaki drab tie</td>
<td>Khaki drab tie</td>
</tr>
<tr>
<td>Lovat/green socks (Note 7)</td>
<td>Socks combat general service</td>
<td>Socks combat general service</td>
</tr>
<tr>
<td>Sam Browne belt (Note 3)</td>
<td>Ceremonial belt/sash (Note 3)</td>
<td>White belt</td>
</tr>
<tr>
<td>Sword (Note 4)</td>
<td>Frog and bayonet (Note 4)</td>
<td>Frog and bayonet (Note 4)</td>
</tr>
<tr>
<td>Officer pattern boots</td>
<td>Sword/rifle (Note 4)</td>
<td>Rifle (Note 4)</td>
</tr>
<tr>
<td>Brown cape gloves</td>
<td>Army pattern/officer pattern boots (Note 5)</td>
<td>Army pattern boots</td>
</tr>
<tr>
<td></td>
<td>Gloves (Note 6)</td>
<td>White gloves</td>
</tr>
</tbody>
</table>

### c. Decorations/Medals

1. Up to 2 stars of orders.
2. 1 neck decoration.
3. Medals.

### d. Rank Insignia

- See photographs at Annex 40D Para 20.
Notes:

1. Beret with anodized cap badge for Lt Cols and below. General Officers, Brigts and Cols wear appropriate gold wire embroidered cap badges. The King’s Squad wear peaked caps with chin-stay down.

2. Blue officer pattern lanyard is worn on the left shoulder by officers and WO1s. An appropriate unit lanyard is worn on the right shoulder by all ranks serving in an entitled unit.

3. Officers and WO1s wear a Sam Browne belt (highly polished or waxed in dark tan), which is always worn with a frog, whether with sword or not. WO2s wear a WO2’s brown leather sword belt (highly polished or waxed in dark tan) and scarlet sash. SNCOs wear white belts and a scarlet sash.

4. Swords/rifles are carried on parade or when ordered if Lovat Dress is to be used as an alternative to No. 1A Blue Dress eg. for unit parades commemorating Commando actions.

5. WO2s and below wear Army pattern boots. Black shoes may be ordered in lieu of boots eg. for indoor receptions or where paving/flooring is unsuitable for studded parade boots.

6. WO2s, Drum and Bugle Majors on appointment and above wear brown cape gloves; the remainder wear white gloves. Gloves are normally worn on parade (all year round), when ordered and in winter. For those not on parade, gloves are not normally worn in summer (1 Apr to 30 Sep) and should normally be removed indoors.

7. Lovat coloured socks may be purchased, or socks combat general service worn.

8. WO1s wear light khaki tie and OP lanyard.

9. For SBS this uniform will be worn as No 1A Dress, as well as No 1B and No 1C Dress (SBS collar badges, SBS cap badge, SBS belt and SBS shoulder titles). See Annex 40F.
Fig 40A-2a. General Officer in No. 1B Lovat Dress with Sam Browne and gloves

Fig 40A-2b. Junior Officer in No. 1B Lovat Dress with Sam Browne, sword and gloves

Fig 40A-2c. WO1 in No. 1B Lovat Dress with white belt and gloves

Fig 40A-2d. WO2 in No. 1B Lovat Dress with Sword Belt, sword and gloves wearing unit lanyard
Fig 40A-2e. SNCO in No. 1B Lovat Dress with white belt and gloves

Fig 40A-2f. Cpl in No. 1B Lovat Dress with white belt and gloves

Fig 40A-2g. King's Squad Rct in No. 1B Lovat Dress with peaked cap, white belt and gloves
3. **1C Dress - Lovat Undress**

   a. **Occasions for Wear.** Occasions of duty or minor ceremonial.

   b. **Description**

<table>
<thead>
<tr>
<th>Officers</th>
<th>WOs and SNCOs</th>
<th>Corporals and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beret/cap (Note 1)</td>
<td>Beret/cap (Note 1)</td>
<td>Beret/cap (Note 1)</td>
</tr>
<tr>
<td>Lovat suit</td>
<td>Lovat</td>
<td>Lovat</td>
</tr>
<tr>
<td>Lanyards (Note 2)</td>
<td>Unit lanyard (Note 4)</td>
<td>Unit lanyard</td>
</tr>
<tr>
<td>Stone long sleeved shirt</td>
<td>Stone long sleeved shirt</td>
<td>Stone long sleeved shirt</td>
</tr>
<tr>
<td>Light khaki braided tie</td>
<td>Khaki drab tie (Note 4)</td>
<td>Khaki drab tie</td>
</tr>
<tr>
<td>Lovat/green socks (Note 3)</td>
<td>Socks combat general service</td>
<td>Socks combat general service</td>
</tr>
<tr>
<td>Lovat cloth belt</td>
<td>Lovat cloth belt</td>
<td>Cloth belt</td>
</tr>
<tr>
<td>Officer pattern shoes</td>
<td>Sash</td>
<td>Black shoes</td>
</tr>
</tbody>
</table>

   c. **Decorations/Medals.** Medal ribbons (Note 6).

   **Notes:**

   1. Beret with anodised badge for Lt Cols and below. General Officers, Brigs and Cols wear appropriate gold wire embroidered cap badges. Band personnel wear caps (see Annex 40G).

   2. Blue officer pattern lanyard on left shoulder plus appropriate unit lanyard on right shoulder.

   3. Lovat coloured socks should be purchased, or socks combat general service worn.

   4. WO1s wear light khaki tie and officer pattern lanyard.

   5. WO1s wear officer pattern shoes.

   6. **Medal Order.** Medals may be worn for certain occasions eg. media events if ordered by the relevant senior officer.
Fig 40A-3a. General Officer in No. 1C Lovat Undress

Fig 40A-3b. Junior Officer in No. 1C Lovat Undress

Fig 40A-3c. Junior officer (ADC) in No. 1C Lovat Undress

Fig 40A-3d. WO1 in No. 1C Lovat Undress
Fig 40A-3e. WO2 in No. 1C Lovat Undress

Fig 40A-3f. SNCO in No. 1C Lovat Undress (Sash Order)

Fig 40A-3g. Mne in No. 1C Lovat Undress

Fig 40A-3h. No. 1C Lovat Undress (Medal Order)

a. **Occasions for Wear**

   (1) Official or public balls, dinners and evening receptions of a formal nature.

   (2) Full ceremonial evening events.

b. **Description**

<table>
<thead>
<tr>
<th>Lt Colonels and Above</th>
<th>Other Officers</th>
<th>WOs and SNCOs</th>
<th>Corporals and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap</td>
<td>Cap</td>
<td>Cap</td>
<td>Cap</td>
</tr>
<tr>
<td>Scarlet mess jacket (Note 4 and Note 5)</td>
<td>Scarlet mess jacket</td>
<td>Scarlet mess jacket</td>
<td>Blue tunic</td>
</tr>
<tr>
<td>Blue mess waistcoat</td>
<td>Blue mess waistcoat</td>
<td>Blue mess waistcoat</td>
<td>Blue trousers</td>
</tr>
<tr>
<td>White Marcella shirt (Note 3)</td>
<td>White Marcella shirt (Note 3)</td>
<td>White Marcella shirt</td>
<td>Blue cloth belt</td>
</tr>
<tr>
<td>Black bow tie</td>
<td>Blue mess trousers (Note 1)</td>
<td>Blue trousers</td>
<td>Black shoes</td>
</tr>
<tr>
<td>Overalls</td>
<td>Black bow tie</td>
<td>Black bow tie</td>
<td>Medals</td>
</tr>
<tr>
<td>Black socks</td>
<td>Black socks</td>
<td>Black socks</td>
<td>(Optionally, JNCOs may wear white shirt, blue trousers, red cummerbund and black bow tie for mess dinners etc.)</td>
</tr>
<tr>
<td>Wellington boots</td>
<td>Wellington boots/officer pattern shoes</td>
<td>Black shoes</td>
<td></td>
</tr>
<tr>
<td>Silver spurs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

c. **Decorations/Medals**

   (1) Broad riband.

   (2) Up to 4 stars of orders.

   (3) One neck decoration.

   (4) Miniature medals.

**Notes:**

1. Adjutants, Equerries, Military Assistants, Aides-de-Camp and Flag Lieutenants wear overalls, Wellington boots and silver spurs.

2. Civilian equivalent dress is White Tie or Black Tie with medals and decorations as above.

3. Stiff-fronted shirt and wing collar (Wing Collar Order) is worn instead by Royal Equerries/Aides-de-Camp if acting in a Royal Household role when so required by Buckingham Palace or the relevant Royal Household.

4. Cols and above wear medals above the embroidered RM badge. Lt Cols and below wear medals below the Globe and Laurel badge.
Fig 40A-4c. Junior officer in No. 2A Mess Dress

Fig 40A-4d. SNCO in No. 2A Mess Dress

Fig 40A-4e. Cpl in No. 2A Mess Dress

Fig 40A-4f. Cpl in No. 2A Mess Dress (Alternative Bow Tie Order)
5. **2B Dress - Formal Evening Dress 'Mess Undress'**

a. **Occasions For Wear**

(1) Dinner when 2A Dress is not appropriate eg. for ladies' night dinners.

(2) Evening dances and entertainments.

b. **Description**

<table>
<thead>
<tr>
<th>Lt Colonels and Above</th>
<th>Other Officers</th>
<th>WOs and SNCOs</th>
<th>Corporals and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked cap or blue field service cap (Note 2)</td>
<td>Cap peaked cap or blue field service cap (Note 2)</td>
<td>Peaked cap (Note 2)</td>
<td>Peaked cap (Note 2)</td>
</tr>
<tr>
<td>Scarlet mess jacket (Note 5 and Note 6)</td>
<td>Scarlet mess jacket (Note 5)</td>
<td>Scarlet mess jacket (Note 5)</td>
<td>Blue tunic (Note 4)</td>
</tr>
<tr>
<td>Blue mess waistcoat</td>
<td>Blue mess waistcoat</td>
<td>Blue mess waistcoat</td>
<td>Blue trousers</td>
</tr>
<tr>
<td>White Marcella shirt</td>
<td>White Marcella shirt</td>
<td>White Marcella shirt</td>
<td>Cloth belt</td>
</tr>
<tr>
<td>Blue mess trousers (Note 3)</td>
<td>Blue mess trousers (Note 3)</td>
<td>Blue trousers (Note 3)</td>
<td>Black shoes</td>
</tr>
<tr>
<td>Black bow tie</td>
<td>Black bow tie</td>
<td>Black bow tie</td>
<td>Medals</td>
</tr>
<tr>
<td>Black socks</td>
<td>Black socks</td>
<td>Black socks</td>
<td></td>
</tr>
<tr>
<td>Wellington boots/officer pattern shoes</td>
<td>Wellington boots/officer pattern shoes</td>
<td></td>
<td>Black shoes</td>
</tr>
</tbody>
</table>

c. **Decorations/Medals**

(1) Up to 2 stars of orders.

(2) One neck decoration.

(3) Miniature medals.


**Notes:**

1. **Civilian equivalent is black tie with medals and decorations as above.**

2. **Peaked caps are not usually worn unless ordered to do so or by senior officer taking the salute. Blue RM field service caps (also known as side hats) are optional items that may be purchased by officers and worn in lieu of peaked caps with Mess Undress and Red Sea Rig. They are particularly recommended for wear at sea in order to protect peaked caps from damage or dirt from low deckheads.**

(Continued)
Notes (Continued):

3. A kilt with sporran, kilt pin, long stockings, dirk and highland evening shoes may be worn by personnel in place of blue mess trousers, black socks and black shoes. Alternatively, appropriate tartan trews may be worn.

4. When ordered, JNCOs may, optionally, wear a plain white long-sleeved shirt, blue trousers, scarlet cummerbund and black bow tie in lieu of Regimental Blues for mess dinners etc.

5. Cols and above wear medals above the embroidered RM badge. Lt Cols and below wear medals below the Globe and Laurel badge.

6. Lt Cols and above may wear a discontinued RM Band cloak in inclement weather.
Fig 40A-5c. SNCO in No. 2B Mess Undress

Fig 40A-5d. Cpl in No. 2B Mess Undress

Fig 40A-5e. Cpl in No. 2B Mess Undress (Alternative Bow Tie Order)
6. 2C Dress - Informal Evening Dress “Red Sea Rig”

a. **Occasions for Wear.** Informal evening uniform in ships and establishments.

b. **Description**

<table>
<thead>
<tr>
<th>Officers</th>
<th>WOs and SNCOs</th>
<th>Corporals and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked cap or blue field service cap (Note 2)</td>
<td>No. 3A Shirt Sleeve Order Lovat Dress is to be worn</td>
<td>No. 3A Shirt Sleeve Order Lovat Dress is to be worn</td>
</tr>
<tr>
<td>Shoulder rank boards (Note 1)</td>
<td>Desert boots when ordered</td>
<td>Desert boots when ordered</td>
</tr>
<tr>
<td>White short sleeved shirt with epaulettes</td>
<td>Unit lanyard to be worn</td>
<td>Unit lanyard to be worn</td>
</tr>
<tr>
<td>Red cummerbund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blue trousers (Note 3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black socks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black officer pattern shoes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

c. **Decorations/Medals.** None.

d. **Rank Insignia for Officers.** See photographs at Annex 40D Para 22.

**Notes:**

1. **White shoulder boards (privately purchased) with anodized rank badges are optional. Alternatively, anodized rank badges should be worn on a white slide fitted over the epaulette.**

2. **Blue RM field service caps (also known as side hats) are optional items that may be purchased by officers and worn in lieu of peaked caps with Mess Undress and Red Sea Rig. They are particularly recommended for wear at sea in order to protect peaked caps from damage or dirt from low deckheads.**

3. **Not mess trousers. Blue day trousers that do not show rear points for braces above the cummerbund are to be worn. Officers may optionally purchase a pair of blue trousers in order to preserve their best trousers for wear in No 1A Dress (lightweight material is recommended in order that these trousers may also be worn in Red Sea Rig).**
Fig 40A-6a. Junior officer in No. 2C Dress (Red Sea Rig)

Fig 40A-6b. SNCO in No. 2C Dress

Fig 40A-6c. Cpl in No. 2C Dress
7. 3A Dress - General Duty Dress ‘Half Lovats’ (Shirt Sleeve Order)

a. **Occasions for Wear.** Semi-formal day rig worn in summer in headquarters, barracks and for day-to-day duties by personnel not involved in field training or manual work. Worn by all ranks as night clothing at sea in temperate climates although No.2C Red Sea Rig should be worn for appropriate formal functions when at sea. Worn by drill instructors for parade training. The recommended rig for Commanding Officer’s orderly rooms and other minor regimental occasions in units.

b. **Description**

<table>
<thead>
<tr>
<th>Officers</th>
<th>WOs and SNCOs</th>
<th>Corporals and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beret/Cap (Note 1)</td>
<td>Beret (Note 1)</td>
<td>Beret/Cap (Note 1)</td>
</tr>
<tr>
<td>Stone short-sleeved shirt (Note 2)</td>
<td>Stone short-sleeved shirt (Note 2)</td>
<td>Stone short-sleeved shirt (Note 2)</td>
</tr>
<tr>
<td>Lanyards (Note 7)</td>
<td>Lanyards (Note 7)</td>
<td>Lanyard (Note 7)</td>
</tr>
<tr>
<td>Lovat trousers (Note 3)</td>
<td>Lovat trousers (Note 3)</td>
<td>Lovat trousers (Note 3)</td>
</tr>
<tr>
<td>Corps pattern belt (Note 6)</td>
<td>Corps pattern belt</td>
<td>Corps pattern belt (Note 6)</td>
</tr>
<tr>
<td>Bronze letter ‘RM’ (Note 4)</td>
<td>Bronze letters ‘RM’ (Note 4)</td>
<td>Bronze letter ‘RM’ (Note 4)</td>
</tr>
<tr>
<td>Lovat/combat socks/black socks</td>
<td>Lovat/combat socks/black socks</td>
<td>Lovat/combat socks/black socks</td>
</tr>
<tr>
<td>Officer pattern shoes (Note 5)</td>
<td>Black shoes (Note 5)</td>
<td>Black shoes (Note 5)</td>
</tr>
</tbody>
</table>

c. **Decorations/Medals.** None.

d. **Rank Insignia.** See photographs at Annex 40D Para 23.

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**Notes:**

1. Beret with anodized cap badge for Lt Cols and below. General Officers, Brig and Cols wear appropriate gold wire embroidered cap badges. The King’s Squad wear peaked caps with chin-stay down.

2. Collar worn open.

3. Barrack dress trousers, not from suit.

4. Worn in shoulder strap. Officers also wear bronze rank insignia in strap or on slides.

5. When Drill Order is ordered, officer pattern/Army pattern boots are to be worn in lieu for parade training. WO1s wear officer pattern shoes (or boots for Drill Order). When worn as night clothing at sea, desert boots should be worn.

(Continued)
**Notes (Continued):**

6. Corps pattern belt to be worn with leather buckle over the left hip and silver buckle adjusted to fit centrally. When Drill Order is ordered, ceremonial belts (Sam Browne, WO2 leather belt or white belt) are to be worn in lieu for parade training.

7. All ranks wear unit lanyard (right shoulder) where appropriate. Officers and WO1s also wear an officer pattern lanyard (left shoulder).

8. Mandatory for wear as dress of the day within Navy Command HQ and Staff College (course instructors and students).
Fig 40A-7c. Cpl in No. 3A Dress

Fig 40A-7d. Rct in No. 3A Dress (Drill Order)
8. **3B Dress - General Duty Dress Summer 'Training Rig'**

a. **Occasions for Wear.** Informal day rig worn in camp as dress of the day in barracks and for day-to-day duties in summer months and hot climates when engaged on military training or working party tasks (Note 8).

b. **Description.** This rig is based on the Tri-Service Personal Clothing System Combat Uniform (PCS-CU).

<table>
<thead>
<tr>
<th>Officers</th>
<th>WOs and SNCOs</th>
<th>Corporals and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beret (Note 1)</td>
<td>Beret (Note 1)</td>
<td>Beret (Note 1)</td>
</tr>
<tr>
<td>PCS-CU combat jacket (Note 2)</td>
<td>PCS-CU combat jacket (Note 2)</td>
<td>PCS-CU combat jacket (Note 2)</td>
</tr>
<tr>
<td>PCS-CU combat trousers (Note 4)</td>
<td>PCS-CU combat trousers (Note 4)</td>
<td>PCS-CU combat trousers (Note 4)</td>
</tr>
<tr>
<td>Rank slides (Note 3)</td>
<td>Rank slides (Note 3)</td>
<td>Rank slides (Note 3)</td>
</tr>
<tr>
<td>Combat socks</td>
<td>Combat socks</td>
<td>Combat socks</td>
</tr>
<tr>
<td>Boots (Note 5)</td>
<td>Boots (Note 5)</td>
<td>Boots (Note 5)</td>
</tr>
<tr>
<td>Belt (Note 6)</td>
<td>Belt (Note 6)</td>
<td>Belt (Note 6)</td>
</tr>
</tbody>
</table>

c. **Decorations/Medals.** None.

d. **Wearing of Badges on PCS CU.** See guidance relating to No. 4/4C/4T Dress.

**Notes:**

1. **With bronze badge.**

2. **Worn tucked inside combat trousers with sleeves rolled up above the elbow.** Patches are always to be worn over the Velcro squares, which are never to be left uncovered. ‘Royal Marines Commando’ shoulder flashes are to be worn on both shoulders by entitled personnel. Left arm patches are always to include the Union Flag at the top. Personnel serving in entitled formations are to wear the appropriate formation flash underneath the Union Flag on the left arm patch. Company logos are not to be worn. T-shirts are not to be worn underneath the PCS-CU combat jacket.

3. **Black on green rank slides are to be worn.**

4. **Worn with elastics (not supplied) around top of boot.**

5. **One of 3 approved designs of brown combat boot is to be worn.**

(Continued)
Notes (Continued):

6. PCS-CU web belt.

7. PCS-CU windproof smocks or waterproof clothing may be worn over this rig as ordered/required. Belts are not to be worn over windproof smocks. Windproof smock cords should be drawn tight.

8. Shirts may be worn outside of trousers when in tropical climates, as ordered.
Fig 40A-8c. Cpl in No. 3B Dress (Waterproofs Order)

Fig 40A-8d. Cpl in No. 3B Dress (Windproof Smock Order)
9. **3C Dress - General Duty Rig 'Half Lovats' (Winter Order)**

a. **Occasions for Wear.** Semi-formal day rig worn in winter in headquarters, barracks and for day-to-day duties by personnel not involved in field training or manual work. Worn by drill instructors for parade training. The recommended rig for Commanding Officer’s orderly rooms and other minor regimental occasions in units.

b. **Description**

<table>
<thead>
<tr>
<th>Officers</th>
<th>WOs and SNCOs</th>
<th>Corporals and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beret (Note 1)</td>
<td>Beret (Note 1)</td>
<td>Beret (Note 1)</td>
</tr>
<tr>
<td>Stone long-sleeved shirt (Note 2)</td>
<td>Stone long-sleeved shirt (Note 2)</td>
<td>Stone long-sleeved shirt (Note 2)</td>
</tr>
<tr>
<td>Lovat trousers (Note 3)</td>
<td>Lovat trousers (Note 3)</td>
<td>Lovat trousers (Note 3)</td>
</tr>
<tr>
<td>Corps pattern belt (Note 6)</td>
<td>Corps pattern belt (Note 6)</td>
<td>Corps pattern belt (Note 6)</td>
</tr>
<tr>
<td>Lovat/combat socks/black socks</td>
<td>Lovat/combat socks/black socks</td>
<td>Lovat/combat socks/black socks</td>
</tr>
<tr>
<td>Jersey wool heavy (Note 7)</td>
<td>Jersey wool heavy (Note 7)</td>
<td>Jersey wool heavy (Note 7)</td>
</tr>
<tr>
<td>Officer pattern shoes (Note 4)</td>
<td>Black shoes (Note 4)</td>
<td>Black shoes (Note 4)</td>
</tr>
</tbody>
</table>

\[\text{Notes:}\]

1. Beret with anodized cap badge for Lt Cols and below. General Officers, Brigs and Cols wear appropriate gold wire embroidered cap badges. The King’s Squad wear peaked caps with chin-stay down.

2. Collar worn open.

3. Barrack dress trousers, not from suit.

4. When Drill Order is ordered, officer pattern/Army pattern boots are to be worn in lieu for parade training. WO1s wear officer pattern shoes (or boots for Drill Order).

5. Corps pattern belt to be worn through lovat trouser belt loops with leather buckle over the left hip. When Drill Order is ordered, ceremonial belts (Sam Browne, WO2 leather belt or white belt) are to be worn additionally over the jersey wool heavy for parade training.

6. Mandatory for wear as dress of the day within Navy Command HQ, Staff College (course instructors and students).

7. The jersey wool heavy may require a piece of string/cord inserted into the collar to ensure it remains tight and smart.
Fig 40A-9a. Junior officer in No. 3C Dress

Fig 40A-9b. WO2 in No. 3C Dress

Fig 40A-9c. Cpl in No. 3C Dress

Fig 40A-9d. King’s Squad Rct in No. 3C Dress (Drill Order)
Fig 40A-9e. No. 3C Dress showing commando flash and para wings.
10. **3D Dress - General Duty Dress 'Winter Training Rig'**

a. **Occasions for Wear.** Informal day rig worn as dress of the day in barracks and for day-to-day duties in winter months and cold climates when engaged on military training or working party tasks.

b. **Description.** This rig is based on the Tri-Service Personal Clothing System-Combat Uniform (PCS-CU).

<table>
<thead>
<tr>
<th>Officers</th>
<th>WOs and SNCOs</th>
<th>Corporals and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beret (Note 1)</td>
<td>Beret (Note 1)</td>
<td>Beret (Note 1)</td>
</tr>
<tr>
<td>PCS-CU combat jacket (Note 6 and Note 7)</td>
<td>PCS-CU combat jacket (Note 6 and Note 7)</td>
<td>PCS-CU combat jacket (Note 6 and Note 7)</td>
</tr>
<tr>
<td>PCS-CU combat trousers (Note 2)</td>
<td>PCS-CU combat trousers (Note 2)</td>
<td>PCS-CU combat trousers (Note 2)</td>
</tr>
<tr>
<td>Jersey wool heavy</td>
<td>Jersey wool heavy</td>
<td>Jersey wool heavy</td>
</tr>
<tr>
<td>Rank slides (Note 3)</td>
<td>Rank slides (Note 3)</td>
<td>Rank slides (Note 3)</td>
</tr>
<tr>
<td>Combat socks</td>
<td>Combat socks</td>
<td>Combat socks</td>
</tr>
<tr>
<td>Boots (Note 4)</td>
<td>Boots (Note 4)</td>
<td>Boots (Note 4)</td>
</tr>
<tr>
<td>Belt (Note 5)</td>
<td>Belt (Note 5)</td>
<td>Belt (Note 5)</td>
</tr>
</tbody>
</table>


**c. Decorations/Medals.** None.

**d. Wearing of Badges on PCS-CU.** See guidance relating to No. 4/4C/4T Dress.

**Notes:**

1. *With bronze badge.*

2. *Worn with elastics (not supplied) around top of boot.*

3. *Black on green rank slides are to be worn.*

4. *One of 3 approved designs of brown combat boot is to be worn.*

5. *PCS-CU web belt.*

6. *PCS-CU windproof smocks or waterproof clothing may be worn over this rig as ordered/required. Belts are not to be worn over windproof smocks. Windproof smock cords should be drawn tight.*

7. *Sleeves should be rolled down when worn with a jersey wool heavy.*
Fig 40A-10a. Officer in No. 3D Dress

Fig 40A-10b. WO2 in No. 3D Dress
(Windproof Smock Order)

Fig 40A-10c. Cpl in No. 3D Dress
(Windproof Smock Order)

Fig 40A-10d. Cpl in No. 3D Dress
(Waterproofs Order)
Fig 40A-10e. No. 3 Dress Left Arm with Commando Flash, King’s Badge, Union Flag and Formation Flash

Fig 40A-10f. No. 3D Dress (Jersey Wool Heavy Order)
11. 4/4C/4T Dress - Combat Dress ‘Combats’/Cold Weather Combats/Tropical Combats

   a. **Occasions for Wear.** When deployed on operations and exercise, according to climate.

   b. **Description**

<table>
<thead>
<tr>
<th>No. 4 Dress - All Ranks</th>
<th>No. 4C Dress - All Ranks</th>
<th>No. 4T Dress - All Ranks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helmet/Beret (Note 1)</td>
<td>Helmet/ECW cap (Note 1)</td>
<td>Jungle hat/beret (Note 1)</td>
</tr>
<tr>
<td>T shirt (Note 2)</td>
<td>ECW underwear (Note 1)</td>
<td>Jungle boots (Note 5)</td>
</tr>
<tr>
<td>PCS-CU under body armour combat shirt [UBACS] (Note 2 and Note 8)</td>
<td>Norwegian shirt</td>
<td>PCS CU tropical combat jacket or PCS-CU under body armour combat shirt [UBACS] (Note 1 and Note 8)</td>
</tr>
<tr>
<td>Fleece (Note 2)</td>
<td>Fleece (Note 1 and Note 2)</td>
<td>PCS CU tropical combat trouser (Note 3)</td>
</tr>
<tr>
<td>PCS-CU combat trousers (Note 4)</td>
<td>PCS CU windproof smock (Note 2 and Note 8)</td>
<td>Combat socks</td>
</tr>
<tr>
<td>Combat socks</td>
<td>Windproof trousers</td>
<td>Belt (Note 5)</td>
</tr>
<tr>
<td>Rank slides (Note 7)</td>
<td>Rank slides (Note 7)</td>
<td>Rank slides (Note 7)</td>
</tr>
<tr>
<td>PCS CU windproof smock (Note 2 and Note 8)</td>
<td>Ski boots (Note 2 and Note 6)</td>
<td></td>
</tr>
<tr>
<td>Combat boots (Note 3 and Note 6)</td>
<td>PCS CU windproof trousers</td>
<td></td>
</tr>
<tr>
<td>Belt (Note 5)</td>
<td>Camouflage white smock and over-trousers (Note 1)</td>
<td></td>
</tr>
<tr>
<td>Gloves (Note)</td>
<td>ECW gaiters</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECW glove assembly (Note 2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Belt (Note 5)</td>
<td></td>
</tr>
</tbody>
</table>

   c. **Decorations/Medals.** None.

   d. **Wearing of Badges on PCS-CU.** Badges are to be worn as follows:

      (1) Black on green ‘Royal Marines Commando’ or ‘Royal Marines Band Service’ shoulder flashes are to be worn by entitled personnel at the top of the shoulder on both arms. They are to be sewn directly onto the following:

      (a) Combat Jacket.

      (b) Windproof Smock.

      (c) UBAC Shirt.
(2) A black on green ‘King’s Badge’ or ‘Prince’s Badge’ is to be worn by entitled personnel immediately below the shoulder flash on the left arm of the combat jacket. It is to be sewn directly onto the combat jacket. Due to design constraints, these badges are not to be worn on windproof smocks or items of PCS CU other than the combat jacket.

(3) A black on green parachute wings qualification badge is to be worn by entitled personnel immediately below the shoulder flash on the right arm of the Combat Jacket. (Existing pattern badges may be worn until black on green parachute wings are issued.) It is to be sown directly onto the combat jacket. This may be of regular, SF or SFC design as appropriate to the individual’s qualification. Parachute wings may also be worn on windproof smocks when they are to be sown onto the top pocket of the right arm blanking patch. Foreign parachute wings may be worn just above the top right breast pocket on combat uniforms, but only when serving with the Armed Forces that awarded the wings in the first place.

(4) Pocket blanking patches are provided to be worn over the Velcro squares on both sleeves of the combat jacket and windproof smock. The blanking patch for the left arm is pre-fitted with a Union Flag, which is to be retained. One of the following formation flashes is to be worn on the centre of the left arm blanking patch by personnel serving in relevant formations or units:

   (a) 3 Cdo Bde RM units – 3 Cdo Bde RM formation flash (a black commando knife on a green background).

   (b) 1 AGRM, Ships’ Assault Squadrons, FOST and COMUKTG staffs – amphibious assault flash.

   (c) COMUKAMPHIBFOR staff – COMUKAMPHIBFOR flash.

   (d) PJHQ staff – PJHQ flash.

(5) Black on green pilot’s badges may be worn by entitled personnel on the left breast of the combat jacket and the windproof smock.

**Notes:**

1. As required/ordered. Beret worn with bronze cap badge.

2. Appropriate to environment.

3. One of 3 approved designs of brown combat boot is to be worn.

4. Waterproofs may be worn as ordered/required.

5. PCS-CU web belt.

6. Worn with elastics (not supplied) around top of boot.

(Continued)
7. Black on green rank slides are normally to be worn. However, if ordered by the theatre commander for operations, sand on MTP rank slides are to be worn in lieu.

8. Windproof smock cords should be drawn tight. Patches are always to be worn over the Velcro squares on the outermost garment, which are never to be left uncovered. ‘Royal Marines Commando’ shoulder flashes are to be worn on both shoulders by entitled personnel. Left arm patches are always to include the Union Flag at the top. Personnel serving in entitled formations are to wear the appropriate formation flash underneath the Union Flag on the left arm patch. Company logos are not to be worn.

9. Combat Dress may be worn with:
   a. Fighting Order (web belt with pouches and yoke as ordered).
   b. Patrol Order (Fighting Order plus daysack as ordered).
   c. Marching Order (Fighting Order plus large pack as ordered).
12. 5 Dress – Specialist Working Rigs

a. **Occasions for Wear.** Job specific working rigs worn at sea and ashore.

b. **Description**

<table>
<thead>
<tr>
<th>All Ranks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational working rigs worn at sea and ashore for specific tasks (eg. chefs, divers, aircrew etc.)</td>
</tr>
</tbody>
</table>

c. **Decorations/Medals.** None.

**ALL RANKS**

Fig 40A-12a. Aircrew in No. 5 Dress

Fig 40A-12b. Chef in No. 5 Dress
Fig 40A-12c. Vehicle Mechanic in No. 5 Dress
13. **1AW Dress - Tropical Ceremonial Dress**

a. **Occasions for Wear**

(1) When receiving The Sovereign, other crowned heads or heads of state in tropical climates.

(2) When receiving royalty unless ordered to the contrary by the relevant senior officer.

(3) Full ceremonial state events as ordered.

(4) Inspections by Flag Officers and General Officers.

(5) Funerals, courts martial, parades and other appropriate ceremonial events.

b. **Description**

<table>
<thead>
<tr>
<th>Officers entitled to Tropical White Full Dress (Note 1)</th>
<th>Officers (Stone Prestige Suit Order) (Note 9)</th>
<th>Officers (Note 10)</th>
<th>WOs, SNCOs, Corporals and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap</td>
<td>Wolseley pattern helmet/cap (Note 5)</td>
<td>Wolseley pattern helmet/cap (Note 5)</td>
<td>Wolseley pattern helmet/cap (Note 5)</td>
</tr>
<tr>
<td>White high-collar tunic (Note 2)</td>
<td>Stone Prestige Suit tunic</td>
<td>Stone bush jacket</td>
<td>Stone bush jacket</td>
</tr>
<tr>
<td>Blue overalls or trousers (Note 3)</td>
<td>Stone Prestige Suit trousers</td>
<td>Stone No. 6 trousers</td>
<td>Stone No. 6 trousers</td>
</tr>
<tr>
<td>Black socks</td>
<td>Officer pattern boots</td>
<td>Officer pattern boots</td>
<td>Army pattern boots</td>
</tr>
<tr>
<td>Wellington boots and silver spurs or black shoes (Note 3)</td>
<td>Anodized rank badges /letters ‘RM’</td>
<td>Anodized rank badges /Letters ‘RM’</td>
<td>Anodized rank badges /Letters ‘RM’</td>
</tr>
<tr>
<td>White gloves</td>
<td>Stone socks</td>
<td>Stone socks</td>
<td>Stone socks</td>
</tr>
<tr>
<td>Full dress sword assembly with waist sash (Note 4)</td>
<td>Gloves (Note 6)</td>
<td>Gloves (Note 6)</td>
<td>Gloves (Note 6)</td>
</tr>
<tr>
<td>Sword (Note 4)</td>
<td>Lanyards (Note 7)</td>
<td>Lanyards (Note 7)</td>
<td>Lanyards (Note 7)</td>
</tr>
<tr>
<td>Sam Browne belt</td>
<td>Sam Browne belt</td>
<td>Ceremonial belt (Note 8)</td>
<td>Ceremonial belt (Note 8)</td>
</tr>
<tr>
<td>Sword (Note 4)</td>
<td>Sword (Note 4)</td>
<td>Frog and bayonet</td>
<td>Frog and bayonet</td>
</tr>
<tr>
<td>Stone long-sleeved shirt</td>
<td>Sword/rifle (Note 4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Light khaki tie</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
c. **Decorations/Medals**

1. Collar and/or broad riband.
2. Up to 4 stars of orders.
3. Up to 3 neck decorations.
4. Medals.

**Notes:**

1. The following personnel are entitled to Tropical White Full Dress (Half Whites): certain overseas Defence Attachés and General Officers with their Military Assistants/Aides-de-Camp, as required, in exceptional circumstances. The uniform is normally only required for those required to attend major ceremonial occasions in tropical Commonwealth countries (eg. ANZAC Day ceremonies in Canberra, Australia) and the USA. The uniform is to be routinely issued to the Commandant General Royal Marines and his personal staff and additionally to the Corps RSM.

2. All officers except General Officers wear white cloth shoulder straps and anodized badges of rank (Brigs to wear anodized badges of rank on white rank slide). General Officers wear gold embroidered shoulder boards. General Officers wear Army No. 1 Dress General Officer pattern gorget patches. Brigs and Cols wear Army No. 1 Dress staff officer pattern gorget patches. Other officers and WO1s wear anodized officer pattern collar badges. General Officers wear 20mm RM anodized buttons. All others wear 25mm RM anodized buttons. Gold on extra dark navy badges may be worn mounted on Velcro patches by appropriately entitled personnel.

3. Except for the RM Band who wear white trousers, RM General Service personnel wear No1A – Regimental Blues overalls with Wellington boots and silver spurs or trousers and black shoes (as with Army No. 3 Dress), depending on the climate and the level of ceremonial event.

4. General Officers wear a General Officers’ full-dress sword with Army No. 1 pattern General Officer’s gold and crimson cord sword knot, metal scabbard, ceremonial sword belt assembly with long and short Army No. 1 pattern gold and crimson sword slings and gold and crimson waist sash. Brigs and Cols wear a RM (infantry) pattern sword with Army No. 2 pattern long gold cord sword knot, metal scabbard, ceremonial sword belt assembly with long and short Army No. 2 pattern sword slings and crimson sash. Other officers and WO1s wear a RM (infantry) pattern sword with Army No. 3 pattern gold ribbon sword knot (worn long for Lt Cols and above plus Equerries, ADCs and Adjutants or short for all others), metal scabbard, ceremonial sword belt assembly with long and short Army No. 3 pattern sword slings and crimson sash.

(Continued)
Notes (Continued):

5. Helmet if ordered for wear on ceremonial parades.

6. White, or brown cape for officers and warrant officers (only when armed).

7. Blue officer pattern for officers and WO1s, plus unit lanyard.

8. WO1s wear Sam Browne belts. WO2s wear WO2 pattern brown leather sword belt and sword slings. WO2s and SNCOs wear scarlet sashes.

9. Stone Prestige Suits (Army No. 4 Dress) are issued to officers serving in staff appointments, as Defence Attaches or in ships’ detachments. Stone Prestige Suits are not to be worn by officers on parade with troops: when on parade with troops, officers are to wear stone bush jackets.

10. Stone bush jacket suits are tri-service items also known as Army No. 6 Dress.
Fig 40A-13a. General Officer in No. 1AW Dress (White Full Dress)

Fig 40A-13b. General Officer in No. 1AW Dress (Stone Prestige Suit Order)

Fig 40A-13c. Junior Officer in No. 1AW Dress (Cap and short sword knot)

Fig 40A-13d. SNCO in No. 1AW Dress (Cap)
14. **1BW Dress - Tropical Formal Dress**

a. **Occasions for Wear**

(1) Inspections by Flag and General Officers in tropical climates.

(2) Ceremonial exchange visits as an alternative to No.1AW Dress.

(3) Funerals and Courts Martial.

(4) Other occasions as ordered.

b. **Description**

<table>
<thead>
<tr>
<th>Officers (Stone Prestige Suit Order) (Note 1)</th>
<th>Officers and WO1s</th>
<th>WO2s, NCOs and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beret</td>
<td>Beret</td>
<td>Beret</td>
</tr>
<tr>
<td>Stone Prestige Suit tunic</td>
<td>Stone bush jacket</td>
<td>Stone bush jacket</td>
</tr>
<tr>
<td>Stone Prestige Suit trousers</td>
<td>Stone No 6 trousers</td>
<td>Stone No 6 trousers</td>
</tr>
<tr>
<td>Stone long-sleeved shirt</td>
<td>Anodized rank badges/Letters 'RM'</td>
<td>Anodized rank badges/letters 'RM'</td>
</tr>
<tr>
<td>Light khaki tie</td>
<td>Lanyards (Note 2)</td>
<td>Lanyards (Note 2)</td>
</tr>
<tr>
<td>Anodized rank badges/letters 'RM'</td>
<td>Sam Browne belt</td>
<td>WO2 ceremonial leather belt or white belt</td>
</tr>
<tr>
<td>Lanyards (Note 2)</td>
<td>Officer pattern boots</td>
<td>Army pattern boots</td>
</tr>
<tr>
<td>Sam Browne belt</td>
<td>Sword and brown cape gloves (Note 3)</td>
<td>Sword and brown cape gloves (Note 3) for WO2s or rifle and white gloves</td>
</tr>
<tr>
<td>Officer pattern boots</td>
<td>Stone socks</td>
<td>Stone socks</td>
</tr>
<tr>
<td>Sword and brown cape gloves (Note 3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stone socks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

c. **Decorations/Medals**

(1) Up to 2 stars of orders.

(2) One neck decoration.

(3) Medals.
Notes:

1. Stone Prestige Suits (Army No. 4 Dress) are issued to officers serving in staff appointments, as Defence Attaches or in ship’s detachments. Stone Prestige Suits are not to be worn by officers on parade with troops: when on parade with troops, officers are to wear stone bush jackets.

2. Officer pattern navy blue lanyard worn by officers and WO1s on left shoulder. Unit lanyards worn by entitled personnel of all ranks on right shoulder.

3. Swords and gloves may be ordered if attending or participating in a commando parade when troops are carrying weapons in No. 1BW Dress.

Fig 40A-14a. General Officer in No. 1BW Dress (Beret and Stone Prestige Suit Order with sword and gloves)

Fig 40A-14b. Junior officer in No. 1BW Dress (Beret and Stone Bush Jacket Order with sword and gloves)
15. 1CW Dress - Tropical Undress

a. Occasions for Wear. Occasions of duty or minor ceremonial in tropical climates.

b. Description

<table>
<thead>
<tr>
<th>Officers (Stone Prestige Suit Order) (Note 1)</th>
<th>Officers and WO1s</th>
<th>WO2s, NCOs and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beret</td>
<td>Beret/Cap</td>
<td>Beret</td>
</tr>
<tr>
<td>Stone Prestige Suit jacket</td>
<td>Stone bush jacket</td>
<td>Stone bush jacket</td>
</tr>
<tr>
<td>Stone Prestige Suit trousers</td>
<td>Stone No. 6 trousers</td>
<td>Stone No.6 trousers</td>
</tr>
<tr>
<td>Stone Long-sleeved shirt</td>
<td>Anodised rank badges/letters ‘RM’</td>
<td>Anodised rank badges/letters ‘RM’</td>
</tr>
<tr>
<td>Light khaki tie</td>
<td>Lanyards (Note 2)</td>
<td>Lanyards (Note 2)</td>
</tr>
<tr>
<td>Anodized rank badges/letters ‘RM’</td>
<td>Stone cloth belt</td>
<td>Stone cloth belt</td>
</tr>
<tr>
<td>Lanyards (Note 2)</td>
<td>Officer pattern shoes</td>
<td>Black shoes</td>
</tr>
<tr>
<td>Stone cloth belt</td>
<td>Stone socks</td>
<td>Stone socks</td>
</tr>
<tr>
<td>Officer pattern shoes (Note 3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stone socks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

c. Decorations/Medals. Medal ribbons.

Notes:

1. Stone Prestige Suits (Army No. 4 Dress) are issued to officers serving in staff appointments, as Defence Attaches or in ships’ detachments. Stone Prestige Suits are not to be worn by officers on parade with troops: when on parade with troops, officers are to wear stone bush jackets.

2. Officer pattern navy blue lanyard worn by officers and WO1s on left shoulder. Unit lanyards worn by entitled personnel of all ranks on right shoulder.

3. Desert boots may be worn as an alternative to black shoes if issued and ordered by the relevant senior officer.
Fig 40A-15a. Junior officer (ADC) in No. 1CW Dress (with desert boots)

Fig 40A-15b. Junior officer in No. 1CW Dress

Fig 40A-15c. SNCO in No. 1CW Dress

Fig 40A-15d. Cpl in No. 1CW Dress
16. 2AW Dress - Formal Evening Dress ‘Tropical Mess Dress’

a. **Occasions for Wear**

(1) Official or public balls, dinners and evening receptions of a formal nature in tropical climates.

(2) Full ceremonial evening events in tropical climates.

b. **Description**

<table>
<thead>
<tr>
<th>Lt Colonels and Above</th>
<th>Other Officers</th>
<th>WOs and SNCOs</th>
<th>Corporals and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap</td>
<td>Cap</td>
<td>Cap</td>
<td>Cap</td>
</tr>
<tr>
<td>White mess jacket</td>
<td>White mess jacket</td>
<td>White mess jacket</td>
<td>Stone bush jacket tunic</td>
</tr>
<tr>
<td>(Note 2 and Note 5)</td>
<td>(Note 2 and Note 5)</td>
<td>(Note 5)</td>
<td></td>
</tr>
<tr>
<td>White mess waistcoat</td>
<td>White mess waistcoat</td>
<td>White mess waistcoat</td>
<td>Stone No 6 trousers</td>
</tr>
<tr>
<td>White Marcella shirt</td>
<td>White Marcella shirt</td>
<td>White Marcella shirt</td>
<td>Stone cloth belt</td>
</tr>
<tr>
<td>(Note 3)</td>
<td>(Note 3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black bow tie</td>
<td>Blue mess trousers</td>
<td>Blue trousers</td>
<td>Black shoes</td>
</tr>
<tr>
<td></td>
<td>(Note 4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overalls</td>
<td>Black bow tie</td>
<td>Black bow tie</td>
<td>Medals</td>
</tr>
<tr>
<td>Black socks</td>
<td>Black socks</td>
<td>Black socks</td>
<td></td>
</tr>
<tr>
<td>Wellington boots</td>
<td>Wellington/officer pattern shoes</td>
<td>Black shoes</td>
<td></td>
</tr>
<tr>
<td>Silver spurs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

c. **Decorations/Medals**

(1) Broad riband.

(2) Up to 4 stars of orders.

(3) One neck decoration.

(4) Miniature medals.
Notes:

1. The civilian equivalent is Tropical White Tie or Black Tie with miniature medals and decorations as above.

2. White mess jackets are fitted with left and right epaulettes for Cols and above. Left or right epaulettes are fitted if aiguillettes are worn.

3. Stiff fronted shirt and wing collar (Wing Collar Order) is worn instead by Royal Equerries/Aides-de-Camp if acting in a Royal Household role when so required by Buckingham Palace or the relevant Royal Household.

4. Adjutants, Equerries, Military Assistants, Aides-de-Camp and Flag Lieutenants wear overalls, Wellington boots and spurs.

5. Cols and above wear medals above the embroidered RM badge. Lt Cols and below wear medals below the Globe and Laurel badge.
Fig 40A-16a. General Officer in No. 2AW Mess Dress

Fig 40A-16b. Junior officer in No. 2AW Mess Dress

Fig 40A-16c. Cpl in No. 2AW Mess Dress
(Alternative Bow Tie Order)
17. **2BW Dress – Semi Formal Evening Undress ‘Tropical Mess Undress’**

   **a. Occasions For Wear**

   (1) Dinner in tropical climates when No. 2A Dress is not appropriate eg. for ladies’ night dinners.

   (2) Evening dances and entertainments in tropical climates.

   **b. Description**

<table>
<thead>
<tr>
<th>Lt Colonels and Above</th>
<th>Other Officers</th>
<th>WOs and SNCOs</th>
<th>Corporals and Marines (Note 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaked cap or blue field service cap (Note 2)</td>
<td>Cap peaked cap or blue field service cap (Note 2)</td>
<td>Peaked cap</td>
<td>Peaked cap</td>
</tr>
<tr>
<td>White mess jacket</td>
<td>White mess jacket</td>
<td>White mess jacket</td>
<td>Stone bush jacket tunic</td>
</tr>
<tr>
<td>Scarlet cummerbund</td>
<td>Scarlet cummerbund</td>
<td>Scarlet cummerbund</td>
<td>Stone No 6 trousers</td>
</tr>
<tr>
<td>White Marcella shirt</td>
<td>White Marcella shirt</td>
<td>White Marcella shirt</td>
<td>Stone cloth belt</td>
</tr>
<tr>
<td>Black bow tie</td>
<td>Blue mess trousers</td>
<td>Blue trousers</td>
<td>Black shoes</td>
</tr>
<tr>
<td>Blue mess trousers</td>
<td>Black bow tie</td>
<td>Black bow tie</td>
<td>Medals</td>
</tr>
<tr>
<td>Black socks</td>
<td>Black socks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wellington boots/officer pattern shoes</td>
<td>Wellington boots/officer pattern shoes</td>
<td></td>
<td>Black shoes</td>
</tr>
</tbody>
</table>

   **c. Decorations/Medals**

   (1) Up to 2 stars of orders.

   (2) One neck decoration.

   (3) Miniature medals.
Note.

1. Civilian equivalent Tropical Black Tie with or without miniature medals and decorations as above.

2. Blue RM field service caps (also known as side hats) are optional items that may be purchased by officers and worn in lieu of peaked caps with Mess Undress and Red Sea Rig. They are particularly recommended for wear at sea in order to protect peaked caps from damage or dirt from low deckheads.

3. When ordered, JNCOs may, optionally, wear a plain white long-sleeved shirt, blue trousers, scarlet cummerbund and black bow tie in lieu of regimental blues for mess dinners etc.
Fig 40A-17c. CPL in No. 2BW Mess Undress (Alternative Bow Tie Order)
18. **2CW Dress - Informal Evening Dress 'Red Sea Rig’**

   a. **Occasions for Wear.** Informal evening uniform in ships and establishments.

   b. **Description**

<table>
<thead>
<tr>
<th>Officers</th>
<th>WOs and SNCOs</th>
<th>Corporals and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>As for 2C Dress</td>
<td>As for 3AW Dress</td>
<td>As for 3AW Dress</td>
</tr>
</tbody>
</table>

   c. **Decorations/Medals.** None.

   ![Fig 40A-18a. Junior Officer in 2C Dress](image)

a. **Occasions for Wear.** Semi-formal day rig worn in tropical climates in headquarters, barracks and for day-to-day duties by personnel not involved in field training or manual work. Worn by all ranks as night clothing at sea in tropical climates although No.2C Red Sea Rig should be worn for appropriate formal functions when at sea. Worn by drill instructors for parade training. The recommended rig for Commanding Officer’s orderly rooms and other minor regimental occasions in units.

b. **Description**

<table>
<thead>
<tr>
<th>Officers and WO1s</th>
<th>WO2s and SNCOs</th>
<th>Corporals and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beret (Note 1)</td>
<td>Beret (Note 1)</td>
<td>Beret (Note 1)</td>
</tr>
<tr>
<td>Stone short sleeved shirt (Note 2)</td>
<td>Stone short sleeved shirt (Note 2)</td>
<td>Stone short sleeved shirt (Note 2)</td>
</tr>
<tr>
<td>Stone No. 6 trousers</td>
<td>Stone No. 6 trousers</td>
<td>Stone No. 6 trousers</td>
</tr>
<tr>
<td>Stone socks</td>
<td>Stone socks</td>
<td>Stone socks</td>
</tr>
<tr>
<td>Lanyards (Note 7)</td>
<td>Lanyard (Note 7)</td>
<td>Lanyards (Note 7)</td>
</tr>
<tr>
<td>Corps pattern belt (Note 6)</td>
<td>Corps pattern belt (Note 6)</td>
<td>Corps pattern belt (Note 6)</td>
</tr>
<tr>
<td>Anodised rank badges/letters ‘RM’ (Note 3)</td>
<td>Anodised letters ‘RM’ (Note 3)</td>
<td>Anodised letters ‘RM’ (Note 3)</td>
</tr>
<tr>
<td>Black shoes (Note 4 and Note 5)</td>
<td>Black shoes (Note 4 and Note 5)</td>
<td>Black shoes (Note 4 and Note 5)</td>
</tr>
</tbody>
</table>

c. **Decorations/Medals.** None.

**Notes:**

1. *Beret to be worn with an anodized cap badge.*

2. *Collar worn open.*

3. *Worn in shoulder strap. Officers also wear anodized rank insignia in strap or on slides.*

4. *Desert boots may be worn when issued (certain assignment/drafts only) and ordered by the relevant senior officer.*

5. *When Drill Order is ordered, officer pattern/Army pattern boots are to be worn in lieu for parade training. WO1s wear officer pattern shoes (or boots for Drill Order).*

6. *Corps pattern belt to be worn with leather buckle over the left hip and silver buckle adjusted to fit centrally. When Drill Order is ordered, ceremonial belts (Sam Browne, WO2 leather belt or white belt) are to be worn in lieu for parade training.*

(Continued)
7. All ranks wear a unit lanyard (right shoulder) where appropriate. Officers and WO1s also wear an officer pattern lanyard (left shoulder).
20. **3BW Dress - General Duty Dress “Tropical Shorts Order”**

a. **Occasions For Wear.** Semi-formal day rig worn in tropical climates by ships’ detachments or as an alternative to No. 3AW Dress (if issued) in headquarters, barracks and for day-to-day duties by personnel not involved in field training or manual work.

b. **Description**

<table>
<thead>
<tr>
<th>Officers and WO1s</th>
<th>WO2s and SNCOs</th>
<th>Corporals and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beret (Note 1)</td>
<td>Beret/Cap (Note 1)</td>
<td>Beret/Cap (Note 1)</td>
</tr>
<tr>
<td>Stone short sleeved shirt (Note 2)</td>
<td>Stone short sleeved shirt (Note 2)</td>
<td>Stone short sleeved shirt (Note 2)</td>
</tr>
<tr>
<td>Stone shorts</td>
<td>Stone shorts</td>
<td>Stone shorts</td>
</tr>
<tr>
<td>Stone stockings</td>
<td>Stone stockings</td>
<td>Stone stockings</td>
</tr>
<tr>
<td>Black shoes (Note 4)</td>
<td>Black shoes (Note 4)</td>
<td>Black shoes (Note 4)</td>
</tr>
<tr>
<td>Corps pattern belt (Note 6)</td>
<td>Corps pattern belt (Note 6)</td>
<td>Corps pattern belt (Note 6)</td>
</tr>
<tr>
<td>Anodised rank badges/letters “RM” (Note 3)</td>
<td>Anodised rank badges/letters ‘RM’ (Note 3)</td>
<td>Anodised rank badges/letters ‘RM’ (Note 3)</td>
</tr>
<tr>
<td>Lanyard (Note 7)</td>
<td>Lanyard (Note 7)</td>
<td>Lanyard (Note 7)</td>
</tr>
</tbody>
</table>

c. **Decorations/Medals.** None.

**Notes:**

1. **Beret to be worn with an anodised badge.**
2. **Collar worn open.**
3. **Worn in shoulder strap.** Officers also wear anodized rank insignia in strap or on slides.
4. **Desert boots may be worn when issued (certain drafts/appointments only) and ordered by the relevant senior officer.**
5. **Corps pattern belt to be worn with leather buckle over the left hip and silver buckle adjusted to fit centrally.**
6. **All ranks wear a unit lanyard (right shoulder) where appropriate.** Officers and WO1s also wear an officer pattern lanyard (left shoulder).
Fig 40A-20a. Junior officer in No. 3BW Dress

Fig 40A-20b. SNCO in No. 3BW Dress

Fig 40A-20c. Cpl in No. 3BW Dress
WO1/WO2 RM WEARING OF SWORD

Occasions for wear: As per RM Dress table

Fig 40A-21a. Front view  Fig 40A-21b. Side view
ANNEX 40B

RM OFFICERS OUTFIT SCALES

1. Scale 1 - RM Officers Entered for General Service

   a. Entitlement to Scale

      (1) The uniform outfit shown at sub para b is to be issued to all Officers including SO(LE) on first entry.

      (2) Officers who resume full RM Service, or return on FTRS, after a break of more than 4 years are entitled to free issue of uniform in accordance with sub para b.

      (3) Officers who resume full RM Service, or return on FTRS, after a break of less than 4 years are to be reimbursed in accordance with JSP 754.

   b. Basic Outfit

      (1) Items Provided by Means of Cash Grant

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boots, ankle, black</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Cap, plastic, RM Officers</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Tie, Khaki, light braided</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Luggage allowance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash grant paid automatically by Unit HR Cell on receipt of OAL. Grants and allowances scale 128 refers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(2) Items Provided by Contract Arrangement

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue serge uniform suit (tunic and trousers)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Lovat suit (tunic and trousers)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Scarlet mess jacket</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Blue mess waistcoat</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Blue mess trousers</td>
<td>1 pr</td>
<td></td>
</tr>
</tbody>
</table>
(3) **Items Issued from Service Stocks**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bag, daysack, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, travelling</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Belt, waist, Corps pattern</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Beret, green, RM</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Braces</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Buckle, anodised, 2 prong</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Buckle, Bronze, 2 prong</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Buttons, Corps, anodised, 2.54 cms size (blue tunic)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Buttons, Corps, anodised, 1.90 cms size (blue tunic)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Buttons, Corps, bronze, 2.54 cms size (lovat tunic)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Buttons, Corps, bronze, 1.90 cms size (lovat tunic)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Buttons, Lion and Crown, gilt, 1.90 cms size (mess jacket)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Buttons, Lion and Crown, gilt, 1.27 cms size (mess jacket)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Cummerbund, scarlet</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Gloves, brown cape</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Holdall</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jacket, lovat, foul weather</td>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td>Jersey, wool, heavy, olive</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Knife, clasp</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Knife, fork and spoon set</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Lanyard, blue (officers)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Lanyard, AP</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Letters, 'RM' anodised</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Letters, 'RM' bronze</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Mug</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, evening, collar-attached</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shirt, stone, long sleeve</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shirt, stone, short sleeve</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, double cuff</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shoes, black leather, with toe-cap</td>
<td>1 pr</td>
<td></td>
</tr>
</tbody>
</table>

(Continued)
<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoes, fitness</td>
<td>1 pr</td>
</tr>
<tr>
<td>Shoes, training, indoor</td>
<td>1 pr</td>
</tr>
<tr>
<td>Socks, black</td>
<td>3 prs</td>
</tr>
<tr>
<td>Socks, combat, black</td>
<td>6 prs</td>
</tr>
<tr>
<td>Tie, black</td>
<td>1</td>
</tr>
<tr>
<td>Tie, evening, double ended</td>
<td>1</td>
</tr>
<tr>
<td>Trousers, lovat, barrack dress</td>
<td>1 pr 10</td>
</tr>
<tr>
<td>Waist hooks, bronze</td>
<td>1 pr</td>
</tr>
<tr>
<td>Waist hooks, black</td>
<td>1 pr</td>
</tr>
</tbody>
</table>

### Badges

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Globe and Laurel silver/anodised small (collar badge)</td>
<td>1 pr</td>
</tr>
<tr>
<td>Globe and Laurel silver/anodised large (cap/beret)</td>
<td>2</td>
</tr>
<tr>
<td>Lion and Crown anodised (cap/beret)</td>
<td>2</td>
</tr>
<tr>
<td>Globe and Laurel silver/anodised miniature (for mess jacket)</td>
<td>1 pr</td>
</tr>
<tr>
<td>Globe and Laurel bronze small (collar badge)</td>
<td>1 pr</td>
</tr>
<tr>
<td>Globe and Laurel bronze (for beret-combat dress)</td>
<td>1</td>
</tr>
<tr>
<td>Lion and Crown (for beret-combat dress)</td>
<td>1</td>
</tr>
<tr>
<td>Stars, rank anodised 1.59 cms (for raincoat and blue tunic)</td>
<td>4</td>
</tr>
<tr>
<td>Stars, rank bronze 1.59 cms (for lovat tunic)</td>
<td>4</td>
</tr>
<tr>
<td>Stars, rank anodised 0.95 cms (for mess jacket)</td>
<td>4</td>
</tr>
</tbody>
</table>

### Sliders

#### Shoulder Rank Badges

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black on green (for heavy wool jerseys and combat shirts)</td>
<td>4</td>
</tr>
<tr>
<td>DPM (for combat jackets)</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Flashes

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royal Marines Commando, red on blue for heavy wool jerseys</td>
<td>1 pr 1</td>
</tr>
<tr>
<td>Royal Marines Band Service, red on blue for heavy wool jerseys</td>
<td>1 pr 3</td>
</tr>
<tr>
<td>Royal Marines Commando, Black on green for DPM garments</td>
<td>5 prs</td>
</tr>
</tbody>
</table>
c. **Additional Items for Certain Officers**

(1) **Young officers on First Joining Officers Training Wing, Lympstone**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beret, blue, RM</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Boots, Army pattern (AP)</td>
<td>1 pr</td>
<td>5</td>
</tr>
<tr>
<td>Face veil</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Jersey, wool, heavy, olive</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Laces (for boots AP)</td>
<td>1 set</td>
<td>5</td>
</tr>
<tr>
<td>Shorts, PT, blue</td>
<td>2 prs</td>
<td>5</td>
</tr>
<tr>
<td>Socks, gortex</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Vests, cotton, gym, blue</td>
<td>2</td>
<td>5</td>
</tr>
</tbody>
</table>

(2) **Officers of the Rank of Lt Colonel Appointed as Equerries, MAs, ADCs and Flag Lieutenants or Major. (Items provided by means of a cash grant)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overalls</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Wellington boots</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Spurs</td>
<td>1 pr</td>
<td></td>
</tr>
</tbody>
</table>

Cash grant paid automatically by Unit HR Cell on receipt of OAL. Grants and allowances scale 135 refer.

(3) **RM Adjutants on First Appointment. (Items provided by means of a cash grant)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overalls</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Wellington boots</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Spurs</td>
<td>1 pr</td>
<td></td>
</tr>
</tbody>
</table>

Cash grant paid automatically by Unit HR Cell on receipt of OAL. Grants and allowances scale 133 refer.
(4) Officers Appointed to Royal Navy Students Presentation Team, Area Careers Liaison Officers and as Ethnic Minority Liaison Officers. (Items provided by contract arrangement)

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Lovat suit (tunic and trousers) 1

**d. Tropical Outfit. (Issued on first occasion of need)**

(1) Items Provided Special Contract

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
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<tbody>
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<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket, mess, white (Made-to-measure)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Waistcoats, mess white (Made-to-measure)</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
| Tunic, white, cloth (Made-to-measure) | 2 | 6
| Trousers, white (Made-to-measure) | 2 | 6
| Shoes, white | 1 pr | 6 |

(2) Items Issued from Service Stocks

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge: Globe and laurel, anodised: sm (collar badge)</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Badge: Globe and laurel, silver/anodised miniature (for mess jacket)</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Buttons, Corps, anodised: 2.54 cms size (stone jacket)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Buttons, Corps, anodised: 1.90 cms size (stone jacket)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Buttons, Lion and Crown, gilt: 1.90 cms size (white mess jacket)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Buttons, Lion and Crown, gilt: 1.27 cms size (white mess coat)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Stars, rank, anodised: 1.59 cms size (stone jacket)</td>
<td>1 set</td>
<td></td>
</tr>
<tr>
<td>Stars, rank, anodised: 1.27 cms size (white mess jacket)</td>
<td>1 set</td>
<td></td>
</tr>
<tr>
<td>Buckle, anodised, 2 prong</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Waist hooks, brass</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Trousers, stone</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Jacket, stone</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
e. **Additional Items for Certain Officers**

(1) **Officers Serving in Detachments Afloat**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorts, tropical stone</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Stockings, stone</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Shirt, AWD</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Trousers, AWD</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

(2) **Officers Serving with Naval Party 1002, Diego Garcia**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirts, stone, short sleeve</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Shoes, boat</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shorts, stone</td>
<td>6 prs</td>
<td></td>
</tr>
<tr>
<td>Stockings, stone</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Boots, desert</td>
<td>2 prs</td>
<td></td>
</tr>
</tbody>
</table>

(3) **Officers Serving in Prestige Posts Appointed by CGRM**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trousers, stone (white prestige)</td>
<td>1 pr</td>
<td>7</td>
</tr>
<tr>
<td>Tunic, stone (white prestige)</td>
<td>1</td>
<td>7</td>
</tr>
</tbody>
</table>

(4) **General Officers - Ceremonial Accoutrements for No 1 Dress**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold Shoulder cords</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Waist sash, crimson and gold</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Dress sword with metal scabbard</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Gloves, white, wash leather</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Sword knot, crimson and gold</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Swords slings, gold</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
### Band - Officers No 1 Dress

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gloves, white, wash-leather</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Frock-coat, blue with stand-up collar</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Waist sash, crimson and gold</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Tunic cloth, blue with stand up collar</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cape, cloth, blue</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Sword with metal scabbard</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Sword knot, gold</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Sword slings, gold</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

### Personal Loan Items

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bag, linen</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Belt, green, waist</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bergen liner medium</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bivvy poles</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cap cold weather</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Boots, combat, assault</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Combat 95 to scale</td>
<td>1 set</td>
<td>8</td>
</tr>
<tr>
<td>Disc, identity, stainless steel (with 8 de of bead chain and 2 connectors)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Drawers, cold weather</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Gun fenders (peltor)</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Helmet, combat</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Helmet, cover</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Insoles for boots, combat, assault</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Liner for ECW Trousers</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Respirator, S10 (complete with haversack spare canister and w/bottle cap)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Sam Browne belt, right brace and frog</td>
<td>1 set</td>
<td></td>
</tr>
<tr>
<td>Towels, hand, green</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Vest, cold weather</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
Notes:

1. Issued when qualified (except Band Officers).
2. Only one JWH to be maintained after initial training.
3. Issued to Band Officers.
4. Green beret to be maintained in lieu when qualified.
5. Not required to be maintained after initial training.
6. Band Officers only. Other Officers serving in prestige appointments are to have approval from RMSTO Navy Command HQ.
7. RMSTO Navy Command HQ will advise supply procedure.
8. CS95 – comprising of:

   - CS95 jacket Qty 2
   - CS95 shirt Qty 3
   - CS95 trousers Qty 3
   - Shirt, field, cw (Norwegian) Qty 2
   - Shirt, ‘T’ olive Qty 2
   - Glove, contact Qty 1 pr
   - Glove, CS95 Qty 1 pr
   - CS95 gaiters Qty 1 pr
   - Gortex outer jacket Qty 1
   - Gortex outer trousers Qty 1
   - Fleece Qty 1

9. MSF Officers who ceased active service more than four years before taking up their MSF appointment, are entitled to a gratuitous issue of uniform. Due to the variety of RMs uniforms RM MSF Officers are required to wear uniform are to obtain a list of required items of dress from their employing authority and submit to RMSTO Navy Command HQ for approval.

10. Barrack dress trousers, not from suit. Personnel serving within NCHQ, Staff College (Course Instructors and Students), HQ Staff as directed by Unit Commanding Officers and Drill Instructors who wear Lovats within the working environment are entitled to an additional pair of Lovat Trousers.

11. Issued as a gratuitous issue to all RM Band members, personnel serving within NCHQ, Staff College (Course Instructors and Students), HQ Staff as directed by Unit Commanding Officers and Drill Instructors who wear Lovats within the working environment.
2. Scale 2 - RMR Officers

a. Entitlement to Scale. The uniform outfit shown at sub para b is to be issued to all Officers on first entry.

b. Basic Outfit

(1) Items Provided by Means of Cash Grant

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap, plastic, RM Officers</td>
<td>1</td>
</tr>
<tr>
<td>Blue serge uniform suit (tunic and trousers)</td>
<td>1</td>
</tr>
<tr>
<td>Boots, Angle, Black</td>
<td>1</td>
</tr>
<tr>
<td>Tie, Khaki</td>
<td>1</td>
</tr>
</tbody>
</table>

Cash grant paid automatically by Unit HR Cell on receipt of OAL. Grants and allowances scale 305 refer.

(2) Items Issued from Service Stocks

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge: Globe and Laurel, silver/anodised, lge (cap/beret)</td>
<td>1 pr</td>
</tr>
<tr>
<td>Badge: Globe and Laurel, silver/anodised, sm (collar badge)</td>
<td>2</td>
</tr>
<tr>
<td>Badge: Lion and Crown, anodised (cap/beret)</td>
<td>1</td>
</tr>
<tr>
<td>Badge: Globe and Laurel, bronze (beret-combat dress)</td>
<td>1</td>
</tr>
<tr>
<td>Badge: Lion and Crown (beret - combat dress)</td>
<td>1</td>
</tr>
<tr>
<td>Stars, rank anodised 1.59 cms (blue tunic)</td>
<td>4</td>
</tr>
<tr>
<td>Stars, rank bronze 1.29 cms (lovat tunic)</td>
<td>4</td>
</tr>
<tr>
<td>Slide: Shoulder rank badges:</td>
<td></td>
</tr>
<tr>
<td>Slide: Black on green (jersey h/w and shirt)</td>
<td>4</td>
</tr>
<tr>
<td>Slide: DPM (combat jacket)</td>
<td>2</td>
</tr>
<tr>
<td>Flashes: Royal Marines Commando, red on blue (jersey h/w)</td>
<td>1 pr</td>
</tr>
<tr>
<td>Flashes: Royal Marines Commando, black on green (DPM)</td>
<td>1 pr</td>
</tr>
<tr>
<td>Belt, waist, Corp pattern</td>
<td>1</td>
</tr>
<tr>
<td>Beret, blue, RM</td>
<td>1 2</td>
</tr>
<tr>
<td>Braces</td>
<td>1 pr</td>
</tr>
<tr>
<td>Clasp, knife</td>
<td>1</td>
</tr>
<tr>
<td>Gloves, brown, cape</td>
<td>1 pr</td>
</tr>
<tr>
<td>Jersey, Olive H/W</td>
<td>1</td>
</tr>
</tbody>
</table>

(Continued)
<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
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</tbody>
</table>

### Personal Loan Items

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

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**BRd 3(1)**

**Effective**

**February 2020**
d. **Mess Dress.** RMR Officers may provide themselves at their own expense with RM Officer’s temperate mess dress. The alternative is mess undress uniform with white Marcella fronted shirt and black bow tie. Honorary Officers of the RMR may be issued with a Mess Undress Uniform at public expense on first appointment.

**Notes:**

1. Issued when qualified.

2. Green beret to be maintained in lieu when qualified.

3. C95 – comprising of:

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Item</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>C95 jacket</td>
<td>2</td>
<td>Glove, CS95</td>
<td>1 pr</td>
</tr>
<tr>
<td>C95 shirt</td>
<td>3</td>
<td>C95 gaiters</td>
<td>1 pr</td>
</tr>
<tr>
<td>C95 trousers</td>
<td>3</td>
<td>Gortex outer jacket</td>
<td>1</td>
</tr>
<tr>
<td>Shirt, field, cw (Norwegian)</td>
<td>2</td>
<td>Gortex outer trousers</td>
<td>1</td>
</tr>
<tr>
<td>Shirt, ‘T’ olive</td>
<td>2</td>
<td>Fleece</td>
<td>1</td>
</tr>
<tr>
<td>Glove, contact</td>
<td>1 pr</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. RMR Officers undertaking FTRS are entitled to a gratuitous issue of those items that make up the shortfall between Scales 2 and 1. Gratuitous items will be made on first assignment only.

3. **Scale 3 - RMR Officers - Additional Items Required on Transferring to the Regular Corps on a Special Short Service Commission**

   a. No Cash Grant.

   b. **Items Issued from Service Stocks**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bag, travelling</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Belt, waist, Corps pattern</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cummerbund, scarlet</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Flashes, Royal Marines Commando, black on green (DPM)</td>
<td>5 pr</td>
<td>1</td>
</tr>
<tr>
<td>Holdall</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Knife, fork and spoon set</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jersey, H/W Olive</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Lanyard, coloured (when required)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Letters ‘RM’, bronze</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Letters ‘RM’ anodised</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Socks, black</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Socks, combat, black</td>
<td>3 prs</td>
<td></td>
</tr>
<tr>
<td>Whistle</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
### c. Personal Loan Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boots, combat, assault</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Combat 95 to scale</td>
<td>1 set</td>
<td>2</td>
</tr>
<tr>
<td>Headover</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Helmet, combat</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Helmet, cover</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Insoles for boot, combat assault</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Respirator, S10</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Vest, cold weather</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

### Note.

1. For CS95
2. CS95 – comprising of:

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Item</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS95 jacket</td>
<td>2</td>
<td>Glove, CS95</td>
<td>1 pr</td>
</tr>
<tr>
<td>CS95 shirt</td>
<td>3</td>
<td>CS95 gaiters</td>
<td>1 pr</td>
</tr>
<tr>
<td>CS95 trousers</td>
<td>3</td>
<td>Gortex outer jacket</td>
<td>1</td>
</tr>
<tr>
<td>Shirt, field, cw (Norwegian)</td>
<td>2</td>
<td>Gortex outer trousers</td>
<td>1</td>
</tr>
<tr>
<td>Shirt, 'T' olive</td>
<td>2</td>
<td>Fleece</td>
<td>1</td>
</tr>
<tr>
<td>Glove, contact</td>
<td>1 pr</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. **Scale 4 - RMR Officers - Officers Uniform to be Returned on Early Discharge**

   a. Officers discharged within the first six months of service are to return all clothing issued in accordance with Chap 40 Annex 40B Para 1 Scale 1.

   b. Officers discharged after six months but with less than four years service are to return all items in sub para d.

   c. Officers discharged with more than 4 years service are to return all items on Personal Loan and their General Service Respirator.

   d. **Item**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respirator, haversack and canister</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Blue</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Lovat Suit</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jacket, Mess, scarlet,</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Waistcoat, Mess, blue</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cap, plastic officers</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, travelling</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Waistcoat, white</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Jacket, Mess, white</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Jersey, H/W Green</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Luggage</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

All items held on Personal Loan as detailed in Kit record Book.

**Notes:**

1. *Only if issued with Tropical Clothing.*

2. *Officers are required to refund the cash grant that is paid for the purchase of suitable luggage, unless they can provide the appropriate receipts for luggage bought. Officers who are unable to provide a receipt may submit an application for waiver to BRNC or CTCRM as appropriate. Each case will be dealt on its merits. JSP 754.*
ANNEX 40C

RM WOS, NCOS AND OTHER RANKS KIT SCALES

1. Scale 1 - RM WOs, NCOs and Men Compulsory Kit Scales (Except Buglers and Band Ranks)

   a. Basic Outfit. Items Issued From Service Stocks

```
<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge: Globe and Laurel, anodised, lge (collar badge)</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Badge: OR’s, anodised (cap/beret)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Badge: Globe and Laurel, bronze, sm (collar badge)</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Badge: OR’s, bronze (beret-combat dress)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Letters: ‘RM’ anodised</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Letters: ‘RM’ bronze</td>
<td>2 pr</td>
<td></td>
</tr>
<tr>
<td>Bag, daysack, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, linen, brown</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag travelling</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Belt, waist, Corps pattern</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Beret, blue, RM</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Boots, ankle, army pattern (AP)</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Braces</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Cap, plastic, RM</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Flashes: Royal Marines Commando, red on blue (jersey h/w)</td>
<td>1 pr</td>
<td>1</td>
</tr>
<tr>
<td>Flashes: Royal Marines Commando, black on green (DPM5)</td>
<td>5 pr</td>
<td>1</td>
</tr>
<tr>
<td>Gloves cotton, white</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Holdall</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jacket, lovat, foul weather</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>Jersey, olive, H/W</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Knife, clasp</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Knife, fork and spoon set</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Lanyard, army pattern</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Mug</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Pillow slips, cotton</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Sheets, white</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Shirts, stone, long sleeve</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shirt, stone, short sleeve</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Shoes, black, leather, DMS</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shoes fitness</td>
<td>1 pr</td>
<td></td>
</tr>
</tbody>
</table>
```

(Continued)
b. **Additional Items for New Entrants. Items Issued from Service Sources**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Socks, combat black</td>
<td>5 prs</td>
<td></td>
</tr>
<tr>
<td>Suit, Lovat (tunic and trousers)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Tie, worsted, braid, drab</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Trousers, blue, serge No 1 Dress RM</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Trousers, lovat (barrack dress)</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>Tunic blue, serge No 1 Dress RM</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

b. **Additional Items for New Entrants. Items Issued from Service Sources**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face veil</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>JWH</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Sheet</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Shoes, training, indoor</td>
<td>1 pr</td>
<td>2</td>
</tr>
<tr>
<td>Shorts, PT, blue</td>
<td>2 prs</td>
<td>2</td>
</tr>
<tr>
<td>Socks, Gortex</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Vest, blue</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

c. **Additional Items for Certain Ranks**

(1) **Ranks in Detachments Afloat**

(a) **Items Issued from Service Sources**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket WP</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, AWD</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Trousers, AWD</td>
<td>2 prs</td>
<td>3</td>
</tr>
</tbody>
</table>

(b) **Items Provided on Personal Loan**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helmet, white, Wolseley pattern</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Ball ornament, GM</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Front, plate</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Chain, chin, GM</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Boots, DMS</td>
<td>1 pr</td>
<td></td>
</tr>
</tbody>
</table>
(c) **Ranks in Commando Units**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lanyard, coloured</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

(2) **Chefs (issued immediately before qualifying course)-(items issued from Service stocks)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket, food handlers</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Neckerchief</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Trousers, food handlers</td>
<td>4 prs</td>
<td></td>
</tr>
<tr>
<td>Apron, food handlers</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Cap, food handlers</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Boots, DMS</td>
<td>1 pr</td>
<td></td>
</tr>
</tbody>
</table>

(3) **Tradesmen (VMs, ARM, MM)-(items provided on personal loan)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coveralls, green</td>
<td>5 prs</td>
<td></td>
</tr>
<tr>
<td>Boots, DMS</td>
<td>1 pr</td>
<td></td>
</tr>
</tbody>
</table>

(4) **Drivers-(items on personal loan)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coveralls, green</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Boots, DMS</td>
<td>1 pr</td>
<td></td>
</tr>
</tbody>
</table>

(5) **Mountain Leaders-(items on personal loan)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracksuit</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
(6) Physical Training Instructors - (items issued from Service stocks)

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracksuit</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shorts, white</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Socks, white</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Trousers, gym</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Waist, belt</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Vest, gym</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Indoor top, white</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Sweatshirt, grey</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shoe, fitness training</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Training shoe, indoor</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Track suit, Gortex, blue</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

d. Additional Items Issued on Promotion

(1) Sergeant

(a) Items Provided by Uniform Grant via Unit HR Cell

<table>
<thead>
<tr>
<th>Item</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sergeant Mess Undress (Jacket &amp; Trousers)</td>
<td></td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

Note. Claims for Mess Dress uniform grants are to be submitted manually through JPA on form JPA F011.

(b) Items Issued from Service Sources

<table>
<thead>
<tr>
<th>Item</th>
<th>Class I</th>
<th>Class II</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bow tie</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sash, worsted, scarlet</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shirt, evening, male/female</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(2) Warrant Officer 1

(a) Items Provided by Means of a Cash Grant

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tunic, blue No 1 Dress, officers’ pattern material with stand-up collar</td>
<td>1</td>
</tr>
<tr>
<td>Boots, officers pattern</td>
<td>1 pr</td>
</tr>
<tr>
<td>Cap, plastic, officers pattern</td>
<td>1</td>
</tr>
</tbody>
</table>

(b) Items Provided from Service Sources

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, beret, anodised, officer’s pattern</td>
<td>1</td>
</tr>
<tr>
<td>Badge, cap, officer’s pattern</td>
<td>1</td>
</tr>
<tr>
<td>Badge, collar, anodised and silver</td>
<td>2</td>
</tr>
<tr>
<td>Lanyard, blue, officers’ pattern</td>
<td>1</td>
</tr>
<tr>
<td>Shoes, black leather with toe caps, officers pattern</td>
<td>1 pr</td>
</tr>
</tbody>
</table>

(3) Warrant Officer 2-(items provided from Service sources)

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, split anodised (for cap &amp; beret)</td>
<td>2</td>
</tr>
<tr>
<td>Badge, split bronze (for beret)</td>
<td>1</td>
</tr>
<tr>
<td>Gloves, brown, cape</td>
<td>1 pr</td>
</tr>
</tbody>
</table>

e. Tropical Outfit (issued on first occasion of need)

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buttons, anodised, large</td>
<td>4</td>
</tr>
<tr>
<td>Buttons, anodised, small</td>
<td>6</td>
</tr>
<tr>
<td>Jacket, stone</td>
<td>2</td>
</tr>
<tr>
<td>Trousers, stone</td>
<td>2</td>
</tr>
<tr>
<td>Rings, split</td>
<td>10</td>
</tr>
<tr>
<td>Waist hooks, brass</td>
<td>1 pr</td>
</tr>
</tbody>
</table>
## Additional Items for Certain Ranks (Ranks in detachment afloat)

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorts, stone</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Stockings, stone</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Shoes Boat</td>
<td>1 pr</td>
<td></td>
</tr>
</tbody>
</table>

### f. Personal Loan Items (all ranks)

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bag, kit, seaman's (large)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, kit, universal (small)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Belt sword, brown leather</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Belt, waist, green</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Boots, combat, assault</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Bergen Liner, medium &amp; large</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bivouac poles</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cap cold weather</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Combat 95</td>
<td>1 set</td>
<td>6</td>
</tr>
<tr>
<td>Disc, identity</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Drawers, cold weather</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Gun fenders (Peltor)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Helmet, combat</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Helmet cover</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Insoles for boots, combat assault</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Plastic Equipment:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Belt, waist, white</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Locket union</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Respirator, S10 (canister, haversack, w/bottle cap)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Sam Browne Belt, right brace and frog</td>
<td>1 set</td>
<td>7</td>
</tr>
<tr>
<td>Towels, hand, green</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>TRS ECW liner</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Vest, cold weather</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
Notes:

1. Only when qualified Beret Blue replaced with Beret Green.

2. Not required to be maintained after initial training.

3. Not Warrant Officers.

4. Local purchase only, further information available from SO Policy HMS TEMARAIRE.

5. WO2 and Provost Sergeant only.

6. CS95 – comprising of:

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Item</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS95 jacket</td>
<td>2</td>
<td>CS95 shirt</td>
<td>3</td>
</tr>
<tr>
<td>CS95 trousers</td>
<td>3</td>
<td>Shirt, field, cw</td>
<td>2</td>
</tr>
<tr>
<td>(Norwegian)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shirt, ‘T’ olive</td>
<td>2</td>
<td>Glove, contact</td>
<td>1 pr</td>
</tr>
<tr>
<td>Glove, CS95</td>
<td>1 pr</td>
<td>CS95 gaiters</td>
<td>1 pr</td>
</tr>
<tr>
<td>Gortex outer jacket</td>
<td>1</td>
<td>Gortex outer trousers</td>
<td>1</td>
</tr>
<tr>
<td>Fleece</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. WO(1) only.

8. Barrack dress trousers, not from suit. Personnel serving within NCHQ, Staff College (Course Instructors and Students), HQ Staff as directed by Unit Commanding Officers and Drill Instructors who wear Lovats within the working environment are entitled to an additional pair of Lovat Trousers.

9. Issued as a gratuitous issue to all RM Band members, personnel serving within NCHQ, Staff College (Course Instructors and Students), HQ Staff as directed by Unit Commanding Officers and Drill Instructors who wear Lovats within the working environment.

10. This Uniform Grant is not retrospective, is a one-time only issue and applicable to new promotes to Sergeant from 01/04/09. Future maintenance costs are to be met at the individuals own expense.
2. SCALE 2 – Royal Marines Band Service WOs, NCOs, Buglers and Musicians
Compulsory Kit Scales

   a. Basic Kit (Males and Females)

      (1) Items Provided under Service Sources

<table>
<thead>
<tr>
<th>Item</th>
<th>Bugler</th>
<th>Musician</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card, identity (MOD Form 90)</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Disc, identity (and chain)</td>
<td>2</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Sheets, white</td>
<td>3</td>
<td>3</td>
<td>1 &amp; 28</td>
</tr>
<tr>
<td>Slips, pillow</td>
<td>2</td>
<td>2</td>
<td>1 &amp; 28</td>
</tr>
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</table>

      (2) Items Issued from Naval Stores

<table>
<thead>
<tr>
<th>Item</th>
<th>Bugler</th>
<th>Musician</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, beret, bronze (combat dress)</td>
<td>2</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Badge, caps and beret, anodised</td>
<td>4</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Badge, collar, anodised (for use in No. 1A Dress - Regimental Blue Dress)</td>
<td>1 pr</td>
<td>1 pr</td>
<td>-</td>
</tr>
<tr>
<td>Bag, operational, black</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Belt, waist, Corps pattern</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Beret, blue</td>
<td>2</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Boots, RM Band (George boot)</td>
<td>1 pr</td>
<td>1 pr</td>
<td>29</td>
</tr>
<tr>
<td>Boots, safety, steel toe cap (PPE)</td>
<td>1 pr</td>
<td>1 pr</td>
<td>30</td>
</tr>
<tr>
<td>Braces</td>
<td>1 pr</td>
<td>1 pr</td>
<td>-</td>
</tr>
<tr>
<td>Cap, plastic, RM (male or female pattern)</td>
<td>2</td>
<td>2</td>
<td>29</td>
</tr>
<tr>
<td>Daysack, black</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Dress cords, royal, silk</td>
<td>1</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>Dress cords, royal, worsted</td>
<td>1</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Gloves, cotton, white (for use in No. 1A Dress - Regimental Blue Dress)</td>
<td>1 pr</td>
<td>1 pr</td>
<td>4 &amp; 12</td>
</tr>
<tr>
<td>Greatcoat</td>
<td>1</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Holdall, field, roll</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Jersey, wool, heavy, olive</td>
<td>2</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Letters ‘RM’, anodised (for use in No. 1A Dress - Regimental Blue Dress)</td>
<td>1 pr</td>
<td>1 pr</td>
<td>-</td>
</tr>
<tr>
<td>Letters ‘RM’, bronze (for use in stone shirts)</td>
<td>2 prs</td>
<td>2 prs</td>
<td>12</td>
</tr>
<tr>
<td>Raincoat</td>
<td>1</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>‘Royal Marines Band Service’ shoulder flash, red on navy (jersey, wool, heavy)</td>
<td>1 pr</td>
<td>1 pr</td>
<td>7</td>
</tr>
<tr>
<td>‘Royal Marines Band Service’ shoulder flash, black on green</td>
<td>5 pr</td>
<td>5 pr</td>
<td>7</td>
</tr>
<tr>
<td>‘Royal Band’ shoulder flash, red on navy (jersey, wool, heavy)</td>
<td>1</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>‘Royal Band’ shoulder flash, navy on white</td>
<td>5</td>
<td>5</td>
<td>8</td>
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(Continued)
<table>
<thead>
<tr>
<th>Item</th>
<th>Bugler</th>
<th>Musician</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘Royal Band’ shoulder flash, gold on navy (Band Ceremonial tunic &amp; Blues tunic)</td>
<td>2</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>‘Royal Band’ shoulder flash, gold on green (Lovat jacket)</td>
<td>1</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>Shirts, stone, long sleeve</td>
<td>2</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Shirts, stone, short sleeve</td>
<td>5</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>Shoes, black leather, DMS</td>
<td>1 pr</td>
<td>1 pr</td>
<td>10 &amp; 12</td>
</tr>
<tr>
<td>Shoes, court style (females only - for use in Lovat and Mess Undress skirt)</td>
<td>1 pr</td>
<td>1 pr</td>
<td>7</td>
</tr>
<tr>
<td>Shoes, fitness (for indoor and outdoor use)</td>
<td>2 prs</td>
<td>2 prs</td>
<td>12</td>
</tr>
<tr>
<td>Socks, black</td>
<td>5 prs</td>
<td>5 prs</td>
<td>12</td>
</tr>
<tr>
<td>Trousers, blue, No. 1A Dress - Regimental Blue Dress</td>
<td>3 prs</td>
<td>-</td>
<td>11</td>
</tr>
<tr>
<td>Trousers, Lovat - barrack dress (males only)</td>
<td>2 prs</td>
<td>2 prs</td>
<td>12 &amp; 27</td>
</tr>
<tr>
<td>Tunic blue, No. 1A Dress - Regimental Blue Dress</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Shorts, PT, blue</td>
<td>2 prs</td>
<td>2 prs</td>
<td>12</td>
</tr>
<tr>
<td>Socks, PT, white</td>
<td>2 prs</td>
<td>2 prs</td>
<td>12</td>
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<tr>
<td>T-shirt, gym, white</td>
<td>2</td>
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(3) Personal Loan Items Issued from Specialist Clothing

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<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Armour, body, cover</td>
<td>1</td>
<td>1</td>
<td>12 &amp; 28</td>
</tr>
<tr>
<td>Armour, body, fill</td>
<td>1</td>
<td>1</td>
<td>12 &amp; 28</td>
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<tr>
<td>Bag, linen</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Bag, shelter</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Bag, sleeping</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Belt, PLCE</td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Belt, waist, green</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Bergen, pack</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Boots, combat, assault, brown</td>
<td>2 prs</td>
<td>2 prs</td>
<td>12</td>
</tr>
<tr>
<td>Bottles, water</td>
<td>2</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Bungees</td>
<td>4</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Cap, cold weather</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Case, tool, entrenching</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Cover, bag, sleeping</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Cover, helmet</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Daysack, MTP</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Defenders, ear</td>
<td>1</td>
<td>1</td>
<td>12</td>
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<tr>
<td>Drawers, thermal</td>
<td>2</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Gaiters</td>
<td>1 pr</td>
<td>1 pr</td>
<td>12</td>
</tr>
<tr>
<td>Gloves, contact</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Gloves, leather</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Headover</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Helmet</td>
<td>1</td>
<td>1</td>
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<table>
<thead>
<tr>
<th>Item</th>
<th>Bugler</th>
<th>Musician</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket, buffalo</td>
<td>1</td>
<td>1</td>
<td>12</td>
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<tr>
<td>Jacket &amp; trousers, thermal</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Karabiner</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Knife, clasp (and lanyard)</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Knife, fork and spoon set</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Liner, bag, large</td>
<td>1</td>
<td>1</td>
<td>12</td>
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<tr>
<td>Liner, bag, small</td>
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<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Mat, sleeping</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Mug, metal</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Mug, plastic, green</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Pad, hip</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Pouch, ammunition</td>
<td>2</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Pouch, bottle, water</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Pouch, utility</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Pouches, side</td>
<td>2</td>
<td>2</td>
<td>12</td>
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<tr>
<td>Respirator and haversack</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Sack, compression</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Sheet, shelter</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Shirt, MTP</td>
<td>3</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>Smock, combat, MTP</td>
<td>2</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Smock, Gortex</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Socks, Gortex</td>
<td>1 pr</td>
<td>1 pr</td>
<td>12</td>
</tr>
<tr>
<td>Strap, utility</td>
<td>2</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Tins, mess</td>
<td>1 set</td>
<td>1 set</td>
<td>12</td>
</tr>
<tr>
<td>Tool, entrenching</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Towel, green</td>
<td>2</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Trousers, Gortex</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Trousers, MTP</td>
<td>3</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>T-shirt, green/brown</td>
<td>4</td>
<td>4</td>
<td>12</td>
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<tr>
<td>Undershirt, thermal, fleece</td>
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<td>2</td>
<td>12</td>
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<tr>
<td>Vest, thermal</td>
<td>2</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Whistle</td>
<td>1</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Yoke, main</td>
<td>1</td>
<td>1</td>
<td>12</td>
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</table>
## Items Provided Under Contract – Naval Stores (Special Measure)

### (a) Male Ranks

<table>
<thead>
<tr>
<th>Item</th>
<th>Bugler</th>
<th>Musician</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apron, leg, white</td>
<td>3</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Trousers, blue, No. 1 Dress, RM Band (thick stripe)</td>
<td>-</td>
<td>3 prs</td>
<td>-</td>
</tr>
<tr>
<td>Tunic, blue, No. 1A Dress</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Tunic, blue, yellow braided, No. 1 Dress - Ceremonial Blue Dress (Band Corporal and below) with yellow embroidered collar badge</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Tunic, blue, gold braided, No. 1 Dress - Ceremonial Blue Dress (Band Sergeant and above) with gold embroidered collar badge</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Tunic, blue, gold braided, No. 1 Dress - Ceremonial Blue Dress (Drum Majors' pattern) with gold embroidered collar badge</td>
<td>1</td>
<td>-</td>
<td>13</td>
</tr>
<tr>
<td>Trousers, overalls, blue, officers’ pattern (thick stripe)</td>
<td>1 pr</td>
<td>-</td>
<td>13</td>
</tr>
<tr>
<td>Frockcoat</td>
<td>1</td>
<td>1</td>
<td>14</td>
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</table>

### (b) Female Ranks

<table>
<thead>
<tr>
<th>Item</th>
<th>Bugler</th>
<th>Musician</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apron, leg, white</td>
<td>3</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Skirt, Lovat - barrack dress</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Trousers, Lovat - barrack dress</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Trousers, blue, No. 1 Dress (thin stripe)</td>
<td>3 prs</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Trousers, blue, No. 1 Dress (thick stripe)</td>
<td>-</td>
<td>3 prs</td>
<td>-</td>
</tr>
<tr>
<td>Tunic, blue, No. 1A Dress</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Tunic, blue, yellow braided, No. 1 Dress - Ceremonial Blue Dress (Band Corporal and below) with yellow embroidered collar badge</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Tunic, blue, gold braided, No. 1 Dress - Ceremonial Blue Dress (Band Sergeant and above) with gold embroidered collar badge</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Tunic, blue, gold braided, No. 1 Dress - Ceremonial Blue Dress (Drum Majors’ pattern) with gold embroidered collar badge</td>
<td>1</td>
<td>-</td>
<td>13</td>
</tr>
<tr>
<td>Trousers, overalls, blue, officers’ pattern (thick stripe)</td>
<td>1 pr</td>
<td>-</td>
<td>13</td>
</tr>
<tr>
<td>Frockcoat</td>
<td>1</td>
<td>1</td>
<td>14</td>
</tr>
</tbody>
</table>
b. **Tropical Clothing Issued from Naval Stores - initial issue during final year of training - scale to be maintained (Male & Female Ranks)**

(1) **Items Issued from Naval Stores**

<table>
<thead>
<tr>
<th>Item</th>
<th>Bugler</th>
<th>Musician</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, collar, anodised (for use in white tunic)</td>
<td>1 pr</td>
<td>1 pr</td>
<td>-</td>
</tr>
<tr>
<td>Brassard, white (for rank badges and/or &quot;Royal Band&quot; shoulder flash)</td>
<td>2 pr</td>
<td>2 pr</td>
<td>-</td>
</tr>
<tr>
<td>Buckle, anodised (for use in white tunic - cloth belt)</td>
<td>1 pr</td>
<td>1 pr</td>
<td>15</td>
</tr>
<tr>
<td>Buttons, anodised (5 x large &amp; 4 x small) and 9 x split rings</td>
<td>1 set</td>
<td>1 set</td>
<td>-</td>
</tr>
<tr>
<td>(for use in white tunic)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cummerbund, red</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Hooks, waist, brass (for use in white tunic - sides)</td>
<td>2</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Letters ‘RM’, anodised (for use in white tunic and red sea rig)</td>
<td>2 prs</td>
<td>2 prs</td>
<td>-</td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>2</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Shoes, white, tropical</td>
<td>1 pr</td>
<td>1 pr</td>
<td>-</td>
</tr>
<tr>
<td>Shoulder flash, ‘Royal Band’, gold on navy (for brassard)</td>
<td>1</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>Shoulder straps, white (for letters: “RM”, anodised)</td>
<td>1 pr</td>
<td>1 pr</td>
<td>15</td>
</tr>
<tr>
<td>Socks, white</td>
<td>2</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Trousers, white, No. 1AW Dress - Tropical Ceremonial Dress, officers’ pattern (provided under contract)</td>
<td>2</td>
<td>2</td>
<td>14</td>
</tr>
<tr>
<td>Tunic, white, No. 1AW Dress - Tropical Ceremonial Dress, officers’ pattern (provided under contract)</td>
<td>2</td>
<td>2</td>
<td>14</td>
</tr>
<tr>
<td>Tunic, white, No. 1AW Dress - Tropical Ceremonial Dress, other ranks</td>
<td>2</td>
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</tbody>
</table>

(2) **Additional Items Issued to Buglers and Musicians when Serving Afloat**

<table>
<thead>
<tr>
<th>Item</th>
<th>Bugler</th>
<th>Musician</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorts, stone</td>
<td>2 prs</td>
<td>2 prs</td>
<td>-</td>
</tr>
<tr>
<td>Stockings, stone</td>
<td>2 prs</td>
<td>2 prs</td>
<td>-</td>
</tr>
<tr>
<td>Trousers, stone</td>
<td>2 prs</td>
<td>2 prs</td>
<td>-</td>
</tr>
</tbody>
</table>

(3) **Additional Items to be provided by the individual (Male & Female Ranks)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Bugler</th>
<th>Musician</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brush, clothes</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Brush, shoe cleaning</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Brush, shoe polishing</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Nightwear</td>
<td>2</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Sewing kit</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Scissors</td>
<td>1 pr</td>
<td>1 pr</td>
<td>-</td>
</tr>
<tr>
<td>Towels, hand</td>
<td>2</td>
<td>2</td>
<td>-</td>
</tr>
</tbody>
</table>
d. **Additional Items Issued from Naval Stores for RM Bands Portsmouth and CTCRM Ranks (Male & Female Ranks)**

<table>
<thead>
<tr>
<th>Cap, plastic (male or female pattern)</th>
<th>Bugler</th>
<th>Musician</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>16</td>
</tr>
</tbody>
</table>


e. **Additional Items Issued on Promotion**

(1) **Band Sergeant and Sergeant Bugler**

(a) **Items Issued from Naval Stores**

i. **Male Ranks**

| Badge, collar, bronze (for use in Lovat suit) | 1 pr | 1 pr | 17    |
| Bow tie                                      | 1    |      | -     |
| Letters: “RM”, bronze (for use in Lovat suit) | 1 pr | 1 pr | 17    |
| Sash, worsted, scarlet                       | 1    | 1    | -     |
| Shirt, white (Marcella style)                | 1    | 1    | -     |
| Suit, No. 1B Dress - Lovat Dress (tunic and trousers) | 1    | 1    | 17    |
| Tie, worsted, braid, drab (for use in Lovat suit) | 1    | 1    | 17    |

ii. **Female Ranks**

| Badge, collar, bronze (for use in Lovat suit) | 1 pr | 1 pr | 17    |
| Bow tie                                      | 1    | 1    | -     |
| Cummerbund, black                            | 1    | 1    | -     |
| Letters: “RM”, bronze (for use in Lovat suit) | 1 pr | 1 pr | 17    |
| Sash, worsted, scarlet                       | 1    | 1    | -     |
| Shirt, white (Marcella style – female officers’ pattern) | 1    | 1    | -     |
| Suit, No. 1B Dress - Lovat Dress (tunic and trousers) | 1    | 1    | 17    |
| Tie, worsted, braid, drab (for use in Lovat suit) | 1    | 1    | 17    |

(b) **Items Provided Under Contract**

i. **Male Ranks**

| Sergeant Mess Dress (jacket & waistcoat)     | 1    | 1    | -     |
| Sergeant Mess Dress (trousers)               | 1    | 1    | -     |
ii. Female Ranks

<table>
<thead>
<tr>
<th>Item</th>
<th>Bugler</th>
<th>Musician</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sergeant Mess Dress (jacket)</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Sergeant Mess Dress (skirt)</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Suit, Lovat (tunic and trousers)</td>
<td>1</td>
<td>1</td>
<td>17</td>
</tr>
</tbody>
</table>

(2) Warrant Officer Class 2 (Male & Female Ranks)

(a) Items Issued from Naval Stores

<table>
<thead>
<tr>
<th>Item</th>
<th>Bugler</th>
<th>Musician</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, beret, bronze, split (combat dress)</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Badge, cap and beret, anodised, split</td>
<td>2</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Gloves, brown, cape</td>
<td>1 pr</td>
<td>1 pr</td>
<td>-</td>
</tr>
</tbody>
</table>

(3) Warrant Officer Class 1 (Male & Female Ranks)

(a) Items Issued from Naval Stores

<table>
<thead>
<tr>
<th>Item</th>
<th>Bugler</th>
<th>Musician</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, beret, anodised and silver, officers’ pattern</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Badge, cap, anodised and silver, officers’ pattern</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Badge, collar, anodised and silver, officers’ pattern</td>
<td>3 pr</td>
<td>3 pr</td>
<td>-</td>
</tr>
<tr>
<td>Lanyard, officers’ pattern, blue</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Shoes, leather with toe caps, black, officers’ pattern</td>
<td>1 pr</td>
<td>1 pr</td>
<td>-</td>
</tr>
<tr>
<td>Tie, braided, light khaki (for use in Lovat suit)</td>
<td>1</td>
<td>1</td>
<td>17</td>
</tr>
</tbody>
</table>

(b) Items Provided by Means of a Cash Grant

<table>
<thead>
<tr>
<th>Item</th>
<th>Bugler</th>
<th>Musician</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boots, officers’ pattern</td>
<td>1 pr</td>
<td>1 pr</td>
<td>-</td>
</tr>
<tr>
<td>Cap, plastic, officers’ pattern</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Tunic, No. 1A Dress - Regimental Blue Dress (officers’ pattern material with stand-up collar)</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
</tbody>
</table>
f. **Personal Loan Items Issued from Supply Officer Music (Male & Female Ranks)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Bugler</th>
<th>Musician</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ball ornament, helmet (WO1s wear officers’ pattern)</td>
<td>1</td>
<td>1</td>
<td>18</td>
</tr>
<tr>
<td>Belt, dress, Drum Major’s pattern</td>
<td>1</td>
<td>-</td>
<td>13</td>
</tr>
<tr>
<td>Belt, sword, band ceremonial (white or gold straps)</td>
<td>1</td>
<td>1</td>
<td>19</td>
</tr>
<tr>
<td>Belt, Sam Browne, leather (issued on WO1 course)</td>
<td>1</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>Belt, sword, leather, brown</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Belt, waist, white, plastic (including plastic runners and backing piece)</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Carriage, drum, white, plastic</td>
<td>1</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>Cane, parade</td>
<td>1</td>
<td>-</td>
<td>21</td>
</tr>
<tr>
<td>Chain (stay), chin, helmet</td>
<td>1</td>
<td>1</td>
<td>18</td>
</tr>
<tr>
<td>Cord, bugle</td>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Cross strap, white, plastic (for use with pouch)</td>
<td>-</td>
<td>1</td>
<td>22</td>
</tr>
<tr>
<td>Drum, case (for drum)</td>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Front, plate, helmet (WO1s wear officers’ pattern)</td>
<td>1</td>
<td>1</td>
<td>18</td>
</tr>
<tr>
<td>Gloves, white, pimpled</td>
<td>3 prs</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Gauntlets, Drum Major’s pattern</td>
<td>1</td>
<td>-</td>
<td>13</td>
</tr>
<tr>
<td>Gauntlets, bass drummer’s pattern</td>
<td>-</td>
<td>1</td>
<td>23</td>
</tr>
<tr>
<td>Helmet, white, Wolseley pattern</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Locket Union &amp; side brasses, gold plated</td>
<td>1</td>
<td>1</td>
<td>18</td>
</tr>
<tr>
<td>Instrument(s), musical (according to category)</td>
<td>1 set</td>
<td>1 set</td>
<td></td>
</tr>
<tr>
<td>Pouch, device, metal (for use with cross strap)</td>
<td>-</td>
<td>1</td>
<td>22</td>
</tr>
<tr>
<td>Pouch, music, plastic</td>
<td>-</td>
<td>1</td>
<td>22</td>
</tr>
<tr>
<td>Protector, drum, cushioned (red)</td>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Staff, Drum Major’s</td>
<td>1</td>
<td>-</td>
<td>13</td>
</tr>
<tr>
<td>Sword and scabbard, ceremonial (white or gold sword knot)</td>
<td>1</td>
<td>1</td>
<td>19</td>
</tr>
<tr>
<td>Sword and scabbard, leather, brown (when required)</td>
<td>1</td>
<td>1</td>
<td>19</td>
</tr>
</tbody>
</table>

g. **Additional Items Supplied from Naval Stores (Special Measure) Local Purchase (Male & Female Ranks)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Bugler</th>
<th>Musician</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apron, bass, blue (for use in No. 1/1A Dress)</td>
<td>-</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>Apron, bass, white (for use in No. 1AW Dress - Tropical Ceremonial Dress)</td>
<td>-</td>
<td>2</td>
<td>24</td>
</tr>
<tr>
<td>Cover, suit, protective</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Sash, waist, crimson (officers’ pattern)</td>
<td>1</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>Wellington boots (officers’ pattern)</td>
<td>1 pr</td>
<td>-</td>
<td>13</td>
</tr>
</tbody>
</table>
h. Additional Items Supplied from Naval Stores as Required (Female Ranks)

<table>
<thead>
<tr>
<th>Item</th>
<th>Bugler</th>
<th>Musician</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardigan, maternity</td>
<td>1 set</td>
<td>1 set</td>
<td>25</td>
</tr>
<tr>
<td>Dress, maternity</td>
<td>1 set</td>
<td>1 set</td>
<td>25</td>
</tr>
<tr>
<td>Shirt, maternity</td>
<td>1 set</td>
<td>1 set</td>
<td>25</td>
</tr>
<tr>
<td>Trousers, Lovat</td>
<td>1 pr</td>
<td>1 pr</td>
<td>25</td>
</tr>
<tr>
<td>Trousers, blue, No. 1 Dress</td>
<td>1 pr</td>
<td>1 pr</td>
<td>26</td>
</tr>
</tbody>
</table>

Notes:

1. Issued from the Accommodation Office.
2. Only issued to Bugle Majors on appointment.
3. Not Bugle Majors.
4. Buglers issued additional 3 x pairs annually from SO(M) for use in Band Ceremonials.
5. Greatcoat issued during the final year of M3/B3 training.
6. Gratuitous issue to all RMBS personnel.
7. Only issued when M3/B3 qualified.
8. Only issued to RM Band Portsmouth ranks.
10. Females to be issued with either one pair of Gibson Shoes or male equivalent RN style shoes (individual’s preference).
11. Male Buglers requiring No 1 trousers ‘outside stock ranges’ are entitled to trousers provided under contract iaw para 2.a(4) sub para (a) above. Female Buglers are not entitled to No 1 trousers from Naval Stores (Special Measure) if already issued under contract.
12. Issued to New Entries on arrival at CTCRM.
13. Only issued on successful completion of the Drum Major course.
14. Only issued to WO1s.
15. For wear in Red Sea Rig and Full Whites (provided under contract).

(Continued)
<table>
<thead>
<tr>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>16. Only issued to Musicians on joining Portsmouth or CTCRM Band. For wear with appropriate band ‘royal cypher(s)’.</td>
</tr>
<tr>
<td>17. Only issued to WOs, SNCOs or other RMBS ranks iaw BRd 3(1), Part 6, Chap 40, Sect 2, Para 4011.</td>
</tr>
<tr>
<td>18. Trainees to be issued gold plated locket union, helmet plate, ball ornament and chin stay during Term 2.</td>
</tr>
<tr>
<td>19. Only issued to Bandmasters, Drum Majors and Bugle Majors.</td>
</tr>
<tr>
<td>20. Only issued to Buglers and percussionists.</td>
</tr>
<tr>
<td>21. Only issued to Drum Majors on successful completion of the Drum Major course and Bugle Majors on appointment.</td>
</tr>
<tr>
<td>22. Not issued to tuba players.</td>
</tr>
<tr>
<td>23. Only issued to bass drummers.</td>
</tr>
<tr>
<td>24. Only issued to tuba and euphonium players.</td>
</tr>
<tr>
<td>25. Clothing combinations to be issued in accordance with BRd 3(1), Part 6, Chap 38, Sect 1, Para 3814.</td>
</tr>
<tr>
<td>26. Previously issued Lovat and No 1 trousers are to be altered to fit. Replacement trousers to be issued on return to work following pregnancy.</td>
</tr>
<tr>
<td>27. Females to receive 1 pr of ‘male’ lovat barrack dress trousers for use during IMT.</td>
</tr>
<tr>
<td>28. Temporary Loan.</td>
</tr>
<tr>
<td>29. Item provided by Naval Stores and issued to New Entries during Initial Military Training.</td>
</tr>
<tr>
<td>30. Trainees to be issued Personal Protective Equipment (PPE) safety boots during Term 2. Coveralls and gloves to be held in each RMBS Unit as pool items. PPE is for use during band loading/unloading parties.</td>
</tr>
</tbody>
</table>
3. **Scale 3 - Home Retention Scale of Kit for Male RM RFR Personnel**

   The Home Retention Scale of Kit listed below is to be retained on discharge from active service by RM WOs, NCOs with a Reserve liability.

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respirator and haversack</td>
<td>1</td>
</tr>
<tr>
<td>Badges G&amp;L/L&amp;C, bronze (as appropriate)</td>
<td>1 of each</td>
</tr>
<tr>
<td>Badges, rank, slides, on green</td>
<td>2 sets</td>
</tr>
<tr>
<td>Bag travelling</td>
<td>1</td>
</tr>
<tr>
<td>Belt, waist, Corps pattern</td>
<td>1</td>
</tr>
<tr>
<td>Belt, waist, green</td>
<td>1</td>
</tr>
<tr>
<td>Beret, green</td>
<td>1</td>
</tr>
<tr>
<td>Boots, combat, assault</td>
<td>1 pr</td>
</tr>
<tr>
<td>C95 Shirt</td>
<td>2</td>
</tr>
<tr>
<td>C95 Trousers</td>
<td>2</td>
</tr>
<tr>
<td>C95 Field Jacket</td>
<td>1</td>
</tr>
<tr>
<td>C95 Rank Slides</td>
<td>(as appropriate)</td>
</tr>
<tr>
<td>Disc, identity</td>
<td>2</td>
</tr>
<tr>
<td>Jersey, H/W olive</td>
<td>1</td>
</tr>
<tr>
<td>Kit, record, book</td>
<td>1</td>
</tr>
<tr>
<td>Kit bag, universal</td>
<td>1</td>
</tr>
<tr>
<td>Knife, fork and spoon</td>
<td>1 set</td>
</tr>
<tr>
<td>Mug, green</td>
<td>1</td>
</tr>
<tr>
<td>Shoes, fitness training</td>
<td>1 pr</td>
</tr>
<tr>
<td>Towel, hand, green</td>
<td>1</td>
</tr>
</tbody>
</table>
4. **Scale 4 - Home Retention Scale of Kit for Female RM RFR Personnel**

   The Home Retention Scale of Kit listed below is to be retained on discharge from active service by female RM WOs, NCOs Musicians and Buglers with a Reserve liability.

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beret, blue</td>
<td>1</td>
</tr>
<tr>
<td>Badges, G&amp;L/L&amp;C, bronze (as appropriate)</td>
<td>1 of each</td>
</tr>
<tr>
<td>Badges, rank slides, black on green</td>
<td>2 prs</td>
</tr>
<tr>
<td>Belt, waist, Corps, pattern</td>
<td>1</td>
</tr>
<tr>
<td>Belt, waist, green</td>
<td>1</td>
</tr>
<tr>
<td>Boots, combat, assault</td>
<td>1 pr</td>
</tr>
<tr>
<td>Boots, combat, assault, insoles</td>
<td>2</td>
</tr>
<tr>
<td>Defenders, ear</td>
<td>1 pr</td>
</tr>
<tr>
<td>Disc, identity, stainless steel c/w chain and connectors</td>
<td>2</td>
</tr>
<tr>
<td>Jersey, wool, heavy</td>
<td>1</td>
</tr>
<tr>
<td>Kit record book</td>
<td>1</td>
</tr>
<tr>
<td>Kitbag, universal</td>
<td>1</td>
</tr>
<tr>
<td>Knife, fork and spoon</td>
<td>1 set</td>
</tr>
<tr>
<td>Mug, green</td>
<td>1</td>
</tr>
<tr>
<td>Shoes, fitness, training</td>
<td>1 pr</td>
</tr>
<tr>
<td>Skirt, lovat, barrack dress</td>
<td>1</td>
</tr>
<tr>
<td>Socks, GS, olive drab</td>
<td>2 prs</td>
</tr>
<tr>
<td>Towel, hand, green</td>
<td>1</td>
</tr>
</tbody>
</table>
5. Scale 5 - Royal Marines/RM Band - Scale of Uniform to be Taken to Military Corrective Training Centre

a. Items Available from Service Sources

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, beret, anodised</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge, beret, bronze</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge, bronze letter, ‘RM’</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Badge, collar, bronze</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Bag, kit, seaman’s</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Beret green or blue</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Belt, Corps, pattern</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Belt, waist, white and locket union</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Boots, combat, assault</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Boots, ankle, Army pattern</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Cap, plastic, RM</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Combat, 95</td>
<td>1 set</td>
<td>See Note</td>
</tr>
<tr>
<td>Jersey, wool, heavy</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Respirator, complete with haversack and canister</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, short sleeve, stone</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shirt, long sleeve, stone</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shoes, black, leather, DMS</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Shoes, PT</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Socks, GS</td>
<td>4 prs</td>
<td></td>
</tr>
<tr>
<td>Suit, lovat (tunic and trousers)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Tie, worsted, braid, drab</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Towel, hand, green</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Trousers, lovat, barrack dress</td>
<td>1 pr</td>
<td></td>
</tr>
</tbody>
</table>
b. **Items to be Provided by the Individual**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brush, clothes</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Brush, hair</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Brush, shoe, cleaning</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Brush, shoe, polishing</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cloth, face</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Comb</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Dusters</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Razors (disposable) (male personnel)</td>
<td>1 pkt</td>
<td></td>
</tr>
<tr>
<td>Shampoo (unopened)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shoe polish (unopened)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Soap</td>
<td>3 bars</td>
<td></td>
</tr>
<tr>
<td>Toothpaste</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Toothbrush</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Twisters/elastics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Underwear</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Washing powder (unopened)</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

c. **Female Personnel**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bun, nets and grips (long hair)</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Sanitary Towels</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Tights</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>
Note.

CS95 – comprising of:

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS95 jacket</td>
<td>2</td>
</tr>
<tr>
<td>CS95 shirt</td>
<td>3</td>
</tr>
<tr>
<td>CS95 trousers</td>
<td>3</td>
</tr>
<tr>
<td>Shirt, field, CW (Norwegian)</td>
<td>2</td>
</tr>
<tr>
<td>Shirt, ‘T’ olive</td>
<td>2</td>
</tr>
<tr>
<td>Glove, contact</td>
<td>1 pr</td>
</tr>
<tr>
<td>Glove, CS95</td>
<td>1 pr</td>
</tr>
<tr>
<td>CS95 gaiters</td>
<td>1 pr</td>
</tr>
<tr>
<td>Gortex outer jacket</td>
<td>1</td>
</tr>
<tr>
<td>Gortex outer trousers</td>
<td>1</td>
</tr>
<tr>
<td>Fleece</td>
<td>1</td>
</tr>
</tbody>
</table>

6. Scale 6 - Naval Careers Service Male RM/RM Band Service RFR Careers Adviser (CA)

a. Items Provided by Contract

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Replacement Rates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, breast, Naval Careers Service</td>
<td>2</td>
<td>As required</td>
<td>1</td>
</tr>
<tr>
<td>Trousers, blue, No 1 Dress RM (including Buglers)</td>
<td>1</td>
<td>Nil</td>
<td>4</td>
</tr>
<tr>
<td>Trousers, blue, No 1 Dress RM Band (Band Ranks)</td>
<td>1</td>
<td>Nil</td>
<td>4</td>
</tr>
<tr>
<td>Tunic, blue, No 1 Dress RM</td>
<td>1</td>
<td>Nil</td>
<td>4</td>
</tr>
</tbody>
</table>
b. **Items Issued from Service Sources**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Replacement Rates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, Anodised (for cap and beret)</td>
<td>2</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Badge, Anodised, collar (for blue tunic)</td>
<td>2</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Anodised, letters ‘RM’</td>
<td>2</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Bronze, letters ‘RM’, collar (for lovat tunic)</td>
<td>2</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Bronze, letters ‘RM’</td>
<td>4</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Belt, waist, Corps pattern</td>
<td>1</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Beret, green (except RM Band Service)</td>
<td>1</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Cap, plastic, officers</td>
<td>1</td>
<td>As required</td>
<td>6</td>
</tr>
<tr>
<td>Cap, plastic, RM</td>
<td>1</td>
<td>As required</td>
<td>7</td>
</tr>
<tr>
<td>Flashes, shoulder (for jersey, wool, heavy, olive)</td>
<td>2</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Gloves, brown, cape</td>
<td>1 pr</td>
<td>As required</td>
<td>8</td>
</tr>
<tr>
<td>Gloves, cotton, white</td>
<td>1 pr</td>
<td>As required</td>
<td>9</td>
</tr>
<tr>
<td>Jacket, Wet Weather, RM, Olive Green</td>
<td>1</td>
<td>As required</td>
<td>10</td>
</tr>
<tr>
<td>Jersey, wool, heavy, olive</td>
<td>1</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Lanyard, blue, officers’ pattern</td>
<td>1</td>
<td>As required</td>
<td>6</td>
</tr>
<tr>
<td>Shirt, mans, stone, long sleeve</td>
<td>4</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Shirt, mans, stone, short sleeve</td>
<td>4</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Shoes, black leather, DMS</td>
<td>1 pr</td>
<td>As required</td>
<td>7</td>
</tr>
<tr>
<td>Shoes, black leather, with toe caps, officers’ pattern</td>
<td>1 pr</td>
<td>As required</td>
<td>6</td>
</tr>
<tr>
<td>Socks, combat GS, olive drab</td>
<td>2 prs</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Socks, black, officers</td>
<td>2 prs</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Suit, lovat (tunic, trousers and belt with bronze buckle) inc ex RM Band</td>
<td>1</td>
<td>Every 5 years</td>
<td>4</td>
</tr>
<tr>
<td>Tie, worsted, braid, drab</td>
<td>2</td>
<td>As required</td>
<td>7</td>
</tr>
<tr>
<td>Tie, khaki, light braided</td>
<td>2</td>
<td>As required</td>
<td>6</td>
</tr>
<tr>
<td>Trousers, lovat (barrack dress)</td>
<td>2</td>
<td>1 every year</td>
<td>4</td>
</tr>
</tbody>
</table>
Notes:

1. These items are to be issued on initial entry into the Naval Careers Service in addition to the Home Retention Scale of kit retained on discharge from active service in accordance with Scale 4.

2. Consistent with Para 4009, a CA2 is entitled on advancement to CA1 to a gratuitous initial issue, if not previously received, of 2 ties, khaki, light braided together with the additional W01 items laid down in Para 1 d sub para (2) of Scale 1 in Annex 40C, and W01 badges in accordance with the scales laid down in Section 1 of Annex 40D.

3. The Naval Careers Service breast badges, (one with pin fastener and one with magnetic fastener), to be provided by Captain Naval Recruiting contract.

4. These items may be exchanged for new items, if necessary, at the intervals specified or earlier if there is sufficient evidence that respectable wear or damage is due to Service reasons beyond the owner’s control.

5. A CA3 is entitled on advancement to CA2 to a gratuitous initial issue, if not previously received, of Colour Sergeant badges in accordance with the scales laid down in Section 1 of Annex 40D.

6. Issued only to CA1s and those CA2s and CA3s wearing the rank of W01.

7. Not issued to CA1s and those CA2s and CA3s wearing the rank of W01.

8. Issued only to CA1s and those CA2s and CA3s wearing the rank of W01 or W02.

9. Issued only to CA2s and CA3s wearing the rank of Colour Sergeant or Sergeant.

10. Issued as a gratuitous issue to all RMs and RM Band members, personnel serving within NCHQ, Staff College (Course Instructors and Students), HQ Staff as directed by Unit Commanding Officers, RM Careers Service personnel and Drill Instructors who wear Lovats within the working environment.
7. Scale 7 - Naval Careers Service Female RM Band Service RFR Careers Adviser (CA)

a. **Items Provided by Contract**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Replacement Rates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, breast, Naval Careers Service</td>
<td>2</td>
<td>As required</td>
<td>3</td>
</tr>
<tr>
<td>Cap, plastic, female musicians</td>
<td>2</td>
<td>As required</td>
<td>3</td>
</tr>
<tr>
<td>Shirt, stone, long sleeve</td>
<td>4</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Skirt, lovat (barrack dress)</td>
<td>1</td>
<td>Every 2 years</td>
<td>4</td>
</tr>
<tr>
<td>Trousers, lovat (barrack dress)</td>
<td>1</td>
<td>Every 2 years</td>
<td>4</td>
</tr>
<tr>
<td>Trousers, blue, No 1 Dress RM (Buglers)</td>
<td>1</td>
<td>Nil</td>
<td>4</td>
</tr>
<tr>
<td>Trousers, blue, No 1 Dress RM Band (Musicians)</td>
<td>1</td>
<td>Nil</td>
<td>4</td>
</tr>
<tr>
<td>Tunic, blue, No 1 Dress RM</td>
<td>1</td>
<td>Nil</td>
<td>4</td>
</tr>
</tbody>
</table>

b. **Items Issued from Service Sources**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Replacement Rates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge, Anodised (for cap)</td>
<td>2</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Badge, Anodised, collar (for blue tunic)</td>
<td>2</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Anodised, letters ‘RM’</td>
<td>2</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Bronze, letters ‘RM’ collar (for lovat tunic)</td>
<td>2</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Bronze, letters ‘RM’</td>
<td>4</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Belt, waist, Corps pattern</td>
<td>1</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Flashes, shoulder (for jersey, wool, heavy, olive)</td>
<td>2</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Jacket, Lovat, foul weather</td>
<td>1</td>
<td>As required</td>
<td>9</td>
</tr>
<tr>
<td>Jersey, wool, heavy, olive</td>
<td>1</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Lanyard, blue, officers’ pattern</td>
<td>1</td>
<td>As required</td>
<td>6</td>
</tr>
<tr>
<td>Shirt, stone, short sleeve</td>
<td>4</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Shoes, black leather, DMS</td>
<td>1 pr</td>
<td>As required</td>
<td>7</td>
</tr>
<tr>
<td>Shoes, black leather, non-slip soles, officers’ pattern</td>
<td>1 pr</td>
<td>As required</td>
<td>6 and 8</td>
</tr>
<tr>
<td>Slides, shoulder, white on lovat rank badge</td>
<td>1 pr</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Socks, combat GS, olive drab</td>
<td>2 prs</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Socks, thin, black</td>
<td>2 prs</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Tie, khaki, light braided</td>
<td>2</td>
<td>As required</td>
<td>7</td>
</tr>
<tr>
<td>Tie, worsted, braid, drab</td>
<td>2</td>
<td>As required</td>
<td>8</td>
</tr>
</tbody>
</table>
Notes:

1. These items are to be issued on initial entry into the Naval Careers Service in addition to the Home Retention Scale of kit retained on discharge from active service in accordance with Para 5 Scale 5.

2. Consistent with Para 4009, a CA2 is entitled on advancement to CA1 to a gratuitous initial issue, if not previously received, of 2 ties, khaki, light braided together with the additional W01 items laid down in Para 1 d sub para (2) of Scale 1 in Annex 40C, and W01 badges in accordance with the scales laid down in Section 1 of Annex 40D.

3. The Naval Careers Service breast badges, (one with pin fastener and one with magnetic fastener), to be provided by Captain Naval Recruiting contract.

4. These items may be exchanged for new items, if necessary, at the intervals specified or earlier if there is sufficient evidence that respectable wear or damage is due to Service reasons beyond the owner’s control.

5. A CA3 is entitled on advancement to CA2 to a gratuitous initial issue, if not previously received, of Colour Sergeant badges in accordance with the scales laid down in Section 1 of Annex 40D.

6. Issued only to CA1s and those CA2s and CA3s wearing the rank of W01.

7. Not issued to CA1s and those CA2s and CA3s wearing the rank of W01.

8. As issued to females in the Royal Navy.

9. Issued as a gratuitous issue to all RM Band members, personnel serving within NCHQ, Staff College (Course Instructors and Students), HQ Staff as directed by Unit Commanding Officers, RM Careers Service personnel and Drill Instructors who wear Lovats within the working environment.
8. Scale 8 - RM Ranks Uniform to be Returned on Early Discharge

a. Ranks discharged within the first six months of service are to return all clothing issued in accordance with Chapter 40 Annex 40C Scales 1, 2 and 3.

b. Ranks discharged after six months but with less than four years’ service are to return all items in sub para d.

c. Ranks discharged with more than 4 years’ service are to return all items on personal Loan and their Respirator.

d. Items

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Respirator and haversack</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Bag, travelling</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Beret, green/blue</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Cap, plastic, RM</td>
</tr>
<tr>
<td>2</td>
<td>See Note</td>
<td>Tunic, white</td>
</tr>
<tr>
<td>2</td>
<td>See Note</td>
<td>Trousers, white, PV</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Jersey H/W, olive</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Lovat Uniform</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Trousers, blue, No 1 Dress</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Tunic, blue, No 1 Dress</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Trousers, lovat</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Pillow slip</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Sheets ratings</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Shoes, black leather, DMS</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Boots Army Pattern</td>
</tr>
</tbody>
</table>

All items held on Personal Loan as detailed in Kit Record Book.

Note. Band Ranks only.
## SECTION 1 – GRATUITOUS ISSUE OF BADGES AND INSIGNIA

### 1. On Entry (All Ranks)

<table>
<thead>
<tr>
<th>Item</th>
<th>NSN</th>
<th>General Service</th>
<th>Band Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap/beret badge</td>
<td>8455-99-416-5493</td>
<td>2 anodised (for cap and beret)</td>
<td>4 anodised (for caps and beret)</td>
</tr>
<tr>
<td></td>
<td>8455-99-416-5492</td>
<td>2 bronze (for beret with combat dress)</td>
<td>2 bronze (for beret with combat dress)</td>
</tr>
<tr>
<td>Collar badge (globe &amp; laurel wreath)</td>
<td>8455-99-416-5503</td>
<td>2 anodised (for blue tunic)</td>
<td>6 anodised (for blue and white tunics and greatcoat)</td>
</tr>
<tr>
<td></td>
<td>8455-99-416-5499</td>
<td>2 bronze (for lovat tunic)</td>
<td>2 bronze (for lovat tunic). See Para 4011. sub para i</td>
</tr>
<tr>
<td>Letters RM</td>
<td>8455-99-416-5508</td>
<td>2 anodised (for blue, white and stone tunics, stone shirts and greatcoat)</td>
<td>6 anodised (for blue and white tunics and greatcoat)</td>
</tr>
<tr>
<td></td>
<td>8455-99-416-5506</td>
<td>4 bronze (for lovat tunic and stone shirts)</td>
<td>4 bronze (for lovat tunic and stone shirts). See Para 4011. sub para i</td>
</tr>
<tr>
<td>Buttons (issued with uniforms/headdress)</td>
<td>8455-99-137-4687</td>
<td>Large (23mm) anodized</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8455-99-137-4688</td>
<td>Small (17mm) anodized (for pocket/cuff)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8455-99-977-2540</td>
<td>Large (23mm) bronze</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8455-99-977-2541</td>
<td>Small (17mm) bronze (for pocket/cuff)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8455-99-869-1192</td>
<td>Gilding metal with silver plated crown &amp; lion (for officer/WO1 cap)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8455-99-869-2206</td>
<td>Small anodized (for other ranks cap)</td>
<td></td>
</tr>
</tbody>
</table>
2. On Promotion

a. Lance Corporal, Corporal, Sergeant

<table>
<thead>
<tr>
<th>Item</th>
<th>NSN</th>
<th>General Service</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank badge</td>
<td>8455-99-78-6085</td>
<td>1 set gold on red (for blue tunic)</td>
<td>4 sets gold on red (for ceremonial and blue tunics, greatcoat and Red Sea Rig)</td>
</tr>
<tr>
<td></td>
<td>8455-99-416-5564</td>
<td>1 set gold on green (for lovat tunic)</td>
<td>1 set gold on green (for lovat tunic). See Para 4011. sub para i</td>
</tr>
<tr>
<td></td>
<td>8455-99-974-0092</td>
<td>N/A</td>
<td>1 set gold on blue (for white tunic)</td>
</tr>
<tr>
<td></td>
<td>8455-99-416-5566</td>
<td>3 sets white on khaki drill (for stone shirts)</td>
<td>5 sets white on khaki drill (for stone shirts)</td>
</tr>
<tr>
<td></td>
<td>8455-99-135-9864</td>
<td>2 sets black on olive (for JWH)</td>
<td>2 sets black on olive (for JWH)</td>
</tr>
<tr>
<td></td>
<td>8455-99-132-9927</td>
<td>2 black on olive rank slides (for combat dress)</td>
<td>2 black on olive rank slides (for combat dress and raincoat)</td>
</tr>
<tr>
<td>Collar badge</td>
<td>8455-99-416-5501</td>
<td>N/A</td>
<td>2 sets gold on red embroidered (for ceremonial tunic - SNCOs and WO2s only)</td>
</tr>
</tbody>
</table>

b. Colour Sergeant

<table>
<thead>
<tr>
<th>Item</th>
<th>NSN</th>
<th>General Service</th>
<th>Band Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Globe, crossed flags, anchor and laurel wreath arm badge</td>
<td>8455-99-416-5545</td>
<td>1 set gold on blue (for blue tunic)</td>
<td>5 sets gold on red (for ceremonial, blue and white tunics, greatcoat and Red Sea Rig)</td>
</tr>
<tr>
<td>Crown for addition to chevrons</td>
<td>8455-99-416-5526</td>
<td>1 set gold on green (for lovat tunic)</td>
<td>1 set gold on green (for lovat tunic). See Para 4011. sub para i</td>
</tr>
<tr>
<td></td>
<td>8455-99-136-6108</td>
<td>3 sets white on khaki drill (for stone shirts)</td>
<td>5 sets white on khaki drill (for stone shirts)</td>
</tr>
<tr>
<td></td>
<td>8455-99-135-9862</td>
<td>2 sets black on olive (for JWH)</td>
<td>2 sets black on olive (for JWH)</td>
</tr>
<tr>
<td>CSgt rank slides</td>
<td>8455-99-132-9927</td>
<td>2 black on olive rank slides (for combat dress)</td>
<td>2 black on olive rank slides (for combat dress and raincoat)</td>
</tr>
</tbody>
</table>
c. Additional Issues to Cook Ranks (Colour Sergeant and below)

<table>
<thead>
<tr>
<th>Item</th>
<th>NSN</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank badge</td>
<td>8455-99-974-0411</td>
<td>6 sets chrome – issued to ranks for wear on jackets food handlers</td>
</tr>
</tbody>
</table>

d. Warrant Officer Class 2

<table>
<thead>
<tr>
<th>Item</th>
<th>NSN</th>
<th>General Service</th>
<th>Band Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank badge</td>
<td>8455-99-416-5520</td>
<td>1 gold on blue (for blue tunic)</td>
<td>1 gold on blue (for blue tunic) - non appointed RMBS WO2s</td>
</tr>
<tr>
<td></td>
<td>8455-99-416-5521</td>
<td>1 gold on green (for lovat tunic)</td>
<td>1 gold on green (for lovat tunic) - non-appointed RMBS WO2s. See Para 4011.i</td>
</tr>
<tr>
<td></td>
<td>8455-99-132-3364</td>
<td>2 black on olive (for JWH)</td>
<td>2 black on olive (for JWH) - non-appointed RMBS WO2s</td>
</tr>
<tr>
<td></td>
<td>8455-99-416-5522</td>
<td>1 anodised (for shirt-sleeve order)</td>
<td>1 anodised (for shirt-sleeve order)</td>
</tr>
<tr>
<td></td>
<td>8455-99-973-8940</td>
<td>1 black - japanned finish (for combat dress)</td>
<td>1 black - japanned finish (for combat dress)</td>
</tr>
<tr>
<td></td>
<td>8455-99-132-9927</td>
<td>2 black on olive rank slides (for combat dress)</td>
<td>2 black on olive rank slides (for combat dress and raincoat)</td>
</tr>
<tr>
<td>Rank badge - WO2 Bdmr</td>
<td>8455-99-416-5547</td>
<td>N/A</td>
<td>4 gold on blue (for ceremonial, blue and white tunics and greatcoat)</td>
</tr>
<tr>
<td>(crown &amp; laurel wreath)</td>
<td>Local purchase</td>
<td>N/A</td>
<td>1 gold on green (for lovat tunic). See Para 4011.i</td>
</tr>
<tr>
<td></td>
<td>Local purchase</td>
<td>N/A</td>
<td>2 black on olive (for JWH)</td>
</tr>
<tr>
<td></td>
<td>Local purchase</td>
<td>N/A</td>
<td>2 black on olive rank slides (for combat dress and raincoat)</td>
</tr>
<tr>
<td>Wrist strap</td>
<td>8455-99-974-0617</td>
<td>1 wrist strap, leather, brown</td>
<td>1 wrist strap, leather, brown</td>
</tr>
<tr>
<td></td>
<td>8455-99-139-0960</td>
<td>1 wrist strap, leather, white</td>
<td>1 wrist strap, leather, white</td>
</tr>
<tr>
<td>Cap badge - split (crown)</td>
<td>8455-99-416-4223</td>
<td>2 anodised (for cap and beret)</td>
<td>2 anodised (for cap and beret)</td>
</tr>
<tr>
<td>Cap badge - split (globe</td>
<td>8455-99-416-5503</td>
<td>2 anodised (for cap and beret)</td>
<td>2 anodised (for cap and beret)</td>
</tr>
<tr>
<td>&amp; laurel wreath)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>NSN</td>
<td>General Service</td>
<td>Band Service</td>
</tr>
<tr>
<td>------</td>
<td>-----</td>
<td>----------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Cap badge - split (crown)</td>
<td>8455-99-416-5490</td>
<td>1 bronze (for beret with combat dress)</td>
<td>1 bronze (for beret with combat dress)</td>
</tr>
<tr>
<td>Cap badge - split (globe &amp; laurel wreath)</td>
<td>8455-99-416-5500</td>
<td>1 bronze (for beret with combat dress)</td>
<td>1 bronze (for beret with combat dress)</td>
</tr>
<tr>
<td><strong>Warrant Officer Class 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rank badge (Royal Arms)</td>
<td>8455-99-977-9918</td>
<td>1 gold on blue (for blue tunic)</td>
<td>5 gold on blue (for ceremonial, blue and white tunics, frockcoat and greatcoat)</td>
</tr>
<tr>
<td></td>
<td>8455-99-138-2361</td>
<td>1 gold on green (for lovat tunic)</td>
<td>1 gold on green (for lovat tunic). See Para 4011. sub para i</td>
</tr>
<tr>
<td></td>
<td>8455-99-496-1903</td>
<td>2 scarlet boarder on khaki (for JWH)</td>
<td>2 scarlet boarder on khaki (for JWH)</td>
</tr>
<tr>
<td></td>
<td>8455-99-416-5518</td>
<td>1 anodised (for shirt-sleeve order)</td>
<td>1 anodised (for shirt-sleeve order)</td>
</tr>
<tr>
<td></td>
<td>8455-99-973-9220</td>
<td>1 black - japanned finish (for combat dress)</td>
<td>1 black - japanned finish (for combat dress)</td>
</tr>
<tr>
<td></td>
<td>8455-99-132-9927</td>
<td>2 black on olive rank slides (for combat dress)</td>
<td>2 black on olive rank slides (for combat dress and raincoat)</td>
</tr>
<tr>
<td>Wrist strap</td>
<td>8455-99-974-0618</td>
<td>1 wrist strap, leather, brown</td>
<td>1 wrist strap, leather, brown</td>
</tr>
<tr>
<td></td>
<td>8455-99-139-0960</td>
<td>1 wrist strap, leather, white</td>
<td>1 wrist strap, leather, white</td>
</tr>
<tr>
<td>Collar badges (globe &amp; laurel wreath - officer pattern)</td>
<td>8455-99-869-1569</td>
<td>2 anodised and silver (for blue tunic)</td>
<td>6 anodised and silver (for blue and white tunics and greatcoat)</td>
</tr>
<tr>
<td></td>
<td>Local purchase</td>
<td>N/A</td>
<td>4 silver and gold embroidered (for ceremonial tunic and frockcoat)</td>
</tr>
<tr>
<td>Cap badge - split (crown)</td>
<td>8455-99-416-4223</td>
<td>2 anodised (for cap and beret)</td>
<td>2 anodised (for cap and beret)</td>
</tr>
<tr>
<td>Cap badge - split (globe &amp; laurel wreath - officer pattern)</td>
<td>8455-99-416-4222</td>
<td>2 anodised and silver (for cap and beret)</td>
<td>2 anodised and silver (for cap and beret)</td>
</tr>
</tbody>
</table>
3. **On Award of Good Conduct Badge - Marines, Musicians and Buglers**

<table>
<thead>
<tr>
<th>Item</th>
<th>NSN</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Conduct Badges (sets of 1, 2 or 3 inverted chevrons as appropriate)</td>
<td>8455-99-978-6085</td>
<td>1 set gold on red (for blue tunic)</td>
</tr>
</tbody>
</table>

4. **On Appointment - Drum Majors, Bugle Majors and Provost Sergeants**

<table>
<thead>
<tr>
<th>Item</th>
<th>NSN</th>
<th>Scale</th>
<th>Band Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drum Major (set of 4 inverted chevrons surmounted by a drum)</td>
<td></td>
<td></td>
<td>3 sets inverted chevrons gold on red (for ceremonial and blue tunics and greatcoat)</td>
</tr>
<tr>
<td></td>
<td>8455-99-978-6088</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8455-99-416-5619</td>
<td>N/A</td>
<td>4 drums gold on blue (for ceremonial, blue and white tunics and greatcoat)</td>
</tr>
<tr>
<td>Local purchase</td>
<td>N/A</td>
<td>1 sets inverted chevrons gold on green (for lovat tunic). See Para 4011. sub para i</td>
<td></td>
</tr>
<tr>
<td>Bugle Major (set of 4 inverted chevrons surmounted by a bugle)</td>
<td></td>
<td></td>
<td>3 sets chevrons gold on red (for ceremonial and blue tunics and greatcoat)</td>
</tr>
<tr>
<td></td>
<td>8455-99-978-6088</td>
<td>N/A</td>
<td>4 bugles gold on blue (for ceremonial, blue and white tunics and greatcoat)</td>
</tr>
<tr>
<td></td>
<td>8455-99-416-5539</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Local purchase</td>
<td>N/A</td>
<td>1 chrome (for shirt-sleeve order)</td>
<td>1 set chevrons gold on green</td>
</tr>
</tbody>
</table>
### Item | NSN | Scale | Band Service
--- | --- | --- | ---
|  |  | General Service |  
| General Service |  | (for lovat tunic). See Para 4011. sub para i |  
| Local purchase | N/A | 1 bugle gold on green (for lovat tunic). See Para 4011. sub para i |  
| 8455-99-974-0092 | N/A | 1 set chevrons gold on blue (for white tunic) |  
| Local purchase | N/A | 2 black on olive (for JWH) |  
| Local purchase | N/A | 1 chrome (for shirt-sleeve order) |  
| Local purchase | N/A | 2 black on olive appointment slides (for raincoat) |  
| Provost Sergeant (3 x inverted chevrons) | 8455-99-978-6085 | 1 set chevrons gold on red (for blue tunic) | N/A  
| 8455-99-974-0411 | 1 chrome (for shirt-sleeve order) | N/A |  
| Cap badge (divided pattern) | 8455-99-416-4223 | 2 anodised (crown) | 2 anodised (crown)  
| 8455-99-416-5503 | 2 anodised (globe & laurel) | 2 anodised (globe & laurel) |  
| 8455-99-416-5490 | 1 bronze (crown) | 1 bronze (crown) |  
| 8455-99-416-5500 | 1 bronze (globe & laurel) | 1 bronze (globe & laurel) |  
| Wrist strap | 8455-99-974-0617 | 1 wrist strap, leather, brown | 1 wrist strap, leather, brown  
| 8455-99-139-0960 | 1 wrist strap, leather, white | 1 wrist strap, leather, white |  

5. On Qualifying for Branch, Specialist Qualification, Skill or Special Badges

| Item | NSN | Scale | Band Service
--- | --- | --- | ---
|  |  | General Service |  
| General Service |  | 4 red on blue (for JWH) | N/A  
|  |  | 8 black on olive (for combat dress) | N/A  
| 3 Commando Brigade Dagger | 8455-99-498-8640 | 4 black on olive (for combat dress) | N/A  
| Amphibious Assault | 8455-99-000-5209 | 4 black on olive (for combat dress) | N/A  
| Special Boat Service | 8455-99-732-2583 | 1 gold on green (for lovat tunic) | N/A  

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<table>
<thead>
<tr>
<th>Item</th>
<th>NSN</th>
<th>General Service</th>
<th>Band Service</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>ROYAL MARINES BAND SERVICE’ shoulder flash</strong></td>
</tr>
<tr>
<td></td>
<td>8455-99-132-6493</td>
<td>N/A</td>
<td>4 red on blue (for JWH)</td>
</tr>
<tr>
<td></td>
<td>8455-99-462-0892</td>
<td>N/A</td>
<td>5 black on olive (for combat dress)</td>
</tr>
<tr>
<td>King’s Badge</td>
<td>8455-99-416-5623</td>
<td>1 gold on blue (for blue tunic)</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>8455-99-416-5624</td>
<td>1 gold on green (for lovat tunic)</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>8455-99-869-5643</td>
<td>5 black on green (for JWH and combat dress)</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>8455-99-869-5645</td>
<td>3 khaki drill (for stone shirts)</td>
<td>N/A</td>
</tr>
<tr>
<td>Prince’s Badge</td>
<td>8455-99-139-9486</td>
<td>N/A</td>
<td>4 silver on blue (for ceremonial, blue and white tunics and Red Sea Rig)</td>
</tr>
<tr>
<td></td>
<td>Local purchase</td>
<td>N/A</td>
<td>1 silver on green (for lovat tunic). See Para 4011. sub para i</td>
</tr>
<tr>
<td></td>
<td>8455-99-869-5642</td>
<td>N/A</td>
<td>7 black on olive (for JWH and combat dress)</td>
</tr>
<tr>
<td></td>
<td>8455-99-869-5644</td>
<td>N/A</td>
<td>5 khaki drill (for stone shirts)</td>
</tr>
<tr>
<td>Musician badge (lyre)</td>
<td>8455-99-135-4245</td>
<td>N/A</td>
<td>1 gold on blue (for blue tunic)</td>
</tr>
<tr>
<td>Bugler badge (drum)</td>
<td>8455-99-416-5619</td>
<td>N/A</td>
<td>4 gold on blue (for ceremonial, blue and white tunics and greatcoat)</td>
</tr>
<tr>
<td>Assault Engineer</td>
<td>8455-99-236-5807</td>
<td>1 gold on blue (for blue tunic)</td>
<td>N/A</td>
</tr>
<tr>
<td>Clerk</td>
<td>8455-99-236-5816</td>
<td>1 gold on blue (for blue tunic)</td>
<td>N/A</td>
</tr>
<tr>
<td>Combat Intelligence</td>
<td>8455-99-968-4742</td>
<td>1 gold on blue (for blue tunic)</td>
<td>N/A</td>
</tr>
<tr>
<td>Communications Technician</td>
<td>8455-99-732-6770</td>
<td>1 gold on blue (for blue tunic)</td>
<td>N/A</td>
</tr>
<tr>
<td>Drill Leader</td>
<td>8455-99-236-5811</td>
<td>1 gold on blue (for blue tunic)</td>
<td>N/A</td>
</tr>
<tr>
<td>Driver</td>
<td>8455-99-236-5809</td>
<td>1 gold on blue (for blue tunic)</td>
<td>N/A</td>
</tr>
<tr>
<td>Item</td>
<td>NSN</td>
<td>General Service</td>
<td>Band Service</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------------------</td>
<td>----------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Heavy Weapons</td>
<td>8455-99-236-5814</td>
<td>1 gold on blue (for blue tunic)</td>
<td>N/A</td>
</tr>
<tr>
<td>Landing Craft</td>
<td>8455-99-236-5818</td>
<td>1 gold on blue (for blue tunic)</td>
<td>N/A</td>
</tr>
<tr>
<td>Royal Marine Police</td>
<td>8455-99-236-5820</td>
<td>1 gold on blue (for blue tunic)</td>
<td>N/A</td>
</tr>
<tr>
<td>Mountain Leader</td>
<td>8455-99-236-5817</td>
<td>1 gold on blue (for blue tunic)</td>
<td>N/A</td>
</tr>
<tr>
<td>Physical Training Instructor</td>
<td>8455-99-236-5808</td>
<td>1 gold on blue (for blue tunic)</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>8455-99-416-5587</td>
<td>2 scarlet on white (for PT2 vest, sweater)</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>8455-99-416-5585</td>
<td>2 scarlet on white (for PT1 vest, sweater)</td>
<td>N/A</td>
</tr>
<tr>
<td>Commandant General's Shooting Badge</td>
<td>Local purchase</td>
<td>1 gold on blue (for blue tunic)</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Local purchase</td>
<td>1 yellow thread on green (for lovat tunic)</td>
<td>N/A</td>
</tr>
<tr>
<td>Parachutist badge</td>
<td>8455-99-416-5486</td>
<td>1 gold on blue (for blue tunic)</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>8455-99-416-5629</td>
<td>1 gold on green (for lovat tunic)</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>8455-99-416-5632</td>
<td>3 light blue on khaki drill (for stone shirts)</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>8455-99-486-6189</td>
<td>2 light blue on olive (for JWH)</td>
<td>N/A</td>
</tr>
<tr>
<td>Pilot and Observer badges</td>
<td>8455-99-135-5781</td>
<td>2 gold/silver on blue (for blue and lovat tunics)</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>8455-99-135-5780</td>
<td>3 light blue/gold on blue (for stone shirts)</td>
<td>N/A</td>
</tr>
<tr>
<td>Army Parachute Jump Instructor (APJI) badge</td>
<td>8455-99-973-9148</td>
<td>2 gold on blue (for blue and lovat tunics)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

6. Additional Issues to Ranks Provided with Tropical Clothing

<table>
<thead>
<tr>
<th>Item</th>
<th>NSN</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank badges (Lance Corporal, Corporal, Sergeant and Colour)</td>
<td>8455-99-416-5569</td>
<td>2 sets khaki on khaki drill (for stone jackets)</td>
</tr>
</tbody>
</table>
### 7. Ceremonial Items

<table>
<thead>
<tr>
<th>Item</th>
<th>NSN</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locket union (General Service)</td>
<td>8315-99-812-6427</td>
<td>Buckle (90mm x 64mm) crown surmounted by lion in centre and ‘GIBRALTAR PER MARE PER TERRAM’ lettering around outer edge (used by General Service Royal Marines)</td>
</tr>
<tr>
<td>Locket union (RMBS)</td>
<td>8315-99-741-0711</td>
<td>Buckle (90mm x 57mm) crown surmounted by lion in centre and ‘GIBRALTAR PER MARE PER TERRAM’ lettering around outer. 18ct hard gold plate (used by Royal Marines Band Service)</td>
</tr>
<tr>
<td>Helmet Plate (other ranks)</td>
<td>8455-99-741-0710</td>
<td>Gold plated metal eight-pointed star with dead and bright rays, and crown above. On the star a laurel wreath and saw-pierced garter with regimental motto ‘PER MARE PER TERRAM’; above the garter a scroll Gibraltar and below it an anchor, in the centre a globe. Worn on front of the helmet (used by WO2s and below)</td>
</tr>
<tr>
<td>Helmet Plate (officers pattern)</td>
<td>8455-99-758-5327</td>
<td>Gilded metal eight-pointed star with dead and bright rays, and crown above. On the star a gilded metal laurel wreath and saw-pierced garter with regimental motto ‘PER MARE PER TERRAM’; above the garter a scroll Gibraltar and below it an anchor, in the centre a silver globe. Under the saw-pierced garter, blue enamel. Worn on front of the helmet (used by officers and WO1s)</td>
</tr>
<tr>
<td>Ball Ornament (other ranks)</td>
<td>8465-99-741-0709</td>
<td>Threaded gold plated metal ball in a leaf cup on a dome base with closed vents worn on top of the helmet (60mm x 48mm)</td>
</tr>
</tbody>
</table>
Ball Ornament
(officers pattern)
Local Purchase
Threaded gilded metal ball in a gilt leaf cup on a dome base with open vents worn on top of the helmet (60mm x 50mm)

Pouch device
8455-99-741-0713
Crown surmounted by a lion with “PER MARE PER TERRAM” below on scroll (80mm x 85mm). Gilding metal with 18ct hard gold plate (used by Royal Marines Band Service - Bd Cpls and below)

8. Additional Issues to Ranks Joining Portsmouth and CTCRM Bands

<table>
<thead>
<tr>
<th>Item</th>
<th>NSN</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portsmouth Band only</td>
<td>8455-99-498-8509</td>
<td>4 gold on blue (for ceremonial, blue and white tunics and Red Sea Rig)</td>
</tr>
<tr>
<td>Local purchase</td>
<td>1 gold on green (for lovat tunic). See Para 4011.i</td>
<td></td>
</tr>
<tr>
<td>8455-99-498-8506</td>
<td>2 red on blue (for JWH)</td>
<td></td>
</tr>
<tr>
<td>8455-99-498-8510</td>
<td>5 light blue on white (for stone shirts)</td>
<td></td>
</tr>
<tr>
<td>‘Bursting Grenade’ and (cap badge)</td>
<td>8455-99-416-5494</td>
<td>1 gilt and silver (for cap)</td>
</tr>
<tr>
<td>Royal cypher EIIR and crown (pin)</td>
<td>8455-99-416-5497</td>
<td>1 silver (for cap)</td>
</tr>
<tr>
<td>Royal cypher EIIR and crown (screw thread)</td>
<td>8455-99-416-5498</td>
<td>1 silver (for helmet plate)</td>
</tr>
<tr>
<td>Royal cypher GVR and crown (screw thread)</td>
<td>8455-99-416-5495</td>
<td>1 silver (for helmet plate)</td>
</tr>
<tr>
<td>CTCRM Band only</td>
<td>8455-99-416-4223</td>
<td>1 anodized (for cap)</td>
</tr>
<tr>
<td>Royal cypher Prince of Wales plume (pin)</td>
<td>8455-99-416-5496</td>
<td>1 burnished silver (for cap)</td>
</tr>
<tr>
<td>Globe &amp; laurel (cap badge)</td>
<td>8455-99-416-5503</td>
<td>1 anodized (for cap)</td>
</tr>
<tr>
<td>Royal cypher Prince of Wales plume (screw thread)</td>
<td>8455-99-925-0450</td>
<td>1 silver (for helmet plate)</td>
</tr>
</tbody>
</table>
SECTION 2 – GENERAL SERVICE – LOCATION AND MEASUREMENTS

9. Rank Badges

<table>
<thead>
<tr>
<th>Badge</th>
<th>Description</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>WO1</td>
<td>Royal Arms</td>
<td>Lower right arm - centrally, bottom point of badge 10mm above point of slash on blue tunic and 140mm above cuff on greatcoat. Bottom point of badge 100mm above turned up edge of cuff on JWH</td>
</tr>
<tr>
<td>WO2</td>
<td>Crown in laurel wreath</td>
<td></td>
</tr>
<tr>
<td>Provost Sergeant</td>
<td>Three chevrons, point upwards</td>
<td></td>
</tr>
</tbody>
</table>

In all shirt sleeve dresses the badges listed above are worn on a leather wrist strap (when in camp)

| Colour Sergeant | Three chevrons, point downwards, immediately surmounted by a crown (on blue uniform – surmounted by a globe, crossed flags, fouled anchor and laurel wreath) | Upper right arm - centrally, bottom point of lowest chevron 140mm above cuff on greatcoat. 170mm below shoulder seams on JWH, stone shirts (short sleeves) and Mess Dress. 270mm below shoulder seam on all other garments |
| Sergeant       | Three chevrons, point downwards                                      |                                                                                           |
| Corporal       | Two chevrons, point downwards                                        |                                                                                           |
| Lance Corporal | One chevron, point downwards                                         |                                                                                           |

10 Good Conduct Badges

<table>
<thead>
<tr>
<th>Badge</th>
<th>Description</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Conduct Badges (4, 8, 12 years’ qualifying service)</td>
<td>Sets of 1, 2 or 3, point upwards</td>
<td>Lower left arm - centrally, inner angle of the lowest chevron 10mm above the point of sleeve slash.</td>
</tr>
</tbody>
</table>
11. Branch Badges

<table>
<thead>
<tr>
<th>Badge</th>
<th>Description</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOs do not wear branch badges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telecommunications Technician</td>
<td>Circle with three lightning flashes each side</td>
<td>Marines - upper right arm, 150mm below shoulder seam.</td>
</tr>
<tr>
<td>Other Tradesmen</td>
<td>Crossed hammer and pincers</td>
<td>NCOs - upper right arm, above the chevrons, badge immediately above inside angle of upper chevron.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Colour Sergeants - lower right arm, 10mm above point of slash</td>
</tr>
</tbody>
</table>

12. Skill Badges

<table>
<thead>
<tr>
<th>Badge</th>
<th>Description</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marksman</td>
<td>Crossed rifles</td>
<td>Lower left arm, 10mm above point of slash</td>
</tr>
<tr>
<td>Sniper</td>
<td>Crossed rifles with letter S</td>
<td>unless an SQ badge is worn in this position, in which case the skill badge is worn 10mm above the SQ badge</td>
</tr>
</tbody>
</table>

13. SQ Badges

<table>
<thead>
<tr>
<th>Badge</th>
<th>Description</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOs do not wear SQ badges. Not more than one SQ badge to be worn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cook/Caterer</td>
<td>Letter K in wreath</td>
<td>Colour Sergeants - lower right arm, 10mm above point of slash</td>
</tr>
<tr>
<td>Assault Engineer</td>
<td>Letters AE in wreath</td>
<td>Other NCOs with Instructor or 1st class SQ badge - right arm, badge immediately above inside angle of upper chevron.</td>
</tr>
<tr>
<td>Clerk</td>
<td>Letter C in wreath</td>
<td></td>
</tr>
<tr>
<td>Drill and Platoon Weapons</td>
<td>Crossed rifles</td>
<td></td>
</tr>
<tr>
<td>Driver</td>
<td>Steering wheel</td>
<td>PT Instructor's badge also worn central on chest of PT vest and sweater.</td>
</tr>
<tr>
<td>Heavy Weapons</td>
<td>Letters HW in wreath</td>
<td></td>
</tr>
<tr>
<td>Landing Craft</td>
<td>Letters LC in wreath</td>
<td>Other NCOs and Marines - left arm, 10mm above point of slash</td>
</tr>
<tr>
<td>Mountain Leader</td>
<td>Letters ML in wreath</td>
<td></td>
</tr>
<tr>
<td>Physical Training</td>
<td>Crossed clubs</td>
<td></td>
</tr>
<tr>
<td>Royal Marines Police</td>
<td>Letters MP in wreath</td>
<td></td>
</tr>
<tr>
<td>Signaller</td>
<td>Crossed flags</td>
<td></td>
</tr>
<tr>
<td>Store Accountant</td>
<td>Letters SA in wreath</td>
<td></td>
</tr>
<tr>
<td>Swimmer Canoeist</td>
<td>Letters SC in wreath</td>
<td></td>
</tr>
</tbody>
</table>

14. Special Badges
<table>
<thead>
<tr>
<th>Badge</th>
<th>Description</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>'ROYAL MARINES COMMANDO' shoulder flash</td>
<td>Embroidered shoulder flash, red on blue/ black on olive</td>
<td>Both arms, immediately below shoulder seams</td>
</tr>
<tr>
<td>King’s Badge</td>
<td>Royal cypher ‘GVR’ in a laurel wreath</td>
<td>Upper left arm - For combat dress, worn centrally, immediately below ‘ROYAL MARINES COMMANDO’ shoulder flash. For all other uniforms worn centrally, 50mm below shoulder seam.</td>
</tr>
<tr>
<td>Commandant General’s Shooting Badge</td>
<td>Crossed SA 80 rifles with RM VIII below the device</td>
<td>Lower left sleeve in lieu of marksman's badge by serving and past members (1986 onwards) of RM Bisley Shooting Team</td>
</tr>
<tr>
<td>Pilot Unit Light Aircraft</td>
<td>The RN Pilots' Badge - wings extended, laurel wreath and anchor in middle surmounted by a lion and crown</td>
<td>The same badge as for officers worn in the same position, (10mm above top row of medal ribbons or 10mm above left breast pocket if no medal ribbon worn)</td>
</tr>
<tr>
<td>Observer Unit Light Aircraft</td>
<td>Single wing of silver embroidery lifted to the right and attached to a gold ‘O’ surmounted by a crown</td>
<td></td>
</tr>
<tr>
<td>Air Gunner Unit Light Aircraft</td>
<td>As for Observer but attached to a gold ‘G’;</td>
<td></td>
</tr>
<tr>
<td>Parachutist Army</td>
<td>Parachute with wings</td>
<td>Right arm, 65mm below shoulder seam</td>
</tr>
<tr>
<td>Parachute Jump Instructor</td>
<td>Parachute with wings. Letters APJI in wreath below.</td>
<td></td>
</tr>
<tr>
<td>Section Leader's Diamond</td>
<td>Scarlet diamond on brassard</td>
<td>Left arm, 50mm below shoulder seam, on all uniforms. Worn by recruits under training appointed Section Leaders</td>
</tr>
</tbody>
</table>
### SECTION 3 – BAND SERVICE – LOCATION AND MEASUREMENTS

#### 15. 1/1F Dress – Ceremonial Blue Dress/Undress

<table>
<thead>
<tr>
<th>Description</th>
<th>Image</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Globe &amp; Laurel badges:</td>
<td></td>
<td>Stand-up collar - either side of the collar fastening edge set centrally within the collar band with the centre of the badge <strong>70mm</strong> from outside edge of collar braiding</td>
</tr>
<tr>
<td>Officer and WO1 (solid silver globe in gold braided laurel wreath)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Globe &amp; Laurel badges:</td>
<td></td>
<td>Stand-up collar - either side of the collar fastening edge set centrally within the collar band with the centre of the badge <strong>40mm</strong> from outside edge of collar braiding</td>
</tr>
<tr>
<td>WO2 and SNCO - braided (gold on red)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Globe &amp; Laurel badges:</td>
<td></td>
<td>Stand-up collar - either side of the collar fastening edge set centrally within the collar band with the centre of the badge <strong>40mm</strong> from outside edge of collar braiding</td>
</tr>
<tr>
<td>JNCO and below - embroidered (yellow on red)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lieutenant Colonel rank badge:</td>
<td></td>
<td>Shoulder straps - attached by a strap and screw/thread assembly (screw base sewn into the uniform material). Crown sewn centrally over lowest scroll</td>
</tr>
<tr>
<td>Embroidered crown (silver and red - size 25mm x 20mm) above Bath star</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major rank badge:</td>
<td></td>
<td>Shoulder straps - attached by a strap and screw/thread assembly (screw base sewn into the uniform material). Crown sewn centrally over lowest scroll</td>
</tr>
<tr>
<td>Embroidered crown (silver and red - size 25mm x 20mm) on gold braid strap</td>
<td></td>
<td></td>
</tr>
<tr>
<td>fitting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Captain rank badge: Embroidered Bath stars (gold on silver - size 18mm x 18mm) on gold braid strap fitting</td>
<td><img src="image1.png" alt="Image" /></td>
<td>Shoulder straps - attached by a strap and screw/thread assembly (screw base sewn into the uniform material). Stars sewn centrally over lowest three scrolls</td>
</tr>
<tr>
<td>Lieutenant rank badge: Embroidered Bath stars (gold on silver - size 18mm x 18mm) on gold braid strap fitting</td>
<td><img src="image2.png" alt="Image" /></td>
<td>Shoulder straps - attached by a strap and screw/thread assembly (screw base sewn into the uniform material). Stars sewn centrally over lowest two scrolls</td>
</tr>
<tr>
<td>WO1 rank badge: Embroidered Royal Arms (gold on dark blue)</td>
<td><img src="image3.png" alt="Image" /></td>
<td>Lower right arm - centrally, bottom edge of badge 10mm above sleeve slash</td>
</tr>
<tr>
<td>Bandmaster rank badge: Embroidered lyre in laurel wreath, surmounted by crown (gold on dark blue)</td>
<td><img src="image4.png" alt="Image" /></td>
<td>Lower right arm - centrally, bottom edge of badge 10mm above sleeve slash</td>
</tr>
<tr>
<td>Drum Major appointment badge: Four inverted chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)</td>
<td><img src="image5.png" alt="Image" /></td>
<td>Lower right arm - centrally, lowest point of chevron 10mm above sleeve slash. Chevrons to be separated by 5mm. Drum badge 10mm above top chevron point</td>
</tr>
<tr>
<td>Bugle Major appointment badge: Four inverted chevrons (gold on red) surmounted by an embroidered bugle (gold on dark blue)</td>
<td><img src="image6.png" alt="Image" /></td>
<td>Lower right arm - centrally, lowest point of chevron 10mm above sleeve slash. Chevrons to be separated by 5mm. Bugle badge 10mm above top chevron point</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>CSgt Bugler/Bd CSgt rank badges:</td>
<td></td>
<td>Upper right arm (Note 2) - centrally, point of lowest chevron 270mm below shoulder seam. Bottom edge of CSgt badge 10mm above inside angle of upper chevron</td>
</tr>
<tr>
<td>Chevrons (gold on red) surmounted by an embroidered globe on crossed flags with a fouled anchor below in a laurel wreath surmounted by a crown (gold on dark blue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSgt Bugler (drum badge):</td>
<td></td>
<td>Lower right arm - centrally, bottom edge of badge 10mm above sleeve slash</td>
</tr>
<tr>
<td>Embroidered drum (gold on dark blue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sgt Bugler rank badge:</td>
<td></td>
<td>Upper right arm - centrally, point of lowest chevron 270mm below shoulder seam. Drum badge immediately above inside angle of upper chevron</td>
</tr>
<tr>
<td>Chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cpl Bugler rank badge:</td>
<td></td>
<td>Upper right arm - centrally, point of lowest chevron 270mm below shoulder seam. Drum badge immediately above inside angle of upper chevron</td>
</tr>
<tr>
<td>Chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCpl Bugler rank badge:</td>
<td></td>
<td>Upper right arm - centrally, point of lowest chevron 270mm below shoulder seam. Drum badge immediately above inside angle of upper chevron</td>
</tr>
<tr>
<td>Chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Bugler’s drum badge: Embroidered drum (gold on dark blue)</td>
<td><img src="image1.png" alt="Image" /></td>
<td>Upper right arm - centrally, top edge of badge 150mm below shoulder seam</td>
</tr>
<tr>
<td>Bd Sgt rank badge: Chevrons (gold on red)</td>
<td><img src="image2.png" alt="Image" /></td>
<td>Upper right arm - centrally, point of lowest chevron 270mm below shoulder seam</td>
</tr>
<tr>
<td>Bd Cpl rank badge: Chevrons (gold on red)</td>
<td><img src="image3.png" alt="Image" /></td>
<td>Upper right arm - centrally, point of lowest chevron 270mm below shoulder seam</td>
</tr>
<tr>
<td>Bd LCpl rank badge: Chevrons (gold on red)</td>
<td><img src="image4.png" alt="Image" /></td>
<td>Upper right arm - centrally, point of lowest chevron 270mm below shoulder seam</td>
</tr>
<tr>
<td>“ROYAL BAND” shoulder flash: Embroidered letters surmounted by a crown (gold on dark blue)</td>
<td><img src="image5.png" alt="Image" /></td>
<td>Below right shoulder (Note 1) - centrally, top edge of badge 20mm below shoulder seam</td>
</tr>
<tr>
<td>Prince’s badge: Embroidered royal cypher ‘PP’ in a lyre surmounted by a coronet (silver on dark blue)</td>
<td><img src="image6.png" alt="Image" /></td>
<td>Upper left arm - centrally, top edge of badge 50mm below shoulder seam</td>
</tr>
</tbody>
</table>

Note 1: This indicates a specific positioning note relevant to the "ROYAL BAND" shoulder flash.
### 16. 1 Dress – Ceremonial Blue Dress (Greatcoat Order)

<table>
<thead>
<tr>
<th>Description</th>
<th>Image</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letters ‘RM’: (anodised)</td>
<td></td>
<td>Shoulder straps - centrally, bottom edge of letters <strong>10mm</strong> above shoulder seams</td>
</tr>
<tr>
<td>Globe &amp; Laurel: Officer and WO1 (silver globe in anodized laurel wreath)</td>
<td></td>
<td>Collar tips - centrally, bottom edge of badge <strong>20mm</strong> from collar step (point)</td>
</tr>
<tr>
<td>Globe &amp; Laurel: WO2 and below (anodized)</td>
<td></td>
<td>Collar tips - centrally, bottom edge of badge <strong>20mm</strong> from collar point (point)</td>
</tr>
<tr>
<td>Lieutenant Colonel rank badge: Crown (size 22mm) above Bath star (size 16mm) with red enamel inlay (anodized)</td>
<td></td>
<td>Shoulder straps - centrally, bottom edge of lower star <strong>5mm</strong> above ‘RM’ with crown <strong>5mm</strong> above star</td>
</tr>
<tr>
<td>Major rank badge: Crown (size 22mm) with red enamel inlay (anodized)</td>
<td></td>
<td>Shoulder straps - centrally, bottom edge of crown <strong>5mm</strong> above ‘RM’</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>-------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Captain rank badge:</td>
<td></td>
<td>Shoulder straps - centrally, bottom edge of lowest star immediately above ‘RM’ (remaining stars positioned above each other to fit on shoulder strap)</td>
</tr>
<tr>
<td>Bath stars (size 16mm) with red enamel inlay (anodized)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lieutenant rank badge:</td>
<td></td>
<td>Shoulder straps - centrally, bottom edge of lowest star above ‘RM’ (remaining star positioned immediately above the first)</td>
</tr>
<tr>
<td>Bath stars (size 16mm) with red enamel inlay (anodized)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WO1 rank badge:</td>
<td></td>
<td>Lower right arm - centrally, bottom edge of badge 140mm above sleeve cuff</td>
</tr>
<tr>
<td>embroidered Royal Arms (gold on dark blue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bandmaster rank badge:</td>
<td></td>
<td>Lower right arm - centrally, bottom edge of badge 140mm above edge of sleeve cuff</td>
</tr>
<tr>
<td>Embroidered lyre in laurel wreath, surmounted by crown (gold on dark blue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drum Major appointment badge:</td>
<td></td>
<td>Lower right arm - centrally, lowest point of chevron 140mm above sleeve edge. Chevrons to be separated by 5mm. Drum badge 10mm above top chevron point</td>
</tr>
<tr>
<td>Four inverted chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bugle Major appointment badge:</td>
<td></td>
<td>Lower right arm - centrally, lowest point of chevron 140mm above sleeve edge. Chevrons to be separated by 5mm. Bugle badge 10mm above top chevron point</td>
</tr>
<tr>
<td>Four inverted chevrons (gold on red) surmounted by an embroidered bugle (gold on dark blue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>CSgt rank badge: Embroidered globe on crossed flags with a fouled anchor below in a laurel wreath surmounted by a crown (gold on dark blue)</td>
<td><img src="image1" alt="Image" /></td>
<td></td>
</tr>
<tr>
<td>Location and Measurements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lower right arm - centrally, lowest point of chevron 140mm above edge of sleeve cuff. Bottom edge of CSgt badge immediately above inside angle of upper chevron</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bd Sgt/Sgt Bugler rank badge: Chevrons (gold on red)</td>
<td><img src="image2" alt="Image" /></td>
<td></td>
</tr>
<tr>
<td>Location and Measurements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lower right arm - centrally, lowest point of chevron 140mm above edge of sleeve cuff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bd Cpl/Cpl Bugler badge: Chevrons (gold on red)</td>
<td><img src="image3" alt="Image" /></td>
<td></td>
</tr>
<tr>
<td>Location and Measurements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lower right arm - centrally, lowest point of chevron 140mm above edge of sleeve cuff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bd LCpl/LCpl Bugler rank badge: Chevrons (gold on red)</td>
<td><img src="image4" alt="Image" /></td>
<td></td>
</tr>
<tr>
<td>Location and Measurements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lower right arm - centrally, lowest point of chevron 140mm above edge of sleeve cuff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 17. 1 Dress – Ceremonial Blue Dress (Frockcoat Order)

<table>
<thead>
<tr>
<th>Description</th>
<th>Image</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Globe &amp; Laurel: Officer and WO1 (solid silver globe in gold embroidered laurel wreath)</td>
<td></td>
<td>Stand-up collar - either side of the collar fastening edge set centrally within the collar band with the centre of the badge <strong>50mm</strong> from outside edge of the collar</td>
</tr>
<tr>
<td>Lieutenant Colonel rank badge: Embroidered crown (gold and red - size 25mm x 20mm) above Bath star (green on gold - size 18mm x 18mm)</td>
<td></td>
<td>Shoulder straps - centrally, bottom edge of star <strong>10mm</strong> above shoulder seams with crown above</td>
</tr>
<tr>
<td>Major rank badge: Embroidered crown (gold and red - size 25mm x 20mm)</td>
<td></td>
<td>Shoulder straps - centrally, bottom edge of crown <strong>10mm</strong> above shoulder seams</td>
</tr>
<tr>
<td>Captain rank badge: Embroidered Bath stars (green on gold - size 18mm x 18mm)</td>
<td></td>
<td>Shoulder straps - centrally, bottom edge of lowest star <strong>10mm</strong> above shoulder seams (remaining stars positioned above each other to fit on shoulder strap)</td>
</tr>
<tr>
<td>Lieutenant rank badge: Embroidered Bath stars (green on gold - size 18mm x 18mm)</td>
<td></td>
<td>Shoulder straps - centrally, bottom edge of lowest star <strong>10mm</strong> above shoulder seams (remaining star positioned above the first)</td>
</tr>
</tbody>
</table>
### Description

**WO1 rank badge:** Embroidered Royal Arms (gold on dark blue)

**‘ROYAL BAND’ shoulder flash:** Embroidered letters surmounted by a crown (gold on dark blue)

**Prince’s Badge:** Embroidered royal cypher ‘PP’ in a lyre surmounted by a coronet (silver on dark blue)

### Location and Measurements

<table>
<thead>
<tr>
<th>Description</th>
<th>Image</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>WO1 rank badge: Embroidered Royal Arms (gold on dark blue)</td>
<td><img src="image1.png" alt="Image" /></td>
<td>Lower right arm - centrally, bottom edge of badge <strong>10mm</strong> above point of sleeve slash</td>
</tr>
<tr>
<td>‘ROYAL BAND’ shoulder flash: Embroidered letters surmounted by a crown (gold on dark blue)</td>
<td><img src="image2.png" alt="Image" /></td>
<td>Below right shoulder (Note 1) - centrally, top edge of badge <strong>20mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>Prince’s Badge: Embroidered royal cypher ‘PP’ in a lyre surmounted by a coronet (silver on dark blue)</td>
<td><img src="image3.png" alt="Image" /></td>
<td>Upper left arm - centrally, top edge of badge <strong>50mm</strong> below shoulder seam</td>
</tr>
</tbody>
</table>
## 18. 1A/1AS Dress – Regimental Blue Dress

<table>
<thead>
<tr>
<th>Description</th>
<th>Image</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letters ‘RM’: (anodised)</td>
<td><img src="image1.png" alt="Image" /></td>
<td>Shoulder straps - centrally, bottom edge of letters <strong>10mm</strong> above shoulder seams</td>
</tr>
<tr>
<td>Globe &amp; Laurel: Officer (silver globe in anodized laurel)</td>
<td><img src="image2.png" alt="Image" /></td>
<td>Collar step - centrally, on the step of the collar, bottom of the laurel wreath <strong>10mm</strong> above the edge of the step</td>
</tr>
<tr>
<td>Globe &amp; Laurel: WO1 (silver globe anodized laurel)</td>
<td><img src="image3.png" alt="Image" /></td>
<td>Stand-up collar - either side of the collar fastening edge set <strong>5mm</strong> above the collar seam with the centre of the badge <strong>50mm</strong> from outside edge of the collar</td>
</tr>
<tr>
<td>Globe &amp; Laurel: WO2 and below (anodized)</td>
<td><img src="image4.png" alt="Image" /></td>
<td>Stand-up collar - either side of the collar fastening edge set <strong>5mm</strong> above the collar seam with the centre of the badge <strong>50mm</strong> from outside edge of the collar</td>
</tr>
<tr>
<td>Major rank badge: Crown (anodized and red - size 22mm)</td>
<td><img src="image5.png" alt="Image" /></td>
<td>Shoulder straps - centrally, bottom edge of crown <strong>5mm</strong> above ‘RM’</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>---------------------------</td>
</tr>
<tr>
<td><strong>Captain rank badge:</strong> Bath stars (anodized and red - size 16mm)</td>
<td><img src="image1" alt="Image" /></td>
<td>Shoulder straps - centrally, bottom edge of lowest star <strong>5mm</strong> above 'RM' (remaining stars positioned <strong>5mm</strong> above each)</td>
</tr>
<tr>
<td><strong>Lieutenant rank badge:</strong> Bath stars (anodized and red - size 16mm)</td>
<td><img src="image2" alt="Image" /></td>
<td>Shoulder straps - centrally, bottom edge of lowest star <strong>5mm</strong> above 'RM' (remaining star positioned <strong>5mm</strong> above the first)</td>
</tr>
<tr>
<td><strong>WO1 rank badge:</strong> Embroidered Royal Arms (gold on dark blue)</td>
<td><img src="image3" alt="Image" /></td>
<td>Lower right arm - centrally, bottom edge of badge <strong>10mm</strong> above point of sleeve slash</td>
</tr>
<tr>
<td><strong>Bandmaster rank badge:</strong> Embroidered lyre in laurel wreath, surmounted by crown (gold on dark blue)</td>
<td><img src="image4" alt="Image" /></td>
<td>Lower right arm - centrally, bottom edge of badge <strong>10mm</strong> above point of sleeve slash</td>
</tr>
<tr>
<td><strong>Drum Major appointment badge:</strong> Four inverted chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)</td>
<td><img src="image5" alt="Image" /></td>
<td>Lower right arm - centrally, inner angle of lowest chevron <strong>10mm</strong> above point of sleeve slash. Chevrons to be separated by <strong>8mm</strong>. Drum badge <strong>8mm</strong> above top chevron point</td>
</tr>
<tr>
<td><strong>Bugle Major appointment badge:</strong> Four inverted chevrons (gold on red) surmounted by an embroidered bugle (gold on dark blue)</td>
<td><img src="image6" alt="Image" /></td>
<td>Lower right arm - centrally, inner angle of lowest chevron <strong>8mm</strong> above point of sleeve slash. Chevrons to be separated by <strong>8mm</strong>. Bugle badge <strong>8mm</strong> above top chevron point</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
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<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>CSgt Bugler/Bd CSgt rank badges:</td>
<td></td>
<td>Upper right arm (Note 2) - centrally, point of lowest chevron 270mm below shoulder seam.</td>
</tr>
<tr>
<td>Chevrons (gold on red) surmounted by an embroidered globe on crossed flags with a fouled anchor below in a laurel wreath surmounted by a crown (gold on dark blue)</td>
<td></td>
<td>Bottom edge of CSgt badge immediately above inside angle of upper chevron</td>
</tr>
<tr>
<td>CSgt Bugler rank badge (drum):</td>
<td></td>
<td>Lower right arm - centrally, bottom edge of badge 10mm above point of sleeve slash</td>
</tr>
<tr>
<td>Embroidered (gold on dark blue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sgt Bugler rank badge:</td>
<td></td>
<td>Upper right arm - centrally, point of lowest chevron 270mm below shoulder seam. Lyre badge immediately above inside angle of upper chevron</td>
</tr>
<tr>
<td>Chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cpl Bugler rank badge:</td>
<td></td>
<td>Upper right arm - centrally, point of lowest chevron 270mm below shoulder seam. Drum badge immediately above inside angle of upper chevron</td>
</tr>
<tr>
<td>Chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCpl Bugler rank badge:</td>
<td></td>
<td>Upper right arm - centrally, point of lowest chevron 270mm below shoulder seam. Drum badge immediately above inside angle of upper chevron</td>
</tr>
<tr>
<td>Chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>Bugler SQ badge (drum): Embroidered (gold on dark blue)</td>
<td><img src="image1.png" alt="" /></td>
<td>Upper right arm - centrally, top edge of badge <strong>150mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>Bd CSgt rank badge (lyre): Embroidered (gold on dark blue)</td>
<td><img src="image2.png" alt="" /></td>
<td>Lower right arm - centrally, bottom edge of badge <strong>10mm</strong> above point of sleeve slash</td>
</tr>
<tr>
<td>Bd Sgt rank badge: Chevrons (gold on red) surmounted by an embroidered lyre (gold on dark blue)</td>
<td><img src="image3.png" alt="" /></td>
<td>Upper right arm - centrally, point of lowest chevron <strong>270mm</strong> below shoulder seam. Lyre badge immediately above inside angle of upper chevron</td>
</tr>
<tr>
<td>Bd Cpl rank badge: Chevrons (gold on red) surmounted by an embroidered lyre (gold on dark blue)</td>
<td><img src="image4.png" alt="" /></td>
<td>Upper right arm - centrally, point of lowest chevron <strong>270mm</strong> below shoulder seam. Lyre badge immediately above inside angle of upper chevron</td>
</tr>
<tr>
<td>Bd LCpl rank badge: Chevrons (gold on red) surmounted by an embroidered lyre (gold on dark blue)</td>
<td><img src="image5.png" alt="" /></td>
<td>Upper right arm - centrally, point of lowest chevron <strong>270mm</strong> below shoulder seam. Lyre badge immediately above inside angle of upper chevron</td>
</tr>
<tr>
<td>Musician SQ badge (lyre): Embroidered (gold on dark blue)</td>
<td><img src="image6.png" alt="" /></td>
<td>Upper right arm - centrally, top edge of badge <strong>150mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
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<td>--------------------------</td>
</tr>
<tr>
<td>Good Conduct Badge (4 years’ qualifying service): Inverted chevrons (gold on red)</td>
<td></td>
<td>Lower left arm - centrally, inner angle of the lowest chevron 10mm above the point of the sleeve slash.</td>
</tr>
<tr>
<td>Good Conduct Badge (8 years’ qualifying service): Inverted chevrons (gold on red)</td>
<td></td>
<td>Lower left arm - centrally, inner angle of the lowest chevron 10mm above the point of the sleeve slash.</td>
</tr>
<tr>
<td>Good Conduct Badge (12 years’ qualifying service): Inverted chevrons (gold on red)</td>
<td></td>
<td>Lower left arm - centrally, inner angle of the lowest chevron 10mm above the point of the sleeve slash.</td>
</tr>
<tr>
<td>“ROYAL BAND” shoulder flash: Embroidered letters surmounted by a crown (gold on dark blue)</td>
<td></td>
<td>Below right shoulder (Note 1) - centrally, top edge of badge 20mm below shoulder seam</td>
</tr>
<tr>
<td>Prince’s badge: Embroidered royal cypher ‘PP’ in a lyre surmounted by a coronet (silver on dark blue)</td>
<td></td>
<td>Upper left arm - centrally, top edge of badge 50mm below shoulder seam</td>
</tr>
</tbody>
</table>
### 19. 1AW Dress – Tropical Ceremonial Dress

<table>
<thead>
<tr>
<th>Description</th>
<th>Image</th>
<th>Location &amp; Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letters ‘RM’: (anodised)</td>
<td></td>
<td>Shoulder straps - centrally, bottom edge of letters <strong>10mm</strong> above shoulder seams</td>
</tr>
<tr>
<td>Globe &amp; Laurel: Officer and WO1 (silver globe anodized laurel)</td>
<td></td>
<td>Stand-up collar - either side of the collar fastening edge set <strong>5mm</strong> above the collar seam with the centre of the badge <strong>50mm</strong> from outside edge of the collar</td>
</tr>
<tr>
<td>Globe &amp; Laurel: WO2 and below (anodized)</td>
<td></td>
<td>Stand-up collar - either side of the collar fastening edge set <strong>5mm</strong> above the collar seam with the centre of the badge <strong>50mm</strong> from outside edge of the collar</td>
</tr>
<tr>
<td>Rank Slide: White cotton fabric rank slide for shoulder strap - hemmed edges</td>
<td><img src="" alt="Rank Slide Diagram" /></td>
<td>Dimensions: Width = <strong>60mm</strong>&lt;br&gt;Length = <strong>100mm</strong>&lt;br&gt;RM holes: Distance apart = <strong>20mm</strong>&lt;br&gt;Distance from sides = <strong>20mm</strong>&lt;br&gt;Distance from bottom = <strong>10mm</strong></td>
</tr>
<tr>
<td>Major rank badge: Crown (anodized and red - size 22mm)</td>
<td><img src="" alt="Major Rank Badge" /></td>
<td>Shoulder straps (rank slide) - centrally, bottom edge of crown <strong>5mm</strong> above ‘RM’</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location &amp; Measurements</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
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<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Captain rank badge:</td>
<td></td>
<td>Shoulder straps (rank slide) - centrally, bottom point of lowest star <strong>5mm</strong> above 'RM’ (remaining stars positioned above the first to fit onto slide)</td>
</tr>
<tr>
<td>Bath stars (anodized and red - size 16mm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lieutenant rank badge:</td>
<td></td>
<td>Shoulder straps (rank slide) - centrally, bottom point of lowest star <strong>5mm</strong> above ‘RM’ (remaining star positioned 5mm above the first)</td>
</tr>
<tr>
<td>Bath stars (anodized and red - size 16mm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WO1 badge:</td>
<td></td>
<td>Lower right arm (attached by Velcro) - centrally, bottom edge of badge <strong>100mm</strong> above point of sleeve slash</td>
</tr>
<tr>
<td>Embroidered Royal Arms (gold on dark blue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bandmaster rank badge:</td>
<td></td>
<td>Lower right arm (attached by Velcro) - centrally, bottom edge of badge <strong>100mm</strong> above point of sleeve slash</td>
</tr>
<tr>
<td>Embroidered lyre in laurel wreath, surmounted by crown (gold on dark blue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drum Major appointment badge:</td>
<td></td>
<td>Lower right arm (sewn to white backing and attached by Velcro) - centrally, lowest chevron points <strong>100mm</strong> above point of sleeve slash. Chevrons to be separated by <strong>5mm</strong>. Drum badge 10mm above top chevron point</td>
</tr>
<tr>
<td>Four inverted chevrons (gold on red) surmounted by an embroidered drum (gold on dark blue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location &amp; Measurements</td>
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<tr>
<td>----------------------------------------------------------------------------</td>
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<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Bugle Major appointment badge:</td>
<td></td>
<td>Lower right arm (sewn to white backing and attached by Velcro) - centrally, lowest chevron points 100mm above point of sleeve slash. Chevrons to be separated by 5mm. Bugle badge 10mm above top chevron point</td>
</tr>
<tr>
<td>Bugle Major appointment badge:</td>
<td>[Image]</td>
<td></td>
</tr>
<tr>
<td>Four inverted chevrons (gold on red) surmounted by an embroidered bugle (gold on dark blue)</td>
<td>[Image]</td>
<td></td>
</tr>
<tr>
<td>Brassard:</td>
<td>[Image]</td>
<td>Dimensions:</td>
</tr>
<tr>
<td>White cotton fabric with shoulder strap loop and elastic strap - hemmed edges</td>
<td>[Image]</td>
<td>Full height = 220mm (Note 6), Full width = 280mm, Top width = 90mm, Upper angles = 140mm, Lower sides = 120mm, Top loop = 110mm, Elastic = 170mm</td>
</tr>
<tr>
<td>CSgt Bugler / Bd CSgt rank badge:</td>
<td>[Image]</td>
<td>Upper right arm - sewn to brassard (Note 6) - centrally, lowest point of chevron 10mm above bottom edge of brassard. Bottom of CSgt badge immediately above inside angle of upper chevron</td>
</tr>
<tr>
<td>CSgt Bugler / Bd CSgt rank badge:</td>
<td>[Image]</td>
<td></td>
</tr>
<tr>
<td>Embroidered globe on crossed flags with a fouled anchor below in a laurel wreath surmounted by a crown (gold on dark blue)</td>
<td>[Image]</td>
<td></td>
</tr>
<tr>
<td>CSgt Bugler rank badge (drum):</td>
<td>[Image]</td>
<td>Lower right arm (attached by Velcro) - centrally, bottom edge of badge 100mm above point of sleeve slash</td>
</tr>
<tr>
<td>Embroidered drum (gold on dark blue)</td>
<td>[Image]</td>
<td></td>
</tr>
<tr>
<td>Sgt Bugler rank badge:</td>
<td>[Image]</td>
<td>Upper right arm - sewn to brassard - centrally, lowest point of chevron 10mm above bottom edge of brassard. Bottom of drum badge 10mm above inside angle of upper chevron</td>
</tr>
<tr>
<td>Chevrons (gold on dark blue)</td>
<td>[Image]</td>
<td></td>
</tr>
<tr>
<td>Description</td>
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<td>Location &amp; Measurements</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
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</tr>
<tr>
<td>Cpl Bugler rank badge: Chevrons (gold on dark blue)</td>
<td></td>
<td>Upper right arm - sewn to brassard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- centrally, lowest point of chevron <strong>10mm</strong> above bottom edge of brassard. Bottom of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>drum badge <strong>8mm</strong> above inside angle of upper chevron</td>
</tr>
<tr>
<td>LCpl Bugler rank badge: Chevrons (gold on dark blue)</td>
<td></td>
<td>Upper right arm - sewn to brassard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- centrally, lowest point of chevron <strong>10mm</strong> above bottom edge of brassard. Bottom of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>drum badge <strong>10mm</strong> above inside angle of upper chevron</td>
</tr>
<tr>
<td>Bugler SQ badge (drum): Embroidered (gold on dark blue)</td>
<td></td>
<td>Upper right arm - sewn to brassard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- centrally, lowest point of drum badge <strong>20mm</strong> above bottom edge of brassard</td>
</tr>
<tr>
<td>Bd Sgt rank badge: Chevrons (gold on dark blue)</td>
<td></td>
<td>Upper right arm - sewn to brassard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- centrally, lowest point of chevron <strong>10mm</strong> above bottom edge of brassard</td>
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<tr>
<td>Bd Cpl rank badge: Chevrons (gold on dark blue)</td>
<td></td>
<td>Upper right arm - sewn to brassard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- centrally, lowest point of chevron <strong>10mm</strong> above bottom edge of brassard</td>
</tr>
<tr>
<td>Bd LCpl rank badge: Chevrons (gold on dark blue)</td>
<td></td>
<td>Upper right arm - sewn to brassard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- centrally, lowest point of chevron <strong>10mm</strong> above bottom edge of brassard</td>
</tr>
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</tr>
<tr>
<td>-------------</td>
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</tr>
<tr>
<td>'ROYAL BAND' shoulder flash: Embroidered letters surmounted by a crown (gold on dark blue)</td>
<td><img src="image" alt="Image of 'ROYAL BAND' shoulder flash" /></td>
<td>Below right shoulder - sewn to brassard (Note 1) - centrally, top edge of badge immediately below top edge of brassard</td>
</tr>
<tr>
<td>Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (silver on dark blue)</td>
<td><img src="image" alt="Image of Prince's Badge" /></td>
<td>Upper left arm (attached by Velcro) - centrally, top edge of badge <strong>50mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
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<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Letters ‘RM’: (bronze)</td>
<td><img src="image1" alt="Image" /></td>
<td>Shoulder straps - centrally, bottom edge of letters <strong>10mm</strong> above shoulder seams</td>
</tr>
<tr>
<td>Globe &amp; Laurel badges: (bronze)</td>
<td><img src="image2" alt="Image" /></td>
<td>Collar steps - centrally, on the steps of the collar, the bottom of the laurel wreath <strong>5mm</strong> above the edge of the step</td>
</tr>
<tr>
<td>Major rank badge: Crown (size 22mm) (bronze)</td>
<td><img src="image3" alt="Image" /></td>
<td>Shoulder straps - centrally, bottom edge of crown <strong>5mm</strong> above ‘RM’</td>
</tr>
<tr>
<td>Major rank badge: Crown (size 22mm) (bronze)</td>
<td><img src="image4" alt="Image" /></td>
<td>Shoulder straps - centrally, bottom edge of crown <strong>5mm</strong> above ‘RM’</td>
</tr>
<tr>
<td>Captain rank badge: Bath stars (size 16mm) (bronze)</td>
<td><img src="image5" alt="Image" /></td>
<td>Shoulder straps - centrally, bottom edge of lowest star <strong>5mm</strong> above ‘RM’ (remaining stars positioned <strong>5mm</strong> above each)</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
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</tr>
<tr>
<td>WO1 rank badge: Embroidered Royal Arms (gold on green)</td>
<td><img src="image1.png" alt="Image" /></td>
<td>Lower right arm - centrally, bottom edge of badge 10mm above top of sleeve slash</td>
</tr>
<tr>
<td>Bandmaster rank badge: Embroidered lyre in laurel wreath, surmounted by crown (gold on green)</td>
<td><img src="image2.png" alt="Image" /></td>
<td>Lower right arm - centrally, bottom edge of badge 10mm above top of sleeve slash</td>
</tr>
<tr>
<td>Drum Major appointment badge: Four inverted chevrons surmounted by an embroidered drum (gold on green)</td>
<td><img src="image3.png" alt="Image" /></td>
<td>Lower right arm - centrally, lowest chevron points 10mm above point of sleeve slash. Drum badge 10mm above top chevron point (chevrons are not separated)</td>
</tr>
<tr>
<td>Bugle Major appointment badge: Four inverted chevrons surmounted by an embroidered bugle (gold on green)</td>
<td><img src="image4.png" alt="Image" /></td>
<td>Lower right arm - centrally, lowest chevron points 10mm above point of sleeve slash. Bugle badge 10mm above top chevron point (chevrons are not separated)</td>
</tr>
<tr>
<td>CSgt rank badge: Embroidered crown (gold on green)</td>
<td><img src="image5.png" alt="Image" /></td>
<td>Upper right arm - centrally, point of lowest chevron 270mm below shoulder seam. Bottom edge of badge immediately above inside angle of top chevron (Note 7)</td>
</tr>
<tr>
<td>Sgt rank badge: Chevrons (gold on green)</td>
<td><img src="image6.png" alt="Image" /></td>
<td>Upper right arm - centrally, point of lowest chevron 270mm below shoulder seam (Note 7)</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-------</td>
<td>----------------------------------------------------------------</td>
</tr>
<tr>
<td>Cpl rank badge: Chevrons (gold on green)</td>
<td><img src="image1.jpg" alt="Image" /></td>
<td>Upper right arm - centrally, point of lowest chevron <strong>270mm</strong> below shoulder seam (Note 7)</td>
</tr>
<tr>
<td>LCpl rank badge: Chevron (gold on green)</td>
<td><img src="image2.jpg" alt="Image" /></td>
<td>Upper right arm - centrally, point of lowest chevron <strong>270mm</strong> below shoulder seam (Note 7)</td>
</tr>
<tr>
<td>‘ROYAL BAND’ shoulder flash: Embroidered letters surmounted by a crown (gold on green)</td>
<td><img src="image3.jpg" alt="Image" /></td>
<td>Below right shoulder (Note 1) - centrally, top edge of badge <strong>20mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>Prince’s Badge: Embroidered royal cypher ‘PP’ in a lyre surmounted by a coronet (silver on green)</td>
<td><img src="image4.jpg" alt="Image" /></td>
<td>Upper left arm - centrally, top edge of badge <strong>50mm</strong> below shoulder seam</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Image</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Globe &amp; Laurel badges: (silver globe in gold laurel wreath on circular black velvet backing)</td>
<td></td>
<td>Lapels - centrally, on the lapels, with the centre of the badge 170mm below the neck seam on the shoulder</td>
</tr>
<tr>
<td>Major rank badge: Crown (size 13mm) (anodized)</td>
<td></td>
<td>Left and right lapels - centrally, bottom of crown 10mm above Globe &amp; Laurel</td>
</tr>
<tr>
<td>Captain rank badge: Bath stars (size 13mm) (anodized)</td>
<td></td>
<td>Left and right lapels - centrally, bottom point of lowest star 10mm above Globe &amp; Laurel (remaining stars positioned 10mm above the first)</td>
</tr>
<tr>
<td>Lieutenant rank badge: Bath stars (size 13mm) (anodized)</td>
<td></td>
<td>Left and right lapels - centrally, bottom point of lowest star 10mm above Globe &amp; Laurel (remaining star positioned 10mm above the first)</td>
</tr>
<tr>
<td>WO1 rank badge: Embroidered Royal Arms (gold on scarlet)</td>
<td></td>
<td>Lower right arm - centrally, bottom edge of badge 10mm above top of sleeve slash</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Bandmaster rank badge: Embroidered lyre in laurel wreath, surmounted by crown (gold on scarlet)</td>
<td><img src="image1.png" alt="Image" /></td>
<td>Lower right arm - centrally, bottom edge of badge <strong>10mm</strong> above top of sleeve slash</td>
</tr>
<tr>
<td>Drum Major appointment badge: Four inverted chevrons surmounted by an embroidered drum (gold on scarlet)</td>
<td><img src="image2.png" alt="Image" /></td>
<td>Lower right arm - centrally, lowest point of chevron <strong>10mm</strong> above top of sleeve slash. Drum badge <strong>10mm</strong> above top chevron point</td>
</tr>
<tr>
<td>Bugle Major appointment badge: Four inverted chevrons surmounted by an embroidered bugle (gold on scarlet)</td>
<td><img src="image3.png" alt="Image" /></td>
<td>Lower right arm - centrally, lowest point of chevron <strong>10mm</strong> above top of sleeve slash. Bugle badge <strong>10mm</strong> above top chevron point</td>
</tr>
<tr>
<td>CSgt rank badge: Embroidered crown (gold on scarlet)</td>
<td><img src="image4.png" alt="Image" /></td>
<td>Upper right arm - centrally, point of lowest chevron <strong>170mm</strong> below shoulder seam. Bottom edge of crown immediately above inside angle of top chevron</td>
</tr>
<tr>
<td>Sgt rank badge: Chevrons (gold on scarlet)</td>
<td><img src="image5.png" alt="Image" /></td>
<td>Upper right arm - centrally, point of lowest chevron <strong>170mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>‘ROYAL BAND’ shoulder flash: Embroidered letters surmounted by a crown (gold on scarlet)</td>
<td><img src="image6.png" alt="Image" /></td>
<td>Below right shoulder (Note 1) - centrally, top edge of badge <strong>20mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>-------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Prince’s Badge: Embroidered royal cypher ‘PP’ in a lyre surmounted by a coronet (silver on scarlet)</td>
<td><img src="image_url" alt="Image" /></td>
<td>Upper left arm - centrally, top edge of badge <strong>50mm</strong> below shoulder seam</td>
</tr>
</tbody>
</table>
## 22. 2C (Band) Dress – Informal Evening Dress ‘Red Sea Rig’

<table>
<thead>
<tr>
<th>Description</th>
<th>Image</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rank Slide:</strong> White cotton fabric rank slide for shoulder strap - hemmed edges</td>
<td><img src="image1.png" alt="Image" /></td>
<td>Dimensions: Width = 60mm, Length = 100mm. RM holes: Distance apart = 20mm, Distance from sides = 20mm, Distance from bottom = 10mm.</td>
</tr>
<tr>
<td><strong>Letters ‘RM’: (anodized)</strong></td>
<td><img src="image2.png" alt="Image" /></td>
<td>Shoulder straps (rank slide) - centrally, using holes provided (bottom edge of letters 10mm above shoulder seams).</td>
</tr>
<tr>
<td><strong>Major rank badge:</strong> Crown (anodized and red - size 22mm)</td>
<td><img src="image3.png" alt="Image" /></td>
<td>Shoulder straps (rank slide) - centrally, bottom edge of crown 5mm above ‘RM’.</td>
</tr>
<tr>
<td><strong>Captain rank badge:</strong> Bath stars (anodized and red - size 16mm)</td>
<td><img src="image4.png" alt="Image" /></td>
<td>Shoulder straps (rank slide) - centrally, bottom point of lowest star 5mm above ‘RM’. (remaining stars positioned above the first to fit onto slide).</td>
</tr>
<tr>
<td><strong>Lieutenant rank badge:</strong> Bath stars (anodized and red - size 16mm)</td>
<td><img src="image5.png" alt="Image" /></td>
<td>Shoulder straps (rank slide) - centrally, bottom point of lowest star 5mm above ‘RM’. (remaining star positioned 5mm above the first).</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>-------</td>
<td>----------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>WO1 rank badge:</strong> Royal Arms (anodized) on a white wrist strap</td>
<td></td>
<td>Right wrist - badge to appear upright when stood to attention</td>
</tr>
<tr>
<td><strong>WO2 rank badge:</strong> Crown in laurel wreath (anodized) on a white wrist strap (Note 4)</td>
<td></td>
<td>Right wrist - badge to appear upright when stood to attention</td>
</tr>
<tr>
<td><strong>Drum Major appointment badge:</strong> Four inverted chevrons surmounted by a drum (chrome) on a white wrist strap</td>
<td></td>
<td>Right wrist - badge to appear upright when stood to attention</td>
</tr>
<tr>
<td><strong>Bugle Major appointment badge:</strong> Four inverted chevrons surmounted by a bugle (chrome) on a white wrist strap</td>
<td></td>
<td>Right wrist - badge to appear upright when stood to attention</td>
</tr>
</tbody>
</table>
| **Brassard:** White cotton fabric with shoulder strap loop and elastic strap - hemmed edges |       | Dimensions:  
Full height = **220mm** (Note 6),  
Full width = **280mm**, Top width = **90mm**,  
Upper angles = **140mm**,  
Lower sides = **120mm**, Top loop = **110mm**,  
Elastic = **170mm** |
<table>
<thead>
<tr>
<th>Description</th>
<th>Image</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSgt rank badge:</td>
<td></td>
<td>Upper right arm - sewn to brassard (Note 5 and Note 6) - centrally, lowest point of chevron 10mm above bottom edge of brassard. Bottom of CSgt badge immediately above inside angle of upper chevron</td>
</tr>
<tr>
<td>Embroidered globe on crossed flags with a fouled anchor below in a laurel wreath surmounted by a crown (gold on red)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sgt rank badge:</td>
<td></td>
<td>Upper right arm - sewn to brassard (Note 5) - centrally, lowest point of chevron 10mm above bottom edge of brassard</td>
</tr>
<tr>
<td>Chevrons (gold on red)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cpl rank badge:</td>
<td></td>
<td>Upper right arm - sewn to brassard (Note 5) - centrally, lowest point of chevron 10mm above bottom edge of brassard</td>
</tr>
<tr>
<td>Chevrons (gold on red)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCpl rank badge:</td>
<td></td>
<td>Upper right arm - sewn to brassard (Note 5) - centrally, lowest point of chevron 10mm above bottom edge of brassard</td>
</tr>
<tr>
<td>Chevrons (gold on red)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‘ROYAL BAND’ shoulder flash:</td>
<td></td>
<td>Below right shoulder - sewn to brassard (Note 1) - centrally, top edge of badge immediately below top edge of brassard</td>
</tr>
<tr>
<td>Embroidered letters surmounted by a crown (gold on dark blue)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prince’s Badge:</td>
<td></td>
<td>Upper left arm - attached by Velcro - centrally, top edge of badge 50mm below shoulder seam</td>
</tr>
<tr>
<td>Embroidered royal cypher ‘PP’ in a lyre surmounted by a coronet (silver on dark blue)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
23. 3A Dress – General Duty Dress ‘Half Lovats’ (Shirt Sleeve Order)

<table>
<thead>
<tr>
<th>Description</th>
<th>Image</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letters ‘RM’: (bronze)</td>
<td><img src="image1.jpg" alt="Image" /></td>
<td>Shoulder straps - centrally, bottom edge of letters 10mm above shoulder seams</td>
</tr>
<tr>
<td>Rank Slide: Khaki cotton fabric rank slide for shoulder strap - hemmed edges</td>
<td><img src="image2.jpg" alt="Image" /></td>
<td>Dimensions: Width = 60mm, Length = 100mm. RM holes: Distance apart = 20mm, Distance from sides = 20mm, Distance from bottom = 10mm</td>
</tr>
<tr>
<td>Major rank badge: Crown (size 22mm) (bronze)</td>
<td><img src="image3.jpg" alt="Image" /></td>
<td>Shoulder straps (rank slide) - centrally, bottom edge of crown 5mm above ‘RM’</td>
</tr>
<tr>
<td>Captain rank badge: Bath stars (size 16mm) (bronze)</td>
<td><img src="image4.jpg" alt="Image" /></td>
<td>Shoulder straps (rank slide) - centrally, bottom point of lowest star 5mm above ‘RM’ (remaining stars positioned above the first to fit onto slide)</td>
</tr>
<tr>
<td>Lieutenant rank badge: Bath stars (size 16mm) (bronze)</td>
<td><img src="image5.jpg" alt="Image" /></td>
<td>Shoulder straps (rank slide) - centrally, bottom point of lowest star 5mm above ‘RM’ (remaining star positioned 5mm above the first)</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>WO1 rank badge: Royal Arms (anodized) on a brown wrist strap</td>
<td><img src="image1.png" alt="Image" /></td>
<td>Right wrist - badge to appear upright when stood to attention</td>
</tr>
<tr>
<td>WO2 rank badge: Crown in laurel wreath (anodized) on a brown wrist strap</td>
<td><img src="image2.png" alt="Image" /></td>
<td>Right wrist - badge to appear upright when stood to attention</td>
</tr>
<tr>
<td>Drum Major appointment badge: Four inverted chevrons surmounted by a drum</td>
<td><img src="image3.png" alt="Image" /></td>
<td>Right wrist - badge to appear upright when stood to attention</td>
</tr>
<tr>
<td>Bugle Major appointment badge: Four inverted chevrons surmounted by a bugle</td>
<td><img src="image4.png" alt="Image" /></td>
<td>Right wrist - badge to appear upright when stood to attention</td>
</tr>
<tr>
<td>CSgt rank badge: Crown (white on khaki drill)</td>
<td><img src="image5.png" alt="Image" /></td>
<td>Upper right arm (Note 2) - centrally, point of lowest chevron 170mm below shoulder seam. Bottom edge of crown immediately above inside angle of top chevron (bottom corners of crown backing material to be sewn behind chevrons)</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sgt rank badge: Chevrons (white on khaki drill)</td>
<td></td>
<td>Upper right arm - centrally, point of lowest chevron <strong>170mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>Cpl rank badge: Chevrons (white on khaki drill)</td>
<td></td>
<td>Upper right arm - centrally, point of lowest chevron <strong>170mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>LCpl rank badge: Chevron (white on khaki drill)</td>
<td></td>
<td>Upper right arm - centrally, point of lowest chevron <strong>170mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>‘ROYAL BAND’ shoulder flash: Embroidered letters surmounted by a crown (blue on white)</td>
<td></td>
<td>Below right shoulder (Note 1) - centrally, top edge of badge <strong>20mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>Prince’s Badge: Embroidered royal cypher ‘PP’ in a lyre surmounted by a coronet (khaki on khaki drill)</td>
<td></td>
<td>Upper left arm - centrally, top edge of badge <strong>50mm</strong> below shoulder seam</td>
</tr>
</tbody>
</table>
### 24. 3C Dress – General Duty Dress ‘Half Lovats’ (JWH Order)

<table>
<thead>
<tr>
<th>Description</th>
<th>Image</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lieutenant Colonel rank badge:</td>
<td><img src="image1" alt="Image" /></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Crown (black on olive)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major rank badge:</td>
<td><img src="image2" alt="Image" /></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Crown (black on olive)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Captain rank badge:</td>
<td><img src="image3" alt="Image" /></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Bath stars (black on olive)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lieutenant rank badge:</td>
<td><img src="image4" alt="Image" /></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Bath stars (black on olive)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WO1 rank badge:</td>
<td><img src="image5" alt="Image" /></td>
<td>Lower right arm - centrally, bottom edge of badge 100mm above turned up edge of cuff</td>
</tr>
<tr>
<td>Royal Arms (scarlet boarder on khaki)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Bandmaster rank badge:</td>
<td><img src="image1.png" alt="Image" /></td>
<td>Lower right arm - centrally, bottom edge of badge <strong>100mm</strong> above turned up edge of cuff</td>
</tr>
<tr>
<td>Lyre in laurel wreath, surmounted by crown (black on olive)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drum Major appointment badge:</td>
<td><img src="image2.png" alt="Image" /></td>
<td>Lower right arm - centrally, bottom edge of badge <strong>100mm</strong> above turned up edge of cuff</td>
</tr>
<tr>
<td>Four inverted chevrons surmounted by a drum (black on olive)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bugle Major appointment badge:</td>
<td><img src="image3.png" alt="Image" /></td>
<td>Lower right arm - centrally, bottom edge of badge <strong>100mm</strong> above turned up edge of cuff</td>
</tr>
<tr>
<td>Four inverted chevrons surmounted by a bugle (black on olive)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSgt rank badge:</td>
<td><img src="image4.png" alt="Image" /></td>
<td>Upper right arm (Note 2) - centrally, point of lowest chevron <strong>170mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>Crown (black on olive)</td>
<td></td>
<td>bottom edge of crown immediately above chevrons</td>
</tr>
<tr>
<td>Sgt rank badge:</td>
<td><img src="image5.png" alt="Image" /></td>
<td>Upper right arm - centrally, point of lowest chevron <strong>170mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>Chevrons (black on olive)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cpl rank badge:</td>
<td><img src="image6.png" alt="Image" /></td>
<td>Upper right arm - centrally, point of lowest chevron <strong>170mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>Chevrons (black on olive)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>LCpl rank badge: Chevron (black on olive)</td>
<td><img src="image1.png" alt="Image" /></td>
<td>Upper right arm - centrally, point of lowest chevron <strong>170mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>‘ROYAL MARINES BAND SERVICE’ shoulder flashes: Embroidered letters (red on dark blue)</td>
<td><img src="image2.png" alt="Image" /></td>
<td>Below right and left shoulder - Centrally, top edge of badge immediately below shoulder seams</td>
</tr>
<tr>
<td>‘ROYAL BAND’ shoulder flash: Embroidered letters surmounted by a crown (red on dark blue)</td>
<td><img src="image3.png" alt="Image" /></td>
<td>Below right shoulder (Note 1) - Centrally, top edge of badge <strong>20mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>Prince’s Badge: Embroidered royal cypher ‘PP’ in a lyre surmounted by a coronet (black on olive)</td>
<td><img src="image4.png" alt="Image" /></td>
<td>Upper left arm - Centrally, top edge of badge <strong>50mm</strong> below shoulder seam</td>
</tr>
</tbody>
</table>
## 25. 3C Dress – General Duty Dress ‘Half Lovats’ (Raincoat)

<table>
<thead>
<tr>
<th>Description</th>
<th>Image</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lieutenant Colonel rank badge:</td>
<td></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Crown (black on olive)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major rank badge:</td>
<td></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Crown (black on olive)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Captain rank badge:</td>
<td></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Bath stars (black on olive)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lieutenant rank badge:</td>
<td></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Bath stars (black on olive)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WO1 rank badge:</td>
<td></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Royal Arms on a slide (black on olive)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Bandmaster rank badge: Lyre in laurel wreath, surmounted by crown on a slide (black on olive)</td>
<td><img src="image1" alt="Image" /></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Drum Major appointment badge: Four inverted chevrons (four) surmounted by a drum on a slide (black on olive)</td>
<td><img src="image2" alt="Image" /></td>
<td>Shoulder straps (appointment slide)</td>
</tr>
<tr>
<td>Bugle Major appointment badge: Four inverted chevrons surmounted by a bugle on a slide (black on olive)</td>
<td><img src="image3" alt="Image" /></td>
<td>Shoulder straps (appointment slide)</td>
</tr>
<tr>
<td>CSgt rank badge: Crown and chevrons on a slide (black on olive)</td>
<td><img src="image4" alt="Image" /></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Sgt rank badge: Chevrons on a slide (black on olive)</td>
<td><img src="image5" alt="Image" /></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Cpl rank badge: Chevrons on a slide (black on olive)</td>
<td><img src="image6" alt="Image" /></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>-------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>LCpl rank badge: Chevron on a slide (black on olive)</td>
<td></td>
<td>Shoulder straps (rank slide)</td>
</tr>
</tbody>
</table>
## 26. 3B/3D Dress – General Duty Dress Summer/Winter ‘Training Rig’

<table>
<thead>
<tr>
<th>Description</th>
<th>Image</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lieutenant Colonel rank badge:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crown (black on olive)</td>
<td></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Major rank badge:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crown (black on olive)</td>
<td></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Captain rank badge:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bath stars (black on olive)</td>
<td></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Lieutenant rank badge:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bath stars (black on olive)</td>
<td></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>WO1 badge:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Royal Arms on a slide (black on olive)</td>
<td></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>WO1 rank badge: Royal Arms (bronze) on a brown wrist strap</td>
<td><img src="image1.jpg" alt="Image" /></td>
<td>Right wrist - badge to appear upright when stood to attention</td>
</tr>
<tr>
<td>WO2 badge: Crown in laurel wreath on a slide (black on olive)</td>
<td><img src="image2.jpg" alt="Image" /></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>WO2 rank badge: Crown in laurel wreath (bronze) on a brown wrist strap</td>
<td><img src="image3.jpg" alt="Image" /></td>
<td>Right wrist - badge to appear upright when stood to attention</td>
</tr>
<tr>
<td>Bandmaster badge: Lyre in laurel wreath, surmounted by crown on a slide (black on olive)</td>
<td><img src="image4.jpg" alt="Image" /></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Drum Major appointment badge: Four inverted chevrons surmounted by a drum on a slide (black on olive)</td>
<td><img src="image5.jpg" alt="Image" /></td>
<td>Shoulder strap (appointment slide) (Note 3)</td>
</tr>
<tr>
<td>Bugle Major appointment badge: Four inverted chevrons surmounted by a bugle on a slide (black on olive)</td>
<td><img src="image6.jpg" alt="Image" /></td>
<td>Shoulder strap (appointment slide) (Note 3)</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>CSgt rank badge: Crown and chevrons on a slide (black on olive)</td>
<td><img src="image1.png" alt="Image" /></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Sgt rank badge: Chevrons on a slide (black on olive)</td>
<td><img src="image2.png" alt="Image" /></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Cpl rank badge: Chevrons on a slide (black on olive)</td>
<td><img src="image3.png" alt="Image" /></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>LCpl rank badge: Chevron on a slide (black on olive)</td>
<td><img src="image4.png" alt="Image" /></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>'ROYAL MARINES BAND SERVICE' shoulder flashes: Embroidered letters (black on olive)</td>
<td><img src="image5.png" alt="Image" /></td>
<td>Upper right and left arm - Centrally, top edge of badge immediately below shoulder seams</td>
</tr>
<tr>
<td>Prince's Badge: Embroidered royal cypher 'PP' in a lyre surmounted by a coronet (black on olive)</td>
<td><img src="image6.png" alt="Image" /></td>
<td>Upper left arm - Centrally, immediately below 'ROYAL MARINES BAND SERVICE' shoulder flash</td>
</tr>
</tbody>
</table>
27. Maternity Uniform

a. Maternity Cardigan (Note 9)

<table>
<thead>
<tr>
<th>Description</th>
<th>Image</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major rank badge: Crown (black on olive)</td>
<td></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Captain rank badge: Bath stars (black on olive)</td>
<td></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>Lieutenant rank badge: Bath stars (black on olive)</td>
<td></td>
<td>Shoulder straps (rank slide)</td>
</tr>
<tr>
<td>WO1 rank badge: Royal Arms (scarlet boarder on khaki)</td>
<td></td>
<td>Lower right arm - centrally, bottom edge of badge 100mm above edge of cuff</td>
</tr>
<tr>
<td>Bandmaster rank badge: Lyre in laurel wreath, surmounted by crown (black on olive)</td>
<td></td>
<td>Lower right arm - centrally, bottom edge of badge 100mm above edge of cuff</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>-------</td>
<td>----------------------------------------------------------------</td>
</tr>
<tr>
<td>Drum Major appointment badge:</td>
<td></td>
<td>Lower right arm - centrally, bottom edge of badge <strong>100mm</strong></td>
</tr>
<tr>
<td>Four inverted chevrons surmounted by a drum</td>
<td></td>
<td>above edge of cuff</td>
</tr>
<tr>
<td>(black on olive)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bugle Major appointment badge:</td>
<td></td>
<td>Lower right arm - centrally, bottom edge of badge <strong>100mm</strong></td>
</tr>
<tr>
<td>Four inverted chevrons surmounted by a bugle</td>
<td></td>
<td>above edge of cuff</td>
</tr>
<tr>
<td>(black on olive)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSgt rank badge:</td>
<td></td>
<td>Upper right arm (Note 2) - centrally, point of lowest chevron</td>
</tr>
<tr>
<td>Crown (black on olive)</td>
<td></td>
<td><strong>170mm</strong> below shoulder seam</td>
</tr>
<tr>
<td></td>
<td></td>
<td>bottom edge of crown</td>
</tr>
<tr>
<td></td>
<td></td>
<td>immediately above chevrons</td>
</tr>
<tr>
<td>Sgt rank badge:</td>
<td></td>
<td>Upper right arm - centrally, point of lowest chevron <strong>170mm</strong></td>
</tr>
<tr>
<td>Chevrons (black on olive)</td>
<td></td>
<td>below shoulder seam</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cpl rank badge:</td>
<td></td>
<td>Upper right arm - centrally, point of lowest chevron <strong>170mm</strong></td>
</tr>
<tr>
<td>Chevrons (black on olive)</td>
<td></td>
<td>below shoulder seam</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCpl rank badge:</td>
<td></td>
<td>Upper right arm - centrally, point of lowest chevron <strong>170mm</strong></td>
</tr>
<tr>
<td>Chevron (black on olive)</td>
<td></td>
<td>below shoulder seam</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>‘ROYAL MARINES BAND SERVICE’ shoulder flashes: Embroidered letters (red on dark blue)</td>
<td><img src="image1.jpg" alt="Image" /></td>
<td>Below right and left shoulder - Centrally, top edge of badge immediately below shoulder seams</td>
</tr>
<tr>
<td>‘ROYAL BAND’ shoulder flash: Embroidered letters surmounted by a crown (red on dark blue)</td>
<td><img src="image2.jpg" alt="Image" /></td>
<td>Below right shoulder (Note 1) - Centrally, top edge of badge 20mm below shoulder seam</td>
</tr>
<tr>
<td>Prince’s Badge: Embroidered royal cypher ‘PP’ in a lyre surmounted by a coronet (black on olive)</td>
<td><img src="image3.jpg" alt="Image" /></td>
<td>Upper left arm - Centrally, top edge of badge 50mm below shoulder seam</td>
</tr>
</tbody>
</table>
### b. Maternity Dress

<table>
<thead>
<tr>
<th>Description</th>
<th>Image</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letters ‘RM’: (bronze)</td>
<td></td>
<td>Shoulder straps - Centrally, bottom edge of letters <strong>10mm</strong> above shoulder seams</td>
</tr>
</tbody>
</table>
| Rank Slide: khaki cotton fabric rank slide for shoulder strap - hemmed edges | ![Diagram](image) | Dimensions:  
- Width = **60mm**  
- Length = **100mm**  
- RM holes:  
  - Distance apart = **20mm**  
  - Distance from sides = **20mm**  
  - Distance from bottom = **10mm**  |
| Major rank badge: crown (size 22mm) (bronze)                                  | ![Image](image) | Shoulder straps (rank slide) - centrally, bottom edge of crown **5mm** above ‘RM’ |
| Captain rank badge: Bath stars (size 16mm) (bronze)                         | ![Image](image) | Shoulder straps (rank slide) - centrally, bottom point of lowest star **5mm** above ‘RM’  
  (remaining stars positioned above the first to fit onto slide) |
| Lieutenant rank badge: Bath stars (size 16mm) (bronze)                      | ![Image](image) | Shoulder straps (rank slide) - centrally, bottom point of lowest star **5mm** above ‘RM’  
  (remaining star positioned **5mm** above the first) |
<table>
<thead>
<tr>
<th>Description</th>
<th>Image</th>
<th>Location and Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>WO1 rank badge: Royal Arms (anodized) on a brown wrist strap</td>
<td><img src="image1.jpg" alt="Image" /></td>
<td>Right wrist - badge to appear upright when stood to attention</td>
</tr>
<tr>
<td>WO2 rank badge: crown in laurel wreath (anodized) on a brown wrist strap (Note 4)</td>
<td><img src="image2.jpg" alt="Image" /></td>
<td>Right wrist - badge to appear upright when stood to attention</td>
</tr>
<tr>
<td>Drum Major appointment badge: Four inverted chevrons surmounted by a drum (chrome) on a brown wrist strap</td>
<td><img src="image3.jpg" alt="Image" /></td>
<td>Right wrist - badge to appear upright when stood to attention</td>
</tr>
<tr>
<td>Bugle Major appointment badge: Four inverted chevrons surmounted by a bugle (chrome) on a brown wrist strap</td>
<td><img src="image4.jpg" alt="Image" /></td>
<td>Right wrist - badge to appear upright when stood to attention</td>
</tr>
<tr>
<td>CSgt rank badge: Crown (white on khaki drill)</td>
<td><img src="image5.jpg" alt="Image" /></td>
<td>Upper right arm (Note 2) - centrally, point of lowest chevron 170mm below shoulder seam. Bottom edge of crown immediately above inside angle of top chevron (bottom corners of crown backing material to be sewn behind chevrons)</td>
</tr>
<tr>
<td>Description</td>
<td>Image</td>
<td>Location and Measurements</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-------</td>
<td>----------------------------------------------------------------</td>
</tr>
<tr>
<td>Sgt rank badge: Chevrons (white on khaki drill)</td>
<td></td>
<td>Upper right arm - centrally, point of lowest chevron <strong>170mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>Cpl rank badge: Chevrons (white on khaki drill)</td>
<td></td>
<td>Upper right arm - centrally, point of lowest chevron <strong>170mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>LCpl rank badge: Chevron (white on khaki drill)</td>
<td></td>
<td>Upper right arm - centrally, point of lowest chevron <strong>170mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>‘ROYAL BAND’ shoulder flash: Embroidered letters surmounted by a crown (blue on white)</td>
<td></td>
<td>Below right shoulder (Note 1) - centrally, top edge of badge <strong>20mm</strong> below shoulder seam</td>
</tr>
<tr>
<td>Prince’s Badge: Embroidered royal cypher ‘PP’ in a lyre surmounted by a coronet (khaki on khaki drill)</td>
<td></td>
<td>Upper left arm - centrally, top edge of badge <strong>50mm</strong> below shoulder seam</td>
</tr>
</tbody>
</table>
**Notes:**

1. **RM Band Portsmouth ranks only** - not worn in combat dress (the wearing of this badge is optional in 2A/2B Dress).

2. **CSgts rank chevrons** to be sewn 120mm on JWH, 190mm on stone shirt (short sleeves) and 290mm on ceremonial/blue tunics when worn with ‘ROYAL BAND’ shoulder flash.

3. Optional rank or appointment badge depending on operational requirements (appointment badges not available in bronze).


5. **Drum badge** not worn by Buglers (any rank).

6. Brassards to be an additional 40mm higher when ‘ROYAL BAND’ shoulder flash worn with Bd CSgt/CSgt Bugler (Sgt Bugler with drum badge - gold on dark blue only). Bottom of ‘ROYAL BAND’ shoulder flash sewn 10mm above top of CSgt (drum) badge.

7. **SQ badge (lyre/drum)** not worn.

8. The exact location of badges may differ slightly from the measurements provided depending on the length of the arm.

9. **Maternity shirt** as for 3A Dress (Shirt Sleeve Order).
ANNEX 40E

ILLUSTRATIONS OF ROYAL MARINE BADGES OF RANK & OTHER INSIGNIA

1. Badges and Distinction Marks of Rank

a. Royal Marine Officers

Cap/Beret Badges

- **Fig 40E-1a. General Officer**
- **Fig 40E-1b. Brigadiers and Colonels**
- **Fig 40E-1c. All Other Officers (Divided Badge) (Anodised or Bronze)**

Cap/Peaks

- **Fig 40E-2a. General Officers**
- **Fig 40E-2b. Brigadiers and Colonels, Lt Colonel and Major**

Helmet Badge

- **Fig 40E-3. Gilded Metal**
Buttons (Anodised and Bronze)

- Fig 40E-4a. General Officers (used on Gorget Patches)
- Fig 40E-4b. Brigadiers and Colonels (used on Gorget Patches)
- Fig 40E-4c. Chin Strap (Cap)
- Fig 40E-4d. Corps Button - All Ranks

Collar Badge

- Fig 40E-5. Gilded Metal

Gorget Patches

- Fig 40E-6a. General Officers
- Fig 40E-6b. Brigadiers and Colonels

Shoulder Straps - Mess Jackets

- Fig 40E-7a. General Officers
- Fig 40E-7b. Brigadiers and Colonels
b. Warrant Officers, NCOs and Men

Cap/Beret Badges

Fig 40-9a. WO1
(Officers divided badge)

Fig 40E-9b. WO2
(Divided badge)

Fig 40E-9c. Ranks
(Composite badge)
Helmet Badge (Gilded metal)

Fig 40E-10

Collar Badge

Fig 40E-11a
Warrant Officer 1

Fig 40E-11b.
Warrant Officer 2

Badge of Appointment

Fig 40E-12.
Provost Sergeant

Good Conduct Badges

Fig 40E-13a.
4 Years

Fig 40E-13b.
8 Years

Fig 40E-13c.
12 Years
**Rank Badges**

- **Fig 40E-14a.** Warrant Officer 1
- **Fig 40E-14b.** Warrant Officer 2
- **Fig 40E-14c.** Colour Sergeant (for blue dress)
- **Fig 40E-14d.** Colour Sergeant (for lovat dress)
- **Fig 40E-14e.** Sergeant
- **Fig 40E-14f.** Corporal
- **Fig 40E-14g.** Lance Corporal

**Branch Badges**

- **Fig 40E-15a.** Telecommunication Technician
- **Fig 40E-15b.** Other Tradesmen

**Shoulder Titles (All Ranks)**

- **Fig 40E-16a.** Shoulder Flash
- **Fig 40E-16b.** Letters (Anodised and Bronze)
- **Fig 40E-16c.** Commando Dagger Badge

For Reserve personnel, as above but letters state RMR.
2. Specialist Badges
   a. Qualification and Skill
      Fig 40E-19a. Drill and Platoon Weapons
      Fig 40E-19b. Driver
      Fig 40E-19c. Signaller
      Fig 40E-19d. Physical training
      Fig 40E-19e. Sniper
      Fig 40E-19f. Marksman
      Fig 40E-19g. CGRM Shooting Badge
      Fig 40E-19h. HW (see Note 1)
Effective February 2020

Notes:

The letters in wreath denote specialisation:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Specialisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE</td>
<td>Assault Engineer</td>
</tr>
<tr>
<td>AS</td>
<td>Armoured Support</td>
</tr>
<tr>
<td>CI</td>
<td>Combat Intelligence</td>
</tr>
<tr>
<td>HW</td>
<td>Heavy Weapons</td>
</tr>
<tr>
<td>IS</td>
<td>Information Systems</td>
</tr>
<tr>
<td>K</td>
<td>Chef</td>
</tr>
<tr>
<td>LC</td>
<td>Landing Craft</td>
</tr>
<tr>
<td>ML</td>
<td>Mountain Leader</td>
</tr>
<tr>
<td>MP</td>
<td>Military Police</td>
</tr>
<tr>
<td>SA</td>
<td>Stores Accountant</td>
</tr>
<tr>
<td>SC</td>
<td>Swimmer Canoeist</td>
</tr>
</tbody>
</table>

Stars and Crowns are included on the basic badge to denote grades within the specialist qualification.

b. Qualification and Skill - All Ranks

Fig 40E-20a. Army Parachute Jump Instructor

Fig 40E-20b. Observer Unit Light Aircraft

Fig 40E-20c. Air Gunner Unit Light Aircraft

3. Naval Careers Service

Fig 40E-21. Careers Service Officers and Careers Advisers (see Note)
Note. Worn centrally above the left breast pocket with the lower edge 3mm above the top seam or medal ribbon(s) when worn immediately above the pocket. If necessary, the badge may be displaced towards the left arm sufficient to prevent concealment by the left lapel. Not to be worn with medals.

4. Band Service

Royal Marine Band Service personnel wear the same badges as Officers, Warrant Officers, NCOs and Men with the following exceptions:

- **Fig 40E-22. Cap Badge**
- **Fig 40E-23a. Royal Cypher - Silver**
- **Fig 40E-23b. Royal Cypher - Silver**
- **Fig 40E-24. Prince of Wales Plume - CTCRM**

- Grenade
- Worn above ‘Grenade’ cap badge and (without crown) on helmet plate
- Worn on helmet plate
- Silver (worn with anodised cap badge)

- **Collar Badge**
- **Shoulder Titles**
- **Special Badge**

- **Fig 40E-25.**
- **Fig 40E-26.**
- **Fig 40E-27**

- Worn with No 1 dress below Band Sergeant, only on ceremonial tunic
- Prince’s Badge
Rank Badge
Fig 40E-28. WO2 Bandmaster

Badges of Appointment
Fig 40E-29a. Drum Major
Fig 40E-29b. Bugle Major

Branch Badge
Fig 40E-30a. Band Ranks
Fig 40E-30b. Bugle

Royal Band
Fig 40E-31. Ranks serving in Portsmouth Band
ANNEX 40F

SPECIAL BOAT SERVICE

1. 1B Dress - Formal Dress “Parade Lovats”

   a. **Occasions for Wear**

      (1) When receiving The Sovereign, other crowned heads or heads of state.

      (2) When receiving royalty unless ordered to the contrary by the relevant Service Chief.

      (3) Full ceremonial state events as ordered.

      (4) Inspections by Flag and General Officers.

      (5) Funerals, parades and other appropriate ceremonial events.

   b. **Description**

      | Officers                                    | WOs and SNCOs | Corporals and Marines |
      |---------------------------------------------|---------------|-----------------------|
      | Beret and SBS cloth badge                   | Beret and SBS cloth badge | Beret and SBS cloth badge |
      | Lovat suit                                 | Lovat suit    | Lovat suit            |
      | Lanyards (Note 1)                          | SBS Lanyard   | SBS Lanyard           |
      | Stone long sleeved shirt                   | Stone long sleeved shirt | Stone long sleeved shirt |
      | Light khaki braided tie                    | Khaki drab braided tie (Note 8) | Khaki drab braided tie |
      | Socks combat general service               | Socks combat general service | Socks combat general service |
      | Sam Browne (Note 2)                        | Sam Browne/Sword belt/White belt (Note 4) | White belt (Note 4) |
      | Sword (Note 3)                             | Sword/rifle (Note 3) | Rifle (Note 3) |
      | Officer pattern boots                      | Army/Officer pattern boots (Note 5) | Army pattern boots (Note 5) |
      | Brown cape gloves                          | Gloves (Note 6) | White gloves          |
      | SBS Para Wings (Note 9)                    | Sash (Note 7)  | SBS Para Wings (Note 9) |

   c. **Decorations/Medals**

      (1) Up to 2 stars of orders.

      (2) 1 neck decoration.

      (3) Medals.
Notes:

1. Blue officer pattern lanyard on left shoulder, SBS lanyard on the right shoulder.

2. Sam Browne always worn with a frog, whether with sword or not.

3. Sword/rifles are carried on parade when ordered.

4. WO1s wear Sam Browne, WOs2 wear sword belt, badged SNCOs and ORs wear band service white belt and SBS locket union.

5. WO2s and below wear Army pattern boots.

6. WO2s and above wear brown cape gloves, the remainder wear white gloves.

7. WO2s and below wear a scarlet sash.

8. WO1s wear light khaki braided tie.

9. For badged ranks and Special Forces Communicators.
Figure 40F-1a. Officers

Figure 40F-1b. WOs and SNCOs

Figure 40F-1c. Corporals and Marines
2. **1B Dress - Semi Formal Dress “Lovats”**

   a. **Occurrences for Wear.** Occasions of duty or minor ceremonial.

   b. **Description**

<table>
<thead>
<tr>
<th>Officers</th>
<th>WOs and SNCOs</th>
<th>Corporals and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beret and SBS cloth badge</td>
<td>Beret and SBS cloth badge</td>
<td>Beret and SBS cloth badge</td>
</tr>
<tr>
<td>Lovat suit</td>
<td>Lovat suit</td>
<td>Lovat suit</td>
</tr>
<tr>
<td>Cloth belt</td>
<td>Cloth belt</td>
<td>Cloth belt</td>
</tr>
<tr>
<td>Lanyards (Note 1)</td>
<td>SBS Lanyard (Note 2)</td>
<td>SBS Lanyard</td>
</tr>
<tr>
<td>Stone long sleeved shirt</td>
<td>Stone long sleeved shirt</td>
<td>Stone long sleeved shirt</td>
</tr>
<tr>
<td>Light khaki braided tie</td>
<td>Khaki drab braided tie (Note 3)</td>
<td>Khaki drab braided tie</td>
</tr>
<tr>
<td>Socks combat general service</td>
<td>Socks combat general service</td>
<td>Socks combat general service</td>
</tr>
<tr>
<td>Officer pattern shoes</td>
<td>Black shoes (Note 4)</td>
<td>Black shoes</td>
</tr>
<tr>
<td>SBS Para Wings (Note 6)</td>
<td>Sash (Note 5)</td>
<td>SBS Para Wings (Note 6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SBS Para Wings (Note 6)</td>
</tr>
</tbody>
</table>

   c. **Decorations/Medals.** Negative medals

   **Notes:**

   1. *Blue officer pattern lanyard on left shoulder, SBS lanyard on the right shoulder.*
   2. *WO1s to wear officer pattern lanyard on left shoulder.*
   3. *WO1s wear light khaki braided tie.*
   4. *WO1s wear officer pattern shoes.*
   5. *WO2s and below wear scarlet sash.*
   6. *SBS Para Wings for badged ranks and Special Forces Communicators.*
Figure 40F-2a. Officers

Figure 40F-2b. WOs and SNCOs

Figure 40F-2c. Corporals and Marines
3. **3A Dress - General Duty Dress “Half Lovats”**

a. **Occasions for Wear.** Semi formal day rig worn in camp and for day to day duties.

b. **Description**

<table>
<thead>
<tr>
<th>Officers</th>
<th>WOs and SNCOs</th>
<th>Corporals and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beret and SBS cloth badge</td>
<td>Beret and SBS cloth badge</td>
<td>Beret and SBS cloth badge</td>
</tr>
<tr>
<td>Lovat trousers</td>
<td>Lovat trousers</td>
<td>Lovat trousers</td>
</tr>
<tr>
<td>Cloth belt</td>
<td>SBS stable belt (Note 3)</td>
<td>SBS stable belt (Note 3)</td>
</tr>
<tr>
<td>Lanyards (Note 1)</td>
<td>SBS lanyard (Note 4)</td>
<td>SBS lanyard (Note 4)</td>
</tr>
<tr>
<td>Stone short sleeved shirt</td>
<td>Stone short sleeved shirt</td>
<td>Stone short sleeved shirt</td>
</tr>
<tr>
<td>Bronze SBS insignia (Note 2)</td>
<td>Bronze SBS insignia (Note 2)</td>
<td>Bronze SBS insignia (Note 2)</td>
</tr>
<tr>
<td>SBS stable belt (Note 3)</td>
<td>Socks combat general service</td>
<td>Socks combat general service</td>
</tr>
<tr>
<td>Socks combat general service</td>
<td>Black shoes</td>
<td>Black shoes</td>
</tr>
<tr>
<td>Officer pattern shoes</td>
<td>SBS Para Wings (Note 5)</td>
<td>SBS Para Wings (Note 5)</td>
</tr>
<tr>
<td>SBS Para Wings (Note 5)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

c. **Decorations/Medals.** None

**Notes:**

1. Blue officer pattern lanyard on left shoulder, SBS lanyard on the right shoulder.
2. All badged SBS ranks.
3. All badged SBS ranks.
4. All personnel serving with SBS.
5. SBS Para Wings for badged ranks and Special Forces Communicators.
Figure 40F-3a. Officers

Figure 40F-3b. WOs and SNCOs

Figure 40F-3c. Corporals and Marines
4. **3D Dress - General Duty Dress “Training Rig”**

   a. **Occasions for Wear.** Informal day rig worn in camp and for day to day duties.

   b. **Description**

<table>
<thead>
<tr>
<th>Officers</th>
<th>WOs and SNCOs</th>
<th>Corporals and Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beret (Note 1)</td>
<td>Beret (Note 1)</td>
<td>Beret (Note 1)</td>
</tr>
<tr>
<td>Combat 95 shirt</td>
<td>Combat 95 shirt</td>
<td>Combat 95 shirt</td>
</tr>
<tr>
<td>Rank Slide (Note 4)</td>
<td>Rank Slide (Note 4)</td>
<td>Rank Slide (Note 4)</td>
</tr>
<tr>
<td>Combat 95 trousers</td>
<td>Combat 95 trousers</td>
<td>Combat 95 trousers</td>
</tr>
<tr>
<td>Bronze cap badge (Note 2)</td>
<td>Bronze cap badge (Note 2)</td>
<td>Bronze cap badge (Note 2)</td>
</tr>
<tr>
<td>Green belt (Note 3)</td>
<td>Green belt (Note 3)</td>
<td>Green belt (Note 3)</td>
</tr>
<tr>
<td>Socks combat general service</td>
<td>Socks combat general service</td>
<td>Socks combat general service</td>
</tr>
<tr>
<td>Boots high leg combat</td>
<td>Boots high leg combat</td>
<td>Boots high leg combat</td>
</tr>
</tbody>
</table>

   c. **Decorations/Medals.** None

   **Notes:**

   2. SBS ranks cloth badge.
   3. SBS ranks Stable Belt.
   4. Black on Green.
   5. T-shirt may be worn under CS95 shirt in cold weather.
   6. Combat jacket/waterproofs may be worn in inclement weather.
ANNEX 40G

ROYAL MARINES BAND SERVICE DRESS TABLES

1. 1 Dress – Ceremonial Blue Dress

a. Occasions for Wear

(1) When receiving The Sovereign, other crowned heads or heads of state.

(2) When receiving royalty unless ordered to the contrary by the relevant senior officer.

(3) Full ceremonial state events as ordered.

(4) Inspections by Flag and General Officers.

(5) Funerals, parades and other appropriate ceremonial events.

b. Description

(1) Officers

<table>
<thead>
<tr>
<th>Director of Music</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helmet, Wolseley pattern</td>
</tr>
<tr>
<td>Plate, helmet, officers’ pattern (Note 1)</td>
</tr>
<tr>
<td>Ball ornament, officers’ pattern</td>
</tr>
<tr>
<td>Chain (stay), chin, gold plated</td>
</tr>
<tr>
<td>Tunic, gold braid (officers’ pattern) (Note 2)</td>
</tr>
<tr>
<td>T-shirt</td>
</tr>
<tr>
<td>Trousers, overalls, blue (thick stripe)</td>
</tr>
<tr>
<td>Braces</td>
</tr>
<tr>
<td>Gloves, white</td>
</tr>
<tr>
<td>Baton</td>
</tr>
<tr>
<td>Sash, waist, crimson</td>
</tr>
<tr>
<td>Sword &amp; scabbard, steel (short sword knot - gold) (Note 3)</td>
</tr>
<tr>
<td>Sword straps (1 short, 1 long - gold)</td>
</tr>
<tr>
<td>Sword waist belt (worn under crimson sash)</td>
</tr>
<tr>
<td>Socks, black</td>
</tr>
<tr>
<td>Wellington boots (Note 3)</td>
</tr>
</tbody>
</table>
## WO1s and Appointed Ranks

<table>
<thead>
<tr>
<th>Warrant Officer (Class 1)</th>
<th>Bandmaster</th>
<th>Drum Major</th>
<th>Bugle Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
</tr>
<tr>
<td>Plate, helmet, officers’ pattern (Note 1)</td>
<td>Plate, helmet, gold plated (Note 1)</td>
<td>Plate, helmet, gold plated (Note 1)</td>
<td>Plate, helmet, gold plated</td>
</tr>
<tr>
<td>Ball ornament, officers’ pattern</td>
<td>Ball ornament, gold plated</td>
<td>Ball ornament, gold plated</td>
<td>Ball ornament, gold plated</td>
</tr>
<tr>
<td>Chain (stay), chin, gold plated</td>
<td>Chain (stay), chin, gold plated</td>
<td>Chain (stay), chin, gold plated</td>
<td>Chain (stay), chin, gold plated</td>
</tr>
<tr>
<td>Tunic, gold braid (officers’ pattern) (Note 2 and Note 4)</td>
<td>Tunic, gold braid (Note 2)</td>
<td>Tunic, gold braid (Note 2)</td>
<td>Tunic, gold braid (SNCOs’ pattern) (Note 2 and Note 4)</td>
</tr>
<tr>
<td>T-shirt</td>
<td>T-shirt</td>
<td>T-shirt</td>
<td>T-shirt</td>
</tr>
<tr>
<td>Trousers, No 1, blue (thick or thin stripe)</td>
<td>Trousers, No 1, blue (thick stripe)</td>
<td>Trousers, overalls, blue (thick stripe)</td>
<td>Trousers, No 1, blue (thin stripe)</td>
</tr>
<tr>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
</tr>
<tr>
<td>Gloves, white</td>
<td>Gloves, white</td>
<td>Gauntlets, white gauntlets (Drum Majors’ pattern)</td>
<td>Gloves, white</td>
</tr>
<tr>
<td>Baton</td>
<td>Baton</td>
<td>Dress belt (Note 5)</td>
<td>Baton</td>
</tr>
<tr>
<td>Sash, waist, crimson</td>
<td>Sash, worsted, scarlet</td>
<td>Sash, worsted, scarlet</td>
<td>Sash, worsted, scarlet</td>
</tr>
<tr>
<td>Sword belt, waist (worn under crimson sash)</td>
<td>Sword belt and straps (1 short, 1 long - white)</td>
<td>Sword belt, waist (worn under tunic)</td>
<td>Sword belt and straps (1 short, 1 long - white)</td>
</tr>
<tr>
<td>Sword &amp; scabbard, steel (short sword knot - gold)</td>
<td>Sword &amp; scabbard, steel (sword knot - white)</td>
<td>Sword &amp; scabbard, steel (short sword knot - white)</td>
<td>Sword &amp; scabbard, steel (sword knot - white)</td>
</tr>
<tr>
<td>Sword straps (1 short, 1 long - gold)</td>
<td>Socks, black</td>
<td>Sword straps (1 short, 1 long - white)</td>
<td>Dress cords, silk</td>
</tr>
<tr>
<td>Socks, black</td>
<td>George boots</td>
<td>Socks, black</td>
<td>Socks, black</td>
</tr>
<tr>
<td>Parade boots (officers’ pattern)</td>
<td>Wellington boots</td>
<td>George boots</td>
<td></td>
</tr>
</tbody>
</table>
### Other Ranks

<table>
<thead>
<tr>
<th>Band SNCO</th>
<th>SNCO Bugler</th>
<th>Band Corporal and Musician</th>
<th>Corporal Bugler and Bugler</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Musical instrument(s) according to category (Note 6)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
</tr>
<tr>
<td>Plate, helmet, gold plated (Note 1)</td>
<td>Plate, helmet, gold plated</td>
<td>Plate, helmet, gold plated (Note 1)</td>
<td>Plate, helmet, gold plated</td>
</tr>
<tr>
<td>Ball ornament, gold plated</td>
<td>Ball ornament, gold plated</td>
<td>Ball ornament, gold plated (Note 1)</td>
<td>Ball ornament, gold plated</td>
</tr>
<tr>
<td>Chain (stay), chin, gold plated</td>
<td>Chain (stay), chin, gold plated</td>
<td>Chain (stay), chin, gold plated</td>
<td>Chain (stay), chin, gold plated</td>
</tr>
<tr>
<td>Tunic, gold braid (SNCOs’ pattern) (Note 2)</td>
<td>Tunic, gold braid (SNCOs’ pattern) (Note 2)</td>
<td>Tunic, yellow braid (Note 2)</td>
<td>Tunic, yellow braid (Note 2)</td>
</tr>
<tr>
<td>T-shirt</td>
<td>T-shirt</td>
<td>T-shirt</td>
<td>T-shirt</td>
</tr>
<tr>
<td>Trousers, No 1, blue (thick stripe)</td>
<td>Trousers, No 1, blue (thin stripe)</td>
<td>Trousers, No 1, blue (thick stripe)</td>
<td>Trousers, No 1, blue (thin stripe)</td>
</tr>
<tr>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
</tr>
<tr>
<td>Locket union (gold plated)</td>
<td>Locket union (gold plated)</td>
<td>Locket union (gold plated)</td>
<td>Locket union (gold plated)</td>
</tr>
<tr>
<td>Belt, white (plastic)</td>
<td>Belt, white (plastic)</td>
<td>Belt, white (plastic)</td>
<td>Belt, white (plastic)</td>
</tr>
<tr>
<td>Sash, worsted, scarlet</td>
<td>Dress cords, worsted</td>
<td>Cross strap and pouch (Note 7)</td>
<td>Dress cords, worsted</td>
</tr>
<tr>
<td>Socks, black</td>
<td>Socks, black</td>
<td>Gloves, white</td>
<td>Legs apron (white)</td>
</tr>
<tr>
<td>George boots</td>
<td>George boots</td>
<td>George boots</td>
<td>George boots</td>
</tr>
<tr>
<td></td>
<td>Leg apron (white)</td>
<td>Drum sling</td>
<td>Bugle cord</td>
</tr>
<tr>
<td></td>
<td>Drum sling</td>
<td>Bugle cord</td>
<td>Drum traces (white)</td>
</tr>
<tr>
<td></td>
<td>Bugle cord</td>
<td>Drum traces (white)</td>
<td>Drum sticks (white)</td>
</tr>
<tr>
<td></td>
<td>Drum sticks (white)</td>
<td>Socks, black</td>
<td>George boots</td>
</tr>
<tr>
<td></td>
<td>Socks, black</td>
<td>George boots</td>
<td>George boots</td>
</tr>
</tbody>
</table>
c. Decorations/Medals. Medals.

Notes:

1. Directors of Music, Bandmasters and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate helmet plate with royal cyphers (not Buglers).

2. Prince’s badge to be worn by all ranks in receipt of the award. All Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the “Royal Band” flash.

3. Principal Director of Music and any other RMBS Officers of Lt Col rank to wear spurs and long sword knot - gold.

4. Bugle Majors (including WO1 Bugle Majors) to wear silk dress cords.

5. Drum Majors to wear miniature medals on dress belt.

6. Bass drummers to wear tiger skin and gauntlets. Tenor drummers to wear leopard skin and gauntlets. Tuba and euphonium players to wear blue bass apron with gold braid.

7. With the exception of SNCOs, bass players, bass drummers, tenor drummers and Buglers, all Band Corporals and Musicians are to wear cross strap & pouch.

d. Images

Figure 40G-1a Director of Music
Figure 40G-1b  WO2 Bandmaster

Figure 40G-1c  Drum Major

Figure 40G-1d  Bugle Major
Figure 40G-1e  Band Colour Sergeant

Figure 40G-1f  Sergeant Bugler

Figure 40G-1g  Musician
Figure 40G-1.n  Ceremonial Equipment

(a) Helmet Plate (Officers’ Pattern)  
(b) Helmet Plate (Other Ranks)

(c) Helmet Plate (Portsmouth Band)  
(d) Helmet Plate (CTCRM Band)
(e) Ball Ornament: Rear View (Officers’ Pattern)

(f) Ball Ornament: Rear View (Other Ranks)

(g) Locket Union & Belt

(h) Cross Strap & Pouch
Figure 40G-1.0 Footwear
(a) George Boot

(b) Wellington Boot
2. **1F Dress – Formal Dress**

   a. **Occasions for Wear**

      (1) Inspections by Flag and General Officers.

      (2) Minor ceremonial occasions as an alternative to No 1 Ceremonial Dress (e.g. ushers, receptions following band engagements).

      (3) Other occasions as ordered (including band concerts).

   b. **Description**

      (1) **Officers**

<table>
<thead>
<tr>
<th><strong>Director of Music (Note 1)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap (officers’ pattern) (Note 10)</td>
</tr>
<tr>
<td>Tunic, gold braid (officers’ pattern) (Note 2)</td>
</tr>
<tr>
<td>T-shirt</td>
</tr>
<tr>
<td>Trousers, overalls, blue (thick stripe)</td>
</tr>
<tr>
<td>Braces</td>
</tr>
<tr>
<td>Gloves, white (Note 3)</td>
</tr>
<tr>
<td>Sword straps (1 short, 1 long - gold)</td>
</tr>
<tr>
<td>Sword waist belt (worn under crimson sash)</td>
</tr>
<tr>
<td>Baton (as required)</td>
</tr>
<tr>
<td>Sash, waist, crimson</td>
</tr>
<tr>
<td>Socks, black</td>
</tr>
<tr>
<td>Wellington boots (Note 4)</td>
</tr>
</tbody>
</table>
### WO1s & Appointed Ranks

<table>
<thead>
<tr>
<th>Warrant Officer (Class 1) (Note 1)</th>
<th>Bandmaster (Note 1)</th>
<th>Drum Major (Note 6 and Note 10)</th>
<th>Bugle Major (Note 2 and Note 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap (officers’ pattern)</td>
<td>Cap (Note 6 and Note 10)</td>
<td>Cap (Note 6 and Note 10)</td>
<td>Cap</td>
</tr>
<tr>
<td>Tunic, gold braid (officers’ pattern) (Note 2 and Note 5)</td>
<td>Tunic, gold braid (SNCOs’ pattern) (Note 2)</td>
<td>Tunic, gold braid (Drum Majors’ pattern) (Note 2)</td>
<td>Tunic, gold braid (SNCOs’ pattern) (Note 2 and Note 5)</td>
</tr>
<tr>
<td>T-shirt</td>
<td>T-shirt</td>
<td>T-shirt</td>
<td>T-shirt</td>
</tr>
<tr>
<td>Trousers, No 1, blue (thick or thin stripe)</td>
<td>Trousers, No 1, blue (thick stripe)</td>
<td>Trousers, overalls, blue (thick stripe)</td>
<td>Trousers, No 1, blue (thin stripe)</td>
</tr>
<tr>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
</tr>
<tr>
<td>Baton</td>
<td>Baton</td>
<td>Dress belt (Note 8)</td>
<td>Baton</td>
</tr>
<tr>
<td>Sash, waist, crimson</td>
<td>Sash, worsted, scarlet</td>
<td>Sash, worsted, scarlet</td>
<td>Sash, worsted, scarlet</td>
</tr>
<tr>
<td>Sword belt, waist (worn under crimson sash)</td>
<td>Sword belt and straps (1 short, 1 long - white)</td>
<td>Sword belt, waist (worn under tunic)</td>
<td>Sword belt and straps (1 short, 1 long - white)</td>
</tr>
<tr>
<td>Sword straps (1 short, 1 long - gold)</td>
<td>Socks, black</td>
<td>Sword straps (1 short, 1 long - white)</td>
<td>Dress cords, silk</td>
</tr>
<tr>
<td>Gloves, white (Note 3)</td>
<td>Gloves, white</td>
<td>Gloves, white</td>
<td>Gloves, white</td>
</tr>
<tr>
<td>Socks, black (Note 7)</td>
<td>Shoes, black</td>
<td>Socks, black</td>
<td>Shoes, black</td>
</tr>
<tr>
<td>Shoes (officers’ pattern)</td>
<td>Wellington boots</td>
<td>Shoes, black (Note 7)</td>
<td>Shoes, black</td>
</tr>
</tbody>
</table>

### Other Ranks

<table>
<thead>
<tr>
<th>Band SNCO</th>
<th>SNCO Bugler</th>
<th>Band Corporal and Musician</th>
<th>Corporal Bugler and Bugler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap (Note 6 and Note 10)</td>
<td>Cap (Note 10)</td>
<td>Cap (Note 6 and Note 10)</td>
<td>Cap (Note 10)</td>
</tr>
<tr>
<td>Tunic, gold braid (SNCOs’ pattern) (Note 2)</td>
<td>Tunic, gold braid (SNCOs’ pattern) (Note 2)</td>
<td>Tunic, yellow braid (Note 2)</td>
<td>Tunic, yellow braid (Note 2)</td>
</tr>
<tr>
<td>T-shirt</td>
<td>T-shirt</td>
<td>T-shirt</td>
<td>T-shirt</td>
</tr>
<tr>
<td>Trousers, No 1, blue (thick stripe)</td>
<td>Trousers, No 1, blue (thick stripe)</td>
<td>Trousers, No 1, blue (thick stripe)</td>
<td>Trousers, No 1, blue (thin stripe)</td>
</tr>
<tr>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
</tr>
<tr>
<td>Locket union (gold plated)</td>
<td>Locket union (gold plated)</td>
<td>Locket union (gold plated)</td>
<td>Locket union (gold plated)</td>
</tr>
<tr>
<td>Belt, white (plastic)</td>
<td>Belt, white (plastic)</td>
<td>Belt, white (plastic)</td>
<td>Belt, white (plastic)</td>
</tr>
<tr>
<td>Sash, worsted, scarlet</td>
<td>Dress cords, worsted</td>
<td>Socks, black</td>
<td>Dress cords, worsted</td>
</tr>
<tr>
<td>Gloves, white (Note 3)</td>
<td>Gloves, white (Note 3)</td>
<td>Gloves, white (Note 3)</td>
<td>Gloves, white (Note 3)</td>
</tr>
<tr>
<td>Socks, black</td>
<td>Sash, worsted, scarlet</td>
<td>Shoes, black (Note 6)</td>
<td>Socks, black</td>
</tr>
<tr>
<td>Shoes, black (Note 6)</td>
<td>Socks, black</td>
<td>Shoes, black (Note 7)</td>
<td>Shoes, black (Note 7)</td>
</tr>
</tbody>
</table>
c. **Decorations/Medals.** Medals.

<table>
<thead>
<tr>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. When conducting concerts, orchestras and ensembles etc, Directors</td>
</tr>
<tr>
<td>of Music and Bandmasters are to wear Mess Dress or Frockcoat (WO1s</td>
</tr>
<tr>
<td>only) as appropriate.</td>
</tr>
<tr>
<td>2. Prince’s badge to be worn by all ranks in receipt of the award.</td>
</tr>
<tr>
<td>All Musicians and Buglers serving in Portsmouth Band (including the</td>
</tr>
<tr>
<td>Director of Music, Bandmaster and (Corps) Drum Major) to wear the</td>
</tr>
<tr>
<td>“Royal Band” flash.</td>
</tr>
<tr>
<td>3. To be worn if ordered.</td>
</tr>
<tr>
<td>4. Principal Director of Music to wear spurs and long sword knot -</td>
</tr>
<tr>
<td>gold.</td>
</tr>
<tr>
<td>5. Bugle Majors (including WO1 Bugle Majors) to wear silk dress cords.</td>
</tr>
<tr>
<td>6. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving</td>
</tr>
<tr>
<td>in Portsmouth and CTCRM Bands are to wear the appropriate cap badges</td>
</tr>
<tr>
<td>with royal cyphers (not Buglers).</td>
</tr>
<tr>
<td>7. Females may wear ‘Gibson’ shoes or male equivalent shoes at their</td>
</tr>
<tr>
<td>discretion.</td>
</tr>
<tr>
<td>8. Drum Majors to wear miniature medals on dress belt.</td>
</tr>
<tr>
<td>9. Tuba and euphonium players to wear blue bass apron with gold</td>
</tr>
<tr>
<td>braid when performing.</td>
</tr>
<tr>
<td>10. Caps not worn when performing inside unless ordered. Caps worn</td>
</tr>
<tr>
<td>when performing outside (e.g. Royal Garden Parties).</td>
</tr>
</tbody>
</table>
d. **Images**

**Figure 40G-2.a** Musician

**Figure 40G-2.b** Caps

(a) Male (Other Ranks)  
(b) Female (Other Ranks)

(c) Male (Portsmouth Band)  
(d) Female (Portsmouth Band)
(e) Male (CTCRM Band)

(f) Female (CTCRM Band)

Figure 40G-2.c Footwear
(a) Gibson Shoe

(b) Court Shoe
3. **1 Dress – Ceremonial Blue Dress (Frockcoat Order)**

a. **Occasions for Wear.** By Officers and WOs1s only during the day when the wearing of No. 1 Dress - Ceremonial Blue Dress, would be inappropriate (eg. when conducting a concert band during an afternoon performance).

b. **Description**

<table>
<thead>
<tr>
<th>Director of Music</th>
<th>Warrant Officer (Class 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap (officers’ pattern)</td>
<td>Cap (officers’ pattern)</td>
</tr>
<tr>
<td>Frockcoat (Note 1)</td>
<td>Frockcoat (Note 1)</td>
</tr>
<tr>
<td>T-shirt</td>
<td>T-shirt</td>
</tr>
<tr>
<td>Trousers, overalls, blue, thick stripe</td>
<td>Trousers, No. 1, blue, thick or thin stripe</td>
</tr>
<tr>
<td>Braces</td>
<td>Braces</td>
</tr>
<tr>
<td>Baton (as required)</td>
<td>Baton (as required)</td>
</tr>
<tr>
<td>Sash, waist, crimson</td>
<td>Sash, waist, crimson</td>
</tr>
<tr>
<td>Black socks</td>
<td>Black socks</td>
</tr>
<tr>
<td>Wellington boots (Note 2)</td>
<td>Parade boots (officers’ pattern)</td>
</tr>
</tbody>
</table>

c. **Decorations/Medals.** Medal ribbons.

**Notes:**

1. *Prince’s badge to be worn by all ranks in receipt of the award. The Director of Music and WO1 Bandmaster of Portsmouth Band to wear the “Royal Band” flash.*

2. *Principal Director of Music and any other RMBS Officers of Lt Col rank to wear spurs.*

d. **Images**

Figure 40G-3.a Director of Music
4. **1 Dress – Ceremonial Blue Dress (Greatcoat Order)**

a. **Occasions for Wear**

   (1) When receiving HM the Sovereign, other crowned heads or heads of state in winter when ordered.

   (2) When receiving royalty in winter unless ordered to the contrary by the relevant senior officer.

   (3) Full ceremonial state events in winter as ordered (including Remembrance Day parades).

   (4) Inspections in winter by Flag and General Officers.

   (5) All Service parades taking place outside between 1 Nov – 31 Mar with the exception of BRNC, HMS RALEIGH and CTCRM Pass Out Parades. Other parades may also be exempt from the wearing of Greatcoats at the discretion of the Director of Music in consultation with HQBSRM.

b. **Description**

   (1) **Officers**

<table>
<thead>
<tr>
<th><strong>Director of Music</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Helmet, Wolseley pattern</td>
</tr>
<tr>
<td>Plate, helmet, officers’ pattern (Note 1)</td>
</tr>
<tr>
<td>Ball ornament, officers’ pattern</td>
</tr>
<tr>
<td>Chain (stay), chin, gold plated</td>
</tr>
<tr>
<td>Greatcoat (Note 2)</td>
</tr>
<tr>
<td>T-shirt, black</td>
</tr>
<tr>
<td>Trousers, overalls, blue, thick stripe</td>
</tr>
<tr>
<td>Braces</td>
</tr>
<tr>
<td>White gloves</td>
</tr>
<tr>
<td>Baton</td>
</tr>
<tr>
<td>Sword &amp; steel scabbard (short sword knot - gold) (Note 3)</td>
</tr>
<tr>
<td>Black socks</td>
</tr>
<tr>
<td>Wellington boots (Note 3)</td>
</tr>
</tbody>
</table>
### WO1s & Appointed Ranks

<table>
<thead>
<tr>
<th>Warrant Officer (Class 1)</th>
<th>Bandmaster</th>
<th>Drum Major</th>
<th>Bugle Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
</tr>
<tr>
<td>Plate, helmet, officers’ pattern (Note 1)</td>
<td>Plate, helmet, gold plated (Note 1)</td>
<td>Plate, helmet, gold plated (Note 1)</td>
<td>Plate, helmet, gold plated</td>
</tr>
<tr>
<td>Ball ornament, officers’ pattern</td>
<td>Ball ornament, gold plated</td>
<td>Ball ornament, gold plated</td>
<td>Ball ornament, gold plated</td>
</tr>
<tr>
<td>Chain (stay), chin, gold plated</td>
<td>Chain (stay), chin, gold plated</td>
<td>Chain (stay), chin, gold plated</td>
<td>Chain (stay), chin, gold plated</td>
</tr>
<tr>
<td>Greatcoat (Note 2)</td>
<td>Greatcoat (Note 2)</td>
<td>Greatcoat (Note 2)</td>
<td>Greatcoat (Note 2)</td>
</tr>
<tr>
<td>T-shirt, black</td>
<td>T-shirt, black</td>
<td>Dress belt (Note 4)</td>
<td>T-shirt, black</td>
</tr>
<tr>
<td>Trousers, No 1, blue, thick or thin stripe</td>
<td>Trousers, No 1, blue, thick stripe</td>
<td>T-shirt, black</td>
<td>Trousers, No 1, blue, thin stripe</td>
</tr>
<tr>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
</tr>
<tr>
<td>White gloves</td>
<td>White gloves</td>
<td>White gloves</td>
<td>White gloves</td>
</tr>
<tr>
<td>Baton</td>
<td>Baton</td>
<td>White gauntlets (Drum Majors’ pattern)</td>
<td>Baton</td>
</tr>
<tr>
<td>Sword &amp; steel scabbard (short sword knot - gold)</td>
<td>Sash, worsted, scarlet</td>
<td>Sash, worsted, scarlet</td>
<td>Sash, worsted, scarlet</td>
</tr>
<tr>
<td>Black socks</td>
<td>Sword &amp; steel scabbard (sword knot - white)</td>
<td>Sword &amp; steel scabbard (short sword knot - white)</td>
<td>Sword &amp; steel scabbard (sword knot - white)</td>
</tr>
<tr>
<td>Parade boots (officers’ pattern)</td>
<td>Black socks</td>
<td>Sword waist belt (worn under tunic)</td>
<td>Black socks</td>
</tr>
<tr>
<td>George boots</td>
<td>Black socks</td>
<td>George boots</td>
<td>Wellington boots</td>
</tr>
</tbody>
</table>

### Other Ranks

<table>
<thead>
<tr>
<th>Band SNCO</th>
<th>SNCO Bugler</th>
<th>Band Corporal and Musician</th>
<th>Corporal Bugle and Bugler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Musical instrument(s) according to category (Note 5)</td>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
</tr>
<tr>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
</tr>
<tr>
<td>Plate, helmet, gold plated (Note 1)</td>
<td>Plate, helmet, gold plated</td>
<td>Plate, helmet, gold plated</td>
<td>Plate, helmet, gold plated</td>
</tr>
<tr>
<td>Ball ornament, gold plated</td>
<td>Ball ornament, gold plated (Note 1)</td>
<td>Ball ornament, gold plated (Note 1)</td>
<td>Ball ornament, gold plated</td>
</tr>
<tr>
<td>Chain (stay), chin, gold plated</td>
<td>Chain (stay), chin, gold plated</td>
<td>Chain (stay), chin, gold plated</td>
<td>Chain (stay), chin, gold plated</td>
</tr>
<tr>
<td>Greatcoat (Note 2)</td>
<td>Greatcoat (Note 2)</td>
<td>Greatcoat (Note 2)</td>
<td>Greatcoat (Note 2)</td>
</tr>
<tr>
<td>T-shirt, black</td>
<td>T-shirt, black</td>
<td>T-shirt, black</td>
<td>T-shirt, black</td>
</tr>
<tr>
<td>Trousers, No 1, blue, thick stripe</td>
<td>Trousers, No 1, blue, thick stripe</td>
<td>Trousers, No 1, blue, thick stripe</td>
<td>Trousers, No 1, blue, thin stripe</td>
</tr>
<tr>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
</tr>
<tr>
<td>Sash, worsted, scarlet</td>
<td>Sash, worsted, scarlet</td>
<td>Black socks</td>
<td>Drum sling</td>
</tr>
<tr>
<td>Black socks</td>
<td>Drum sling</td>
<td>George boots</td>
<td>Bugle cord</td>
</tr>
<tr>
<td>George boots</td>
<td>Bugle cord</td>
<td>Drum traces (white)</td>
<td>Drum traces (white)</td>
</tr>
<tr>
<td></td>
<td>Drum sticks (white)</td>
<td>Black socks</td>
<td>George boots</td>
</tr>
</tbody>
</table>
c. **Decorations/Medals.** None.

**Notes:**

1. Directors of Music, Bandmasters and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate helmet plate with royal cyphers (not Buglers).

2. Greatcoat hem to be 457mm (18") from the ground. Royal Band flash, Prince’s badge and Drum badge not worn. Anodized letters “RM” and collar badges to be worn (officers and WO1s wear anodized & silver collar badges).

3. Principal Director of Music and any other RMBS Officers of Lt Col rank to wear spurs and long sword knot - gold.

4. Drum Majors will wear miniature medals on dress belt.

5. Tuba and euphonium players to wear blue bass apron. Cross strap & pouch and tiger/leopard skin are not worn (bass drummers to wear collar open).

d. **Images**

**Figure 40G-4.a** Director of Music
Figure 40G-4.b Other Ranks
(a) Drum Major
(b) Sergeant Bugler
(c) Bass Drummer
(d) Band Corporal
5. **1A Dress – Regimental Blue Dress**

   a. **Occasions for Wear**

      (1) Inspections by Flag and General Officers.

      (2) Minor ceremonial occasions as an alternative to No. 1 Dress - Ceremonial Blue Dress.

      (3) Other occasions as ordered.

   b. **Description**

      (1) **Officers**

<table>
<thead>
<tr>
<th>Director of Music</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap (officers’ pattern)</td>
</tr>
<tr>
<td>Tunic (officers’ pattern) (Note 1)</td>
</tr>
<tr>
<td>Trousers, blue (thick stripe)</td>
</tr>
<tr>
<td>Braces</td>
</tr>
<tr>
<td>Gloves, brown, cape (Note 2)</td>
</tr>
<tr>
<td>Sam Browne (with Frog)</td>
</tr>
<tr>
<td>Sword and scabbard, leather, brown (Note 3)</td>
</tr>
<tr>
<td>Lanyard, blue (officers’ pattern)</td>
</tr>
<tr>
<td>Shirt, white, long sleeved</td>
</tr>
<tr>
<td>Tie, black</td>
</tr>
<tr>
<td>Socks, black</td>
</tr>
<tr>
<td>Boots (officers’ pattern)</td>
</tr>
</tbody>
</table>
## (2) WO1s & Appointed Ranks

<table>
<thead>
<tr>
<th>Warrant Officer (Class 1)</th>
<th>Bandmaster</th>
<th>Drum Major</th>
<th>Bugle Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap (officers’ pattern)</td>
<td>Cap (Note 4)</td>
<td>Cap (Note 4)</td>
<td>Cap</td>
</tr>
<tr>
<td>Tunic (WO1 pattern) (Note 1)</td>
<td>Tunic (Note 1)</td>
<td>Tunic (Note 1)</td>
<td>Tunic (Note 1 and Note 5)</td>
</tr>
<tr>
<td>T-shirt</td>
<td>T-shirt</td>
<td>T-shirt</td>
<td>T-shirt</td>
</tr>
<tr>
<td>Trousers, blue (thick or thin stripe)</td>
<td>Trousers, blue (thick stripe)</td>
<td>Trousers, blue (thin stripe)</td>
<td>Trousers, blue (thin stripe)</td>
</tr>
<tr>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
</tr>
<tr>
<td>Gloves, brown, cape (Note 2)</td>
<td>Gloves, brown, cape (Note 2)</td>
<td>Gloves, brown, cape (Note 2)</td>
<td>Gloves, brown, cape (Note 2)</td>
</tr>
<tr>
<td>Sam Browne (with Frog)</td>
<td>Sword belt, brown</td>
<td>Sword belt, brown</td>
<td>Sword belt, brown</td>
</tr>
<tr>
<td>Sword and scabbard, leather, brown (Note 3)</td>
<td>Sword and scabbard, leather, brown (Note 3)</td>
<td>Sword and scabbard, leather, brown (Note 3)</td>
<td>Sword and scabbard, leather, brown (Note 3)</td>
</tr>
<tr>
<td>Lanyard, blue (officers’ pattern)</td>
<td>Sword straps (1 short, 1 long – brown)</td>
<td>Sword straps (1 short, 1 long – brown)</td>
<td>Sword straps (1 short, 1 long – brown)</td>
</tr>
<tr>
<td>Socks, black</td>
<td>Sash, worsted, scarlet</td>
<td>Sash, worsted, scarlet</td>
<td>Sash, worsted, scarlet</td>
</tr>
<tr>
<td>Boots (officers’ pattern)</td>
<td>Socks, black</td>
<td>Socks, black</td>
<td>Socks, black</td>
</tr>
</tbody>
</table>

## (3) Other Ranks

<table>
<thead>
<tr>
<th>Band SNCO</th>
<th>SNCO Bugler</th>
<th>Band Corporal and Musician</th>
<th>Corporal Bugler and Bugler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap (Note 4)</td>
<td>Cap</td>
<td>Cap (Note 4)</td>
<td>Cap</td>
</tr>
<tr>
<td>Tunic (Note 1)</td>
<td>Tunic (Note 1)</td>
<td>Tunic (Note 1)</td>
<td>Tunic (Note 1)</td>
</tr>
<tr>
<td>T-shirt</td>
<td>T-shirt</td>
<td>T-shirt</td>
<td>T-shirt</td>
</tr>
<tr>
<td>Trousers, blue (thick stripe)</td>
<td>Trousers, blue (thick stripe)</td>
<td>Trousers, blue (thick stripe)</td>
<td>Trousers, blue (thick stripe)</td>
</tr>
<tr>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
</tr>
<tr>
<td>Gloves, white (Note 2)</td>
<td>Gloves, white (Note 2)</td>
<td>Gloves, white (Note 2)</td>
<td>Gloves, white (Note 2)</td>
</tr>
<tr>
<td>Locket union (gold plated)</td>
<td>Locket union (gold plated)</td>
<td>Locket union (gold plated)</td>
<td>Locket union (gold plated)</td>
</tr>
<tr>
<td>Belt, white (plastic)</td>
<td>Belt, white (plastic)</td>
<td>Belt, white (plastic)</td>
<td>Belt, white (plastic)</td>
</tr>
<tr>
<td>Sash, worsted, scarlet</td>
<td>Sash, worsted, scarlet</td>
<td>Socks, black</td>
<td>Dress cords, worsted</td>
</tr>
<tr>
<td>Socks, black</td>
<td>Dress cords, worsted</td>
<td>George boots</td>
<td>Socks, black</td>
</tr>
<tr>
<td>George boots</td>
<td>George boots</td>
<td>George boots</td>
<td>George boots</td>
</tr>
</tbody>
</table>

### c. Decorations/Medals

1. Collar and/or broad riband.
2. Up to 4 stars of orders.
3. Up to 3 neck decorations.
4. Medals.
Notes:

1. Prince’s badge to be worn by all ranks in receipt of the award. All Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the “Royal Band” flash. Anodized letters “RM” and collar badges to be worn (officers and WO1s wear anodized & silver collar badges).

2. Gloves may be omitted in summer if ordered by the Senior Officer present.

3. Swords are carried on parade or when ordered.

4. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (not Buglers).

5. Bugle Majors to wear silk dress cords (not WO1 Buglers).

6. Additional information regarding No. 1A Dress is located at Annex 40G.
d. **Images**

**Figure 40G-5.a** Bugle Major

**Figure 40G-5.b** Sergeant Bugler
6. **1AS Dress – Regimental Blue Dress**

a. **Occasions for Wear**

(1) Occasions of duty or minor ceremonial.

(2) Other occasions as ordered (including orchestras, small ensembles etc).

b. **Description**

(1) **Officers**

<table>
<thead>
<tr>
<th>Cap (officers’ pattern) (Note 1)</th>
<th>Tunic, No 1 Blues (officers’ pattern) (Note 2)</th>
<th>Trousers, blue (thick stripe)</th>
<th>Brace (Note 8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Music (Note 1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tunic (WO1 pattern) (Note 2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T-shirt</td>
<td>T-shirt</td>
<td>T-shirt</td>
<td>T-shirt</td>
</tr>
<tr>
<td>Trousers, blue (thick or thin stripe)</td>
<td>Trousers, blue (thick stripe)</td>
<td>Trousers, blue (thin stripe)</td>
<td>Trousers, blue (thin stripe)</td>
</tr>
<tr>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
</tr>
<tr>
<td>Sam Browne (with Frog) (Note 3)</td>
<td>Sword belt, brown (Note 3)</td>
<td>Sword belt, brown (Note 3)</td>
<td>Sword belt, brown (Note 3)</td>
</tr>
<tr>
<td>Lanyard, blue (officers’ pattern)</td>
<td>Sash, worsted, scarlet (Note 3)</td>
<td>Sash, worsted, scarlet (Note 3)</td>
<td>Sash, worsted, scarlet (Note 3)</td>
</tr>
<tr>
<td>Socks, black</td>
<td>Socks, black</td>
<td>Socks, black</td>
<td>Dress cords, silk</td>
</tr>
<tr>
<td>Gloves, brown, cape (Note 4)</td>
<td>Gloves, brown, cape (Note 4)</td>
<td>Gloves, brown, cape (Note 4)</td>
<td>Gloves, brown, cape (Note 4)</td>
</tr>
<tr>
<td>Shoes (officers’ pattern)</td>
<td>Shoes, black (Note 6)</td>
<td>George boots</td>
<td>Socks, black (Note 6)</td>
</tr>
</tbody>
</table>

(2) **WO1s & Appointed Ranks**

<table>
<thead>
<tr>
<th>Warrant Officer (Class 1) (Note 1)</th>
<th>Bandmaster (Note 1)</th>
<th>Drum Major (Note 5 and Note 8)</th>
<th>Bugle Major (Note 8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap (officers’ pattern) (Note 8)</td>
<td>Cap (Note 5 and Note 8)</td>
<td>Cap (Note 5 and Note 8)</td>
<td>Cap (Note 8)</td>
</tr>
<tr>
<td>Tunic (WO1 pattern) (Note 2)</td>
<td>Tunic (Note 2)</td>
<td>Tunic (Note 2)</td>
<td>Tunic (Note 2 and Note 9)</td>
</tr>
<tr>
<td>T-shirt</td>
<td>T-shirt</td>
<td>T-shirt</td>
<td>T-shirt</td>
</tr>
<tr>
<td>Trousers, blue (thick or thin stripe)</td>
<td>Trousers, blue (thick stripe)</td>
<td>Trousers, blue (thin stripe)</td>
<td>Trousers, blue (thin stripe)</td>
</tr>
<tr>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
</tr>
<tr>
<td>Sam Browne (with Frog) (Note 3)</td>
<td>Sword belt, brown (Note 3)</td>
<td>Sword belt, brown (Note 3)</td>
<td>Sword belt, brown (Note 3)</td>
</tr>
<tr>
<td>Lanyard, blue (officers’ pattern)</td>
<td>Sash, worsted, scarlet (Note 3)</td>
<td>Sash, worsted, scarlet (Note 3)</td>
<td>Sash, worsted, scarlet (Note 3)</td>
</tr>
<tr>
<td>Socks, black</td>
<td>Socks, black</td>
<td>Socks, black</td>
<td>Dress cords, silk</td>
</tr>
<tr>
<td>Gloves, brown, cape (Note 4)</td>
<td>Gloves, brown, cape (Note 4)</td>
<td>Gloves, brown, cape (Note 4)</td>
<td>Gloves, brown, cape (Note 4)</td>
</tr>
<tr>
<td>Shoes (officers’ pattern)</td>
<td>Shoes, black (Note 6)</td>
<td>George boots</td>
<td>Socks, black (Note 6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

UNCONTROLLED WHEN PRINTED
(3) **Other Ranks**

<table>
<thead>
<tr>
<th>Band SNCO</th>
<th>SNCO Bugler</th>
<th>Band Corporal and Musician</th>
<th>Corporal Bugler and Bugler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Musical instrument(s) according to category (Note 7)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cap (Note 5 and Note 8)</td>
<td>Cap (Note 8)</td>
<td>Cap (Note 5 and Note 8)</td>
<td>Cap (Note 8)</td>
</tr>
<tr>
<td>Tunic (Note 2)</td>
<td>Tunic (Note 2)</td>
<td>Tunic (Note 2)</td>
<td>Tunic (Note 2)</td>
</tr>
<tr>
<td>T-shirt</td>
<td>T-shirt</td>
<td>T-shirt</td>
<td>T-shirt</td>
</tr>
<tr>
<td>Trousers, blue (thick stripe)</td>
<td>Trousers, blue (thin stripe)</td>
<td>Trousers, blue (thick stripe)</td>
<td>Trousers, blue (thin stripe)</td>
</tr>
<tr>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
</tr>
<tr>
<td>Belt, cloth</td>
<td>Belt, cloth</td>
<td>Belt, cloth</td>
<td>Belt, cloth</td>
</tr>
<tr>
<td>Sash, worsted, scarlet</td>
<td>Sash, worsted, scarlet</td>
<td>Socks, black</td>
<td>Dress cords, worsted</td>
</tr>
<tr>
<td>Gloves, white (Note 4)</td>
<td>Gloves, white (Note 4)</td>
<td>Gloves, white (Note 4)</td>
<td>Gloves, white (Note 4)</td>
</tr>
<tr>
<td>Socks, black</td>
<td>Dress cords, worsted</td>
<td>Shoes, black (Note 6)</td>
<td>Socks, black</td>
</tr>
<tr>
<td>Shoes, black (Note 6)</td>
<td>Socks, black</td>
<td></td>
<td>Shoes, black (Note 6)</td>
</tr>
</tbody>
</table>

**c. Decorations/Medals.** Medal ribbons.
Notes:

1. When conducting concerts, orchestras and ensembles etc, Directors of Music and Bandmasters are to wear Mess Dress or Frockcoat.

2. Prince’s badge to be worn by all ranks in receipt of the award. All Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the “Royal Band” flash. Anodized letters “RM” and collar badges to be worn (officers and WO1s wear anodized & silver collar badges).

3. Cloth belt (blue) to be worn if ordered.

4. Gloves may be worn outdoors in winter.

5. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (not Buglers).

6. Females may wear ‘Gibson’ shoes or male equivalent shoes at their own discretion.

7. Tuba and euphonium players to wear blue bass apron with gold braid.

8. Caps not worn when performing inside unless ordered. Caps worn when performing outside (eg. Royal Garden Parties).

9. Bugle Majors to wear silk dress cords (not WO1 Buglers).
d. Images

Figure 40G-6.a Musician

Figure 40G-6.b Musician (Violin/Viola)
(a) Without Left Collar Badge
(b) Playing Position
7. 1AW Dress – Tropical Ceremonial Dress

a. Occasions for Wear

(1) When receiving The Sovereign, other crowned heads or heads of state.

(2) When receiving royalty unless ordered to the contrary by the relevant senior officer.

(3) Full ceremonial state events as ordered.

(4) Inspections by Flag and General Officers.

(5) Funerals, Courts Martial, parades and other appropriate ceremonial events.

b. Description

(1) Officers

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Music</td>
<td></td>
</tr>
<tr>
<td>Helmet, Wolseley pattern</td>
<td></td>
</tr>
<tr>
<td>Plate, helmet, officers’ pattern (Note 1)</td>
<td></td>
</tr>
<tr>
<td>Ball ornament, officers’ pattern</td>
<td></td>
</tr>
<tr>
<td>Chain (stay), chin, gold plated</td>
<td></td>
</tr>
<tr>
<td>Tunic, white (officers’ pattern) (Note 2 and Note 3)</td>
<td></td>
</tr>
<tr>
<td>T-shirt, plain, white</td>
<td></td>
</tr>
<tr>
<td>Trousers, ceremonial dress, white</td>
<td></td>
</tr>
<tr>
<td>Braces, white</td>
<td></td>
</tr>
<tr>
<td>White gloves</td>
<td></td>
</tr>
<tr>
<td>Baton</td>
<td></td>
</tr>
<tr>
<td>Sash, waist, crimson</td>
<td></td>
</tr>
<tr>
<td>Sword &amp; steel scabbard (short sword knot - gold) (Note 3)</td>
<td></td>
</tr>
<tr>
<td>Sword straps (1 short, 1 long - gold)</td>
<td></td>
</tr>
<tr>
<td>Sword waist belt (worn under crimson sash)</td>
<td></td>
</tr>
<tr>
<td>Socks, white</td>
<td></td>
</tr>
<tr>
<td>Shoes, white</td>
<td></td>
</tr>
</tbody>
</table>
### WO1s & Appointed Ranks

<table>
<thead>
<tr>
<th>Warrant Officer (Class 1)</th>
<th>Bandmaster</th>
<th>Drum Major</th>
<th>Bugle Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
</tr>
<tr>
<td>Plate, helmet, officers’ pattern (Note 1 and Note 4)</td>
<td>Plate, helmet, gold plated (Note 1)</td>
<td>Plate, helmet, gold plated (Note 1)</td>
<td>Plate, helmet, gold plated</td>
</tr>
<tr>
<td>Ball ornament, officers’ pattern</td>
<td>Ball ornament, gold plated</td>
<td>Ball ornament, gold plated</td>
<td>Ball ornament, gold plated</td>
</tr>
<tr>
<td>Chain (stay), chin, gold plated</td>
<td>Chain (stay), chin, gold plated</td>
<td>Chain (stay), chin, gold plated</td>
<td>Chain (stay), chin, gold plated</td>
</tr>
<tr>
<td>Tunic, white (officers’ pattern) (Note 2 and Note 3)</td>
<td>Tunic, white (Note 2 and Note 3)</td>
<td>Tunic, white (Note 2 and Note 3)</td>
<td>Tunic, white (Note 2, Note 3 and Note 4)</td>
</tr>
<tr>
<td>T-shirt, plain, white</td>
<td>T-shirt, plain, white</td>
<td>Dress belt (Note 5)</td>
<td>Dress cords, silk</td>
</tr>
<tr>
<td>Trousers, ceremonial dress, white</td>
<td>Trousers, ceremonial dress, white</td>
<td>T-shirt, plain, white</td>
<td>T-shirt, plain, white</td>
</tr>
<tr>
<td>Braces, white</td>
<td>Braces, white</td>
<td>Trousers, ceremonial dress, white</td>
<td>Trousers, ceremonial dress, white</td>
</tr>
<tr>
<td>White gloves</td>
<td>White gloves</td>
<td>Braces, white</td>
<td>Braces, white</td>
</tr>
<tr>
<td>Baton</td>
<td>Baton</td>
<td>White gauntlets (Drum Majors’ pattern)</td>
<td>White gloves</td>
</tr>
<tr>
<td>Sash, waist, crimson</td>
<td>Sash, worsted, scarlet</td>
<td>Sash, worsted, scarlet</td>
<td>Baton</td>
</tr>
<tr>
<td>Sword &amp; steel scabbard (short sword knot - gold)</td>
<td>Sword &amp; steel scabbard (sword knot - white)</td>
<td>Sword &amp; steel scabbard (short sword knot - white)</td>
<td>Sash, worsted, scarlet</td>
</tr>
<tr>
<td>Sword straps (1 short, 1 long - gold)</td>
<td>Sword belt and straps (1 short, 1 long - white) (Note 7)</td>
<td>Sword straps (1 short, 1 long - white)</td>
<td>Sword &amp; steel scabbard (sword knot - white)</td>
</tr>
<tr>
<td>Sword waist belt (worn under crimson sash)</td>
<td>Socks, white</td>
<td>Sword waist belt (worn under tunic)</td>
<td>Sword belt and straps (1 short, 1 long - white) (Note 7)</td>
</tr>
<tr>
<td>Socks, white</td>
<td>Shoes, white</td>
<td>Socks, white</td>
<td>Socks, white</td>
</tr>
<tr>
<td>Shoes, white</td>
<td>Shoes, white</td>
<td>Shoes, white</td>
<td>Shoes, white</td>
</tr>
</tbody>
</table>
## Other Ranks

<table>
<thead>
<tr>
<th>Band SNCO</th>
<th>SNCO Bugler</th>
<th>Band Corporal and Musician</th>
<th>Corporal Bugler and Bugler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
<td>Helmet, Wolseley pattern</td>
</tr>
<tr>
<td>Plate, helmet, gold plated (Note 1)</td>
<td>Plate, helmet, gold plated</td>
<td>Plate, helmet, gold plated</td>
<td>Plate, helmet, gold plated</td>
</tr>
<tr>
<td>Ball ornament, gold plated</td>
<td>Ball ornament, gold plated</td>
<td>Ball ornament, gold plated (Note 1)</td>
<td>Ball ornament, gold plated</td>
</tr>
<tr>
<td>Chain (stay), chin, gold plated</td>
<td>Chain (stay), chin, gold plated</td>
<td>Chain (stay), chin, gold plated</td>
<td>Chain (stay), chin, gold plated</td>
</tr>
<tr>
<td>Tunic, white (Note 2 and Note 3)</td>
<td>Tunic, white (Note 2 and Note 3)</td>
<td>Tunic, white (Note 2 and Note 3)</td>
<td>Tunic, white (Note 2 and Note 3)</td>
</tr>
<tr>
<td>T-shirt, plain, white</td>
<td>Dress cords, worsted</td>
<td>T-shirt, plain, white</td>
<td>Dress cords, worsted</td>
</tr>
<tr>
<td>Trousers, ceremonial dress, white</td>
<td>Trousers, ceremonial dress, white</td>
<td>Trousers, ceremonial dress, white</td>
<td>T-shirt, plain, white</td>
</tr>
<tr>
<td>Braces, white</td>
<td>Trousers, ceremonial dress, white</td>
<td>Braces, white</td>
<td>Trousers, ceremonial dress, white</td>
</tr>
<tr>
<td>Sash, worsted, scarlet</td>
<td>Braces, white</td>
<td>Belt, cloth, white</td>
<td>Braces, white</td>
</tr>
<tr>
<td>Belt, cloth, white</td>
<td>Sash, worsted, scarlet</td>
<td>Socks, white</td>
<td>Belt, cloth, white</td>
</tr>
<tr>
<td>Socks, white</td>
<td>Belt, cloth, white</td>
<td>Shoes, white</td>
<td>Drum sling</td>
</tr>
<tr>
<td>Shoes, white</td>
<td>Drum sling</td>
<td>Bugle cord</td>
<td>Drum traces (white)</td>
</tr>
</tbody>
</table>

### c. Decorations/Medals

1. Collar and/or broad riband.
2. Up to 4 stars of orders.
3. Up to 3 neck decorations.
4. Medals.
Notes:

1. Directors of Music, Bandmasters and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate helmet plate with royal cyphers (not Buglers).

2. Gold on dark blue rank badges on white brassards (as appropriate), brass belt hooks, anodized buttons, letters “RM” and collar badges to be worn (officers and WO1s wear anodized & silver collar badges).

3. Prince’s badge to be worn by all ranks in receipt of the award. All Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the “Royal Band” flash (brassard as appropriate).

4. Bugle Majors to wear silk Dress cords (not WO1 Buglers).

5. Drum Majors to wear miniature medals on dress belt.

6. Bass drummers to wear tiger skin and gauntlets. Tenor drummers to wear leopard skin and gauntlets. Tuba and euphonium players to wear white bass apron.

7. Cloth belt is optional.
d. Images

Figure 40G-7a Director of Music

Figure 40G-7b Drum Major
Figure 40G-7c  Drum Major (Sword Position)

Figure 40G-7d  Band Corporal
Figure 40G-7e Bugler
8. **1B Dress – Lovat Dress**

   a. **Occasions for Wear**

      (1) Inspections by Flag and General Officers.

      (2) Minor ceremonial occasions as an alternative to No. 1A Dress.

      (3) Courts Martial as appropriate.

      (4) Other occasions as ordered (Note 1).

   b. **Description**

      (1) **Officers**

      | Director of Music |
      |-------------------|
      | Cap (officers’ pattern) |
      | Lovat suit (jacket and trouser) (Note 2) |
      | Braces |
      | Shirt, stone, long sleeved |
      | Tie, braided, light khaki |
      | Gloves, brown, cape (Note 3) |
      | Sam Browne (with Frog) |
      | Sword and scabbard, leather, brown (Note 3) |
      | Lanyard, blue (officers’ pattern) |
      | Socks, black (Note 4) |
      | Boots (officers’ pattern) |
(2) **WO1s & Appointed Ranks**

<table>
<thead>
<tr>
<th>Warrant Officer (Class 1)</th>
<th>Bandmaster</th>
<th>Drum Major</th>
<th>Bugle Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap (officers’ pattern)</td>
<td>Cap (Note 5)</td>
<td>Cap (Note 5)</td>
<td>Cap (Note 5)</td>
</tr>
<tr>
<td>Lovat suite (jacket and trouser) (Note 2)</td>
<td>Lovat suite (jacket and trouser) (Note 2)</td>
<td>Lovat suite (jacket and trouser) (Note 2)</td>
<td>Lovat suite (jacket and trouser) (Note 2)</td>
</tr>
<tr>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
</tr>
<tr>
<td>Shirt, stone, long sleeved</td>
<td>Shirt, stone, long sleeved</td>
<td>Shirt, stone, long sleeved</td>
<td>Shirt, stone, long sleeved</td>
</tr>
<tr>
<td>Tie, braided, light khaki</td>
<td>Tie, worsted, drab</td>
<td>Tie, worsted, drab</td>
<td>Tie, worsted, drab</td>
</tr>
<tr>
<td>Gloves, brown, cape (Note 3)</td>
<td>Gloves, brown, cape (Note 3)</td>
<td>Gloves, brown, cape (Note 3)</td>
<td>Gloves, brown, cape (Note 3)</td>
</tr>
<tr>
<td>Sam Browne (with Frog)</td>
<td>Sword belt, brown</td>
<td>Sword belt, brown</td>
<td>Sword belt, brown</td>
</tr>
<tr>
<td>Sword and scabbard, leather, brown (Note 3)</td>
<td>Sword straps (1 short, 1 long – brown)</td>
<td>Sword straps (1 short, 1 long – brown)</td>
<td>Sword straps (1 short, 1 long – brown)</td>
</tr>
<tr>
<td>Lanyard, blue (officers’ pattern)</td>
<td>Sash, worsted, scarlet</td>
<td>Sash, worsted, scarlet</td>
<td>Sash, worsted, scarlet</td>
</tr>
<tr>
<td>Socks, black (Note 4)</td>
<td>Sword and scabbard, leather, brown (Note 3)</td>
<td>Sword and scabbard, leather, brown (Note 3)</td>
<td>Sword and scabbard, leather, brown (Note 3)</td>
</tr>
<tr>
<td>Boots (officers’ pattern)</td>
<td>Socks, black</td>
<td>Socks, black</td>
<td>Dress cords, silk</td>
</tr>
</tbody>
</table>

(3) **Other Ranks**

<table>
<thead>
<tr>
<th>Band SNCO</th>
<th>SNCO Bugler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap (Note 5)</td>
<td>Cap (Note 5)</td>
</tr>
<tr>
<td>Lovat suite (jacket and trouser) (Note 2)</td>
<td>Lovat suite (jacket and trouser) (Note 2)</td>
</tr>
<tr>
<td>Braces</td>
<td>Braces</td>
</tr>
<tr>
<td>Shirt, stone, long sleeved</td>
<td>Shirt, stone, long sleeved</td>
</tr>
<tr>
<td>Tie, worsted, drab</td>
<td>Tie, worsted, drab</td>
</tr>
<tr>
<td>Gloves, white (Note 3)</td>
<td>Gloves, white (Note 3)</td>
</tr>
<tr>
<td>Locket union (gold plated)</td>
<td>Locket union (gold plated)</td>
</tr>
<tr>
<td>Belt, white (plastic)</td>
<td>Belt, white (plastic)</td>
</tr>
<tr>
<td>Sash, worsted, scarlet</td>
<td>Sash, worsted, scarlet</td>
</tr>
<tr>
<td>Socks, black</td>
<td>Dress cords, worsted</td>
</tr>
<tr>
<td>George boots</td>
<td>George boots</td>
</tr>
</tbody>
</table>

**Decorations/Medals**

(1) Up to 2 stars of orders.

(2) 1 neck decoration.

(3) Medals.
Notes:

1. No. 1B Dress is only to be worn by Directors of Music, Bandmasters, Drum Majors, Bugle Majors (Dress cords to be worn), HQBSRM SNCOs, Volunteer Band Instructors and designated RMBS personnel with authority from SO2 Band.

2. Prince’s badge to be worn by all ranks in receipt of the award. All Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the "Royal Band" flash. Bronze letters “RM” and collar badges to be worn.

3. Swords are carried on parade or when ordered. Gloves are normally worn on parade and in winter but may be omitted in summer if ordered.

4. Lovat coloured socks may be worn – purchased at own expense.

5. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (not Buglers).
9. **1C Dress – Lovat Undress**

   a. **Occasions for Wear.** Occasions of duty or minor ceremonial (Note 1).

   b. **Description**

   (1) **Officers**

<table>
<thead>
<tr>
<th>Cap (officers’ pattern)</th>
<th>Lovat suit (jacket and trouser) (Note 2)</th>
<th>Braces</th>
<th>Shirt, stone, long sleeved</th>
<th>Tie, braided, light khaki</th>
<th>Belt, cloth, lovat</th>
<th>Lanyard, blue (officers’ pattern)</th>
<th>Socks, black (Note 3)</th>
<th>Shoes (officers’ pattern)</th>
</tr>
</thead>
</table>

   (2) **WO1s & Appointed Ranks**

<table>
<thead>
<tr>
<th>Warrant Officer (Class 1)</th>
<th>Bandmaster</th>
<th>Drum Major</th>
<th>Bugle Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap (officers’ pattern)</td>
<td>Cap (Note 4)</td>
<td>Cap (Note 4)</td>
<td>Cap (Note 4)</td>
</tr>
<tr>
<td>Lovat suite (jacket and trouser) (Note 2)</td>
<td>Lovat suite (jacket and trouser) (Note 2)</td>
<td>Lovat suite (jacket and trouser) (Note 2)</td>
<td>Lovat suite (jacket and trouser) (Note 2)</td>
</tr>
<tr>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
<td>Braces</td>
</tr>
<tr>
<td>Shirt, stone, long sleeved</td>
<td>Shirt, stone, long sleeved</td>
<td>Shirt, stone, long sleeved</td>
<td>Shirt, stone, long sleeved</td>
</tr>
<tr>
<td>Tie, braided, light khaki</td>
<td>Tie, worsted, drab</td>
<td>Tie, worsted, drab</td>
<td>Tie, worsted, drab</td>
</tr>
<tr>
<td>Belt, cloth, lovat</td>
<td>Belt, cloth, lovat</td>
<td>Belt, cloth, lovat</td>
<td>Belt, cloth, lovat</td>
</tr>
<tr>
<td>Lanyard, blue (officers’ pattern)</td>
<td>Sash, worsted, scarlet</td>
<td>Sash, worsted, scarlet</td>
<td>Sash, worsted, scarlet</td>
</tr>
<tr>
<td>Socks, black (Note 3)</td>
<td>Socks, black</td>
<td>Socks, black</td>
<td>Dress cords, silk</td>
</tr>
<tr>
<td>Shoes (officers’ pattern)</td>
<td>George boots</td>
<td>George boots</td>
<td>Socks, black</td>
</tr>
</tbody>
</table>

   (3) **Other Ranks**

<table>
<thead>
<tr>
<th>Band SNCO</th>
<th>SNCO Bugler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap (Note 4)</td>
<td>Cap (Note 4)</td>
</tr>
<tr>
<td>Lovat suite (jacket and trouser) (Note 2)</td>
<td>Lovat suite (jacket and trouser) (Note 2)</td>
</tr>
<tr>
<td>Braces</td>
<td>Braces</td>
</tr>
<tr>
<td>Shirt, stone, long sleeved</td>
<td>Shirt, stone, long sleeved</td>
</tr>
<tr>
<td>Tie, worsted, drab</td>
<td>Tie, worsted, drab</td>
</tr>
<tr>
<td>Belt, cloth, lovat</td>
<td>Belt, cloth, lovat</td>
</tr>
<tr>
<td>Sash, worsted, scarlet</td>
<td>Sash, worsted, scarlet</td>
</tr>
<tr>
<td>Socks, black</td>
<td>Dress cords, worsted</td>
</tr>
<tr>
<td>George boots</td>
<td>Socks, black</td>
</tr>
</tbody>
</table>

   George boots
c. **Decorations/Medals.** Medal Ribbons (Note 5).

(1) Up to 2 stars of orders.

(2) 1 neck decoration.

(3) Medal ribbons.

**Notes:**

1. No. 1C Dress is only to be worn by Directors of Music, Bandmasters, Drum Majors, Bugle Majors (Dress cords to be worn), HQBSRM SNCOs, Volunteer Band Instructors and designated RMBS personnel with authority from SO2 Band.

2. Prince’s badge to be worn by all ranks in receipt of the award. All Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the “Royal Band” flash. Bronze letters “RM” and collar badges to be worn.

3. Lovat coloured socks may be worn – purchased at own expense.

4. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (not Buglers).

5. Medal Order: Medals may be worn for certain occasions eg. media events if ordered by the relevant senior officer.

d. **Images**

**Figure 40G-9a.** Band Colour Sergeant - Female

a. **Occasions for Wear**

   (1) Official or public balls, dinners and evening receptions of a formal nature.

   (2) Full ceremonial evening events (Note 1).

b. **Description**

   (1) **Officers**

<table>
<thead>
<tr>
<th>Directors of Music</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap/Side hat (Note 2)</td>
</tr>
<tr>
<td>Mess jacket, scarlet (Note 3)</td>
</tr>
<tr>
<td>Mess waistcoat, blue</td>
</tr>
<tr>
<td>Shirt, Marcella, white</td>
</tr>
<tr>
<td>Bow tie, black</td>
</tr>
<tr>
<td>Mess trousers, blue (thick stripe) (Note 4)</td>
</tr>
<tr>
<td>Socks, black</td>
</tr>
<tr>
<td>Wellington boots (Note 4)</td>
</tr>
</tbody>
</table>

   (2) **WOs & SNCOs**

<table>
<thead>
<tr>
<th>WOs &amp; SNCOs (Males)</th>
<th>WOs &amp; SNCOs (Females)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap (Note 5)</td>
<td>Cap (Note 5)</td>
</tr>
<tr>
<td>Mess jacket, scarlet (Note 3)</td>
<td>Mess jacket, scarlet (Note 3)</td>
</tr>
<tr>
<td>Mess waistcoat, blue</td>
<td>Cummerbund, black</td>
</tr>
<tr>
<td>Shirt, Marcella, white</td>
<td>Shirt, Marcella, white</td>
</tr>
<tr>
<td>Bow tie, black</td>
<td>Bow tie, black</td>
</tr>
<tr>
<td>Mess trousers, blue (thick or thin stripe)</td>
<td>Mess skirt, blue (Note 7)</td>
</tr>
<tr>
<td>Socks, black</td>
<td>Tights, black</td>
</tr>
<tr>
<td>Shoes, black (Note 6)</td>
<td>Shoes, court, black (Note 8)</td>
</tr>
</tbody>
</table>

   (3) **JNCOs, Musicians & Buglers**

<table>
<thead>
<tr>
<th>JNCOs, Musicians &amp; Buglers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap (Note 4)</td>
</tr>
<tr>
<td>Tunic, No 1 Blues (Note 9)</td>
</tr>
<tr>
<td>T-shirt</td>
</tr>
<tr>
<td>Trousers, blue (thick or thin stripe)</td>
</tr>
<tr>
<td>Braces</td>
</tr>
<tr>
<td>Cloth belt</td>
</tr>
<tr>
<td>Dress cords, worsted (Buglers only)</td>
</tr>
<tr>
<td>Socks, black</td>
</tr>
<tr>
<td>Shoes, black (Note 10)</td>
</tr>
</tbody>
</table>
c. **Decorations/Medals**

(1) Broad riband.

(2) Up to 4 stars of orders.

(3) One neck decoration.

(4) Miniature medals.

---

**Notes:**

1. **Civilian equivalent is White Tie evening dress with medals and decorations as above.**

2. **Side hat is an optional alternative for officers.**

3. **Prince’s badge to be worn by all ranks in receipt of the award.** All Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) may wear the “Royal Band” flash at their discretion.

4. **Principal Director of Music and any other RMBS officers of Lt Col rank to wear overalls and spurs.**

5. **WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (not WO1s or Buglers).**

6. **Patent leather shoes may only be worn by male RMBS personnel when attending Mess functions. Not to be purchased at Crown expense.**

7. **Female Mess Undress skirt hem to be 5 cm from the floor - ‘black’ tights to be worn.**

8. **Patent leather court shoes may only be worn by female RMBS personnel when attending Mess functions. Not to be purchased at Crown expense.**

9. **All Musicians and Buglers serving in Portsmouth Band to wear the “Royal Band” flash. Prince’s badge to be worn by all ranks in receipt of the award.**

10. **Females may wear ‘Gibson’ shoes or male equivalent shoes at their own discretion.**
d. Images

Figure 40G-10.a Male

Figure 40G-10.b Female

   a. **Occasions For Wear**
      
      (1) Dinner when 2A dress is not appropriate (Note 1).
      
      (2) Evening dances and entertainments (Note 2).

   b. **Description**
      
      (1) **Officers.** As for No. 2A Mess except that Officers of Lt Col rank do not wear overalls or spurs but wear blue mess trousers instead (Note 2).
      
      (2) **WOs, NCOS, Musicians and Buglers.** As for No. 2A Mess Dress.

   c. **Decorations/Medals**
      
      (1) Up to 2 stars of orders.
      
      (2) One neck decoration.
      
      (3) Miniature medals.

**Notes:**

1. *Civilian equivalent is black tie with medals and decorations as above.*

2. *Kilt with accoutrements may, optionally, be worn by male personnel in place of blue mess trousers, black socks and shoes.*

3. *Overalls and spurs for entitled Officers are optional.*

   a. **Occasions for Wear.** As an alternative to No. 1AS Dress–when performing on band engagements (temperate or tropical climates) where guests are wearing No. 2B Mess Undress, No. 2C Red Sea Rig or civilian dress if authorised by the Mess President (Note 7).

   b. **Description**

      (1) **Directors of Music & Warrant** Officers (Note 1)

      | Directors of Music & Warrant Officers |
      |---------------------------------------|
      | Shirt, short sleeved, white (Note 4)  |
      | Shoulder Straps, white with anodised Letters “RM” and badges of rank |
      | Cummerbund, red                       |
      | Mess trousers, blue (thick or thin stripe) |
      | Socks, black                          |
      | Shoes, black (Note 2)                 |
      | Cap (Note 6)                          |

      (2) **Other Ranks** (Note 3)

      | Other Ranks (Note 3)                 |
      |-------------------------------------|
      | Shirt, short sleeved, white (Note 4) |
      | Slides, shoulder strap, white (for letters “RM”) |
      | Brassard, rank, white (Note 5)       |
      | Cummerbund, red                      |
      | Blue trousers                        |
      | Socks, black                         |
      | Shoes, black (Note 2)                |
      | Cap (Note 6)                         |

      (3) **Decorations/Medals.** None.
Notes:

1. Directors of Music and Warrant Officers may wear Mess Undress if appropriate.

2. Patent leather shoes are not to be worn.

3. SNCOs may wear No. 2C Dress in place of Mess Dress if performing as part of the ensemble at the discretion of the Director of Music.

4. Prince’s badge to be worn by all ranks in receipt of the award (attached by Velcro).

5. Gold on red rank badges on white brassards to be worn (as appropriate). All Musicians and Buglers serving in Portsmouth Band to wear the “Royal Band” flash. Buglers do not wear the Drum badge.

6. Cap worn outdoors except when performing in an ensemble.

7. Refer to Annex 40A regarding wearing of “Red Sea Rig” during non-band performance setting.
Figure 40G-12.a  NCOs (Musicians & Buglers)

Figure 40G-12.b  Musicians & Buglers (Portsmouth Band)

a. **Occasions for Wear**

(1) Semi-formal day rig worn in camp and for day to day duties.

(2) Worn by RMBS personnel as normal ‘Daily Working Dress’ in summer.

b. **Description**

<table>
<thead>
<tr>
<th>Officers &amp; WO1s</th>
<th>Other Ranks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap (officers’ pattern)</td>
<td>Cap (Note 6)</td>
</tr>
<tr>
<td>Shirt, short sleeved, stone (Note 1)</td>
<td>Shirt, short sleeved, stone (Note 1)</td>
</tr>
<tr>
<td>Trousers, Lovat (not from Lovat suit)</td>
<td>Trousers, Lovat (not from Lovat suit)</td>
</tr>
<tr>
<td>Letters &quot;RM&quot;, bronze (Note 2)</td>
<td>Letters &quot;RM&quot;, bronze (Note 2)</td>
</tr>
<tr>
<td>Skirt, Lovat (females only)</td>
<td>Skirt, Lovat (females only)</td>
</tr>
<tr>
<td>Corps pattern belt (Note 3)</td>
<td>Corps pattern belt (Note 3)</td>
</tr>
<tr>
<td>Lanyard (officers’ pattern)</td>
<td>Socks, black (Note 4)</td>
</tr>
<tr>
<td>Socks, black (Note 4)</td>
<td>Shoes, black (Note 5)</td>
</tr>
<tr>
<td>Shoes, black (officers’ pattern) (Note 5)</td>
<td></td>
</tr>
</tbody>
</table>

c. **Decorations/Medals.** None.

**Notes:**

1. Prince’s badge to be worn by all ranks in receipt of the award. All Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the “Royal Band” flash. Stone Shirts may be tailored at Crown expense for the following alterations:

2. Epaulette holes for letters “RM”.

3. Shorten Shirt and/or Darts and Fitting (females only).

4. Worn in shoulder strap. Officers to wear bronze letters “RM” and rank insignia on slides.

5. Corps pattern belt to be worn with leather buckle over the left hip and silver buckle adjusted to fit centrally.

6. Females to wear ‘barely black’ tights with Lovat skirt.

7. Females may wear ‘Gibson’ shoes or male equivalent shoes at their own discretion. Court shoes may only be worn by female RMBS personnel (trained ranks only) with Lovat skirt.

8. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (Buglers).
d. Images

Figure 40G-13a Trousers (Shirt Sleeves)

Figure 40G-13b Skirt (Shirt Sleeves)

a. **Occasions for Wear**

(1) Semi-formal day rig worn in camp and for day to day duties.

(2) Worn by RMBS personnel as normal ‘Daily Working Dress’ in winter.

b. **Description**

<table>
<thead>
<tr>
<th>Officers &amp; WO1s</th>
<th>Other Ranks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap (officers’ pattern)</td>
<td>Cap (Note 5)</td>
</tr>
<tr>
<td>Shirt, long sleeved, stone</td>
<td>Shirt, long sleeved, stone</td>
</tr>
<tr>
<td>Trousers, Lovat (not from Lovat suit)</td>
<td>Trousers, Lovat (not from Lovat suit)</td>
</tr>
<tr>
<td>Jersey, woollen, heavy (Note 1)</td>
<td>Jersey, woollen, heavy (Note 1)</td>
</tr>
<tr>
<td>Skirt, Lovat (females only)</td>
<td>Skirt, Lovat (females only)</td>
</tr>
<tr>
<td>Corps pattern belt (Note 2)</td>
<td>Corps pattern belt (Note 2)</td>
</tr>
<tr>
<td>Socks, black (Note 3)</td>
<td>Socks, black (Note 3)</td>
</tr>
<tr>
<td>Shoes, black (officers’ pattern) (Note 4)</td>
<td>Shoes, black (Note 4)</td>
</tr>
</tbody>
</table>

c. **Decorations/Medals.** None.

**Notes:**

1. Prince’s badge to be worn by all ranks in receipt of the award. All Musicians and Buglers serving in Portsmouth Band (including the Director of Music, Bandmaster and (Corps) Drum Major) to wear the “Royal Band” flash. All other RMBS personnel to wear “Royal Marines Band Service” flashes.

2. Corps pattern belt to be worn with leather buckle over the left hip and silver buckle adjusted to fit centrally.

3. Females to wear ‘barely black’ tights with Lovat skirt.

4. Females may wear ‘Gibson’ shoes or male equivalent shoes at their own discretion. Court shoes may only be worn by female RMBS personnel (trained ranks only) with Lovat skirt.

5. WO2 Bandmasters, (Corps) Drum Majors and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badges with royal cyphers (Buglers).

6. Raincoat worn when ordered (black on green rank/appointment slides to be worn on shoulder straps). Buglers/percussionists may only wear raincoats tucked in when carrying a Military Side Drum or Tenor Drum.
d. **Images**

**Figure 40G-14.a** Trousers (JWH)

**Figure 40G-14.b** Skirt (JWH)
Figure 40G-14.c Raincoat
15. Maternity Uniform

a. Occasions for Wear

(1) Maternity uniform is to be worn in place of Half Lovats when required.

(2) Clothing options to be issued in accordance with Para 3814.

b. Description

<table>
<thead>
<tr>
<th>Maternity Dress</th>
<th>Maternity Trousers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap (Note 1)</td>
<td>Cap (Note 1)</td>
</tr>
<tr>
<td>Dress (Note 2)</td>
<td>Shirt, maternity (Note 4)</td>
</tr>
<tr>
<td>Tights, ‘barely black’ or ‘nude maternity’</td>
<td>Cardigan, maternity (Note 5)</td>
</tr>
<tr>
<td>Shoes, black (Note 3)</td>
<td>Trousers, Lovat (Note 6)</td>
</tr>
<tr>
<td></td>
<td>Socks, black</td>
</tr>
<tr>
<td></td>
<td>Shoes, black (Note 7)</td>
</tr>
</tbody>
</table>

c. Decorations/Medals. None.

Notes:

1. WO2 Bandmasters and all Musicians serving in Portsmouth and CTCRM Bands are to wear the appropriate cap badge with cyphers (not Buglers).

2. Letters “RM” (bronze), rank and Prince’s badge (white on khaki) only to be worn on the maternity dress (no shoulder flashes).

3. Gibson or court shoes may be worn.

4. Letters “RM” (bronze), rank and Prince’s badge (white on khaki) to be worn on maternity shirts.

5. Rank, Prince’s badge (black on green) and “Royal Marines Band Service” shoulder flashes or “Royal Band” flash (red on blue) to be worn on the maternity cardigan.

6. Previously issued Lovat trousers are to be altered to fit with elasticated panel. Replacement trousers to be issued on return to work following pregnancy.

7. Gibson shoes or male equivalent may be worn.
d. Images

**Figure 40G-15.a Maternity Dress**

![Maternity Dress](image1)

**Figure 40G-15.b Maternity Trousers (Shirt)**

![Maternity Trousers (Shirt)](image2)

**Figure 40G-15.c Maternity Trousers (Cardigan)**

![Maternity Trousers (Cardigan)](image3)
CHAPTER 41

ROYAL FLEET AUXILIARY OFFICERS AND RATINGS, AND STO(N) PERSONNEL SERVING IN RFAs

CONTENTS

Para
4101. Scale 1 - RFA Officers - Male Uniform Required on Initial Entry
4102. Scale 2 - RFA Officers - Female Uniform Required on Initial Entry
4103. Scale 3 - RFA Junior Ratings - Uniform Required on Initial Entry
4104. Scale 4 - RFA Senior Ratings - Uniform Required on Promotion to Petty Officer
4105. Scale 5 - Male Non Industrial Civilians Appointed to RFAs and Wearing Officer Pattern Uniform
4106. Scale 6 - Female Non Industrial Civilians Appointed to RFAs and Wearing Officer Pattern Uniform
4107. Scale 7 - Industrial Male and Female DES/Partner Company Industrial Personnel Serving in RFAs
4108. RFA Personal Clothing System (RFA PCS)
4101. Scale 1 - RFA Officers - Male Uniform Required on Initial Entry

a. Entitlement to Scale. The uniform outfit at sub para b is to be issued to all new entry RFA Officers.

b. Basic Outfit:

(1) Items provided by means of a cash grant:

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Epaulettes (shoulder boards) laced to Rank (+ infill if req’d)</td>
<td>1 pr</td>
</tr>
<tr>
<td>Soft shoulder tabs laced to rank (+ infill if req’d)</td>
<td>2 prs</td>
</tr>
<tr>
<td>Cash grant paid by RFA HR department</td>
<td></td>
</tr>
</tbody>
</table>

(2) Items provided by contract arrangement:

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Male uniform No 1 laced to rank (+ infill if req’d) (Reefer jacket 8 RFA buttons)</td>
<td>1</td>
</tr>
<tr>
<td>Male uniform No2 laced to rank (+ infill if req’d) (Mess jacket 6 RFA buttons + 2 link buttons, mess trousers)</td>
<td>1</td>
</tr>
<tr>
<td>White mess jacket with eyelets to accept shoulder board epaulettes (No2BW) (+ 4 Medium size RFA Buttons and 2 Link Buttons)</td>
<td>1</td>
</tr>
</tbody>
</table>

(3) Items issued from Service stocks:

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Bag, Travelling</td>
<td>1</td>
</tr>
<tr>
<td>Bag, Day sack, black</td>
<td>1</td>
</tr>
<tr>
<td>Belt, black uniform (for No3 trousers)</td>
<td>1</td>
</tr>
<tr>
<td>Beret, officers, navy blue</td>
<td>1</td>
</tr>
<tr>
<td>Cap, officers peaked, white plastic</td>
<td>1</td>
</tr>
<tr>
<td>Cap badge, RFA officers</td>
<td>1</td>
</tr>
<tr>
<td>Beret badge, RFA officers</td>
<td>1</td>
</tr>
<tr>
<td>Cummerbund, officers black for No 2C (Red Sea Rig)</td>
<td>1</td>
</tr>
<tr>
<td>Jacket, RN weatherproof, navy, to shoulder tabs</td>
<td>1</td>
</tr>
<tr>
<td>Jumper, navy crewneck, uniform to accept shoulder tabs No 3C1</td>
<td>1</td>
</tr>
<tr>
<td>Item</td>
<td>Scale</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Shirt, tropical, short sleeve, uniform No 2C (with eyelets)</td>
<td>4</td>
</tr>
<tr>
<td>Shirt, white, long sleeve, uniform No 3A (for soft shoulder tabs)</td>
<td>4</td>
</tr>
<tr>
<td>Shirt, white, male Marcella mess dress</td>
<td>1</td>
</tr>
<tr>
<td>Action working dress (AWD) No 4</td>
<td>2 sets</td>
</tr>
<tr>
<td>Shoes, black uniform</td>
<td>1</td>
</tr>
<tr>
<td>Socks, black</td>
<td>4 prs</td>
</tr>
<tr>
<td>Tie, officers black</td>
<td>1</td>
</tr>
<tr>
<td>Tie, bow, black self-tie</td>
<td>1</td>
</tr>
<tr>
<td>Trousers, black, No3 General Duty Rig</td>
<td>2</td>
</tr>
</tbody>
</table>

**c. Tropical Outfit:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket, bush, white, PV</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Trousers, white, PV</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shoes, brown deck (for No 3CW dress)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shoes, white canvas (for No 3AW/3BW dress)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shorts, white</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Stocking, white</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**d. Personal Loan Items:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action working dress (AWD) No 4</td>
<td>2 sets</td>
<td></td>
</tr>
<tr>
<td>Boots, DMS</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Boots, combat assault</td>
<td>1 pr</td>
<td>Note 1</td>
</tr>
<tr>
<td>Boots, combat assault insoles</td>
<td>1</td>
<td>Note 1</td>
</tr>
<tr>
<td>Coveralls White</td>
<td></td>
<td>Note 2</td>
</tr>
</tbody>
</table>

**Notes:**

1. RFA Officers joining BRNC require Combat Assault Boots for various field training exercises.

2. 2 Pairs are required for (X) and (LS) Specialisation, 4 Pairs are required for (E) and (SE).
4102. **Scale 2 - RFA Officers - Female Uniform Required on Initial Entry**

a. **Entitlement to Scale.** The uniform outfit at sub para b is to be issued to all new entry RFA Officers.

b. **Basic Outfit:**

1. **Items provided by means of a cash grant:**

<table>
<thead>
<tr>
<th></th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beret badge, RFA officers</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Epaulette (shoulder boards) laced to Rank (+ infill if req’d)</td>
<td>1 pr</td>
<td></td>
</tr>
<tr>
<td>Soft shoulder tabs laced to rank (+ infill if req’d)</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Cash grant paid by RFA HR department</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Items provided by contract arrangement:**

<table>
<thead>
<tr>
<th></th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female uniform No 1 laced to rank (+ infill if req’d) (Reefer jacket &amp; RFA buttons, skirt &amp; trousers)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Female uniform No 2 laced to rank (+ infill if req’d) (Mess jacket &amp; RFA buttons, long full skirt and mess trousers)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>White mess jacket with eyelets to accept shoulder board epaulettes (No2BW) (+ 4 Medium size RFA Buttons and 2 Link Buttons)</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

3. **Items issued from Service stock:**

<table>
<thead>
<tr>
<th></th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bag, Travelling</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bag, Day sack, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Belt, black uniform (for No 3 trousers)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Beret, officers, navy blue</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cap badge, RFA officers</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Beret badge, RFA officers</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cummerbund, officers black for No 2C (Red Sea Rig)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Hat, Tricorn, female officers</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jacket, RN weatherproof, navy</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jumper, navy crewneck, uniform to accept shoulder tabs No 3C</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, tropical, short sleeve, female officers uniform No 2C (with eyelets to accept epaulette shoulder boards)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, long sleeve, female officers uniform No 3A (for soft shoulder tabs)</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

(Continued)
<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shirt, white, female Marcella mess dress (for No 2B)</td>
</tr>
<tr>
<td>1</td>
<td>Shoes, black court, female</td>
</tr>
<tr>
<td>4 prs</td>
<td>Socks, black</td>
</tr>
<tr>
<td>1</td>
<td>Tie, officers black</td>
</tr>
<tr>
<td>1</td>
<td>Tie, bow, black self-tie</td>
</tr>
<tr>
<td>2</td>
<td>Trousers, black, No3 General Duty Rig</td>
</tr>
<tr>
<td>2 sets</td>
<td>Action working dress (AWD) (No 4)</td>
</tr>
</tbody>
</table>

c. **Tropical Outfit:**

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shoes, brown deck (for No 3CW dress)</td>
</tr>
<tr>
<td>1</td>
<td>Shoes, white canvas (for No 3AW/3BW dress)</td>
</tr>
<tr>
<td>2</td>
<td>Shorts, white</td>
</tr>
<tr>
<td>1</td>
<td>Skirt, female, white</td>
</tr>
<tr>
<td>2</td>
<td>Stocking, white</td>
</tr>
<tr>
<td>1</td>
<td>Jacket, bush, white, PV</td>
</tr>
<tr>
<td>1</td>
<td>Trousers, white, PV</td>
</tr>
</tbody>
</table>

d. **Personal Loan Items:**

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 sets</td>
<td>Action working dress (AWD) (No 4)</td>
</tr>
<tr>
<td>1 pr</td>
<td>Boots, DMS</td>
</tr>
<tr>
<td>1 pr</td>
<td>Boots, combat assault</td>
</tr>
<tr>
<td>1</td>
<td>Boots, combat assault, insoles</td>
</tr>
<tr>
<td></td>
<td>Coveralls White</td>
</tr>
</tbody>
</table>

**Notes:**

1. **RFA Officers joining BRNC require Combat Assault Boots for various field training exercises.**

2. **Pairs are required for (X) and (LS) Specialisation, 4 Pairs are required for (E) and (SE).**
4103. **Scale 3 - RFA Junior Ratings - Uniform Required on Initial Entry**

a. **Entitlement To Scale.** The uniform outfit shown at sub para b. and sub para c. are to be issued to all new entry RFA Junior Ratings.

b. **Basic Kit:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bag, travelling</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Day sack, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge, embroidered, name</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Beret, light blue, RFA</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge beret, RFA ratings, embroidered gold wire</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jersey, H/W blue</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, AWD</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Trousers, AWD</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Socks, thick, black</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Jacket, weatherproof</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Trousers, working, polyester</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Belt, waist, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Tie, black</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Shirt, white, collar-attached</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Shorts, PT, blue</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, PT, blue</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shoes, fitness</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Socks, white</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

c. **Personal Loan Items:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boots, DMS</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>Coveralls, blue</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

d. **Tropical Outfit (issued on first occasion of need):**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoes, boat</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shorts, blue</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Stockings, blue</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
### Additional Items for Certain Ratings:

1. **RFA Seaman Grade 2:**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoes, black, leather, DMS</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

2. **RFA Steward:**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt, white, short sleeve</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Shoes, black, leather, DMS</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>

3. **RFA Cooks:**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoes, black, leather, DMS</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Jacket, food handlers</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Neckerchief</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Trousers, food handlers</td>
<td>4prs</td>
<td>5</td>
</tr>
<tr>
<td>Apron, food handlers</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Cap, food handlers</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

4. **RFA Motor Men 2:**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoes, black, leather, DMS</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Shorts, PT, blue</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Shirt, PT, blue</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Shoes, fitness</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Socks, white</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Coveralls, blue</td>
<td>1</td>
<td>7</td>
</tr>
</tbody>
</table>
Notes:

1. For wear with No1 dress loaned to individuals from RFA sources on ceremonial occasions.

2. For wear with No1 dress loaned to individuals from RFA sources on ceremonial occasions.

3. To be issued by HMS Raleigh.

4. To be issued by HMS Raleigh

5. To be issued by HMS Raleigh.

6. To be issued by HMS Sultan.

7. To be issued by HMS Sultan, in addition to the original pair issued at HMS Raleigh.

8. Ratings who routinely work in wet conditions may, at the LO’s discretion, be issued with an extra pair of DMS boots, issued on individual loan (S95).
4104. Scale 4 - RFA Senior Ratings - Uniform Required on Promotion to Petty Officer

a. **Entitlement to Scale**: The uniform outfit shown at sub para b. and sub para c. are to be issued to all RFA Ratings on promotion to Petty Officer.

b. **Basic Kit**:

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap, white, detachable top</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Tie, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, collar-attached</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

c. **Tropical Outfit (issued on first occasion of need)**:

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt, white, short sleeve</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shorts, white</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Stockings, white</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**Note**: Cap and beret badges, RFA Petty Officers, are obtained through RFA PERS.
4105. **Scale 5 - Male Non Industrial Civilians Appointed to RFAs and Wearing Officer Pattern Uniform**

a. **Basic Outfit:**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue barathea undress uniform suit with green distinction cloth, laced for Lt Cdr/Cdr</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Only to be issued to Band C1s and C2s</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. **Items provided by contract arrangement:**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacket, mess, white PV</td>
<td>1</td>
<td>Note 2</td>
</tr>
<tr>
<td>Clothing store to issue RN buttons and link</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

c. **Items issued from Service stocks:**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge beret</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Badge cap</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Belt, waist black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Belt, waist white</td>
<td>1</td>
<td>Note 2</td>
</tr>
<tr>
<td>Beret, blue</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Boots, DMS</td>
<td>1pr</td>
<td></td>
</tr>
<tr>
<td>Cap, plastic/Cap plastic detachable top (C1s only)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Cummerbund, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jacket, Wet Weather</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jersey, H/W blue</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shirt, evening collar attached</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, AWD, heavyweight</td>
<td>2</td>
<td>Note 1</td>
</tr>
<tr>
<td>Shirt, AWD, lightweight</td>
<td>2</td>
<td>Note 1</td>
</tr>
<tr>
<td>Shirt, white collar attached</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Shirt, white short sleeve</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Shoes, black leather, leather soles</td>
<td>1pr</td>
<td></td>
</tr>
<tr>
<td>Shoes, black leather, slip resistant soles</td>
<td>1pr</td>
<td></td>
</tr>
<tr>
<td>Shoes, boat</td>
<td>1pr</td>
<td></td>
</tr>
<tr>
<td>Shoes, white</td>
<td>1pr</td>
<td>Note 2</td>
</tr>
<tr>
<td>Shorts, blue</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shorts, white</td>
<td>6</td>
<td>Note 2</td>
</tr>
</tbody>
</table>

(Continued)
<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Socks, thin black</td>
<td>4prs</td>
</tr>
<tr>
<td>Socks, thick black</td>
<td>2prs</td>
</tr>
<tr>
<td>Socks, white</td>
<td>2prs Note 2</td>
</tr>
<tr>
<td>Stockings, white</td>
<td>6prs Note 2</td>
</tr>
<tr>
<td>Tie, black polyester</td>
<td>2</td>
</tr>
<tr>
<td>Tie, evening double ended</td>
<td>1</td>
</tr>
<tr>
<td>Trousers, AWD</td>
<td>2prs</td>
</tr>
<tr>
<td>Trousers, working polyester</td>
<td>3prs</td>
</tr>
<tr>
<td>Trousers, white, PV</td>
<td>2prs Note 2</td>
</tr>
<tr>
<td>Bush Jacket</td>
<td>2 Note 2</td>
</tr>
<tr>
<td>Belt buckles</td>
<td>2 Note 2</td>
</tr>
<tr>
<td>Belt hooks</td>
<td>2 Note 2</td>
</tr>
<tr>
<td>Operational travel bag</td>
<td>1</td>
</tr>
</tbody>
</table>

**Notes:**

1. Due to the present withdrawal of LAWD, qty 2 AWD shirts should be issued to cover this requirement.

2. To be issued to STO(N) (Band C1), DSTO(N) (Band C2), Band D and E1 on first occasion of need i.e. only when deploying to hot climates and when the CO’s direction/expectation is that all ship’s officers will be required to wear 1CW dress when appropriate.
4106. Scale 6 - Female Non Industrial Civilians Appointed to RFAs and Wearing Officer Pattern Uniform

a. Basic Outfit:

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Blue barathea undress uniform suit with green distinction cloth, laced for Lt Cdr/Cdr</td>
<td>1</td>
</tr>
</tbody>
</table>

Only to be issued to Band C1s and C2s

b. Items provided by contract arrangement:

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Bush Jacket</td>
<td>2</td>
</tr>
<tr>
<td>Skirt, white</td>
<td>2</td>
</tr>
<tr>
<td>Jacket, mess, white PV</td>
<td>1</td>
</tr>
</tbody>
</table>

Clothing store to issue RN buttons and link

c. Items issued from Service stocks:

<table>
<thead>
<tr>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Badge beret</td>
<td>1</td>
</tr>
<tr>
<td>Badge cap</td>
<td>1</td>
</tr>
<tr>
<td>Belt, waist black</td>
<td>1</td>
</tr>
<tr>
<td>Belt, waist white</td>
<td>1</td>
</tr>
<tr>
<td>Beret, blue</td>
<td>1</td>
</tr>
<tr>
<td>Boots, DMS</td>
<td>1pr</td>
</tr>
<tr>
<td>Hat, tricorn</td>
<td>1</td>
</tr>
<tr>
<td>Cummerbund, black</td>
<td>1</td>
</tr>
<tr>
<td>Jacket, Wet Weather</td>
<td>1</td>
</tr>
<tr>
<td>Jersey, H/W blue</td>
<td>2</td>
</tr>
<tr>
<td>Shirt, evening collar attached</td>
<td>1</td>
</tr>
<tr>
<td>Shirt, AWD, heavyweight</td>
<td>2</td>
</tr>
<tr>
<td>Shirt, AWD, lightweight</td>
<td>2</td>
</tr>
<tr>
<td>Shirt, white collar attached</td>
<td>4</td>
</tr>
<tr>
<td>Shirt, white short sleeve</td>
<td>6</td>
</tr>
<tr>
<td>Shoes, black leather, leather soles</td>
<td>1pr</td>
</tr>
<tr>
<td>Shoes, bleck leather, slip resistant soles</td>
<td>1pr</td>
</tr>
<tr>
<td>Shoes, boat</td>
<td>1pr</td>
</tr>
<tr>
<td>Shoes, white, court</td>
<td>1pr</td>
</tr>
<tr>
<td>Shorts, blue</td>
<td>2</td>
</tr>
</tbody>
</table>

(Continued)
<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorts, white</td>
<td>6</td>
<td>Note 2</td>
</tr>
<tr>
<td>Socks, thin black</td>
<td>4prs</td>
<td></td>
</tr>
<tr>
<td>Socks, thick black</td>
<td>2prs</td>
<td></td>
</tr>
<tr>
<td>Socks, white</td>
<td>2prs</td>
<td>Note 2</td>
</tr>
<tr>
<td>Stockings, white</td>
<td>6prs</td>
<td>Note 2</td>
</tr>
<tr>
<td>Tie, black polyester</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Tie, evening double ended</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Trousers, AWD</td>
<td>2prs</td>
<td></td>
</tr>
<tr>
<td>Trousers, working polyester</td>
<td>3prs</td>
<td></td>
</tr>
<tr>
<td>Trousers, white, PV</td>
<td>2prs</td>
<td>Note 2</td>
</tr>
<tr>
<td>Belt buckles</td>
<td>2</td>
<td>Note 2</td>
</tr>
<tr>
<td>Belt hooks</td>
<td>2</td>
<td>Note 2</td>
</tr>
<tr>
<td>Operational travel bag</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. Due to the present withdrawal of LAWD, qty 2 AWD shirts should be issued to cover this requirement.

2. To be issued to STO(N) (Band C1), DSTO(N) (Band C2), Band D and E1 on first occasion of need i.e. only when deploying to hot climates and when the CO’s direction/expectation is that all ship’s officers will be required to wear 1CW dress when appropriate.
4107. Scale 7 - Industrial Male and Female DES/Partner Company Industrial Personnel Serving in RFAs

a. Basic Outfit:

b. Items issued from Service stocks:

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boots, DMS</td>
<td>1pr</td>
<td></td>
</tr>
<tr>
<td>Coverall, blue</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Jacket, windproof</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jersey, H/W blue</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shirt, AWD, heavyweight</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Shirt, AWD, lightweight</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Shorts, blue</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Socks, thin black</td>
<td>4prs</td>
<td></td>
</tr>
<tr>
<td>Trousers, AWD</td>
<td>3prs</td>
<td></td>
</tr>
<tr>
<td>T shirt, white</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Operational travel bag</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Notes:

1. Due to the present withdrawal of LAW, qty 2 AWD shirts should be issued to cover this requirement.

2. Retain your Kit Book for future use, if you require to exchange clothing on a one for one basis or if you go afloat in the future, you will need this document.
4108. RFA Personal Clothing System (RFA PCS)

a. **Background.** RFA PCS replaces the No 4 (AWD) uniform. No 4 (PCS) is a layered system for multi-climate wear.

b. **Occasions For Wear**

(1) Action working dress.

(2) Daily working rig at sea.

(3) Daily working rig alongside for JRs, and Officers/ SRs when required.

(4) Daily working rig ashore in assignments when MTP would previously have been worn.

(5) Daily working dress.

c. **Description**

<table>
<thead>
<tr>
<th>All Ranks and Rates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy blue T shirt.</td>
<td></td>
</tr>
<tr>
<td>Blue fire retardant light weight jacket (tucked in).</td>
<td>Blue Ensign badge to be worn on left arm (unit specific badges are not permitted). Embroidered blue name tape worn above left breast pocket when issued. Embroidered Royal Fleet Auxiliary tape worn above right breast pocket. Rank slide to be worn on front sternum strap.</td>
</tr>
<tr>
<td>Blue fire retardant trousers with blue stable belt.</td>
<td></td>
</tr>
<tr>
<td>Black socks.</td>
<td></td>
</tr>
<tr>
<td>DMS Black boots.</td>
<td></td>
</tr>
<tr>
<td>Beret when issued.</td>
<td></td>
</tr>
<tr>
<td>Optional blue micro fleece to be worn over T shirt and under light weight jacket.</td>
<td></td>
</tr>
<tr>
<td>Optional foul weather jacket and trousers worn over light weight jacket and trousers (hood of foul weather jacket to be rolled away – hood is only to be used in extreme conditions when authorised by Command).</td>
<td></td>
</tr>
</tbody>
</table>

**No 4R – relaxed daily working dress**

May be authorised by Command at sea or, exceptionally, for working parties in hot conditions in harbour (not outside confines of jetty).

Blue fire retardant jacket may be relaxed and individuals wear T shirt only or T shirt and micro fleece.

Blue fire retardant trousers with blue stable belt.

Black socks.

Black DMS boots.

Command may allow optional baseball cap at sea.

Caveats: COs may allow 4R where it is unlikely that immediate firefighting is required.
Light weight jacket must be readily available for basic firefighting and when on Duty Watch.
Commands may authorise unit specific T shirts provided that they are cotton navy blue.
d. **Insignia and Badges Worn with No 4 RFA Personal Clothing System (No 4 RFAPCS)**

(1) **Name Tapes.** Name tapes are to be sewn along the top of the left breast pocket on the PCS lightweight jacket for all ranks and rates, in line with the “Royal Fleet Auxiliary” tape. Name tapes are to contain only the surname of the individual; initials are not permitted. Name tape lettering is to be in ‘Helvetica Condensed’ font, lettering is to be 15mm in height and the name within the name tape length of 130mm. Names longer than 15-17 characters will be condensed to fit. As with the Royal Fleet Auxiliary tape; the colouring is white lettering on blue background. With names such as ‘McDonald’, a small c can be used on the name tape and the authoritative document will be the nominal list supplied by the unit.

(2) **Royal Fleet Auxiliary Tape.** This is pre-sewn along the top of the right breast pocket. The tape will be a standard issue with lettering of ‘Helvetica Condensed’ font, 15mm in height and contained within the tape length of 120mm. The tape is white lettering on blue background.

(3) **Royal Fleet Auxiliary Blue Ensign Badge.** This is pre-sewn onto the left arm. The badge is a standard size of 100mm by 50mm. The badge should be centralised and level when viewed from the left side. Exact vertical position will depend upon the sleeve length and shoulder shape of the individual but generally the top of the badge should be 70mm below the centre of the shoulder seam at the top of the sleeve.

(4) **Existing Rank Slides.** Slides will be attached to the front of the PCS jacket. In order to establish uniformity and maintain standards, officers shall wear the left shoulder slide on their lightweight jackets.
Figure. 41-1. Blue Uniforms of the Royal Fleet Auxiliary

BLUE UNIFORMS OF THE ROYAL FLEET AUXILIARY

No 4 – DAILY WORKING DRESS
- Blue fire retardant light weight jacket (tucked in)
- Blue fire retardant trousers with belt
- Beret
- Blue T-shirt
- Black boots
- Black socks
- Centre rank slide
- Blue Ensign badges on left arm (no unit specific badges to be worn)
- Embroidered Royal Fleet Auxiliary tape above right breast pocket

No 4 – DAILY WORKING DRESS
- Optional Blue Micro Fleece

No 4 – DAILY WORKING DRESS
- Optional foulweather jacket worn over light weight jacket
- Hood is to be rolled away (only to be used in extreme conditions when authorised by Command)

No 4R – RELAXED DAILY WORKING DRESS AT COMMANDING OFFICERS DISCRETION (No 4R is not approved for fire-fighting)
- Blue fire retardant trousers
- Blue T-shirt
- Black boots
- Black socks
- Optional Blue Micro Fleece
- The blue fire retardant light weight jacket must be readily available as No 4 Daily Working Dress is the minimum dress state required for basic fire fighting
- Commanding Officer may allow 4R where it is unlikely that immediate fire-fighting is required
- Commanding Officer may allow optional baseball cap to be worn at sea
- Commanding Officer may authorise unit specific T-shirt but they must be cotton navy blue
CHAPTER 42

CIVILIAN PERSONNEL EMBARKED ON MARITIME UNITS AFLOAT

POINT OF CONTACT – PART 6

CONTENTS

4201. Scale 1-Civilian Personnel Embarked on Maritime Units Afloat – Retail Assistant – Kit Scales
4202. Scale 2-Civilian Personnel Embarked on Maritime Units Afloat – Retail Manager – Kit Scales
4203. Scale 3-MOD Civilians – Short Term Assignments – Kit Scales (Note 1)
4204. Scale 4-Armed Forces Parliamentary Scheme (Members of Parliament) – Kit Scales (Note 1)
CHAPTER 42

CIVILIAN PERSONNEL EMBARKED ON MARITIME UNITS AFLOAT

4201. Scale 1- Civilian Personnel Embarked on Maritime Units Afloat - Retail Assistant - Kit Scales

a. Basic Kit

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jersey, H/W blue</td>
<td>1</td>
</tr>
<tr>
<td>Shirt, AWD</td>
<td>3</td>
</tr>
<tr>
<td>Trousers, AWD</td>
<td>3</td>
</tr>
<tr>
<td>Socks, thin, black</td>
<td>4</td>
</tr>
<tr>
<td>Socks, thick, black</td>
<td>4</td>
</tr>
<tr>
<td>Jacket, weatherproof</td>
<td>1</td>
</tr>
<tr>
<td>Trousers, working, polyester</td>
<td>1</td>
</tr>
<tr>
<td>Belt, waist, black</td>
<td>1</td>
</tr>
<tr>
<td>Shirt, white, short sleeved</td>
<td>3</td>
</tr>
</tbody>
</table>

b. Personal Loan Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boots, DMS</td>
<td>1</td>
</tr>
<tr>
<td>Coverall, blue</td>
<td>1</td>
</tr>
</tbody>
</table>

c. Tropical Outfit

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoes, boat</td>
<td>1</td>
</tr>
<tr>
<td>Shorts, blue</td>
<td>2</td>
</tr>
<tr>
<td>Shorts, white</td>
<td>2</td>
</tr>
<tr>
<td>Stockings, blue</td>
<td>2</td>
</tr>
</tbody>
</table>

4202. Scale 2 - Civilian Personnel Embarked on Maritime Units Afloat - Retail Manager - Kit Scales

a. Basic Kit

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tie, black</td>
<td>1</td>
</tr>
<tr>
<td>Shirt, white, collar attached</td>
<td>4</td>
</tr>
</tbody>
</table>
b. **Personal Loan Items**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boots, DMS</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Coverall, blue</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

c. **Tropical Outfit**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stockings, white</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**Note.** Direct Entry Retail Managers are to be issued the same as Para 3601 Retail Assistants (Scale 1) on first occasion of need, in addition to the items listed in Para 3602 Scale 2.

4203. **Scale 3 – MOD Civilians – Short Term Assignments – Kit Scales (Note 1)**

a. **Basic Outfit**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MK IV Foul weather jacket</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jersey, H/W</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, AWD</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, collar-attached</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Socks, thick, black</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Socks, thin, black</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Trousers, working, polyester</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Tie, black</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

b. **Personal Loan Items**

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boots, DMS</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Coverall, blue or white</td>
<td>1</td>
<td>3 and 4</td>
</tr>
</tbody>
</table>

UNCONTROLLED WHEN PRINTED
Notes:

1. This is optional scaling and not mandated.

2. Optional, for those members of a Muslim faith an additional shirt collar attached can be issued in lieu of Shirt, white short sleeve.

3. Skill Zones 1 – 4 are issued blue coveralls.

4. Band E, D, C, B and Senior Civil Service (SCS) Band 1 – 3 are issued white coveralls.

4204. Scale 4-Armed Forces Parliamentary Scheme (Members of Parliament) – Kit Scales (Note 1)

a. Basic Outfit

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MK IV Foul weather jacket</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jersey, H/W</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, AWD</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Trousers, AWD</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, collar-attached</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Shirt, white, short sleeve</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Socks, thick, black</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Socks, thin, black</td>
<td>2 prs</td>
<td></td>
</tr>
<tr>
<td>Trousers, working, polyester</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Tie, black</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Beret</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Holdall Bag</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

b. Personal Loan Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Scale</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boots, DMS</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
Notes:

1. The Armed Forces Parliamentary Scheme is endorsed by the Secretary of State for Defence and Chief of Defence Staff. It is designed to facilitate visits by Members of Parliament to units in non-operational theatres, usually for 4 – 5 days at a time. The Naval Service Lead Officer is CNS-NS-SEC1.

2. Optional, for those of a Muslim faith an additional shirt collar attached can be issued in lieu of Shirt, white short sleeve.
CHAPTER 43

JOINT SERVICE DRESS TABLES

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Para
4301. Full Ceremonial Day (Home)
4302. Ceremonial Day (Home)
4303. Non-Ceremonial Day (Home)
4304. Ceremonial Evening (Home)
4305. Non-Ceremonial Evening (Home)
4306. Full Ceremonial Day (Tropical)
4307. Ceremonial Day (Tropical)
4308. Non-Ceremonial Day (Tropical)
4309. Full Ceremonial Evening (Tropical)
4310. Ceremonial Evening (Tropical)
4311. Non-Ceremonial Evening (Tropical)
CHAPTER 43

JOINT SERVICE DRESS TABLES

FOR USE AT COURT FUNCTIONS AND WHEN MEMBERS OF THE ROYAL FAMILY ARE PRESENT

4301. Full Ceremonial Day (Home)

<table>
<thead>
<tr>
<th>Appropriate Service Dress</th>
<th>Accessories</th>
<th>Broad Riband/Collar</th>
<th>Stars of Orders Maximum (Note 2)</th>
<th>Neck Decorations (Note 7)</th>
<th>Medals</th>
<th>Swords (Note 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royal Navy</td>
<td>Naval Officers QARNNS Officers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No 1A Full Dress</td>
<td>Yes</td>
<td>4</td>
<td>2</td>
<td>Yes</td>
<td>Yes (Note 8)</td>
</tr>
<tr>
<td></td>
<td>RM Officers</td>
<td>No 1A Full Dress</td>
<td>Yes</td>
<td>4 (Note 3)</td>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>Army</td>
<td>Frock Coat</td>
<td>Yes</td>
<td>4</td>
<td>2</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No 1 Dress with Ceremonial Accoutrements</td>
<td>Yes</td>
<td>4</td>
<td>2</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No 1 Dress or No 2 Dress with Sam Browne Belt</td>
<td>Yes</td>
<td>4</td>
<td>2</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Royal Air Force</td>
<td>No 1A (Ceremonial) (Note 1) No 1 Service Dress (Home)</td>
<td>Yes</td>
<td>4</td>
<td>2</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
### 4302. Ceremonial Day (Home)

<table>
<thead>
<tr>
<th>Appropriate Service Dress</th>
<th>Accessories</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Broad Riband/Collar</td>
<td>Stars of Orders Maximum (Note 2)</td>
<td>Neck Decorations (Note 8)</td>
<td>Medals</td>
</tr>
<tr>
<td><strong>Royal Navy</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Naval QARNNS Officers</strong></td>
<td>No 1A Blue Dress</td>
<td>No</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td><strong>RM Officers</strong></td>
<td>No 1A Blue Dress or No 1B Lovat Dress</td>
<td>No</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td><strong>Army</strong></td>
<td>Frock Coat</td>
<td>No</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>No 1 Dress with Ceremonial Accoutrements</td>
<td>No</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>No 1 Dress or No 2 Dress with Sam Browne Belt</td>
<td>No</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td><strong>Royal Air Force</strong></td>
<td>No 1A (Ceremonial) (Note 1) No 1 Service Dress (Home)</td>
<td>No</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>
4303. Non-Ceremonial Day (Home)

<table>
<thead>
<tr>
<th>Appropriate Service Dress</th>
<th>Accessories</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Broad Riband/Collar</td>
</tr>
<tr>
<td><strong>Royal Navy</strong></td>
<td></td>
</tr>
<tr>
<td>Naval Officers QARNNS Officers</td>
<td>No 1C Undress</td>
</tr>
<tr>
<td>RM Officers</td>
<td>No 1A Blue Dress or No 1C Lovat Dress</td>
</tr>
<tr>
<td><strong>Army</strong></td>
<td></td>
</tr>
<tr>
<td>Frock Coat</td>
<td>No</td>
</tr>
<tr>
<td>No 1 Dress</td>
<td>No</td>
</tr>
<tr>
<td>No 2 Dress</td>
<td>No</td>
</tr>
<tr>
<td><strong>Royal Air Force</strong></td>
<td></td>
</tr>
<tr>
<td>No 1 Service Dress (Home)</td>
<td>No</td>
</tr>
</tbody>
</table>

4304. Ceremonial Evening (Home)

<table>
<thead>
<tr>
<th>Appropriate Service Dress</th>
<th>Accessories</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Broad Riband/Collar</td>
</tr>
<tr>
<td><strong>Royal Navy</strong></td>
<td></td>
</tr>
<tr>
<td>Naval Officers QARNNS Officers</td>
<td>No 2A Formal Evening Dress</td>
</tr>
<tr>
<td>RM Officers</td>
<td>No 2A Formal Evening Dress</td>
</tr>
<tr>
<td><strong>Army</strong></td>
<td></td>
</tr>
<tr>
<td>No 10 Mess Dress with Stiff Shirt</td>
<td>No</td>
</tr>
<tr>
<td><strong>Royal Air Force</strong></td>
<td></td>
</tr>
<tr>
<td>No 5A Mess Dress (Home) White Waistcoat with Stiff Shirt</td>
<td>No</td>
</tr>
</tbody>
</table>
4305. Non-Ceremonial Evening (Home)

<table>
<thead>
<tr>
<th>Appropriate Service Dress</th>
<th>Accessories</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Broad Riband/Collar</td>
</tr>
<tr>
<td><strong>Royal Navy</strong></td>
<td></td>
</tr>
<tr>
<td>Naval Officers QARNNS</td>
<td>No 2B Evening</td>
</tr>
<tr>
<td>Officers</td>
<td>Undress</td>
</tr>
<tr>
<td>RM Officers</td>
<td>No 2B Evening</td>
</tr>
<tr>
<td></td>
<td>Undress</td>
</tr>
<tr>
<td><strong>Army</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No 10 Mess</td>
</tr>
<tr>
<td></td>
<td>Dress Soft</td>
</tr>
<tr>
<td></td>
<td>Shirt according to Regimental Custom</td>
</tr>
<tr>
<td><strong>Royal Air Force</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No 5B Mess</td>
</tr>
<tr>
<td></td>
<td>Dress (Home) Blue</td>
</tr>
<tr>
<td></td>
<td>Waistcoat/</td>
</tr>
<tr>
<td></td>
<td>Cummerbund with Stiff Shirt</td>
</tr>
<tr>
<td></td>
<td>or Soft Shirt</td>
</tr>
</tbody>
</table>
## Full Ceremonial Day (Tropical)

### Dress - Full Ceremonial Day (Tropical)

<table>
<thead>
<tr>
<th>Appropriate Service Dress</th>
<th>Accessories</th>
<th>Broad Riband/ Collar</th>
<th>Stars of Orders Maximum (Note 2)</th>
<th>Neck Decorations (Note 7)</th>
<th>Medals</th>
<th>Swords (Note 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Royal Navy</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Naval Officers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QARNNS Officers</td>
<td>No 1AW White Dress</td>
<td>Yes</td>
<td>4</td>
<td>2</td>
<td>Yes</td>
<td>Yes (Note 8)</td>
</tr>
<tr>
<td>RM Officers</td>
<td>No 1AW Dress with Ceremonial Accoutrements</td>
<td>Yes</td>
<td>4</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No 1BW Dress with Sam Browne Belt</td>
<td>No</td>
<td>2</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Army</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No 3 Dress with Ceremonial Accoutrements</td>
<td>Yes</td>
<td>4</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No 3 or No 4 Dress with Sam Browne Belt</td>
<td>Yes</td>
<td>2</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No 6 Dress with Sam Browne Belt</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Royal Air Force</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No 6A Ceremonial Dress (Note 5)</td>
<td>Yes</td>
<td>4</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No 6 Service Dress</td>
<td>No</td>
<td>4</td>
<td>2</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### 4307. Ceremonial Day (Tropical)

#### Dress - Ceremonial Day (Tropical)

| Appropriate Service Dress | Accessories | | | | | |
|---------------------------|-------------|---|---|---|---|
|                           | Broad Riband/ Collar | Stars of Orders Maximum (Note 2) | Neck Decorations (Note 7) | Medals | Swords (Note 4) |
| **Royal Navy**             |             |   |   |   |   |
| **Naval Officers QARNNS Officers** | No 1AW White Dress | No | 2 | 1 | Yes | Yes (Note 8) |
| **RM Officers**            | No 1AW Dress with Ceremonial Accoutrements | No | 2 | 1 | Yes | Yes |
|                           | No 1BW Dress with Sam Browne Belt | No | 2 | 1 | Yes | Yes |
| **Army**                  |             |   |   |   |   |
|                           | No 3 Dress with Ceremonial Accoutrements | Yes | 2 | 1 | Yes | Yes |
|                           | No 3 or No 4 Dress with Sam Browne Belt | Yes | 2 | 1 | Yes | Yes |
|                           | No 6 Dress with Sam Brown Belt | No | No | No | Yes | Yes |
| **Royal Air Force**        |             |   |   |   |   |
|                           | No 6A Service Dress (Note 5) | No | 2 | 1 | Yes | Yes |
|                           | No 6B Parade Dress | No | No | No | Yes | No |
4308. Non-Ceremonial Day (Tropical)

<table>
<thead>
<tr>
<th>Appropriate Service Dress</th>
<th>Accessories</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Broad Riband/ Collar</td>
</tr>
<tr>
<td><strong>Royal Navy</strong></td>
<td></td>
</tr>
<tr>
<td>Naval Officers QARNNS</td>
<td>No 1CW White Dress</td>
</tr>
<tr>
<td>RM Officers</td>
<td>No 1BW Dress (Sam Browne or Cloth Belt)</td>
</tr>
<tr>
<td></td>
<td>No 1CW Dress (Sam Browne or Cloth Belt)</td>
</tr>
<tr>
<td><strong>Army</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No 3 Dress (Sam Browne or Cloth Belt)</td>
</tr>
<tr>
<td></td>
<td>No 4 Dress (Sam Browne or Cloth Belt)</td>
</tr>
<tr>
<td></td>
<td>No 6 Dress (Sam Browne or Cloth Belt)</td>
</tr>
<tr>
<td><strong>Royal Air Force</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No 6B Parade Dress</td>
</tr>
</tbody>
</table>
## 4309. Full Ceremonial Evening (Tropical)

<table>
<thead>
<tr>
<th>Appropriate Service Dress</th>
<th>Accessories</th>
<th>Broad Riband/Collar</th>
<th>Stars of Orders Maximum (Note 2)</th>
<th>Neck Decorations (Note 7)</th>
<th>Miniature Medals</th>
<th>Swords (Note 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Royal Navy</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Naval Officers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QARNNS Officers</td>
<td>No 2AW White Dress</td>
<td>Yes</td>
<td>4</td>
<td>1</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>RM Officers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No 2AW White Dress</td>
<td>Yes</td>
<td>4</td>
<td>1</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td><strong>Army</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No 11 Dress</td>
<td>Yes</td>
<td>4</td>
<td>1</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>with Stiff Shirt</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Royal Air Force</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No 8 Mess Dress</td>
<td>Yes</td>
<td>4</td>
<td>1</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

## 4310. Ceremonial Evening (Tropical)

<table>
<thead>
<tr>
<th>Appropriate Service Dress</th>
<th>Accessories</th>
<th>Broad Riband/Collar</th>
<th>Stars of Orders Maximum (Note 2)</th>
<th>Neck Decorations (Note 7)</th>
<th>Miniature Medals</th>
<th>Swords (Note 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Royal Navy</strong></td>
<td></td>
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<tr>
<td><strong>Naval Officers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>QARNNS Officers</td>
<td>No 2AW Mess Dress with Stiff Shirt</td>
<td>No</td>
<td>2</td>
<td>1</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>RM Officers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No 2AW Mess Dress with Stiff Shirt</td>
<td>No</td>
<td>2</td>
<td>1</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td><strong>Army</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>No 11 Dress</td>
<td>No</td>
<td>2</td>
<td>1</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>with Stiff Shirt or Soft Shirt</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Royal Air Force</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No 8 Mess Dress</td>
<td>No</td>
<td>2</td>
<td>1</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
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</table>

(Notes 2, 4, 7)
### 4311. Non-Ceremonial Evening (Tropical)

#### Dress - Non-Ceremonial Evening (Tropical)

<table>
<thead>
<tr>
<th>Appropriate Service Dress</th>
<th>Accessories</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Broad Riband/Collar</td>
</tr>
<tr>
<td><strong>Royal Navy</strong></td>
<td></td>
</tr>
<tr>
<td>RM Officers</td>
<td>No 2BW Soft Shirt may be Worn</td>
</tr>
<tr>
<td>Navy Officers QARNNS</td>
<td>No 2BW Evening Undress</td>
</tr>
<tr>
<td></td>
<td><strong>Royal Air Force</strong></td>
</tr>
<tr>
<td></td>
<td>No 8 Mess Dress</td>
</tr>
<tr>
<td></td>
<td>No 8A Mess Dress Red Sea (Note 6)</td>
</tr>
</tbody>
</table>

#### Notes:

1. AVMs and above.
2. May include one foreign star on appropriate occasions.
3. Two stars only when Sam Browne is worn.
4. Unless otherwise stated.
5. Officer appointed to senior prestige and representational posts, Air Advisor (irrespective of rank).
6. 'Red Sea Rig' worn by RAF personnel serving in RN Ships, where authorised.
7. May include one foreign neck decoration on appropriate occasions.
8. Swords are not worn by QARNNS Officers.
9. No 2CW Tropical Mess Dress may be authorised for informal evening wear in HM Ships and Establishments.
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CHAPTER 44
ORDERS AND DECORATIONS, MEDALS AND MEDAL RIBBONS

SECTION 1 - GENERAL

4401. Authority For Wear

a. The Queen’s Regulations for the Royal Navy require all personnel to wear the proper ribbons for the medals which have been awarded to them and to comply with the instructions respecting the manner of wearing orders, decorations and medals and the order in which they are to be worn, as laid down in these uniform regulations.

b. It is forbidden to wear any orders, decorations or medals without authority. Foreign orders, decorations and medals may be worn only when the Sovereign’s permission has been given. This may be sought by application to Naval Secretary’s Division. It should be noted, however, that permission is rarely granted and only in the most exceptional circumstances.

4402. Terms of Issue

a. The insignia of orders, decorations and medals and the Ribands to which they are attached are issued gratuitously on presentation; 229mm of medal ribbon for sewing on to garments is also supplied in the case of campaign medals.

b. Brooches for medals and medal ribbons are available from service stores. Officers purchase these items as required. Ratings and RM warrant officers, NCOs and men and associated reservists awarded a medal are given a gratuitous issue of one medal brooch and one medal ribbon brooch of the appropriate size.

c. Replacement brooches and ribbons are purchased as required.

d. Miniatures, ribbons and brooches for miniature medals and ribbons are not provided but may be purchased privately at the individual’s expense.

4403. Order of Precedence

Orders, decorations, medals and medal ribbons are to be worn arranged in the order of sequence (or seniority) shown in JSP 761 'Honours and Awards in the Armed Forces' The number of each type of insignia of orders, which may be worn, with various dresses is shown in the Table of Dresses (Chapter 3 Annex 3A (RN)), (Chapter 4 Annex 4A (RM)). When the insignia of more than one order are worn, the one occupying the first position should be the most senior, unless for any reason a junior or foreign order is more appropriate to the occasion.
4404. **Conditions Governing Awards**

Extracts from the various Statutes and Warrants regulating the awards of Orders, Decorations and Medals are to be found in JSP 761. A number of Statutes and Warrants are in course of amendment, to take account of revised eligibility criteria introduced in 1994. Until such time as these are published, it should be noted that all gallantry awards are available at all ranks and rates.

4405. **Maritime Reserves**

Details of Awards for Maritime Reserves are at BRd 3(2) Chapter 8.
SECTION 2 - MANNER OF WEAR

4406. Insignia of Orders

a. The insignia of the various orders are as follows:

(1) First Class. Knights of the Garter, Thistle and St Patrick and Knights and Dames Grand Cross and Grand Commander. Broad riband (with badge attached). Collar when ordered.

(2) Second Class. Knight and Dame Commander - star. Neck decoration (i.e. badge suspended on narrower riband, normally worn round neck).

(3) Third Class Companion and Commander. Neck decoration (but the badges of companions of the Distinguished Service Order and imperial service order are worn as medals only).

(4) Fourth and Fifth Classes. Officers and members - badge worn as medal.

4407. Broad Riband

a. The broad riband of Knights of the Garter and Thistle is worn over the left shoulder, the bow from which the badge is suspended resting on the right hip. The broad riband of other orders is worn over the right shoulder, with the badge on the left hip. The ribands of orders when the riband alone is worn will be of the width of the ribands of the membership of the order. If there is no membership class the riband will be of the width of the riband of the companionship of the order.

b. With ball dress the broad riband is worn under the mess jacket and over the waistcoat (or dress).

c. With full dress the broad riband is required to pass under the shoulder strap, and in dresses which do not include shoulder straps the procedure is as follows:

(1) If an aiguillette is worn on the right shoulder the broad riband, other than that of the Garter and Thistle, is worn under the aiguillette shoulder strap. For the Garter or Thistle an additional aiguillette shoulder strap is worn on the left shoulder.

(2) If an aiguillette is not worn on the right shoulder the broad riband is worn under a blue cloth shoulder strap ornamented with gold and blue cord, of the pattern worn with ‘Staff’ type aiguillettes (Chapter 39, Para 3912).
4408. Collar

a. The collar of an order is worn on certain special occasions as ordered, instead of the broad riband, with full dress only (Nos. 1 and 1W Dresses). The collar is worn under the shoulder straps or epaulettes near the outer edge, hanging at an equal distance back and front, with the badge suspended below the front centre.

b. Collar Days, in accordance with instructions of the Central Chancery of the Orders of Knighthood are Easter Sunday, Ascension Day, Whit Sunday, Trinity Sunday, 1 January, 6 January (Epiphany), 25 January (Conversion of St Paul), 2 February (Presentation of Christ in the Temple), 6 February (The Queen’s Accession), 1 March (St David), 17 March (St Patrick), 25 March (Lady Day), 21 April (The Queen’s Birthday), 23 April (St George), 29 May (Restoration of the Royal Family), 2 June (The Queen’s Coronation), 10 June (The Duke of Edinburgh’s Birthday), 24 June (St John Baptist), 4 August (Queen Elizabeth, The Queen Mother’s Birthday), 6 August (Transfiguration), 29 September (St Michael and All Angels), 1 November (All Saint), 30 November (St Andrews), 25 December (Christmas Day), 26 December (St Stephen), 28 December (Innocent’s Day), when Her Majesty opens or prorogues Parliament and by those taking part in the Ceremony of an Introduction of a Peer in the House of Lords. In dresses that do not include shoulder straps, the procedure is as follows:

(1) If an aiguillette is worn on the right shoulder an additional aiguillette shoulder strap is worn on the left shoulder.

(2) If an aiguillette is not worn on the right shoulder a pair of blue cloth shoulder straps as described in Para 4406.c sub para (2) is worn.

c. The holder of more than one First Class Order, when wearing the collar of one order also wears the broad riband of the next order in sequence. Only one collar may be worn.

4409. Stars

a. Stars of orders are worn on the left side.

b. When only one star is worn it should be in the centre line of the breast pocket with the upper point not less than 25mm below the lip of the pocket, or in the corresponding position on garments without a breast pocket.

c. When two stars are worn the second star is placed directly below the first, with its upper point not less than 25mm below the lower point of the star above.

d. When three stars are worn the second and third stars are normally worn below the first, in horizontal line, with the second towards the wearer’s right, but if in this position the stars interfere with the broad riband, the first and second stars may be worn in line, senior star to the right, with the third star beneath.
When four stars are worn the first is worn above, the second and third in line below, senior star to the right, and the fourth below again, in vertical line with the first.

When either three or four stars are worn on the undress coat it is necessary to position the first so that the second is clear of the top left-hand button of the coat, for which purpose it is permissible for the top star to the worn with its upper point up to 13mm above the lip of the breast pocket.

With women officers’ dresses which include a cape or bolero, stars are worn thereon - not on the dress.

4410. Neck Decorations

a. With the ceremonial day coat, and with RM tunics and frockcoat with stand collar, the first or only badge is worn with the riband inside the coat or tunic collar, emerging between the hook and eye and the bottom of the collar. If a second badge is worn it is suspended from a small eye stitched inside the coat or tunic, on 76mm of ribbon emerging between the first and second button on the right-hand side.

b. With a turned-down collar and day tie the first or only riband is worn inside the collar and over the tie, with the badge immediately below the knot of the tie. The second riband, if any, is worn on naval-type uniforms immediately below the first, the lower part of the badge resting on the cross of the lapel of the coat. Chaplains may wear neck decorations in a corresponding manner with the clerical collar. On military type uniforms the second riband emerges 19mm below the top button of the jacket, being suspended from a small eye stitched inside.

c. With winged collar and bow tie (only to be worn in the evening) one neck decoration only may be worn and the riband is worn the collar but under the tie, the badge hanging as close as possible below the bow.

d. With the white tunic the first or only badge is worn with the riband inside the tunic collar and the badge emerging to hang 19mm below the collar, and other badges, if any, are worn emerging between the buttons of the tunic, each 25mm below the badge above.

e. Until replaced by the new mess dress, women officers’ dresses which include a cape or bolero the riband is made up into a bow and worn with the badge attached below it on the left side of the cape or bolero, immediately below the medals, which should be moved up as necessary to provide room. When two badges are worn the senior badge is placed above and overlapping the junior. If a star is worn additionally (e.g. by a Dame Commander of an Order) it is positioned below the other decorations.
4411. Medals (Including Badges of The 4th And 5th Classes of Orders and Decorations Worn as Medals)

a. Medals, suspended from their ribands, are to be worn on the left breast in one horizontal line, with the highest in seniority at the end furthest from the shoulder. Medals awarded by a society for bravery in saving human life, if specially authorised to be worn, are to be worn on the right breast, similarly to those on the left and on the same horizontal line. All medals are worn observe outwards, i.e. with the head of the Sovereign showing.

b. The ribands are to be suspended from a bar, which they must completely cover, without gaps. The bar should be disposed centrally in the space available, without projecting outward beyond the shoulder or inward beyond the opening of the coat, or beyond the centre of a tunic or coat without opening. When the medals are too many to be suspended from the bar so as to be fully seen, they are to overlap, the most senior showing in full. In the case of ratings and ranks below officer, medals should, however, overlap whenever three or more are worn, the length of the bar to be 95mm for three medals up to a maximum of 171mm for larger numbers.

c. The bar should be of the brooch type, with the pin inserted through becket sewn to the garment. It may, if necessary, come over the lapel of the garment, except when a rifle is carried, when the bar should be under the lapel, as a protection for the medals.

d. The medal bar is worn immediately above the top row of medal ribbons sewn to the garment, or in the same position, and using the same becket, as the top row of detachable ribbons. See Para 4413 sub para e.

(1) For RMBS ranks wearing No. 1 Full Dress Blues - Ceremonial Dress the medal bar is worn centrally on the left breast using becket, the top of the medal bar being positioned horizontally, slightly above the second button down.

(2) For RMBS ranks wearing No. 1AW Dress – Tropical Full Ceremonial Dress the medal bar is worn centrally on the left breast and is pinned directly onto the fabric 6mm above the top seam of the pocket. Medal ribbons are not worn by band ranks in this uniform.

e. The length of medal riband for medals of normal size is to be 44mm. When two or more medals are worn, the length of ribands of medals of other than normal size should be adjusted so that the lowest points of the medals are all in line. A 44mm medal riband will accommodate four clasps: if more than four are worn the length of riband should be adjusted as necessary, leaving 13mm clear riband above the top clasp.

f. When medals are worn with garments on which medal ribbons are sewn, care must be taken that the ribbons are completely covered. If necessary a piece of material can be attached to the medal bar for this purpose.
g. Where more than one medal has been awarded, the ribands are to be suspended from a bar, which should be of the brooch type, with the pin inserted through becketts sewn to the garment. Medal ribands should be placed side by side up to and including a quantity of 6 medals unless the width of these 6 medals extends past the left shoulder seam of the uniform. In this instance, the 6 medals may be overlapped.

h. **Court Mounting.** Medals may also be worn court mounted. In this method the ribands are mounted on a frame of which the lower edge is in line with the centre of the medals. Commencing from the lower edge of the frame each riband runs over the upper edge and down to the ring of the medal. The medals are stitched down to the ribands. Court mounted medals may also be overlapped however, personnel with 7 or more court mounted medals should always wear them overlapped. Individuals with 6 or more medals may have them court mounted at crown expense. Personnel with 5 or less medals who wish to have them court mounted may do so at their own personal expense.

i. Badges of the 1st, 2nd and 3rd classes of orders are not worn as medals (other than miniatures - see Para 3811).

### 4412. Miniature Medals

a. These are half the size of the insignia, which they represent and on ribands 29mm long, are worn in the same manner as full-sized medals.

b. With some exceptions, as detailed in JSP 761, miniatures of all badges of orders and decorations are worn with miniature medals.

c. Except as in sub para d, miniature medals are worn with number 2A/2B Mess Dress/Undress on the lapel of the mess jacket. They may extend over the lapel towards the shoulder but not beyond the lapel on the inner side. The position on RM officers’ mess jackets is: Colonels and above, 102mm below the neck point of the shoulder seam; other officers 19mm below the Globe and laurel badge. Until replaced by the new mess dress the officers’ capes should be level with the top of the rank badge.

d. Drum Majors wear miniature medals horizontally on the Drum Major’s dress belt and centrally on the black band above the word “Gibraltar” so as not to obscure the battle honour.

### 4413. Medal Ribbons

a. When ribbons are worn apart from the orders, decorations and medals themselves a ribbon is worn for each medal, etc except the Garter, Thistle and St Patrick. The ribbon is the same for all classes of an order. The ribbon is to be worn from the date of the official notification of the award.

b. Length of ribbons to be worn: RN, and personnel - 13mm, but with more than five rows ribbons 10mm long may be worn. Royal Marines - 10mm all cases.
c. The width of the ribbon is to be that of the riband attached to the order, decoration or medal itself. For orders, the width is that of the riband of the lowest class. The normal width in each case is 32mm.

d. The ribbons are to be sewn on the garments, except on whites, tropical khaki and stone-coloured garments for which a detachable, brooch-type bar similar to the medal bar is to be used, with the pin inserted through becketts sewn in the correct positions. The ribbons are to be arranged in one or more rows as required, without either gaps or overlapping, in order of seniority as for medals, starting at the inside end of the top or only row. The rows should be 6mm apart for officers and Royal Marines and 3mm for others, but officers and Royal Marines may reduce the distance apart if necessary to accommodate a large number. The ribbons of orders, decorations and medals for which only private permission to wear has been given are not to be sewn on the garments.

e. The ribbons are to be worn on the breast, as for medals, positioned as follows:

(1) **RN Officers.** Top or only row 25mm below point of shoulder. When additional rows are sewn to the garment the number of ribbons in each row should be such that all visible, while preserving as symmetrical an arrangement as possible. The detachable bar may also have more than one row if necessary, in which case no row should be longer than the one above.

(2) **Royal Marines.** First row centrally over the breast pocket, 6mm above the top seam of the pocket. Additional rows centrally over the first, with no row shorter than the one above. Not more than five ribbons to a row, and no row to extend nearer than 19mm from the shoulder seam, but each row to be completed to maximum width before another is started.

(a) For female band ranks wearing No. 1A Regimental Dress Blues first row to be sewn centrally on the left breast being positioned horizontally, between the first and second button down so that the medal(s) sit at an appropriate height above the bust point. Additional rows as described above.

(b) For band officers and WO1s wearing No. 1 Full Dress Blues - Ceremonial Dress (Frockcoat Order) medal ribbons are to be sewn between the centre seam and left breast buttons with the first row being positioned horizontally, slightly above the second button down. Additional rows as described above. Medals are not worn in this uniform.

(3) **Ratings.** Top or only row: on jackets: level with the point of lapel; on blue jumpers: 114mm below point of shoulder; on white uniform: 51mm below point of shoulder. In each case, when there is more than one row, no row is to be shorter than the one above, and the whole display should be as symmetrical as possible about the vertical.

Ribbons must not project outward beyond the point of the shoulder, or inward beyond the centre of the garment or under the lapel, and they must all be visible.
4414. Miniature Medal Ribbons
Ribbons 10mm long and 19mm wide, are worn only with mess dresses. They are not sewn to garments but are worn on detachable, brooch-type bars, in the same positions as miniature medals. See Para 4411 sub para c. Miniature medal ribbons are not worn by Royal Marine and Naval Officers except, in the latter case, for safety reasons when acting as Duty Officer.

4415. Rosettes
Rosettes are worn on certain medal ribbons and miniature medal ribbons to denote clasps to the medals or some special distinction.

4416. Wearing of Foreign Medals

a. The rules governing the wearing of foreign medals are contained in Foreign and Commonwealth (FCO) regulations. The MOD is required to seek and follow FCO guidance if foreign medals are offered to Service or civilian personnel. The FCO advises all foreign embassies of the British rule on a regular basis.

b. HM the Queen approves the receiving and wearing of all foreign medals, orders and decorations. In all cases, requests to receive or wear should be made through the Chain of Command to Naval Secretary for onward transmission, as necessary, to Defence Services Secretary. It will then be for DS Sec to staff the request formally to both the FCO and the Ceremonial Branch of the Cabinet Office, whose agreement is required before Her Majesty's permission is sought. There will inevitably be some delay during this process and it should be noted that permission to wear is given only rarely.

c. Individual foreign awards for gallantry or meritorious service follow the same staffing route. Both may be subject to scrutiny within the FCO which must take account of the employment of Service personnel as State Servants, although it is usual that life-saving actions may be recognised by the appropriate Head of State.

d. No campaign medal for wearing, UK or foreign, may be claimed through concurrent service which gains another campaign medal.

e. Occasions may arise where foreign medals are presented to Service personnel abroad without prior warning. In such cases, individuals must exercise judgement as to whether refusal might give offence and the usual course of action is to accept the award. Thereafter, the Chain of Command is to be informed together with any request to wear and justification for it. Usually, the recipient will be allowed to keep the medal as a memento, not to be worn.

f. See JSP 761 ‘Honours and Awards in the Armed Forces’, Chapter 12, Annex B for the official order of wear for foreign orders, decorations and medals which have been approved for wear.
4417. **Wearing of Numerals or Bars Denoting Multiple Tours with UN, NATO or WEU**

Rules for the wearing of numerals are derived from the instructions issued by the Secretaries of the UN, NATO or WEU, as amended by any bilateral agreement between the UK and the relevant organisation. The UN makes official provision for numerals, NATO and the WEU do not. In addition, some nations reward multiple tours by the wearing of a medal for each tour. However, the practice or customs of other nations in receipt of the same medals is NOT to be adopted by UK Service personnel unless explicitly authorised in DINs.

4418. **Wearing of Unofficial Medals**

a. Only those Honours, Decorations, Medals and Awards that have been formally approved by the Sovereign may be worn. This applies to the wearing in uniform and civilian clothing, and by retired members of the Armed Services. Commanding Officers are responsible for ensuring that individuals do not wear medals that are not approved or to which they are not entitled, as well as being responsible for ensuring individuals are in possession of medals to which they are entitled.

b. A number of private companies market unofficial commemorative medals and although there is no reason why individuals may not purchase these items they are still formally classified as unofficial and have not been given approval by the Sovereign, and thus may not be worn. The fact that an advertisement for such medals appears in “in house” Service magazines is not to be taken as an indication that a medal has been formally approved and may be worn.

c. Any queries on the status of any medal, or of an individual’s entitlement to it, should, in the first instance, be made to single-Service medal offices.

4419. **Wearing of Family Medals**

Medals awarded to parents, grandparents, children, siblings or other family members, are not to be worn by serving personnel in uniform. Such ‘family’ medals may, however, be worn in civilian clothing on suits or blazers and female equivalent dress on the appropriate occasions, when they are customarily worn over the right breast.
SECTION 3 - WEARING OF ORDERS, DECORATIONS AND MEDALS WITH CIVILIAN DRESS

4420. General Conformity
The following instructions, which conform to those promulgated by the Lord Chamberlain’s Office in the London Gazette for the guidance of all concerned, apply to both serving and retired personnel when the civilian dress.

4421. Evening Dress

a. The occasions on which the insignia of orders and miniature medals and badges are worn with evening dress are as follows:

(1) At parties and dinners when any of the following members of the Royal Family are present:

- Her Majesty the Queen; and
- His Royal Highness the Duke of Edinburgh.

Their Royal Highnesses:

- The Prince of Wales;
- The Prince William;
- The Prince Harry;
- The Prince Andrew;
- The Prince Edward;
- The Princess Anne, Mrs Timothy Lawrence;
- Princess Alice, Duchess of Gloucester;
- The Duke and Duchess of Gloucester;
- The Duke and Duchess of Kent;
- Prince and Princess Michael of Kent; and
- Princess Alexandra, the Honourable Mrs Angus Ogilvy.

(The host should notify his guests if any of these members of the Royal Family will be present.)

(2) At parties and dinners given in houses of Ambassadors and Ministers accredited to the Court, unless otherwise notified by the Ambassador or Minister concerned. (A decoration of the country concerned should be worn in preference to a British one, and if both are worn, the former should take precedence over the latter.)

(3) All official dinners and receptions, including Naval, Military and Air Force dinners, dinners of City Livery companies and public dinners. (The word ‘Decorations’ on the invitation card to be the intimation from the host that the entertainment is an official one.)
(4) On official occasions when entertained by:

- HM Lieutenant of a county within their county;
- The High Sheriff of a county within their county;
- Cabinet Ministers;
- Ex-cabinet Ministers;
- Knights of the Garter, Thistle and St Patrick;
- Great Officers of State and of The Queen's Household;
- Lord Mayors and Mayors; and
- Lord Provosts and Provosts.

(The word ‘Decorations’ on the invitation card to be the intimation from the host that the entertainment is an official one.)

b. With Full Evening Dress the following may be worn:

- Broad riband;
- Up to 4 stars;
- Not more than 1 neck decoration; and
- Miniature medals.

c. With Dinner Jackets the following only may be worn:

- Not more than 1 star;
- Not more than 1 neck decoration; and
- Miniature medals.

d. On occasions when it is desired that decorations be worn, invitations should state either ‘Evening Dress, Decorations’ (for full evening dress) or ‘Dinner Jacket, Decorations’. When ‘Evening Dress, Decorations’ is prescribed those not in possession of full evening dress may wear dinner jacket, with decorations, etc. as in Para 3819 sub para c.

With ‘Dinner Jacket, Decorations’ it is permissible to wear either a stiff evening collar or a soft collar

4422. Day Dress

The insignia of orders, decorations and medals (full size) may be worn with formal day dress on appropriate official occasions and at public functions. When decorations are worn with formal day dress on such occasions as a British Legion rally or ex-Servicemen’s parade, it is customary to wear medals only, stars of orders and neck decorations not being worn.
4423. **General**

a. Nothing in the above shall affect in any way the practice of the Knights of the Orders of the Garter and Thistle, and Members of the Order of Merit, the Order of the Crown of India and the Order of the Companions of Honour with regard to wearing their insignia in accordance with previous custom.

b. Ladies in civilian dress may wear the orders, decorations and medals to which they are entitled under the same conditions as above, so far as appropriate.

c. The manner of wearing the insignia of orders, decorations and medals is the same as with corresponding items of uniform.
SECTION 4 - MERITORIOUS SERVICE MEDAL, LONG SERVICE AND GOOD CONDUCT MEDAL, AND GOOD CONDUCT BADGES

The following regulations replace those previously included in BR 8748: “Royal Navy Ratings and Royal Marine Other Ranks’ Terms of Service”, Chapter 7, and are complementary to JSP 761: “Honours & Awards in the Armed Forces”, Chapter 5.

4424. Introduction

a. This section outlines the procedures for the administration of the Regular Services’ Meritorious Service Medal (MSM) and Naval Long Service & Good Conduct Medal (LS&GC Medal), and naval Good Conduct Badges (GCB). Regulations for the Reserve Forces’ Volunteer Reserve Service Medal (VRSM) and the use of “VR” post-nominal letters, and the Cadet Forces Medal (CFM) are found elsewhere in BRd 3(1) and JSP 761.

b. Procedures for State awards recognising outstanding meritorious service, gallantry and bravery are in JSP 761.

4425. Meritorious Service Medal (MSM)

a. The MSM can be awarded to not more than 201 candidates from the Regular Forces in each calendar year. The award quota is RN/RM not more than 52, Army not more than 89, and RAF not more than 60 per calendar year. There are no clasps to this award.

b. The rules governing this award are set out in Annex 44A.

4426. Long Service and Good Conduct Medal (LS&GCM)

a. While each Service has its own LS&GCM, each of which has its own Royal Warrant, they have a common standard of conduct.

b. The regulations for the award of LS&GCM were revised with effect from 1 October 2016. The revised regulations apply to all officers of the Regular Forces who were serving on or after 29 July 2014 and to all Other Ranks of the Regular Forces who qualified for the award of the LS&GCM or to a clasp to the medal on or after 1 October 2016. Other Ranks who have left Regular service before 1 October 2016 will have their eligibility assessed through the previously published regulations.

c. To qualify for consideration for the LS&GCM under the revised regulations, personnel must be serving in the Regular Forces and have completed 15 years’ eligible service from the date of attestation irrespective of age. Clasps are available for this award after each further period of 10 years’ Regular Forces service. It makes no difference if an individual is commissioned at any stage during these 15 years or subsequently. Any entry on an individual’s JPA disciplinary record will automatically lead to a delay of 15 years from the date of the most recent offence or a delay of a further 10 years for the clasp. Certain minor offences and sanctions as well as training offences committed when still in training as defined in single Service regulations may be discounted.
d. The rules governing this award are set out in Annex 44B.

4427. Forfeiture and Restoration

Once forfeited, the MSM may not be restored. An individual who has already been awarded the LS&GCM who subsequently incurs an entry on his/her disciplinary record cannot forfeit the medal but will incur an automatic delay before the clasp can be awarded. If the individual also holds the MSM, it will be liable to forfeiture if the individual's conduct is no longer irreproachable. However, an individual who is sentenced to imprisonment for a period greater than 6 months and/or is dismissed with disgrace is liable to forfeit the LS&GCM or VRSM as well as Campaign, Commemorative and other Service medals in accordance with Chapter 9 of JSP 761. All medals can be restored after a further period of service on application to the Defence Council in accordance with Chapter 9 of JSP 761.

4428. Good Conduct Badges

The rules governing the award, deprivations and restoration of Good Conduct Badges are at Annex 44C.
ANNEX 44A

MERITORIOUS SERVICE MEDAL

The following regulations replace those previously included in BR 8748 'Royal Navy Ratings and Royal Marine Other Ranks’ Terms of Service’, Chapter 7, and are complementary to JSP 761 ‘Honours & Awards in the Armed Forces’, Chapter 5.

1. The Meritorious Service Medal (MSM) is awarded to recognise the good, faithful, valuable and meritorious service of non-commissioned personnel who are of irreproachable character and conduct. Non-commissioned personnel serving on Extended Service engagements are also eligible for award of the MSM. Reserve Forces personnel, including ex-Regular Service personnel serving on FTRS engagements, and Royal Fleet Auxiliary personnel, are not eligible to be considered.

2. Selections for the award of the MSM will be made Service twice yearly for announcement in Jun and Dec.

3. The award of the MSM does not give the recipient any financial benefits or entitlement to use post-nominal letters.

4. In order to be considered for the MSM, a candidate must be nominated by their Commanding Officer (CO) and fulfil the following prerequisite conditions:

   a. Achieved 20 years’ paid reckonable service from age 17½, or date of entry/enlistment/attestation if later. Previous service in any of the UK Regular Armed Forces may be aggregated.

   b. Attained the rank of substantive OR 5/6 (Petty Officer/Sergeant) at some time during their service.

   c. Be in possession of a UK Regular Armed Forces LS&GCM. Naval Service personnel must also be in possession of the full number of Good Conduct Badges appropriate to their length of service.

   d. Have provided good, faithful, valuable and meritorious service, with the highest, unbroken, standards of conduct - i.e. VG - throughout their career. (Note: On 1 Jan 00 Career Checks (CC) were introduced in the Naval Service. Naval Service candidates must have aggregated VG/CC-free service. For the purposes of consideration for the MSM, a CC will equate to a break in VG Conduct). Consideration for the MSM will normally require a conduct record completely free of any disciplinary entry.
5. Officers with previous non-commissioned service may only be considered for the MSM if they meet the above criteria and are recommended by their CO prior to being commissioned, and are selected to receive the award within 12 months of having been commissioned. Divisional and Corps Regimental Sergeant Majors (RSM), who may have been commissioned but fulfil a senior RSM appointment, may also be eligible while in post. Non-commissioned personnel who have retired or otherwise left the Service may be considered once only, in time for the Jun or Dec announcement as appropriate, immediately following their last day of paid service.

6. A break in service that is not due to Dismissal, sentence of Imprisonment, or other misconduct, will not be considered as breaking the continuity of VG and CC-free service, but time spent outside the Service will not count towards the length of service qualifying criterion. Additionally, service in the Reserve Forces during a break in service will not count towards the length of service qualifying criterion for the MSM.

7. **Nomination Procedure**

   The MSM is a prestigious award and COs are to ensure that only the most worthy and deserving candidates are nominated. Candidates’ service and conduct must have been of the highest order throughout their career, acting as an example to others and reflecting credit on themselves and the Naval Service. Attainment of positions of authority, for example RSM should not, of itself, be justification for a nomination. Only those whose service is judged truly meritorious should be nominated and written recommendations must contain evidence to justify the submission. Evidence of noteworthy achievements is particularly valuable. This might include achievement in the course of military duty or in extra-curricular activity that benefits the Service or the public (for example, voluntary or charitable work, or sporting achievement). A recommendation that amounts to no more than a bland description of a candidate’s service record is unlikely to be successful. Personnel who have simply performed long service with good conduct should not be recommended for the MSM. As far as possible, the recommendation should take account of the candidate’s whole Service record, with particular emphasis on the last 10 years’ service preceding the recommendation.

8. Recommendations are to be initiated by COs on Form JPA S004; no other Service documentation is required. Recommendations should be supported through the chain of command, with two levels of endorsement wherever possible, ie. to 2 Star level. Endorsement at higher than 2 star level is not required unless this forms part of the two levels of command chain. Orders of merit from endorsing officers should be submitted if endorsing more than one recommendation.

9. COs and endorsing officers have the discretion of whether or not to endorse a recommendation and forward it for consideration. As with all nominations for Honours & Awards, MSM nominations must be handled in strict OFFICIAL-SENSITIVE-HONOURS and candidates must not become aware that they have been recommended for an award.
10. Recommendations may be submitted at any time once a candidate has qualified by time served or will have qualified by time served by 1 Jun or 1 Dec as appropriate. Nominating officers are to take particular care to ensure that nominations for candidates with an imminent departure from the Service are received in time to be considered for announcement in the Jun or Dec immediately following their last day of paid service. Nominations for a Jun announcement must be received by the authorities below by 1 Apr; those for Dec must be received by 1 Oct. Following endorsement by chains of command, Forms JPA S004 are to be dispatched as follows:

Naval Service MSM Selection Panel  
Naval Secretary (Honours & Awards)  
Navy Command Headquarters, Leach Building (MP 3.1)  
Whale Island, Portsmouth, PO2 8BY

11. Normally, there are more recommendations received than awards available and hence only the most deserving of candidates will be selected. In order to preserve the prestige and integrity of the MSM, however, if insufficient nominations of appropriate merit are received, the selection panel may decide to forego all of the annual allocation.

12. Recipients will be notified individually of their award through the chain of command concurrently with the half-yearly State Honours Lists and the names of recipients will be promulgated through single Service channels. The award of the MSM will also be published in the London Gazette in due course. The award of the MSM will be recorded by the appropriate single Service authority on the recipient’s JPA Service record.

13. Unsuccessful nominations may be resubmitted, providing the candidates retain their CO’s confidence that they remain suitable for consideration for the award.

14. The MSM will be presented under single Service arrangements. The medal is to be presented in a manner that reflects the prestigious nature of the award.

15. NavSec (H&A) is to be notified immediately if, between the submission of a nomination and the presentation of the Medal, a candidate comes to notice in a way that casts doubt on their suitability to receive the award.

16. **Forfeiture of MSM**  
Details regarding forfeiture of the MSM are in JSP 761 Chapter 9. Once forfeited, the MSM cannot be restored. Forfeited medals are to be returned to the MOD Medal Office for disposal. Single Service authorities will arrange for the forfeiture to be gazetted and for the individual’s JPA Service record to be annotated.

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For the RAF, candidate nominations should be forwarded to the RAF MSM Selection Panel by 28 February and 31 August respectively.
ANNEX 44B

LONG SERVICE AND GOOD CONDUCT MEDAL

The following regulations replace those previously included in BR 8748: “Royal Navy Ratings and Royal Marine Other Ranks’ Terms of Service”, Chapter 7, and are complementary to JSP 761: “Honours & Awards in the Armed Forces”, Chapter 5.

1. The regulations for the award of LS&GCM were revised with effect from 1 October 2016. The revised regulations apply to all officers of the Regular Forces who were serving on or after 29 July 2014 and to all Other Ranks of the Regular Forces who qualified for the award of the LS&GCM or to a clasp to the medal on or after 1 October 2016. Other Ranks who have left Regular service before 1 October 2016 will have their eligibility assessed through the previously published regulations.

2. To qualify for consideration for the LS&GCM under the revised regulations, personnel must be serving in the Regular Forces and have completed 15 years’ eligible service from the date of attestation irrespective of age. Clasps are available for this award after each further period of 10 years’ Regular Forces service. It makes no difference if an individual is commissioned at any stage during these 15 years or subsequently. Any entry on an individual’s JPA disciplinary record will automatically lead to a delay of 15 years from the date of the most recent offence or a delay of a further 10 years for the clasp. Certain minor offences and sanctions as well as training offences committed when still in training as defined in single Service regulations may be discounted.

3. Qualifying Conduct

The LS&GC Medal is a prestigious award. An individual or the Commanding Officer who receives the medal through the automated issue process but has doubts whether it is in all respects deserved in terms of good conduct should contact the MOD Medal Office or their single Service medal point of contact for advice. It may be an offence to knowingly accept and wear a LS&GC medal and/or clasp to which entitlement may not be appropriate. A guide to the effect of certain offences/misconduct on eligibility for the award of the LS&GCM is at Appendix 1 to Annex 44B.

4. Qualifying Service

To qualify for consideration for the medal or clasp under the revised regulations, personnel must be serving in full time service with the Regular Forces at the time of eligibility or application. Additionally:

a. Individuals must have completed 15 years’ service in the Regular Forces from the date of attestation. Clasps are awarded for every 10 years’ additional service from the date of the award of the medal or previous clasp.

b. Any entry on the disciplinary record will automatically incur a delay for a further period of 15 years from the date of the most recent entry. If an individual incurs a disciplinary entry after receiving the medal, eligibility to the clasp or additional clasps will be automatically delayed for a period of 10 years from the date of the most recent entry. A minor or training offence as listed in single Service Regulations will not incur a delay unless there are multiple offences.
c. Service on FTRS and NRPS engagements or as a Reservist is not reckonable for the medal.

d. Naval Service only: Possession of all three Good Conduct Badges (see Annex 44C).

e. Naval Service only: Career Checks (CC) were introduced on 1 January 2000 when Character Assessments ceased to be made. For awards falling between 1 January 2000 and 31 December 2014, Character Assessments and Career Checks are to be taken into consideration. To be eligible, an individual must have completed a combination of 15 years’ continuous VG Character/Career Check-free service, with no previous Character Assessment below ‘Good’. When Character has been assessed as ‘Good’ on 31 December in any one year, qualifying service is to begin on the following 1 January. The award of a Character Assessment below ‘Good’ will be disqualification from consideration for the Medal.

5. Break in Service

A break in service (note, not a break in conduct) or a Career Intermission that is not due to dismissal, sentence of imprisonment, or other misconduct, will not be considered as breaking the continuity of service but time spent outside the Service will not count towards the length of service qualifying criterion. Service in the Reserve Forces during a break in service will not count towards the length of service qualifying criterion for the medal or clasp.

6. Award Process

a. Medal. The MSM is a The JPA database will automatically identify those who have completed 15 years’ service with no entries recorded on their disciplinary records. The selected names are downloaded twice weekly onto the MOD Medal Office database. Staff checks are conducted, following which the medal is selected, engraved, and despatched to the Commanding Officer of the named recipient. The Commanding Officer is to ensure that there are no pending disciplinary proceedings and arrange for the award to be presented. If there are disciplinary proceedings pending, the Commanding Officer is to retain the medal until such time as the disciplinary proceedings are resolved. If no disciplinary action is taken, the medal can be presented to the individual. However if the date of an offence or offences resulting in an entry on the individual’s disciplinary record is before the qualifying date for the medal and therefore incurs a delay of 15 years, the Commanding Officer is to return the medal to the MOD Medal Office with a covering letter detailing the circumstances.

b. Clasps. JPA will identify those who have completed additional periods of 10 years Regular service following the award of the medal or previous clasp. The MOD Medal Office will conduct staff checks and then dispatch the clasp to the Commanding Officer of the individual. The Commanding Officer is to ensure that there are no pending disciplinary proceedings and make arrangements for the award of the clasp. If there are disciplinary proceedings pending, the CO is to retain the clasp until the disciplinary proceedings are resolved. If no disciplinary action is taken, the clasp can be presented to the individual. However if the date of an offence or offences resulting in an entry on the individual’s disciplinary record is before the qualifying date for the clasp and therefore incurs a delay of 10 years, the Commanding Officer is to return the clasp to the MOD Medal Office with a covering letter detailing the circumstances.
c. **Application for Award After Delay.** JPA cannot identify those who have completed a further 15 years after a disciplinary entry or a further 10 years for a clasp. In these cases, individuals are to apply for either the medal or clasp to the MOD Medal Office through their Commanding Officer. The Commanding Officer is to complete JPA Form S002 and submit it to the MOD Medal Office. If there are disciplinary proceedings pending, the Commanding Officer is to retain the medal or clasp until the disciplinary proceedings are resolved. If no disciplinary action is taken, the clasp can be presented to the individual. However if the date of an offence or offences resulting in an entry on the individual’s disciplinary record is before the qualifying date for the medal or clasp and therefore incurs a further delay, the Commanding Officer is to return the clasp to the MOD Medal Office with a covering letter detailing the circumstances.

d. **Appeal.** Personnel with an entry on their disciplinary records incurring an automatic delay of 15 years (or 10 years for the clasp) may apply to have the delay removed if they believe the offence to be minor. Applications are to be initiated by a plea of mitigation to their Commanding Officer. If the appeal is supported, the Commanding Officer is to complete JPA Form S002 and submit it together with the individual’s plea of mitigation and their own letter of support to the MOD Medal Office. The appeal will then be considered by the appropriate single Service Medal Board. Appeals against single Service Board decisions can be made provided there is continuing support from the Commanding Officer. In these instances, the MOD Medal Office will arrange for the appeal to be considered further by the single Service or the Defence Services Secretary as appropriate.

e. **Previous Permanent Ineligibility.** Other Ranks who had previously had the award delayed or been permanently denied qualifying for the award of the LS&GCM under the previous regulations because of a serious offence on their record may apply for the award provided they were serving in the Regular Forces on 1 October 2016 and had completed a period of 15 years in the Regular Forces from the date of the last offence. Applications from serving individuals are to be made through Commanding Officers. Applications from veterans are to be made direct to the MOD Medal Office.

7. **Presentation of Medal**

Medals and clasps are to be presented under chain of command arrangements. Arrangements are to be made for the medal or clasp to be presented in an appropriate manner that reflects the prestige of the award.

8. **Transitional Arrangements**

a. Other Ranks who have already received the LS&GCM and any clasps prior to 1 October 2016 can use any unrecognised period of Regular service towards additional clasps under the revised regulations. For example, an Other Rank who, on 1 October 2016, has 28 years’ Regular Service and who was awarded the medal at the 15 year point may claim the clasp for the 10 additional years’ Regular Service following the award of the medal and will have accrued a further 3 years’ service towards the 2nd clasp. Other Ranks who have left service before 1 October 2016 will have their eligibility assessed through the previously published regulations.
b. An officer who was serving on or after 29 July 2014 and who on 1 October 2016 has 28 years’ Regular Service will be awarded the LS&GCM and one clasp and will have accrued a further 3 years’ service towards the 2nd clasp. An officer who left the Regular Forces on or after 29 July 2014 with 26 years’ Service may claim the medal and one clasp on application to MOD Medal Office.

c. An Other Rank who, on 1 October 2016, has 36 years’ Regular Service without any entries on their disciplinary record and who has already been awarded the medal and clasp under the previous regulations, may claim a 2nd clasp from their 35 year point. While this means that they have served only 5 years for the 2nd clasp, this is to ensure parity with an officer who also has 36 years’ Regular Service and who has been awarded the medal and 2 clasps under the revised regulations. Both the officer and Other Rank will receive the 3rd clasp on completion of 45 years’ Regular service.

9. Service in Commonwealth Armed Forces

Previous time served in Commonwealth Armed Forces may be counted towards the length of service requirement for the LS&GCM as long as that time has not been previously recognised by the award of any form of long service and efficiency decoration.
## APPENDIX 1 TO ANNEX 44B

### GUIDELINES FOR THE ASSESSMENT OF ENTITLEMENT TO THE LONG SERVICE & GOOD CONDUCT MEDAL

**Note.** Any list of adverse activity and the response to such activity cannot be exhaustive. Each Contentious Case application is to be assessed on its individual merits but the following table is intended to assist COs.

<table>
<thead>
<tr>
<th>COLUMN A: AWARD NOW</th>
<th>COLUMN B: “WAIT 15”</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Medal may be awarded with effect from the candidate’s due date, 15 years from age 17 ½ (or date of entry if later)</td>
<td>The award of the Medal is deferred for 15 years from date of offence</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>NATURE OF OFFENCE (unless the sentence/sanction awarded is listed in the “Wait 15” column)</th>
<th>NATURE OF OFFENCE (unless the sentence/sanction awarded is listed in the “Award Now” column)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWOL</td>
<td>Administration of justice offences (including but not limited to perjury and perverting the course of justice)</td>
</tr>
<tr>
<td>Breach of the Peace</td>
<td>Any offences committed in ‘prescribed circumstances’ or listed in Schedule 2 under the Armed Forces Act 2006</td>
</tr>
<tr>
<td>Conduct Prejudicial to good order and Service discipline</td>
<td>Asleep on watch/duty/sentry duty</td>
</tr>
<tr>
<td>Contravention of Standing Orders</td>
<td>Criminal damage offences (including but not restricted to Arson and criminal damage)</td>
</tr>
<tr>
<td>Drunk/Drunk &amp; Disorderly</td>
<td>Dishonesty-offences (including but not limited to theft, fraud, obtaining services by deception, forgery, taking a vehicle without consent)</td>
</tr>
<tr>
<td>Leave offences short of AWOL (including failure to attend)</td>
<td>Disobedience to lawful command/insubordination</td>
</tr>
<tr>
<td>Loss of ID</td>
<td>Drink-Driving</td>
</tr>
<tr>
<td>Minor motoring offences, including speeding or insurance offences</td>
<td>Drugs-related offences</td>
</tr>
<tr>
<td>Neglect of duty</td>
<td>Drunk on board/duty</td>
</tr>
<tr>
<td>Negligent Discharge</td>
<td>Drunk on operations/deployed</td>
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<tr>
<td></td>
<td>Explosives or offensive weapons-related offences</td>
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<tr>
<td></td>
<td>Failure to apprehend (as sentry)</td>
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<tr>
<td></td>
<td>Harassment-related offences (including racial harassment)</td>
</tr>
<tr>
<td></td>
<td>Ill treatment of subordinates</td>
</tr>
<tr>
<td></td>
<td>Misconduct dealt with by major administrative action rather than disciplinary means</td>
</tr>
<tr>
<td></td>
<td>Multiple ‘minor’ offences (usually 4 or more)</td>
</tr>
</tbody>
</table>
Possession of indecent images of children or extreme pornography

Public order offences (including but not limited to riot, violent disorder, affray, threatening behaviour intended to cause alarm or distress)

Road Traffic Offences (serious)

Sentry offences

Sexual-related offences (including but not limited to rape, assault by penetration, indecent assault, sexual assault, exposure, voyeurism)

Smuggling

Unauthorised disclosure of sensitive official information

Vehicle tampering

Violence-related offences against the person (including but not limited to common assault, battery, assault on a police officer, fighting, striking a superior or subordinate, ABH, inflicting GBH (with or without intent), wounding, robbery)

<table>
<thead>
<tr>
<th>SENTENCE/PUNISHMENT</th>
<th>SENTENCE/PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admonition</td>
<td>Any custodial sentence (including committed or suspended sentences of detention or imprisonment)</td>
</tr>
<tr>
<td>Extra Work &amp; Drill</td>
<td>Disrating/Reduction in rank</td>
</tr>
<tr>
<td>Fine under 7 days’ pay</td>
<td>Service Supervision and Punishment Order (SSPO)</td>
</tr>
<tr>
<td>Reparation Order</td>
<td>Fine of 7 days’ pay or more</td>
</tr>
<tr>
<td>Stoppage of Leave/Privileges</td>
<td>Forfeiture of seniority (for officers)</td>
</tr>
<tr>
<td></td>
<td>Severe Reprimand</td>
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</tbody>
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<tr>
<th>SANCTION</th>
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</thead>
<tbody>
<tr>
<td>Minor Administrative Action</td>
<td>Major Administrative action which involves: a removal from assignment for misconduct (a ‘no fault’); Career Check, Reversion following a civil conviction; or, for officers, the imposition of a Displeasure or Severe Displeasure censure</td>
</tr>
<tr>
<td>Police Caution (including simple or conditional cautions)</td>
<td>Misconduct dealt with by major administrative action rather than by disciplinary means (including but not limited to Bullying or Harassment, Dishonesty, Violence)</td>
</tr>
<tr>
<td>CO’s Logging or Formal Warning</td>
<td></td>
</tr>
</tbody>
</table>

1 For details on Administrative Consequences of Punishments under AFA 06 refer to JSP 830 MSL Chapter 13 Paras 34-126
ANNEX 44C

GOOD CONDUCT BADGES

The following regulations replace those in BR 8748: ‘Royal Navy Ratings and Royal Marine Other Ranks’ Terms of Service’, Chapter 7.

1. Good Conduct Badges (GCB) may be awarded at the Commanding Officer’s (CO’s) discretion to RN ratings and RM Other Ranks qualified by length of service and conduct.

2. Badges are awarded at the following service points:
   a. First badge awarded after 4 years.
   b. Second badge awarded after 8 years.
   c. Third badge after 12 years.

3. Qualifying Service
   The whole of a rating/other rank’s service counts as qualifying service, with the following exceptions:
   a. See Note 2 below.
   b. Time in the Second Class for conduct (now known as Service Supervision and Punishment Order (SSPO)).
   c. Time before desertion unless the ‘R’ is removed.
   d. Time for which pay is not allowed.
   e. Time during which an individual has been out of the Service for any other cause, including periods of unpaid leave. This includes unpaid maternity leave beyond the 14-week Service pay period.
   f. Time under training as a Reservist.

Notes:

1. Previous regulations that precluded the reckoning of service prior to a period of five years or more outside the Naval Service have been revoked and all service, other than that specified in sub-paragraphs a – f above, counts as qualifying service.

2. With effect from 1 Oct 16, the regulation which stated that service before the age of 17½ does not count as qualifying service for GCB was discontinued (announced Apr 17) in order to align GCBs with changes to LS&GC Medal reckonable service.
4. **Qualifying Conduct**

In addition to the periods of qualifying service set out above, an individual must also have a satisfactory conduct record. The minimum requirement is that during the two years of service immediately preceding eligibility by time, an individual must not have received a Career Check (see below). For the award of subsequent badges, an individual must also have been properly in continuous possession of the preceding badge for the 12 months of actual service immediately prior to eligibility by time.

**Note.** Career Checks (CC) were introduced on 1 Jan 00. Prior to this date, the service requirement was continuous VG Conduct.

5. **Commanding Officer's Discretion Regarding Award**

a. The CO is to consider the award to an individual who is qualified by length of service and conduct without regard to whether the individual makes application for a GCB. It is within the CO’s discretion to approve the award on the due date, or to defer consideration, or not to make an award. In considering these options, the CO is to bear in mind that GCBs represent the highest standard of conduct in the Service and should not be awarded, or restored, as a matter of course merely because an individual has avoided serious punishment. The award of a badge is to be recorded on the recipient’s JPA Service Record and on RN Form S3300d (Conduct Record).

b. If the CO decides not to make an award because in their opinion the candidate has failed to reach the necessary standard, the date the badge was due and the notation “Not Awarded” is to be recorded on the individual’s JPA Record and on the S3300d. The candidate may be re-considered for the badge once a further two years’ service has been completed.

c. If the CO decides to defer consideration, this must be for a period of not less than three, or more than six, months. This is to be noted on the S3300d.

d. If, at the end of the period of deferment, the CO decides that the individual’s conduct has now reached the qualifying standard, the GCB is to be awarded from the date of this final decision and the entry on the S3300d is to be underlined to indicate that the deferment was intentional. The date of the award is also to be recorded on the individual’s JPA Service Record.

e. If at the end of the period of deferment the CO decides that the candidate’s conduct is still below the required standard, the date the badge was due and the notation “Not Awarded” is to be recorded on the S3300d and on the individual’s JPA Record. The candidate may be re-considered for the award after a further two years’ service.
6. Finality of Awards by the Commanding Officer

An award or restoration (see para 8 below) of a GCB properly authorised by the CO in accordance with these regulations will normally be regarded as final and should not be altered without Admiralty Board approval. Nevertheless, errors should not be perpetuated in any further award or restoration, the effective date of which should be calculated from the correct earlier date.

7. Former Service

a. An individual’s former service, including mobilized service as a Reservist (but not time under training as a Reservist) in the RN, RM, Army or RAF, or in the Armed Forces of the British Commonwealth, may be counted as reckonable towards the award of GCBs, with the exceptions of those in paragraph 3 above.

b. Re-entrants, who have insufficient prior reckonable service or an insufficient period of CC-free service, may be awarded a GCB as soon as they complete sufficient combined CC-free and qualifying service.

c. Time served on full pay as an officer, including mobilized service as a reserve officer, in any of the forces mentioned above, which is allowed to reckon for naval pension (see JSP 754) may also be allowed to count for the award of a GCB.

8. Restoration of Good Conduct Badges following Deprivation

a. Following deprivation of GCBs (JSP 830 – Manual of Service Law), restorations are to be considered when they become due, whether or not the individual applies for the restoration of their badges, in accordance with the procedures in paras 3, para 4, para 5 and para 6 above.

b. One badge may be regained by six months’ CC-free service and additional badges by further periods of CC-free service, calculated, in each case, from the date of the preceding restoration. If, however, the individual has been sentenced to be deprived GCBs for a second time within three years, re-qualification is 12 months for the first restoration and six months each for each subsequent restoration. Time that does not count for the purposes of awards is not to be reckoned towards restoration of badges.

c. It is within the discretion of the CO to delay the restoration of a badge if the individual has failed to reach the required standard of conduct (see para 5 above). In this event, the notation ‘Not Restored’ is to be entered on the individual’s JPA Record and S3300d. The individual may be reconsidered for restoration after a further six months’ reckonable service.
**CHAPTER 45**

**MARITIME RESERVES UNIFORM REGULATIONS**

POINT OF CONTACT – PART 6

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CHAPTER 45

MARITIME RESERVES UNIFORM REGULATIONS

4501. Maritime Reserves Uniform Regulations

a. The wearing and maintenance of uniform in the Maritime Reserves (MR) is to be in accordance with Chapter 38 and JSP 752 Chapter 15.

b. RNR Ratings and RMR Other Ranks with former service in the RN and RM may wear Good Conduct Badges due for such service.

c. All clothing and equipment issued to ratings and other ranks remain the property of the Crown. Personnel are responsible for ensuring that all such items are used for service purposes only, and for producing them in good condition when called upon to do so. On being first issued with the uniform and equipment, ratings/other ranks are to sign an undertaking to the effect that they will return it to their parent unit when they are discharged from the RNR/RMR.

d. The advice of RNR Unit Commanding Officers and, ultimately, CMR is to be sought in all cases of doubt or where it is deemed that permission to wear uniform is required.

4502. Provision of Uniform – MR Officers

a. The cost of uniform on appointment or promotion to officer rank will be borne by the Ministry of Defence. The authorised scales of uniform for MR officers are shown in the Annexes to Chapter 39 and Chapter 40.

b. Eligibility. No officer may qualify for more than one full outfit cash grant and set of free issues on account of membership of two sections of the Reserve, eg. an officer holding a commission in the RNR who also has an appointment as an officer of the Sea Cadet Corps. However, they may be reimbursed actual costs to buy a different uniform and shoulder boards.

c. Transfer from RN/RM and Re-entry into the MR. The regulations for officers who transfer from the RN/RM or re-enter the MR are contained in JSP 752 Chapter 8.

d. Payments of Cash Grants. All cash grants will be paid through JPA without application, and no payments may be made by any other authority without specific authorisation.

e. Kit Record Book (S2910). All issues will be entered in the officer’s Kit Record Book, any deficiencies being entered on the appropriate page. When the items become available they will be issued; the entry on the deficiency page is the authority for issue.
f. **Call Out for Permanent Service.** Officers of the MR called out for permanent service are required to take with them the complete scale of uniform and kit as issued, which will be specified in their Call Out Order.

g. **Additional Uniform.** MR Officers are permitted to purchase (from Ministry of Defence stocks), articles included in the authorised list of officers' clothing for wear as uniform. All purchases are to be strictly limited to immediate personal requirements.

4503. **MR Officers’ Uniform Grant Refund on Discharge**

a. The following applies to Reserve officers who resign voluntarily or whose appointments are terminated compulsorily.

(1) **Voluntary Outflow (VO).** Applies to officers leaving the Service, and to those transferring to another branch/Service. Officers who voluntarily retire, including Midshipmen/2nd Lieutenants, will be required, at the discretion of MOD, to refund their initial uniform cash grants and the value of their initial outfit free issues as follows:

(a) Grants paid and issues made less than one year prior to date of VO (see Note) - in full.

(b) Grants paid and issues made over one year but less than 2 years from date of VO (see Note) - two-thirds.

(c) Grants paid and issues made over 2 years but less than 3 years from date of VO (see Note) - one-third.

Note. *Measured from ‘last day on Naval pay’. Each grant and free issue will be considered separately for this purpose.*

(2) The amount of refund will be re-assessed in the light of any Kit Deficiency certificates handed in and any unused items of gratuitous issue returned in an unmarked condition. The value of these items will be reduced on the same basis as Para 4503.a sub para (1) above, each free issue being considered separately. Returned items of gratuitous issue cannot be offset against the liability to refund cash grants.

b. Officers whose appointments are terminated compulsorily before they have completed 2 years’ service (from date of entry) are required to return the principal items of uniform and equipments, as directed by the MOD, charges being raised against them or, if under 18, their parent or guardian for any that they fail to return.

4504. **MR Officers’ Promotion Grants**

Promotion grants are payable under the same conditions as for RN/RM officers, in accordance with JSP 752 Chapter 15, Section 3, Paras 15.0313 and 15.0321 for the rank to which promoted.
**4505. Aiguillettes – MR Officers**

MR officers appointed as ADCs, Honorary Physicians, or Honorary Surgeons to HM The Queen or as Equerries to members of the Royal Family should apply for a loan issue of aiguillettes and aiguillette shoulder straps when required and in accordance with Para 3913 and Para 4021. Articles issued on loan are to be returned as soon as possible after the ceremony or function for which they are supplied.

**4506. Uniform Upkeep Allowance (UUA)**

a. Except as provided in Para 4502, Para 4504 and Para 4505, no cash grants or free issues of articles of uniform from Service stocks will be made at any stage in an officer’s career, except when authorised by DIN or CMR. JSP 752 Chapter 15 provides more detailed guidance on the issue and maintenance of uniform. Maintenance of uniform will be the officer’s responsibility and UUA will be paid for this purpose provided the officer is in date for training and eligible for Bounty. The amount payable varies according to training list and is restricted to normal peacetime service in the Reserve, ceasing when officers are mobilised or serving on Full Time Reserve Service (FTRS) commitments. The allowance will be reduced proportionately when less than a full year’s service has been rendered in the Reserve in any one year.

b. The allowance is payable annually in respect of each training year, ending 31 March, when Bounty has been earned. Payment will be made automatically through JPA. When an officer is, exceptionally, awarded a Bounty Waiver it does not automatically entitle him/her to the award of UUA.

c. **Membership of Two Sections of the Reserve.** A member of two sections of the Reserve, eg. an RNR officer who also holds an appointment as an officer of the Sea Cadet Corps, may receive half the lower rate of UUA in addition to the full rate of the higher allowance authorised for the other appointment.

**4507. Provision of Uniform**

a. Ratings/Other Ranks are issued with items of uniform free of charge on being enrolled into the MR in accordance with the appropriate scales prescribed in Chapter 39 and Chapter 40 respectively. Subsequent replacements will be issued on a ‘one-for-one’ basis in accordance with current regulations, subject to an assessment of ‘fair wear and tear’. Once issued, ratings/other ranks are responsible for maintaining their kit in a clean condition and in a good state of repair.

b. The initial issue is to be restricted to those items prescribed for the provisional New Entry Scheme in accordance with BRd 3(1) Chapter 39 and Chapter 40. Remaining items will be issued as required for their stage of training.

c. **RMR**

(1) RMR OR who qualify for the award of a Green Beret will be issued it by CTCRM on completion of their Commando training.
(2) On completion of Phase 2 Training, RMR ORs are to wear 'Royal Marines Commando' shoulder flashes.

(3) All members of No 2 Raiding Troop are to be issued with a Coxswain's standard scale of equipment.

4508. **Return of Uniform on Discharge**

a. On final discharge from the RNR/RMR, officers and ratings/other ranks are required to surrender all items of equipment and loan clothing issued to them. Whenever possible, action is to be taken against personnel who fail to return any of these items.

b. Ratings/Other Ranks discharged prior to completing their initial 5-year engagement will be required to return all items of kit issued or make good any deficiencies as follows:

   (1) Under one year’s service - at full Fleet Issuing Price.

   (2) Over one year’s service - at 50% Fleet Issuing Price.

c. The effects of personnel who die in service are to be disposed of in accordance with QRRN Chapter 55 Section II.

d. The kit of personnel discharged for misconduct whilst called out for permanent service is to be dealt with in accordance with the regulations for corresponding rank/rate in the RN/RM. For this purpose, the period of service is to be reckoned from the date upon which the individual concerned was called out.

4509. **Full Time Reserve Service (FTRS) or Mobilisation**

a. MR Officers and ratings/Other Ranks undertaking a period of FTRS or mobilisation will be issued with appropriate items of uniform to bring their outfit up to the scales authorised for regular personnel. For officers, additional cash grants may be payable.

b. Due to the nature of FTRS or mobilisation commitments, the issue of tailored uniforms, where necessary, should be based on the cheapest and quickest method available in the individual circumstances. The arrangements for the issue of tailored uniforms are to be through the LO HMS NELSON or, for RM/RMR, DSO CTCRM who may employ one of the following methods:

   (1) Through the existing contract arrangements for new entry and SO(LE) officers.

   (2) Exceptionally by a cash grant for the bespoke tailoring of new uniforms. This must be submitted to DNPSSC for prior approval.

c. RNR Junior ratings mobilised or on FTRS are to be issued with the cap ribbon appropriate to the ship or establishment to which they have been drafted.
4510. **Wearing of Uniform**

a. RNR/RMR uniform is to be worn on all occasions when undergoing training or other duties, paid or unpaid, in accordance with local orders and regulations contained in BRd 3(1) (see Paras 3808-3811), unless otherwise ordered.

b. MR officers on the Active List and all serving RNR ratings/RM Other Ranks may also wear uniform on other appropriate occasions where, in doing so, the Service is not brought into disrepute or the security of the Reservist concerned is not endangered or compromised as a result. Appropriate occasions may include weddings, investitures, funerals, memorial services/parades or formal Service or civilian social occasions. Uniform should never be worn during political rallies or demonstrations, when appearing before a court of law as either witness or accused, outside the UK (without prior permission), or in a public house/night club where unwelcome attention may arise from doing so.

c. The advice of MR Unit Commanding Officers and, ultimately, CMR is to be sought in all cases of doubt or where it is deemed that permission to wear uniform is required.

4511. **Wearing of Uniform by Honorary Officers**

Honorary officers of the RNR/RMR may wear the uniform of their rank on appropriate occasions. Following initial provision of a No1 suit and working rig, the maintenance of uniform will be their own liability.
CHAPTER 46
ROYAL CORPS OF NAVAL CONSTRUCTORS

POINT OF CONTACT – PART 6

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4602. RCNC Uniformed Posts
4603. Uniform Schedules and Funding
CHAPTER 46
ROYAL CORPS OF NAVAL CONSTRUCTORS

4601. RCNC Uniform

As noted in QRRN Chapter 1, the Royal Corps of Naval Constructors (RCNC) is a civilian corps and an integrated part of the Defence Engineering & Science Group with its members wearing uniform in certain posts. It is not a part of the Naval Service, but RCNC uniform is very similar to Royal Navy uniform. As this subtle distinction is not understood by many, RN regulations for uniform shall be used as the guideline for the wearing of the equivalent RCNC uniform. RCNC members do not hold a commission and cannot be compelled to wear uniform. However, an individual who has volunteered to wear uniform shall follow naval traditions, marks of respect, etiquette and customs where reasonable and appropriate. For example, saluting a senior officer is reasonable and appropriate; being ordered into combat is not. RCNC members in uniform should be treated by other uniformed services with the same marks of respect and etiquette as they would treat a commissioned RN officer of the same rank.

4602. RCNC Uniformed Posts

This section discusses a method for identifying whether a post should be uniformed and how uniform should be worn appropriately. It does not consider the case of SCS grade Constructors and policy for this should be agreed on a case by case basis by Head of the RCNC1 (HRCNC) and First Sea Lord.

a. In all cases the recent custom and practice of the RCNC shall be used to identify the RCNC rank equating to civil service grades. This aligns well with the common DE&S working equivalencies between uniformed and non uniformed personnel but is not the same as noted in JSP755. The following equivalencies shall be used:

Table 46-1. RCNC Uniform Ranks

<table>
<thead>
<tr>
<th>Substantive Civil Service Grade</th>
<th>Rank to be used on all RCNC Uniforms</th>
<th>JSP 755 Equivalencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band B1</td>
<td>Captain RCNC</td>
<td>No equivalent</td>
</tr>
<tr>
<td>Band B2</td>
<td>Commander RCNC</td>
<td>Captain RN</td>
</tr>
<tr>
<td>Band C1</td>
<td>Lt Commander RCNC</td>
<td>Commander RN</td>
</tr>
<tr>
<td>Band C2</td>
<td>Lieutenant RCNC</td>
<td>Lt Commander RN</td>
</tr>
<tr>
<td>DESG Graduate Engineer (see Note 1)</td>
<td>Lieutenant RCNC (see Note 2)</td>
<td>No equivalent</td>
</tr>
</tbody>
</table>

1 As of this edition HRCNC is DE&S Director Ships. However the position is generally held by the most senior RCNC member currently employed by the MOD, and as such will rotate to that individual’s post.

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Notes:

1. Only when RCNC Graduate Member, only while training at sea.

2. Following previous RCNC precedent for “Probationary Assistant Constructors”.

b. There are some anomalies between this grade-based table and a more historic-based view in which pre-1988 RCNC grade, and experience in that grade, were used to judge, for example, whether a person of the grade of Constructor should wear Lieutenant Commander or Commander rank. However to provide some clarity and reduce the amount of interpretation, the basis for rank worn shall be only current substantive civil service grade and not experience in that grade or any temporary promotion status.

c. For C2 staff and upwards, in all cases the act of gaining permission to wear uniform shall commence with the Constructor deciding to volunteer to wear uniform. The officer proposing to wear uniform shall gain approval from the post’s line management and then the HRCNC to wear RCNC uniform.

d. For DESG Graduate Engineers undertaking training at sea, the engineer’s Mentor shall initially decide whether the trainee is sufficiently experienced to wear uniform appropriately. Sea Time undertaken within six months of initial entry to the MOD shall generally not be undertaken in uniform. The officer proposing to wear uniform shall then gain approval from the Maritime Development partner and then the HRCNC to wear RCNC uniform on Sea Time.

e. When permission is sought from HRCNC to wear uniform, the proposed rank and schedule of uniform to be followed shall be identified.

f. Once a uniformed post proposal has been approved by HRCNC for an individual, the officer proposing to wear uniform shall:

   (1) Familiarise him/herself with BRd 3(1) Part 6 and other relevant RN publications.

   (2) Liaise with BRNC to arrange familiarisation training with regard to wearing the uniform and other elements of naval etiquette. Should this not prove practical, an appointment with the Base Warrant Officer of a Naval Base or Establishment Warrant Officer of a Shore Establishment shall be made to discuss informally the correct manner to wear uniform and discuss naval etiquette.

   (3) For sea time, DESG trainees shall consult with the Fleet Constructor.
g. Any proposal to HRCNC for a post holder to adopt a uniformed posture shall consider the following to identify whether the post holder should be uniformed in one of the following categories:

1. **Fully Uniformed Posting (Schedule A).** A post holder will wear RCNC uniform for all routine MOD events and circumstances.

2. **Partially Uniformed Posting (Schedule B).** A post holder will wear RCNC uniform for specific MOD events and circumstances.

3. **Sea Time (Schedule C).** Only for Graduate Member training purposes at sea.

4. **Not Appropriate.** A post holder shall not wear uniform.

4603. Uniform Schedules and Funding

a. The uniform worn for any given event shall be that which a Marine Engineer General Service RN officer of the same rank could legitimately wear at the same event with the exception of certain distinctions noted below.

b. No 1 Uniform suit shall be obtained from HMS NELSON RN Clothing Store at public expense charged to the RN/RM Uniform Supply Fit contract. Initial issue of service stocked ancilliary items (cap, shirt, shoes, tie, socks) may be issued free of charge. To minimise the cost of uniform supply Naval Constructors will not be issued PE kit, Combat Uniform or other specialist clothing unless these are required in performance of specific duties of their post. Overalls, boots, rucksack and day sack may be issued on request where normally an RN officer would use them. Upkeep of uniform shall be at personal expense unless promoted in rank from one uniformed post to another, in which case a cost not more than the relevant promotion grant afforded to RN officers may be incurred via local purchase transaction between NELSON Clothing Store and the on-site tailor to adjust uniform sleeve lacing. Ceremonial (No 1A, 1B, 1C and tropical equivalents), and formal mess uniforms (No 2A, 2B and tropical equivalents) shall not be justifiable as a crown expense unless occupying a fully uniformed post with an expectation of attending formal events as part of the post’s remit. Where these uniforms are purchased at crown expense, the maximum cost shall be that charged in accordance with the RN/RM Uniform Supply Fit contract schedule.

c. Tropical uniforms shall not be drawn unless the post requires substantial overseas activity. RN guidance shall be followed on wearing tropical dress schedules.

d. The uniform schedule below shall be followed.
### Table 46-2. RCNC Uniform Schedules

<table>
<thead>
<tr>
<th>Uniform Schedule</th>
<th>Fully Uniformed</th>
<th>Partially Uniformed</th>
<th>Sea Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Circumstance</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOD Main Building</td>
<td>No uniform</td>
<td>No uniform</td>
<td>No uniform</td>
</tr>
<tr>
<td>Other MOD, Naval Base or Industry Office</td>
<td>No. 3</td>
<td>No uniform</td>
<td>No uniform</td>
</tr>
<tr>
<td>Dockyard / Shipyard / Ship Visit in Harbour</td>
<td>No. 3</td>
<td>No. 3 or No uniform</td>
<td>No uniform</td>
</tr>
<tr>
<td>Ship visit at Sea / Sea Trials</td>
<td>Nos. 4 / 3 / 2C</td>
<td>No. 4 / 3 / 2C</td>
<td>No. 4 / 3 / 2C (Beret not Peaked Cap)</td>
</tr>
<tr>
<td>Deployment to Operational Theatre (CS95/PCP only with support of local command)</td>
<td>No. 4 (at Sea) / CS95/PCP (on Land)</td>
<td>No. 4 (at Sea) / CS95/PCP (on Land)</td>
<td>No uniform</td>
</tr>
<tr>
<td>Operational Training</td>
<td>CS95/PCP</td>
<td>CS95/PCP</td>
<td>No uniform</td>
</tr>
<tr>
<td>Naval Training</td>
<td>No. 4</td>
<td>No. 4</td>
<td>No. 4</td>
</tr>
<tr>
<td>Ceremonial</td>
<td>No. 1</td>
<td>Lounge Suit (or No.1. on official business overseas)</td>
<td>No uniform</td>
</tr>
<tr>
<td>Evening Mess Dress/Undress</td>
<td>No. 2A / 2B</td>
<td>Black Tie (or No.2A / 2B on official business overseas)</td>
<td>No uniform</td>
</tr>
</tbody>
</table>

b. The following specific distinctions apply to RCNC uniform. These supersede the equivalent regulations for RN uniform:

1. Silver grey distinction cloth shall be worn on all badges of rank.

2. A silver grey cummerbund, with or without RCNC crest, may be worn with No 2B and No 2C uniforms in lieu of the black cummerbund.

3. Graduate Members on sea time shall wear a beret rather than a peaked cap.

4. Where a standard uniform includes RN/RM/Army/RAF specific symbols of identification (i.e. Tactical Recognition Flashes on CS95/PCP or the RN Logo on Windproof jacket) for which there is no RCNC equivalent, RN practice shall be used.

5. CS95 or PCP shall only be worn when on an operational training course, where this is the default rig for RN trainees or when deployed to an operational theatre (when on land, with the local command’s support). A Silver grey, blue (RN) or plain green stable belt shall be worn when appropriate.
CHAPTER 47

DRY CLEANING AND LAUNDRY

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4702. Civilian Contracts
4703. Unit Laundry Facilities
4704. Laundering and Dry Cleaning of Clothing at Public Expense
4705. Laundering of Specialist Clothing
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CHAPTER 47

DRY CLEANING AND LAUNDRY

4701. Laundry
Articles of clothing may be laundered or dry cleaned as appropriate, using one of the following methods:

a. By Civilian Contract;

b. Unit Laundry Facilities;

c. Individuals’ private arrangements.

4702. Civilian Contracts
Contracts are normally arranged by the Contracts Branch and include attached schedules of clothing items that may be laundered or dry cleaned. Most laundry and dry cleaning contracts form part of a Multi Activity Contract (MAC) which has superseded the previous laundry systems. Forms used are provided by the contractor.

4703. Unit Laundry Facilities
Individuals may launder their own clothing when there are adequate unit facilities available. The cleaning of items not included in the schedules attached to the laundry and dry cleaning contracts are the responsibility of the individual. No allowance is payable and no issue of cleaning agent is to be made.

4704. Laundering and Dry Cleaning of Clothing at Public Expense for RN and RM Personnel Serving Ashore
Clothing provided in accordance with uniform outfits and kit scales is not to be laundered at Public expense, with the following exceptions:

a. RN Ratings - Chefs/Stewards. Working Dress, up to one chef’s jacket, chef’s or shirt white tropical and one pair trousers (chef)’s, per working day; and

b. RN Ratings - Prolonged Ceremonial Duties and Parade Training Staff in Training Establishments. RN Ratings employed on prolonged Ceremonial Duties and the Parade Training Staffs in Training Establishments may have No 1 Suits dry cleaned/laundered at Public expense, on an as required basis, at the Logistics Officer’s discretion.
4705. Laundering of Specialist Clothing

a. The extent to which items of specialist clothing may be laundered or cleaned at Public expense is as follows:

   (1) Clothing Issued on Personal-Loan:

      (a) **Chef Ratings.** Up to one chef’s cap and one chef’s apron per working day;

      (b) **Seagoing Personnel.** RNPCS, AWD, Overalls, Flight Deck Jerseys, Shirts KC (Dining Hall parties), Flying Clothing, and items of RM clothing similar to those listed above and sleeping bags.

      (c) **All Other Users.** On ultimate return to store, if otherwise fit for re-issue.

   (2) Clothing Issued on Individual and Temporary Loan:

      (a) For Arctic Clothing, Action Overalls, Anti-flash Clothing, Fire-Fighting Clothing and Windproof Suits: as considered necessary by the Designated Laundry Officer;

      (b) For all other items: on ultimate return to store, if otherwise fit for reissue.

b. **Clothing Issued on Permanent Loan¹ (Articles in Use).** Articles in Use (AinU) will include items held on Permanent Loan for subsequent issue on Individual or Temporary Loan within the department.

4706. Desk Instructions

Further detailed instructions for Ships Laundry Officers onboard major RN Warships are contained in the Navy Command Laundry Desk Instructions which is hosted on the Fleet Logistics Officers intranet webpage. Laundry queries should be directed to the Laundry mailbox (NAVYLOGINFRA-LAUNDRYMAILBOX@mod.uk) which is overseen by the Assistant Fleet Logistics Officer, based in Navy Command Headquarters.

¹ Items considered necessary by the Logistics Officer.
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ENTRY AND RE-ENTRY TO THE NAVAL SERVICE

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CHAPTER 48
ENTRY AND RE-ENTRY TO THE NAVAL SERVICE
SECTION 1 – DIRECT ENTRY (OFFICERS)

4801. Commissions on Entry - From 1 Apr 15

a. Following the introduction of the New Employment Model, all Naval Service officers now join on a 12 year Initial Commission Stage (ICS) with the exception of:

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

   (2) Medical and Dental Cadets – 7 years.

   (3) Chaplains – 6 years. RN Chaplains hold the Sovereign’s Commission but no Naval rank; their status is defined in BR 2. For pay and pensions, refer to JSP 754 and JSP 764. Chaplains rank relatively with each other on seniority of service (ie. date of entry).

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

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

4802. Commissions on Entry - 1 Apr 99 to 31 Mar 15

a. From 1 Apr 99, with the exception of Medical, Dental and Nursing Officers, all officers joined on the Three Tier Commission (3TC) structure, comprising:

   (1) Initial Commission (IC).

      (a) Warfare, Engineer, Logistics, Medical Services officers - 12 years

      (b) RM officers - 8 years (for RM Pilots - see Para 4916 sub para e)

      (c) Chaplains – 6 years.

   (2) Career Commission (CC). For officers selected for a commission transfer between 1 Nov 13 and 31 Mar 15, transfer to a CC automatically extends an officer’s career through to 20 years’ service from the date of entry or until age 40, whichever is the later (known as a CC20/40), subject to retirement age. Officers selected for a CC before this date may continue to serve on either:
(a) A CC of 16 years from the age of 21 (if joining between 1 Apr 99 and 5 Apr 05) or

(b) A CC of 18 years’ service or until age 40, if later, if joining between 6 Apr 05 and 31 Oct 13 or, if having joined before 6 Apr 05, transferring to AFPS05 or transferring to a longer commission during this period.

(3) **Full Term Commission (FTC).** This further extends an officer’s career to retirement age, as shown at Para 5425 and Para 5427.

Officers who were already serving prior to 1 Apr 15 remain on their existing commission until leaving the Service or transferring to a longer commission, at which point they will move to a NEM commission stage. For information about commissions pre 1 Apr 99, refer to archived copies of BR 8373, which can be obtained from the Navy Command Terms of Service Team.

b. **Medical, Dental and Nursing Officers.** From 1 Apr 03 – 31 Mar 15. Medical, Dental and QARNNS Officers were subject to the Common Terms of Service (CTOS) commission structure, entering on a Short Commission (SC), with the opportunity thereafter to transfer to a Medium Commission (MC) and a Full Commission (FC):

(1) **SC.** Medical Officers - 6 years' reckonable service from full registration with the General Medical Council (GMC); Dental Officers - 7 years' reckonable service from full registration with the General Dental Council (GDC); QARNNS officers - 6 years' reckonable service from date of entry.

(2) **MC.** Medical and Dental Officers - 18 years' reckonable service from the age of 21 or date of entry (whichever is the later), subject to NRA58; QARNNS Officers on AFPS05 - 18 years' reckonable service from the age of 21 or date of entry (whichever is the later), subject to NRA55; QARNNS Officers on AFPS75 - 16 years' reckonable service from the age of 21 or date of entry (whichever is the later), subject to NRA55.

(3) **FC.** This extended an officer’s career to retirement age - 58 for Medical and Dental Officers; 55 for QARNNS Officers.

c. **Entry on or Before 31 Mar 03.** Prior to the introduction of CTOS on 1 Apr 03, officers served on a Short Career Commission (SCC), Medium Career Commission (MCC) or Full Career Commission (FCC) (details given below).

(1) **SCC.** Medical Officers - 6 years; Dental and QARNNS Officers – 5 years.

(2) **MCC.** 16 years’ officer service from the age of 21 or date of entry as an officer, whichever is later, subject to retirement age.

d. **FCC.** To retirement age, which varied according to branch, rank and date of entering the Naval Service.
4803. **Rank and Seniority on Entry**

a. **Warfare, Engineer, Logistics and RM Officers - Entry post 1 Sep 13**

(1) Regardless of an individual’s age or educational qualifications held, all Direct Entry and Upper Yardman (UY)\(^1\) Warfare, Engineer and Logistics Officers will join BRNC Dartmouth in the rank of Midshipman. Whilst at BRNC, individuals will be addressed as an Officer Cadet until successful completion of Initial Naval Training (Officer) (INT(O)), at which point they will be referred to as Midshipmen. See Para 6632 sub para a for the rules on subsequent promotion.

(2) Regardless of an individual’s age or educational qualifications held, all Direct Entry and Corps Commission (CC)\(^1\) RM Officers will join CTCRM Lympstone in the rank of Second Lieutenant and will remain in the rank until successful completion of the RM Officer initial training course, at which point they will be promoted to the rank of Lieutenant RM with seniority backdated to 12 months from date of entry if completing the training without delay. See Para 6635 sub para a for the rules on subsequent promotion.

b. **Warfare, Engineer, Logistics and RM Officers - Entry before 1 Sep 13**

(1) Between 1 Apr 07 and 31 Aug 13, the rank and seniority of individuals joining directly as Warfare, Engineer, Logistics and RM Officers was determined by their educational qualifications held on entry, as shown in Table 48-1. New entrants to BRNC and CTCRM joined with seniority of the first day of the month of entry, ie. 1 Sep for September entrants, 1 Jan for January entrants etc. The effect on subsequent promotion is shown at Chapter 66.

<table>
<thead>
<tr>
<th>Educational Qualification</th>
<th>Seniority Awarded</th>
<th>Rank and Seniority on entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s degree or equivalent</td>
<td>3½ years</td>
<td>Sub Lieutenant or Lieutenant RM with 18 months’ seniority</td>
</tr>
<tr>
<td>Graduate or equivalent</td>
<td>3 years</td>
<td>Sub Lieutenant or Lieutenant RM with one year’s seniority</td>
</tr>
<tr>
<td>Foundation degree or equivalent</td>
<td>2 years</td>
<td>Sub Lieutenant or Lieutenant RM</td>
</tr>
<tr>
<td>HNC or equivalent</td>
<td>1 year</td>
<td>Midshipman or Second Lieutenant RM with one year’s seniority</td>
</tr>
<tr>
<td>Basic entrant – GCSEs, GNVQ and A levels</td>
<td>Nil</td>
<td>Midshipman or Second Lieutenant RM</td>
</tr>
</tbody>
</table>

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\(^1\) Under agreed transitional arrangements, exceptionally, the starting rank and seniority of UY and CC candidates entering in September 2013 were based on pre-Sep 13 rules and as such individuals were awarded up to 3 years’ seniority on joining the Officer Corps.
(2) In addition to the baseline shown at Table 48-1, new entry Training Management (TM) Officers (including UY Officers) could be awarded additional seniority on entry to BRNC: an extra 3 years if holding a 1st or 2nd Class Honours degree (thereby entering as a Lieutenant with 1 year's seniority) or one extra year for a Third Class Honours degree or Pass degree (the minimum entry qualification) (thereby entering as a Sub Lieutenant with 2 years' seniority). Additional seniority, calculated on a 50% 'pro rata' basis up to a maximum of 2 years, could also be granted for previous relevant postgraduate civilian experience which, in the opinion of the MOD, would be beneficial to the RN. As such, the maximum starting rank and seniority for a TM Officer was as a Lieutenant with 3 years' seniority.

(3) UY and CC Officers joined with a rank that reflects their antedated seniority, eg. 3 years’ antedated seniority equated to a Sub Lieutenant with 1 year’s seniority. RM CC Officers completed their initial training in the rank of Second Lieutenant and were awarded the same antedated seniority, dependent on educational qualifications, on completion of their initial training.

c. **Medical, Dental and QARNNS Officers.** Rank and seniority on entry is based on an individual’s relevant post registration experience. As a minimum, individuals enter as a Sub Lieutenant but can qualify for additional seniority depending on their post-registration experience:

1. **Direct Entrant (DE), Unaccredited.** 75% of recognised civilian experience (expressed as time) within the speciality for which the applicant is to be employed, will count towards military seniority. 50% of recognised civilian experience that was out of the speciality, for which the applicant is applying, will also count towards military seniority. Time spent away from the practice of medicine, dentistry or nursing will not count. Part-Time Working (PTW) experience will be calculated according to the relevant percentage, when compared to the standard working schedules of equivalent full-time workers.

2. **DE, Accredited and Re-entry.** In addition to the statement above, 100% of recognised civilian and military experience from the date of Accreditation within the speciality for which the applicant is applying, will also count towards military seniority.

3. **Recognised Experience.** For the purposes of calculating seniority for both pay and rank purposes, recognised experience is defined as verifiable time spent in the practice of conventional medicine, dentistry or nursing, within the UK. Recognised training abroad will count towards determining seniority on entry, based on the UK training periodicity requirements for Core, Higher or Run Through training, or equivalent.
(4) **Maximum Seniority.** Seniority using career progression regulations and the formula above will determine rank on entry. For QARNNS officers, entry will be as a Sub Lieutenant, with additional seniority applied as follows: 4 years as a Sub Lieutenant and a maximum entry level as a Lieutenant with 2 years’ seniority. For medical and dental officers, entry will be as a Surg Lieutenant, with seniority applied as follows: 5 years as a Surg Lieutenant and a maximum entry level as a Surg Lieutenant Commander with 8 years’ seniority. Further promotion for all cadres is selective and will require a minimum of 2 years’ service with appropriate recommendations in the annual reports prior to consideration at Promotions Board.

(5) **Salary.** Initial salary on entry will be determined by the applicant’s rank, seniority and Accredited Practitioner status as outlined above and reflected in the Terms and Conditions of Service (TACOS) on entry.

d. **Medical Services Officers with an Environmental Health Practitioner (EHP) Qualification.** Direct Entry EHPs who hold either the Certificate of Registration from the Environmental Health Registration Board or Chartered Status with the Chartered Institute of Environmental Health will receive 3 years’ seniority on entry to the RN and therefore join BRNC as a Sub Lieutenant with 2 year’s seniority. On leaving BRNC, Direct Entry EHPs meeting the aforementioned requirements will be assigned to OF2 positions on the trained strength in recognition of their competences as Subject Matter Experts (SMEs). Accordingly, they will be promoted to the rank of Lieutenant on the day after leaving BRNC. This date will also be recognised as the officer’s basic seniority date as a Lieutenant and they will be placed on the IL1 pay spine for the rank. Graduate EHPs who do not hold either the Certificate of Registration from the Environmental Health Registration Board or Chartered Status with the Chartered Institute of Environmental Health will receive one years’ seniority on entry to the RN and therefore join BRNC as a Sub Lieutenant. These officers will be eligible for promotion to Lieutenant on attaining 30 months’ seniority as a Sub Lieutenant as detailed in Chapter 66.

e. **Chaplains.** Chaplains are allowed up to 6 years’ antedated seniority, for basic pay purposes only, for experience as a member of the clergy after their 25th birthday and before entry to the RN, reckonable from the date of ordination or from theological college if in full-time Ministry. This does not affect relative seniority within the Chaplains’ branch, which is reckoned according to the actual date of entry. The actual date of entry is also used in determining allowances.
SECTION 2 – DIRECT ENTRY (RATINGS AND OTHER RANKS)

4804. Engagement Structures – from 1 Apr 15

From 1 Apr 15, ratings and other ranks join the Naval Service on a 12 year Engagement Stage 1 (ES1), with the possibility thereafter of transferring to an Engagement Stage 2 (ES2) – to 20 years’ service or age 40, whichever is later – and then to an Engagement Stage 3 (ES3). Further details can be found at Para 4922 to Para 4924. Ratings and other ranks serving before the introduction of the new Engagement Stages will continue to serve on a Full Career (FC) or Open Engagement (OE) (see Para 4806), which will run in tandem with the ES structure until the final FC/OE expires.

4805. Tailored Career

a. Ratings and other ranks who have skills that are required to meet Service needs may be offered the opportunity to enter or re-enter to complete a Tailored Career (TC) of between 6 months and 11 years in length. The scope of the requirement and the applicable terms of service will be set out for each individual on a Form S3049 (Notice Form for Entry/Re-Entry into the Naval Service) which will include such details as an individual’s sea-service liability, training required, return of service commitment, right to leave within 6 months if an individual has not previously served in the Naval Service or was discharged ‘Not Finally Approved (Medical)’ and reserve liability. TCs can be used in the following circumstances:

b. Where manning levels allow, individuals wishing to re-enter the Service, who have the required skills and experience but have insufficient time to complete the balance of a ES2, may enter on a TC. In the main, such individuals will be able to serve under the same terms as their peers on a ES2, including promotion, but individual terms may be tailored in accordance with Service needs.

c. Since qualified individuals, who may or may not have previous service and who have specific skills required by the Service, are being employed to fulfil a specific Service requirement, it is unlikely that they will be considered for promotion unless it is in the best interests of the Service.

4806. Previous Engagements

a. Full Career. With the exception of those individuals entering on a TC (see Para 4805), ratings and other ranks entering the Naval Service between 1 Nov 06 and 31 Mar 15 did so on a FC for 18 years from their date of entry or service up to and including their 40th birthday, whichever is later.

b. Open Engagement. Between 1 Sep 82 (for RN)/1 Sep 88 (for RM and former WRNS) and 31 Oct 06, ratings and other ranks entered the Naval Service on an OE1 for a term ending on a date falling not later than 22 years from the age of 18 or their date of entry (if later). Individuals who joined the Service whilst under the age of 18 entered on the OE, served to age 18 and thereafter completed a period of 22 years’ service.
4807.  Reckonable Service for Career and Engagement Purposes

a.  Deferment of an individual’s termination date will be required in cases where ratings and other ranks forfeit time for reasons including periods of detention, imprisonment and service penalties since forfeited time does not reckon towards completion of a ES1, ES2, FC or OE. The earliest date on which individuals may give notice to terminate their service (see Para 5403) may be deferred by any period of time forfeited whilst they are unqualified to give notice.

b.  Individuals will be required to waive their right to give notice in consideration of a course of further career training (deferring the date on which they can submit their notice either by the length of the course or the course length plus any return of service, whichever is applicable). See Chapter 53 for more information.
SECTION 3 - ENTRY FROM ANOTHER SERVICE

4808. Definitions and Terminology

Although there are limited opportunities to ‘transfer’ from another Service, occasionally requests are made to move from other Services to the Naval Service or to join the RN from the RM and vice-versa. To be accurate, the process involves an individual’s discharge from one Service and entry to another; as such, this is not strictly a ‘transfer’ but the term will be used as short hand for the process in this Chapter. The Service in which the applicant is currently serving is referred to as the ‘present Service’ whereas the potential future Service is referred to as the ‘gaining Service’. For transfers from the Naval Service to other Services, see Chapter 52.

4809. Officer Transfers – Entry to the RN from the RM (and vice-versa)

a. Untrained Strength. A Young Officer (YO) who wishes to transfer to the RN from the RM or to the RM from the RN should thoroughly research the potential gaining Service in order to identify the branch/specialisation/regiment or corps that they wish to join. They should then follow the procedures below:

(1) Contact Captain Naval Recruiting (CNR) to ensure that the gaining Service is currently recruiting and has vacancies, or is likely to have vacancies, in the proposed branch/specialisation. CNR contact details are as follows:

Captain Naval Recruiting
Officer Entry Section
Admiralty Interview Board
HMS SULTAN
Military Road
GOSPORT
PO12 3BY
Tel: 023 9254 2186

(2) If CNR indicates that there are vacancies and that, on the information available, they appear to be a suitable candidate, the YO should submit a request for transfer through their parent authority/command chain, copied to the appropriate branch/department in the gaining Service.

(3) The YO is to be interviewed by their current Commanding Officer, who is to discuss the request with the individual before forwarding the application, together with their recommendation, via the chain of command, to CNR. At the interview, it is to be made clear that there is no automatic right to transfer between the Services and that the needs of the individual’s present Service are paramount. RN YOs who request to transfer are to be advised that, in addition to the usual manning and suitability considerations, the success of their application will be dependent on the gaining Service’s ability and willingness to agree an early joining date. It should also be made clear that the normal single Service rules governing voluntary withdrawal from training/voluntary retirement (see Chapter 54 Section 1) will apply and that the fact that the application is for a move to another Service will not attract preferential consideration.
In addition, the YO is to be advised that, by voluntarily withdrawing from training, they may incur a financial liability (see Para 4809 a sub para (6)). Once a transfer request has been received, the appropriate policy staff should arrange the prompt release of the necessary security clearance, medical and confidential reports to the potential gaining Service. Arrangements should then be made to discuss and staff the case as soon as possible.

(4) Requests to transfer into the RM from the RN or vice-versa by Officer Cadets undertaking initial training will not normally be considered and approval will be given only in the most exceptional circumstances. Where manning approval is given, exceptionally, the timescale described in Para 4809 a sub para (6) will be adhered to strictly.

(5) Officers under training who transfer from the RN to the RM or vice-versa will not retain any seniority unless their previous service leads to a reduction in training time in the new Service. The Terms of Service Team should be consulted when it is considered that training time has been saved.

(6) Any outstanding return of service (ROS) obligation to the individual’s present Service will be taken into consideration in reaching a decision and, if there is an outstanding financial liability for education costs associated with degree studies/bursary awards, the terms of the undertaking signed by the individual will transfer with the individual to the gaining Service, and will be included within their terms of service upon transfer. If the application is acceptable to both Services, (and subject to the provisions in sub-paras 2-5 above), a mutually convenient date for the transfer will be agreed so that there is no actual break in service. Transfers must normally be completed (ie. the individual must join the gaining Service) within a period of 2 months from receipt of the formal transfer request. This timescale will be strictly adhered to and will be exceeded only in exceptional circumstances. Reckonable service accrued with the present Service will be aggregated with the period of employment with the gaining Service. The gaining Service will confirm the terms and conditions of service as soon as is practicable which will be determined by the Terms of Service Team, on behalf of the Commodore Naval Personnel (CNPers), with the formal offer of transfer being made by the Admiralty Interview Board (AIB). The present Service should also, as soon as is practicable, inform the YO officially, in writing (copied to the Career Manager in the gaining Service), of the approval for their voluntary withdrawal from training (see Para 5402) and subsequently the termination date of their existing commission, which will be the day before commencement of their appointment to the gaining Service. Transfer will not take place until the individual has signed to accept the terms and conditions of service that will apply upon their transfer.

b. Trained Strength. There are limited opportunities for officers on the trained strength to transfer between the RN and RM. The policy and procedure are as follows:
(1) Officers who wish to transfer should contact the AIB in the first instance in order to make sure they are currently recruiting and have vacancies, or are likely to have vacancies, in the branches in which they are interested. Contact details are as shown at Para 4809 a sub para (1).

(2) If the gaining Service has vacancies, applicants are to submit a transfer request through their chain of command to their Career Manager, copied to CNR and the appropriate branch within the gaining Service.

(3) Officers are to be interviewed by their Commanding Officer, who is to discuss the request with the individual before forwarding the application and their recommendation, via the chain of command, to the appropriate Career Manager. At the interview, the Commanding Officer is to make it clear that there is no automatic right to transfer between the Services and that the needs of the individual's present Service are paramount.

(4) The relevant Career Manager is to consider all applications for transfer to and from the RN or RM in conjunction with the People Capability Team before consultation with CNR. If the application is acceptable to all concerned, the Career Manager will agree a mutually convenient date for transfer with CNR. Any outstanding ROS obligation to the individual's present Service will be taken into consideration in reaching a decision. If the transfer is agreed by CNPers and Commodore Naval Personal Strategy (CNPS), the normal Single Service rules governing Early Termination will apply and no preferential consideration will be given to the fact that the application is for a move between the Services.

(5) Rank, seniority and other terms and conditions of service will be confirmed by the gaining Service as soon as is practicable. Detailed terms of service will be formally notified to the transferee, with a copy being sent to the present Service. As there is no actual break in service, there will be no effect on prospective entitlement to retired pay and terminal benefits, and reckonable service accrued with the present Service will be aggregated with the period of employment with the gaining Service. Officers with military service prior to 1 Apr 99 who transfer will be subject to rank-related retirement ages (see Chapter 54).

(6) The present Service will issue an official letter to the officer (copied to CNR) explaining that the individual's existing commission will be terminated on the day before their assignment to a commission in the gaining Service, and that they will not be placed on the Retired List of the present Service, nor will they be subject to a recall liability to the present Service.

(7) The London Gazette will be annotated "Commission terminated (date) on transfer to..." (as appropriate).

(8) If the transfer request is not supported by CNR, officers will remain in their present Service, which will be responsible for providing official notification to the individual (copied to the proposed gaining Service).
4810. Officers - Entry from another Service or the Reserve

a. There are limited opportunities for individuals to transfer to the Naval Service but, where approved, the following will apply. Prior to submitting a transfer request, Army/RAF YOs wishing to join the Naval Service are advised to contact the appropriate Career Manager for an informal discussion on the branch/specialisation they wish to join. They may be required to attend a special interview at the AIB. Each case is considered on its merits, however, and the AIB will inform the individual accordingly.

b. Previous full-time commissioned service in the Army or RAF, Regular Forces of the Commonwealth or the Reserves may count where it leads to a reduction in RN/RM training required on entry to the Naval Service. It must be noted that any nationality constraints must be resolved before transfer, taking particular note of the nationality requirements of the branch of entry and advising the individual of the branches to which they would be ineligible for any subsequent transfer.

c. Officers with military service prior to 1 Apr 99 who transfer into the Naval Service will be subject to rank related retirement ages (see Chapter 54).

4811. Ratings and Other Ranks – Entry to the RN from the RM (and vice-versa)

a. Commanding Officers who consider applicants suitable in all respects for transfer from their present Service to a specific RN or RM specialisation, having successfully completed any aptitudes or acquaints as appropriate, should make written application to CNR (for attention of CNR RP). A copy of the applicant’s latest SJAR is to be included.

b. CNR will forward details of those recommended and suitable for entry into the RM to PSO CTCRM Lympstone for allocation to a Potential Royal Marines Course (PRMC) at CTCRM. CTCRM will liaise direct with the parent ship or establishment to arrange the date of the PRMC and ensure that the applicant is medically fit.

c. Ratings recommended for transfer to the RM, and all other ranks applying for transfer to the RN, will be documented and medically examined at an Armed Forces Careers Office. CNR will liaise with the Career Manager for a release date.

d. Personnel allowed release from the RN to enter the RM, or vice-versa, will cease to receive pay and allowances in the rank/rate they are leaving on the day before they enter the RN or are attested into the RM, as appropriate. Personnel will normally enter the RM in the rank of Marine 2, subject to requirement and CNPS approval.

e. Applications from individuals serving abroad will be considered but, if successful, transfer to the other Service will not take place until the individual returns to the UK in the normal course.
4812. Ratings and Other Ranks – Entry from another Service or the Reserve

a. Applications will be considered by the Branch Manager, in association with the Career Manager and CNR, from those individuals with current or recent previous service in another Service. Each case will be considered on its merits, taking into account an individual’s experience, the skills and qualifications that they have to offer, promotion prospects and their training requirements.

b. Proposed offers should be made in close consultation with the Terms of Service Team and the transfer process will be administered by CNR.
SECTION 4 – RE-ENTRY

4813. Re-entry - General Instructions

a. No individual is to be re-entered in the Naval Service after a break in service without the approval of Captain Naval Recruiting (CNR) who is authorised to approve applications for re-entry with the exceptions mentioned at Para 4814 and Para 4815. See Chapter 11 and Chapter 12 for detailed instructions for all others.

b. For those wishing to re-enter the Naval Service, all previous reckonable service will count for length of service purposes, irrespective of the duration of any break in service.

c. Candidates for re-entry currently serving on a Full Time Reserve Service (FTRS) engagement should be aware that periods of FTRS cannot be added to periods of regular service, including former regular service, for the purposes of counting time towards service on a normal commission. Neither does FTRS count towards the determination of entitlement for terminal benefits.

4814. Re-entry of Officers – Trained Strength

a. Although contact with a prospective re-entrant is the remit of CNR, the process of re-entry is administered by CNPers/CNPS. The process is thus dealt with in this section, with material specific to CNR at Chapter 11.

b. Officers re-entering the Service with former military service pre 1 Apr 99 are subject to rank-related retirement on re-entry but will not have reserved rights to promotion, i.e. former MCC or FCC Officers re-entering since 1 Apr 99 do not retain the right to automatic promotion to Lieutenant Commander/Major RM. Where a vacancy at the individual's former rank is not available, a post at a lower rank may be offered. Other terms of service for re-entrants will be considered on a case by case basis.

c. Individuals with former regular service are normally only permitted to re-enter the Service if they can complete the balance of their former commission. Exceptionally, individuals who completed their commission before they left may be allowed to return to complete an ICS (or part thereof) depending on the needs of the Service and will be subject to either normal retirement age or rank related retirement age (see Table 54-2).

d. All prospective officer re-entry candidates should contact the Admiralty Interview Board (AIB) in the first instance; the AIB will issue the candidate with a re-entry application form. Re-entry candidate applications forwarded to any other authority, for example to the previous Career Manager, should be forwarded to the AIB and the candidate informed. The following procedure will then be used:
(1) **AIB** informs appropriate Career Manager of prospective applicant. The Career Manager retrieves all previous service documents. The ACOS(PCap) Officer Strategic Workforce Planning Section determines the overall manpower structure requirements and whether approving the application is in the best interests of the Service, in particular with due regard to the strength and requirement of officers within the re-entrant candidate’s Specialisation cohort.

(2) Before processing any application to re-enter, the Career Manager must sight the candidate’s personal file in order to ascertain the reason(s) for leaving the Service. Those who were discharged on administrative, disciplinary or medical grounds will not be considered for re-entry. For others, Branch Managers and Career Managers determine whether the particular candidate, with their experience, skills and qualifications, meets branch and specialisation structure requirements and can be gainfully deployed by Career Managers - see Annex 48A for Advice for Career Managers on Re-Entrants. Career Managers may need to make direct contact with the candidate in order to determine the exact timing of any potential re-entry and the candidate’s individual preferences on assignment. Additional discussions may include the re-entrant’s need for bespoke training, probable career path and relevant promotion opportunities.

(3) If the application falls at any of the above hurdles, the AIB will be notified with a view to their sending a rejection letter. The reason for the rejection will be included.

(4) If the candidate is suitable for re-entry in all respects, the terms and conditions of re-entry will be finalised by the Officer Terms of Service Manager. These include: any reserved rights from service prior to 1 Apr 99, ROS liability for bespoke training (if deemed appropriate), rank, seniority, commission, uniform issue, terminal date and the appropriate increment level of pay (this will be actioned in conjunction with Career Manager/Branch Manager/Promotions Section). Once complete, the personal file should be passed to Branch Managers to determine any entitlement to Special Service Pay, FRI payments, uniform issue/allowances, pension information, and, in a small number of cases, gratuity repayment details. After clearance by the Headquarters, the AIB will be notified to enable forwarding of an offer, subject to medical and security clearances, to the potential re-entry candidate.

(5) If candidates are in-date for the RN Fitness Test (i.e. carried out the test within the past 12 months – see Chapter 29 Section 3), they will not have to re-take the New Entry physical tests or the Naval Swimming Test. However, the AIB must stress to candidates that they need to follow an appropriate form of fitness programme prior to entry. Otherwise, candidates out of date for the RN fitness test must undertake a fitness test within the first month of re-joining.

(6) If the re-entry candidate accepts the offer, the AIB will process the medical and security clearances for the candidate. Date of entry and the required entry establishment will be determined by the Career Manager.
(7) CMs are to make direct contact with the candidate in order to determine the exact timing of any potential re-entry and the candidate’s individual preferences on assignment. Additional discussions should cover any bespoke training package, probable career path and promotion opportunities.

(8) Once an entry date has been allocated, candidates should be advised to contact their relevant Career Manager for advice. If eligible, candidates should also be advised that they may apply for Service Family Accommodation (see Chapter 25). The Career Manager should advise individuals to submit an application to the relevant Defence Estates’ Housing Information Centre (HIC) in accordance with JSP 464.

(9) Trained re-entrants may use their own transport for joining their appointment. Those opting to use own transport may claim for duty travel on JPA using the receiving unit UIN. Alternatively they may request a rail warrant from CNPers.

(10) Trained RN re-entrants will enter at a unit as directed by CNPers.

e. **Seniority for Previous Service in the Same Branch.** When an officer re-enters the Naval Service, previous full-time commissioned service as an officer in the same branch will be taken into account. The previous seniority date will be adjusted to take account of the time that the officer has spent out of the Service, provided that the time out of the Service does not exceed five years. If the time does exceed five years, Career Managers, the Terms of Service Team and Branch Managers should be consulted.

f. **Seniority for Previous Service in a Different Branch/Specialisation of the Naval Service.** Officers under training will not retain any seniority unless their previous service leads to a reduction in training time in the new Service. The Terms of Service Team should be consulted when it is considered that training time has been saved.

g. **Medical and Dental Officers.** Previous commissioned service over the age of 21 in a different branch will count as half seniority.

4815. **Re-entry of Officers - Untrained Strength**

For untrained re-entrants, AIB and FOST will determine a candidate’s suitability and Gains to the Trained Strength (GTS) requirements prior to entering the process above at Para 4814 d sub para (1).

4816. **Re-entry of Ratings and Other Ranks**

a. The administration of the process for the re-entry of ratings and other ranks is undertaken by CNR. Ratings and other ranks wishing to re-enter the Service should contact CNR/Armed Forces Recruiting Offices (see Chapter 12 for detailed instructions). Rank, seniority and training requirements will be determined by the Branch Manager in association with CNR, taking into account whether they are deemed to be trained, partially trained or untrained and what experience, skills etc. an individual has gained.
b. **Re-Entrant Training Status.** The amount of training required on re-entry will be determined both by the following definitions and the consideration of additional training requirements by the Branch Manager:

1. **Trained Re-entrant.** A fully trained and qualified junior or senior rating who applies to return to the RN in the same branch/specialisation from which they exited. Manning approval will be sought in all cases from relevant Branch Managers and training requirements will also need to be determined. Trained re-entrants join HMS RALEIGH for administrative purposes only. Trained re-entrants have no statutory right to claim discharge within 6 months of re-entry but do have the right to leave up to the age of 18, if applicable (see Para 5403 sub para b).

2. **Partially Trained Re-Entrant.** A trainee who completes Phase 1 training before electing to leave the Service and applies to return within 18 months. The majority of partially trained re-entry candidates will have left the Service immediately prior to, or during Phase 2 training, and may re-enter into their original branch/specialisation or into a different branch of choice (BOC). This category of re-entrant will join HMS RALEIGH for administrative purposes only, and thereafter will be assigned to their appropriate Lead School for Phase 2 training. The date of joining will generally coincide with the commencement of their Phase 2 training course. Partially trained re-entrants have no statutory right to claim discharge within 6 months of re-entry, unless they were previously discharged ‘Not Finally Approved (Medical)’ in accordance with BR 1750A, but have a right to do so up until age 18 (see Para 5403 sub para b).

3. **Untrained Re-entrant.** A recruit who did not complete Phase 1 training prior to discharge. Untrained re-entrants will re-join in their original or a new BOC at HMS RALEIGH in order to undertake complete Phase 1 and Phase 2 training. Unless previously discharged ‘Not Finally Approved (Medical)’ in accordance with BR 1750A, untrained re-entrants will have no statutory right to claim discharge within 6 months of re-entry but have a right to leave up to age 18 (see Para 5403 sub para b).

c. **Career Requirements.** Post 1 Apr 15, the following terms will apply:

1. **Re-entry of ratings and Other Ranks who initially joined prior to 1 Apr 15 and left on the Untrained Strength.** Individuals who did not reach the trained strength prior to their discharge will return to the Naval Service on a new 12 year Engagement Stage 1 (ES1), irrespective of whether the previous engagement was an ES1/FC/OE1 or the time previously served.

2. **Re-entry in a new Specialisation - Ratings and Other Ranks who initially joined prior to 1 Apr 15.** Irrespective of the rate/rank held on leaving, individuals who re-enter in a new specialisation will return on a new 12 year ES1.
(3) **Re-entry in the same Specialisation - Ratings and Other Ranks who initially joined prior to 1 Apr 15 and left on the Trained Strength as an AB/Marine.**

(a) Individuals who served less than 12 years served on an FC/OE1 will re-enter on an ES1, minus the previous reckonable regular service. Progression to ES2 is dependent on substantive promotion to OR4. Continued service on an ES1 beyond 12 years to allow the individual to qualify for selection for promotion may be enabled through a revised Engagement Expiry Date (EED).

(b) Individuals who served more than 12 years served on an FC/OE1 will re-enter on an ES1 with an Extended Career to enable completion of an equivalent engagement to the one the individual originally served on. Progression to ES2 is dependent on substantive promotion to OR4.

(4) **Re-entry in the same Specialisation - Ratings and Other Ranks who initially joined prior to 1 Apr 15 and left on the Trained Strength as a Leading Hand/Corporal or higher.**

(a) Individuals who left on a FC/OE1 will re-enter on the balance of a 20 year ES2 which should allow the rating or other rank the chance to reach the AFPS15 Early Departure Payment (EDP).

(b) Individuals who left on an EC/2OE will re-enter on an Engagement Stage 3 (ES3) of 5, 10 or 15 years’ length of service.

d. **Minimum Time to Serve and Re-training.** Re-entrants are required to serve for a minimum of 12 months from the date of re-entry or completion of any re-training required, whichever is the later, with the exception of the following:

(1) Where a bespoke package of training is required on re-entry, the individual will be informed of the applicable time to serve by CNR prior to joining.

(2) Where an individual previously left the Naval Service before joining the trained strength or prior to completing the minimum time to serve period following initial training (eg. if individuals left the Service before 18 years of age), re-entrants will be liable to provide the full minimum time to serve mandated in Chapter 54 on completion of any re-training required. This time must be served in full before any application for early termination.

(3) Where an individual’s re-entry is linked to a financial payment, eg. a rejoining bounty, they will be informed of the required time to serve by CNR prior to joining.
e. **Rank and Seniority on Re-entry:**

(1) Applications for re-entry will be considered by the Branch Manager (in association with the Career Manager). Each case will be decided on its individual merits (it should be noted that there is no provision for the automatic award of previous rank and seniority). The Branch Manager will take into account the following:

(a) Type of career to be undertaken, eg. the balance of an ES1/ES2 or a Tailored Career.

(b) Relevant skills, experience and qualifications that the individual has to offer from both their previous service and any gained in civilian employment.

(c) Promotion prospects.

(d) Training requirements, ie. to ensure that an individual’s skills are current, including the retaking of any courses, examinations or qualifications that are deemed to be out of date and undertaking new courses, examinations or qualifications that have been introduced since the individual left the Service.

(2) The proposed offers to individuals should be made in close consultation with the Terms of Service Team and the re-entry process will be administered by CNR (see Chapter 12).
SECTION 5 – MISCELLANEOUS

4817. Military Aviation Degree Scheme

a. General. The Fleet Air Arm (FAA) has formed a RN FAA Military Aviation Academy (RNFAA MAA) linked to and accredited by the Open University (OU) up to BA (Hons) (Open) and the University of Plymouth for a top up dissertation for award of a BSc (Hons) (Military Aviation Studies). The boundary for the MAA is around those squadrons that conduct BFT/BFJ/BOC/OCUs. For helicopters, this equates mainly to RNAS Culdrose and RNAS Yeovilton and, for fixed wing pilots, RAF Valley followed by an OCU. The degree scheme is open to all students, but only non-graduate entry students will be fully funded.

b. The Degree Programme. The programme is in two distinct phases. The first is an OU Foundation Degree (FD)(OUVA) in Military Aviation Studies (RN), which is completed after approximately 2 years’ flying training, which equates to the end of Operational Conversion (OC) and prior to front-line employment. The final year (year 3) BA element is elective and requires students to choose OU modules of study. For the UoP, BSc students are required to gain their C of C and complete a dissertation delivered by BRNC (UoP). Students who are already graduates may claim the Higher Education points for the completed FD programme or receive the award itself by paying the OU registration fee. This may then be used towards a self-funded, elective, second degree.

c. Funding. Upon commencement of Basic Flying Training, all non-graduate RN/RM aircrew students will be automatically funded and registered with the OU. The registration and module costs for the degree are fully funded by the MOD up to Honours but with a variable ‘cap’ on honours funding. The BSc (Hons) dissertation via BRNC (UoP) does not include any special rights to leave, but may be granted at CO’s discretion. Students who are graduates on entry and have paid the nominal OU FD registration fee and received the FD may then progress to a second degree by paying subsequent Honours fees.

d. Failure in Training. Failure to complete flying training will automatically result in undergraduates being withdrawn from the Military Aviation Degree course. However, HE points accrued for completion of flying courses within the scheme may be retained for use in any self-funded degree programme outside the Service. Those who fail but are transferred to another role in the RN will be permitted to study for any elective degree under the original MOD funding arrangements.

e. Voluntary Withdrawal from Training. If a student voluntarily withdraws from training, they will automatically be withdrawn from the aviation programme and there will be no requirement to repay study costs.

f. Advice to Students. The Degree Programme Manager at RNAS Culdrose is available to provide advice and guidance to students concerning this degree scheme.
4818. Medical and Dental Officers - Professional Registration

a. All Medical and Dental Officers serving in the Naval Service are to be currently registered with the appropriate professional body.

b. The Medical Act 1983 requires all Medical practitioners to be fully registered to hold an appointment in the Armed Forces. Cadets provisionally register with the General Medical Council (GMC) of the United Kingdom having completed statutory training. All Direct Entry Medical Officer applicants, including re-entrants, must be fully registered with the GMC.

c. Dental cadets register with the General Dental Council (GDC) of the United Kingdom on completion of statutory training. All Direct Entry Dental Officer applicants, including re-entrants, must be fully registered with the GDC.

d. It is the responsibility of the single Service to verify an individual’s registration with the GMC or GDC. The date of that statutory registration and subsequent re-registration is to be maintained in the individual’s record of service. Any individual who is not registered with their professional organisation, for whatever reason, must be removed from clinical practice until registration has been reinstated.

4819. Medical Defence Organisation Membership

It is not a condition of service that Medical and Dental Officers belong to a medical defence organisation. The MOD accepts responsibility for defending or settling a claim arising from an officer’s actions when attending entitled personnel, which includes civilian secondments in the NHS (the NHS normally underwrites individuals as part of any secondment 'contract'). However, officers may wish to have defence organisation representation to help protect their professional reputation in any professional interface with the GMC or GDC. Any officer who wishes to undertake ‘private’ practice whilst not on duty in accordance with MOD policy must have membership of a defence organisation.

4820. QARNNS Officers - Registration with the Nursing and Midwifery Council (NMC)

Candidates must be registered on an appropriate part of the Register of the NMC for Nursing, Midwifery and Health Visiting and have a minimum of two years whole-time or part-time recognised post-registration experience at the time of commission. When assessing post-registration experience, proof of working will be required. See also Para 4803 sub para c.

4821. Membership of the Royal College of Nursing

All QARNNS Officers are strongly advised to belong to the Royal College of Nursing. They are responsible for paying their own subscriptions.
ANNEX 48A

ADVICE FOR CAREER MANAGERS ON RE-ENTRANTS TO THE NAVAL SERVICE

1. **Process**

   Officer, rating and other rank re-entries to the Naval Service are not uncommon and there is a well established process to administer an individual’s return to uniform (for officers, this is given primarily in Chapter 48 but with some coverage in Chapter 12; for ratings and other ranks, this is given primarily in Chapter 12 but with some coverage in Chapter 48). The purpose of this guidance is to offer Career Managers a flexible approach when considering making an offer to an individual. Flexibility is crucial and is to be encouraged since the re-entrant may well be bringing niche skills that are in short supply within the Service and which have been enhanced by their civilian experience. The objective of any negotiations should be to provide a ‘full and fair’ offer to an individual, such that the Service is able to compete within the open market for suitable talent.

2. **Considerations**

   The following points should be considered:

   a. If necessary and considered appropriate, Career Managers should maintain databases of individuals who are leaving the Service who would be suitable for further service.

   b. Identify individuals to re-join and consider making an approach. An approach could be made at any time after an individual leaves the Service. Previous subjective experience indicates that within the 2-4 year time scale is not unreasonable. It is considered that personnel who might wish to re-join sooner will in most cases make contact under their own initiative.

   c. Invite individuals to attend an interview at which the following issues need to be addressed:

      - type of career or engagement;
      - career pathway;
      - rank and seniority on re-joining, including any awards of additional seniority for civilian experience and qualifications;
      - promotion prospects and promotion board attendance;
      - pension;
      - uniform grants and kit issue;
      - training, training gap analysis and re-familiarisation; and
      - update on the wider benefits and allowances package including: Medical and Dental care; Housing; Sport and Adventurous Training; and Continuous Professional Development & Education.

   d. Close consultation should take place with the Terms of Service Team throughout the process.
ANNEX 48B

TERMS OF SERVICE ON RE-ENTRY OR TRANSFER TO THE NAVAL SERVICE

1. Purpose
   This Annex details the commissions or engagements to be awarded to individuals re-entering or transferring to the Naval Service (note: all re-entries and transfers are subject to prevailing manning requirements). For completeness, all re-entry and transfer routes are included, including those in and out of the RNR and RMR and from the Volunteer Reserve forces of the Army and the Royal Air Force.

2. Re-entry and Transfer of Untrained Personnel
   Personnel who have not been a ‘Gain to the Trained Strength’ in any Regular or Volunteer Reserve employment (ie. left the Service as Untrained personnel) will rejoin to complete a new initial engagement (ES1) or commission (ICS).

3. Re-entry and Transfer of Trained Personnel
   The flow charts listed at Para 5 detail the standard offers that may be made without specific approval to the PPLAN Strategic Workforce Planners (SWPR SO1 and SWPO SO1). In addition, variations to the standard offers may be made by Branch Managers and, in some instances, subject to approval of the relevant Strategic Workforce Planner. Where an individual’s circumstances are not addressed in the flow charts, advice is to be sought from NAVY PERS-CNPS TERMS SO1C.

4. Transfers between the RN, RM, RNR and RMR
   Transfers between the RN and RM (and vice-versa) and between the RNR and RMR (and vice-versa) are to be treated as transfers between Services.

5. Flow Charts

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<tr>
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<th>Chart</th>
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<tr>
<td>previously left from the Trained Strength</td>
<td></td>
</tr>
<tr>
<td>Ratings and Other Ranks transferring from the Trained Strength of another Service on</td>
<td>B</td>
</tr>
<tr>
<td>or after 1 Apr 15</td>
<td></td>
</tr>
<tr>
<td>Officers re-entering the same Service on or after 1 Apr 15, having previously left from</td>
<td>C</td>
</tr>
<tr>
<td>the Trained Strength</td>
<td></td>
</tr>
<tr>
<td>Officers transferring from the Trained Strength of another Service on or after 1 Apr 15</td>
<td>D</td>
</tr>
<tr>
<td>Ratings and Other Ranks transferring from Volunteer Reserve to Regular on or after 1</td>
<td>E</td>
</tr>
<tr>
<td>Apr 15</td>
<td></td>
</tr>
<tr>
<td>Ratings and Other Ranks transferring from Regular or former Regular to the Volunteer</td>
<td>F</td>
</tr>
<tr>
<td>Reserve on or after 1 Apr 15</td>
<td></td>
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</tbody>
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Chart A

Former RN/RM Regular Ratings/Other Ranks
re-entering the RN/RM as Ratings/Other Ranks
having previously left the Trained Strength of the same service
where the effective date of re-entry is on or after 1 Apr 15

Key Notes
- Re-entering after a break in service of greater than 30 days.
- Transfer from the RN to the RM, or vice versa, is to be treated as a service transfer.

Start

To re-enter in equivalent trade to one held at some point in the past?

Yes

Previously left as an OR1/2/3?

Yes

Less than 12 years reckonable service?

Yes

Standard
Re-enter on an ES1 with an EC to allow completion of a broadly equivalent engagement to the one the individual originally served on, up to the AFPS15 EDP.

Variation
Subject to SWPR SO1 approval, may be offered a longer period of service (by means of an EED change).

No

No (ie and OR4 or above)

No

Left before the end of an OE1, FC or ES2?

Yes

Standard
Re-enter on an ES3 of 5, 10 or 15 years (at BM’s discretion) beyond individual’s IPP/EDP.

Variation
Subject to SWPR SO1 approval, may be offered an EoS on end of 15-year ES3 engagement to a maximum age of 60.

No

No (Left at the end of a OE1, FC or ES2 or from an 2OE, EC or ES3)

End

Approach
Treat as new entry to join to Phase 1/Phase 2 training, as appropriate.

Standard
Re-enter on a new ES1.

Variation(s)
Nil.
Chart B

Current or Former Regular Ratings/Other Ranks transferring to the RN/RM as Ratings/Other Ranks from or having previously left the Trained Strength of another service

Where the effective date of transfer on or after 1 Apr 15

Start

To re-enter equivalent trade to one held at some point in the past?

Yes

At completion of an engagement in another Service?

Yes

Leaving/left as having completed a pensionable engagement?

Yes

Standard
Enter on an ES2

Variation
Subject to SWPR SO1 approval, may be offered continued service (by means of an EED change) beyond end of the engagement to provide an appropriate period of service normally to allow 4 years’ service from date of transfer

No

No

Leaving/left as an OR1/2/3?

Yes

Seamless transfer (ie less than 30 days’ break)

Yes

Standard
Enter to complete the balance of an ES1

No

Standard
Enter to complete the balance of the nearest equivalent engagement to the one in which left the other Service

Variation 1
Subject to SWPR SO1 approval, may be offered continued service (by means of an EED change) beyond end of the engagement to provide an adequate period of service. The normal EED change is to allow 4 years’ service from date of transfer

Variation 2
If professionally qualified for OR4, BM can promise ES2 on successful completion of LRLC

Variation 3
If to be loaded straight onto LH QC, BM can promise ES2 on successful completion of QC and LRLC

End

Standard
Enter on an ES3 to complete 5 years’ service

Variation
Subject to SWPR SO1 approval, may be offered an additional 5 or 10 years’ service (ie a total of 15 years’ service on entry)

Standard
Enter on a new ES1

Variation(s)
Nil
Chart C
Former Regular RN/RM Officers
re-entering the same service
having previously left the Trained Strength
where the effective date of re-entry is on or after 1 Apr 15

Key Note
- Re-entering after a break in service of greater than 30 days

Start

To re-enter in equivalent trade to one held at some point in the past?

Yes

Left from an IC or ICS?

Yes

Standard
Re-enter on an ICS to complete balance of 12 years' reckonable service.

Variation 1
Subject to SWPO SO1 approval, may be offered continued service (by means of an EED change) beyond end of ICS to allow sufficient time for selection CCS normally to allow 4 years' service from date of re-entry. Consideration will also be given to the award of RA55.

Variation 2
Subject to SWPO SO1 approval may be offered a later commission stage to the one in which they left the Service if, due to qualifications and/or experience, they would have automatically been transferred to a later commission stage had they remained serving.

No

Variation(s)
Nil.

Left from a CC or CCS?

Yes

Left from an FTC, FTC(Air) or FCS

No

Approach
Treat as new entry to join to Phase 1/Phase 2 training, as appropriate.

Standard (Regulars)
Re-enter on an ICS to serve to AFPS15 EDP.

Standard (Reserves)
Re-enter on an ICS to serve to balance of FCS or to age 55, whichever the sooner.

Variation
Subject to SWPO SO1 approval, may be offered an EoS on end of the FCS to provide an adequate period of service. Consideration will also be given to the award of RA55.

End

Standard (Regulars)
Re-enter on an FCS to serve to the Retirement Age that applied when the individual left the Service.

Standard (Reserves)
Re-enter on an FCS to serve to balance of FCS or to age 55, whichever the sooner.

Variation
Subject to SWPO SO1 approval, may be offered an EoS on end of the FCS to provide an adequate period of service. Consideration will also be given to the award of RA55.
Chart D
Current or Former Regular Officers transferring to the RN/RM as Officers from or having previously left from the Trained Strength of another service where the effective date of transfer is on or after 1 Apr 15

Start

- To re-enter in equivalent trade to one held at some point in the past?
  - Yes
    - At completion of a commission in another Service?
      - Yes
        - Leaving or left from a pensionable commission?
          - Yes
            - Professionally qualified RN policy for FCS?
              - Yes
                - Standard
                  - Enter on an FCS to serve to the Retirement Age on which the individual left the other Service.
                  - Variation
                    Subject to SWPO SO1 approval, may be offered an EoS on end of the FCS to provide an adequate period of service.
              - No
                - Standard
                  - Enter on an CCS.
                  - Variation
                    Subject to SWPO SO1 approval, may be offered continued service (by means of an EED change) beyond end of the commission to provide an adequate period of service normally to allow 4 years’ service from date of transfer
        - No
          - No

- No
  - No
    - Professionally qualified RN policy for CCS?
      - Yes
        - Standard
          - Enter to complete the balance of the nearest equivalent commission to the one in which they left the other Service.
          - Variation
            Subject to SWPO SO1 approval, may be offered continued service, may be offered a later commission stage to the one in which they leave the donor Service if, due to qualifications and/or experience, they would have automatically been transferred to the later commission stage in had they already been serving in the RN or RM.
        - No
          - No
    - No
      - No

End
Chart E
Current or Former Volunteer Reserve RNR/RMR Ratings/Other Ranks
transferring to to the RN/RM
from or having previously left the Trained Strength of the Volunteer Reserves
where the effective date of transfer is on or after 1 Apr 15

Key Note
- Reckonable service in the RNR or RNR starts from the date of transfer from New entry Probationer to New Entry Reserve.
Chart F
Current or Former Regular RN/RM Ratings/Other Ranks
transferring to the RNR/RMR
from or having previously left the either the Trained or Untrained Strengths
where the effective date of transfer is on or after 1 Apr 15

Start

To enter in
same trade or into
another trade where
Initial Training is not
required?

Yes

Left Regular service on Trained Strength?

Yes

Left before the end of an
OE1, FC or ES2?

Yes

Standard
Transfer to complete the balance of an ES2 to serve to age 40 or 20
LoS (where the LoS includes any reckonable Regular service).

Variation
Subject to BM RES SO2 approval, may be offered a longer period of service (by means of an
EED change) to provide an adequate period of service.

No

No

No (Left at the end of
OE1, FC or ES2 or from an
2OE, EC or ES3)

Standard
Transfer to an ES3 of 5, 10 or 15 years (at BM RES SO2’s discretion) up to a maximum of
age 60.

Variation
Subject to BM RES SO2 approval, may be offered an EoS on end of 15-year ES3 engagement.

Approach
Treat as new entry to join to Phase 1/Phase 2 training, as appropriate.

Standard
Enter RNR/RMR on an
ES1.

Variation(s)
Nil.

End
CHAPTER 49

COMMISSION TRANSFERS AND CONTINUANCE IN SERVICE

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CHAPTER 49

COMMISSION TRANSFERS AND CONTINUANCE IN SERVICE

SECTION 1 – OFFICER COMMISSION TRANSFERS

4901. Instructions applicable to all Commission Transfers

These rules apply to all officers in the Naval Service serving on any commission other than a Full Commission Stage (or equivalent).

4902. Commission Transfers

a. As stated at Para 4801, all transfers from an Initial Commission Stage (ICS) (or equivalent pre-April 2015 commission (Initial Commission (IC) or Short Commission (SC)) will be to the Career Commission Stage (CCS). This will extend an officer's career to 20 years' length of service or to age 40, whichever is later.

b. Individuals serving on a CCS or equivalent pre-April 2015 commission (Career Commission, Medium Commission or Medium Career Commission) will, on selection, transfer to a Full Commission Stage (FCS), with service to age 55. FCS beyond age 55 will be known as Commission Extension (CE) and will be for successive periods of up to 5 years to age 60 (and beyond in exceptional cases). Additional service on a CE will be by selection and strictly to meet Service requirements.

4903. Eligibility and Qualifications

a. ICS/IC/SC to CCS. In order to be eligible for a commission transfer to a CCS, an officer must be on the trained strength and:

(1) Be able to complete a further period of service beyond an ICS/IC/SC up to retirement age (see Table 54-2).

(2) Be recommended by their Commanding Officer (CO).

(3) Not awaiting Court Martial or other disciplinary proceedings. Eligibility in each case will be decided on its merit.

(4) Be medically fit for transfer (Para 4904).

(5) Be within the appropriate zone (Para 4912). Officers who are over-zone for selective promotion may still be considered for a CCS within the normal transfer zones. If transferred, they will be eligible for promotion within the appropriate zone on the new commission.

(6) Additionally:

(a) ME, MESM, WE and WESM Officers. Be in possession of a Charge Qualification and Recommendation for Charge.
(b) **AE Officers.** Be in possession of a Certificate of Competency.

(c) **Training Management (TM) Officers.** Must have achieved 60M Credits of the Post Graduate Diploma in either Training Management and Consultancy or Human Resource Development.

(d) **Logistics Officers.** Achievement of a positive Professional Command recommendation from their SO3 sea assignment including, for those officers serving at sea since its introduction in 2011, a pass at the Logistics Professional Command Board (LPCB).

b. **CCS/CC/MCC/MC to FCS.** In order to be eligible for a commission transfer to a FCS, an officer must be on the trained strength and:

   (1) Be able to complete a further period of service beyond their CCS/CC/MC (as appropriate) up to retirement age (see Table 54-2).

   (2) Be recommended by their CO.

   (3) Not awaiting Court Martial or other disciplinary proceedings. Eligibility in each case will be decided on its merit.

   (4) Be medically fit for transfer (Para 4904).

   (5) Be within the appropriate zone (Para 4912). Officers who are over-zone for selective promotion may still be considered for a FCS within the normal transfer zones. If transferred, they will be eligible for promotion within the appropriate zone on the new commission.

   (6) Additionally:

      (a) **Engineer and TM Officers.** Have been promoted to Lieutenant Commander. However, based on the MAuN requirement, a limited number of transfers may be available for Lieutenants serving on a CC/CCS who are overzone for promotion.

      (b) **TM Officers (only).** Must be in possession of a Post Graduate Diploma in either Training Management and Consultancy or Human Resource Development.

      (c) **Logistics Officers.** Be a substantive Lieutenant Commander.

      (d) **Engineer Officers (except WE(C) and TM).** From the date of the 2029 commission transfer boards, have achieved the professional registration title of Incorporated Engineer (IEng) with the Engineering Council, through a recognised Professional engineering Institute.
 Officers who are not eligible for automatic transfer and who are not selected for transfer to a CCS or FCS may be able to continue to serve on an EOS basis if there is a Service need, and they will continue to be eligible for late selection to CCS/FCS. Selection to FCS will guarantee service to age 55, even if the officer was previously subject to a rank related retirement age of 50 or 53.

d. Officers who are chronologically eligible for transfer but who have submitted their Notice remain eligible for consideration provided that they are still serving the day after which the transfer board has sat.

4904. Medical Fitness

a. Officers and Ratings who are medically downgraded, and those who are likely to be categorized as permanently unfit for sea service or be restricted otherwise medically in the future, will normally remain eligible for further service. The following principles apply:

b. Personnel with a Permanent JMES. All individuals who have been awarded a permanently reduced JMES code by NSMBOS or by ROHC will be assessed by the NSMEB for their suitability for further service beyond the individual's current Tx date as part of their determination in retaining an individual in service. This determination will take into account age, experience, seniority, the nature and extent of the medical limitations, and types of assignment for which the individual might be required to undertake in continued service. If the NSMEB deems that further service is appropriate, then they will be categorised as ‘Eligible for Commission Transfer’ or ‘Eligible for ES’. If the NSMEB deems that further service is not appropriate, then they will be categorised as ‘Not Eligible for Commission Transfer’ or ‘Not Eligible for ES’.

c. Personnel with a Temporary JMES. Individuals in a temporary JMES should undergo medical assessment by an accredited GMP or Consultant Occupational Physician.

(1) Where there is an expectation that the individual will regain MFD status within the next 12 months, the Medical Officer should deem the individual medically fit for further service.

(2) Where an expectation that a temporary JMES would be removed and the individual will regain a previous permanent JMES within 12 months, then individuals should be assessed as per their previous NSMEB determination (see para b above).
(3) Where a Servicewoman is pregnant and has the JMES code of E6, her fitness for further service should be assessed in light of her previous JMES, providing that there is an expectation that this will be regained following the pregnancy and period of maternity leave. If previously MFD then she should be considered fit for further service. If she was previously in a permanently reduced JMES, she should be assessed as per her previous NSMEB determination (see para b above). If temporarily downgraded prior to the pregnancy then an assessment must be made as to the likelihood of being upgraded within 12 months of a return from maternity leave and if it is likely, then the individual should be deemed fit for further service. If it is not deemed likely, then the individual will need to be referred to NSMBOS for a permanent medical category to be awarded and their eligibility is to be determined by NSMEB.

(4) Where it likely that the individual will need a permanently reduced JMES, the Medical Officer should deem the individual unfit for further service subject to the subsequent NSMBOS/ROHC and NSMEB recommendations.

(5) Any doubtful case is to be referred to the NSMEB.

4905. Officers Requesting Early Termination
Officers selected, or who have applied, for a transfer to a longer commission but who subsequently submit an application for Early Termination prior to the effective date of transfer will have their transfer cancelled immediately the Early Termination request is received by the Career Manager. Officers who later withdraw their Early Termination request and wish to be reconsidered for transfer must apply formally through their CO who should raise a ‘Special’ AR (MOD Form 2020) with the appropriate recommendation, if the Common Reporting Date (CRD) prior to the next Selection Board has passed.

4906. Transfer Guidelines
For transfer to a CCS, the key criterion will be employability in the current rank and not necessarily the potential for promotion to the next rank. In addition to their CO’s recommendation, officers will be expected to have met the minimum professional standards promulgated in the annual DIN. For transfer to a FCS, officers will be expected to be showing clear potential for promotion to Lt Cdr/Maj and have demonstrated an inclination towards long term employability as well as satisfying the minimum professional standards also promulgated in the annual Defence Instruction Notice (DIN).

4907. Applications for Commission Transfer
a. All officers on an ICS (or equivalent commission) will be considered automatically for transfer to a longer commission even though they may have declared themselves a “non-volunteer” on their most recent AR (MOD Form 2020).

b. Officers wishing to be considered for transfer from a CCS (or equivalent commission) to a FCS are required to ‘opt-in’ ie. volunteer for commission transfer and should ensure that the appropriate sections of the AR (MOD Form 2020) indicate ‘Volunteer’ (see JSP 757 Chapter 7 Annex A). Precise dates for the rendering of ARs are issued annually by DIN.
c. All officers wishing to transfer from an ICS (or equivalent commission) to a CCS or from a CCS (or equivalent commission) to a FCS may apply simultaneously for extensions of service to their current commission (see also Para 4913 and Para 4926). However, while officers are selected for transfer on the strength of their ARs, applications for extensions of service are to be forwarded by letter through First Reporting Officers (1ROs) to the appropriate Career Manager.

d. Supplementary guidance for ROs writing ARs on officers wishing to transfer is contained in JSP 757 Pt 2 Vol 2 Annex A para 9 and Annex C.

4908. 'Opt-out' of Transfer to a CCS

Officers who do not wish to accept transfer to a CCS are permitted to 'opt-out' providing they declare their intention to do so in writing through the administrative chain by the published deadlines laid down in the annual transfer DIN. Selected officers who do not indicate their intention to 'opt-out' will be assumed to be volunteers and will be transferred accordingly. Officers who 'opt-out' having been selected for transfer will not be considered at the next and subsequent Boards. Should they wish to be reconsidered for transfer at a later date, they must apply in writing through the administrative chain to their CO, who should raise a 'Special' AR (MOD Form 2020) and recommend them appropriately, if the CRD prior to the next Selection Board has passed.

4909. Officers Not Recommended for Transfer to a CCS

a. Officers who are not recommended for transfer to a longer commission but who meet all other requirements listed at Para 4903, will also be considered by the Board for transfer. There may be circumstances known to the Board which negate the reasons for the non-recommendation. To aid this process, ROs are encouraged when making non-recommendations to expand on the reason(s) for doing so.

b. In isolated cases when an officer meets all criteria for an automatic transfer to a longer commission but is otherwise constrained in their employability by other factors (for example security restrictions, medical exemptions) the CM will refer their candidature to the next annual Transfer Selection Board. Transfer Selection Board members will decide if any constraint adversely affects an individual's ability to serve in gainful employment beyond their current commission, whereupon they are empowered to withhold the transfer until the required level of employability is restored.

4910. Withdrawal of Application for Transfer to a FCS

Withdrawal of application (Non-Volunteer Declaration) for transfer to a FCS is to be made by AR with the appropriate section suitably annotated (see JSP 757 Pt 2 Vol 2 Annex A para 9). Where the withdrawal is late and it is no longer practical to render a further AR, withdrawal may exceptionally be made in writing through COs direct to the DACOS Promotions (DACOS (Prom)) and must be received by 31 Oct (annually) for Lt (X, E, L) and Capt RM, and by 31 Jan for Lt (MED, DEN, MS, QA), Lt Cdr (X, E, L, MED, DEN, MS, QA), Maj RM and Cdr (MED, DEN). Withdrawal will not prejudice any subsequent re-application for transfer.
4911. Selection Boards, Membership and Transfer Dates

a. Transfer boards for the Warfare (X), Engineering (E), Logistics (L) and Royal Marines (RM) branches will sit annually in Nov for Lt/Capt and Feb for Lt Cdr/Maj. Applicants will first be considered at the Board immediately preceding their zone entry or, if already in zone, the first Board following their application. For Lt/Capt results will be promulgated at the end of Nov with transfers effective on 1 Feb. For Lt Cdr/Maj, results will be promulgated in mid Mar with transfers effective from 1 May.

b. Transfer Boards for the Medical Services and QARNNS branches will sit annually in Jan/Feb for Lt, Lt Cdr and Cdr and in Mar for Medical and Dental officers. Applicants will first be considered at the Board immediately preceding their zone entry or, if already in zone, the first Board following their application. Results will be promulgated in Jan for MS/QARNNS and in mid Mar for Med/Dent with transfers effective on 1 Feb for Lt and 1 May for Lt Cdr/Cdr.

c. Transfer Boards for Chaplains will sit annually in Mar. Applicants will first be considered at the Board immediately preceding their zone entry or, if already in zone, the first Board following their application. Results will be promulgated with the RN Lt Cdr Commission Transfers in Mar. The effective date of transfer is 1 May.

d. The principles and procedures applied by Transfer Boards are similar to those defined for promotion (see Chapter 66) including the rules for confirmation of transfer on the due date (see Para 6622). Selection Board membership is summarised in Table 49-1.

<table>
<thead>
<tr>
<th>Table 49-1 – Transfer Board Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transfer Board</strong></td>
</tr>
<tr>
<td>Lt/Capt to CCS/FCS</td>
</tr>
<tr>
<td>Lt Cdr/Maj to CCS/FCS</td>
</tr>
<tr>
<td>CCS/FCS to FCS(A)</td>
</tr>
<tr>
<td>Chaplains</td>
</tr>
</tbody>
</table>
4912. Transfer Zones

a. Zones for transfer to longer commissions are calculated as follows (see Table 49-2 and Table 49-3):

(1) **Zone Entry.** Entry is calculated on the length of service achieved on 1 Feb for Lt/Capt and 1 May for Lt Cdr/Maj/Chaplain annually, the effective date of transfer.

(2) **Zone Exit.** Officers with less than one year (or as specified in this Para) to serve on their current commission, including extensions of service, will be ineligible for normal consideration on 1 Feb for Lt/Capt and 1 May for Lt Cdr/Maj.

b. As a consequence of the effective date of transfers being 1 Feb and 1 May under the 3TC, some officers already serving on 1 Apr 99 may find themselves ineligible for their final selection opportunity. Any officers so affected will, exceptionally, retain their existing entitlement. The following zones are based on time served at zone entry, although exit will take into account any extensions of service authorised.

<table>
<thead>
<tr>
<th>RN/RM (Note)</th>
<th>Commission</th>
<th>Transfer Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN/RM</td>
<td>ICS12</td>
<td>5-11 years* officer service</td>
</tr>
<tr>
<td>RN (Note 2)</td>
<td>IC12</td>
<td>5-11 years* officer service</td>
</tr>
<tr>
<td>RM (Note 3)</td>
<td>IC8</td>
<td>3-7 years** officer service</td>
</tr>
<tr>
<td>RN/RM (Note 4)</td>
<td>CCS20</td>
<td>8 years' officer service - 1 year before end of CC*</td>
</tr>
<tr>
<td>RN (Note 5)</td>
<td>CC16, 18 or 20</td>
<td>8 years' officer service - 1 year before end of CC*</td>
</tr>
<tr>
<td>RM (Note 6)</td>
<td>CC16, 18 or 20</td>
<td>6 years' officer service - 1 year before end of CC*</td>
</tr>
<tr>
<td>RN (Note 7)</td>
<td>Former SL SCC12</td>
<td>3-11 years* officer service on 1 Feb</td>
</tr>
<tr>
<td>RN (Note 8)</td>
<td>Former SL MCC</td>
<td>3 years' officer service - 1 year before end of CC*</td>
</tr>
<tr>
<td>Chaplain (Note 9)</td>
<td>ICS6</td>
<td>3-5 years' officer service*</td>
</tr>
<tr>
<td>Chaplain (Note 10)</td>
<td>IC6</td>
<td>3-5 years' officer service*</td>
</tr>
</tbody>
</table>
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Effective  
February 2020

<table>
<thead>
<tr>
<th>RN/RM</th>
<th>Commission</th>
<th>Transfer Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chaplain</td>
<td>CCS20</td>
<td>8 years’ officer service - 1 year before end of CC*</td>
</tr>
<tr>
<td>(Note 11)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chaplain</td>
<td>CC16 and 18</td>
<td>8 years’ officer service - 1 year before end of CC*</td>
</tr>
<tr>
<td>(Note 12)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Plus extension of service if applicable

Notes:

1. Officers who joined the RN or RM on or after 1 Apr 15.

2. Officers who joined the RN between 1 Apr 99 and 31 Mar 15.

3. Officers who joined the RM between 1 Apr 99 and 31 Mar 15.

4. Officers who joined the RN or RM on or after 1 Apr 15, or who joined before but transferred to a CCS after 1 Apr 15.

5. Officers who joined the RN between 1 Apr 99 and 31 Mar 15, or who joined before but transferred to a CC after 1 Apr 99.

6. Officers who joined the RM between 1 Apr 99 and 31 Mar 15, or who joined before but transferred to a CC after 1 Apr 99; (including SO(LE) and SO(LE)(BS)).

7. Officers who joined the RN before 31 Mar 99; Aircrew (P, O and ATC) only.

8. Officers who joined the RN before 31 Mar 99.

9. Officers who joined on or after 1 Apr 15.

10. Officers who joined pre-1 Apr 15.

11. Officers who joined on or after 1 Apr 15, or who joined before but transferred to a CCS after 1 Apr 15.

12. Officers who joined between 1 Apr 99 and 31 Mar 15, or who joined before but transferred to a CCS after 1 Apr 15.
Table 49-3. Officer Commission Transfer Zones
(Medical, Dental and QARNNS Officers)

(Reference points for zone calculation: 1 Feb (Lt) and 1 May (Lt Cdr/Cdr) of year of the Board.)

<table>
<thead>
<tr>
<th>Branch</th>
<th>Commission</th>
<th>Transfer Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>ICS/SC</td>
<td>From 2 years’ officer service on ICS/SC after full GMC registration or from date of entry if already registered, whichever is later</td>
</tr>
<tr>
<td>Dental</td>
<td>ICS/SC</td>
<td>From 2 years’ office service on ICS/SC after full GDC registration or from date of entry if already registered, whichever is later</td>
</tr>
<tr>
<td>QARNNS</td>
<td>ICS/SC</td>
<td>From 2 years’ officer service on ICS/SC</td>
</tr>
<tr>
<td>Medical</td>
<td>CCS/MC/MCC</td>
<td>From 2 years’ officer service on CCS/MC/MCC</td>
</tr>
<tr>
<td>Dental</td>
<td>CCS/MC/MCC</td>
<td>From 2 years’ officer service on CCS/MC/MCC</td>
</tr>
<tr>
<td>QARNNS</td>
<td>CCS/MC/MCC</td>
<td>From 2 years’ officer service on CCS/MC/MCC</td>
</tr>
</tbody>
</table>

4913. Applications from Officers Serving on an Extension of Service
Officers who have accepted to serve, or are serving, on an extension of service may be considered for transfer to a longer commission up to 1 year prior to the end of their extended service.

4914. Over-Zone Applications
Opportunities for over-zone transfer are very limited and will be solely dependent on the requirements of the Service. Applications are to be made in writing through COs from those officers who did not apply for transfer while in the normal transfer zone. The covering letter accompanying the application must clearly state the reasons for the late request and explain why the officer concerned was not a volunteer while in zone. Exceptionally, officers who have been considered and not selected, but for whom there may be extenuating circumstances, may also apply; their reasons must be identified in either the request or in the covering letter forwarded by COs. Requests are to be forwarded to DACOS(Prom). The supporting AR, written either at the time of the application or to meet the next deadline of the next transfer Board, must show that the officer is both in zone and a volunteer; otherwise the Promotion Section database will not list the officer correctly. Transfer Boards may also, at their discretion, award an over-zone opportunity to candidates not selected on their last in-zone board who are considered to merit special consideration; however, such awards are likely to be rare.

4915. Former Service – Effect on Transfer Zones

a. Former service will be taken into account when calculating transfer zones for the following officers:

(1) Those who re-enter the Naval Service to complete the balance of their previous commission.

(2) Those who transfer from the Army or RAF to complete the balance of a comparable commission in the Naval Service.
(3) Those who transfer between branches or specialisations without changing to a different commission.

b. If officers have been given a wholly new commission, for which former service has been denied for pension or retired pay purposes, then the former service will also be denied when calculating transfer zones. In these cases, transfer zones will be calculated from the start of their new commissions and officers should be aware that this break in their service continuity may adversely affect their transfer prospects.

4916. Automatic Commission Transfers

a. **Baseline Requirements.** Notwithstanding the individual cases below, all candidates need the eligibility criteria at Para 4903 and their CO's recommendation. Application for an automatic transfer remains the responsibility of the individual and should be made through the Chain of Command to the Career Manager who, when satisfied the application meets the criteria at Para 4903, will direct the Promotions Office to action the transfer on JPA.

b. **Declining Transfer.** An officer being offered automatic transfer has no obligation to accept. Subject to meeting all other eligibility criteria, any officer who declines an automatic CCS or FCS transfer will be transferred as soon as they volunteer again.

c. **Fast Jet Pilots.** In view of the very small number of pilots qualified to fly fast jet aircraft and the high cost and length of training, all pilots serving on an IC who are selected for fast jet training will automatically be transferred to a CCS on successful completion of Operational Flying Training. Details of the return of service (ROS) for Fast Jet pilot training are contained in Annex 53C.

d. **Rotary Wing Pilots and Observers.** On achievement of Operational Performance Statement (OPS), post Operational Conversion Unit (OCU) and successful award of Certificate of Competence (CofC), along with a recommendation from the CO on their OJAR and remaining fully medically fit, all pilots and observers will automatically transfer to a CCS.

e. **RM Pilots.** RM pilots who joined pre-1 Apr 15 will, on receipt of their wings, automatically have their commission extended to a 12-year ICS. Details of the ROS for RM pilot training are contained in Annex 53C.

f. **Warfare Officers CCS Transfers.** Automatic transfers to a CCS will be offered to officers at the following stages:

(1) On successful completion of Fleet Navigation Officer Course (FNO) (SS).
(2) On achievement of Operational Performance Statement (OPS) and receipt of a CO’s recommendation as a FNO (SM), Mine Clearance Diver (MD), Mine Warfare Officer (MWO), GS(X) Fighter Controller (FC), GS(X) (Intelligence) officer or Hydrography/Meteorology and Oceanography (HM) officer.

(3) On completion of first operational tour within the Special Reconnaissance Regiment (SRR) or Defence Humint Unit (DHU).

(4) On appointment as the First Lieutenant of a River Class OPV (including XO HMS CLYDE). Transfer will be offered once an individual has achieved a CQ1 qualification and received a recommendation from the Commander Fishery Protection Squadron and is subject to meeting all criteria at Para 4903.

g. **Warfare Officers FCS Transfers.** Automatic transfers to a FCS will be offered to officers at the following stages:

1. To PWOs and PWO (SM) watchleaders - on achieving RPS and having a CO’s recommendation.

2. To any GS(X) officer on successful completion of Specialist Navigator course (WAR 111 SPEC N).

3. To X(HM) officers - on successfully attaining H or M Charge, providing they have a CO’s recommendation entered in JPA, are a volunteer for FCS transfer and meet the criteria at Para 4903 sub para b.

4. To GS(X) officers - on successful completion of a junior SASB1 assignment (i.e. P2000 Command, RCOPV XO), subject to having a Squadron Commander’s (CO 1PBS/CFPS) recommendation and meeting the eligibility criteria at Para 4903 sub para b.

5. To Pilots – on completion of qualification as a Qualified Flying Instructor (QFI)/Qualified Helicopter Instructor (QHI) and successful re-categorisation from B2 (Provisional) to B1 (Competent), along with a recommendation from their CO.

6. To Observers – on completion of qualification as a Qualified Observer Instructor (QOI) and successful re-categorisation from B2 (Provisional) to B1 (Competent), along with a recommendation from their CO.

7. To any Aircrew officer who successfully qualifies as a PWO(AV), along with a recommendation from their CO.

8. To any Pilot who successfully completes ETPS, or any Pilot/Observer completing Aero-systems course, along with a recommendation from their CO.
h. **Air Traffic Control (ATC) Officers.** The bearing of ATC officers is very small and as such, is susceptible to short term fluctuations and early losses after the lengthy training process. It is necessary, therefore, to safeguard this cadre of personnel by awarding them an automatic transfer to a CCS on completion of their first complement position. This is to be taken as 2 years cumulative service following completion of Part B training. As a consequence, SUY ATC officers, who will already have completed Part B training as ratings, will be offered transfer to CCS immediately on completion of initial officer training at BRNC. This automatic transfer will be applicable to all officers completing ATC training on or after 1 Jun 03. Automatic transfers will be offered to individuals subject to a satisfactory recommendation from their CO on their latest OJAR/Standard Report Form. Should an officer refuse the CCS transfer (‘opt out’), they will no longer be considered for a CCS transfer until they formally request, through their CO, to be re-considered. The application will then be processed through the normal selective transfer route.

i. **Barrister Training.** Officers selected for Barrister training whilst serving on an ICS (or equivalent commission) will be committed to an automatic transfer to a CCS 1 month before completion of bar finals/upon successful completion of bar final examinations. The ROS liabilities for Barrister training (see Chapter 53) are unaffected by this automatic transfer.

### 4917. Specific Career Courses/Training

a. Following the introduction of the 3TC, it was clear that a number of courses/training either straddled commissions or involved considerable investment by the Service and effort by those involved without assurance of longer-term employment. As such an assurance would benefit both the individuals concerned and the Service, it was decided that certain courses/training, in addition to the automatic transfers detailed above, should be automatically linked with a transfer to a CCS.

b. Consequently, personnel who are selected for courses/training listed below and are not already on a CCS (or equivalent commission) are committed to transfer to the next commission prior to being assigned to the course. The actual transfer will be deferred, however, until the course is successfully completed. Officers who fail to complete the course/training and have not yet transferred to the next commission will continue to be considered by Transfer Boards until either they are selected for transfer or they successfully complete the course and are automatically transferred. This arrangement gives personnel direct access to the next commission once the course is completed, thus eliminating the need for subsequent transfer board consideration. Officers who are volunteers to transfer to the next commission, but are not selected for any of the courses/training listed in Para 4917 sub para c, will be considered for transfer under the normal arrangements described in this Chapter.

c. Successful completion of the following courses/training will result in attendees automatically transferring to a CCS:

   (1) **MM/PP Commanding Officers' Designate Course (CODC).**
(2) Principal Warfare Officers’ (PWO) Course (including pre-PWO technical course).

(3) Professional Logistics Command Course.

(4) Air Engineer (Observer) (AE(O)) and Air Engineer (Pilot) (AE(P)) training (All IC AE(O) and AE(P) Air Engineer Officers (AEOs) will be automatically transferred to the CCS on successful completion of Operational Flying Training.)

4918. Transfer to Full Commission Stage (Aviator)

a. The FCS(A) (formerly known as FTC(A)) was introduced in Apr 03 as part of a number of recruitment and retention measures for RN/RM aircrew. FCS(A) creates, for selected commissioned aircrew at or beyond their Initial Pension Point (IPP) or Early Departure Point (EDP), a commission structure with a bespoke Professional Aviator pay Spine (PAS) that decouples pay from rank and a career that continues primarily in or near to the cockpit, focussed on the delivery of aviation capability in the operational and training environment. Personnel on a FCS(A)/FTC(A) are not eligible for Recruitment and Retention Pay (Flying) (RRP(F)) as their basic rates of pay are enhanced to recognize their aircrew skills and their employment in flying and flying related appointments.

b. FCS(A)/FTC(A) officers who are temporarily medically downgraded will remain on the commission, however, individuals who are permanently medically downgraded and cannot fill both flying and flying related posts cannot remain on a FCS(A)/FTC(A). In these circumstances, personnel will be offered a transfer back to the main aviation career stream (workforce requirement permitting) and reversion to the current pay scales, or medically discharged from the Service. FCS(A)/FTC(A) personnel accumulating less than 5 years’ continuous service on their commission are not eligible for an enhanced pension and, instead, will receive a pension in accordance with their existing AFPS.

c. The pay of FCS(A)/FTC(A) personnel will not reduce on approval of an application for Early Termination/Voluntary Outflow.

d. Full details of the FCS(A) can be found at Annex 49A.

4919. Reports

a. An officer is to indicate his/her transfer volunteer status for the next commission on JPA self-service page and this status is automatically embodied in the AR. An AR is the sole indicator of transfer intentions and it must be completed thoroughly and to strict deadlines as follows:

(1) All such reports are to contain specific assessments of the officer’s suitability for transfer and his/her potential in relation to other officers on the commission to which he/she may transfer, regardless of whether or not they are a volunteer for a longer commission.
(2) Reporting Officers should describe the candidate's employability in terms of an appropriate specialist skill and identify those qualities and aspirations, which will enable him/her to do well in broader assignments.

b. A single report must cover all eventualities. In addition to transfer recommendations required by this Chapter, it must clearly cover recommendations for promotion, extensions of service etc., if appropriate.

4920. Service Beyond age 55 for OF4s and Below
With the exception of Medical, Dental and QARNNS officers who can serve up to age 60 in some cases (see Para 5426), service beyond age 55 can be achieved via the following:

a. **EOS.** Officers may apply, or be invited to apply, to extend their service to a maximum age of 60. Extensions will normally be granted to retain individuals with deep specialist knowledge or to assist in alleviating shortages. Officers serving on an EOS are not eligible for promotion, but will continue to be eligible for selection back onto their former commission stage or the next commission stage.

b. **Commission Extension.** This is a change in Engagement Expiry Date (EED) that extends the current commission stage and, as a consequence, extends the promotion and/or transfer eligibility window. CE will take the form of either:

(1) **Continuance in Service on ICS or CCS.** This method will generally apply to the SUY/SCC cadre or other late entries to the Officer Corps eg. Chaplains. If there is a Service requirement, officers serving on an ICS/IC or a CCS/CC on their 55th birthday may be selected to serve out the balance of their commission stage up to a maximum age of 60. Should an officer’s commission not extend to age 60, selection for service beyond age 55 will include an automatic transfer to the next applicable commission stage (CCS/FCS). Officers will remain eligible for promotion within extant promotion windows.

(2) **Extension of FCS.** FCS extensions will be limited according to Service requirements. The requirement by branch and specialisation will be generated annually and controlled by a Maximum Authorised Number (MAuN) - sometimes the MAuN will be zero. Those serving on extended FCS will remain eligible to be considered by the Officers’ Promotion Board for selection to the next rank. The officer must be selected, and the transfer must become effective by age 52 to allow the individual to remain in zone for promotion continuously until 3 years prior to their final date in Service.

4921. Service beyond age 55 for OF5s
With the exception of Medical, Dental and QARNNS officers who can serve up to the age of 60 in some cases (see Para 5426), continued service beyond age 55 for OF5s is subject to approval by the Naval Secretary. It will be offered on a job-by-job basis and will be limited to the envisaged duration of the post and include any post-operational tour leave that will be accrued during the post, Graduated Resettlement Time and Terminal Leave. Service will normally be awarded by means of changing the individual’s EED, which might result in additional opportunities for selection for substantive promotion to OF6.
SECTION 2 - RATINGS AND OTHER RANKS – LONGER ENGAGEMENTS

4922. Transfer to Engagement Stage 2
Ratings and other ranks join on a 12-year Engagement Stage 1 (ES1). A transfer to Engagement Stage 2 (ES2) is awarded automatically when a rating or other rank has qualified in all respects for substantive promotion or advancement to Leading Hand or Corporal RM, ie. he/she has passed all requisite professional and leadership courses, is in date for RNFT, is recommended as suitable and has reached the Common Promotion Date (CPD). An ES2 extends a rating/other rank’s career to 20 years’ length of service or age 40, whichever is later, in alignment with the AFPS 15 Early Departure Payment (EDP) point.

4923. Transfer to Extended Career at end of ES1
Ratings and other ranks who do not achieve substantive promotion to Leading Hand or Corporal will not be eligible for transfer to a ES2 but may have their career extended on ES1 past the 12-year length of service point via on the following mechanisms, though the Service requirements for such action are expected to be small:

a. An Extended Career (EC). Current regulations governing EC will continue to apply. Periods of EC are offered for a specific Service need and selection is based primarily on future employability.

b. An Extension of Service. In accordance with the rules at Para 4926.

c. A revised Engagement Expiry Date (EED). An AB/Mne who has not been able to qualify for selection for promotion to LH/Cpl eg. due to Service reasons, maternity leave, career intermissions or a previous medical downgrade, may apply to have their career extended through a delay to their EED, thereby allowing them further time on ES1 to qualify for selection. PPLAN SWPR SO1 will ultimately decide whether such applications are approved, based on the prevailing workforce requirements.

4924. Transfer to Engagement Stage 3

a. Introduction. ES3 is awarded by selection and strictly to meet the needs of the Service. Service will be on identical terms to an Extended Career or 2OE, initially for 5, 10 or 15 years and thereafter in 5-year blocks. The final block offered which would take an individual’s time in service to age 60 can be less than 5 years but must be at least 1 year in length. Individuals currently serving on an EC or 2OE (or an Extension of Active Service (EOAS) in the case of other ranks) will complete their current period but any offers of further service will be on ES3.

(1) Those serving on an ES2 who are not selected for transfer to ES3 may continue to serve past the 20 year/age 40 point on an EOS to meet a specific Service need. They will continue to be eligible for selection and late transfer to an ES3 from their EOS. Likewise, those who are selected for an ES3 but not for service past their initial 5, 10 or 15-year period on an ES3 may be selected to serve instead on an EOS to meet a specific Service need. They will continue to be eligible for selection and transfer from an EOS back to ES3.
b. **Selections for ES3.** Transfer to an ES3 will be by selection at a Board convened annually by the Ratings' Promotion Section in Mar/Apr for senior ratings and SNCOs and Sep/Oct for junior ratings and JNCOs and other ranks. Periods of ES3 are offered for a specific Service need, therefore there will be no opportunity to transfer between specialisations or branches, or between Submarine Service and General Service (or vice versa) unless it is in the interest of the Service or there are exceptional circumstances (such as medical reasons) to consider a change. Any other specific service need concerning the period of ES3 will be detailed in the ES3 signal.

c. **Eligibility.** All ratings and other ranks will be considered automatically for an ES3, or further ES3 (as required by Branch Managers), provided they:

1. Are serving in the last 4 years of an ES2/FC/OE (or an extension of such – see also Para 4933 sub para e), or are on an ES3/EC which expires after the end of the calendar year in which the Selection Board sits. This includes those ratings who have submitted Notice and who would have been serving in the last 4 years of a regular engagement which would have expired after the end of the calendar year in which the Selection Board sits had it not been for the submission of Notice. Eligible ratings who have submitted their Notice must still be serving on the day after which the transfer board sits in order to be presented.

2. Are recommended for further service on their latest SJAR.

3. Are volunteers and are recommended for an ES3, as indicated on their latest SJAR. Any change in a candidate's volunteer status or recommendation since the last SJAR was rendered is to be reported to the Ratings' Promotions Section by 31 Jan for senior ratings/SNCOs and 31 Jul for junior ratings/JNCOs and other ranks of the year in which the Board sits.

d. **Quotas.** The Strategic Workforce Planner, in conjunction with Branch Managers, will formally set the requirement for the numbers of ES3 per rank and specialisation. This quota system is used to establish numbers of ES3 vacancies for each specialisation and rank; taking into account the numbers eligible for transfer, promotion prospects and the overall Service requirements. The quotas will also include vacancies that could be offered fairly to re-entrants who, having completed a 20-year ES2, 18-year FC or 22-year OE, are serving on an extension of service (see Para 4926).

e. **Basis of Selection.** Selection is based primarily on future employability and potential candidates should be aware that failure to acquire certain specific professional qualifications might reduce significantly their chance of selection. Further details can be provided by the relevant Branch Manager.
f. **Reserve Selection.** In order to meet unexpected shortfalls arising from a lower than anticipated acceptance rate, a limited number of reserve selections may also be made at the same time as the main selections. These selections will not be announced unless subsequently called forward. Reserves who are not called forward will be considered for reselection at the subsequent Boards if still eligible for ES3; any previous reserve selection will be lost.

g. **Offer Acceptance and Refusal**

(1) Selected ratings and Other Ranks will be provisionally offered further service on an ES3 by signal. The signal will specify the new engagement expiry date, a date which is non-negotiable. Individuals have two months from the date of the selection signal in which to decide whether or not to take up the offer of an ES3, the decision is to be emailed (copy to Career Manager) to:

(a) Ratings - NAVY PCAP-PROM RN PO

(b) Other Ranks – NAVY PCAP-CM CORPS INFO MGR

in the following format:

Subject: ES3 Selection

Name  Rank  Service Number  Decision

(Decision is either AO (Accepts Offer) or NI (Not Interested ie. refuses offer)).

(2) Individuals whose decision is NI will be considered at the next ES3 board providing they are eligible in all respects in accordance with Para 4924 sub para b and are recommended by the CO on their latest SJAR.

(3) Individuals who accept an offer of ES3 are also required to complete Form S62 (see also Para 4924 sub para h).

h. **Effect on an Individual's Termination Date if a Period of ES3 is Accepted.** Having accepted an offer of ES3, an individual's original/current Termination Date is cancelled, and they lose their right to leave on that date. The new Termination Date will be that offered in the ES3 selection signal. From the date of final acceptance (submission of Form S62), they will have to submit Notice and serve out the 12-month period if they wish to leave the Service before the end of the agreed new ES3. For engagement purposes, the period of an ES3 starts on completion of the original ES2/FC/OE.

i. **Medical Fitness Requirement.** See Para 4904.
j. **Withdrawal of an ES3 Offer.** If, during the period between an offer of further service on an ES3 being made and its commencement, the CO considers that an individual’s performance has deteriorated due to misconduct or other serious reason (eg. resulting in the award of a career check, warning, disrating or reversion) to the extent that the individual is no longer recommended for further service, this should be brought to the attention of the Ratings’ Promotion Section for their consideration of the withdrawal of the ES3 offer. If the offer is withdrawn, the individual concerned will no longer be considered for an ES3 unless the CO considers that their personal and professional standards have improved to the point where they are deemed to merit a recommendation for ES3 once more.

k. **Active Service.** Ratings and other ranks serving on an ES3 will remain on active service and will retain any sea service liability (where applicable) although every effort will be made for the final 6-12 months of service to be served in a shore position - see also Para 5916.

l. **Conduct/Career Check.** If, having been selected for further service on an ES3, but prior to final acceptance (submission of Form S62), the CO considers that the rating’s performance has deteriorated due to misconduct or other serious reason (eg. a Career Check) and that they are no longer recommended for further service, the selection may be withheld. In such cases, a Form S62 is to be forwarded to the Ratings’ Promotion Section, with a covering letter outlining the circumstances, who will confirm the de-selection. The individual may be considered at future ES3 Boards if suitably recommended.

m. **Unsatisfactory Ratings and Other Ranks**

   (1) **Discharge to Pension.** Ratings or other ranks serving on an ES3 may be given 12 months’ Notice of discharge to pension when their performance in any respect of their duties, possibly for reasons outside their control, falls below the level normally expected of their rank and seniority, but not to the extent where is such that they would be a candidate for discharge SHORE (see Para 5442). Before giving Notice to a rating or other rank, a CO should preferably have 6 months’ knowledge of the individual’s performance.

   (2) **Warning and Process.** Ratings or other ranks are to be warned at the time Notice is given that their performance will be reviewed in 6 months’ time. If there is a marked and sustained improvement in performance during this period, the CO may withdraw the Notice. Where there is no such improvement, the CO is to seek the approval of the Fleet Commander or Flag Officer for confirmation of the rating’s or other rank’s discharge to pension on completion of 12 months’ Notice. The application, which is to contain the full circumstances of the case and be accompanied by the individual’s full Service Documents, is to be forwarded to Navy Command Headquarters Casework Cell (see Annex 1E) for consideration by the Fleet Commander through the appropriate Administrative Authority and copied to the Career Manager. The application must also contain confirmation that the rating or other rank has been reminded at this point of their right to present the case and, if they elect to do so, their presentation must also be forwarded with the application.
(3) **Early Release when under Warning of Discharge.** A rating or other rank given Notice under this regulation may apply to be released early. Approval will be authorised by the appropriate Career Manager, subject to the needs of the Service.

(4) **Reversion at Own Request.** If a rating or other rank, other than a Warrant Officer, has been promoted while serving on an ES3, they may apply to be considered for reversion at their own request as an alternative to discharge to pension. Any such request is to be forwarded for consideration when the application for confirmation of discharge is submitted.

### 4925. Employment on Professional Aviators’ Spine (PAS) – Non-Commissioned Aircrew

#### a. Terms of Employment.

(1) RN and RM Aircrewmen (ACMN) offered employment on the Professional Aviators’ Spine for Non-Commissioned Aircrew (PAS NCA) will generally be employed in flying or flying related assignments. A flying assignment requires an individual to undertake flying duties and maintain current flying practice. A flying related assignment includes, but is not limited to, aviation management and supervision at sea or ashore, aviation regulatory, safety and assurance roles, Operational Tours or aviation staff positions which do not necessarily require the incumbent to undertake actual flying duties.

(2) PAS NCA do not receive RRP(F) as their basic rates of pay are enhanced to recognise their aircrew skills.

(3) Due to the decoupling of pay from rank, there may be occasions when a PAS NCA ACMN will be assigned to a position normally allocated to a lower rate/rank to provide additional expertise or experience within a unit. However, as the MAuN at each rate/rank cannot be exceeded, this practice does not allow additional promotions to be made.

#### b. Eligibility.

All RN and RM ACMN are eligible for PAS NCA if they meet the following criteria:

(1) Serving on an Engagement which takes them beyond their IPP/EDP (individuals may apply for consideration up to five years before their IPP/EDP – see Para 4925 sub para d).

(2) Be recommended on their latest SJAR for selection to PAS NCA by their Chain of Command.

(3) Are in receipt of RRP(F) either at the Full or Reserve Band rates.

(4) Do not have an extant application for Early Termination in JPA.
(5) Are not permanently medically downgraded as unfit for flying duties. Personnel who are temporarily downgraded as unfit for flying duties or permanently categorised as unfit for sea service or restricted otherwise for future employment will have their suitability for entry to PAS NCA assessed by the Aviation Branch Manager on a case-by-case basis.

(6) Not be awaiting Court Martial or other disciplinary proceedings.

(7) Are substantive POACMN/Sgt (RMAC) or above.

(8) Do not have an application for an officer commission in progress.

(9) Must be able to provide a minimum 5 years’ service from their date of transfer to their engagement expiry date.

c. Application Procedure

(1) ACMN wishing to be considered for PAS NCA are to complete the RN/RM PAS NCA Application Form at Annex 49C and forward it to the Career Manager by 1 Mar annually. Individuals are eligible to apply from their IPP/EDP minus 5 years. Selection will be conditional for those not yet at their IPP/EDP with transfer to PAS NCA occurring at IPP/EDP, dependent on continuing to meet all other eligibility criteria. Only correctly completed and signed original Application Forms that reach the Career Manager within the stated timeline will be presented to the Board.

(2) Selection for PAS NCA will be determined by an individual’s flying and professional skill in their current rate/rank rather than potential for promotion. Individuals are to ensure that the appropriate sections of the SJAR indicate ‘Volunteer’ status. ROs should complete the AR ensuring that all relevant aviation attributes are fully reported on including a clear recommendation on the individual’s suitability for PAS NCA.

(3) The Selection Board will use the application form in conjunction with previous SJARs to select personnel for PAS NCA. The data set out in the application form will be weighted accordingly to requirements at each Board and an order of merit for consideration for transfer will result. Accurate and comprehensive completion of the application form is therefore essential.

(4) Personnel no longer wishing to be considered for PAS NCA should simply cease completing the annual application form and ensure that the volunteer status on their SJAR is recorded correctly.

d. Minimum Time to Serve and Early Termination. Personnel must be able to complete 5 years’ service from their date of transfer to PAS NCA to their engagement expiry date, noting that selection to PAS NCA extends engagement to Retirement Age 55 (RA55). Personnel serving on PAS NCA remain entitled to apply for Early Termination (ET). The pay of PAS NCA personnel will not reduce on approval of an ET application.
e. **Selection Board**

(1) There will be one Selection Board annually, with selections announced by signal at the end of Nov. The Board will use the latest report, in conjunction with previous annual and NFSF(RW) reports, to select personnel that best meet the requirement. Unsuccessful candidates will be required to resubmit a new application if they wish to be considered by the next Selection Board.

(2) Individuals selected for PAS NCA are required to confirm their acceptance of the transfer, along with the associated terms and conditions of service, by signal to their Career Manager and Ratings Promotion Section within 20 days of selection, as detailed in the Selection Signal. Individuals who fail to comply with this will be deselected.

(3) The selection of those not yet at their IPP or EDP will be provisional and transfer dependent on them continuing to meet all eligibility criteria. ACMN not yet transferred may withdraw their acceptance of transfer and remain on their current engagement provided they do so in writing to their Career Manager and Ratings Promotions Section at least 20 days prior to their IPP/EDP. Provided the individual remains eligible, they may apply at a later stage for transfer to PAS NCA but will have to be re-selected through the Selection Board.

f. **Transfer Point.** The effective date of transfer to PAS NCA will be the individual's IPP/EDP or, if the individual has already passed their IPP/EDP, 1 Apr of the year immediately following the Selection Board, whichever is the later.

g. **Medical Downgrading.** PAS NCA personnel who are temporarily medically downgraded will remain on the PAS. However, PAS NCA personnel who are permanently downgraded to a medical category that prevents them from being employed under the PAS NCA terms of employment will be withdrawn from PAS NCA.

j. **Promotion.** PAS NCA personnel remain eligible for promotion in competition with their non-PAS NCA counterparts. PAS NCA personnel who are promoted will not receive a pay rise as rates of pay on PAS NCA are determined by length of service rather than rank. Selection for PAS NCA will render the selectee ineligible for commissioned rank. In applying for PAS NCA, an individual is required to confirm that they are not a SUY/SCC candidate.

k. **Pay and Pensions.** Further details of pay and pensions for PAS NCA personnel can be found in JSP 754 Chapter 4 Section 7.
SECTION 3 – EXTENSIONS OF SERVICE

4926. Introduction
Personnel may apply or be invited to apply to extend their service beyond the normal length of their commission/career/engagement or compulsory retirement age for various reasons (see Para 4928). Opportunities for some extensions will depend on the shortage in applicants' branches, arms and specialisations and the individual’s suitability and medical fitness. Before making formal application for an extension of service (EOS), which is not to be confused with transfer to a longer commission (see Section 1) or selection for an Engagement Stage 3 (see Para 4924), individuals should check current requirements with their Career Manager. The following information refers primarily to Regular Service personnel. For members of the Maritime Reserve (RNR and RMR), see BRd 3(2) Para 0221.

4927. Types of Extension

a. Career Manager’s EOS. An extension of up to 6 months, a CM’s EOS is designed to allow the adjustment of an individual’s terminal expiry (TX) date to meet the precise timings of assigning a relief and similar assignment exigencies. Any EOS which results in a cumulative total of over six months (ie. rolling) will be treated as a 'Full' EOS.

b. Full EOS. Typically, an extension of between 6 months and 2½ years, a Full EOS requires staffing and, in particular, consideration of the long-term liability against the forecast strength – in exceptional circumstances, an EOS of up to 5 years may be considered. In general, RM Other Ranks will be granted up to 2 years on an EOS, with any further service being given as an ES3.

4928. Situations in which an EOS may be Appropriate

a. An EOS may be awarded in the following cases:

(1) As a short-term manpower regulator to increase the total bearing of all specialisations to match the global requirement.

(2) To assist in alleviating shortages in any particular specialisation or sub-specialisation that cannot be resolved by other means.

(3) To retain individuals with deep specialist skills or knowledge where there is a shortage.

(4) To help to meet shortages in certain ranks and branches or to meet a specific requirement.

(5) For commissions of less than 8t years' service. The extensions shown will be routinely available (subject to retirement age criteria) and not subject to formal Selection Boards (see annual DINs). Requests are to be forwarded in writing through Commanding Officers:

(a) Medical and Dental officers on a 6 or 7-year ICS (or equivalent commission) may be extended up to 14 years' service.
(b) QARNNS officers on a 6-year ICS (or equivalent commission) may apply to extend their commission up to 8 years’ service.

(c) Chaplains on a 4 or 6-year ICS (or equivalent commission) may be extended up to 10 years’ service.

(6) For Gratuity Earning Commissions (Aircrew). Prior to 1 Apr 99, aircrew officers were able to enter the Service as pilots on a 12-year gratuity earning commission in order to complete their return of service (ROS) for flying training. This particular commission ceased to be available to officers commencing a commission on or after 1 Apr 99. However, in order to ease difficulties in maintaining a sufficient strength of aircrew, a limited number of officers serving on 12-year gratuity earning ICS may be considered for an EOS. Extensions will only be for a fixed, 2-year duration, following immediately from the last day of gratuity-earning service.

(7) To complete two years’ service in a higher rank if subject to APFS75. The requirement to serve for 2 years in the higher rate is no longer a condition of promotion, however, under AFPS75, a minimum of 2 years’ service is still required in the higher rank to safeguard a final pension in the higher rank (see Para 6706).

(8) Following an Early Termination request. Individuals who have submitted 12 months’ Notice to leave the Service may apply for an EOS; if the reasons are deemed to be exceptional and the request is approved, a short EOS will be granted.

(9) To complete time for pension or gratuity for unpaid leave or unpaid service for officers, ratings and other ranks who have forfeited pensionable service, whether it be for unpaid leave or unpaid service. A delay in an individual’s exit date that is equal to the length of the unpaid leave or unpaid service may be requested.

(10) To complete time for pension or gratuity for those awarded a Career Intermission (CI). Although a CI counts for commission/career/engagement purposes, it is not reckonable for pay or pension purposes. A delay in an individual’s exit date that is equal to the length of the CI may be requested when applying for a CI (see Para 2631 b sub para (1) and JSP 760 Chapter 18).

(11) When an individual’s commission/career/engagement ends whilst serving overseas. Individuals who are entitled to claim their discharge on completion of their current commission/career/engagement before they have completed their period overseas may volunteer to remain overseas to complete their final tour.

(12) To complete Graduated Resettlement Time (GRT). An EOS may be granted to individuals who have insufficient time to complete all or part of their GRT allocation as a result of Service reasons. For further details about the GRT scheme, see JSP 534 (Tri Service Resettlement Manual).
(13) Following a Naval Service Medical Employability Board (NSMEB) decision to discharge an individual from the Service on medical employability grounds. An EOS may be sought to allow the individual to undertake or complete further medical treatment, rehabilitation, resettlement and/or similar activities.

(14) In order to fulfil a training Return of Service requirement if an individual does not have sufficient time left to serve on their existing engagement (see Para 5304 sub para f)

b. An EOS will not be granted in the following situations:

(1) To undertake an ES3. Individuals will not be given an extension in order to have sufficient time to complete an ES3 under any circumstances.

(2) To delay the release of Medically Downgraded individuals. There are no grounds for delaying an individual’s release from the Service when they are medically downgraded (see BR 1991 (Instructions for the Royal Naval Medical Service) Para 0829 e).

4929. Eligibility for an EOS

a. Officers serving on any commission and ratings/other ranks serving on any regular career or engagement may apply for an EOS.

b. Applicants must be certified as medically fit for service (normally medical category MFD A4L1M1E1). Applications from individuals in restricted medical categories may be considered in exceptional circumstances.

c. Applicants should not have submitted an application for Early Termination (but see Para 4928 a sub para (8) for exceptional cases).

d. Applicants should be able to complete their EOS by the age of 55 (but see Para 4928 sub para a for service beyond age 55 in exceptional circumstances).

e. Extensions to an ICS must not take officers beyond a maximum of 14 years’ service under any circumstances. Similarly, the normal maximum extension which may be granted to officers serving on a CCS (or equivalent commission) is 5 years.

4930. Timing of an EOS Application

The timing of an EOS application is generally from 4 years to 1 year before the individual’s current Engagement Expiry Date (EED). At this stage, it will usually be possible for a CM to predict shortages, which may generate a requirement for an EOS. However, in specific branches that are predicted to be in deficit, applications will be considered earlier than 4 years before the individual’s current commission/career/engagement expiry date. The refusal of such an early application is no bar to subsequent applications closer to the individual’s retirement age. Applications will also be considered exceptionally at less than 1 year before the individual’s current commission/career/engagement expiry date but will not be considered once an individual has commenced their terminal leave.
4931. Staffing and Approval of an EOS Application

a. Application

(1) After discussion with their CM, an individual wishing to apply for an EOS should complete a RN Form S61, which can be found under ‘Forms (Royal Navy)’ in the A-Z of the RN Web, and forward it through their Commanding Officer to the appropriate CM. In the case of Chaplains, EOS applications should be sent directly to the Chaplain of the Fleet or, where appropriate, to the Principal Chaplain.

(2) An individual's Medical Documents are to be scrutinised and a signature from a Medical Officer required on Form S61 declaring whether the individual is fully fit to continue general Naval service in any part of the world and giving details of any restricted medical category (not required for a Career Manager EOS). See flowchart at Annex 49C.

(3) Applicants should have a recommendation on their suitability for further service on their current AR (if the recommendation is not articulated or the AR is more than 6 months old, a special AR should be raised).

b. Authority to Approve an EOS

(1) Career Manager’s EOS. SO1 CMs (officers) and SO2 CMs (ratings) have delegated authority to approve CM’s EOS. Authority for granting an EOS for RM Other Ranks lies with the RM Corps Drafting Officer (CDO).

(2) Full EOS. Final approval is given by the appropriate SO1 Branch Manager after consultation with the relevant ACOS (PCap) PPLAN SO1. Where there is a disagreement between the CM and Branch Manager, DACOS CM and DACOS BM will adjudicate.

(3) Post NSMEB. Authority for granting an EOS to allow an individual to undertake or complete further medical treatment, rehabilitation, resettlement and/or similar activities rests solely with the appropriate ACOS (PCap) PPLAN SO1.

(4) Extensions which take Individuals Beyond Age 60. Extensions beyond age 60 may be granted exceptionally for certain branch/specialisations by DACOS (CM).

4932. Withdrawal of an EOS Offer

An EOS offer may be withdrawn in the period between an EOS offer being made and its commencement in the following circumstances:

a. If a Commanding Officer considers that the individual’s performance has deteriorated due to misconduct or other serious reason (eg. a career check, warning, disrating or reversion, warning) to the extent that the individual is no longer considered to be suitable for further service, he/she should raise their concern with the Career Manager and, if appropriate, ask for the Approving Authority (see Para 4931 sub para b) to consider withdrawing the EOS offer.
If the offer is withdrawn, the individual will not be considered further for an EOS unless the Commanding Officer considers that the individual has attained and maintained the required personal and professional standards to the point where the individual could be recommended for an EOS again.

b. If an individual has been granted an EOS with the sole intention of carrying out a specific specialist role but subsequently refuses an Assignment Order.

4933. Applicable Terms of Service whilst Serving on an EOS

a. **Assignment.** All medically fit personnel will be fully assignable on an EOS.

b. **Rank and Promotion.** Individuals on an EOS are not eligible for promotion or advancement but may be given paid acting higher rank on a local acting basis. See Para 9105 for RM policy.

c. **Early Termination.** Normal ET rules apply to personnel who have been accepted for, or who are serving on an EOS.

d. **Commission Transfer.** Officers on an EOS may apply, and be considered, for transfer to a CCS or FCS providing they have 1 year or more left to serve on their extension as at 1 Feb for Lieutenant RN/Captain RM or 1 May annually for Lieutenant Commander/Major RM as appropriate (see Para 4912).

e. **Consideration for an Extended Career (EC).** Ratings serving on an EOS may be considered for selection to an EC but, as detailed at Para 4924 and Para 4928 sub para a, individuals cannot be given an EOS in order to undertake an EC under any circumstances.

f. **Conduct of Ratings who have Served For More Than 20 years (on an ES2), 18 years (on an FC) or 22 years (on a OE1) Pensionable Service.** Such individuals whose conduct results in their being considered for Discharge SHORE for inadequacy should be dealt with in accordance with Para 5443 a (3) sub para (c).

g. **Special Service Pay (SSP).** SSP will only be payable where it is considered that personnel are serving in assignments directly related to that SSP.

h. **Terminal Leave.** When there is no break between completion of normal service and the commencement of an EOS, terminal leave is deferred until completion of the EOS and will not exceed the maximum of 20 working days. Where EOS follows a break in service, there is no entitlement to any further terminal leave.

i. **Terminal Benefits.** See JSP 754.
ANNEX 49A

RN/RM FULL COMMISSION STAGE (AVIATOR) (FCS(A))

1. **Introduction**
   FCS(A) and its associated Professional Aviators’ pay Spine (PAS) is a financial incentive designed to retain aircrew in flying or flying related assignments, at or beyond their IPP/EDP. FCS(A) officers are not eligible to receive Recruitment and Retention Pay (Flying) (RRP(F)) as their basic rates of pay are enhanced to recognise their aircrew skills and restricted employment specifically in flying and flying related assignments. Those aircrew not serving on FCS(A) are categorised as Career Stream¹ (CS) and continue to receive basic pay and RRP(F), where appropriate. CS aviators will be employed in flying and flying related posts, executive and command positions, broadening assignments including battle staffs, HQ, Joint and common appointments (CAPPS).

2. **Flying and Flying Related Assignments**
   A flying assignment requires an individual to undertake flying duties and maintain current flying practice. A flying related assignment includes, but is not limited to, aviation management and supervision at sea or ashore, aviation regulatory, safety and assurance roles, Operational Tours or aviation staff positions which do not necessarily require the incumbent to undertake actual flying duties.

3. **Employment**
   FCS(A) officers will generally be employed in flying or flying related aviation positions with the primary focus in the cockpit at sea and ashore. Although individuals will remain eligible to compete for selection to AASB1 assignments and promotion, subject to meeting the relevant pre-requisite qualifications, aviation executive and command assignments will generally be limited only to those occasions when it is in the Service interest. Due to the decoupling of rank from pay there may also be occasions when a FCS(A) Lt Cdr will be assigned to an aviation post normally allocated to a Lt to provide additional expertise or experience.

4. **Transfer Points**
   Transfer to FCS(A), both selective and automatic (Para 7), will take effect on 1 Apr following selection or on meeting the automatic eligibility criteria and on achieving IPP/EDP. IPP/EDP is defined as one of the following points:

   a. Officers with pension benefits under AFPS 75 only: the transfer point will be at or beyond the IPP². For officers who commission from the ranks their transfer point will be the earlier of the following dates: the date they qualify for the Officers’ IP (which must include at least 5 years served as a commissioned officer), or the ORs’ IP³.

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¹ Career Stream is a generic term for personnel in all Services on the main pay scale.
² A member qualifies for an Officer’s AFPS 75 Immediate Pension after completing 16 years’ reckonable Service from age 21 or date of joining, whichever is the later.
³ A member qualifies for an Other Ranks’ AFPS 75 Immediate Pension after completing 22 years’ reckonable Service from age 18 or date of joining, whichever is the later.
b. Officers with pension benefits under AFPS 75 and AFPS 15: the transfer point will be at the IPP. For officers who commission from the ranks their transfer point will be the earlier of the following dates: the date they qualify for the Officers’ IP (which must include at least 5 years served as a commissioned officer); the ORs’ IPP; or the AFPS 15 EDP.

c. Officers with pension benefits under AFPS 05 only: the transfer point will be at the AFPS 05 EDP 18/40 – after completing 18 years reckonable service or age 40 whichever is the later.

d. Officers with pension benefits under AFPS 05 and AFPS 15: the transfer point will be at the AFPS 05 EDP 18/40 – after completing 18 years reckonable service or age 40 whichever is the later.

e. Officers with pension benefits under AFPS 15 only: the transfer point will be at the AFPS 15 EDP 20/40 – after completing 20 years reckonable service or age 40 whichever is the later.

5. **Eligibility**

All RN Warfare FAA Branch and RM FAA Branch OF2 and OF3 Pilots and Observers are eligible for a commission transfer to FCS(A), providing they meet the following additional qualifying criteria:

a. Be serving on a Commission which takes them beyond their IPP/EDP.

b. Be recommended on their latest OJAR for a commission transfer to FCS(A) by their Chain of Command.

c. Be in receipt of RRP(F) either at Full or Reserve Band rates with an expectation that they will continue to fulfil a career in flying or flying related assignments in the future.

d. Not have been permanently medically downgraded as unfit for flying duties. Personnel who are temporarily medically downgraded as unfit for flying duties or permanently categorised as unfit for sea service or restricted otherwise for future employment will have their suitability for entry to FCS(A) assessed by the Aviation Branch Manager on a case-by-case basis.

e. Not have an extant application for Early Termination in JPA.

f. Not be awaiting Court Martial or other disciplinary proceedings.

g. Must be able to provide a minimum 5 years' service from their date of transfer to their commission expiry date, noting that from Feb 20 all personnel selected will automatically be offered CE60.
6. Application Procedure

a. Aircrew wishing to be considered for transfer to FCS(A) are required to 'opt-in' and should ensure that the appropriate sections of the OJAR indicate 'Volunteer' status for Commission Transfer. Additionally, the FCS(A) application form at Appendix 1 is to be completed and forwarded through the Chain of Command to the relevant Career Manager and Officer Promotions Section. Volunteer status on their OJAR AND an extant application form must be rendered annually for an individual to continue to be considered. Lack of an FCS(A) application form will result in an individual not being presented to the FCS(A) transfer selection board. The FCS(A) application form is not available through the JPA Appraisal software system and must be produced locally.

b. OJARs should be raised in the normal course of annual reporting iaw JSP 757. Subject Officers should avoid applying concurrently for FCS and FCS(A). ROs should complete the AR ensuring that all relevant aviation attributes are fully reported on including a clear recommendation on the Officer's potential for FCS(A).

c. It is important to recognise that the FCS(A) career path is predominantly focused on cockpit and flying related assignments which may initially limit an individual’s ability to demonstrate sufficient merit for early promotion. However, the specialist skill sets of Aviation Supervisors and Managers, Flying Instructors, Test Pilots, Aero-Systems Qualifications and Aviation Warfare specialisation offer ample opportunity to demonstrate leadership, management and staff skills.

d. The Selection Board will use the application form in conjunction with previous OJARs to select personnel for FCS(A). The data set out in the application form will be weighted accordingly to requirements at each Board and an order of merit for consideration for transfer will result. Accurate and comprehensive completion of the application form is therefore essential.

e. Personnel no longer wishing to be considered for FCS(A) should simply cease completing the annual application form and ensure that the volunteer status on their OJAR is recorded correctly.

7. Selection

a. **Automatic FCS(A) Transfer**

   (1) Automatic transfers to FCS(A) will be offered to aircrew upon application at the following stages providing they meet the eligibility criteria at Para 5.

   (a) To Pilots on successful re-categorisation from B1 to A2 Qualified Flying Instructor (QFI)/Qualified Helicopter Instructor (QHI).

   (b) To Observers on successful re-categorisation from B1 to A2 Qualified Observer Instructor (QOI).
(2) Application for an automatic transfer, including personnel already qualified A2, remains the responsibility of the individual and should be made using the form at Appendix 1, through the Chain of Command and relevant Career Manager to the Branch Manager who, when satisfied that the application meets the criteria at Para 5 will direct the Promotions Office to action the transfer on JPA at the individual’s IPP/EDP point or 1st day of the month following approval, whichever is the later.

b. **Selective FCS(A) Transfer**

(1) Selective transfer to FCS(A) will be by an annual selection board, which will normally convene in Feb. Applicants will be considered at the Board immediately following their application. The number, skill set and rank of personnel to be selected each year will be established by the Aviation Branch Manager to achieve the desired experience profile and aircrew workforce requirement. The aim is to provide a breadth of aviation specialisms within the FCS(A) cadre.

(2) Individuals are eligible to apply for transfer from IPP/EDP minus 5 years, the reference point being 31 Mar the year preceding the board. Applications should therefore be submitted alongside the annual OJAR. Selection will be conditional for those not yet at their IPP/EDP with transfer to FCS(A) occurring at IPP/EDP dependent on continuing to meet all other eligibility criteria.

(3) As a guideline the following will help make a candidate competitive:

(a) Airborne instructor qualifications.

(b) Aero-Systems specialism.

(c) Aircraft trials, test and evaluation experience.

(d) Aviation supervision, assurance and/or safety management experience.

(e) Aviation battle staff experience.

(f) Test pilot qualification.

8. **Selection Board**

a. There will be one Selection Board annually, with selections announced at the end of Feb and effective from 1 Apr that year. The effective date will be the date on which all calculations relating to transfer to FCS(A) are based (entry point onto PAS).

b. Individuals selected for FCS(A) and CE60 are required to confirm their acceptance of the transfer and commission extension along with the associated terms and conditions of service in writing to their Career Manager and Officers Promotion Section within 20 days of selection, as detailed in the Selection Signal.
c. The selection of those not yet at their IPP or EDP will be provisional and transfer dependent on them continuing to meet all eligibility criteria. Officers not yet transferred may withdraw their acceptance of transfer and commission extension and remain on their current commission, provided that they do so in writing to their Career Manager and Officer Promotions Section at least 20 days prior to their IPP/EDP. Provided the officer remains eligible for transfer, they may apply at a later stage for transfer to FCS(A) but will have to be re-selected through the Selection Board.

9. Promotion

Officers who wish to be considered for further promotion should carefully consider the career implications of opting for FCS(A). FCS(A) employment will retain personnel, in or close to the cockpit and flying related assignments vice broader warfare or common appointments. The following arrangements govern promotion for FCS(A) Officers:

a. **Promotion from OF2 to OF3.**
   Lieutenants RN and Captains RM on FCS(A) remain eligible for promotion to Lieutenant Commander and Major respectively and compete alongside Lieutenants RN and Captains RM on a CCS/CC, FCS/FTC. If selected, they will remain on FCS(A). FCS(A) OF2 personnel who are promoted to OF3 will not receive a promotion related pay increase.

b. On selection for both promotion from OF2 to OF3 and transfer to FCS(A) in the same year, the transfer to FCS(A) will be deferred until after the substantive promotion to OF3.

c. **Promotion from OF3 to OF4.**
   Lieutenant Commanders and Majors RM on FCS(A) are eligible for promotion to Commander and Lieutenant Colonel respectively and compete alongside Lieutenant Commanders and Majors RM on a CCS/CC and FCS/FTC. If selected, they can accept promotion providing they transfer back to the relevant CCS/CC or FCS/FTC. Officers who elect to remain on FCS(A) will be deselected and will not be considered at the next annual promotion selection board following refusal. Officers will be presented to promotion boards thereafter providing that they continue to meet the eligibility criteria. Officers selected for promotion are required to notify their Career Manager in writing of their intentions within 30 days of the promotion signal.

d. **CE60 and Promotion to OF4.** FCS(A) Officers who are selected for promotion to OF4 will revert to RA55 or promotion date plus three years, whichever is the longer, allowing at least one full job at OF4. Further service would be subject to either successful application for CE60 as an OF4 or EoS if required by the Service.

9. Minimum Time to Serve and Early Termination

Personnel must be able to provide a minimum 5 years’ service from their date of transfer to FCS(A) to their commission expiry date, noting that with effect from the Feb 20 board, all personnel selected will be automatically transferred to CE60. later. Personnel serving on FCS(A) remain entitled to apply for Early Termination (ET). The pay of FCS(A) personnel will not reduce on approval of an ET application.
10. **Pay Structure**

a. On transferring to FCS(A), officers will enter the Professional Aviators’ pay Spine (PAS). Aircrew will enter at the increment level that equates to the sum of their basic pay plus RRP(F), in the paid rank on the day of transfer. If no direct equivalent exists, then an individual will be placed on the next highest increment of the PAS. The rates of pay for PAS officers are recommended annually by the AFPRB and promulgated by CDP Remuneration in a Directed Letter.

b. The PAS is a sequence of 35 increments on one range that provides scope for yearly Incremental progression. Pay on the PAS is based on length of service rather than rank although pay bars exist for the following:

- At increment level 30 for all OF2 aircrew⁴

11. **Pensions**

a. Under AFPS75, pensions for PAS personnel will be enhanced by adding a daily supplement to the standard representative rank-based pension that an individual is entitled to on leaving the Services. This will be the CS standard representative rank-based pension. The supplements will be calculated each year to reflect the pension headroom differential between the normal maximum representative pay rate for rank and the maximum pay point on the PAS that an individual can reach. The appropriate daily supplement will be earned for each day of service on the PAS, provided that a minimum of five years paid and pensionable service on PAS terms has been given before retirement. The pension supplements are promulgated annually by Directed letter.

b. Personnel who exit the Service prior to completing five years’ service on the PAS will receive the standard CS representative rank-based pension.

c. Pensions for those serving under AFPS 05 will be based on the final pensionable salary; no supplements are payable under AFPS 05. Personnel leaving the service prior to age 55 will qualify for an EDP.

d. Pensions for those serving under AFPS 15 will be based on 1/47th of their annual pensionable salary from 1 Apr 16 dictating their final pension pot value. Personnel leaving the service prior to age 60 will qualify for an EDP.

e. FCS(A) and CE60 have significant implications to pension benefits, and all personnel considering application for transfer should consult the Armed Forces Pension Calculator and seek independent financial advice to ensure they fully understand any personal financial impact.

---

⁴ OF2 aircrew who transferred to the PAS on or before 31 Mar 10 remain eligible to continue to increment level 35.
# APPENDIX 1 TO ANNEX 49A

## RN/RM FCS(A) APPLICATION FORM

**Applicant to complete**

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>Service Number</th>
<th>Unit</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Current IPP/EDP date</th>
<th>Commission Expiry date</th>
<th>DoB</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Flying hours</th>
<th>Day</th>
<th>Night</th>
<th>Total</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Current A/C type</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other A/C types previously qualified on</th>
</tr>
</thead>
</table>

**Knowledge, Skills and Experience (KSE)**

(Applicant to list all relevant aviation Competencies and Qualifications and provide a brief outline of key skills for consideration by the Board.)

---

In applying for FCS(A), I confirm that I am familiar with the Scheme’s terms and conditions of service, as set out in JSP 754 and BRd 3(1).

**Signature:**

**Date:**

---

**Commanding Officer**

I certify that, to the best of my knowledge, this is a true and accurate record and I confirm that this individual meets the eligibility criteria for FCS(A).

**Signature**

**Name**

**Rank**

**Date**
ANNEX 49C

RN/RM PROFESSIONAL AVIATORS’ SPINE (NON-COMMISSIONED AIRCREW)

APPLICATION FORM

<table>
<thead>
<tr>
<th>Name</th>
<th>Rate/Rank</th>
<th>Service No</th>
<th>Unit</th>
<th>Current Engagement</th>
<th>Engagement Expiry Date</th>
<th>DoB</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Flying hours</th>
<th>Day</th>
<th>Night</th>
<th>Total</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Current A/C type</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other A/C types previously qualified on</th>
<th></th>
</tr>
</thead>
</table>

Knowledge, Skills and Experience (KSE)
(Applicant to list all relevant aviation Competencies and Qualifications and provide a brief outline of key skills for consideration by the board.)

In applying for PAS NCA, I confirm that I am familiar with the scheme’s terms and conditions of service, as set out in JSP 754 and BRd 3(1)

Signature: __________________________ Date: ____________________

Commanding Officer

I certify that, to the best of my knowledge, this is a true and accurate record and I confirm that this individual meets the eligibility criteria for PAS NCA.

Signature: __________________________ Name: __________________________ Rank: __________________________ Date: ____________________
CHAPTER 50
PROMOTION TO OFFICER BY RATINGS AND OTHER RANKS

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5003. Branch and Specialisation
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5006. Unit Actions for Candidates
5007. UY/SUY and CC/SCC Recording Authorities Organisation
5008. Reporting Procedures
5009. The Admiralty Interview Board
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Annex 50G  UY/CC and SUY/SCC prerequisite actions for attendance at the Admiralty Interview Board
Annex 50H  UY/CC and SUY/SCC AIB Nomination Form
Annex 50I  UY/CC and SUY/SCC AIB 3 Part Documentation
Annex 50J  Engineering Branch – UY and SUY Training Routes to Officer
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CHAPTER 50

PROMOTION TO OFFICER BY RATINGS AND OTHER RANKS

SECTION 1 - GENERAL

5001. Schemes
The Upper Yardman (UY) and RM Corps Commission (CC) schemes are designed to provide early opportunities for the promotion of ratings and other ranks on the Trained Strength to commissioned rank. Personnel seeking promotion to the Officer Corps via these schemes will be in competition with non-Service candidates. For more experienced ratings and other ranks, there are the Senior Upper Yardman (SUY), including the SUY(WO) scheme for more experienced Warrant Officers, and the Senior Corps Commission (SCC) schemes, details of which can be found at Section 3. The SUY/SCC scheme includes the Royal Navy Welfare specialisation.

5002. Selection
All officer candidates must pass selection by the Admiralty Interview Board (AIB), which acts as the primary method of determining officer potential. Those UY/CC and SUY/SCC candidates recommended by the AIB are subsequently considered for selection to enter Britannia Royal Naval College (BRNC) Dartmouth or Commando Training Centre Royal Marines (CTCRM) Lympstone, by a Final Selection Board (FSB). Selection Boards take place by branch, chaired by an appropriate Commander RN of the branch concerned or Colonel RM for SCC candidates. Selection to either scheme is subject to the requirements of the Service. The probability of selection to BRNC/CTCRM will vary depending upon branch/arm/specialisation.

5003. Branch and Specialisation
Ratings and other ranks may apply to be considered for any officer branch and, where appropriate, arm and specialisation, providing that they are able to satisfy the entry requirements. Their first choice of branch/arm/specialisation does not preclude them from being assessed for alternatives when appearing before the AIB. The offer of a commission may also be conditional on accepting service in submarines.

5004. Commissions
a. Successful candidates will be selected for an Initial Commission Stage (ICS) of 12 years, with the exception of QARNNS officers, for whom the ICS will be 6 years.

b. Those who commission through the UY/CC and SUY/SCC processes will be awarded seniority as shown below:
### Table 50-1. Seniority Awarded for Royal Navy and Royal Naval Reserve UY and SUY Candidates

<table>
<thead>
<tr>
<th>Reckonable service for engagement purposes</th>
<th>Naval Service rank/seniority on entry (X, E, L)</th>
<th>Time to promotion to Lieutenant (Promotion requirements as laid down in BRd 3(2) are to be met prior to promotion to Lt RNR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Un-Training Strength</td>
<td>Midshipman (considered direct entrant)</td>
<td>42 months</td>
</tr>
<tr>
<td>UY Ratings under 2 years</td>
<td>Sub Lieutenant with 0 months seniority</td>
<td>30 months</td>
</tr>
<tr>
<td>UY ratings below WO1 with over 2 years</td>
<td>Sub Lieutenant with 12 months seniority</td>
<td>18 months</td>
</tr>
<tr>
<td>SUY Ratings below WO1</td>
<td>Sub Lieutenant with 12 months seniority and on promotion to Lieutenant awarded an additional 6 month’s seniority</td>
<td>18 months</td>
</tr>
<tr>
<td>WO1s (except CWOs and SUY(WO))</td>
<td>Sub Lieutenant with 18 months seniority and on promotion to Lieutenant awarded an additional year’s seniority</td>
<td>12 months</td>
</tr>
<tr>
<td>CWOs/SUY(WO)s</td>
<td>Lieutenant with 1 year’s seniority</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Table 50-2. Seniority Awarded for Royal Marines and Royal Marines Reserve

<table>
<thead>
<tr>
<th>Reckonable service for engagement purposes</th>
<th>RM rank on entry</th>
<th>RM Rank on Completion YO Training</th>
<th>Promotion to Captain RM</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC Officer</td>
<td>2nd Lieutenant</td>
<td>Lieutenant (back dated to 12 months from joining date)</td>
<td>26 months from passing out</td>
</tr>
<tr>
<td>SCC Ratings below WO1 with over 2 years</td>
<td>Lieutenant with 6 months seniority and on promotion to Captain awarded an additional year’s seniority</td>
<td>N/A</td>
<td>24 months from commissioning</td>
</tr>
<tr>
<td>WO1s (except Corps RSM and SUY(WO))</td>
<td>Lieutenant with 18 months seniority and on promotion to Captain awarded an additional year’s seniority</td>
<td>N/A</td>
<td>12 months from commissioning</td>
</tr>
<tr>
<td>Corps RSMs and SUY(WO)</td>
<td>Captain with 1 year’s seniority</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
a. **QARNNS Officers.** The rank and seniority of QARNNS SUY officers is based on relevant post-registration experience. As a minimum, individuals enter as a Sub Lieutenant but can qualify for additional seniority depending on their post-registration experience. The first two years of post-registration experience is counted in full, with the remaining years of relevant experience counted in half, up to a maximum of 6 years eg. an individual with 4 years’ post-registration experience would gain 3 years’ seniority on entry (the first 2 years counting in full, with the remaining 2 years counting as 1 year’s seniority). Individuals who qualify for less than 4 years’ additional seniority based on the above calculation will enter as a Sub Lieutenant, with the appropriate seniority. Entrants who are entitled to receive more than 4 years’ seniority on entry will enter as a Lieutenant, with a maximum seniority of 2 years in the rank. In line with their Direct Entrant counterparts, QARNNS SUY officers wear the rank insignia of Officer Cadet at BRNC and ship their substantive rank insignia on successful completion of Initial Naval Training (SUY).

5005. **Commission Transfers**

Time and recommendations permitting, there will be opportunities to be considered for transfer to longer commissions, eg. to a Career Commission Stage (CCS), with the further opportunity of then transferring to a Full Commission Stage (FCS). Transfer to a longer commission is by selection. SUY and SCC officers who cannot complete a commission stage will retire upon reaching their retirement age. For those on the SUY(WO) scheme, see para 5033; this will be extended up to RA60 as necessary. Specific information on commission transfers can be found at Chapter 49.

5006. **Unit Actions for Candidates**

a. **Identification of Candidates.** Commanding Officers (COs) of ships, establishments and units are to make special arrangements to bring these regulations periodically to the notice of Divisional Officers/SJAR Reporting Officers. In addition, they are to explain the details to ratings and other ranks who may wish to be considered as candidates. Potential candidates are to register their interest with both the RA of their current branch and the RA of their potential future branch. The candidate is to submit a request to transfer branch, in accordance with BRd 3(1) Para 5125, with an endorsement from the candidate’s CO. Once both the donor and receiving Branch Managers have accepted the transfer request and manning clearance is given, the candidate may be considered a UY/SUY candidate for the new branch. The candidate will be managed by the receiving branch RA from this point on. Further advice may also be sought from the relevant Branch Manager(s). It is of paramount importance that potential candidates are identified early in order for them to take full advantage of the UY and CC schemes.

b. **Encouragement.** All candidates are to be given every encouragement, help and advice to reach the required standards.

c. **Briefing.** It is the responsibility of COs and Recording Authorities (see Para 5007 and Annex 50A), who maintain a list of candidates, to ensure that individuals are fully briefed on the full range of opportunities available and that they have realistic expectations of the schemes. See also Annexes 50B to 50F for briefing on career expectations of SUY/SCC officers in each branch.
RM Initial Selection. RM candidates are initially selected by a Unit Board and their names are then forwarded to the Corps Colonel at CTCRM to be placed on the list of candidates.

5007. UY/SUY and CC/SCC Recording Authorities Organisation
Each officer branch or specialisation listed at Annex 50A has a separate staff officer (Recording Authority) who maintains a list of candidates, collates Commissioning Reports (CRs) and is authorised to communicate directly with COs, relevant Branch Managers and Training Pipeline Managers as necessary. The Recording Authority is responsible for:

a. Verifying from the initial registration to the candidate’s entry into BRNC or CTCRM that they are, and remain, eligible.

b. Monitoring a candidate's progress towards promotion to officer.

c. Ensuring that the candidate’s educational qualifications have been authenticated by the Education Officer of the unit and shown on JPA.

d. Liaison with the ship or establishment and the AIB.

e. Advising candidates and Divisional Officers on procedures and regulations, providing advice as required including probability of success, consulting the relevant Branch Manager as necessary.

f. Maintaining oversight of candidates interested in commissioning within their branch, and those potentially transferring in from other branches, and out of the branch to other branches through the CW process.

g. Actively promoting the UY/SUY/SUY(WO) schemes and promotion to the Officer Corps for certain deep specialist specialisations, such as C, AV or RN Police, to appropriate senior ratings who are eligible to be recruited and promoted to these specialisations.

h. Acting as Secretary to the relevant Selection Board for UY/SUY/SCC candidates.

5008. Reporting Procedures
See Chapter 57.

5009. The Admiralty Interview Board
(See Annex 50G for pre-requisite actions for attendance at AIB).

a. Applications. All candidates who meet the required criteria undergo the 1½ day assessment process at the AIB. Applications for recommended qualified candidates, who have been confirmed as eligible by the appropriate Recording Authority, are to be made by completing the form at Annex 50H which should be submitted to the Commanding Officer, AIB, HMS SULTAN and copied to the relevant Recording Authority (contact details are shown at Annex 50A).
b. **Timing and Documentation.** COs will normally be informed of the date of the Board at least one month in advance. It should be noted that completed AIB 3-part documentation (Annex 50I) and Form Q104a should be forwarded to the AIB. These forms must arrive no later than 2 weeks before the candidate is due to appear at the Board. Late receipt of documents may lead to a delay in a candidate’s attendance at the Board. For RM SCC candidates, PROMWORM collates the documentation. The normal waiting time for an AIB is no more than 3 months.

c. **Joining Instructions.** AIB will forward joining instructions, Form Q104a, a copy of the ‘How to succeed and become an Officer’ and Psychometric Test Battery Guide to candidates explaining the assessment procedure.

d. **Number of Attempts.** Candidates may be allowed a maximum of 3 attempts at the AIB, each appearance being separated by a minimum period of 12 months, provided they continue to remain eligible by age, educational qualifications etc. If a candidate fails the AIB for a third time, their CW candidature will automatically be cancelled.

e. **Board Results.** On completion of the assessment process, candidates will be informed whether they have been recommended for selection or not.

f. **Board Failure.** Unsuccessful candidates will be given a reason for their lack of success. A recommendation may be made for a further appearance in not less than 12 months and normally not more than two years. The AIB will also send a letter to the candidate’s CO. This letter will identify the candidate’s weak areas.

g. **UY Aircrew Only:**

(1) Aircrew candidates who are successful at the AIB will be sent to RAF Cranwell for an aircrew medical arranged by their unit-establishment PMO (2013DIN01-187 refers).

(2) Candidates who fail to meet the special requirements for an Aircrew specialisation, but who are appropriately qualified for other specialisations, arms or branches may be considered for an alternative entry.

h. If a candidate’s chances of final selection would be enhanced by improving the AIB Final Board Mark (FBM), CAIB may accept an application for a further attempt providing 1 year has elapsed from the first appearance. The recommendation for the successful candidate to board again should be made by the CO in consultation with the relevant Recording Authority. It should be noted that an inferior performance at the second Board could be detrimental to the candidate’s final chance of selection.

i. **Validity of AIB Pass.** A pass at the AIB is valid for 5 years.
5010. Failure to Complete Officer Training

a. Individuals promoted to the Officer Corps through the UY/CC and SUY/SCC schemes who fail to make satisfactory progress and are compulsorily withdrawn from training may request to revert to their former rating or other rank branch/specialisation as an alternative to leaving the Service. For UY(E) candidates who have completed the University of Portsmouth degree course, the Return of Service accrued through the degree course applies and hence if reversion is mandated, they are not permitted to leave the Service (see Para 5013 sub para e, Para 5306 and Para 5402 sub para k). Similarly, officers who have yet to reach their Premature Termination of Career Training (PTCT) point (see Para 5402) and have the opportunity to apply for voluntary withdrawal from training may ask to return to the ranks in their former branch/specialisation as an alternative to leaving the Naval Service entirely. Approval to revert is subject to the discretion of the relevant Branch Manager and cannot be guaranteed. Once an officer joins the trained strength (see Table 53B-2), they will no longer have the option of reverting to their former rate or rank.

b. Those reverting to their previous rate or rank will surrender all items of officer uniform and equipment and will be re-equipped with appropriate uniform at public expense.

c. On reversion to the ranks, personnel will continue to serve the balance of their engagement as a rating or other rank. Time spent as an officer under training will count towards a rating or other rank’s pension.

d. Every effort will be made to ensure that, as far as possible, ratings and other ranks suffer the minimum loss of seniority and pay through absence from their branch/specialisation. In cases where individuals were qualified in all respects for promotion, and had been selected, and would have expected to be promoted during the period of service as an officer, they may return to their rating or other rank service at the higher rate/rank, as determined by ACOS(PCap). In these instances, the appropriate backdated seniority (and pay level) will be applied. Where selected, but such promotion was not due during the period of officer service, selection will still be deemed to stand but enforced at a later date.

e. Those returning to the ranks in specialisations which mandate time and professional qualifications for promotion may have to qualify by passing the appropriate examination and by serving the full normal time. This may be necessary if experience in the lower rate/rank is essential for promotion. If so, no backdating of seniority can be allowed until the rate/rank of Petty Officer/Sergeant is attained, at which point seniority, but not pay, may be antedated by the amount of time spent out of the branch.

f. The Phase 1 or 2 Training Establishment is to inform the Navy Command Headquarters Terms of Service Team, as early as possible, of all requests to return to the ranks in order that revised terms and conditions of service can be prepared and agreed.
SECTION 2 – UY/CC SCHEME

5011. General Criteria
All candidates must fulfil the following criteria:

a. Be recommended by their CO (SBS(LE) candidates can only be recommended by CO SBS).

b. Have accepted, or accept, a sea-going liability where appropriate.

c. Have not been subject to a Career Check within the last 3 years. A rating or other rank with less than 3 years’ service may be registered as a candidate for promotion to officer rank provided they have not been the subject of a Career Check since their date of entry.

d. Have not exercised, or be in the process of exercising, their notice option to leave the Service.

e. Be in date for their RNFT/appropriate RM Fitness Test (to be recorded on JPA) on attendance at the AIB.

f. Have completed the AIB 3-part documentation (See Annex 50I).

g. Satisfy the required educational criteria at Para 9617 and Para 9618.

5012. Age Criteria

a. Age on Entry to the Officer Corps. Candidates for the UY/CC schemes must be aged over 17 and below the ages given below on the first day of the month that initial officer training commences.

(1) Warfare (excluding Aviation) – age 30.

(2) Engineering (including TM, excluding AE) – age 35.

(3) Air Engineering – age 39.

(4) Logistics – age 32.


b. Age Overlap. For most branches, the age limits above result in an overlap between the UY/CC and SUY/SCC schemes. Where a potential officer candidate’s age falls within the overlap period, Recording Authority advice should be sought to determine which officer training route (UY/CC or SUY/SCC) is most appropriate for the individual. Due consideration should be given to factors such as the individual’s age, qualifications, experience and personal qualities.
c. **Age Waivers.** In exceptional circumstances, consideration may be given to granting an age waiver. COs should submit any case which is considered to deserve exceptional treatment to the appropriate Branch Manager for a decision.

### 5013. UY(E) University of Portsmouth Degree Scheme

- **Eligibility.** The UY(E)UoPDS is open to Engineering Technicians and source branch CIS ratings who are studying, or have completed, Engineering BTEC HND or Foundation degrees. Candidates must pass the AIB prior to provisional selection and will then be subsequently assigned to HMS NELSON to read for an Engineering degree (third year) at the University of Portsmouth. Candidates will undertake their degree training as ratings.

- **Academic Qualifications.** The academic requirements and pre-entry studies for UY(E)UoPDS are shown at Annex 50K. The pre-entry enabling study listed will be provided by the University and is to be completed prior to commencement of degree training. Pre-entry courses will be arranged through the Base Education Officer, HMS NELSON.

- **Remuneration.** Whilst at University, UY(E)UoPDS candidates are paid at their basic salary depending on the rate held. They may be promoted until such time as they join BRNC.

- **Post Degree Training.** After graduation, UY(E)UoPDS candidates will undertake Initial Naval Training (Officer) at BRNC followed by professional training (SEMC) (see BRd 8374 Chapter 2).

- **Financial Commitment and Training Return of Service.** See Para 5303 sub para c.

### 5014. Medical Criteria

- **Medical Standard.** The Medical Entry Standard (MES) for Direct Graduate Entrants (DGE) and Naval College Entrants (NCE) is in accordance with BR 1750A and JSP 950, all UY must be medically fully deployable (MFD).

- **UY.** Entry requirements are as per below but, due to the arduous nature of the INT(O) course, in date RNFT\(^1\) and BMI/WC must be within the parameters below. Furthermore, in light of the duty of care the Service has to those undergoing such training, the Executive may, having taken medical advice, return any individual to unit whose medical condition or physical fitness is assessed as posing a significant risk, either to themselves or to the completion of training.

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\(^1\) BRNC will accept only 2.4km or MSFT as RNFT pass for UY (not Rockport Walk).
Table 50-3. UY BMI Entry Requirements

<table>
<thead>
<tr>
<th>Age (years)</th>
<th>Male and female minimum</th>
<th>Male and female maximum</th>
<th>Male maximum with additional assessment</th>
<th>Female maximum with additional assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>18+</td>
<td>18</td>
<td>28</td>
<td>32</td>
<td>30</td>
</tr>
<tr>
<td>16 to &lt;18</td>
<td>17</td>
<td>27</td>
<td>27</td>
<td>27</td>
</tr>
</tbody>
</table>

c. The additional assessments required are measurement of waist circumference and satisfactory aerobic fitness. For males, waist circumference must be less than 94 cm; for females, waist circumference must be less than 80 cm. These requirements are based upon both research into risk of and type of training injuries, and the health effects of the extremes of BMI. It is generally considered that health becomes an issue when the BMI is outside of a range of 18-30 and the health effects of being underweight or overweight are well known. However, the overall fitness and functional capacity of the individual should also be considered. For example, some individuals, such as body builders, who are lean but have a high BMI due to a high lean body mass, may be suitable for service. There is also clear evidence of a significantly increased risk of musculoskeletal injury (particularly during military training and in females) in those with a low BMI. Similarly, there is evidence that, in individuals with a high BMI, there is decreased muscle endurance and an associated increase in fatigue.

5015. Aircrew – Additional Criteria

a. In addition to the general selection qualifications starting at Para 5011, Aircrew candidates are required to attend the Officer and Aircrew Selection Centre (OASC) at RAF Cranwell to undergo Flying Aptitude Tests (FAT) prior to attending the AIB. Before submitting an application to undertake the Flying Aptitude Tests, an application must have been made to the AIB and eligibility confirmed by the Recording Authority. Those who reach the standards required by FAT will then proceed to the AIB to be assessed for the Aircrew entry.

b. Candidates who do not meet the FAT standard will receive counselling from the Senior Naval Officer RAF Cranwell regarding their potential future career paths. If the candidate is still considered suitable for entry into other alternative officer arms or specialisations, their parent unit may, if appropriate, request that the candidate is permitted to continue with their promotion opportunity and proceed to the AIB.

c. Candidates recommended by the AIB undergo the Aircrew Medical Examination the day following the Board. All successful aircrew candidates are subsequently considered for BRNC entry in either the Pilot or Observer specialisations by the FSB.

d. Aircrew candidates will undergo flying grading during their initial officer training. Pilot grading is conducted at RNAS Yeovilton, whilst Observer grading is conducted at RNAS Culdrose. Failure during flying grading will render the candidate unsuitable for flying duties and will result in the case being dealt with by BRNC.
5016. **Air Traffic Control – Additional Criteria**

a. In addition to the general selection qualifications starting at Para 5011, ATC candidates are required to undergo ATC aptitude tests at the OASC, RAF Cranwell prior to attending the AIB. Aircraft Controller (AC) ratings who have completed ATC aptitude testing as an integral part of their AC training are exempt from the selection processes detailed in this Para. Before submitting an application to undertake the ATC grading, an AIB application must have been made and eligibility confirmed by the Recording Authority.

b. Candidates who do not meet the ATC selection standard will receive counselling from the Senior Naval Officer, RAF Cranwell regarding their potential future career paths. If the candidate is still considered suitable for entry into other alternative officer arms or specialisations, their parent unit may, if appropriate, request that the candidate is permitted to continue with their promotion opportunity and proceed to the AIB.

c. ATC grading of prospective candidates is undertaken during initial officer training. Failure during the ATC grading will render the candidate unsuitable for ATC duties and will result in the case being dealt with by BRNC.

5017. **Royal Marines – Additional Criteria**

a. In addition to the general selection qualifications starting at Para 5011, RM candidates are required to attend and pass a 3-day Potential Officers’ Course (POC) at CTCRM Lympstone prior to attending the AIB. During the POC, candidates will be briefed on the AIB procedures.

b. SBS (SCC) officers are incorporated in the RM (SF) Arm and as such are effectively a closed group for the purposes of the annual commissioning requirement; promotions and all assignments are tied to the UKSF Group or other dedicated SF posts.

5018. **Training Management – Additional Criteria**

a. In addition to the general selection qualifications above, starting at Para 5011, TM candidates must have an honours degree or be in the process of gaining an honours degree, that is recognised in the UK.

b. Candidates will not normally be able to attend the AIB until they have received their degree results in writing. Only in exceptional circumstances, and with the approval of the relevant Branch Manager, will candidates be permitted to attend the AIB without written evidence of their degree results. It should be noted that entry into the Officer Corps will be on production of either the degree certificate or a document containing the candidate’s final results.
5019. **Period between AIB and Final Selection**

Final allocation to each entry takes place 6-8 weeks before entry to BRNC. Selection for the UY(E) scheme takes place annually and the RA can advise on when the annual board for each sub-specialisation takes place. The closing date for applications to the AIB being 1 Sep. RN candidates who are qualified in all respects for entry will be allocated to the next entry at BRNC appropriate to their specialisation. RM candidates join CTCRM in Sep.

5020. **Final Selection**

a. The names of all candidates considered suitable for officer training are submitted to the FSB, chaired by Commander AIB or a nominated Branch OF4. Candidates must be qualified in all respects for promotion to the Officer Corps before final selection can be made. Those selected for entry into BRNC or CTCRM will be informed by the UY/SUY Recording Authority through their COs.

b. Selection of candidates is subject to the requirements of the Service and, consequently, some candidates may not be offered their preferred choice of branch, arm or specialisation.

c. Candidates considered suitable for the UY(E)UoPDS will be provisionally selected to attend the university as a rating. Initial officer training will take place upon successful graduation.
SECTION 3 - SUY/SCC SCHEMES

5021. Eligibility criteria for the SUY Scheme/SUY(WO) Scheme
Candidates for the SUY scheme must fulfil all the minimum criteria below:

a. Aged over 26 on entry to the Officer Corps - but see Para 5029 for branch variations.

b. Have completed a minimum of 12 months as a substantive Petty Officer, except for the Engineering Branch (see Para 5028 sub para g to sub para k), Logistics Branch (see Para 5028 sub para l), Communications Technicians (see Para 5028 b sub para (4), QARNNS (Para 5028 sub para n) and Medical Services (Para 5028 sub para o).

c. From the first day of the month that officer training is expected to commence, have a minimum of 4 years to serve as an officer until their retirement date in the Officer Corps. For SUY(WO), the minimum requirement is 5 years, as selection on this route automatically secures service to complete ICS or retirement age 60, whichever is earlier.

d. Be medically fit (see Para 5026).

e. In date for the RNFT, both on attendance at the AIB and arrival at BRNC.

f. Meet the educational criteria (Para 5023 and Para 9617 and Para 9618).

g. Have at least 3 years’ service since last Career Check (if any) preceding the date of application (see Para 5025).

h. Have passed the Senior Rates Leadership Course (SRLC).

i. Meet the Branch specific additional criteria (Para 5028).

j. Be recommended by their CO.

k. Accept a sea-going liability, where appropriate.

l. Not have exercised, or be in the process of exercising, their notice option to leave the Service.

m. Have passed the AIB (which necessitates completion of the AIB 3-part documentation (see Annex 50I)).

n. Have been selected by the appropriate SUY FSB prior to entry to BRNC.
For the SUY(WO) scheme only:

(1) To have achieved 3 years seniority as a WO1 from CPD prior to starting Phase 1 Officer training.

(2) To have successfully completed WO Staff Course (WOSC).

5022. Eligibility criteria for the SCC Scheme
Candidates for the SCC scheme must fulfil all the minimum criteria given below:


b. Have completed a minimum of 12 months as a substantive Corporal (see Para 5028 sub para n).

c. Have a minimum of four years to serve as an officer until their final retirement date in the Officer Corps from the first day of the month that officer training is expected to commence.

d. Be medically fit (see Para 5026).

e. In date for the RM Fitness Test (RMFT) both on attendance at the AIB and on arrival at CTCRM.

f. In date for the appropriate Junior Command Course (JCC), on attendance at the AIB and on arrival at CTCRM.

g. Meet the educational criteria (Para 5023 and Para 9618).

h. Not having been subject to Career Check in the 3 years preceding the date of application (see Para 5025).

i. Meet the Branch specific additional criteria (Para 5028).

j. Be recommended by their CO.

k. Accept a sea-going liability, where appropriate.

l. Not have exercised, or be in the process of exercising, their notice option to leave the Service.

m. Have passed the AIB (which necessitates completion of the AIB 3-part documentation (see Annex 50I)

n. Have been selected by the appropriate SCC FSB prior to entry to CTCRM.

5023. SUY and SCC officers – Required Educational Criteria
Refer to Para 9617 and Para 9618 for further information.
5024. **Assignment of SUY Candidates**

Candidates for promotion to officer should be encouraged by their Divisional Officers/SJAR Reporting Officers to complete their qualifications within as short a time as possible. As far as it is practicable to do so, this requirement should be borne in mind when the assignment of candidates who have obtained only a proportion of the required qualifications is considered. Preference forms should be annotated accordingly.

5025. **Career Check**

To be recommended for promotion to the Officer Corps, SUY and SCC candidates must have at least 3 years’ service since their last Career Check (if any) preceding the date of application. A rating or other rank who is unable to satisfy this requirement may, however, be considered if deemed to be exceptionally deserving, or having distinguished themself by special or meritorious service. Such cases are to be submitted to ACOS(PCap) through Administrative Authorities with a full report of the circumstances.

5026. **Medical Criteria**

a. Personnel who wish to apply for promotion to the Officer Corps via the SUY and SCC schemes must have the medical category Medically Fully Deployable (MFD). The relevant section of the AIB 3-part documentation is to be completed and signed by a Medical Officer.

b. Warfare Branch SUY candidates (excluding those for whom a Bridge Experience Certificate is not required under Para 5029 sub para b) are to have their eyesight examined and confirmed by the parent establishment for suitability for promotion as mainstream Warfare officers before applying to the AIB for the first time and on presentation at AIB.

Note. WESM SUY entrants who will undertake periscope and bridge watch-keeping duties will require the same visual standard as mainstream Warfare officers.

c. **RNFT.** In conjunction with BR 1750A, SUYs must be in date for RNFT on presentation at AIB and BRNC. Due to the nature of the SUY course and the duty of care which the Service has to those undergoing such training, the Executive may, having taken medical advice, return any individual to unit whose medical condition or physical fitness is assessed as posing a significant risk, either to themselves or to the completion of training.

d. **Waiver of MFD Requirement.**

(1) Personnel permanently medically downgraded at a Naval Service Medical Board of Survey (NSMBOS), whose retention in the Service has been approved by a Naval Service Medical Employability Board (NSMEB) and who remain Medically Limited Deployable (MLD) with a limited set of Joint Medical Employability Standards as laid down in Para 6908, may now seek a waiver of the above requirement. Existing SUY and SCC candidates who are permanently medically downgraded may also continue to be considered for promotion provided they remain no lower than MLD with caveats appropriate to their branch. Prior to consideration by the FSB, candidates must be fully qualified in all other respects.
(2) Applications for SUY or SCC candidature, or continuation of candidature for candidates who are MLD should be made to PCap for the attention of the appropriate Branch Manager. Each application will be considered by the Branch Manager on its merits and account will be taken of the potential effect that a medical restriction may have on the ability of a candidate to perform their duties as an officer. On receipt of applications, the Branch Manager will consult the appropriate medical authorities, the Strategic Workforce Planner (Officers) and, as necessary, the relevant Career Manager and SUY/SCC Recording Authority, before approving the eligibility criteria waiver. If a medical waiver is granted, the relevant section of the AIB 3-part documentation (Annex 50I) must be completed and signed by the Branch Manager before the candidate attends the AIB. Where a candidate, for whom the waiver of the MFD requirement has been approved, is subsequently medically downgraded for a medical condition that is unrelated to that considered earlier, this is to be reported to the Branch Manager who will review the situation further.

5027. Promotion to an Alternative Branch/Arm or Specialisation

a. SUY candidates of any specialisation who demonstrate the necessary academic, leadership and officer-like qualities required for commissioned rank may apply for promotion to the Officer Corps to another branch provided that they possess the following:

(1) Meet the general criteria detailed at Para 5021.

(2) Meet the requirements of the branch, arm or specialisation they are applying to join.

(3) Are considered suitable by the relevant Branch Manager of the branch, arm or specialisation they are applying to join.

b. These criteria may be waived by the appropriate Branch Manager, if that is considered to be in the best interests of the Service.

c. COs of ratings and other ranks who wish to change branch on promotion to the Officer Corps should apply to the appropriate Branch Manager who, in turn, will then arrange for such individuals to be interviewed to ascertain their suitability for branch transfer and ensure that they fully understand the ramifications of this change in their career route.

d. SUY candidates applying to change branch to Warfare will be required to meet the appropriate eyesight standard for Warfare officer before applying to the AIB and subsequently gain a BEC prior to being considered at the FSB. Any candidate applying to change branch to deep specialist Warfare will be required to meet the appropriate criteria and to have had a career in that Deep Specialist area. A brief explanation of Warfare branch GS Arm SUY careers is at Para 5028 sub para b and Annex 50B.
e. A candidate’s selection of first choice branch when initially applying to be considered as a candidate for officer rank is, as a general rule, to be regarded as final. See Annexes to this Chapter for a brief view of career expectations of specialisations/branches. Transferring candidature to another branch may, however, be allowed at the discretion of the appropriate Branch Manager, subject to the requirements of the Service. Applications for transfer should be forwarded through the Administrative Authority to the appropriate Branch Manager, copy to the relevant original Recording Authority (RA). On receipt of approval, documents held by the former RA are to be transferred to the new authority. When a rating chooses more than one specialisation, a copy of the document sent to the RA of first choice should also be sent to the RA of the second choice to enable them to monitor the candidate; note that this is only permissible for certain specialisations, RAs can advise.

5028. Branch-Specific Additional Criteria
Additional qualifications required for entry into specific arms/specialisations (see Annex 96J), are as follows but note that, when appropriate, the FSB may waive or reduce the front-line service requirements and the requirement for 1 year’s service in the actual performance of a senior rating’s duties.

a. RN Candidates.

(1) Have 2 years’ sea or front-line service, although the relevant Branch Manager may waive or reduce this where it is in the best interests of the Service or where a candidate has been prevented from achieving the requirement due to the exigencies of the Service.

(2) Have passed the Professional Qualifying Course for Petty Officer, hold the minimum rate of Petty Officer (see Para 5028 sub para m for Logistics branch candidates) and normally have completed 1 year performing senior rate duties. However, the relevant Branch Manager may waive or reduce this requirement where it is in the best interests of the Service.

b. Warfare Branch - General Service. The normal career path for Warfare (GS) mainstream officers recruited via the SUY route will be watch-keeping at sea (OOW) through to PWO. Whilst there is a very slight opportunity for certain Warfare (GS) Mainstream SUY officers to specialise FC, MCD, MW or HM, those recruited via the SUY route will normally be considered for PWO training at the earliest opportunity. More detail on the career path of both mainstream and deep specialist Warfare officers is at Annex 50B. In addition to the criteria earlier in this Chapter, prior to selection by the FSB, candidates must have achieved the following:
A valid Bridge Experience Certificate (BEC). The award or renewal of this Certificate should be communicated to the SUY Recording Authority. The tasks to be performed and the Certificate itself are contained in the Bridge Experience Task Book which is issued to relevant candidates by the Warfare (GS) mainstream SUY Recording Authority at the Maritime Warfare School (MWS). The Certificate will remain valid for 3 years from the date of award or renewal (the BEC requirement is not required for those candidates seeking promotion to the RN Police, O, ATC and AV specialisations). Once the BEC has been obtained, potential SUY candidates are to ensure that they maintain Rule of the Road currency.

Four years' sea service since the age of 17½ (or date of entry if later).

Passed the appropriate Professional Qualifying Course for Petty Officer and have had 1 year's sea service in the actual performance of senior rate duties. These criteria may be waived by NAVY PERS-BM WAR OF SO2 only when in the best interests of the Service eg. when considering Front Line Service specialisations unable to complete sea service.

Intelligence Specialisation. Successful completion of the Naval Intelligence Aptitude Board (NIAB) at the Joint Intelligence Training Group (Naval Intelligence Division), JFC Chicksands, prior to attending the AIB (candidates who have successfully completed the Joint Maritime Intelligence Course (JMIC) are not required to undertake NIAB). Candidates will normally be from the Warfare or RM Combat Intelligence/Communications Technician branches, but those from other branches able to demonstrate the necessary aptitude at NIAB may go forward to AIB and FSB as Intelligence candidates.

X(HM) Sub-Specialisation. If a potential candidate has completed the 'H2' course as part of the POSR/HM career course, this foundation degree will satisfy the educational requirements to join the Officer Corps in the X(HM) specialisation prior to attendance at BRNC and IWOC. The individual will then have to complete HM(M) course to achieve TPS as a X(HM) Officer. If the candidate has completed the forecaster’s course as a rating, this foundation degree will satisfy the educational requirements to join the Officer Corps in the X(HM) specialisation prior to attendance at BRNC and IWOC. The individual will then have to complete HM(H) course to achieve TPS as a X(HM) Officer. All candidates will follow the core Warfare training pipeline and will undertake further specialist training on successful completion of IWOC.

RN Police Specialisation. (For RM Police Troop, see Para 5028 m sub para (4).) Divisional Officers and the Branch/Career Manager should consult with the SUYRA (RN Police) and RNP Spec Advisor (WO T&R HQ PM(N)) on potential RN Police and RM Police Troop Officer candidates’ career development. If potential candidates cannot be employed in any of the qualifying employment areas below, Provost Marshal (Navy) (PM(N)) is to be consulted for a waiver which will only be granted in exceptional circumstances and in the best interests of the Service. In addition to the other criteria in this Chapter, prior to selection by the FSB, candidates must have:
(a) Successfully completed the Serious Crime Investigations Course (SCIC).

(b) On promotion to RPO, been employed in the RNP SIB for a minimum of 12 months and at sea for a minimum of 12 months.

(7) Where a candidate demonstrates outstanding potential for commission to RN Police Officer, they may be subject to the RNP SUY fast track route to RPO as detailed below:

(a) A RNP SUY candidate who has served on a sea going ship as a LH(Police) and who is recommended for promotion may be assigned to a complement RPO position (RNP SIB or sea). Candidates who are provisionally selected under this arrangement are to be assigned to an appropriate position and rated Acting RPO.

(b) A LH(Police) advanced under this arrangement is to be confirmed as an RPO at the end of 2 years' service. If not recommended, or the candidate fails to successfully complete the AIB and SCIC, or if found unsuitable before the end of 2 years, they will revert to their substantive rate, unless selected for standard promotion being eligible for subsequent promotion to RPO in the normal course.
1. Identified as potential RNP Suy candidate by 2 I/C Tng Wng and 2 I/C ATS at DSPG.

1. Assigned to RNPHQ for a minimum of 18 months in order to complete LReg Task Book, LRLC, Driver Training, Unit Custody Staff Course, First Aid Course and Apprenticeship Scheme.
   2. To be employed in Enquiry Team, Discipline Office and where possible RNP SIB.
   3. At 9 months issue VCIC study material (minimum of 3 months study required).
   4. NPM to be mentor.

1. Successfully complete VCIC (12 months o/c of RNPHQ).
   2. Complete LReg Sea PJT's.
   3. Successfully complete SRLC.

1. Assigned to sea as an LReg for a period of 12 months.
   2. NPM to be mentor.
   3. Option to attend AIB.

1. Assigned to RNP SIB for 12 months as ARPO.
   2. Successfully complete AIB and SCIC. If unsuccessful revert to substantive rate and be removed from fast track process (unless selected for standard promotion being eligible for subsequent promotion to RPO in the normal course).
   3. Complete sea PJT's.
   4. DOIC RNP SIB to be mentor.

1. Assigned to sea for a period of 12 months.
   2. On completion of sea service assigned to RNP SIB/NPM.
   3. NPM/DOIC to be mentor.

1. When fully qualified, candidates are eligible for selection by the FSB.
c. **Warfare Branch – Submarine Service**

(1) The rules for those wishing to be Warfare officers (SM) are as in Para 5028 sub para a. and sub para b. Candidates are taken from Warfare Branch specialisations, including Submarine Coxswains. Task Books will be issued to all new candidates by the Warfare (SM) SUY Recording Authority at the RNSMS.

(2) Prior to selection by the FSB, candidates must have a valid Submarine OOW Experience Certificate in any class of submarine, which is to be communicated to the SUY Recording Authority. Once this certificate has been obtained, potential SUY candidates are to ensure that they maintain Rule of the Road currency.

d. **Warfare Branch - Fleet Air Arm: Observer, Aviation (AV) and Air Traffic Control (ATC) Specialisations.** Prior to selection by the FSB and before attendance at the AIB, ratings/other ranks wishing to be considered for Observer duties must have successfully completed Flying Aptitude Testing and Observer grading. Results of aptitude tests and grading are to be forwarded to the FAA SUY Recording Authority (FSRA), copied to NAVY CSAV (for the attention of Pipeline Manager SO2). SUY Observer, ATC and AV candidates must also meet the following criteria:

(1) For Observer – have achieved Certificate of Competence in either ASW or CDO Aircrewman (ACMN) roles.

(2) For ATC – have passed the Joint Air Traffic Controllers’ Course in all disciplines and have subsequently achieved ATC validations in ADC/PAR/RA and RD. Candidates who are not professionally qualified through a lack of currency in the ATC disciplines may be considered by NAVY PERS-BM AV SO1 in consultation with FLEET AV SO1 ATC for selection to ATC. However, such cases will be considered on their merits and the overriding factor will be the requirements of the branch.

(3) For AV - have experience of working in an aviation related field that enables them to carry out a role normally undertaken by an SUY AV officer. Ratings/other ranks not from a FAA Warfare or AE branch should seek clarification of their eligibility from the FAA SUY Recording Authority at the first instance.

e. **SUY Observer Age Limits.** Notwithstanding Para 5021, the upper age limit for the SUY Observer specialisation is 34 years at the commencement of training at BRNC.

f. **RM Candidates for SUY Observer/AV Duties.** RM candidates selected for SUY Observer/AV duties will enter BRNC and if successful will pass out as an RN officer.

g. **Engineering Branch - General.** With the exception of the TM specialisation, the only avenues for promotion to Engineer officer is via the routes at Annex 50J.
h. **Marine Engineering (ME) or (MESM).** The minimum requirements to apply to the AIB are as follows:

1. Educationally qualified (see Para 9618).
2. Recommended by their CO.
3. Prior to selection by the FSB, in addition to the general criteria in this Chapter and Annex 50J, candidates must also have as a minimum, 3 years’ service since being rated POET(ME), 2 years associated with maintenance tasks.

i. **Fleet Air Arm (AE) (M) or (AV).** Candidates must have served for not less than 3 years since being rated POAET of which 2 years must be in positions associated with aircraft maintenance, in a sea position, front line squadron or a second line squadron which includes front line tasking. POAETs will only be selected for SUY in exceptional circumstances.

j. **Weapon Engineering (WE) or (WESM).** Candidates must have served for at least 3 years since being rated Petty Officer of which 2 years must be sea going service or service in authorised complement positions.

k. **CIS Source Branch.** Source Branch CIS Senior Ratings, who have not cross trained to ET(WE)CIS/CISSM will follow a route to SUY WE C or SUY WESM C extraction.

l. **Training Management (TM) Candidates.**

1. TM candidates must have an honours degree, or be in the process of gaining an honours degree, that is recognised in the UK.
2. Candidates will not normally be able to attend the AIB until they have received their degree results in writing. Only in exceptional circumstances, and with the approval of the relevant Branch Manager, will candidates be permitted to attend the AIB without written evidence of their degree results. It should be noted that entry into the Officer Corps will be on production of either the degree certificate or a document containing the candidate’s final results.

m. **Logistics Branch.** Prior to selection by the FSB:

1. **Logistic Source Branch Candidates.**
   a. Must be at least a confirmed Petty Officer.
   b. Must have served for at least one assignment in a ship or establishment or on a staff where they are to be reported on by an officer of the Logistics Branch. Where a candidate is educationally qualified but has not served as above, the fact is to be reported in writing by the rating’s CO to NAVY PCAP-CM OR LOGS SO2 who will arrange an appropriate assignment.
(2) **Royal Navy Welfare (RNW) SUY Candidates.**

(a) Must have served for not less than 3 years in a specialist welfare casework position within NS FPS since passing the Defence Specialist Welfare Workers Course (DSWWC).

(b) Must have passed the NS FPS Professional Board.

Prior to attending BRNC:

(c) Candidates must hold a Degree in Social Work (Annex 50E Para 6) and be registered as a Social Worker with Social Work England.

(3) **Transferees from other Branches.**

(a) Must be at least a confirmed Petty Officer or Sergeant RM.

(b) Must apply to the Logistics Branch Manager, who will then arrange for an interview to be conducted to ascertain motivation towards, and suitability for, SUY candidature in the Logistics Branch.

(c) Must conduct a series of acquaints with Logistics departments, both at sea and ashore, in order to widen their knowledge of the branch and demonstrate to the FSB their ongoing commitment to the Logistics Branch. Further guidance on the requirement for acquaints and reporting will be provided by the Logistics Branch SUY RA.

(4) **Age Waivers.** As always, no one route will suit all circumstances and age waivers for younger SRs to be considered SUY candidates, or older JRs to be considered as UY candidates, can be made on a case by case basis. Age waiver applications are to be applied for by the DO of the potential candidate to the Logistics Branch Manager, via the Logistics UY/SUY RA.

n. **Royal Marines and Royal Marines Band Service.**

(1) In order to be considered for SCC extraction, RM and RMBS candidates must have served not less than 1 year as a substantive Corporal and meet all the criteria at Para 5022. For consideration as a candidate for the SUY scheme, individuals must have served not less than 1 year as a substantive Sergeant and meet the criteria at Para 5021.

(2) **Royal Marines Band Service.** SCC(B) candidates must also have obtained a LRSM/LRAM Conducting (Military Band) Diploma prior to attendance at the AIB and have qualified in all parts of the Bandmaster’s examination. Recognised music diplomas are an acceptable alternative to two GCSE passes for SCC (B) candidates only.
SBS(SCC). Only Swimmer Canoeist ranks will be considered for SBS (SCC) commissions and are required to be recommended by CO SBS. Generally, candidates will be selected for commissions from WO2 or CSgt rank to meet the pre-requisite SF experience requirement (although exceptions can be made to meet the needs of UKSF).

RM Police Troop. The rules at Para 5028 b sub para (6) apply equally to RM Police Troop candidates wishing to be considered for RN Police SUY. However, the sea service requirement (Para 5028 b (6) sub para (b)) is to be substituted with 12 months’ service as a Detachment Commander. This period may be accumulated.

QARNNS. In-Service candidates must hold a Sub part 1 or 2 registration with the Nursing and Midwifery Council (NMC) and have at least 2 years’ appropriate clinical experience since becoming a confirmed Leading Hand. At the discretion of the QARNNS Recording Authority, candidates may be deferred when there are already too many nominations or when, in the Recording Authority’s judgement and with the agreement of the CO, a candidate is not yet ready to attend the AIB.

Medical Services (MS).

MS officer candidates may be selected from any specialisation of the Medical and Dental branches or QARNNS or, exceptionally, as a sideways entry but all must be at least a confirmed Leading Hand or Corporal RM.

Sideways Entry Candidates must apply in writing to the Medical Branch Manager who will then arrange for an interview to be conducted to ascertain motivation towards and suitability for service as an MS officer. Candidates will undertake a series of acquaints with Medical departments and organisations, in order to widen their knowledge of the branch and demonstrate to the FSB their ongoing commitment to MS. Further guidance on the requirement for acquaints and reporting will be provided by the MS branch SUYRA.

Exceptionally, MS officers may be recruited as direct entry officers from civilian applicants for specific posts identified by the Branch Manager, such as an Environmental Health Practitioner.

AIB

The process for attendance at AIB is described at Section 1. Candidates may appear before the Board in advance of achieving all the pre-selection qualifications provided they expect to be fully qualified within 12 months of attending the AIB. Candidates for TM officer will not normally be able to attend the AIB until they have received their degree results in writing. Only in exceptional circumstances, and with the approval of NAVY PERS-CM ENG TMSO1, will such candidates be permitted to attend the AIB without written evidence of their degree results.
5030. **Final Selection Board (FSB)**

a. The names of all the candidates considered suitable for officer entry by the AIB are passed to SUY/UY Recording Authorities who will arrange FSBs for the next appropriate BRNC or CTCRM entry. Recording Authorities are essential members of the FSBs as they oversee the progress of each SUY/UY candidate and can advise on their preparation and achievement. Most FSBs include the appropriate Branch Manager and, in some cases, a Career Manager. These officers together with branch, arm and specialisation specific personnel are important members of the relevant Board.

b. In making their selections, the Board takes into account the candidate’s Service record, performance at the AIB, professional aptitude testing (where appropriate), appraisal reports and previous trade experience in relation to the employment needs of the officer specialisation. The following should be noted:

(1) Selection Boards are required to select suitable ratings for promotion to officer, based primarily on their merit to meet the numerical branch and, if appropriate, specialist requirements. The requirement for this selection is also derived from the Service need which may, on occasion, limit the extraction from a donating branch in order to maintain sustainability of that branch. Merit is defined as suitability and capacity and having sufficient experience to be employed in at least the next higher rank. Therefore, promotion to officer is not awarded for current and previous good performance. Factors such as consistency of success in delivery (especially in the face of particular challenges), leadership and management acumen, accomplishment with people, ability to make things happen, ability to think at a level above the peer group, potential flair for command and future employability in both specialist and broader assignments all constitute merit.

(2) Selection is primarily based on merit which includes factors such as seniority, experience and time to serve. Although the RN is exempt from the Age Discrimination legislation, it would not be proper to take account of age alone as a factor in selection. Although legitimate factors such as seniority, experience and time to serve are, in many cases, linked to age, it is important to note that they are separate considerations in selecting candidates. For example, if there is a Service requirement that SUY candidates need to serve for a particular period in order to be capable of qualifying and serving up to a certain level, then age is a legitimate factor. Although it is likely to result in the exclusion of older candidates, this will be on the grounds they have insufficient time left to serve to meet an important Service requirement, and not their age alone. Similarly if, for demonstrable branch structural reasons, it is important to maintain a through flow of personnel, it may be appropriate to take into account length of remaining service (which may be determined by age) as a factor in candidate selection provided that other factors such as quality and experience are also taken into account. In other words, selection should not be made based on age, but rather merit together with the justifiable requirements and best interests of the Service.
(3) FSBs are to conduct their business in accordance with Defence Diversity and Inclusion requirements (see Chapter 30).

c. Provided that they have passed the AIB, all fully qualified SUY/UY and SCC candidates will be considered on every occasion until they are promoted, cease to be eligible, or after five years when an AIB pass is no longer valid or advised by the FSB that their prospects in relation to other candidates suggests their candidature be terminated. As the nature of the various SUY/UY FSBs varies depending on the specialisation in question, the SUY/UY and SCC FSB feedback process is to be standardised in a similar way to officer Promotion Boards and the same descriptors are to be used, as follows:

(1) **A.** Candidates who, in comparison with others of their branch and rank, are ready for selection and broad employment at this time;

(2) **B+.** Candidates who, in comparison with others of their branch and rank do not justify selection this time but who stand every possibility, on current reporting, of being assessed **A** at the next board.

(3) **B.** Candidates who, in comparison with others of their branch and rank, do not justify promotion this time but who are judged to have the potential to become serious contenders for promotion in the next 2 years.

(4) **C.** Candidates who are not currently showing the potential for promotion in the next 2 years.

(5) **C+.** Candidates who are nearing retirement for whom, for the period of their remaining service, no opportunities for employment in the higher rank currently exist, but who would otherwise have been graded A–B.

d. Amplifying detail should be added as appropriate. Recording Authorities should then record FSB results in order to inform FSBs of the candidate’s recent FSB results. This process should make it possible to provide appropriate advice to qualified SUY/UY and SCC candidates in order to manage their expectations and enable better informed career decisions such as whether to persevere as an SUY/UY; consider an alternative specialisation or suspend their candidature.

e. **SUY/SCC Selection Process Timetable.** In order to provide sufficient time to relieve nominees within normal assignment notice, the timetable for the SUY/SCC selection process to fit in with the BRNC and CTCRM entries is at Table 50-4 (dates are latest for completion of action).
Table 50-4. SUY/UY/SCC Selection Process Timetable

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch and Career Managers (consulting Recording Authorities) determine extraction targets for each specialisation</td>
<td>By mid Jul</td>
<td>RM/UY RA/SCC RA</td>
</tr>
<tr>
<td>Promulgate SUY/UY/SCC Extraction Targets for forthcoming FY</td>
<td>By mid Jul</td>
<td>ACOS(PCap)/PPLAN SWPO SO1</td>
</tr>
<tr>
<td>Initial Nomination Signal(s) – May/Jul/Sep BRNC Entries</td>
<td>By mid Oct</td>
<td>ACOS(PCap)/PPLAN SWPO SO1</td>
</tr>
<tr>
<td>Assignment Action for May/Jul/Sep BRNC Entries</td>
<td>By mid Nov/Jan</td>
<td>ACOS(PCap)/RCM</td>
</tr>
<tr>
<td>Update forecasts of /UY Candidates (as required)</td>
<td>By mid-Jan</td>
<td>SUY/UY RAs</td>
</tr>
<tr>
<td>Initial Nomination Signal(s) – for BRNC Entries</td>
<td>By mid Apr</td>
<td>ACOS(PCap)/PPLAN SWPO SO1</td>
</tr>
<tr>
<td>Assignment Action for BRNC Entries</td>
<td>By mid-May/Jul/Sep</td>
<td>ACOS(PCap)/RCM</td>
</tr>
</tbody>
</table>

f. FSBs, including additional FSBs, are to be convened at least six months before the relevant BRNC entry; the CTCRM FSB is held in March of the previous year (13 months’ lead-time). If appropriate, FSBs may need to consider more than one entry (eg. May and Jul). Additional FSBs will be required if there is a need to review the candidates selected at an earlier FSB or if circumstances change, for example, new candidates for available spaces. Supplements to the BRNC entry signals will be issued as necessary by CNPS/PPLAN SWPO SO1.

g. Following FSBs, Recording Authorities e-mail (or signal) the list of candidates selected for the relevant entries to BRNC to CNPS/PPLAN SWPO SO1, copy to relevant Branch Manager. A co-ordinated nomination signal will be sent by CNPS/PPLAN SWPO SO1 informing BRNC, relevant Branch and Career Managers and all nominated candidates six months before the relevant BRNC entry point.

h. SCC Recording Authorities e-mail (or signal) the list of candidates selected for the CTCRM Apr entry to CTCRM, copy to relevant Branch and Career Managers.

5031. Delays in attending BRNC and CTCRM

Occasionally, Service requirements may result in SUY and SCC candidates starting BRNC or CTCRM later than the entry date that is shown provisionally on the FSB signal. In such cases, individuals will not be entitled to any further backdated seniority on becoming an officer.
5032. Retirement Ages – SUY/SCC Candidates
For details on officer retirement, see Para 5427.

a. Retirement age regulations for SUY/SCC officers promoted before 1 Jan 01 are contained in Chapter 54.

b. SUY and SCC who were promoted to the Officer Corps from 1 Jan 01 to 31 Mar 15, and cannot complete a full IC, will retire on their officer rank related retirement date or on the day that their former rating/rank career or engagement was due to end, whichever is later.

c. SUY/SCC officers promoted from the ranks on or after 1 Apr 15, with the exception of those on the SUY(WO) scheme, see sub-para d, are no longer subject to rank related retirement age policy and will retire at the end of their commission or at age 55, whichever is earlier.

d. Warrant Officer SUYs promoted from the ranks as SUY(WO) will retire at the end of their commission or at age 60, whichever is earlier.
## ANNEX 50A

UY/CC AND SUY/SCC RECORDING AUTHORITIES

<table>
<thead>
<tr>
<th>Branch/ Specialisation</th>
<th>UY/SUY RA or SPOC</th>
<th>E-mail</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Warfare</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GS, INT &amp; HM</td>
<td>Mrs Katrina (Trina) Plummer</td>
<td>NAVY OP TRG-MWS WE TGSA</td>
<td>TGSA, G87, Marlborough Building, HMS Collingwood, Fareham, PO14 1AS</td>
<td>93825 2432</td>
</tr>
<tr>
<td>SM</td>
<td>Lt Cdr K Wall</td>
<td>NAVY OP TRG-RNSMS SXO</td>
<td>SXO, RNSMS, HMS Raleigh, Torpoint, PL11 2PD</td>
<td>9375 41805</td>
</tr>
<tr>
<td>RNP and RM Police Troop</td>
<td>Lt Cdr M May</td>
<td>NAVY POLICE-HQ DPMN SO2</td>
<td>DPM(N), Building 25, HMS Excellent, Portsmouth, PO2 8ER</td>
<td>93832 7821</td>
</tr>
<tr>
<td><strong>Fleet Air Arm</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AV, O &amp; ATC - SUY</td>
<td>Lt Cdr M J Burgess</td>
<td>NAVY CU-RNSFDO CO</td>
<td>CORNSFDO RNAS Culdrose, Helston, TR12 7RH</td>
<td>93781 7162</td>
</tr>
<tr>
<td>P, O &amp; ATC – UY</td>
<td>Lt Cdr P N Robertson</td>
<td>NAVY CU-AIR TMS LCDRT</td>
<td>Lt Cdr (Training), RNAS Culdrose, Helston, TR12 7RH</td>
<td>93781 2366</td>
</tr>
<tr>
<td><strong>Engineering</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ME &amp; MESM</td>
<td>DSMarE-XO</td>
<td><a href="mailto:DSMarE-XO@mod.gov.uk">DSMarE-XO@mod.gov.uk</a></td>
<td>Pillar Building, HMS Sultan, Military Road, Gosport, PO12 3BY</td>
<td>93843 2141</td>
</tr>
<tr>
<td>WE, WESM &amp; C</td>
<td>Mrs Katrina (Trina) Plummer</td>
<td>NAVY OP TRG-MWS WE TGSA</td>
<td>TGSA, G87, Marlborough Building, HMS Collingwood, Fareham, PO14 1AS</td>
<td>93825 2432</td>
</tr>
<tr>
<td>AE</td>
<td>Lt Chris James</td>
<td>DSAE-RNAESS AERA</td>
<td>DSAE (Gosport), Daedalus Building, Room A42, HMS Sultan, Military Road, Gosport, PO12 3BY</td>
<td>93843 2955</td>
</tr>
<tr>
<td>TM</td>
<td>Lt K Woolles</td>
<td>NAVY TRG HQ MTAO SO3 SHIP SPT</td>
<td>DE&amp;S, Birch 2a, MOD Abbey Wood, Bristol, BS34 8JH</td>
<td>96798 4272</td>
</tr>
<tr>
<td><strong>Logistics and Welfare</strong></td>
<td>Lt C Hughes</td>
<td>DCLPA-RN-MarCmd-CTO3-Plans</td>
<td>Maritime Command Training Squadron, Office 14, Building 101, DCLPA, Worthy Down, SO 21 2RG</td>
<td>94271 7408</td>
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</table>

*Continued*
# UY/CC AND SUY/SCC RECORDING AUTHORITIES (Continued)

<table>
<thead>
<tr>
<th>Branch/ Specialisation</th>
<th>UY/SUY RA or SPOC</th>
<th>E-mail</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MS &amp; QARNNS</td>
<td>NAVY PERS-CM OF MED NAHPSO1</td>
<td>ACOS PCap Rm 129 NCHQ MP 1-1 West Battery Whale Island PORTSMOUTH PO2 8DX</td>
<td>93832 8854</td>
<td></td>
</tr>
<tr>
<td>MS &amp; QARNNS FSB</td>
<td>NAVY INM-TRAINING SOTM</td>
<td>SOT(M), Training Division, INM, Crescent Road, Alverstoke, Gosport, PO12 2DL</td>
<td>9380 68033</td>
<td></td>
</tr>
<tr>
<td><strong>Royal Marines</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RM CC</td>
<td>Lt Col M Scanlon</td>
<td>NAVY TRG CTCRM-CORPSCOL</td>
<td>Corps Colonel, CTCRM, Lympstone, Exmouth EX8 5AR</td>
<td>93785 4063</td>
</tr>
<tr>
<td>RM (inc SBS &amp; RMBS) SCC</td>
<td>WO1 Shakespeare</td>
<td>NAVY PCAP-PROM RM WO</td>
<td>PROMWORM, Victory Building, HMNB Portsmouth, PO1 3LS</td>
<td>9380 24619</td>
</tr>
</tbody>
</table>
ANNEX 50B
WARFARE SUY OFFICERS - CAREER EXPECTATIONS

1. Mainstream Warfare SUY Officers' Career Path

a. The mainstream X SUY officer will complete an 11 week course at BRNC Dartmouth. The first week will be an induction week and include Physical Training, English Language and Essay Structure Lessons, River Training (Single Screw), Leadership Seminars and other Academic Lessons. Following that, SUYs will spend the next 10 weeks fully integrated with their Direct Entry counterparts undertaking the INT(O) Marinisation Phase. This includes Maritime Operations, Academics, Twin Screw Picket Boats, Navigation, Maritime Leadership Development (MLD), the Maritime Assessed Leadership Exercise (MARL) and a passing out parade. They will then remain at BRNC for 15 weeks of professional training, Initial Warfare Officers (Foundation) Course (IWO(F)), before proceeding to the Maritime Warfare School to attend a 4 week navigation course (including WECDIS Course and Initial Warfare Officers Navigation (IWO NAV)). This will be followed by Specialist Fleet Training (SFT), which will last about 9 months (to include 900 hours of bridge watch-keeping). This period at sea when coupled with the training prior to the award of the Bridge Watch-keeping Certificate (BWC) will meet the needs of Standards of Training Certification and Watch-keeping (STCW). Mainstream X SUY officers will then be assigned to the 15 week Initial Warfare Officers' Course (IWOC) at the Maritime Warfare School during which they will be examined prior to the award of the Navigational Watch Certificate (NWC). The certificate will permit an individual to keep an unsupervised navigational watch of a vessel in a benign warfare environment once Platform Endorsed (PE’d). Failure to achieve the NWC will result in withdrawal from training.

b. During the IWOC, the mainstream X SUY officer may be selected to specialise SM, especially if from a submarine background, and in a very few cases HM or FC. The vast majority, however, will proceed to their first ship for watch-keeping duties, with the aim of being selected for PWO training at the earliest appropriate opportunity. Early on in their First Complement Assignment (FCA), mainstream SUY officers will be required to gain a PE for the class of warship in which they are serving and then within their first year gain their Bridge Warfare Qualification (BWQ). The latter will permit an individual to keep an unsupervised navigational watch in a busy warfare environment and to subsequently take Ops Control as a Warfare Officer in the Operations Room.

c. Unlike direct entry officers, there is not the option to specialise as a Pilot or Observer, and only in exceptional circumstances train as an MCDO, (in particular if they have an MCD or MW background as a Rating), after the FCA. This is because there is insufficient time to specialise and subsequently be employed in specialist assignments before proceeding on the PWO course. Therefore, after one, two or occasionally three complement assignments, the majority at sea, X mainstream SUY officers will follow the PWO route. This usually comprises the Initial Command and Staff Course (Maritime) (ICSC(M)) and the PWO course and this package lasts about 12 months.
d. During the PWO course, all PWOs are trained generically and are no longer streamed, although they will be assigned to their first ships in order to achieve Role Performance Standard (RPS). Limited options may be available to subsequently train as a PWO(N). Following at least one seagoing warfare assignment and achieving OPS, most PWOs have the opportunity to serve ashore. This is likely to be the first shore assignment since promotion to the Officer Corps apart from periods of shore-based training. Mainstream X SUY officers will be competing for promotion on merit with other warfare officers on merit but they have a much greater opportunity to achieve higher rank and a more diverse career than that available to their deep specialist peers. This includes sea command. Competition is strong, however, so only the most able are likely to emerge successfully from the selection process.

e. MCD ratings selected to enter the officer MCD Officer cadre will be expected to remain in that branch, although PWO training will remain an option in consultation with the career manager. The MCDO cadre has opportunities to promote to OF3, but officers require the PWO qualification to promote to OF4 and beyond.

2. Deep Specialist Warfare SUY Officers Career

a. There remains a limited deep specialist requirement for officers recruited via the SUY route for Intelligence, AV and RN Police specialisations. The requirement for officers in these specialisations is relatively small and assignments and promotion prospects more limited, so ratings who are considering this path may wish to discuss these issues with the appropriate Recording Authority (listed at Annex 50A) prior to requesting to become an SUY. There is no requirement for Deep Specialist SUY candidates to obtain a BWC or eyesight waiver.

b. Deep Specialist X SUY officer will join BRNC for one term phase a very limited academics package before taking up their first complement assignment. Although they have a liability for sea service and Operational Tours, the majority of their employment will be ashore within their specialist area with very occasional opportunities for broadening. Officers of the AV and RN Police specialisations will not receive any training in watch-keeping and will not be employed as an OOW. There is a requirement for only 2 RN Police Commanders (currently) and no OF5s or above. With promotion to requirement the main driver after merit, the prospects for promotion beyond Lieutenant Commander are extremely small for deep specialist warfare officers.

c. The General Service Warfare Intelligence (GSX INT) sub-specialisation, which subsumed the Electronic Warfare Deep Specialisation, was established in 2009. The GSX INT sub-specialisation has a strength of approximately 160 officers and continues to evolve at the heart of the Information Warfare epoch. SUYs will compete for promotion alongside their direct and sideways entry counterparts who have specialised after joining the Trained Strength. Deployable, sea and shore liability is increasing as intelligence is mainstreamed in RN and Joint operations and broad career profiles, including Common Appointments, are possible. GSX INT officers (including SUYs) have the opportunity to reach OF5 rank based upon merit.
3. **Warfare SUY (Warrant Officer) Officers Career**

   a. There is a limited requirement for deep specialist officers to be promoted via the SUY(Warrant Officer) route. As the requirement for officers in these specialisations is relatively small, however, and assignments and promotion prospects more limited, ratings who are considering this path may wish to discuss these issues with the appropriate Recording Authority (listed at Annex 50A) requesting to become SUY(WO). There is no requirement for SUY(WO) candidates to obtain a BWC or eyesight waiver.

   b. SUY(WO) officers will join BRNC for one term phase with a limited academics package before taking up their first complement assignment. They will then be assigned to the Initial Command and Staff Course (Maritime) (ICSC(M)) and the Joint Operational Planning Course before taking up their first complement assignment. A typical career is at Figure 50B-1.

   ![Figure 50B-1. Typical SUY(WO) Career Path](image)

   c. Although they have a liability for operational deployments, the majority of their employment will be ashore within their specialist area with very occasional opportunities for broadening. With promotion to requirement the main driver after merit, the prospects for promotion beyond Lieutenant Commander are extremely small for deep specialist Warfare officers.

4. **Acknowledgement**

   Extracts from paragraphs 1 and 2 above, at Appendix 1, Appendix 2 and Appendix 3 to this Annex respectively, are to be signed by all potential X SUY officers.
APPENDIX 1 TO ANNEX 50B

ACKNOWLEDGEMENT OF MAINSTREAM SUY WARFARE OFFICERS’ CAREER IMPLICATIONS

1. The Mainstream X SUY officer will complete an 11 week course at BRNC Dartmouth. The first week will be an induction week and include Physical Training, English Language and Essay Structure Lessons, River Training (Single Screw), Leadership Seminars and other Academic Lessons. Following that, SUYs will spend the next 10 weeks fully integrated with their Direct Entry counterparts undertaking the INT(O) Marinisation Phase. This includes Maritime Operations, Academics, Twin Screw Picket Boats, Navigation, Maritime Leadership Development (MLD), the Maritime Assessed Leadership Exercise (MARL) and a passing out parade. They will then remain at BRNC for 15 weeks of professional training, Initial Warfare Officers (Foundation) Course (IWO(F)), before proceeding to the Maritime Warfare School to attend a 4 week navigation course (including WECDIS Course and Initial Warfare Officers Navigation (IWO NAV)). This will be followed by Specialist Fleet Training (SFT), which will last about 9 months (to include 900 hours of bridge watch-keeping). This period at sea, when coupled with the training prior to the award of the Bridge Watch-keeping Certificate (BWC), will meet the needs of Standards of Training Certification and Watch-keeping (STCW). Mainstream X SUY officers will then be assigned to the 15 week Initial Warfare Officers’ Course (IWOC) at the Maritime Warfare School during which they will be examined prior to the award of the Navigational Watch Certificate (NWC). The certificate will permit an individual to keep an unsupervised navigational watch of a vessel in a benign warfare environment once Platform Endorsed (PE’d). Failure to achieve the NWC will result in withdrawal from training.

2. During the IWOC, the Mainstream X SUY officer may be selected to specialise SM, especially if from a submarine background, and in a very few cases HM or FC. The vast majority, however, will proceed to their first ship for watch-keeping duties, with the aim of being selected for further training, in the main PWO training, at the earliest appropriate opportunity. Early on in their First Complement Assignment (FCA), mainstream SUY officers will be required to gain a PE for the class of warship in which they are serving and then within their first year gain their Bridge Warfare Qualification (BWQ). The latter will permit an individual to keep an unsupervised navigational watch in a busy warfare environment and to subsequently take Ops Control as a Warfare Officer in the Operations Room.

3. Unlike direct entry officers, there is not the option to specialise as a Pilot or Observer, and only in exceptional circumstances train as an MCDO, (in particular if they have an MCD or MW background as a Rating), after the FCA. This is because there is insufficient time to specialise and subsequently be employed in specialist assignments before proceeding on the PWO course. MCD ratings selected to enter the officer MCD cadre will be expected to remain in that branch, although PWO training will remain an option in consultation with the Career Manager. Therefore, after one, two or occasionally three complement assignments, the majority at sea, X Mainstream SUY officers will follow the PWO route. This usually comprises the Initial Command and Staff Course (Maritime) (ICSC(M)) and the PWO course, a package lasting about 12 months.
4. During the PWO course, all PWOs are trained generically and are no longer streamed, although they will be assigned to their first ships in order to achieve Role Performance Standard (RPS). Limited options may be available to subsequently train as a PWO(N). Following at least one sea going warfare assignment and achieving OPS, most PWOs have the opportunity to serve ashore. This is likely to be the first shore assignment since promotion to the officer corps apart from periods of shore-based training. Mainstream X SUY officers will be competing for promotion with other warfare officers on merit but they have a much greater opportunity to achieve higher rank and a more diverse career than that available to their deep specialist peers. This includes sea command. Competition is strong, however, so only the most able are likely to emerge successfully from the selection process.

5. I hereby sign that I have read the above and acknowledge that a career as a mainstream Warfare Officer involves successive sea assignments (usually until reaching mid seniority Lt Cdr) and that the GS Arm career path will be OOW followed by PWO, even if selected for another specialisation during the early stages of a career as an officer.

Signed ........................................................... Name ..........................................................

Rank/Rate ..................................................... Date ..........................................................

This form is to be forwarded to BRNC for inclusion in the SUY officer’s E190.
1. There is a limited requirement for deep specialist officers promoted via the SUY (Warrant Officer) route. As the requirement for officers in these specialisations is relatively small, however, and assignments and promotion prospects more limited, ratings who are considering this path may wish to discuss these issues with the appropriate Recording Authority (listed at Annex 50A) before requesting to become an SUY(WO). There is no requirement for SUY(WO) candidates to obtain a BWC or eyesight waiver.

2. SUY(WO) officers will complete an 11 week course at BRNC Dartmouth. The first week will be an induction week and include Physical Training, English Language and Essay Structure Lessons, River Training (Single Screw), Leadership Seminars and other Academic Lessons. Following that, SUY officers will spend the next 10 weeks fully integrated with their Direct Entry counterparts undertaking the INT(O) Marinisation Phase. This includes Maritime Operations, Academics, Twin Screw Picket Boats, Navigation, Maritime Leadership Development (MLD), the Maritime Assessed Leadership Exercise (MARL) and a passing out parade. They will then be assigned to the Initial Command and Staff Course (Maritime) (ICSC(M)) and the Joint Operational Planning Course before taking up their first complement assignment. A typical career path is at Figure 1.

![Figure 50B App2-1. Typical SUY(WO) Career Path](image)

3. Although SUY(WO) scheme officers have a liability for operational deployments, the majority of their employment will be ashore within their specialist area with very occasional opportunities for broadening. With promotion to requirement being the main driver after merit, the prospects for promotion beyond Lieutenant Commander are extremely small for deep specialist Warfare officers.

4. I hereby sign that I have read the above and acknowledge that a career as a deep specialist Warfare officer may involve sea assignments or Loan Foreign Service (LFS).

Signed ........................................................... Name ...........................................................

Rank/Rate ........................................................ Date ..............................................................

This form is to be forwarded to BRNC for inclusion in the SUY officer’s E190.
ANNEX 50C

GENERAL SERVICE AND SUBMARINE ARM ENGINEER SUY OFFICERS – CAREER EXPECTATIONS

1. General
   a. Marine and Weapon Engineer SUY officers’ career expectations and reach are affected primarily by the age of the officer on commissioning.

   b. Broadly speaking, those aged 35 and under on commissioning should have expectations similar to their Graduate Entrant contemporaries, although the number of SUY promotions to the rank of Commander and above will clearly be proportionally fewer. Those aged 36 or over on commissioning will probably have slightly more restricted opportunities, especially in terms of undertaking a Charge Assignment. Their chances of promotion to Commander will be reduced.

2. Engineer SUY Officers’ Career Expectations – 35 and Under on Commissioning
   a. On completion of Initial Officer Training at BRNC and the Lead Schools, these officers will be career managed in the same way as graduate entrants. They are required to obtain a “recommendation for Charge” in their first complement assignment, before undertaking the recognised foundation stage career through a range (2 to 4 in number) of core branch and broadening assignments. Once selected for promotion to Lieutenant Commander they should reasonably expect to complete a Charge Assignment. Progress thereafter is merit based.

   b. Late promotion to Lieutenant Commander may preclude selection for a Charge Assignment. The Career Manager makes this discretionary decision, based primarily on the availability of Charge Assignments whilst balancing the Service requirement, career development needs and personal preference.

3. Engineer SUY Officers’ Career Expectations – 36 and Over on Commissioning
   a. Those officers commissioning over the age of 36 will invariably be slightly more limited in their long-reach career opportunities. Whenever possible, they will be employed in the same way as their younger counterparts.

   b. Where it is unlikely that the individual, on account of their age on commissioning and/or their age of promotion to Lt Cdr will have time to state a credible case for promotion to Commander, there may still be sufficient opportunity to conduct an SO2 Charge appointment subject to the Career Manager’s discretion iaw Para 2b.

   c. Where it is unlikely that an individual, on account of their age on commissioning will have an opportunity to promote to Lt Cdr and complete a Charge Assignment, special career progression arrangements may be considered, depending on the Service need and in particular the availability of First Complement Assignments.
d. Anyone advising a potential CW candidate likely to be selected for promotion and commissioning aged 36 or over should consult with the relevant Branch or Career Manager before raising CW papers. This will ensure that the individual concerned is given accurate advice on their career opportunities if selected for promotion.
ANNEX 50D

AIR ENGINEER SUY OFFICERS - CAREER EXPECTATIONS

1. General

   a. Air Engineer SUY officers’ career expectations and reach are affected primarily by the age of the officer on commissioning.

   b. Broadly speaking, those aged 35 and under on commissioning should have expectations similar to their Graduate Entrant contemporaries, although the number of SUY promotions to the rank of Commander and above will clearly be proportionally fewer. Those aged 36 or over on commissioning should probably have slightly more restricted expectations, especially in terms of opportunity for a Charge Assignment.

2. Age 35 and Under on Commissioning

   a. On completion of Initial Officer Training at BRNC and DCAE, these officers will be career managed in the same way as graduate entrants. They are required to obtain a ‘recommendation for Charge’ in their first complement assignment, before undertaking the recognised Foundation Stage Career through a range (2-4 in number) of core Branch and broadening assignments. Once selected for promotion to Lieutenant Commander they can reasonably be expected to complete a Charge Assignment.

   b. Late promotion to Lieutenant Commander may preclude selection for a Charge Assignment. The Career Manager makes this discretionary decision, based primarily on the availability of Charge Assignments whilst balancing the Service requirement, career development needs and personal preferences.

3. Aged 36 and over on Commissioning

   a. Those officers commissioning over the age of 36 will invariably be slightly more limited in their career opportunities. Whenever possible, they will be employed in the same way as their younger counterparts.

   b. Where it is unlikely that the individual, on account of their age on commissioning and/or their age of promotion to Lt Cdr, will have time to state a credible case for promotion to Commander, there may be limitations in their ability to complete Charge Assignments, particularly in specialisations where these assignments are few.

   c. Where it is unlikely that an individual, on account of their age on commissioning, will have an opportunity to be promoted to Lt Cdr and complete a Charge Assignment, special career progression arrangements may be considered, depending on the Service need and in particular the availability of AAEO/DAEO First Complement Assignments.
d. The Line Manager or anyone advising any potential CW candidate likely to be selected for promotion and commissioning aged 36 or over should consult with the AE Branch or Career Manager before raising CW papers. This will ensure that the individual concerned is given accurate advice on their career opportunities if selected for promotion.
ANNEX 50E

LOGISTICS SUY OFFICERS

1. **General**
   
a. Logistics SUY officers’ career expectations and reach are affected primarily by the age of the officer on commissioning.

b. Broadly speaking, those aged 35 and under on commissioning should have expectations broadly similar to their Graduate Entrant contemporaries, although the number of SUY promotions to the rank of Commander and above will clearly be proportionally fewer. Those aged 36 or over on commissioning should probably have slightly more restricted expectations, especially in terms of the opportunity for a Charge Assignment, and prospects of promotion to Commander will be slight.

c. Logistics SUY officers will complete an 11 week course at BRNC Dartmouth. The first week will be an induction week and include Physical Training, English Language and Essay Structure Lessons, River Training (Single Screw), Leadership Seminars and other Academic Lessons. Following this week, Logs SUY officers will spend the next 10 weeks fully integrated with their Direct Entry counterparts undertaking the INT(O) Marinisation Phase. This includes Maritime Operations, Academics, Twin Screw Picket Boats, Navigation, Maritime Leadership Development (MLD), the Maritime Assessed Leadership Exercise (MARL) and a passing out parade.

2. **Age 35 and Under on Commissioning**
   
a. On completion of Initial Officer Training at BRNC and the Defence Maritime Logistics School (DMLS), these officers will be career managed in the same way as graduate entrants, with early assignments providing professional broadening. If selected for promotion to Lieutenant Commander, they should reasonable expect to complete a Charge Assignment, provided they have obtained a positive ‘recommendation for Charge’ during their previous sea assignment(s), and dependent on selection by the Logistics Charge Selection Board (LCSB).

b. Late promotion to Lieutenant Commander (ie. after nine years’ seniority or aged 43 or over), may preclude selection for a Charge Assignment. The LCSB makes this discretionary decision, based primarily on the ability of the individual and availability of Charge Assignments – whilst balancing the Service requirement, career development needs and personal preferences.
3. **Aged 36-41 on Commissioning**

Those officers aged 36–41 on commissioning will invariably need to be slightly more limited in their career expectations. They will be employed in the same way as their younger counterparts, with the caveat that they will have limited opportunities for a Charge Assignment. Normal career progression should see them promoted to Lieutenant Commander over the age of 43, which will leave them with insufficient time to state a credible case for promotion for Commander. The performance of certain officers may warrant an exception being made to this general approach.

**Note.** SUY officers who hold the substantive rate of WO1 prior to commissioning receive one year’s seniority as a Lieutenant on commissioning. For these officers the maximum age applicable is 42.

4. **Age 42 and Above on Commissioning**

Officers commissioned over the age 41 cannot proceed beyond the rank of substantive Lieutenant. Depending on the Service need, special career progression arrangements may be considered for these individuals.

**Note.** SUY officers who hold the substantive rate of WO1 prior to commissioning receive one year’s seniority as a Lieutenant on commissioning. For these officers the maximum age applicable is 43.

5. **Advice to CW Candidates**

It is crucial that prospective SUY candidates receive accurate advice on their career opportunities as Logistics Officer. Anyone advising a potential or recorded SUY candidate should ensure that the candidate understands the above information. If further information is required, advice should be sought from either the Logistics Branch or Career Manager.

6. **Royal Navy Welfare (RNW) SUY Social Work Degree Scheme (SWDS)**

a. **Eligibility.** The SWDS is open to confirmed RNW ranks who have completed a minimum of 3 years following passing DSWWC in positions associated with NS FPS specialist welfare casework. Candidates must pass the AIB and the NS FPS Professional Board prior to the FSB. If extracted, they will undertake a Social Work Degree (second and third years) at a specified university. Candidates will undertake their degree training as Senior Ratings or SNCOs.

b. **Academic Qualifications.** The minimum academic requirements for the SWDS are a Level 7 Certificate in Specialist Welfare and GCSEs at Grades A*-C (4–9) in English and mathematics or certified equivalents.

c. **Remuneration.** Whilst studying, SWDS candidates are paid at their basic salary depending on the rank/rate held. On joining BRNC, candidates will enter the officer stream and will be awarded the appropriate rank and pay.

d. **Return of Service.** See Chapter 53.
ANNEX 50F

ROYAL MARINES SCC OFFICERS - CAREER EXPECTATIONS

1. Senior Corps Commission Entry

a. All SCC candidates must have reached the minimum rank of Corporal, be aged over 26, but have a minimum of four years to serve as an officer until their retirement date from the first day of the month that their officer training is expected to commence. The minimum general educational qualifications required of a SCC candidate are four GCSEs at Grade C, or better, including English Language and Mathematics. The selection procedure for promotion to the Officer Corps follows the RN SUY boarding system; candidates attend the AIB and, if successful, are then considered by the Final Selection Board (FSB) for officer entry.

b. SCC officers are awarded an Initial Commission of twelve years (IC 12). Prior to appointment, all SCC officers must attend and pass the SCCO course, which is currently held annually between Jan and Apr each year at CTCRM. The number of commissions in the General Service (GS), the RM Band Service (RMBS) and the SBS is dictated by the requirement.

c. Candidates who fail to successfully complete the SCCO course during their selected training year and are compulsorily withdrawn from training will be managed by the policy at Para 5010.

2. SCC Employment

a. GS SCC officers are commissioned specifically to undertake roles in G1 and G4, thereon providing the bedrock of desk-level expertise at unit and headquarters’ level. SCC Officers in the RMBS and SBS will fulfil wider specialist employment within their SQ, although some positions may be within the G1/G4 field.

b. As a general rule, the Career Managers will seek to provide each SCC officer with two or three G1/G4 assignments prior to entering the OF3 promotion zone. Upon completion of initial training all SCC officers will undertake a mainstream G1 or G4 role in their first full assignment. In their second full assignment, subject to position availability and the Service’s requirements, SCC officers may compete for some broadening positions. Thereafter, a SCC officer will undertake further, more demanding, G1 and G4 assignments to build competency and experience to allow for an accurate assessment of suitability for promotion to Maj, and potential for subsequent employment in G1 and G4 positions as an SO2.

---

1 There is a preponderance of G4 positions, vice G1, and this is where officers are likely to be employed for the most-part, hence G1 being second in terms of likelihood only, not importance.
2 After 6 years as a substantive Capt.
3 MTO, QM(T), UIRO, Sqn AO are examples.
4 SO3 G4 Ops (HQ 3X), SO3 N4 Ops (CAF), AO (RMR), SO3 RCMRM (NPT(RM)) are examples.
3. **SCC Age and Promotion**

   a. Applicants for a SCC must have the recommendations from their chain of command. The younger a SCC officer is commissioned, the more time and opportunity they have to reach higher rank. As a general guide, if a rank seeks promotion to OF3, they must be commissioned by 40 years of age to avoid being Out of Zone (OOZ) for promotion (aged 47). Similarly, ranks aspiring to OF4 realistically must be commissioned by age 38 to avoid being OOZ.

   b. Promotion is based on merit and SCC officers not only compete against each other, but also against their Direct Entry peers to fill a range of positions at the next higher rank, including the mainstream G1/G4 positions.

4. **SCC Officer Attendance at ICSC(L)**
   Attendance at ICSC(L) is not assured and Career Managers will use their discretion dependent on a SCC officer’s age on promotion to OF3, balanced against the Service’s interest. The cut-off is generally 45 years of age due to there being a very slim chance of promotion to OF4 for any SCC officers of that age or older.
ANNEX 50G

UY/CC AND SUY/SCC PREREQUISITE ACTIONS FOR ATTENDANCE AT THE ADMIRALTY INTERVIEW BOARD

References:
A. BR1750A Handbook of Naval Medical Standards – Chapter 3, Article 0312
B. AIB Booklet “How to succeed and become an officer”.

1. Introduction
   This Annex details the medical and physical requirements for in-service candidates attending the AIB. This information is contained at Reference A. However, to reduce the risks of candidates attending the AIB not meeting the medical or physical fitness standards stated, all candidates are required to complete the 3-part documentation.

2. Candidate Preparation
   In preparation for attendance at the AIB, candidates should ensure that they have read Chapter 50 and Reference B. In accordance with the guidance detailed in Reference A, all candidates (specialisation applicable) are to have their eyesight examined before having their CW papers raised.

3. Medical Standard
   All candidates must have a medical category of Medically Fully Deployable (P2) when they appear before the AIB; the candidate’s medical category should be entered in Part 2 of the documentation. In addition, all candidates need to meet the medical standards mandated for their particular branch or specialisation. Part 2 of the documentation should be signed by a Medical Officer confirming that the candidate meets the medical requirements for his/her chosen branch.

4. SUY/SCC candidates who have been permanently medically downgraded at a Naval Service Medical Board of Survey, and whose retention has been approved by a Naval Service Medical Employability Board in a medical category no less than Medically Limited Deployable (P3P) (physical restriction indicated), may seek a waiver. Applications should be made to the appropriate Branch Manager, via the SUY/SCC Recording Authority and Part 2 of the documentation should be completed by the candidate’s Principal Medical Officer, and the Branch Manager, if approved. Medical waivers are not granted to RM candidates who are required to undertake full Commando training as part of their officer training.

5. If a candidate is injured, ill or medically downgraded after dispatching the 3-part documentation to the AIB they must obtain a Medical Officer’s approval that they are fit enough to complete all aspects of the Board. On arrival at the AIB, all candidates are required to complete a declaration confirming that they are either in the same medical category as stated in the 3-Part documentation or have obtained a Medical Officer’s approval if applicable.
6. **Physical Fitness**
   Before attending the AIB, all candidates must be in date for the RNFT and Part 3 of the documentation must be completed by a Physical Training Instructor. If a candidate completed the RNFT at their previous ship or establishment, the PTI at their new establishment or ship must seek verification from their previous unit before completing Part 3.

7. **Preparation and Documentation**
   The Divisional Officer should forward the 3-part documentation to the AIB, 14 days before the candidate’s interview date.
ANNEX 50H

UY/CC AND SUY/SCC AIB NOMINATION FORM

All RN and RM candidates are to be nominated by completion of this form which should be submitted to: The Commanding Officer, AIB, HMS SULTAN, and copied to the relevant Recording Authority. (RA contact details are listed at Annex 50A)

AIB Applicant Information

<table>
<thead>
<tr>
<th>Rate/Rank</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Forename(s)</td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Service number</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>National Insurance number</td>
<td></td>
</tr>
<tr>
<td>Unit name</td>
<td></td>
</tr>
<tr>
<td>Unit address</td>
<td></td>
</tr>
<tr>
<td>Date of first expression of interest in UY/CC or SUY/SCC scheme entry</td>
<td></td>
</tr>
<tr>
<td>Date first registered with Recording Authority</td>
<td></td>
</tr>
<tr>
<td>Is applicant intending UY/CC or SUY/SCC scheme entry?</td>
<td></td>
</tr>
<tr>
<td>Branch, arm and specialisation preferences</td>
<td></td>
</tr>
<tr>
<td>AIB non-availability dates</td>
<td></td>
</tr>
<tr>
<td>Forthcoming assignments</td>
<td></td>
</tr>
<tr>
<td>Is the applicant undergoing a course of instruction leading to the required educational qualifications or awaiting results? If yes, give details</td>
<td></td>
</tr>
</tbody>
</table>

In submitting this application to attend AIB, I confirm that the information on this form is correct. I have discussed this application with my Divisional Officer/Troop Commander and understand the requirements of AIB and the officer training scheme.

<table>
<thead>
<tr>
<th>Applicant’s signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I confirm that (rate/rank/name) ......................................................... ..........</td>
<td></td>
</tr>
<tr>
<td>has my recommendation to attend AIB at the earliest opportunity.</td>
<td></td>
</tr>
</tbody>
</table>

Commanding Officer’s rank/name initials:

<table>
<thead>
<tr>
<th>Commanding Officer’s signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>
ANNEX 50I

UY/CC AND SUY/SCC AIB 3-PART DOCUMENTATION

References:
A. AIB Booklet “How to succeed and become an officer”.
B. BR1750A Handbook of Naval Medical Standards (Application of the PULHHEEMS System) – Chapter 3, Article 0312.

The 3-part documentation must be completed and sent 14 days prior to attending the AIB. Failure to forward correctly completed 3-part documentation will result in the individual being unable to attend the AIB.

PART 1 - AIB Preparation Routine
(To be completed by candidate)

Name: ........................................... Rate: ......................... Service No: ..................................

Branch/Sub-Specialisation applying for: ..........................................................................................

Date of AIB: ...... /....... / ...............

I have read Reference A and understand it is my duty to prepare for my AIB. I acknowledge the requirement to obtain a Medical Officer and PT Instructor’s signature on Parts 2A & 2B respectively of this form and understand I will not be accepted for attendance at the AIB if the documentation is incorrect.

Candidate’s Signature: .......................................................... Date: ...........................................

PART 2A - Certificate of Medical Fitness
(To be completed by a Medical Officer (MO))

Medical Category: ..................................................

I confirm that the candidate meets the requirements specified in BR 1750A Article 0312 and meets the medical requirements of the branch or specialisation being applied for.

MO’s Signature: ..........................................................

Name: .......................................................... Rank/Rate: ......................... Date: .........................
Senior Upper Yardman/Senior Corps Commission candidates who are permanently medically downgraded to a category no less than MLD (P3P): (if applicable)

Waiver Approved/Declined (delete as applicable)

Branch Manager’s Signature: ..................................................

Name: ..........................................................  Rank/Rate: ......................  Date: ..........................

PART 2B - Certificate of Physical Fitness
(To be completed by a member of the Physical Training Branch)

The above named rating is in date for their RNFT.

Date RNFT conducted: ....... / ...... / ...............

Signature: ..........................................................

Name: ..........................................................  Rank/Rate: ......................  Date: ..........................

PART 3 - Certificate of Readiness
(To be completed by the Divisional Officer (DO))

I am satisfied that this 3-part documentation is complete. The above named rating is ready in all respects for the AIB.

DO’s Signature: ..........................................................

Name: ..........................................................  Rank/Rate: ......................  Date: ..........................
1. **Failure Criteria**

   a. A candidate who fails to pass Qualifying Courses or who, for whatever reason, is deemed unsuitable for continued training towards becoming an officer will be returned to their specialisation in the last substantive rate held and employment commensurate with their QC achievement. Those candidates who have been selected for promotion to the next higher rate will be promoted at the Common Promotion Date once all the pre-promotion requirements are met.

   b. Personnel failing on academic grounds, following the Training Establishments’ (TE) normal warning processes, will have the opportunity to reapply at a later date. They may apply to re-enter from the beginning of the same or via an alternative route.

2. **Rank and Pay**

   Ratings selected for any route will retain their current rate and pay throughout the training process until joining BRNC. They will not be eligible for selection to the next higher rate but will receive incremental pay awards in accordance with the regulations for their specialisation. Where the necessary qualifications cannot be achieved due to the training programme, waivers may be sought from the relevant Requirements Manager who will assess each application on its merits. On joining BRNC, candidates will enter the officer stream and will be awarded the appropriate rank and pay.

3. **Return of Service**

   All stages of training may attract a ROS and these run concurrently through each of the routes.

4. **UoP BEng** may be achieved through a Degree Apprenticeship.
### ANNEX 50K

**UY(E) UNIVERSITY OF PORTSMOUTH DEGREE SCHEME – ACADEMIC QUALIFICATIONS**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Eligible Specialisations</th>
<th>Academic Requirement</th>
<th>Enabling Subjects to be completed before start at University of Portsmouth (Delivered by the University of Portsmouth)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEng(Hons) in Electronic Engineering including Degree Apprenticeships leading to the same Degree</td>
<td>WE (GS &amp; SM) AE (L &amp; R only)</td>
<td>Complete HND with minimum of 8 ‘H’ level analytical based units at Merit that must include the following units: Unit 3: Analytical Methods Unit 23: Combinational &amp; Sequential Logic Unit 8: Data Communication &amp; Networks Unit 5: Electrical &amp; Electronic Principles Unit 25: Electronics Unit 9: Microprocessor Systems</td>
<td>UoP Bridging Programme: Maths Element Microcontroller Element C-Programming Element</td>
</tr>
<tr>
<td>BSc in Mechanical &amp; Manufacturing Engineering Course</td>
<td>AE (M, L &amp; R) ME (GS, SM (L &amp; M)) WE (GS &amp; SM)</td>
<td>Complete HND at Pass level OR Complete FD (ME only)</td>
<td>Complete Mathematics enabling course</td>
</tr>
<tr>
<td>BEng(Hons) in Mechanical &amp; Manufacturing Engineering Course</td>
<td>AE (M only) ME (GS, SM (L &amp; M))</td>
<td>Complete FD (ME Only), OR Complete HND with a minimum of 8 ‘H’ level analytical based units at Merit that must include: Unit 3: Analytical Methods Unit 2: Engineering Science Unit 18: Mechanical Principles Unit 10: Marine Engineering Thermodynamics Unit 7: Fluid Mechanics OR Unit 8: Further Aerodynamics</td>
<td>Complete Mathematics enabling course</td>
</tr>
</tbody>
</table>

(Continued)
# Degree Eligible Specialisations Academic Requirement Enabling Subjects to be completed before start at University of Portsmouth (Delivered by the University of Portsmouth)

<table>
<thead>
<tr>
<th>Degree</th>
<th>Eligible Specialisations</th>
<th>Requirement</th>
<th>Enabling Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSc in Mechanical &amp; Manufacturing Engineering Course</td>
<td>AE (M, L &amp; R) ME (GS, SM(L &amp; M)) WE (GS &amp; SM)</td>
<td>Complete HND at Pass level</td>
<td>Complete Mathematics enabling course</td>
</tr>
<tr>
<td>BEng(Hons) in Mechanical &amp; Manufacturing Engineering Course</td>
<td>AE (M only) ME (GS, SM(L &amp; M))</td>
<td>Complete HND with a minimum of 8 ‘H’ level analytical based units at Merit, that must include: Analytical Methods (BTEC Codes 21717P, 21717) Engineering Science (BTEC Codes 21718P, 9499M) Mechanical Principles (BTEC Codes 21793P, 9503M) Engineering Thermodynamics (BTEC Codes 21769P, 9521M) Fluid Mechanics (BTEC Code c-d 21520P) OR Further Aerodynamics (BTEC Code 21773P)</td>
<td>Complete Mathematics enabling course</td>
</tr>
</tbody>
</table>
ANNEX 50L

WARFARE BRANCH SUY EXPERIENCE FEEDBACK FORM

Part 1 – Candidate Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank/Rate</th>
<th>Service Number</th>
<th>Branch/ Specialisation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Duration of Experience</th>
<th>Host Officer Name</th>
<th>Host Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Part 2 – Brief outline of Experience

Host Officer to list topics discussed and/or tasks conducted:


Part 3 – Candidate’s Personal Summary

Candidates are to write a short note (300 words approx.) reflecting on what they have learnt from the acquaint:


### Part 4 – Host Officer Section

Comments:

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>Signature</th>
<th>Email</th>
</tr>
</thead>
</table>

Once signed this form is to be forwarded to the candidate and the WAR SUY Recording Authority

Email:

- Plummer, Katrina Contractor (NAVY OP TRG-MWS WE TGSA)
  
  Katrina.Plummer102@mod.gov.uk
CHAPTER 51
BRANCH AND SPECIALISATION TRANSFERS

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5102. Branch Management
5103. Branch Selection

SECTION 2 – BRANCH AND SPECIALISATION TRANSFERS – UNTRAINED STRENGTH
5104. Young Officer Transfers – General
5105. Young Officer Transfers during Phase 1 or Phase 2 Training (Aircrew Officers up to Grading) – Applications
5106. Officer Transfers during Phase 1 or Phase 2 Training (Aircrew Officers up to Grading) – Approval Process
5107. Young Officer Transfers during Phase 2 Training - Applications
5108. Young Officer Transfers during Phase 2 Training - Approval Process
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5110. Young Officer Transfers – Timing of Transfers
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**Annex 51D**  Branch Transfer Request Form – Young Officers undertaking Phase 1 or Phase 2 Training (Aircrew Officers up to Grading)
**Annex 51E**  Branch Transfer Request Form – Young Officers undertaking Phase 2 Training
**Annex 51F**  Branch Transfer Request Form – Officers on the Trained Strength
CHAPTER 51
BRANCHES, ARMS AND SPECIALISATIONS

SECTION 1 – INTRODUCTION

5101. Branch, Arm and Specialisation Structures
The hierarchy of Naval Branches, Arms and Specialisations is at Annex 1A and its Appendix.

5102. Branch Management
Management of these Branches, Arms and Specialisations is conducted by a wide range of authorities. The structure of individual branches, their sustainability and their population by Naval personnel is part of the Branch Management process, coordinated by Branch Managers. A description of this process and the policies that apply to it is at Chapter 62.

5103. Branch Selection
Personnel join the Naval Service in an agreed Branch and Arm as described in Part 4 of this BR. The Branches and their respective entry standards are listed at Chapter 5.
SECTION 2 - BRANCH AND SPECIALISATION TRANSFERS - UNTRAINED STRENGTH

5104. Young Officer Transfers - General

a. Young Officers (YOs) are allocated to branches on entry to meet the Service requirement and it should not be assumed therefore that officers who fail in training or do not wish to continue in their original branch or specialisation will automatically be accepted into other branches or specialisation, even if they are strongly recommended for transfer by their Commanding Officer (CO) and/or administrative authority.

b. Opportunities for transfer are limited and all cases are considered on their merits. In reaching a decision, the Officer Training Pipeline Manager (NAVY TRG HQ-PM OFFICERS), the approving authority for branch/specialisation transfers of officers under initial training, will consider the manning position and the recruiting and entry targets, together with the training time in the branches and/or specialisations concerned. This includes P, O and ATC YOs who fail grading or request to transfer during Phase 1 Initial Officer Training at BRNC Dartmouth. Additionally, the quality and suitability of the officer for transfer and subsequent re-training will be assessed from their training record (Form E190 for RN officers) and, where required, from an interview with the Naval Advisory Board (NAB) - see Para 5739 - and/or the Career Manager.

c. During counselling, or when forwarding requests to the Officer Terms of Service Manager, authorities should avoid giving a YO the impression that they will automatically be accepted for transfer. A YO who is not being recommended should be told so. It is to be made clear to the YO that there is no automatic right to transfer intra or inter-Service, and that the needs of their present branch are paramount. Officers should be advised that their case is being referred to the Officer Terms of Service Manager for staffing to the Officer Training Pipeline Manager.

d. A major factor when considering transfer requests is the number of officers likely to commence Phase 2 professional training in both of the specialisations affected. During the early stages of Initial Naval Training, there is significant risk of being withdrawn from training or back-termed, which introduces a degree of uncertainty into the decision making process. However, once an Officer Cadet has successfully completed MARL at BRNC, there is reasonable certainty that they will complete Phase 1 training. So that a decision can be based on the best available information, transfer requests may only be submitted by Officer Cadets who have passed MARL - requests submitted prior to this point will not be considered.

e. A YO is not to be transferred to a new training pipeline ahead of receipt of formal Headquarters approval and receipt of their signed acceptance of the terms of the transfer determined by the Officer Terms of Service Manager. Only, in exceptional cases, will the Officer Training Pipeline Manager consider authorising the move of an individual ahead of completion of the formal staffing process.
f. Requests for transfer from YOs under warning will be considered on their merits.

g. Officers in a reduced medical category will not be considered for a branch transfer on the untrained strength.

h. It should be noted that transfers from the Submarine Service to General Service are unlikely to be accepted except in extremely exceptional circumstances.

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

a. The YO is to complete the branch transfer application form at Annex 51D and submit this to the Officer Commanding Officer Training (OCOT), along with a supporting letter detailing the following:

(1) The reason why they wish to transfer to the branch specified.

(2) Why they feel that they are suited to the prospective branch.

(3) Details of the relevant skills and experience that they would bring to the prospective branch.

(4) The research that they have undertaken with regard to the prospective branch.

b. OCOT is to forward the YO’s application form and letter, via a covering email, to the Officer Training Pipeline Manager (NAVY TRG HQ-PM OFFICERS), advising whether or not the application is supported.

c. This process also applies to P, O and ATC YOs who fail grading or request to transfer during Phase 1 Initial Naval Training (Officer) at BRNC Dartmouth.

5106. Young Officer Transfers during Phases 1 or 2 (Aircrew Officers up to Grading) Training – Approval Process

a. On receipt of the application, the Officer Training Pipeline Manager will check that the individual is eligible to be considered for transfer and make a determination based on the Service need and available training opportunities. He/she will contact the Officer Terms of Service Manager for advice on any terms of service implications, noting that a seniority adjustment will not be necessary.

b. The Officer Training Pipeline Manager will inform OCOT of his/her decision by email. If approved, the email is the authority for the applicant to be re-streamed.
5107. Young Officer Transfers during Phase 2 Training – Applications

a. With the exception of Aircrew Officers who have yet to reach the end of their Aircrew Grading (see Para 5105), the YO is to complete the branch transfer application form at Annex 51E and submit this to their CO, along with a supporting letter detailing as follows:

(1) The reason why they wish to transfer to the branch specified.

(2) Why they feel that they are suited to the prospective branch.

(3) Details of the relevant skills and experience that they would bring to the prospective branch.

(4) The research that they have undertaken with regard to the prospective branch.

b. The CO is then to write a letter advising whether or not the request is supported and ensure that the following are forwarded to the Terms of Service Team:

(1) YO’s application form and letter.

(2) An up-to-date standard report form (covering the branch transfer request (occasion ‘Special’)) signed and dated by the YO, 1RO and 2RO.

(3) Copy of the full E190.

(4) Copies of any other documentation deemed to be relevant to, or supporting, the application: eg. a CO’s letter from a holdover period.

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

d. In forwarding recommendations to the Officer Terms of Service Manager, authorities should consider the performance of the YO and their value to the Service and should take into account the reasons behind any request for transfer. They should satisfy themselves that the YO has had sufficient opportunity to comprehend the work of the preferred branch or specialisation and, wherever possible, has received appropriate counselling, from officers of both the present and preferred branch or specialisation, to put them in a position to exercise reasonable judgement. As far as possible, they should set the YO against the average standards of their contemporaries in the branch or specialisation to which transfer is sought.

e. YOs should be advised that their case is being referred to the Officer Terms of Service Manager for staffing to the Officer Training Pipeline Manager.
5108. Young Officer Transfers during Phase 2 Training – Approval Process

a. Seniority Adjustments (see Para 5111). When applications are received by the Officer Terms of Service Manager, the Promotions section will be advised to suspend the YO’s seniority pending the outcome of the application. If the individual is unsuccessful in their application, their seniority will be re-instated in full. If the application is successful, a YO may have their seniority adjusted, following which accrual of seniority will resume.

b. Eligibility. The Officer Terms of Service Manager will liaise with the Untrained Strength Career Manager (UTS CM) to ascertain whether an individual is eligible to be considered for a transfer (MedCat, RNFT, required qualifications etc). If the individual is ineligible, the CO will be advised and the individual’s seniority will be re-instated.

c. Consideration of Applications

(1) General Applications. The UTS CM will engage with the Officer Training Pipeline Manager, the approving authority for branch/specialisation transfers of officers on the untrained strength, and other stakeholders regarding consideration of the application. Opportunities for transfer are limited and all cases are considered on their merits. In reaching a decision, the Officer Training Pipeline Manager will consider the manning position and the recruiting and entry targets, together with the training time in the branches and/or specialisations concerned. Additionally, the quality and suitability of the officer for transfer and subsequent re-training will be assessed from their training record (Form E190 for RN officers) and, where required, from a suitability interview with the Career Manager or a delegated representative if the YO is unable to attend Navy Command Headquarters. Advice can be sought from the UTS CM.

(2) FAA Transfer Applications (P to O/ATC, O to ATC)

(a) During Phase 1 Training and Phase 2 Grading, the Officer Training Pipeline Manager has the overall authority to approve branch and specialisation transfer requests but, in making a decision, will consult closely with Navy Command Flying Training staff and the President of the Naval Aircrew Advisory Board (PNAAB)(see Para 5742) regarding a YO’s suitability for transfer.

(b) During Phase 2 Professional Training, the authority to approve any transfer application (P to O; P/O to ATC) rests with Navy Command ACOS(CSAV) and will be administered by the President of the NAAB. Information about decisions taken, and the terms and conditions that will apply in the new branch and/or specialisation if a transfer request is approved, will be formally conveyed to YOs by the Officer Terms of Service Manager.
(c) Transfer from O to P or ATC to P or O is not normally permitted but will be considered where a specific Service need is identified. The Service reserves the right in exceptional circumstances to offer such transfers to student Observers and ATC YOs who have particularly high aptitude scores for both Pilot and Observer and show potential to succeed as Aircrew. In such cases, the YOs will be expected to successfully complete both Pilot and Observer grading (or in the case of ATC YOs whichever specialisation they are considered for) and will then progress along the relevant Flying Training Pipeline. If, at any time up to the successful completion of the required training, they fail to demonstrate the required potential, they will be returned to their core specialisation training pipeline at no penalty. Once they have successfully completed flying training to the required standard, they will be formally transferred to the respective specialisation; any subsequent failure will be treated in the normal manner for their new specialisation. Information about decisions taken, and the terms and conditions of service that will apply in the new branch and/or specialisation if a transfer request is approved, will be formally conveyed to YOs by letter from the Officer Terms of Service Manager.

5109. Young Officer Transfers during Phase 2 Training – Notification of Decision

The Officer Terms of Service Manager will advise the YO, by formal letter via their CO, whether or not the application has been successful.

a. Unsuccessful Applications. If the application has not been successful, the Officer Terms of Service Manager will advise the Promotions section that the YO’s seniority should be re-instated in full. YOs who are unable to continue in their original branch, specialisation or training pattern due to failure during training, and are not selected for transfer will be compulsorily withdrawn from training and their commission terminated (see Para 5436).

b. Successful Applications. If the application has been successful, a transfer offer letter will detail the revised terms and conditions that will apply on transfer and will include an acceptance pro forma. The YO should complete and return the proforma to the Officer Terms of Service Manager advising whether or not they wish to accept the offer. If the YO accepts the offer, their seniority will be adjusted on transfer to the new branch in accordance with Para 5111. If the YO decides not to accept the offer, the Promotions Office will re-instate their seniority in full and the individual will remain in their current branch.

5110. Young Officer Transfers – Timing of Transfers

A YO is not to be transferred to a new training pipeline ahead of receipt of formal Headquarters approval and receipt of their signed acceptance of the terms of the transfer as advised by the Officer Terms of Service Manager in the transfer offer letter. However, in exceptional cases, the Officer Training Pipeline Manager will consider authorising the move of an individual ahead of completion of the formal staffing process. The effective date of transfer will be advised in the transfer offer letter.
5111. Young Officers - Seniority Adjustments on Transfer
The implications for a Young Officer’s rank and seniority are as follows:

a. Officers who are given approval to transfer branch during Phase 1 Training will not lose any seniority as, for the majority, promotion from Midshipman to Sub Lieutenant is based on time served rather than seniority accrued.

b. If an officer applies for a transfer to a new branch and/or specialisation whilst undertaking Phase 2 Training on the Untrained Strength, their seniority will be suspended until the transfer request has been considered. As such, an officer’s imminent promotion to the rank of Lieutenant RN or Captain RM may be deferred. If the transfer request is declined, an officer’s seniority will be reinstated in full and they will continue in their current branch. However, if the request is upheld, an officer may have their seniority adjusted (see sub para c), following which accrual of seniority will resume.

c. Wherever possible, individuals should not be able to gain an advantage over their peers in the branch and/or specialisation into which they are transferring. As a result, officers who are selected for a transfer will have their seniority in their current rank adjusted to reflect the total time spent undertaking Phase 2 training that is not deemed to be relevant to the new branch and/or specialisation. However, officers will be able to keep seniority attained during periods of training inactivity eg. as a result of Service reasons (including holdovers) or non-Service reasons outwith their control (including medical or compassionate reasons). Advice on the relevance of training (and hence any seniority adjustment) will be provided by ACOS(PCap) Untrained Strength Career Manager as part of the overall consideration of the branch transfer request within the Navy Command Headquarters and will be shown in the offer letter sent to officers for their agreement. If the proposed seniority adjustment is greater than an officer’s current seniority as a Sub Lieutenant or Lieutenant, their seniority in the rank will be reset to zero on the date of transfer. It should be noted that, whilst an officer can lose seniority in their current rank as a result of a successful transfer request, they cannot be reduced in rank.

d. The seniority of an officer transferring from or to a branch where seniority is granted for a degree or relevant civilian experience (or both) may be adjusted by more than one year.

5112. Rating Transfers - General

a. The Untrained Strength (UTS) branch transfer process is controlled by the Officer Training Pipeline Manager (see Points of Contact) and applies only to ratings who have not previously joined the Trained Strength. All requests will be considered on their merits but will only be approved when it is in the interest of both the rating and the RN. Responsibility for approval or refusal of requests lies with the Officer Training Pipeline Manager, as delegated to the UTS Ratings Training Pipeline Manager.
b. Ratings have no right to transfer branch or specialisation whilst on the UTS and, on joining, they sign MOD Form S3049 to this effect. A rating who is not content with their current branch or is failing academically may request a branch transfer through their Divisional Officer. Any request for transfer should be made by email to the UTS Ratings Training Pipeline Manager (NAVY TRG HQ-PM RATINGS); each case will be considered on its merits and transfers will only be offered if they are in the best interests of the RN. Should any UTS rating be offered a transfer and subsequently fail in the new branch, there is no right of transfer back to the original branch or specialisation. If a branch transfer is offered but refused, or if none is available, then the rating should be considered for DUDT (Contributory) – see Para 5443 a (2) (d) sub para (iii). The failure from course would be categorised as follows:

(1) **Aptitude.** A failure to perform to the required standards as laid down by the Branch Managers, ARFSD OPS or TPS. Not necessarily an academic failure, but the incorrect approach or an attempt to circumvent training as mandated.

(2) **Commitment.** This will include the attitudinal TPS, ie. the rating must display the correct attitude to training, both physically and mentally, which includes their acceptance of the need to maintain the physical fitness required for training.

c. **Ratings who are:**

(1) Downgraded Permanently Medically Unfit (PMU) for training in their specific branch; or

(2) Downgraded Temporarily Medical Unfit (TMU) for a period of three months, with an expectation of a further downgrade for a 3-month period; or

(3) Downgraded TMU for a period totalling more than six months, may request or be offered the option of transfer where possible to a suitable branch. If the trainee declines the offered branch transfer, then they should be DUDT (Contributory). Where a rating is unable to complete their Branch training or their Task Book because of restrictions imposed by a medical condition, they can be recommended for MBOS without the necessary 12 months delay. This reference should be used for medical downgrades. BR1991 Para 0804a sub para (5) refers.

5113. **Rating Transfers – Submarines to General Service**

Transfer requests from those recruited directly into the SM arm are normally only granted for medical reasons since SM recruits do not have the right to transfer to GS and any transfer is made in accordance with the needs of the Service. Ratings who are declared medically unfit for SM are to be dealt with as follows:

a. **PMU.** Wherever possible, all ratings are to be offered a transfer to their requested branch. If the rating refuses the option to transfer, they are to be discharged or may exercise discharge as of right (in accordance with Para 5403) if within their first six months’ service.
b. **TMU for more than Three Months.** Ratings are to be offered the option of transfer to the GS affiliated branch. If an individual accepts this option and is subsequently declared fit for SM, they are to be transferred back to SM. When a rating reaches six months cumulative TMU, or is forecast to be TMU for at least six months, they should be given the option to either request a branch transfer or be discharged. Approval to remain in the SM pipeline after being TMU for six months (including cumulative) may be given exceptionally, by the specialisation Branch Manager.

5114. **Rating Transfers – Divers**

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

5115. **Rating Transfers – General Service to Submarines**

Applications from ratings who wish to transfer to SM service during their initial training are always to be given favourable consideration. The following guidance should be adopted:

a. All applications should be discussed with the UTS Ratings Pipeline Manager (NAVY TRG HQ-PM RATINGS) who can advise on the availability of SM branches and entry criteria.

b. Prior to any transfer being approved, it is strongly advised that the rating concerned is sent to the RNSMS for briefings.

5116. **Rating Transfer Requests**

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

a. Rating’s name, Service Number, branch and Recruit Test (RT) score.

b. The branch to which the individual wishes to transfer.

c. Reason for the transfer request.

d. DO’s recommendation.

e. Any disciplinary or medical issues.

Careful consideration will be given to the manning situation in the exporting and importing branch specialisations and to the rating’s suitability for transfer (eg. RT score, eyesight, hearing, colour perception and nationality). During Phase 1 training, a PSO interview will be arranged to assess the suitability of the applicant for the new branch and/or specialisation.
5117. **Ratings - Failure in Training**
Where a transfer request is submitted because a rating has failed to demonstrate the ability to complete training in their current branch, branches and/or specialisations which require a lower RT qualifying score will normally only be offered.

5118. **Ratings - Agreement to Transfer**
Ratings may only be transferred from one branch and/or specialisation to another if they agree to the transfer. In the case of ratings under the age of 18, parents/guardians should be consulted (subject to permission being given by the rating concerned).

5119. **RM Other Rank Transfers**
RM Other Ranks do not specialise until they join the Trained Strength; as such, there is no provision for them to transfer while they are under initial training.
SECTION 3 – BRANCH AND SPECIALISATION TRANSFERS - TRAINED STRENGTH

5120. Officer Transfers - General

a. Branch transfers are not encouraged but are permissible provided they are in the best interests of both the Service and the individual; the priority will be to best meet the Service requirement. Officers may also have to satisfy the nationality requirement of the receiving branch/specialisation, which may differ from their source branch/specialisation, and be required to successfully undertake a disclosure check prior to transfer.

b. Transfers of specialisation or between arms within a branch may also be allowed, subject to the best interests of the Service.

c. Consideration may be given to assigning an applicant to one job in the new branch or specialisation prior to the transfer being approved and the necessary cross-training package implemented.

d. Transfers may result in a loss of seniority and an additional Return of Service (ROS) being incurred, dependent upon the training undertaken.

e. Each case is considered on its merits and, if the transfer is approved, officers are subject to the assignment, training and promotion rules of the new branch or specialisation. The following principles are adhered to in the consideration of requests:

   (1) The transferee must not gain advantage over a comparable officer of the new branch.

   (2) Transfer must not be seen as a means of gaining additional seniority and, consequently, earlier promotion when compared with those officers in the new branch who entered the Navy at the same time as the transferee.

   (3) The transferee should not be at a disadvantage in comparison with an officer who retires and then immediately re-enters in a different branch.

f. Commission. If an insufficient ROS remains after training then consideration will be given to either waiving a break point option or transferring the officer to a Career Commission stage (CCS). Those Direct Graduate Entry (DGE) officers on a CCS or Full Commission Stage (or equivalent) should maintain their current commission and start date. It is not envisaged that former Special Duties (SD) or Senior Upper Yardman (SUY) officers would be accepted for transfer to the Engineering Branch; however, should a former SD/SUY officer possess an acceptable degree, consideration will be given to entering them as a DGE based on their original commissioning date.
g. **Seniority.** Seniority credits will be assessed by adding the credits calculated under the following three headings:

1. **Time.** The time between entry and transfer should normally count as a seniority credit, except for the time spent as a result of back classing or repeating professional course as a result of a failure.

2. **Credits.** Any seniority credits the officer may have received from Naval General or Fleet training.

3. **Engineer Officers - Pre-Joining Training.** The officer’s seniority is assessed as though they were entering the RN on the date of transfer, based on the current entry regulation for Engineer Officers. This method of calculation will therefore take into account credits appropriate to an Engineer Officer for their degree, and any professional experience obtained after the degree prior to entry into RN.

5121. **Officer Transfers - Applications**

a. Individuals are to complete the branch transfer request form at Annex 51F and submit this to their Commanding Officer, along with a supporting letter detailing:

1. The reason why they wish to transfer to the branch specified.

2. Why they feel that they are suited to the prospective branch.

3. The relevant skills and experience that they would bring to the prospective branch.

4. The research that they have undertaken with regard to the prospective branch.

b. The CO is then to write a letter advising whether or not the request is supported and ensure that the following are forwarded to the Officer Terms of Service Manager:

1. The officer’s application form and letter.

2. An up-to-date Appraisal Report (covering the branch transfer request (occasion ‘Special’)) signed and dated by the officer, 1RO and 2RO (the 2RO must state they support the request as a minimum).

3. Copies of any other documentation deemed to be relevant to, or supporting, the application. The documents above may be scanned and emailed initially (using the relevant security classification) or faxed (in accordance with extant security policy). Hard copies must be forwarded subsequently for the records (see Part 2 of Annex 51F for contact details).
5122. Officer Transfers – Headquarters Staffing

On receiving the branch transfer application, the Officer Terms of Service Manager will engage with the appropriate Career Manager who, in turn, will consult relevant stakeholders in the Navy Command Headquarters about the merits of the request, determining the individual’s eligibility (eg. Med Cat, nationality, RNFT status) and considering the new terms and conditions of service that will apply if a transfer is agreed (eg. training requirement, return of service, seniority etc). A final decision will be sent by letter to the individual’s Commanding Officer at the earliest opportunity and, if the request is approved, will include a revised set of terms and conditions for the officer’s agreement.

5123. Officers - GS Warfare Officers

The mainstream route for General Service (GS) Warfare officers is to qualify as Principal Warfare Officers (PWO). Some of these will subsequently specialise in Above Water Warfare (PWO(A)), Communications and Information Systems (PWO (CIS)), Underwater Warfare (PWO(U)) and Navigation (PWO(N)). A significant proportion of GS Warfare Branch officers are required to sub specialise outside or before the PWO route; this sub specialisation occurs either on joining the Trained Strength on completion of Initial Warfare Officers Course (IWOC) or following First Complement Assignment (FCA). Each year, the numbers joining the trained strength and completing FCA together with the requirement, strengths and training pipeline capacity of each Warfare Branch sub specialisations determine the numbers required for each. The 'Allocation to Specialisation' numbers required in each specialisation are determined by ACOS(PCap) staff. Career Management authorities are responsible for allocating individual officers to each sub specialisation to meet the numerical target.

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

   (1) **PWO.** Progress towards qualification in this specialisation is the mainstream route followed by all GS Warfare officers from joining the Service unless they subsequently transfer to one of the following specialisations or Arms.

   (2) **Hydrography and Meteorology (HM).** Officers are either directly recruited or can be selected post-IWOC or post-FCA.

   (3) **Fighter Controller (FC).** Officers are selected either post-IWOC or post-FCA. Officers need to pass an Aptitude Test.

   (4) **Mine Clearance Diving and Mine Warfare Officer (MCD/MW).** Officers are selected post-FCA and once Bridge Watchkeeper Qualified. MCD officers will need to have passed both an Aptitude Test and a Diving Medical.

   (5) **Fleet Air Arm (FAA) - Aviation.** Officers are only selected post-FCA and once Bridge Watchkeeper Qualified. For details, see Para 5124.
(6) **Submarine (SM) Arm.** Officers are only selected post-IWOC. It should be noted that direct entry SM Arm Warfare Branch officers, together with selection of officers of the SM Arm during Initial Training, will reduce the number of GS Officers (who are not already SM(X)) required to specialise SM(X) following IWOC.

(7) **Intelligence (Int).** Officers are selected either post IWOC or FCA.

(8) **Navigation (Nav).** Officers are selected either post IWOC or FCA.

(9) **RN Police (RNP).** Officers will be recruited through the SUY process.

(10) **Communications (C).** Officers will be recruited through the SUY process.

b. **Criteria for Selection of Sub-specialisation.** Individuals are nominated for each specialisation by a Board consisting of at least two Career Managers. Individual officers will be allocated to specialisations according to the following criteria:

1. **The Service Requirement.** The number required by each Warfare Branch specialisation and the best interests of the Service.

2. **Aptitude.** Where appropriate, individuals have to pass an aptitude test to become eligible for particular specialisations.

3. **Age and Medical.** There may be age constraints where it is necessary for the Service to gain an adequate return on training investment. Similarly, some specialisations require more stringent medical standards than GS.

4. **Recommendations.** Recommendations from Reporting Officers.

5. **Spread of Talent.** In the best interests of the Service, a spread of talent should be achieved to ensure that particular specialisations do not receive a high proportion of either strong or weak individuals.

6. **Preference of the Individual.** Individuals should clearly advise of their specialisation preferences either through their CO and the reporting process or direct to their Career Manager.

c. **Specialisation within FAA.** See Para 5124.
d. **Transfer to SM Arm.** All UK nationals, RN officers are liable for service in submarines. Volunteers will fill vacancies but, where necessary, any shortfalls will be filled by suitably qualified officers selected during the third term at BRNC/IWOC. The minimum period of an officer’s submarine service will be the completion of their first career assignment post Submarine Officers Training Course and successful completion of ‘n’ Course. Any officer who does not wish for further service in submarines should apply in writing to NAVY PERS-CM OF WAR SMSO2 to transfer back to GS. Each application will be assessed against the needs of the Service and successful applicants will be transferred to NAVY PERS-CM OF WAR JOSO2.

5124. **Officers - Warfare, Air Engineer and RM - Transfer to Flying Duties**

There are opportunities for Warfare, Air Engineer and RM officers to undergo flying training. Selection for flying training involves a transfer of specialisation under the general rules in Para 5120. Applications will be considered in the light of service requirements and the numbers of transfers will be strictly limited.

a. **Warfare Officers.** Opportunities exist for a very small number of GS arm Warfare Branch officers, other than direct entry Fleet Air Arm (FAA), to undergo flying training and specialise as Pilot, Observer or ATC officer. The rationale for this is that, whilst the vast majority of the FAA officer requirement is met by direct recruitment, the FAA does benefit from a few GS arm officers with a Bridge Watchkeeping Qualification (BWQ) specialising into aviation following their FCA (the GSX/FAA/PWO Stream). The cross-pollination that GSX bring to FAA is of considerable benefit as it enlightens those who are less familiar with GS practices; GSX/FAA/PWO Stream officers then return to GS with FAA expertise. Applications will be considered in the light of Service requirements and the numbers of such transfers will be strictly limited. Such officers 'specialise FAA' rather than 'transfer' and will be expected to specialise as PWOs later in their careers and to conduct at least two PWO tours.

1) **Implications.** The drawback of the above is that these officers take up valuable training positions to gain their Navigation Watchkeeping Certificate (NWC) and BWQ but do not subsequently fill watch-keeping positions. They are also required to fill PWO assignments so there is little time for them to get the most out of their FAA training before commencing PWO training. As it takes four years to be fully trained as a GS Arm officer and then tested in a complement assignment; a future return on this four-year investment is required. Post-FCA, any officer selected for FAA specialisation will then have to complete up to two years flying/ATC training prior to FAA employment and returning to the GS Arm for PWO training. To ensure that the FAA has a return on this substantial flying training investment, the GSX/FAA/PWO stream should conduct a minimum of two flying tours post flying training. This ensures adequate aviation experience and credibility when competing for senior FAA Executive assignments post-PWO tours.
(2) **Eligibility.** Officers may apply for flying duty specialisation at any time after completion of the IWOC, provided that – in order to avoid undue career compression - they are able to commence flying training before their 27th birthday (exceptionally, an age waiver may be granted as agreed by the XAV Branch Manager). Officers will not be allowed to start flying training until they have obtained their NWC and BWQ; they must be volunteers, and recommended for transfer to a CCS. Exceptional cases may be forwarded to Navy Command/ACOS(CSAV) SO1 Flying Training for consideration, however, it is stressed that such applications must be particularly merit-worthy and that particular circumstances are deemed to apply. Career Managers will ensure that all GSX officers specialising within the FAA are given explicit briefing on career patterns and Service expectations, including PWO.

(3) **Application and Selection.** The procedure for application and selection is as follows:

(a) RN officers who meet the conditions laid down in Para 5124a sub para (2) should submit their applications in writing to their CO.

(b) COs recommending candidates for transfer will arrange for them to attend RAF Cranwell for Aircrew Aptitude Tests and, for those who are successful, examination by the Aviation Medicine Division (AvMed), Institute of Naval Medicine (INM), to determine their fitness for flying duties. ATC candidates are to conduct ATC grading under the auspices of Navy Command AV (SO2 ATC). Arrangements for these tests should be made as follows, quoting availability and whether or not accommodation is required:

   i. Aircrew Aptitude Tests - CAIB
   ii. Aircrew Medical – Av Med
   iii. ATC aptitude – NC AV SO2 ATC

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

(d) Those applicants who pass both Aptitude Test and Initial Flying Medical at the Aviation Medicine Division, INM will be considered by the AIB and may be provisionally selected for either Observer or Pilot training, dependent upon their aptitude and the requirements of the Service. Once provisionally selected, officers will be required to take and pass the appropriate Pilot or Observer grading course before becoming eligible for transfer to flying training. Officers are to arrange grading through Navy Command ACOS(CSAV) SO1 Flying Training. It should be noted that officers selected for Observer duties may not subsequently transfer to Pilot duties and those selected for ATC may not subsequently transfer to Observer or Pilot Duties.
(4) **Commission.** Officers who specialise in flying duties will remain on their existing commission unless selected for a longer commission in the normal course. It should be clearly understood that, on successful completion of Operational Conversion Phase (OCP), those officers who are unable to complete the designated ROS within their current commission will have that commission automatically extended to fulfil the required period of service. Officers transferring to the Aircrew specialisation who are unable to complete either flying training, including OCP, within their Initial Commission Stage or the appropriate ROS, will be required to apply and be selected for transfer to a Career Commission Stage (CCS). The rules on commissions for Warfare officers who undertake Fast Jet pilot training or who transfer to ATC are at Para 4916 sub para c and Para 4916 sub para g respectively.

(5) **ROS.** Details of the ROS required of Warfare officers, including details of flying/ATC training, are shown in Annex 53C. Officers who transfer to flying duties are liable for the Initial Flying Training ROS.

(6) **Failure.** Officers who fail or voluntarily withdraw from flying/ATC training having transferred from X(GS) will normally be required to revert to mainstream GS Warfare Officer duties on their IC or CC and complete any outstanding ROS liability from their Warfare training in the X branch. Time spent in flying training will not count towards this ROS.

b. **RM Officers.** RM officers may apply for transfer to Pilot flying training following successful completion of initial training provided they are under the age of 26 when the application is submitted and they will not be more than 27 years of age at the start of flying training. RM officers who wish to specialise as a pilot should apply through OCM RM. RM officers are not eligible to be considered for Observer duties.

(1) **Training.** RM officers will follow the same initial procedure as their RN counterparts, as detailed in Para 5124a(3) sub para (a), sub para b and sub para (c). On successful completion of their medical and aptitude tests, they will attend three weeks’ Flying Grading whilst being held by their parent unit, before being selected (subject to requirement and suitability) for flying training. OCM RM is to be kept informed of their passage through the initial training pipeline. RM will continue to support Fast Jet pilot requirement when suitable candidates are identified.

(2) **Commission.** The rules on commissions for RM officers who undertake pilot training are at Para 4916 sub para e.

(3) **Failure.** RM officers who fail or voluntarily withdraw from flying training will normally be required to revert to GS duties and complete any outstanding ROS liability from any previous training. The ROS for RM flying training is detailed in Annex 53C.
c. **Air Engineer (AE) Officers.** AE officers normally apply to be considered for Pilot flying training for ultimate employment in the Test Pilot cadre during their SEMC and will need to be less than 27 years of age at the start of flying training. They must be volunteers and recommended for transfer to a CCS. They will not normally be allowed to start flying training until they have obtained their Certificate of Competence. A very small number of AE officers may be selected for training as Observers to fulfil Maintenance Test Observer billets.

5125. **Ratings – Branch Transfer and Sideways Entry – General**

POC: NAVY CAP-PPLAN SWPR SO1

a. **Definitions.** Transfer to a specialisation where there is normally no direct entry from basic training is known as Sideways Entry to that specialisation whereas transfer to a specialisation or branch where there is a direct entry from basic training is known as a branch transfer. However, there are also specialisations that are open to both direct and sideways entry. These exceptions are as follows: Naval Nurses (NN) and Medical Technicians (MT). A summary of Sideways Entry specialisations is at Annex 51A.

b. **Requests.** Applications to transfer from one branch and/or specialisation to another by ratings who have completed their initial training (see Para 5302) and joined the trained strength should be made as follows:

1. **Ratings**
   
   (a) Application is to be made to the CO. If the rating is eligible and recommended, the application should be forwarded by signal, letter or e-mail to the ACOS(PCap) Ratings Strategic Workforce Planners by the CO.
   
   (b) The signal address is: NCHQ. SICs are WHV and WHF. First line of text should be: NCHQ fao ACOS(PCap)-PPLAN SWPR WO1.
   
   (c) The postal address is: Ratings Strategic Planning, Room 116, MP 1-2, West Battery, HMS EXCELLENT, Portsmouth. PO2 8DX.
   
   (d) DII(F) email address is: NAVY PCAP-PPLAN SWPR WO1.

**Notes:**

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

2. Applications by those of the former RM K Specialisation, currently managed by RN Logistics Branch, to transfer to the RN Chef Specialisation, are to be made in accordance with Para 5125.b sub para (1).
c. **Conditions.** Transfer applications should be considered only if the following conditions have been fulfilled:

1. The applicant is recommended, possesses the necessary aptitude (including RT Score - Para 0806 sub para g) and is eligible (including nationality criteria) to join the new branch and/or specialisation. Requests for transfers to sideways entry specialisations should not be accepted until it has been established that the applicant is eligible to do so in accordance with the requirements listed in the individual branch chapters of Part 8 (Promotions).

2. Ratings must be medically fit and deployable for the branch into which they wish to transfer (normally MFD A4/L1/M1/E1) and be in date for the Royal Naval Fitness Test (RNFT). RM Other Ranks must meet the physical standards applicable to their chosen specialisation. Servicewomen who are pregnant (E6) should be considered on their JMES medical category immediately before confirmation of pregnancy and any potential transfer carry the caveat that RNFT should be passed within three months of returning to work.

3. Ratings without a sea service liability must become volunteers for sea service.

d. **Decision.** Branch transfers are not a right, as acknowledged by ratings and other ranks on Form S3049 when they enlist in the Service. On receipt of a transfer request, Branch Managers will take into consideration the current and future status of the donor and receiving branches. In cases where there may be competing requirements (eg. both branches are in significant shortage), the final decision will rest with ACOS(PCap) Ratings Strategic Workforce Planners. From receipt of application, ACOS(PCap) aims to respond within one calendar month.

1. Decisions on manning clearance are released by Email, usually each Friday, one for Sideways Entry applications, the other for Branch Transfer applications.

2. The Email will include course dates for those who have been approved to branch transfer, assignment action for these courses being taken by HMS RALEIGH (usually 6-8 weeks prior to commencement of course); ratings are advised to check that an Assignment Order has been received. Those who have been approved to transfer to a sideways entry specialisation will be assigned to aptitude assessment/courses by Lead Schools.

3. Manning clearance, if approved, is valid for two years. This period allows time for the applicant to attend any aptitude tests or acquaints, and also gives appropriate time for assignment notice.

4. If manning clearance is refused, a reason and any recommendation will be stated in the signal.
e. **Refusal.** Common reasons for refusal of manning clearance include the following:

1. The donor specialisation is in or forecast to be in, deficit; any further outflow of personnel will only exacerbate the situation.

2. The receiving specialisation is in or forecast to be in, balance/overborne or there are no spaces available on Phase 2 courses for the foreseeable future.

3. The applicant does not qualify in accordance with Para 5125 sub para c.

f. **Consultation.** For ratings under the age of 18, parents/guardians should be consulted after approval has been given, but before the transfer is completed (subject to permission being given by the rating concerned).

g. **Disclosure Check Vetting.** Under the provisions of the Criminal Justice and Court Services Act 2001 Working with Children and Vulnerable Adults, individuals seeking transfer to Medical, Dental, Nursing, Service Police and Physical Training specialisations will be subject to Disclosure Check vetting undertaken by the Disclosure Barring Service.

h. The procedure for transfer to the Medical Assistant Branch can be found at Annex 51C.

5126. **Rating Transfers – General Service to Submarines**

(POC: XSM Branch Manager SO1)

a. **Liability for Service in Submarines.** All Service Personnel who are recruited as GS ratings are liable for service in submarines (SM service) and acknowledge such on Form S3049, which they sign when they enlist in the Service. Vacancies will be filled by volunteers, if available, subject to the conditions in Para 5126 sub para b and provided there is a requirement for a rating of equivalent rate and category in the SM service. Ratings will generally join whilst in the lowest rate of each category.

b. **Eligibility.** To be eligible for SM service, ratings must satisfy the following criteria:

   1. **Engagement.** Ratings will normally be assigned to submarines only if they have at least three years to serve.

   2. **Medical.** Ratings must be declared medically fit for service in submarines.

   3. **Nationality.** Ratings must be UK nationals (but can hold dual nationality where the other nationality does not appear on the US State Department Policies Embargoes List). Personnel serving in the Strategic Weapons Systems and Marine Engineering Submarines specialisations must be sole UK nationals.
Effective
February 2020

BRd 3(1)

Volunteers. Eligible ratings may volunteer at any point of their career (subject to Para 5126 sub para b). This is for a minimum period of five years from the award of the submarine basic qualification (SMQ/BSQ/Dolphins).

(1) A rating who wishes to volunteer for SM service must submit a branch transfer request in accordance with Para 5116 and Para 5125 sub para b and sub para c.

(2) Any changes in the medical fitness of a rating who has already received Manning clearance for SM service, which may render them ineligible for such service, are to be reported immediately to ACOS(PCap) Ratings Strategic Workforce Planners.

(3) As a volunteer for SM service, a rating will remain in such service until any one of the following factors applies:

(a) Their ES2/FC/OE ends and is not extended.
(b) They are no longer medically fit for SM service.
(c) They are no longer suitable for SM service.
(d) They are advanced to a rate in their specialisation for which there is no requirement in the SM service.
(e) They cease to be a volunteer, in which case they may request to return to GS. See Para 5126 c sub para (5).
(f) They volunteer to undertake a loan to the SM Service within the terms of service of a temporary transfer to alleviate a specific shortage.

(4) Non-volunteers. The minimum period of SM service for a non-volunteer rating will be five years; individuals may, however, volunteer for further service in submarines at any time.

(5) Ceasing to be a Volunteer. If a rating does not wish to volunteer for further service beyond five years, in order to give the Career Manager sufficient notice, they must request to be transferred to GS at least six months before completion of the five year term. Application should be made in accordance with the branch transfer rules at Para 5125 stating that the request is to return to GS and is submitted in accordance with this paragraph (Para 5126 sub para e). If the individual has completed five years' service in submarines, they are to be transferred to GS on the next occasion a Permanent Assignment Order is issued for them and in any event within three years of the date of their request (Note: orders that are issued to assign a rating ashore to attend a course [PJ/T/TEM/LRLC/SRLC etc] or sent ashore temporarily due to a medical or welfare downgrading are not classed as a Permanent Assignment Order). Except under war or emergency conditions, individuals will not be re-assigned to submarines unless they volunteer again.
Submariners who are awarded an ES3 whilst in the SM Service are selected for such an engagement specifically to meet the needs of the SM Service. Individuals who leave for the reasons in Para 5126c sub para (3) do not automatically transfer their ES3 in conjunction with a transfer to GS. They will normally revert to their original Termination Date, or be offered an alternative ES3 that meets the needs of the receiving specialisation as determined by the appropriate Branch Manager.

5127. Rating Transfers – Submarines to General Service
(POC: XSM Branch Manager SO1).

Submariners who were recruited directly into the SM Service (as opposed to joining the GS initially and subsequently transferring to submarines) have no right to transfer to GS. However, exceptionally, they may submit a branch transfer request to do so in accordance with Para 5125. The request will be considered by the relevant Branch Manager. Submariners who are awarded an ES3 whilst in the SM Service are selected for such to specifically meet the needs of the SM Service. Individuals who leave for the reasons in Para 5126c sub para (3) do not automatically transfer their ES3 in conjunction with a transfer to GS. They will normally revert to their original Termination Date or be offered an alternative ES3 that meets the needs of the receiving specialisation as determined by the appropriate Branch Manager.

5128. Rating Transfers between Specialisations

a. Counting of Time. Normally, when ratings transfer from one specialisation to another, time in their previous specialisation is not counted for promotion or advancement purposes in the specialisation to which they transfer. For the purpose of applying the instructions of this paragraph, any change in branch, specialisation or sub specialisation is regarded as a transfer in specialisation. Precise rules for the calculation of seniority in the new specialisation for ratings who transfer at their own request are as follows:

(1) AB2. Transfer will be at AB2 level with existing seniority. AB2s who become due and are qualified for advancement to AB1 in their former specialisation whilst undergoing conversion training are to be stood over and, subject to successful completion of training, are to be advanced as follows:

(a) Ratings transferring to specialisations where successful completion of Part II/III training is the only professional qualification for award of AB1 - to be rated AB1 on completion of course, with pay from that date and with seniority antedated to the date they became due by service.

(b) Ratings transferring to specialisations where qualifications, additional to completion of Part II/III training, are required for advancement to AB1 - to be rated AB1, on an acting basis, on completion of course, with pay from that date and seniority ante-dated to the date they became due by service. They are then to be confirmed as an AB1 on attaining the necessary professional qualifications for the rate.
(2) **AB1 and Above.** Transfer to be at a rate and seniority that is determined by the Branch Manager of the receiving specialisation. Usually, this should be in line with those non-transferees on the same course; however, where there is a clear Service reason for this to be different then, on a case by case basis, consideration of which should include but not be limited to demand for personnel in that specialisation, the training required to provide the transferee with the appropriate qualifications or experience and the consequential effect on other ratings’ promotion prospects, the rate on transfer may be higher. The rate in new specialisation should be no higher, and the seniority no earlier, than that held immediately prior to transfer, and the rate should be held on an acting basis from the date of transfer (see Para 5128 sub para b below). Confirmation in the rate will be attained on successful completion of any necessary transfer training, successful completion of Task Book (if applicable) and completion of sea-time qualifications in the new specialisation (if applicable). The new rate and seniority is to be confirmed with ACOS(PCap) in each case and Branch Managers are to set out the agreed terms and conditions associated with each transfer in a letter to the Service person\(^1\). In order to reduce the incidence of subsequent misunderstanding, and to simplify the course of any retrospective investigation, Career Managers are also to retain comprehensive records which accurately document these terms and conditions.

b. **Taking Effect.** Except for ‘sideways entry’ specialisations and the other exceptions in Para 5128 sub para c, transfers are to be effected immediately the rating commences training for the new specialisation and should not be delayed pending successful completion of course. See Para 5128c sub para (4) for action necessary following failure on course.

c. **Special Cases.** For ratings who transfer for one of the following reasons, special rules apply, as follows:

1. **On Call for Volunteers Issued by the MOD.** The DIN promulgating the requirement will contain the details of special conditions offered.

2. **For Medical Reasons** (eg. voluntary transfer as an alternative to medically invaliding at Naval Service Medical Employability Board (NSMEB) or discharge SHORE). Applications from LHs and above will be considered by the Terms of Service Team and any special conditions will be clearly stated in the letter of approval. In the majority of cases, transfer will involve reversion to AB1 in the new specialisation.

3. **Transfer to Specialisations or Sub-Specialisations Recruited or Partially Recruited from Serving Personnel.** Sideways Entry specialisations are listed at Annex 51A.

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\(^1\) In all cases JSP 754 Ch 3 Sect 11 has primacy, including the future treatment of pay when discretion has been applied on transfer.
(4) **Compulsory Re-Transfer to Source Specialisation and Re-Transfer to Source Specialisation at Own Request.** Ratings who fail their re-training course examination or are subsequently found to be unsatisfactory in their new specialisation within 12 months of transfer will be compulsorily transferred back to their original specialisation (but see Chapter 83 for the procedure applicable to SM Coxswain specialisation and Para 5128 sub para e for the Aircrewman specialisation). Approval may also be given to ratings who voluntarily request to re-transfer to their original specialisation within 12 months of beginning training for their new specialisation. Ratings will be re-instated in the rate held before undergoing retraining course as follows:

(a) Ratings who transferred in existing rates will re-transfer in the same rate with original seniority post-dated by the time spent in the new specialisation.

(b) Ratings transferring in a rate below that held in their original specialisation will re-transfer in the lower rate for one day and be reinstated in their old rate on the following day with original seniority post dated by the time spent in the new specialisation plus the one day spent in the lower rate on re-transfer.

(c) Ratings who have been promoted or advanced since transfer will be retransferred to the rate held prior to original transfer with original seniority post dated by time spent in the new specialisation.

(d) In the case of ratings in specialisations at Para 5128c sub para (3), re-transfer will be in the rate held in their source specialisation prior to commencing sideways entry specialisation training. Such ratings will retain their original seniority but any basic date for advancement to the next higher rate will be post dated by the time spent in the new specialisation. Following satisfactory completion of the probationary period, Ratings may not be compulsorily re-transferred.

(e) In the case of the Aircrewman specialisation, for ratings who are suspended from flying duties for reasons beyond their control, the following procedure will apply. Leading Aircrewmen will normally be returned to their source specialisation in the rate held at the time of transfer and with their original seniority. Petty Officer Aircrewmen and above, who are permanently grounded for reasons beyond their control, may be retained in the Aircrewman specialisation and be employed on non-flying duties until the end of their current engagement provided that they remain medically fit for General Service. They will cease to be eligible for Specialist Pay (Flying) (SP(F)) from the date of grounding. They will not be eligible for further promotion and will therefore be given the option of Discharge SHORE with normal terminal benefits (including eligibility for pre-release voluntary training).

(f) For Warfare Branch ratings in the SM service who are returned to GS, the procedure in Chapter 79 will apply.
(5) **Naval Swimming Test.** Where a transfer involves promotion or advancement to Leading Hand, all ratings must have passed a Naval Swimming Test before commencing training for the new specialisation.

(6) **Requirement for Career Check-Free Service.** Where a transfer involves promotion or advancement in rate (eg. to Leading Regulator or Leading Physical Trainer) the requirement for Career Check-free service, as applicable to promotion or advancement in the new specialisation, must be satisfied before the transfer may take place.

5129. **RM Other Ranks – Transfer between Specialisations**

a. **General Instructions.** All applications for transfer between specialisations of the Corps are to be forwarded to NAVY PCAP-CM RM RMCA1 which will then be considered at the RM Transfer Board, which is chaired by the RM Branch Manager. All matters relating to pay in this context are contained in JSP 754.

b. **Conditions of Transfer**

(1) Any transfer between specialisations may result in one or all of the following: reduction in rank, reduction in pay (if specialist pay is received in old SQ); or adjustment of seniority. Such reductions will depend upon whether the transfer is at the individual’s request, at the direction of the Service (eg. NSMBOS or DSS), and as the result of a comparison of promotion factors within the specialisations concerned.

(2) The effective seniority dates of individuals transferring in specialisations are to be decided by the RM Promotion WO. Ordinarily, for Cpls and above, all seniority is lost on transferring between SQs.

(3) The effective date of transfer is to be the date on which the individual passes a 3rd Class qualification. Any former SQ/TQ Spec qualification will be relinquished on that date.

(4) NCOs who transfer will not normally be required to revert to Mne. They will have their seniority adjusted on gaining a 2nd Class qualification.

(5) NCOs who are reverted to a lower rank will be given the seniority of the date of their transfer to the new specialisation.

(6) A JNCO who retains their rank on transfer must obtain the appropriate 2nd Class qualification within two years of transfer or they may be required to revert to Mne.

(7) A SNCO who retains their rank on transfer must obtain the appropriate 1st Class qualification within 2½ years of transfer or they may be required to revert to Cpl, or even to Mne if they fail to achieve a 2nd Class qualification.
(8) A Me holding civilian qualifications or qualifications from other Services may apply to PCAP(RM) (through the Specialisation Adviser) to have these accepted as RM qualifications.

c. **Failure to Comply with Conditions of Transfer.** When an NCO is accepted for transfer and subsequently fails to comply with the conditions under which the transfer was approved, the RM Branch Manager/CDO are to decide whether:

   (1) The NCO must return to the specialisation from whence they came, in which case they will be granted their original seniority in that specialisation, adjusted for the period of time spent out of it; or

   (2) The NCO is to be offered the opportunity to relinquish the rank for which they failed to qualify and assume the highest rank for which they are qualified in the new specialisation.

d. **Loss of Seniority.** This paragraph should be considered in conjunction with Para 5129 sub para b. Ranks who have successfully completed JCC may opt to transfer to an SQ2 level entry specialisation (PT, DL, and RMIS). Substantive Cpls will retain their rank; however, their new seniority will be activated from their SQ2 qualification, which will normally be the course end date.

e. **Ranks Selected for Promotion.** Normally a rank transferring from one specialisation to another will have to be selected for promotion in the gaining specialisation. This also applies to ranks who are not substantive on transfer. Under exceptional circumstances, for example where critical shortages exist, the CDO may grant approval for ranks to retain their selection in their previous Specialisation, subject to passing command training, for a predetermined period until qualified by SQ in the gaining specialisation. On such occasions CPD will be re-determined accordingly.

f. **RMBS to RM**

   (1) **Bugler/Musician** *(Bug/Musn)*

      (a) Bugs/Musns who have served a minimum of four years from completion of training, and who are not in a shortage instrumental category, may be considered for transfer.

      (b) Bugs/Musns who prove to be musically unsuitable may be considered for transfer at any time.

   (2) **Selection.** Applicants for transfer between RMBS and RM are required to attend a Potential Royal Marines Course (PRMC) at CTCRM to assess their suitability for transfer before selection. Successful candidates cannot be guaranteed selection as this is dependent on vacancies. Those candidates successful at PRMC will be required to complete normal recruit training.

   (3) **Failures.** Applicants who fail the PRMC will continue in their normal employment.
g. **RMBS - Applications for Transfer.** Applications from Bug/Musns to transfer to the RM specialisations are to be forwarded to the RM Branch Manager and are to include a medical certificate confirming that the applicant conforms to the physical requirements, together with a recommendation from the Commanding Officer regarding the applicant’s suitability for transfer. On approval, they are to be assigned to CTCRM for PRMC and, if successful, recruit training.

5130. **Pay, Recruitment and Retention Pay and Retention Payments**

Personnel who transfer between branches (for the Naval Service this includes moves between the RN/RM/RMBS/QARNNS) and specialisations are to be made aware that such changes may have an effect on their entitlement to a particular rate of pay. Changes include moving between pay Supplements, a cessation of entitlement to any form of Recruitment and Retention Pay, and an altered entitlement to Commitment Bonuses and/or any Financial Retention Initiatives (eg. Golden Hello) in force at the time of transfer. All manpower decisions will be based on the principle that individuals are fully aware of these potential changes. Full details are contained in JSP 754 (Tri-Service Regulations for Pay and Charges) Chapter 3 – Basic Pay and Chapter 5 – Recruitment and Retention Pay.

5131. **Female Non-Sea Volunteers**

a. Non-Sea Volunteers (NSVs) who transfer branch and/or specialisation must satisfy any sea service requirement conditions of their new specialisation prior to application.

b. NSV ratings may volunteer for sea service at any time. Successful applicants will be given a six month transition period from the date of joining their first seagoing ship during which they may apply to withdraw their application to serve at sea and be reverted to NSV status. Any NSV who wishes to apply for sea service should do so, in writing to their Career Manager through the chain of command.

c. NSV ratings who apply for promotion to the Officer Corps can only do so as sea service volunteers. CW candidate ratings who revoke their NSV status but then subsequently withdraw, or are withdrawn from, CW candidature at any time, will be permitted to revert to their previous NSV status. Officers under training who were former NSV ratings and who revert to rating status during their initial officer training will also be permitted to revert to their previous NSV status.

d. Personnel should be aware that, if reverting to NSV status, there can be no guarantee that they will be able to return to their previous unit or geographical location. There is also no guarantee that personnel will be relieved in their seagoing job at less than normal assignment notice (five months). Personnel are reminded of the need to keep their Career Manager informed of their assignment preferences on JPA.

e. Ratings who are accepted for sea service must successfully complete a Basic Sea Safety Course (BSSC).
f. In order to be eligible for promotion as a VOLSHIP, ratings must hold one of the following qualifications: a NAMET score of 5:5, the equivalent Literacy and Numeracy Testing and Education in the Royal Navy (LANTERN) requirement (Grade D in Mathematics and English Language or Level 1 Certificates in Adult Literacy and Numeracy) or other equivalent educational qualifications.

g. **Carrying and Use of Weapons.** Some NSV personnel have continued to exercise their preserved right not to carry or use weapons, however, such ratings have the option to revoke their decision not to carry or use weapons at any time. It should be noted that, once this right is revoked, personnel will be unable to revert to the ‘no gun’ restriction.
## ANNEX 51A

### SUMMARY OF SIDEWAYS ENTRY SPECIALISATIONS

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

<table>
<thead>
<tr>
<th>Specialisation</th>
<th>Eligibility</th>
<th>Rate Eligibility</th>
<th>Nationality Requirement</th>
<th>Non-Brit (Commonwealth or Irish national)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircrewman ASW</td>
<td>Any RN Age 19-30 o/c Flying Training</td>
<td>Able Rate (AB) or Leading Hand (LH)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Aircrewman CDO (RM:RN)</td>
<td>Any RM/RN (to maintain 70:30 split) Age 19-30 o/c Flying Training</td>
<td>Marine or Corporal, AB or LH</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Royal Navy Welfare Officer</td>
<td>Any RN</td>
<td>LH (recommended for promotion to PO) or above</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Medical Technician</td>
<td>Any RN</td>
<td>AB to PO</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Naval Nurse</td>
<td>Any RN</td>
<td>AB or LH</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Photographer</td>
<td>Any RN/RM</td>
<td>AB or LH, Marine or Corporal</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Physical Training</td>
<td>Any RN/RM</td>
<td>AB or LH, Marine or Corporal</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>RN Police</td>
<td>Any RN/RM</td>
<td>AB or LH, Marine or Corporal, PO</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Coxswain Submarine</td>
<td>See Chapter 83</td>
<td>PO (with minimum 18 months’ seniority on date of Selection Board) or CPO SM</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
ANNEX 51B

FLOW DIAGRAM FOR SIDEWAYS/BRANCH TRANSFER APPLICATIONS

1. Applicant submits request to Transfer to DO
   - NOT QUALIFIED
     - Applicant to gain required qualification
   - QUALIFIED
     - Applicant to CO’s table to request transfer
   - RECOMMENDED
     - DO to signal/letter/e-mail to CNPS requesting manning clearance to apply for transfer to another specialisation
     - CNPS WO1 checks applicant’s qualification criteria against JPA, details to database
     - CORRECT
       - Application to donor Branch Manager
       - APPROVED/NOT APPROVED
         - Application to recipient Branch Manager
       - NOT APPROVED
         - Applicant remains on database refer to comments on signal
         - For Branch Transfers only: To Raleigh for Provisional Course Date
         - For Sideways Entry Transfers only: Comments on signal detailing contacts / aptitudes etc

FLEET HQ Signal DTG FRI xx1200Z/xx1300z
ANNEX 51C

1. Transfer To The Medical Branch As A Medical Assistant

   a. All personnel requesting a transfer to the Medical Branch must obtain manning clearance in the first instance in accordance with Para 5125. If clearance is granted, Disclosure and Barring Service (DBS) checks are to be initiated by the source branch Career Manager.

   b. A two week Medical Centre acquaint is required to assess an individual’s suitability to transfer. This can be arranged by the rating’s Divisional Officer by contacting the Practice Manager of a Base Port Medical Centre HMNB Portsmouth, HMNB Devonport, or HMNB Clyde as appropriate. An interview with the WO1 RNMS will also be required post this acquaint.

   c. If successful post acquaint and interview and the DBS number has been issued, the Ratings Planner at Navy Command Headquarters (West Battery Tel: 93832 8753/DII: NAVY PERS-PPLAN SWPR WO1) is to be advised of the earliest date the individual is available for training by either signal or e-mail. Once this date has been determined, the SP will be assigned to a course and informed of the start date by signal.

   d. Ratings must be medically fit and deployable (normally MFD A4/L1/M1/E1) and be in date for the Royal Naval Fitness Test or hold the appropriate waiver.

2. Acquaint And Interview Requirements For Royal Marine Personnel Requesting Transfer To Royal Marine Medical Assistant

   a. The entry level from RM to RMMA will be at OR2 only. There will be opportunity for a maximum of 8 RM per annum to transfer to the MA Spec. Career management, including selection for promotion, will remain with NPT (Logistics & Medical).

   b. All RM personnel requesting transfer to RM Medical Assistant must obtain manning clearance in the first instance. If clearance is granted, DBS checks are to be initiated by the source branch career manager.

   c. Once manning clearance has been granted, Commanding Officers of personnel requesting transfer are to contact the Medical Branch Specialist Advisor to the RM, WO1(MA)(Cdo) 3 Cdo Bde (RMB Stonehouse Tel: 9375 36411/e-mail 3CDOX-WOMED) to request the arrangement for a two week acquaint at a Unit Medical Centre. The purpose of the acquaint is to allow the individual to be assessed with regard to suitability to transfer and also give them insight into the range of clinical and administrative work undertaken by the Medical Assistant. A programme will be set by the Medical Branch Specialist Advisor to the RM. An Acquaint Pack will be issued to the SP to maximise their short exposure to the role of the Unit/Coy MA.
d. Personnel are to forward a copy of their last SJAR and a letter recommending them for transfer from their Divisional Officer to the Medical Branch Specialist Advisor to the RM, WO1(MA) Cdo, 3 Cdo Bde.

e. On completion of the acquaint, the Medical Centre Practice Manager/Medical Officer are to interview the SP and write a report on the individual’s performance and give opinion as to the suitability/non suitability of the SP to transfer. This is to be forwarded to the Medical Branch Specialist Advisor to the RM, WO1(MA)(Cdo) 3 Cdo Bde by letter.

f. On receipt of the Medical Centre report, the individuals last RORRS/SJAR and the letter of recommendation from Divisional Officer the Medical Branch Specialist Advisor to the RM will make a recommendation by letter to the Medical Ratings Branch Manager, on suitability to transfer to the medical branch. Final decision on transfer will rest with the Branch Manager who will inform the SP’s Commanding Officer by letter.

g. Once the DBS number has been issued, the Ratings Planner at Navy Command Headquarters (West Battery Tel: 93832 8753/DII: NAVY PERS-PPLAN SWPR WO1) is to be advised of the earliest date the individual is available for training by either signal or e-mail. Once this date has been determined the SP will be assigned to a course and informed of the start date by signal.

h. The applicant must be medically fit and deployable (normally MFD A4/L1/M1/E1) and be in date RM BFT or hold the appropriate waiver.

i. All further actions required to progress the transfer following a successful acquaint will be initiated by the Medical Ratings Branch Manager. POC; BM Med WO1, NPT(LM), Navy Command HQ, MP 1-1, Room 123 West Battery, Whale Island, Portsmouth, Hampshire, PO2 8DX
ANNEX 51D

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

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

Part 1 - Individual’s Application

Full Name: ........................................................................................................................................

Service Number: ............................................ Unit: ................................................................

Rank: ............................................................. MEDCAT: ......................................................

Nationality: ..................................................... RNFT Pass Date: ...........................................

Current Branch and Specialisation:
................................................................................................................................................

Prospective Branch and Specialisation:
................................................................................................................................................

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

a. Reasons why I wish to transfer to the branch specified.

b. Reasons why I feel that I am suited to the prospective branch.

c. Details of the relevant skills and experience that I believe I would bring to the branch.

d. Details of the research that I have undertaken with regard to the branch.

Please tick box to confirm the above: □

Applicant’s Signature: ................................................................. Date: ............................

ON COMPLETION OF PART 1, FORWARD APPLICATION AND LETTER TO OFFICER COMMANDING OFFICER TRAINING (OCOT)
Part 2 - Officer Commanding Officer Training Declaration

I support the transfer request: ☐ (tick if applicable)

I do not support the transfer request: ☐ (tick if applicable)

The reasons behind whether or not the application is supported are provided in my email. Please find attached/scanned copies of the following (See note):

a. The applicant’s letter.

b. This application form.

Name (Caps): ..........................................................................................   Rank:  ......................

Signature: ..............................................................................................   Date:  ......................

Note. If the forms cannot be scanned and emailed, please email NAVY TRG HQ-PM OFFICERS for alternative arrangements.

ON COMPLETION OF PART 2, OCOT IS TO SEND EMAIL TO THE OFFICER TRAINING PIPELINE MANAGER (NAVY TRG HQ-PM OFFICERS)
ANNEX 51E

BRANCH TRANSFER REQUEST FORM – YOUNG OFFICERS UNDERTAKING PHASE 2 TRAINING

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

Part 1 - Individual's Application

Full Name: ..........................................................................................................................................................

Service Number: ............................................ Unit: ........................................................................................

Rank: ............................................................. MEDCAT: .................................................................

Nationality: ..................................................... RNFT Pass Date: ........................................................

Current Branch and Specialisation:
.................................................................................................................................................................

Prospective Branch and Specialisation:
.................................................................................................................................................................

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

a. Reasons why I wish to transfer to the branch specified.

b. Reasons why I feel that I am suited to the prospective branch.

c. Details of the relevant skills and experience that I believe I would bring to the branch.

d. Details of the research that I have undertaken with regard to the branch.

Please tick box to confirm the above: ☐

Applicant’s Signature: ......................................................... Date: .........................................................

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

Aircrew Officers who have yet to reach the end of Grading should complete Annex 51D.
Part 2 - Commanding Officer's Declaration

I support the transfer request: □ (tick if applicable)

I do not support the transfer request: □ (tick if applicable)

The reasons behind whether or not the application is supported are provided in my letter. Please find attached copies of the following:

a. The applicant's letter to the Commanding Officer.

b. The Commanding Officer's letter of recommendation.

c. A Standard Report Form (covering the branch transfer request) signed and dated by the applicant.

d. A copy of the full E190.

e. Copies of other documentation deemed relevant to the application.

Name (Caps): ......................................................................................   Rank:  ........................

Signature: ...........................................................................................   Date:  .........................

ON COMPLETION, EMAIL/SEND TO THE OFFICER TERMS OF SERVICE MANAGER,
NAVY COMMAND HEADQUARTERS, ROOM 48, WEST BATTERY, MP G-2, WHALE
ISLAND, PORTSMOUTH PO2 8DX
ANNEX 51F

BRANCH TRANSFER REQUEST FORM – OFFICERS ON THE TRAINED STRENGTH

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

Part 1 - Individuals Application

Full Name: ........................................................................................................................................

Service Number: ............................................  Unit: ................................................................

Rank: .............................................................  MEDCAT: ....................................................... 

Nationality: .....................................................  RNFT Pass Date: ...........................................

Current Branch and Specialisation:
................................................................................................................................................

Prospective Branch and Specialisation:
................................................................................................................................................

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

a. Reasons why I wish to transfer to the branch specified.

b. Reasons why I feel that I am suited to the prospective branch.

c. Details of the relevant skills and experience that I believe I would bring to the branch.

d. Details of the research that I have undertaken with regard to the branch.

Please tick box to confirm the above: ☐

Applicant’s Signature: ................................................................. Date: .................................

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

OFFICIAL-SENSITIVE PERSONAL (WHEN COMPLETE)
Part 2 - Commanding Officer's Declaration

I support the transfer request: ☐ (tick if applicable)

I do not support the transfer request: ☐ (tick if applicable)

The reasons behind whether or not the application is supported are provided in my letter. Please find attached copies of the following:

a. The applicant’s letter the Commanding Officer.

b. The Commanding Officer's letter of recommendation.

c. An Appraisal Report (covering the branch transfer request), signed and dated by the applicant, 1RO and 2RO.

d. Copies of other documentation deemed relevant to the application.

Name (Caps): ......................................................................................   Rank: ........................

Signature: ........................................................................................... Date: ........................

ON COMPLETION, EMAIL/SEND TO THE OFFICER TERMS OF SERVICE MANAGER, NAVY COMMAND HEADQUARTERS, ROOM 48, WEST BATTERY, MP G-2, WHALE ISLAND, PORTSMOUTH PO2 8DX
CHAPTER 52

‘TRANSFER’ FROM THE NAVAL SERVICE TO ANOTHER SERVICE

POINT OF CONTACT – PART 7

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5202. Officer Transfers to the Army or RAF - Untrained Strength
5203. Officer Transfers to the Army of RAF - Trained Strength
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ANNEX

Annex 52A Application for Release from the Naval Service to Enter the Army or RAF – Ratings and Other Ranks on Trained Strength
CHAPTER 52

‘TRANSFER’ FROM THE NAVAL SERVICE TO ANOTHER SERVICE

5201. Definitions and Terminology
Personnel occasionally request to move from the Naval Service to one of the other Services, a process which involves their discharge from the RN or RM and subsequent entry into the new Service. As such, this is not strictly a ‘transfer’ but the term will be used as short hand for the process in this chapter. The Service in which the applicant is currently serving is referred to as the ‘present Service’; the potential future Service is referred to as the ‘gaining Service’. For the rules regarding transfers between the RN and RM or vice-versa, see Chapter 48.

5202. Officer Transfers to the Army or RAF – Untrained Strength
Officers undertaking initial training (hereafter referred to as Young Officers (YOs)) may request permission to withdraw from training up until their Premature Termination of Career Training (PTCT) point (and may make their own arrangements to join the Army or RAF thereafter if they so wish). On passing their PTCT point, officers are required to complete their initial training and serve the specified return of service (ROS) for the training received, details of which are shown in Table 53B-1 and, as such, are unable to seek release to join another Service. However, if a decision has been taken to discharge an individual under the provisions of Para 5437 and the reasons are such that the individual would not be debarred from applying for the Army or RAF, Commanding Officers have the option of forwarding a letter of Recommendation and a copy of the YO's E190/Training Record direct to the Personnel Management Authority of the Service concerned. Contact details for the Army and the RAF are as follows:

**Army**

SO1 MS8  
Army Personnel Centre  
Kentigern House  
65 Brown Street  
Glasgow  
G2 8EX

**RAF**

OASC4e(RAF) MOD  
PO Box 1000  
Cranwell  
Sleaford  
Lincolnshire  
NG34 8GZ
5203. **Officer Transfers to the Army or RAF – Trained Strength**

There are limited opportunities for officers on the trained strength to transfer to the Army or RAF. The policy and procedure is as follows:

a. Officers who wish to transfer to the Army or RAF should first contact the Service they wish to join in order to make sure it is currently recruiting and has vacancies, or is likely to have vacancies, in the branches in which they are interested. Contact details are at Para 5202 sub para a.

b. If the gaining Service has vacancies, applicants are to submit a request for transfer through their Command chain to their Career Manager, copied to the agency specified at Para 5202 sub para a and the appropriate branch within the gaining Service:

   - Military Secretary for Army
   - Air Secretary (attn: PM(AR)1a(RAF)) for RAF

c. Officers are to be interviewed by their Commanding Officer who is to discuss the request with the individual before forwarding the application and recommendation, via the Command chain, to the appropriate Career Manager. At the interview, the Commanding Officer is to make it clear that there is no automatic right to transfer between the Services and that the needs of the individual’s present Service are paramount.

d. The relevant Career Manager is to consider all applications for transfer from the RN or RM in conjunction with CNPers DACOS Career Management before consultation with the personnel authorities of the potential gaining Service. If the application is acceptable to all concerned, the Career Manager will agree a mutually convenient date for transfer with the gaining Service. Any outstanding ROS obligation to the individual’s present Service will be taken into consideration in reaching a decision (see Para 5202 sub para e). If the transfer is agreed by CNPers and Commodore Naval Personal Strategy (CNPS), the normal Single Service rules governing Early Termination (see Chapter 54 for RN/RM; AGAI for Army; and GAI 6028 for RAF) will apply and no preferential consideration will be given to the fact that the application is for a move between the Services.

e. Rank, seniority and other terms and conditions of service will be confirmed by the gaining Service as soon as is practicable. For transferees to the Army, the terms of service rules are contained in Army Commissioning Regulations and, for the RAF, in AP3393. Detailed terms of service will be formally notified to the transferee, with a copy being sent to the present Service. As there is no actual break in service, there will be no effect on prospective entitlement to retired pay and terminal benefits, and reckonable service accrued with the present Service will be aggregated with the period of employment with the gaining Service.
f. The present Service will issue an official letter to the officer (copied to the gaining Service) explaining that the individual's existing commission will be terminated on the day before their assignment to a commission in the gaining Service and that they will not be placed on the Retired List of the present Service, nor will they be subject to a recall liability to the present Service.

g. The London Gazette will be annotated "Commission terminated (date) on transfer to... (as appropriate)".

h. If the transfer request is not supported by the gaining Service, officers will remain in their present Service, which will be responsible for providing official notification to the individual (copied to the proposed gaining Service).

5204. Ratings and Other Ranks - Eligibility to Seek Release to Join the Army or RAF – Untrained Strength

Whilst ratings and other ranks have a statutory right to leave within their first 6 months’ service or until their 18th birthday (if later) (and may make their own arrangements to join the Army or RAF thereafter if they so wish), beyond this point individuals are ineligible to submit their notice until completing a minimum of 2½ years on the trained strength (see Para 5403) and, as such, are unable to seek release to join another Service. However, if a decision has been taken to discharge an individual under the provisions of Para 5442 and the reasons are such that the individual would not be debarred from applying for the Army or RAF, Commanding Officers of establishments have the option of forwarding a letter of recommendation (the form at Annex 52A should not be used in such cases) and a copy of the individual’s full Service Documents direct to the Personnel Management Authority of the Service concerned.

5205. Ratings and Other Ranks – Early Release to Join the Army or RAF – Trained Strength

a. Individuals who wish to apply for early release to join the Army or the RAF before the end of their career or engagement may do so once they have reached the point at which they are eligible to submit 12 months’ notice to leave the Naval Service (see Para 5302 sub para b) and only if they are not subject to either a further training or financial ROS (see Para 5303). There are two normal methods for applying:

   (1) If an individual chooses to seek a transfer through Service channels, and manning clearance is given to do so, successful applicants will be able to leave the Naval Service on the day before entering the other Service. In this way the individual retains continuity of service which may have beneficial implications on pay and pensions. It may also be possible, if both Services agree, to allow the transfer in less than the normal 12 months’ notice period, but the actual timing will depend on a variety of factors.
(2) The alternative is for the rating or other rank to submit 12 months’ notice and apply independently to enter the gaining Service, without involving their present Service. Under these circumstances it will not be possible to arrange the same continuity of service. Individuals who have already submitted notice, and who are serving out the 12 months’ notice period, or who have already been offered a place in the Army of RAF through their own efforts, are not eligible to be considered for release iaw Para 5205 a sub para (1), but may be eligible to apply for release at less than 12 months’ notice (see Para 5413).

b. Before applying for release from the Naval Service to join another Service through Service channels iaw Para 5205.a sub para (1), ratings and other ranks who are considering a career in another Service should make appropriate enquiries at a Careers Office, namely to confirm that they meet the entry requirements and that the gaining Service is currently recruiting for that specialisation. Commanding Officers are required to confirm that the individual has made these enquiries before forwarding a request.

c. **Forwarding of Requests.** An application form for release from the Naval Service, iaw Para 5205.a sub para (1), to join the Army or RAF can be found at Annex 52A. Forms must be completed fully, including the recommendation and signature of the Commanding Officer, and returned with a copy of the full Service Documents to Navy Command Ratings Terms of Service Manager. Individuals should not apply for Early Termination on JPA in such cases.

d. Approval for early release to join the Army or RAF is subject, in all cases, to Naval manning requirements and approval will only be given in exceptional circumstances, such as where an individual’s talents could be better utilised in the other Service. Requests based on personal reasons for wanting to join another Service, such as a notion that an individual will encounter less family separation, will not be considered and therefore must not be forwarded.

e. **Unsuccessful Applications.** Should an individual not gain manning clearance to join the Army or RAF or be unsuccessful in their application to join another Service, they will remain in the Naval Service until such time that they reach the end of their career/engagement or submit 12 months’ notice to leave via JPA, if sooner.

f. **Failure to Enter the Army/RAF after Successful Application.** In the unlikely event that an individual does not enter the gaining Service, after having gained manning clearance for release from the Naval Service and having successfully applied for their chosen Service, a decision will be taken in respect of their future, based on the individual merits of the case. Whilst individuals who have reached this stage of the application process are deemed to have submitted their notice option, due consideration will be given to their wishes, either to continue in the Naval Service or to complete the 12 month notice period (starting from the date that the application form is signed) and thereby leave. Commanding Officers should forward details of the circumstances, their recommendation and the wishes of the applicant to the Ratings Terms of Service Manager.
# ANNEX 52A

**APPLICATION FOR RELEASE FROM THE NAVAL SERVICE TO ENTER THE ARMY OR RAF – RATINGS AND OTHER RANKS ON TRAINED STRENGTH**

## SECTION 1 - APPLICANT’S DETAILS (in Capitals)

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Initials:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Number:</td>
<td>Rate/Rank:</td>
</tr>
<tr>
<td>Date of Entry:</td>
<td>Current Engagement:</td>
</tr>
<tr>
<td>Full Address of Ship or Establishment:</td>
<td>Nationality at Birth of:</td>
</tr>
<tr>
<td></td>
<td>Applicant:</td>
</tr>
<tr>
<td></td>
<td>Father:</td>
</tr>
<tr>
<td></td>
<td>Mother:</td>
</tr>
<tr>
<td>Applicant’s Email Address:</td>
<td>POC onboard Ship or Establishment:</td>
</tr>
<tr>
<td></td>
<td>Email address for POC:</td>
</tr>
<tr>
<td>Applicant’s Career Manager’s Email Address:</td>
<td>Applicant’s Branch Manager’s Email Address:</td>
</tr>
</tbody>
</table>

## SECTION 2 - DECLARATION OF APPLICANT

To: The Commanding Officer

I wish to apply for premature discharge from the Naval Service to enter the Army/RAF* in accordance with BRd 3(1) Para 5205 and I can confirm that, in accordance with BRd 3(1) Chapter 53 and Chapter 54, I am on the trained strength and became eligible to submit 12 months’ notice on:

(calculated by adding the requisite minimum time to serve to the Standard Initial Training Period)

I can confirm that I have no outstanding Return of Service for any training received since completing my initial training.

I can confirm that I have not submitted or am currently serving out 12 months’ notice of discharge.

I have made appropriate enquiries of the other Service at the Armed Forces Careers Office at:

[Blank space for additional information]
regarding the specialisation of: 

I can confirm that: I meet the qualifications required and that the specialisation is open to recruitment: 

I am/am not* willing to undertake a regular engagement in the Army/RAF*. 

If manning approval is given, I give/do not give* authority for a copy of my Service Documents to be forwarded to the Recruiting Authority of the Service I am applying to enter. 

* Delete accordingly

Signature: Date: 

N.B. In the unlikely event that an individual, who has gained manning clearance and been successful in their application, does not then enter that Service, a decision will made regarding his/her future on its individual merits. Whilst an individual is deemed to have submitted his/her notice, due consideration will be given to an applicant’s wish to continue in the Naval Service or to complete the 12 month notice period (counting from the date that this form is signed) and leave. Individuals whose application is unsuccessful at any stage will automatically remain in the Naval Service.

SECTION 3 - APPLICANT’S QUALIFICATIONS
Details of Qualifications (showing grade achieved) (enclose additional sheet if necessary).

SECTION 4 - COMMANDING OFFICER’S STATEMENT
I can confirm that the applicant has a medical category of: 

and became eligible to submit his/her notice option on (please confirm date shown at Section 1 of the Applicant’s Declaration)

My recommendation is as follows:
Name and Rank (in Capitals):  

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

On completion, this form and a COPY of the relevant documentation should be forwarded to: Ratings Terms of Service Manager, Navy Command Headquarters, MP G-1.1, Room 133, West Battery, Whale Island, PORTSMOUTH, Hants PO2 8DX

In the event that it is subsequently discovered that an individual was ineligible to submit his/her notice, the application will be rendered void and no further action will be taken.

In accordance with the General Data Protection Regulations (2018), the MOD will collect and process the information supplied on this form in connection with matters concerning personnel administration and policies. In order to comply with statutory obligations, the data will be retained and reviewed as necessary and may be transferred to electronic media. The MOD is committed to ensuring that your personal data is kept securely and that it will not be disclosed unlawfully.
CHAPTER 53

RETURN OF SERVICE

POINT OF CONTACT – PART 7

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5302. ROS for Initial Training
5303. ROS for Further Training and Financial Remuneration
5304. ROS General Points
5305. ROS Waivers
5306. ROS for UY(E) University of Portsmouth (UoP) Degree Course
5307. ROS for Transfers and Re-entry Requiring Bespoke Training
5308. ROS for Undertaking Command Appointments

ANNEXES

Annex 53A Return of Service Undertaking for Further Training - Officers
Annex 53B Initial Training ROS
Annex 53C Further Training ROS
Annex 53D UY(E) Officer Candidates - Undertaking To Waive Right To Give Notice and, If Applicable, To Repay The Costs Of Sponsorship In Return For Undertaking Further Career Training/Education And Development
Annex 53E Return of Service Undertaking – SASB2/AASB2 Command Appointments
CHAPTER 53
RETURN OF SERVICE

5301. General

a. When RN and RM personnel undertake specific courses of training, studies or receive financial bonuses, the Naval Service requires a return on its investment. The normal requirement is that individuals complete an effective period of service called a return of service (ROS) which is defined as a period of time that an individual who has undertaken a course of funded training, taken up a secondment or placement within industry or been assigned into a designated command appointment shall be required to serve in order to give a reasonable return on the investment made by the MOD. Training falls into two areas: initial training, that undertaken by officers, ratings and other ranks prior to joining the trained strength; and further training, that undertaken by officers, ratings and other ranks who have joined the trained strength.

b. The Service not only invests in its people by means of training but also by appointing individuals into key roles, including command, where they acquire a breadth of experience and depth of knowledge which can be reinvested in subsequent positions, invaluable for the conduct of current operations, the administration of the Naval Service and the future planning of Defence. It would be illogical for the Service to appoint individuals into such key roles without seeking an assurance that it will be able to reap the benefits of the experience and knowledge which they have gained during the relevant appointment. In order to ensure that the Service is investing in those from whom it can gain such a return, certain command appointments will carry a ROS (see Para 5308).

c. It is the responsibility of individuals to acquaint themselves with the ROS requirements and regulations prior to applying for courses/training, selection for SASB2/AASB2) appointments or before receiving bonuses. It will be necessary to complete the appropriate ROS undertaking form in order to undertake further training, take up command appointments or receive Financial Retention Initiative (FRI) bonuses (see Para 5303 sub para c or Para 5308 sub para b).

5302. ROS for Initial Training

a. Officers

(1) Officers can voluntarily withdraw from initial training up to a defined point in their training pipeline known as the Premature Termination of Career Training (PTCT) point. Details of the PTCT and the voluntary withdrawal from training process can be found at Para 5402.
(2) Beyond the PTCT point, RN and RM officers are required to give a ROS in recognition of the cost of their initial training which for all (except those promoted under the Senior Upper Yardman (SUY)/Senior Corps Commission (SCC) schemes) is defined as the training completed prior to joining the trained strength (eg. Phase 1 training at BRNC Dartmouth and CTCRM Lympstone; Phase 2 professional training such as IWOC, ILOC(M) and SEMC). For SUY/SCC officers promoted from the ranks, initial officer training is considered to be complete once individuals commence their first effective assignment.

(3) Details of the applicable initial training ROS are at Table 53B-1, whilst Table 53B-2 shows the point at which initial training is completed in all officer specialisations. Para 5305 contains information concerning ROS waivers.

b. Ratings and Other Ranks

(1) All new recruits enlisting in the Naval Service, who have not previously so enlisted, have a statutory right to claim discharge within their first six months of service, provided that they have completed a minimum four weeks' service (excluding leave periods and any forfeited service) from their date of entry, or until the day before their 18th birthday, if this comes after the end of the six month period. Full details can be found at Para 5403.

(2) For ratings and other ranks, a ROS is required to consolidate an individual's training and give a reasonable return on the investment made by the Service. Having completed six months' service, or reached the age of 18 (if this comes after the end of the six month period), and subject to the exceptions that follow, ratings and other ranks become eligible to submit an application for Early Termination as follows: for those who joined prior to 4 Sep 16, on completion of 2½ years' service (commonly known as the minimum time to serve (MTS)) from the end of their Standard Initial Training Period (SITP), and for those who joined on or after 4 Sep 16 the 2½ year ROS will commence from the point they join the Trained Strength; this is on completion of Phase 1 and Phase 2 Training. The exceptions to the 2½ year rule are Student Naval Nurses and Medical Technicians who must complete a minimum of 3 and 3½ years respectively from the end of the SITP before they are eligible to apply for Early Termination. Details of the SITP are shown at Table 53B-3.

(3) The SITP varies across specialisations and is the theoretical aggregate of the time that a rating or other rank spends undergoing the various components of initial training, assuming a smooth flow through the system and including an element for leave. Dates of actual completion of training should not be used. It should be noted that, if the length of an SITP is reduced, ratings and other ranks within the respective specialisation(s) will also be able to use the reduced period in the calculation of the earliest date on which they can submit their notice. If a SITP is lengthened, ratings and other ranks will retain their shorter SITP period.
(4) Unlike the ROS for further career training, the MTS period cannot run concurrently with the notice period. An individual must complete the MTS period before they become eligible to apply for Early Termination.

(5) When a rating or other rank voluntarily transfers from one specialisation to another and therefore undergoes two periods of initial training, the first SITP, if completed, is to be used in determining their earliest release date. If the training is not completed, the time spent undergoing such training can count towards the SITP for the new specialisation. For example, if an individual spends four months undertaking training to become a Diver (with a nine month SITP) and is then allowed to transfer to the Air Engineering Technician specialisation, the four months will count towards the new 14 month SITP.

5303. ROS for Further Training and Financial Remuneration

a. Training ROS

(1) A zero ROS is the normal standard for Service personnel attending further training courses ie. that which follows the completion of initial training. However, some tri-Service and single-Service further training courses and qualifications exceptionally attract a training ROS (ie. as a result of being demonstrably expensive; lead to highly marketable skills or qualifications; normally of at least six months’ duration, including modules of a course that add up to six months or more; in areas where there is a significant current or forecast operational or manning pinch points and failure to retain the individual would have a direct impact on the immediate output or operational capability of the organisation; where manning organisations require a long lead time to trawl, nominate and assign an individual to a training course). These courses are published regularly by DIN and are shown at Table 53C-1, Table 53C-2 and Table 53C-3.

(2) A training ROS will normally only be applied where an individual attends a discrete course of training away from normal duty. It is accepted that some training is delivered in the course of normal duties, but such training would not normally attract a training ROS unless it resulted in a recognised qualification in a transferable skill.

b. Financial ROS

(1) **Bonus Payments or Financial Retention Incentives.** From time to time, bonuses may be offered to personnel in shortage categories as a retention measure, with a financial ROS required in return - see JSP 754 (Tri Service Regulations for Pay and Charges) for more details. In general terms, the ROS will run concurrently with any other ROS required by courses or training. Individuals wishing to submit an Application for Early Termination whilst still bound by this type of ROS will be required to pay back some or all of the money they received.
c. **The ‘ROS Declaration’ for Further Training Courses and FRIs**

(1) Individuals who are eligible to apply for Early Termination will be required to waive that right for a period equal to the length of the training course (if there is no ROS attached to the course) or the length of the course plus any ROS required for volunteering to attend a further training course.

(2) It is a condition of undertaking any course or accepting any FRI which attracts a ROS that all personnel must sign a written undertaking to state that they understand and accept the ROS requirement. A ROS Declaration (for officers, see Annex 53A; for ratings and other ranks, use Form S2658), will be issued to the individual by either the Training Establishment or the Career Manager with instructions for its completion in the Remarks of the Assignment Order which assigns them to the course. The completed and signed undertaking must be returned as required (once an individual has applied for and been accepted for an FRI or bonus, the Unit HR informs DBS JPAC to take the appropriate payment action and forwards the original completed and signed application form to the Career Manager) and the individual’s Earliest Exit date in JPA will be amended by the Career Manager. Mistakes found subsequently on the form itself or the loss of a signed form will not necessarily exempt the individual from being obliged to complete the ROS in force at the time; each case will be considered on its merits. Career Managers should store the signed form by scanning the document into JPA and attaching it as a public document to the Scribble Pad area and, vitally, forward the form to the DBS JPAC Records Office, since it will be required in the event that the SP challenges the ROS liability. Refusal to sign the form, when presented, will debar the individual from starting the course and the individual will reassigned.

(3) Once an individual has applied for and been accepted for an FRI or bonus, the Unit HR informs DGS JPAC to take the appropriate payment action and forwards the original completed and signed application form to the Career Manager. On receipt of the form, the Career Manager is to update the individual’s JPA record with the ROS name, ROS date and Earliest Exit Date.

(4) All individuals may serve out their notice period concurrently with the final 12 months of any outstanding ROS.

5304. **ROS General Points**

a. **ROS Starting Point.** Whilst a training ROS will normally commence on the completion of the course, the ROS obligation is incurred from the start date of the course and may be applied, subject to Service needs, at any time, irrespective of the final course outcome.

b. **Concurrence.** All periods of training ROS, whether for initial or further training, together with any time an individual is committed to serve as part of their Service engagement, will run concurrently unless otherwise specified. Employers and Career Managers are to ensure that an individual has sufficient service remaining in order to complete the relevant training ROS prior to formally committing the individual to a training course.
c. **Withdrawal from Training – Impact on ROS**

(1) Individuals who embark on a course of further training are not permitted to apply for Early Termination during the training.

(2) Individuals who are withdrawn from further training (for whatever reason), or who effectively withdraw themselves from training, will need to ‘work off’ a period of ROS. As a rule, this period will be determined by the Navy Command Headquarters Terms of Service Team (in conjunction with the appropriate Career Manager and Branch Manager), taking into consideration a number of factors. These include the amount of the course that has been completed, the perceived value of the training to potential external employers, the course length, course frequency and number of places per course, the attractiveness of the course to Naval Service personnel, the loss to the Service if the individual does not complete the training, the ability of the Service to select, assign and train replacement personnel and, finally, the reason for not completing the course eg. compassionate or career change.

(3) As a general rule, personnel who leave or fail to complete those courses which are highly sought after and embrace easily transferred skills, such as management accountancy and barrister training, are likely to be required to complete the majority, if not all, of their ROS commitment.

(4) However, individuals will, if they are otherwise qualified, be permitted to apply for Early Termination with effect from the date of failure or withdrawal from training. Individuals who have requested an extension of service in order to qualify under Para 5304 sub para f will not have their extension cancelled if they fail or withdraw from the course but will become eligible to apply for Early Termination.

d. **Transferability of ROS.** As a rule, a training ROS liability is transferable between Services. Where an individual who is subject to a ROS transfers to another Service, they are required to complete a new undertaking for the balance of the ROS liability as part of the transfer arrangements.

e. Personnel who apply to exit prematurely from their Service while undertaking a training course that attracts a training ROS will be removed from the course immediately, unless it is in the Service interest to do otherwise.

f. **Extension of Service to Complete Course or ROS.** Personnel assigned to training courses who do not have sufficient time to serve in order to fulfil the ROS requirement must agree to request an extension of service (see Para 4926) to cover the length of course and its associated ROS. In these circumstances, Form S61 should be completed and forwarded to the appropriate Career Manager prior to the commencement of training. The S61 should be completed to the effect that the individual understands that any new career/engagement and/or extension will remain valid in the event of course failure.
g. **Selection Procedure for Individuals Formerly Ineligible for Courses.** Individuals who are ineligible for courses as a result of submitting their notice, or are nearing completion of a commission or engagement stage, and subsequently withdraw their notice or re-enlist, will not necessarily be selected for the next available course for which they become eligible. Such individuals may be assigned to sea service, if due, with courses being arranged during their next period of shore service.

h. **Individuals subject to Administrative or Medical Discharge whilst completing ROS.** Individuals who are administratively discharged whilst under an FRI ROS obligation will be referred to the JPA termination debt recovery cell to make arrangements for recovery of the bonus. Arrangements for recovery of any payment following medical discharge will be on a case by case basis, in accordance with JSP 754.

i. **Time Spent in Acting Higher Rank.** Time spent in the acting higher rank by officers, ratings and other ranks does not generate a ROS.

j. **Transfer to a Longer Commission.** Transfer to a longer commission by officers does not attract a ROS.

k. **Non-reckonable Service.** Periods of non-reckonable service do not count against a ROS and, if approved, will extend the ROS end date accordingly.

---

5305. **ROS Waivers**

a. Requests for a ROS waiver will be considered on a case by case basis. Early release from a ROS commitment is not a right and should therefore not be relied upon if applying for civilian employment. Individuals must not accept an offer of employment which would commence earlier than the end date of the ROS period until their application for a ROS waiver is approved officially. Every effort must be made to ensure that there are no delays in forwarding any request for a waiver of ROS (especially those submitted for compassionate reasons) for staffing. If granted, a ROS waiver will enable individuals to apply for Early Termination, however release within 12 months will be subject to the agreement of the appropriate Competent Authority (see Annex 54A). A ROS waiver does not negate the requirement to repay any financial liability for a bursary or cadetship. See Para 5412 to Para 5415 for further information regarding Non-Standard Early Termination (including ROS waivers), early release criteria and the application process.

b. If a ROS waiver is sought on medical grounds (further training only), the request must be accompanied by a medical certificate signed by a Service Medical Officer.
5306. ROS for UY(E) University of Portsmouth (UoP) Degree Course

a. UY(E) officers who complete the UoP degree course as a precursor to joining the Officer Corps, but do not subsequently become a Gain to the Trained Strength in the Officer Corps (whether through voluntary or compulsory withdrawal from training), will have to return to the Ratings Corps (preferably in their source branch) to complete the balance of any ROS accrued whilst they were a rating on the trained strength. Completion of the ROS in full as a rating will cancel the financial liability that individuals would otherwise have (if leaving as officers) in lieu of their Service funded degree; failure to complete the ROS (for whatever reason) will mean that individuals potentially remain liable to refund education costs in full.

b. The balance of the ROS (deemed to start upon posting of final results) to be served by a UY(E) officer on returning to the Ratings Corps will be determined by the ROS that was outstanding when he/she joined BRNC, less any time served as an officer.

c. In an exceptional case (medical, compassionate or welfare; not professional or educational failure) and for reasons outwith their control, should a UY(E) fail to complete the UoP course or is unable to complete the ROS as a rating, then the liability to repay education costs in lieu may be reviewed. Each case will be considered on its individual merits.

5307. ROS for Transfers and Re-entry Requiring Bespoke Training

Personnel re-entering or transferring into the Naval Service, or transferring between branches and/or specialisations, who are required to undertake a period of bespoke training may be required to accept a ROS liability for such training. The bespoke training ROS will be determined on a case by case basis by the Terms of Service Team, in consultation with key Headquarters personnel, who will provide written notification to the individual of the ROS liability.

5308. ROS for Undertaking Command Appointments

a. General. Command is a privilege and the essence of service as an officer in the Naval Service. It is an opportunity given only to the very best and it carries certain obligations and responsibilities. These are most evident whilst in an appointment, but the experience gained in command is unique. Additionally, there are some appointments at OF4 level and above that, by necessity, draw on previous Sea Appointment Selection Board (SASB2)/Air Appointment Selection Board (AASB2) command experience. Therefore, it is in the best interests of the Service that it should seek a return on its investment in appointing individuals to command. Command appointments are therefore reserved for those officers who are prepared to show exceptional commitment by providing an assurance of continued service which will allow both them and the Service to capitalise upon their command experience to the overall benefit of Defence and in the interests of national security. An officer who is not prepared to accept command under these terms will not have their appointment confirmed and may be removed from any future command considerations.
b. **ROS Starting Point.** Officers undertaking their first appointments after selection by the annual Jun/Jul SASB2/AASB2 will be required to provide a 24 month ROS. Whilst the obligation to complete the ROS is incurred from the date that command is assumed i.e. the start date of the SASB2/AASB2 command assignment, the ROS period will commence on completion of their command tour (or the date of earlier re-assignment if applicable). Such a ROS may also be applied to other command assignments (eg. RM, Shore Command, Charge, SASB1 etc.) if deemed appropriate and/or necessary. In such cases, the ROS starting point and liability will be calculated in the same manner. Officers will be notified of the ROS attached to a future command assignment on the Assignment Order and must complete a ROS Declaration Form (Annex 53E). The officer will be given the opportunity to decline the appointment offer.

c. **Impact of Applications for Early Termination.** Applications for Non-Standard Early Termination are to be made in accordance with Para 5412, however, it should be understood that Non-Standard Early Termination is not a right and officers should not seek or accept future employment in the expectation that an application will be approved.
ANNEX 53A

RETURN OF SERVICE UNDERTAKING FOR FURTHER TRAINING - OFFICERS

To: [Career Managers Title and Address]
Room ........
West Battery
Whale Island
PORTSMOUTH
Hants
PO2 8DX

1. I understand and accept that:
   
a. My future assignment to undertake .................................................................
      course/training has a return of service (ROS) of ..... months.

   b. I recognise that, in return for furthering my Naval career by undertaking the
      above course and the investment the Service is making in me, I will be subject to the
      ROS liability from its start. I also understand that the period of ROS to be "worked off"
      will commence from the date I cease training, whether upon successful completion of
      the course, failing or upon being withdrawn from training for any reason. If the
      training/course is not completed, the precise ROS to be completed will be calculated
      by the Navy Command Headquarters Terms of Service Manager, who will take into
      account factors such as the value of the training to an external employer, the reason(s)
      for not completing the course, the amount of training completed and the ability of the
      Service to select, assign and train a replacement.

   c. I understand that if I apply either to exercise my notice option or resign prior to
      commencing or whilst undertaking further training, I may be withdrawn from training
      and re-assigned. I recognise that my withdrawal from the course due to an application
      to exercise my notice option will not negate my ROS liability for undertaking this
      training.

2. I have read and understood the regulations pertaining to ROS, Early Termination
   and/or Resignation described in BRd 3(1).

Signed: ............................................................

Name (in Block Capitals) ............................................................

Service Number: ............................................ Date: ............................................................

Once completed, this form will be placed on the individual's
Personal File and kept for 116 years from date of birth
ANNEX 53B

INITIAL TRAINING ROS

Table 53B-1 - Minimum ROS for Initial Training undertaken by RN and RM Officers

<table>
<thead>
<tr>
<th>Entry Type</th>
<th>Branch</th>
<th>ROS Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Cadet Entrant (UCE) and Naval College Entrant (NCE) taking a full-time in-service degree (see Note)</td>
<td>Warfare, Logistics, Engineering and Royal Marines</td>
<td>5 years commissioned service from completion of an officer’s initial training (i.e. including professional training)</td>
</tr>
<tr>
<td>Defence Technical Undergraduate Scheme (DTUS) - Bursar</td>
<td>Engineering (excludes officers promoted from the Rating Corps who enter as NCE in-Service degree officers)</td>
<td>3 years from completion of an officer’s initial training (includes professional training such as the SEMC)</td>
</tr>
<tr>
<td>Direct Graduate Entrant (DGE) and NCE not taking full-time in-Service degrees (see Note)</td>
<td>Logistics, Engineering (including TM), Warfare (except aircrew and ATCO) and Royal Marines</td>
<td>3 years from completion of an officer’s initial training</td>
</tr>
<tr>
<td>Air Traffic Controller</td>
<td>Warfare</td>
<td>3 years from award of signed licence issued at end of Part B training</td>
</tr>
<tr>
<td>Aircrew</td>
<td>Warfare/Royal Marines</td>
<td>6 years from completion of Operational Flying Training for both rotary and fixed wing training</td>
</tr>
<tr>
<td>Medical Cadet</td>
<td>Medical</td>
<td>Commences at the beginning of the pre-registration year and runs for 6 years from the date of full registration with the General Medical Council</td>
</tr>
<tr>
<td>Dental Cadet</td>
<td>Medical</td>
<td>7 years from registration with the General Dental Council</td>
</tr>
</tbody>
</table>

**Note.** The in-service degree known as ‘Foundation for the Future (F3)’ which NCE Logistics and Warfare officers (except Aircrew and ATCO) undertake during initial training is not a full-time in-service degree.
<table>
<thead>
<tr>
<th>Officers (inc SUY)</th>
<th>GTS Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>X(GS)</td>
<td>Completion of Initial Warfare Officers Course (IWOC)</td>
</tr>
<tr>
<td>X(SM)</td>
<td>Completion of IWOC</td>
</tr>
<tr>
<td>X(P)</td>
<td>Completion of Operational Conversion Phase (OCP)</td>
</tr>
<tr>
<td>X(O)</td>
<td>Completion of OCP</td>
</tr>
<tr>
<td>X(ATC)</td>
<td>Completion of Part B Training</td>
</tr>
<tr>
<td>E(AE)</td>
<td>Completion of Certificate of Competence</td>
</tr>
<tr>
<td>E(ME)</td>
<td>Award of MEQ</td>
</tr>
<tr>
<td>E(MESM)</td>
<td>Award of Cat A1 EOOW qualification</td>
</tr>
<tr>
<td>E(WE) – Direct Entry</td>
<td>Completion of SFT(WE)</td>
</tr>
<tr>
<td>E(WE) - SUY</td>
<td>Completion of SEMC 3A</td>
</tr>
<tr>
<td>E(WESM)</td>
<td>Completion of DWEO (Desig) or SWS OEC</td>
</tr>
<tr>
<td>TM – Direct Entry</td>
<td>Completion of TMOC</td>
</tr>
<tr>
<td>TM - SUY</td>
<td>Completion of TMOC</td>
</tr>
<tr>
<td>L</td>
<td>Completion of Initial Logistics Officers Course (Maritime)</td>
</tr>
<tr>
<td>MS(EHO)</td>
<td>Completion of INT(O)</td>
</tr>
<tr>
<td>Medical – Cadet/DE</td>
<td>Completion of NEMO Course</td>
</tr>
<tr>
<td>Dentist</td>
<td>Completion of INT(O)1A</td>
</tr>
<tr>
<td>QARNNS</td>
<td>Completion of INT(O)1A</td>
</tr>
<tr>
<td>Chaplain</td>
<td>Successful completion of Chaplaincy Fleet Board</td>
</tr>
<tr>
<td>SUY Deep Specialist (INT, C, HM, RNP, AV, ATC, MS)</td>
<td>Completion of INT(O)1B</td>
</tr>
<tr>
<td>RM GD</td>
<td>Completion of Phase 2 training</td>
</tr>
<tr>
<td>RM SCC/RM Band</td>
<td>Completion of SCC Course</td>
</tr>
</tbody>
</table>
Table 53B-3. Standard Initial Training Period undertaken by Ratings and Other Ranks for personnel joining the RN prior to 4 Sep 16

See Para 5304 sub para b for more details.

<table>
<thead>
<tr>
<th>Warfare Branch</th>
<th>SITP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warfare Specialist</td>
<td>7 months</td>
</tr>
<tr>
<td>Warfare Specialist Sensors (Submarine)</td>
<td>12 months</td>
</tr>
<tr>
<td>Warfare Specialist Tactical (Submarine)</td>
<td>11 months</td>
</tr>
<tr>
<td>Mine Warfare Specialist</td>
<td>7 months</td>
</tr>
<tr>
<td>Communications Information Systems Specialist</td>
<td>9 months</td>
</tr>
<tr>
<td>Communications Information Systems Specialist (Submarine)</td>
<td>12 months</td>
</tr>
<tr>
<td>Hydrographic and Meteorological (H) Specialist</td>
<td>7 months</td>
</tr>
<tr>
<td>Hydrographic and Meteorological (M) Specialist</td>
<td>6 months</td>
</tr>
<tr>
<td>Seaman Specialist</td>
<td>10 months</td>
</tr>
<tr>
<td>Naval Airman (Survival Equipment)</td>
<td>15 months</td>
</tr>
<tr>
<td>Naval Airman (Aircraft Handler)</td>
<td>7 months</td>
</tr>
<tr>
<td>Aircraft Controller</td>
<td>10 months</td>
</tr>
<tr>
<td>Direct Entry Diver</td>
<td>9 months</td>
</tr>
<tr>
<td>Direct Entry Communications Technician</td>
<td>24 months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Engineering Branch</th>
<th>SITP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artificer Apprentice</td>
<td>48 months</td>
</tr>
<tr>
<td>Air Engineering Technician</td>
<td>14 months</td>
</tr>
<tr>
<td>Engineering Technician (Marine or Weapon Engineering)</td>
<td>7 months</td>
</tr>
<tr>
<td>Engineering Technician (Marine Engineering Submarines)</td>
<td>12 months</td>
</tr>
<tr>
<td>Engineering Technician (Weapon Engineering Submarines)</td>
<td>14 months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Logistics Branch</th>
<th>SITP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logistician (Writer)</td>
<td>7 months 2 weeks</td>
</tr>
<tr>
<td>Logistician (Chef)</td>
<td>10 months</td>
</tr>
<tr>
<td>Logistician (Steward)</td>
<td>6 months 2 weeks</td>
</tr>
<tr>
<td>Logistician (Supply Chain)</td>
<td>6 months 2 weeks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Branch</th>
<th>SITP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Nurse</td>
<td>8 months</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>13 months</td>
</tr>
<tr>
<td>Student Naval Nurse</td>
<td>39 months</td>
</tr>
<tr>
<td>Medical Technician</td>
<td>42 months</td>
</tr>
<tr>
<td>Direct Entry Naval Nurse</td>
<td>3 months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Royal Marines</th>
<th>SITP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruit training</td>
<td>32 weeks</td>
</tr>
<tr>
<td>Bugler</td>
<td>105 wks (7 terms)</td>
</tr>
<tr>
<td>Musician</td>
<td>135 wks (9 terms)</td>
</tr>
</tbody>
</table>
## ANNEX 53C

### FURTHER TRAINING ROS

Table 53C-1 - ROS for Further Training undertaken on a Tri-Service Basis – Non-Medical

<table>
<thead>
<tr>
<th>Training</th>
<th>Qualification</th>
<th>ROS (months)</th>
<th>Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced EOD Operator Course</td>
<td>None</td>
<td>36</td>
<td>None</td>
</tr>
<tr>
<td>Advanced Information Systems Course</td>
<td>None</td>
<td>36</td>
<td>None</td>
</tr>
<tr>
<td>Advanced Staff Training (JSCSC or foreign equivalent or High Level Academic Qualification (HLAD) training)</td>
<td>psc(j) or equiv MA (opt)</td>
<td>30</td>
<td>None</td>
</tr>
<tr>
<td>Chartered Institute of Management Accountants (CIMA)</td>
<td>ACMA CGMA</td>
<td>36</td>
<td>None</td>
</tr>
<tr>
<td>Cyber Operator Course</td>
<td>Operator Class A/ Skilled</td>
<td>36</td>
<td>None</td>
</tr>
<tr>
<td>Commercially Delivered Cyber Career Course</td>
<td></td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Defence EOD Operator Course</td>
<td>None</td>
<td>24</td>
<td>None</td>
</tr>
<tr>
<td>Defence Logistics Staff Course</td>
<td>PG Dip</td>
<td>18</td>
<td>None</td>
</tr>
<tr>
<td>Degree/Masters Degree (full-time) (see Note 1)</td>
<td>Degree/Masters</td>
<td>36</td>
<td>None</td>
</tr>
<tr>
<td>Degree/Masters Degree (part-time)</td>
<td>Degree/Masters</td>
<td>18</td>
<td>Army: International Studies Degree</td>
</tr>
<tr>
<td></td>
<td>PhD</td>
<td>18</td>
<td>Does not apply to RAF</td>
</tr>
<tr>
<td>Empire Test Pilots School, Test Pilot’s Course</td>
<td>TP</td>
<td>36 (Note 2)</td>
<td>None</td>
</tr>
<tr>
<td>Flying Instructor, Helicopter Instructor, Helicopter Crewman Instructor</td>
<td>QFI/QHI/QHCI</td>
<td>36</td>
<td>None</td>
</tr>
<tr>
<td>Forward Air Controller Course</td>
<td>Q-J-FAC</td>
<td>36</td>
<td>Army</td>
</tr>
<tr>
<td>General Duties Aero-Systems Course</td>
<td>qas</td>
<td>36</td>
<td>None</td>
</tr>
<tr>
<td>Initial Flying Training/RPASP, including first CTT, Operational Conversion (OCU) and Central Flying School (CFS), and training on change of branch or specialisation</td>
<td>None</td>
<td>72</td>
<td>None</td>
</tr>
<tr>
<td>Intelligence Surveillance Reconnaissance Qualified Weapons Instructor Course</td>
<td>QWI(ISR)</td>
<td>24</td>
<td>None</td>
</tr>
<tr>
<td>Joint Air Traffic Controller Course</td>
<td>None</td>
<td>36</td>
<td>None</td>
</tr>
<tr>
<td>Joint Service Exercise Rehabilitation Instructor Course</td>
<td>None</td>
<td>24</td>
<td>None</td>
</tr>
<tr>
<td>Joint Service Photographic Qualifying Course (Defence Photographer Course)</td>
<td>NVQ Level 3</td>
<td>36</td>
<td>None</td>
</tr>
<tr>
<td>Language Training (see Note 3)</td>
<td>Professional or Expert award</td>
<td>36 (Note 4)</td>
<td>None</td>
</tr>
</tbody>
</table>

(Note 1) Degree/Masters Degree (full-time) includes Higher Education degrees from the UK, or an equivalent from other countries.

(Note 2) Empire Test Pilots School, Test Pilot’s Course includes TP (previously TP) and TP (previously CTP).

(Note 3) Language Training for each language is: Professional or Expert award (foreign language proficiency).
<table>
<thead>
<tr>
<th>Training</th>
<th>Qualification</th>
<th>ROS (months)</th>
<th>Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network Analysis Development Programme (Military) (NADP-M)</td>
<td>NADP(M)</td>
<td>36</td>
<td>None</td>
</tr>
<tr>
<td>Network Analysis Advanced Skills Programme (NAASP)</td>
<td>NAASP</td>
<td>36</td>
<td>None</td>
</tr>
<tr>
<td>Officers Long Aeronautical Engineering Course</td>
<td>ae</td>
<td>24</td>
<td>None</td>
</tr>
<tr>
<td>Officers’ Petroleum Course</td>
<td>MEI Inst Pet</td>
<td>24</td>
<td>None</td>
</tr>
<tr>
<td>Refresher Flying training courses lasting 6 months or longer (see Note 5)</td>
<td>None</td>
<td>24</td>
<td>None</td>
</tr>
<tr>
<td>Royal College of Defence Studies or overseas equivalent (see Note 6)</td>
<td>rcds</td>
<td>30</td>
<td>None</td>
</tr>
<tr>
<td>Second and subsequent OCU/CTT on change of aircraft (any type of aircraft), inc RPASP (see Note 7)</td>
<td>None</td>
<td>36</td>
<td>Army 48 (Apache, Fixed Wing and Dauphin N3) JCA TES pilots - 60</td>
</tr>
<tr>
<td>Signals Development Course</td>
<td>Q-INT-SD</td>
<td>24</td>
<td>None</td>
</tr>
<tr>
<td>TEMPEST Testers Basic On-site Course</td>
<td>Q-COMM-EST-B</td>
<td>36</td>
<td>None</td>
</tr>
<tr>
<td>Weapons Controller Course</td>
<td>None</td>
<td>36</td>
<td>None</td>
</tr>
<tr>
<td>Weapons Instructor (Flying) Course</td>
<td>QWI</td>
<td>36</td>
<td>None</td>
</tr>
</tbody>
</table>

(The ROS for Special Forces training courses have been excluded from this Table – for information on which SF training courses attract a ROS, contact the NCHQ Terms of Service Team.)
Notes:

1. The ROS is to be applied only when the full cost of training is funded by the MOD.

2. Training completed by a TP during their TP tour will only incur a ROS if: the training is a full military OCU on a new aircraft type or the training results in a civilian type rating, in which case an 18 month ROS will apply.

3. Includes the Army Language Scholarship scheme and any language training exceeding 12 months’ duration.

4. A Professional award is any NATO SLP profile aggregating between 9 and 12 points, with not less than 6 SLP points for either speaking and listening together or listening and reading together. An Expert award requires a minimum of 13 SLP points, with no skill lower than SLP2. The ROS is to run from the first qualifying award.

5. Including Flying Instructor courses.

6. When personnel attend modules of RCDS but not the whole course, a Trg ROS is to be calculated on a pro-rata basis, based on the length of the module(s) completed.

7. Aircrew returning to a previously trained on aircraft type will not be required to complete a ROS on refresher training.
### Table 53C-2 - ROS for Further Training undertaken on a Tri-Service Basis – Medical

<table>
<thead>
<tr>
<th>Training</th>
<th>ROS (months)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical and Dental Officer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Officer and Dental Officer Cadetship</td>
<td>72</td>
<td>72 months of productive service, commencing at full registration with the GMC or GDC</td>
</tr>
<tr>
<td>Consultant Training – Medical and Dental Officers Higher speciality training - ST3 onwards</td>
<td>60</td>
<td>60 months of productive Consultant service (see Note 1) to commence on assumption of Consultant duties in support of UK Armed Forces</td>
</tr>
<tr>
<td>Consultant Training – Oral and Maxillo Facial Surgeons – ST3 onwards</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Consultant Training - Second career consultant training</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>GMP Training</td>
<td>48</td>
<td>ROS to commence on date of accreditation</td>
</tr>
<tr>
<td>Other external specialist training leading to post-graduate degrees undertaken full time during consultant training that do not form an essential part of that training (includes Out of Programme training and Fellowship training in excess of 12 months)</td>
<td>36</td>
<td>The ROS for this training runs consecutively with any other ROS, i.e. it will start when all other ROS has been completed</td>
</tr>
<tr>
<td>Other external specialist training leading to post-graduate degrees undertaken part time during consultant training that do not form an essential part of that training (includes Out of Programme training and Fellowship training in excess of 12 months)</td>
<td>18</td>
<td>The ROS for this training runs consecutively with any other ROS</td>
</tr>
<tr>
<td>Other Medical post-graduate degrees/diplomas undertaken full time outside Consultant or GMP training</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>Other Medical post-graduate degrees/diplomas undertaken part time outside Consultant or GMP training</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Newly qualified Dental Officers who undertake the one year DDS Foundation Training. Undertaken full time.</td>
<td>30</td>
<td>For those DOs who were previously cadets, the FT ROS should run concurrently with their undergraduate/cadetship training ROS</td>
</tr>
<tr>
<td>Medical Intelligence Long Detachment Training</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td><strong>Dental</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma in Dental Hygiene (2 years F/T)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>National Diploma in Dental Nursing</td>
<td>30</td>
<td>Training ROS to commence upon completion of National Qualification in Dental Nursing. Note: it does not start at the point of GDC registration</td>
</tr>
<tr>
<td>BSc in Primary Dental Care (F/T)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>Training</td>
<td>ROS (months)</td>
<td>Remarks</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>BSc in Primary Dental Care (P/T)</td>
<td>24</td>
<td>ROS to commence on date of qualification awarded</td>
</tr>
<tr>
<td><strong>Environmental Health Officer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSc available in various Environmental Health/Occupational Health/Environmental Protection subjects (2 years P/T)</td>
<td>18</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td><strong>Environmental Health Technician</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Health Technician course leading to a Foundation Degree (2 years F/T) including Class 3-1</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>BSc(Hons) in Environmental Health (3 years F/T)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>Environmental Health Technician. British Occupational Hygiene Society Certificate (P/T)</td>
<td>24</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td><strong>Medical/Technical Assistants/Combat Medical Technician/Search and Rescue (SAR) Aircrew</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma and Foundation Degree in Paramedic Science (F/T)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>Diploma in Paramedic Science (P/T)</td>
<td>24</td>
<td>ROS to commence on date qualification awarded (individuals do not register separately but rather register biennially)</td>
</tr>
<tr>
<td>SAR 10 week Extended Immediate Emergency Care Course</td>
<td>24</td>
<td>ROS to commence on successful completion of course/qualification awarded</td>
</tr>
<tr>
<td>Emergency Care Practitioner</td>
<td>24</td>
<td>ROS to commence on successful completion of course/qualification awarded</td>
</tr>
<tr>
<td><strong>Medical Support Officer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSc in Health Services Management (1 year F/T)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>MSc in Health Services Management (2 years P/T)</td>
<td>18</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td><strong>Operating Department Practitioner</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma in Operating Department Practice (2 years F/T) (3 year full time BSc(Hons) programme)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td><strong>Pharmacy Technician</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NVQ Level 3 Pharmacy Services (2½ years F/T)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td><strong>Psychologist (Clinical)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSc(Hons) in Medical Physics and Physiological measurements (4 years F/T + 1 year multi-disciplinary training)</td>
<td>36</td>
<td>ROS to commence on completion of multi-disciplinary training</td>
</tr>
<tr>
<td><strong>Physiotherapy and Pharmacy Officer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post-graduate course – MSc (F/T pathway)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>Training</td>
<td>ROS (months)</td>
<td>Remarks</td>
</tr>
<tr>
<td>----------</td>
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<td>---------</td>
</tr>
<tr>
<td>Post-graduate course – MSc (P/T pathway)</td>
<td>18</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td><strong>QARNNS, QARANC and PMRAFNS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Nurse training leading to registration in Adult and Mental Health Nursing (3 years F/T)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>Distance learning course, undertaken over 6 months</td>
<td>18</td>
<td>ROS to commence on date qualification awarded/course completed</td>
</tr>
<tr>
<td>All courses leading to a Specialist Qualification (full or part time)</td>
<td>36</td>
<td>ROS to commence on assignment date from course for F/T students; for P/T students, to commence on date of qualification awarded</td>
</tr>
<tr>
<td>Any Diploma, BSc or PG course other than specialist training (on a P/T pathway, over 6 months)</td>
<td>18</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td>Any Diploma, BSc or PG course other than specialist training (on a F/T pathway)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>Defence Nursing Studies degree (on a P/T pathway)</td>
<td>18</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td><strong>Radiographer</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSc(Hons) in diagnostic radiography (3 years F/T)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>PG Cert within Radiographic Practice (P/T pathway)</td>
<td>18</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td>PG Dip within Radiographic Practice (P/T pathway)</td>
<td>24</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td>MSc within Radiographic Practice (P/T pathway)</td>
<td>36</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td><strong>Scientist (Biomedical)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSc(Hons) in Medical Laboratory Sciences (3 years P/T + 1 year multi-disciplinary training)</td>
<td>36</td>
<td>ROS to commence on completion of multi-disciplinary training</td>
</tr>
<tr>
<td>BSc(Hons) in Biomedical Science (3 years P/T)</td>
<td>36</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td>BSc(Hons) in Biomedical Science (2 years P/T)</td>
<td>24</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td>BSc(Hons) in Biomedical Science (1 year P/T)</td>
<td>12</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td>MSc in Biomedical Science including Clinical Microbiology, Haematology, Clinical Biochemistry, Transfusion Science and laboratory management (2 years P/T)</td>
<td>24</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td><strong>Sports and Exercise</strong></td>
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<td></td>
</tr>
<tr>
<td>Certificate in Sports and Exercise Medicine (P/T)</td>
<td>12</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td>Diploma in Sports and Exercise Medicine (P/T)</td>
<td>12</td>
<td>ROS is consecutive. ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td>Training</td>
<td>ROS (months)</td>
<td>Remarks</td>
</tr>
<tr>
<td>----------</td>
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<td>---------</td>
</tr>
<tr>
<td>MSc in Sports and Exercise Medicine (P/T)</td>
<td>24</td>
<td>ROS is consecutive. ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td><strong>All DMS personnel undertaking Higher Educational Qualifications unless covered above</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 4 Certificate of Higher Education/Higher National Certificates (F/T pathway)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>Level 4 Certificate of Higher Education/Higher National Certificates (P/T pathway)</td>
<td>18</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td>Level 5 Diplomas of Higher Education, Foundation Degrees, Higher National Diplomas (F/T pathway)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>Level 5 Diplomas of Higher Education, Foundation Degrees, Higher National Diplomas (P/T pathway)</td>
<td>18</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td>Level 6 Bachelors Degrees, Bachelor Degree with Honours, Graduate Certificates and Diplomas, Post Graduate Certificate in Education (F/T pathway)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>Level 6 Bachelors Degrees, Bachelor Degree with Honours, Graduate Certificates and Diplomas, Post Graduate Certificate in Education (P/T pathway)</td>
<td>18</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td>Level 7 Masters Degrees, Integrated Masters Degrees, Post Graduate Certificates, Post Graduate Diplomas (F/T pathway)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>Level 7 Masters Degrees, Integrated Masters Degrees, Post Graduate Certificates, Post Graduate Diplomas (P/T pathway)</td>
<td>18</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td>Level 8 Doctoral Degrees (F/T pathway)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>Level 8 Doctoral Degrees (P/T pathway)</td>
<td>18</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td><strong>All DMS personnel undertaking NQF OR QCF qualifications unless individually covered above</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 4 Certificate of Higher Education/BTEC Professional Diplomas Certificates and awards, NVQ at level 4 (F/T pathway)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>Level 4 Certificate of Higher Education/BTEC Professional Diplomas Certificates and awards, NVQ at level 4 (P/T pathway)</td>
<td>18</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td>Level 5 HNCs and HNDs, other Higher National Diplomas, BTEC Professional Diplomas, Certificates and Awards, NVQ Level 5 (F/T pathway)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>Level 5 HNCs and HNDs, other Higher National Diplomas, BTEC Professional Diplomas, Certificates and Awards, NVQ Level 5 (P/T pathway)</td>
<td>18</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td>Level 6 National Diploma in Professional Production Skills, BTEC Advanced Professional Diplomas, Certificates and Awards (F/T pathway)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>Training</td>
<td>ROS (months)</td>
<td>Remarks</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Level 6 National Diploma in Professional Production Skills, BTEC Advanced Professional Diplomas, Certificates and Awards (P/T pathway)</td>
<td>18</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td>Level 7 Diploma in Translation, BTEC Advanced Professional Diploma Certificates and awards (F/T pathway)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>Level 7 Diploma in Translation, BTEC Advanced Professional Diploma Certificates and awards (P/T pathway)</td>
<td>18</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
<tr>
<td>Level 8 Specialist awards, award, Certificate and Diploma in Strategic Direction (F/T pathway)</td>
<td>36</td>
<td>ROS to commence on assignment date from course</td>
</tr>
<tr>
<td>Level 8 Specialist awards, award, Certificate and Diploma in Strategic Direction (P/T pathway)</td>
<td>18</td>
<td>ROS to commence on date qualification awarded</td>
</tr>
</tbody>
</table>

**Notes:**

1. **After a minimum of 36 months functional service as a DMS Consultant, the single Services are at liberty to review ROS for those consultants that have completed a minimum of 3 years’ GDMO service prior to HPT. Completion of ROS is to be balanced between the exigencies of Defence and DMS specialty manning requirement and DMS cadre management (not applicable to second career consultant training). Where it is considered that a case can be made for rescinding any or all of the final 24 months ROS, Career Managers are to forward individual case details and justification to HQSG Pers Pol for consideration and ratification by CDP.**

2. **Those who receive training through the military to achieve a registerable qualification and subsequent GDC registration. The Trg ROS is to commence from completion of the training that will lead to GDC registration, rather than waiting for the registration to be completed.**
<table>
<thead>
<tr>
<th>Training</th>
<th>ROS (months)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Officers</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Survey</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Air Warfare Instructors Course (X/RM)</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Landing Craft Officers Qualification</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Legal training – Bar Vocational Course and Pupillage</td>
<td>48</td>
<td>See Note 1</td>
</tr>
<tr>
<td>Legal training – Post Graduate Diploma (Law), Bar Vocational Course and Pupillage</td>
<td>60</td>
<td>See Note 1</td>
</tr>
<tr>
<td>Legal training – Pupillage</td>
<td>36</td>
<td>See Note 1</td>
</tr>
<tr>
<td>Mine Warfare Clearance Diving (LMCDO)</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Qualified Observer Instructor Course</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>RM Communications Officer</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>RM Mountain Leader Officer</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>RN/RM Aircrew – Initial Search and Rescue (SAR) training</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>SUY Degree Course (3 years)</td>
<td>48</td>
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<tr>
<td>Upper Yardman (Engineering) – University of Portsmouth Degree Course</td>
<td>36</td>
<td>See Note 2</td>
</tr>
<tr>
<td>Warfare HM (consisting of 2 modules, H and M)</td>
<td>30</td>
<td>See Note 3</td>
</tr>
<tr>
<td><strong>Ratings and Other Ranks</strong></td>
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<tr>
<td>Defence Specialist Welfare Worker Course (DSWWC)</td>
<td>36</td>
<td>On specialisation transfer (see Note 4)</td>
</tr>
<tr>
<td>Degree in Social Work</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>Leading Aircraft Controller Qualifying Course</td>
<td>30</td>
<td>On direct entry or specialisation transfer (See Note 4)</td>
</tr>
<tr>
<td>Leading Air Engineering Technician Qualifying Course</td>
<td>24</td>
<td>Avionics or Mechanical</td>
</tr>
<tr>
<td>Leading Engineering Technician (Marine Engineering) Qualifying Course</td>
<td>24</td>
<td>Mechanical or Electrical (See Note 5)</td>
</tr>
<tr>
<td>Accelerated Apprentices (ME)</td>
<td>24</td>
<td>See Note 6</td>
</tr>
<tr>
<td>Direct Entry Technician (ME)</td>
<td>30</td>
<td>See Note 7</td>
</tr>
<tr>
<td>Leading Engineering Technician (Marine Engineering Submariner) Qualifying Course</td>
<td>24</td>
<td>Mechanical or Electrical</td>
</tr>
<tr>
<td>Leading Engineering Technician (Weapon Engineering) Qualifying Course</td>
<td>24</td>
<td>CIS Maintainers, Weapons or Sensors</td>
</tr>
<tr>
<td>Leading Engineering Technician (Weapon Engineering Submariner) Qualifying Course</td>
<td>24</td>
<td>CIS, SWS, Weapons or Sensors</td>
</tr>
<tr>
<td>Leading Physical Trainer Qualifying Course</td>
<td>36</td>
<td>On specialisation transfer (See Note 4)</td>
</tr>
<tr>
<td>Leading Seaman Hydrographic and Meteorological Qualifying Course</td>
<td>24</td>
<td>Hydrography or Meteorology</td>
</tr>
<tr>
<td>Training</td>
<td>ROS (months)</td>
<td>Remarks</td>
</tr>
<tr>
<td>----------------------------------------------</td>
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<td>----------------------------------------------</td>
</tr>
<tr>
<td>Petty Officer Air Engineering Technician Qualifying Course</td>
<td>24</td>
<td>Avionics or Mechanical</td>
</tr>
<tr>
<td>Petty Officer Engineering Technician (Marine Engineering) Qualifying Course</td>
<td>24</td>
<td>Mechanical or Electrical</td>
</tr>
<tr>
<td>Petty Officer Engineering Technician (Marine Engineering Submariner) Qualifying Course</td>
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<td>Mechanical or Electrical</td>
</tr>
<tr>
<td>Petty Officer Engineering Technician (Weapon Engineering) Qualifying Course</td>
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<td>CIS Maintainers, Weapons or Sensors</td>
</tr>
<tr>
<td>Petty Officer Engineering Technician (Weapon Engineering Submariner) Qualifying Course</td>
<td>36</td>
<td>CIS, SWS, Weapons or Sensors</td>
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<tr>
<td>Petty Officer Hydrographic and Meteorological Qualifying Course</td>
<td>24</td>
<td>Hydrography or Meteorology</td>
</tr>
<tr>
<td>Chief Petty Officer Airman (METOC) Qualifying Course</td>
<td>30</td>
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<tr>
<td>Communication Technician Course</td>
<td>36</td>
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<tr>
<td>Coxswain Submariner Qualifying Course</td>
<td>24</td>
<td>On specialisation transfer (See Note 4)</td>
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<tr>
<td>Maritime Manoeuvre Wing (SBS Boats) – SF Boat Operators’ Course</td>
<td>36</td>
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<tr>
<td>RN Police Initial Course</td>
<td>36</td>
<td>On specialisation transfer (See Note 4)</td>
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<tr>
<td>RN/RM Aircrew – Qualified Aircrew Instructor’s Course</td>
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<tr>
<td>RN/RM Aircrew Course</td>
<td>36</td>
<td>On specialisation transfer (See Note 4)</td>
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<tr>
<td>RM AE Carpenter</td>
<td>24</td>
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<tr>
<td>RM Armourer 3rd Class</td>
<td>24</td>
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<tr>
<td>RM Artificer (Vehicle)</td>
<td>42</td>
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<tr>
<td>RM Artificer Technician/Artificer Telecommunications</td>
<td>42</td>
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</tr>
<tr>
<td>RM Bandmaster</td>
<td>36</td>
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</tr>
<tr>
<td>RM Colour Sergeant Information Systems</td>
<td>36</td>
<td>RM Colour Sergeants undertake Information Systems training courses run by the Army</td>
</tr>
<tr>
<td>RM Communications Technician</td>
<td>36</td>
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<tr>
<td>RM Exercise Sea Hammer</td>
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<td>RM Exercise Sea Spray</td>
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<tr>
<td>RM Combat Intelligence 2nd Class</td>
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<tr>
<td>RM Landing Craft 2nd Class (LC2) Course</td>
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<tr>
<td>RM Landing Craft 3rd Class (LC3) Course</td>
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<tr>
<td>RM Maritime Sniper (MDT)</td>
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<tr>
<td>RM Metalsmith 3rd Class</td>
<td>24</td>
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</tr>
<tr>
<td>RM Military Police 2nd Class</td>
<td>30</td>
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</tr>
<tr>
<td>Training</td>
<td>ROS (months)</td>
<td>Remarks</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>--------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>RM Mountain Leader 1st and 2nd Class</td>
<td>30</td>
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<tr>
<td>RM Physical Training Instructor 2nd Class (PT2)</td>
<td>24</td>
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<tr>
<td>Qualifying Course</td>
<td></td>
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<tr>
<td>RM Sergeant Information Systems</td>
<td>24</td>
<td>RM Sergeants undertake Information Systems training courses run by the Army</td>
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<tr>
<td>RM Telecommunications Technician 1st and 2nd Class</td>
<td>36</td>
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<tr>
<td>RM Vehicle Mechanic 1st and 3rd Class</td>
<td>36</td>
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</tr>
<tr>
<td>RM Yeoman of Signals</td>
<td>36</td>
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</tr>
</tbody>
</table>
## Notes:

1. The differences in legal training ROS recognise that some individuals will be part-qualified on starting courses and will therefore require less training. For officers who successfully complete barrister training, the ROS liability will start to be ‘worked off’ from completion of pupillage. If, however, pupillage has to be split into 2 periods before and after another assignment, the ROS will be measured from date of completion of the first period.

2. Individuals who are withdrawn from officer training (voluntarily or compulsorily) before becoming a gain to the trained strength (GTS) will be required to return to the ranks to complete the balance of the 3 year ROS period.

3. For officers who successfully complete the HM course, the ROS liability will start to be ‘worked off’ from completion of the second module. Where the two modules are separated by a complement assignment to meet the Service need, ROS will begin at the start of that assignment.

4. The ROS will start to be ‘worked off’ from the end of the training shown.

5. The ROS for MEGS is to be applied as follows:
   
   a. ME151A & C and ME152 A & C will be on completion of the respective Craft Training packages.

   b. ME151B and ME152B will be on completion of the streamed qualifying course.

   c. ME153 (All streams) will be on completion of the respective streamed qualifying course.

6. The RoS linked the ME151 to the series of training, noting a MTS in accordance with Para 5302 b(2) and (4), is also applicable the AA scheme.

7. In accordance with Para 5302 b(2) and (4), the MTS for DET is 30 months from completion of Phase 1 and Phase 2 Training. They also come under the TRoS associated with the respective Phase 2 course training.
ANNEX 53D

UY(E) OFFICER CANDIDATES - UNDERTAKING TO WAIVE RIGHT TO GIVE NOTICE AND, IF APPLICABLE, TO REPAY THE COSTS OF SPONSORSHIP IN RETURN FOR UNDERTAKING FURTHER CAREER TRAINING/EDUCATION AND DEVELOPMENT

In consideration of the Secretary of State for Defence supporting me (under the terms set out in the attached document) while I am undergoing training at the University of Portsmouth (UoP) with a view to obtaining a Service funded degree required to become a UY(E) officer.

I, ..............................................................................................................................................
of .............................................................................................................................................
................................................................................................................................................

HEREBY AGREE AND UNDERTAKE that:

1. I will use my best endeavours to complete the studies.

2. In accordance with Para 5306 and upon completion of my final examinations on the UoP degree course, if, other than by reason of redundancy, I should subsequently:

   a. Be withdrawn from officer training voluntarily before my Gain to the Trained Strength (GTS) point (having joined BRNC as a UY(E) officer), I will return to the rating corps (preferably in my source branch) to complete the balance of a 3 year ROS1 – the length to be determined by the ROS outstanding on joining BRNC less any time served as an officer - in recognition of the fact that I will obtain a full time funded degree from the RN as a rating.

   b. Be removed from officer training compulsorily before my GTS point (having joined BRNC as a UY(E) officer), I will return to the rating corps (preferably in my source branch) to complete the balance of a 3 year ROS - determined by the ROS outstanding on joining BRNC less any time served as an officer - in recognition of the fact that I will have obtained a full time funded degree from the RN as a rating.

   c. Withdraw voluntarily or be withdrawn from the UY(E) scheme before entry to BRNC, I will be liable to complete a 3 year ROS as a rating (preferably in my source branch).

3. If I fail to complete the UoP course, I will be liable to repay costs incurred.

4. I understand that if I return to the rating corps and serve out of the required ROS in full, it will negate any financial commitment for the degree training received.

---

1 This will start upon posting of final results.
2 In an exceptional case (Medical, compassionate or welfare, but not professional or educational failure), and for reasons out with my control, should a UY(E) fail to complete the UoP course or is unable to complete the ROS as a rating, then the liability to repay education costs in lieu may be reviewed by the Naval Personnel Team (E). Each case will be considered on its individual merits.
5. If, for any other reason, a ROS cannot be served in full, I shall be liable to repay costs. I will, if required to do so, pay to the Secretary of State an amount equal to the total of the costs incurred on my behalf by the Secretary of State in respect of, or in connection with, my studies and subsequent service. I understand that these costs include the tuition fees for the UoP degree course, an amount equivalent to the education grant received by University Cadet Entrants for the period of sponsored studies and the value of cash grants issued.

6. I agree that, if I cease to be a member of the RN, any costs that may be repayable to the Secretary of State pursuant to this understanding may be set off against any pay, allowances, pension benefits or other payments due to me. If this is not possible then recovery will pass to PACCC Recoveries & Write Offs.

The reasons for the Secretary of State requiring this undertaking have been explained to me.

Dated the ……………….. day of …………………… 20………………

(Signed): ........................................................

Witnessed by:

(Name): ................................................................................................   (Not a relative)

(Address): ...........................................................................................
............................................................................................................
............................................................................................................

(Occupation): ......................................................................................
ANNEX 53E

RETURN OF SERVICE UNDERTAKING FOR SASB2/AASB2 COMMAND APPOINTMENTS

To: [CM OF WAR SO1X/CM OF WAR AIRSO1]
Room ……..
West Battery
Whale Island
PORTSMOUTH
Hants
PO2 8DX

1. I understand and accept that:
   a. My future appointment in Command of ……………………………………………………. has a return of service (ROS) of 24 months from completion of my tenure.
   b. I recognise that, due to the unique experience gained in Command, it is in the best interests of the Service to seek a return on that investment and that I will be subject to the ROS liability from the date my Command is relinquished. I also understand that the precise ROS to be completed will be calculated by the Navy Command Headquarters Terms of Service Manager, who will take into account factors such as the ability of the Service to select, assign and train a replacement.

2. I have read and understood the regulations pertaining to ROS, Early Termination and/or Resignation described in BRd 3(1).

Signed: ................................................................................................

Name (in Block Capitals) ...........................................................................

Service Number: ...................................................................................

Date: ...................................................................................................

Once completed, this form will be placed on the individual's Personal File and kept for 116 years from date of birth
CHAPTER 54
LEAVING THE SERVICE

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**Appendix 1** Application to Leave the Service at an Optional Exit Point
CHAPTER 54
LEAVING THE SERVICE

SECTION 1 – EARLY TERMINATION

5401. Introduction
Individuals who are not due for compulsory retirement but who wish to leave the Service, for whatever reason, before reaching the end of their commission or engagement may apply for Early Termination provided the conditions outlined in the Paras below are met.

5402. Earliest Date to Apply for Early Termination – Officers

a. Officers undertaking initial training (hereafter referred to as Young Officers (YOs)) may request permission to withdraw from training up until their Premature Termination of Career Training (PTCT) point. Requests for officers attending BRNC will be considered provided that they have completed a minimum of 4 weeks of INT(O) training (not including leave periods). The requirement to have served a minimum of 4 weeks may be reduced or waived only in exceptional circumstances; this will be at the discretion of CO BRNC. Requests will normally be granted provided the YO has not passed beyond the stage of training specified in Table 54-1, although student Aircrew/Air Traffic Control Officers will still be required to be interviewed at the Naval Aircrew Advisory Board (NAAB) in accordance with Para 5742 to investigate the circumstances surrounding their request to leave. On passing their PTCT point, officers are required to complete their initial training and serve the specified return of service (ROS) for the training received, details of which are shown in Table 53B-1. Only in exceptional circumstances will the Navy Command Headquarters Terms of Service Team, on behalf of the Assistant Chief of Naval Staff (Personnel)/Naval Secretary, consider voluntary withdrawal from training (VWFT) requests submitted by individuals who have passed their PTCT point – see Para 5412 and Para 5415.

b. Medical and Dental officers selected for specialisation courses lasting two or more years are required to waive their right to voluntary retirement.

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<tr>
<th>Branch/Specialisation</th>
<th>PTCT Point</th>
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<tr>
<td>Warfare (non-Aircrew), Engineering, Logistics and Medical Services (EHOs)</td>
<td>Day before passing out of Initial Naval Training (Officers) at BRNC Dartmouth</td>
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<td>Medical Cadets. One calendar year after joining the RN Dental Cadets. One calendar year after joining the RN or on achieving GDC registration, whichever is the earlier</td>
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<tr>
<td>Medical and Dental Cadets (cadetships awarded prior to 1 Mar 07)</td>
<td>Throughout training up until one month before publication of the final examination results leading to their basic professional qualification (ie. the point at which the cadets qualify professionally as doctors (and end of the 3 years maximum sponsorship period)</td>
</tr>
<tr>
<td>Royal Marines</td>
<td>Day before completion of Phase 1 training (end of week 36)</td>
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c. The CO BRNC has delegated authority for the management of VWFT requests submitted by YOs during the period up to passing out of INT(O) at BRNC.

d. The Commandant CTCRM has delegated authority for the management of VWFT requests submitted by RM officers during Phase 1 training at CTCRM.

e. The CO BRNC/Commandant CTCRM is responsible for informing the YO in writing of the outcome of their VWFT request and, if appropriate, provide details of any resultant financial liability.

f. The CO BRNC/Commandant CTCRM and his/her staff must ensure that all officers are fully counselled before accepting and approving the request. If, after counselling, it is established that an individual wishes to transfer branch/specialisation (or in the case of a RM YO, wishes to join the RN), the CO BRNC/Commandant CTCRM is to submit the request, together with their recommendation, to the Officer Terms of Service Manager who, in turn, will consult the Officer Training Pipeline Manager (NAVY TRG HQ-PM OFFICERS), the approving authority for YO branch/specialisation transfers (see Para 5104).

g. Throughout the process, it is important that the CO BRNC/Commandant CTCRM continues to liaise closely with the Officer Training Pipeline Manager so as to ensure that both current and future manning requirements against Fleet Gains to the Trained Strength (GTS) targets remain as balanced as possible.

h. Aircrew and ATC Officers. A YO who wishes to apply for VWFT should submit a request in writing through the chain of command to their CO who, in turn, should interview the YO to satisfy himself/herself as to the reasons for the request and remind the YO of the requirement to acknowledge his/her uniform/equipment and education costs. If the YO still wishes to proceed, his/her letter together with all of the appropriate documentation should be forwarded to the NAAB (see Para 5742).

i. The NAAB will arrange to interview the YO as soon as possible, however a holdover assignment may be arranged if the individual cannot be seen by the NAAB within a reasonable timescale. The NAAB will submit a written report to Navy Command ACOS(CSAV), together with all of the appropriate documentation and recommendations, as to the disposal of the case. After consideration, ACOS(CSAV) will forward the case and all of the appropriate documentation, including the YO’s full training record, the NAAB report and ACOS(CSAV)’s own recommendations, to the Officer Terms of Service Manager for approval, who will inform the YO in writing of the final decision (copied to ACOS(CSAV) and the NAAB).

j. Where an inter-FAA transfer is approved by Navy Command ACOS(CSAV), P/NAAB will forward the approval to the Officer Terms of Service Manager for agreement of the terms and conditions of the transfer.
k. **Upper Yardman (Engineering) UY(E) Scheme.** UY(E) officers who, having completed the University of Portsmouth (UoP) degree course as a precursor to joining the Officer Corps, do not subsequently become an officer on the trained strength, whether through voluntary or compulsory withdrawal from training, will return to the Ratings Corps (preferably in their source specialisation) to complete the balance of any ROS accrued (for completing the UoP degree course) as a rating on the trained strength. See Para 5014 and Para 5306 for more details.

5403. **Earliest Date to Apply for Early Termination – Ratings and Other Ranks**

a. **Statutory Discharge Within First Six Months of Service**

(1) All new recruits enlisting in the Naval Service, who have not previously so enlisted, have a statutory right to claim discharge within their first 6 months of service provided that they have completed a minimum of 4 weeks' service (excluding leave periods and any forfeited service) from the date of their entry. From this point, recruits exercising their right to leave the Service will be entitled to release no later than 14 days after giving notice in writing to their CO and recording their request to leave on JPA. Procedures for ‘Applying for Early Termination’ can be found in the JPA Employee Self Service Assistance Guide. The 14 days’ notice period will commence from the date on which the recruit records the request on JPA unless they are in detention (see Para 5403 a sub para (5)). COs have the discretion to reduce the 14 days’ notice period when special circumstances warrant such action.

(2) **Re-entry.** Discharge under the provisions of this paragraph cannot be exercised by individuals who re-enlist in the same Service, i.e. it is only allowed when a former rating rejoins as an RM recruit and vice versa, with the RN and RM being considered as separate Services for the purposes of this paragraph. However, recruits who are discharged ‘Not Finally Approved (Medical)’ (NFA(Med)) (in accordance with BR1750A) retain their right to statutory discharge on re-enlisting in the same Service.

(3) **Ratings and Other Ranks Recruited Abroad.** Any recruit who was domiciled outside the UK and was accepted in that country for regular service in the RN, RM or QARNNS is entitled, on discharge, to conveyance at public expense to a selected place of residence in the UK (or Irish Republic if recruited from or normally domiciled there) or in the country from which they were recruited for service in the regular Naval Service. Travel at public expense to any other destination outside the UK or Irish Republic is not permitted.

(4) **Absence from Duty.** Recruits are to be instructed that, should they wish to claim their discharge during a period of absence on leave or for any other reason, they are to inform their CO by Recorded Delivery letter. Where appropriate, the 14-day notice period for recruits will count from the date of receipt of the letter by the CO. Applicants for discharge will, however, be required to return to duty before their discharge can be completed.
(5) **Effect of a Sentence of Detention.** A sentence of detention or imprisonment will run its normal course irrespective of whether a recruit exercises their option before or during it.

(6) **Outstanding Disciplinary Action.** See Para 5440 sub para I.

b. **Statutory Discharge Until Age 18**

(1) Further to Para 5403 sub para a, ratings and other ranks who have served for 6 months retain a statutory right to end their service up until their 18th birthday by giving notice in writing to their CO. Ratings and other ranks wishing to leave the Service under this regulation will be required to complete a notice period of 3 months. This will act as a cooling-off period, providing the safeguard of a period for reflection in which the Under 18 may rescind a hasty and subsequently regretted decision and, as such, if an individual revokes their written notice to the CO, their entitlement to be discharged as of right will cease. There will be no limit to the number of occasions on which someone can apply to leave before their 18th birthday. Someone who gives notice at the final opportunity, namely the day before their 18th birthday, may serve until the day before they reach the age of 18 years 3 months.

(2) Where a person under the age of 18 submits notice under this regulation, the 3 month notice period may be reduced to a lesser period if agreed between the individual and their CO. As with those leaving within their first 6 months’ service, individuals who exercise their right to leave before reaching age 18 will not have any reserve or recall liability. The provisions described in this paragraph should be used instead of the former Discharge SHORE Unhappy Under 18 category which is now obsolete. COs retain the power to discharge an individual regardless of age for other reasons, but they should generally not consider individuals unsuitable because they have previously exercised the right both to apply for discharge and to remove that notice.

(3) On reaching the age of 18, ratings and other ranks who are still within their 6-month statutory discharge period as a new recruit will have the balance of this period to decide whether or not to leave.

(4) **Parental Consent.** The right of recruits aged under 18 to exercise their discharge option is without regard to parental consent but COs are to notify parents or guardians in advance of the date and reason for the recruit’s discharge and also inform them that the recruit will be issued with a railway warrant to their home unless the parents or guardians indicate otherwise.

c. Beyond the 6-month service point and age 18, ratings and other ranks must complete their initial training (if applicable) and become eligible to apply for Early Termination on completion of a Minimum Time to Serve (MTS) period following their Standard Initial Training Period (SITP) – see Para 5302 for more information. An individual’s earliest date of discharge will have been recorded on the S3049 which individuals sign on enlisting in the Service (a copy of which is given to individuals). This date is then entered in JPA.
5404. Application for Early Termination

a. **Process.** With the exception of officers on the untrained strength, applications for Early Termination from members of the Naval Service are to be made via the JPA workflow system. Procedures for submitting an application can be found under ‘Application for Early Termination’ in the JPA User Guide which also gives procedures and guidance on the handling of applications for Line Managers, COs and Career Managers. If personnel are unable to access JPA they should follow the procedure for Proxy Application through the JPAC Enquiry Centre. An application from an officer to exercise their notice option or to resign should initially be submitted through the CO and be accompanied by a certificate of an officer’s conduct.

(1) **Exit Interviews.** Exit interviews are an important stage in the leaving process; guidance can be found in RNTM 01-078/18 ‘Redesign Of Current Exit Procedure Across All Naval Services’. This RNTM provides important instructions for all Divisional Officers (DOs), Troop Commanders, Line Managers (LMs), Career Managers (CMs) and Commanding Officers (COs) of Naval Service Personnel who have voluntarily submitted their notice to leave (known as Voluntary Outflow or VO). Interviews should be conducted by the Divisional Officer or CO with meaningful comments regarding context for reasons for leaving inserted into the JPA free-text box. If it becomes clear during the exit interview that the reasons for leaving could be mitigated by discretionary action from the Career Manager, then the DO/CO should encourage the Leaver to contact their Career Manager, with the caveat of there being no guarantee of problem resolution.

(2) **Leavers’ Intention Survey (LIS).** In addition to an exit interview, all individuals are encouraged to complete the Leaver’s Intention Survey (LIS). It is not a mandatory part of the leaving process. An email invitation to complete the LIS will be automatically issued once the VO request shows as approved on JPA. Responses are held and analysed by NPS Research. Further details can be found in RNTM 01-078/18.

b. Before applying for Early Termination, personnel should be aware of the possible implications of this type of release on matters such as pay and allowances (including specialist pay), advances of pay (LSAP/FHTB), resettlement grants, annual and terminal leave, Graduated Resettlement Time, Medical Discharge and immigration status (Para 5465). Queries on these issues should, in the first instance, be forwarded to the Unit Personnel Office. Individuals must also be aware that withdrawal of an application for Early Termination is not a right (see Para 5409).

c. **Waiting Period**

(1) Subject to the special provisions at sub para (2) being in force, an individual’s date of discharge will be 12 calendar months from the date of their application, subject to confirmation by the relevant Career Manager. Personnel may apply to leave at less than the normal waiting period and such applications will be considered in accordance with Para 5413.
(2) When circumstances dictate, under accelerated notice provisions, the Naval Service is legally empowered to impose shorter notice periods, subject to a minimum of 6 months. In such cases, Navy Command Headquarters will issue an RNTM giving advance notice of any specialisation where the normal 12-month notice period will be reduced and specify the revised notice period that will apply. Under no circumstances will a notice period be reduced retrospectively. In cases where the notice period is reduced, individuals will receive confirmation of their revised Terminal Expiry (TERMINATION) date from an appropriate Competent Authority (see Annex 54A) within one month of submitting their notice to the CO via the JPA workflow system.

d. **ROS.** Personnel who have waived their right or opportunity to leave in return for training, financial remuneration or any other reason may not apply for Early Termination until they are within a year of completing any outstanding ROS accrued. The ROS requirement should be reflected by the Earliest Exit Date recorded in JPA however, if this date is not recorded correctly it does not override the requirement to complete the ROS term. Personnel may serve out their waiting period concurrently with the final 12 months of any outstanding ROS (see Chapter 53 for more information).

e. **Application for Early Termination having Accepted the Offer of a Commission Transfer or Engagement Stage 3 (ES3).** Individuals who accept an offer of a commission transfer or ES3 will not be able to leave on their original Termination Date but will be required to submit an application for Early Termination if they wish to leave before the end of the longer commission/engagement stage that they have accepted (see Chapter 49 Section 1 (Officer Commission Transfers) and Para 4924 (ES3)).

f. **Applications for Early Termination from Officers under Quarterly Report.** Officers will not be permitted to exercise the notice option in order to avoid compulsory retirement for unsuitability or inefficiency, except in exceptional circumstances eg. in accordance with Para 5412. Applications from officers under Quarterly Report will be placed in abeyance until they have been removed from Quarterly Report. The basic date for calculation of release date is, however, the date of the workflow application for Early Termination even if the officer applied whilst on quarterly report.

**5405. Impact of an Application for Early Termination**

a. **On Promotion**

(1) Individuals who apply for Early Termination will not be considered for promotion by Selection Boards. If, therefore, such individuals are recommended for promotion, the recommendation will be conditional on them withdrawing their application, albeit provided manning levels permit. Personnel who apply for Early Termination following selection but before the effective date of promotion, will be automatically de-selected.
(2) When individuals have their application to withdraw their request for Early Termination approved, hence becoming eligible for consideration for promotion, the Promotions Section is to be advised immediately by signal or e-mail to enable their presentation to the Board.

b. **On Financial Liability for Degree Studies (Officers)**

(1) Officers in receipt of sponsorship from the RN or RM in respect of a bursary or a university cadetship/nomination, including Medical and Dental Cadets, are liable to refund the costs of the sponsorship, namely tuition fees, bursary awards and/or education grants, in full if they withdraw, or are withdrawn (compulsorily or voluntarily), from training or apply for Early Termination. Officers whose appointments are terminated for whatever reason will be required to return their principal items of uniform and luggage. A charge will be made for any item(s) not returned. Officers who entered prior to 1 Apr 06 will be required to refund the cash grant paid for the purchase of suitable luggage unless they can provide a receipt for the luggage bought (see JSP 752 for detailed regulations).

(2) It should be noted that this financial liability is quite separate from the ROS liability and expiry of the liability to repay degree sponsorship costs in no way affects an officer’s ROS liability.

c. **On LSAP.** Personnel in receipt of a LSAP will not normally be allowed to apply for, or be granted Early Termination unless the LSAP has been repaid in full or they have made acceptable arrangements to repay the LSAP in full. Applications for Early Termination must include details of any LSAP balance outstanding, plus the applicant’s proposals for its repayment. For full details, see JSP 752 Chapter 5 Para 05.0722.

d. **On FHTB.** Personnel in receipt of a FHTB advance will not normally be allowed to apply for, or be granted, Early Termination unless the FHTB advance has been repaid in full or they have made acceptable arrangements to repay FHTB in full. Applications for Early Termination must include details of any FHTB balance outstanding, plus the applicant’s proposals for its repayment. For full details see JSP 464 Part 1 Chapter 12 Para 1234.

5406. **Consideration of Applications for Early Termination**

a. On receipt of a workflow Application for Early Termination, Career Managers are to check that the application has been submitted correctly, including Line Manager and CO’s comments, and that there are no outstanding ROS commitments. The application will be processed in JPA in accordance with the JPA User Guide. Individuals will be notified as to whether their application has been approved and given an indication of when they can expect to be released ie. their Last Day of Duty (LDD) or last day of paid service.
b. Individuals whose applications are rejected because they have not given sufficient effective service in return for their training or for any other reason, will be told the date on which they may re-submit their application if they so wish. Once an LDD has been approved by the Career Manager, personnel should not be released before or after this date without prior agreement from the individual.

c. Individuals who apply for Early Termination whilst undertaking further training will be immediately removed from training and re-assigned, unless it is in the Service interest to do otherwise. Rules for ROS in this instance can be found at Para 5304.

5407. Release Abroad

a. Individuals serving abroad, who would otherwise be sent home to the UK to be released from the service, either under notice or at the end of their commission/career/engagement may apply to be released from the station in which they are serving, by forwarding an application to the appropriate Career Management Authority. The application is to be accompanied by relevant details about the position of any dependants, in order that it can be confirmed that the applicant is making reasonable provision for the maintenance of any dependants in the United Kingdom. Career Managers will assign individuals who apply for release abroad to HMS NELSON for administration of the release process. Where individuals applying for discharge abroad, signify their intention to remain in the country of discharge for a considerable period after discharge, they should be instructed to check with the local authorities and, where necessary, through the British High Commission/British Embassy/Consulate that they can legally remain in the country of discharge. The CO is to check that all necessary immigration formalities have been completed before release.

b. Individuals serving abroad being discharged from the Service for other reasons may also apply to be discharged from the station in which they are serving using the same process outlined above.

5408. Application for Early Termination on Grounds of Conscientious Objection

a. Any officer, rating or other rank who claims to have developed a genuine conscientious objection to further service may apply for Early Termination without regard to length of service or the personnel situation in the branch. Whenever possible, the application should be accompanied by the individual's own written statement of the grounds on which they are applying.

b. It may be appropriate in certain cases to suggest that an applicant should defer a request for a week or two and give the matter further thought. Such a delay must however be of only short duration. For example, deferments of six months are not acceptable. If, after a short period of reflection, the officer/rating/other rank reaffirms the claim to conscientious objection, the application should be processed as soon as possible, and the claimant should be informed of the financial and other consequences.
c. This discharge concession requires all cases to be examined with particular care to avoid abuse by those who simply wish to circumvent the normal discharge procedures. It is, therefore, most important that the individual’s CO and the Chaplain should do all they can to establish the genuine nature or otherwise of the person’s convictions. COs should then submit the application, together with a report and their personal recommendations to the appropriate Administrative Authority. The report should be as full as possible and should cover the following points:

1. The nature of the conscientious objection and how and when it began and an assessment of the veracity of the claim.

2. Information about the individual’s service and conduct including details of operational experience, relevant unspent offences and punishments awarded.

3. The individual’s general bearing and behaviour and whatever is known about their influence on shipmates.

4. Whether the individual is due for a new assignment and at what date.

5. Details of any counselling sought by individuals, and that given, regarding conflicts between their personal beliefs and their military tasks.

d. Applications

1. Officers who have Completed Phase 1 Training. Officers who claim to develop a conscientious objection may apply to resign their commission. Application is to be made in writing and is to include a detailed statement of the grounds on which the officer is applying. The CO should then submit this application (see Annex 54F), together with a report and personal recommendation through the appropriate chain of command and the officer’s Career Manager to the Navy Command Headquarters Casework Cell (see Annex 1E). The report should be as full as possible but only need cover Para 5408.c sub para (1), sub para (3) and sub para (5). The information required by Para 5408.c sub para (2) and sub para (4) will be provided by the Career Manager. Where it is accepted that resignation, with immediate effect, is appropriate, the Naval Secretary will approve the application. While any outstanding return of service may be waived in these circumstances, it will be a condition of release that the officer must agree to repay any uniform or educational costs for which he is liable. If, however, there is considered to be no case for allowing the officer to resign on the grounds of conscience, the officer will be advised accordingly and will be free to apply to leave in accordance with the terms of Chapter 54.
(2) **Officers Undertaking Phase 1 Training.** Resignation is only applicable to officers who have completed Phase 1 Training. Young Officers may request to withdraw voluntarily from training, through their chain of command, for any reason before their Premature Termination of Career Training (PTCT) point and this will normally be accepted. It will not be necessary for the Naval Secretary’s approval to be sought where it is accepted that a voluntary withdrawal from training request is appropriate. This will result in automatic termination of an officer’s commission.

(3) **Ratings and Other Ranks.** Application is to be made in writing to the CO. Applications made in accordance with this Article should be forwarded to the Navy Command Headquarters Casework Cell in accordance with the general procedure and format for administrative applications detailed at Annex 1E and Annex 54F. The application will be decided on its merits by the Assistant Chief of Naval Staff (Personnel)/Naval Secretary. If approved, the discharge will be categorised as compassionate on JPA and release is to take place as soon as possible. There is no entitlement to terminal leave. Conscientious Objectors are invariably to be assessed as “Not recommended for further Naval service in accordance with Para 5447” on Appraisal Reports raised by final employing units prior to joining their nominated Release Centres.

e. **The Advisory Committee on Conscientious Objectors.** An Advisory Committee, appointed by the Lord Chancellor, is available to hear appeals by Service personnel who claim a conscientious objection to further service and whose applications have been turned down by the Services. This Advisory Committee conducts its hearings in public and tenders its advice to the Secretary of State for Defence’s representative (in practice to the Central Legal Services division). The Advisory Committee is also available to consider applications that might arise from Reservists in the event of recall.

f. A successful appeal to the Advisory Committee will be accepted as decisive on the question of conscience and any person whose objection to further service is found by the Committee to be genuine will be granted a release under the terms of Para 5408.d sub para (1) and sub para (3). Any person whose case is rejected by the Committee will be required to continue their service, although they may of course apply for Early Termination in the normal way.

g. The procedure for an appeal to the Advisory Committee, which is separate from any statutory complaint submitted by Service Personnel in accordance with JSP 831, is as follows:

(1) Individuals are to complete and sign the application in the format shown at Annex 54B and may include in it a written statement of the case that they wish to make.
(2) The CO is to complete the statement at Annex 54C in duplicate to provide the necessary information and summary of the case for the Committee. Both forms should be forwarded to the Casework Cell through the appropriate chain of command which will add any other relevant information to the initial application.

(3) The Casework Cell will forward the application, together with any supporting papers, to CLS-LegC, the secretariat branch for the Committee, who will convene a hearing and advise all participants accordingly.

(4) As the Committee prefers an officer with personal knowledge of the appellant to attend the hearing, the CO should state in a covering letter whether such an officer can be made available and if so, state their name.

(5) Arrangements for the hearing of the case, the attendance of the witnesses etc, will be notified to the CO. It is the responsibility of the appellant to notify any representatives and/or witnesses of the arrangements for their attendance.

(6) The finding of the Advisory Committee will be promptly notified to the CO by CLS-LegC; the CO is to inform the individual without delay. If the appeal is successful, the discharge of ratings/ranks will be authorised by the authorities listed in Para 5442 sub para b. Discharge of officers will be endorsed by the Admiralty Board or Naval Secretary as appropriate and notified by letter in due course.

h. General Notes

(1) The procedure is unconnected with the commission of disciplinary offences. Should offences be committed, whether or not they are alleged to have been committed on grounds of conscience, they must be dealt with in the usual way. If appropriate, this point should be explained to any person professing conscientious objection, but if the applicant commits an offence which may be relevant to the case while a decision by the Administrative Authority or the Advisory Committee is pending, this should be reported without delay.

(2) While submission of an application will not in itself be regarded as justifying interference with normal assignment, the CO should draw special attention when submitting reports to any overseas assignments that may be imminent. The procedure will extend to any persons serving overseas under normal peacetime conditions at the time of their application or appeal and they will, if necessary, be brought home (costs to be borne locally) to appear before the Advisory Committee as soon as practicable.
5409. Withdrawal of an Application for Early Termination

a. Withdrawal of an Application for Early Termination, once approved, is not a right and, before such a request is granted, consideration will be given to the global personnel situation. Clearance will not normally be forthcoming in branches which are either currently or forecast to go into surplus. Applications from individuals within four months of their termination date are unlikely to be successful; nevertheless the application process outlined below should still be followed.

b. Individuals wishing to withdraw their Application for Early Termination should do so via JPA workflow by following the procedures under ‘Application for Early Termination’ in the JPA User Guide (this also covers the process for withdrawal of an application). However, if the request is made within two months of the Termination date, or units are not able to access JPA, a signal or e-mail should be sent to the NAVY PCAP-PPLAN SWPR WO1 (for RN) or NAVY PCAP-BM RM MAN REC WO1 (for RM) to ensure a timely decision.

c. The authority to withdraw an application for Early Termination rests with the Branch Manager.

d. The following are pre-requisites for a withdrawal application to be considered:

   (1) The individual is in a fully deployable medical category.

   (2) The individual is in date for RNFT on JPA on the date of the application to withdraw their request for Early Termination.

   (3) Ratings are to be Educationally Qualified for Leading Hand (QELH).

e. Other Ranks. The general procedures and criteria for the Naval Service outlined above apply to all Royal Marines who should also apply to withdraw their Early Termination using JPA workflow or, in extenuating circumstances, by e-mail or signal.

f. Each application will be considered on its own merits, and will be judged in the context of the manning situation and forecasts at the time. The manning situation is subject to change; individuals should refrain from making assumptions/future plans ahead of formal acknowledgement of approval to withdraw their application.

5410. Assignment Notice after Withdrawal of Notice for Early Termination

In cases where individuals successfully withdraw their notice for Early Termination, the portion of assignment notice that has expired prior to the date of original application will continue to count towards notice of the next assignment. For example, a rating who submits their notice two months after being assigned to sea service and who then applies to withdraw their application, will only receive 3 months’ notice of any subsequent sea assignment.
5411. Re-application for Early Termination

Applications from individuals reapplying for Early Termination will be considered taking into account the requirements of the Service at that time. Each will be considered as if it was a new application and individuals will not necessarily be allowed to be released at the time originally approved.

5412. Optional Exit Points

Officers or ratings in receipt of RRP(SM) and serving on FTC/FCS engagements (but not serving on a subsequent EoS) may be eligible to submit an Optional Exit Point application which will enable them to leave the service at an earlier point than their current Termination Date without any loss of RRP; full details can be found in Annex 54K.
SECTION 2 – NON-STANDARD EARLY TERMINATION

5413. Non-standard Early Termination – General

Early release at less than the normal notice period or before the end of a ROS period (training or financial) is not a right and should not be relied upon if applying for civilian employment. Individuals must not accept an offer of employment which would commence earlier than the end date of the 12-month waiting period or ROS period until their application for early release is approved officially. Requests for non-standard Early Termination are considered on their individual merits however approval may only be given in exceptional circumstances if one or more of the following conditions are met:

a. The individual wishes to stand for Parliament.

b. The individual is a candidate for holy orders (documentary evidence of acceptance by a theological college is required).

c. A rating or other rank wishes to join the Army or RAF (see Para 5414 sub para c).

d. Compassionate reasons are presented, which are supported by the Naval Service Family and People Support (NS FPS) organisation in a Social Inquiry Report, eg. when the personal circumstances of the applicant make their permanent presence at home essential, which is incompatible with Naval Service. In instances where the financial health of a family business is a factor, applications should be supported by documentary evidence relating to that business.

e. Single ratings and other ranks under the age of 21, whose parents have emigrated to any Foreign or Commonwealth country since their son/daughter joined the Service, or are about to do so, may be allowed immediate compassionate discharge if there is evidence to suggest that they will be left with no close relatives, or home, in the UK and they do not wish to apply for release to join the RAN or RNZN in accordance with Para 5206 (or they apply and are not successful).

f. The release of the individual to take up civilian employment is deemed to be in the National Interest (supported by a comprehensive statement from a prospective employer which will allow a proper assessment of the case to be made).

g. The CO deems the individual's release to be in the best interests of the Service based on knowledge of the individual and their performance/character to date.

h. The individual's specialisation is overmanned.
5414. Early Release within Standard 12 month Waiting Period

a. Applications. Requests for release at less than 12 months should be made to the relevant Career Manager and must contain the recommendations of the individual’s CO. It should indicate whether the unit would be capable of bearing the gap until the individual’s original date of Terminal Leave if the application for early release were approved. Evidence must be provided to show why an individual should be allowed, exceptionally, to be released early. Applications will be considered when:

(1) One or more of the conditions at Para 5412 are met.

(2) No ROS commitment will be breached by early release.

(3) The applicant’s CO has confirmed that any resulting gap is acceptable, or a relief will be in place by the time of the applicant’s new (early) release date.

(4) The long-term manning situation permits.

(5) For squadded personnel, even if the CO recommends the request, the Career Management Cell may reject the application as they may be able to employ the junior rate in another gapped unit.

b. Impact on Terminal Leave. All successful applicants are entitled to receive full terminal benefits according to the length of their service, including Terminal Leave (see JSP 760). However, if an application is submitted at short notice, such that there is insufficient time for all Terminal Leave to be taken prior to the new (early) release date, the individual concerned is to be granted as much leave as possible but must accept any shortfall. Career Managers are to ensure that acceptance of a shortfall in Terminal Leave is clearly stated in the application response, be it by signal, letter or e-mail.

5415. Ratings and Other Ranks – Requests for Non-standard Early Termination

a. Ratings and other ranks who have completed six months’ service from enlistment and are over 18 (see Para 5403) have the chance to apply for non-standard Early Termination before the end of their MTS period. Similarly, ratings and other ranks, who have completed their MTS period but are ineligible to submit notice as a result of an outstanding need to provide a return of service (ROS) for undertaking further training or receipt of financial remuneration, have the opportunity to ask for non-standard Early Termination application through the award of a ROS waiver. Early release from a ROS commitment is not a right and is not guaranteed – see Para 5414 sub para b. As such, ratings and other ranks should not rely on receiving a positive decision if they are considering applying for civilian employment.

b. Early Release Criteria. Approval of a non-standard Early Termination request will only be granted in exceptional circumstances – see Para 5412 for more information.
c. **Applications.** Ratings and other ranks who are restricted in their right to give notice but wish to seek exceptional early release are to apply in writing to their CO, in the first instance, providing reasons in support of their request for non-standard Early Termination. In turn, COs are asked to provide a covering submission, offering their view on whether the application is supported or not and providing any background information about the individual which is considered relevant (e.g. are there any compassionate grounds, have other authorities been consulted (NS FPS, pastoral), is the individual motivated or are there any disciplinary issues?) Ratings and other ranks who wish to leave early with a view to joining another Service should make this clear in their submission and provide a completed application form, contained at Annex 52A. See also (see Para 5414 d sub para (2)). Further details regarding the ‘Service transfer’ process can be found at Para 5205. There is no need for COs to submit a special SJAR as part of their submission and, likewise, individuals do not need to be given the opportunity to make a representation given that they are already required to make an application in writing to their CO to leave early. On completion, the CO is to send the paperwork to the appropriate address:

1. If a rating is still under training – to FOST-TA UTS Pipeline Manager, HMS RALEIGH, TORPOINT, Cornwall, PL11 2PD.
2. If an RM other rank is still under training – to CO Commando Training Wing, CTCRM Lympstone, EXMOUTH, Devon, EX8 5AR.
3. If a rating or other rank is on the trained strength – to the Ratings and Other Ranks Terms of Service Manager, Room 48, West Battery, Whale Island, Portsmouth, PO2 8DX.

d. **Processing.** On receipt, the appropriate Competent Authority, shown at Annex 54A and acting with the delegated authority of the Naval Secretary, will consider the individual merits of the request, with particular emphasis given to the criteria set out at Para 5412. Ratings and other ranks will be informed of the decision via their CO, with a copy going to their Career Manager for information:

1. If approval is granted, service transfer requests apart, a formal Early Termination application can then be made on JPA, effective from the date on which the permission was given (this will be communicated in the letter). As a result, an individual will be able to leave 12 months later unless an earlier release date is agreed by a Competent Authority (see Annex 54A) in consultation with the unit. As at Para 5412, ratings and other ranks wishing to take up civilian employment on leaving the Service should not rely on being released early within the standard 12 month notice period. It should be noted that a ROS waiver (release before the end of a ROS period) will, if granted, not negate an individual’s obligation to repay any financial liability if appropriate, eg. for a FRI.
(2) If approval is given for a request from a rating or other rank who wishes to leave the Naval Service before the end of their MTS period or a ROS period with a view to joining the Army or RAF, the Terms of Service team will initiate action to process the ‘transfer’ application form submitted with the paperwork. Branch and Career Managers will be consulted to establish the individual’s earliest possible discharge date prior to the appropriate paperwork being sent to the appropriate Personnel Management Authority in the Army or RAF.

(3) If the request is rejected, advice will be given on alternative options that might be pursued by the chain of command.

5416. Officers – Requests for Non-standard Early Termination

a. Officers who have passed their PTCT point (see Para 5402) but remain on the Untrained Strength have the opportunity to apply to Navy Command Headquarters for exceptional voluntary withdrawal from training (VWFT). Similarly, officers who are on the trained strength but are ineligible to submit notice as a result of an outstanding need to provide a return of service (ROS) for their initial training, further training or receipt of financial remuneration, have the opportunity to apply for a ROS waiver which, if approved, will allow officers to submit an Early Termination application in turn. Early release from a ROS commitment is not a right and is not guaranteed – see Para 5412. As such, officers should not rely on receiving a positive decision if they are considering an application for civilian employment.

b. Early Release Criteria. Approval of a non-standard Early Termination request (whether it is an exceptional VWFT or ROS waiver) will only be granted in exceptional circumstances – see Para 5412 for more information.

c. Applications. Officers who are ineligible to apply for Early Termination but wish to leave are to apply in writing to their CO, in the first instance, providing reasons in support of the request to leave early. In turn, COs are asked to provide a covering submission, offering their view on whether the application is supported or not and providing any background information about the individual which is considered relevant (eg. are there any compassionate grounds, have other authorities been consulted (NS FPS, pastoral), is the individual motivated or are there any disciplinary issues?) There is no need for COs to submit a ‘Special’ SJAR as part of their submission and, likewise, individuals do not need to be given the opportunity to make a representation given that they are already required to make an application in writing to their CO to leave early. On completion, the CO is to send the paperwork to the appropriate address:

(1) If an officer is still under training – to the Officer Terms of Service Manager, Room 48, West Battery, Whale Island, PORTSMOUTH PO2 8DX.

(2) If an officer is on the trained strength – to the appropriate Career Manager.
d. **Processing.** On receipt, the appropriate Competent Authority, shown at Annex 54A and acting with the delegated authority of the Naval Secretary, will consider the individual merits of the request, with particular emphasis given to the criteria set out at Para 5412. Officers will be informed of the decision via their CO.

1. If approval is granted for exceptional VWFT, arrangements will be made for the officer’s release at the earliest mutually convenient date.

2. If approval is granted for a ROS waiver, a formal Early Termination application can then be made on JPA, effective from the date on which the permission was given (this will be communicated in the letter). As a result, an individual will be able to leave 12 months later unless an earlier release date is agreed by a Competent Authority (see Annex 54A) in consultation with the unit. As at Para 5412, officers wishing to take up civilian employment on leaving the Service should not rely on being released early within the standard 12-month notice period. It should be noted that a ROS waiver will, if granted, not negate an individual’s obligation to repay any financial liability if appropriate, eg. for a FRI.

3. If the request is rejected, advice will be given on alternative options that might be pursued by the chain of command.
SECTION 3 – MEDICAL DISCHARGE

5417. Officers, Ratings and Other Ranks – Medical Discharge

In common with the detailed instruction in BR 1991, personnel found to be permanently unfit for full naval service will be brought before a Naval Service Medical Board of Survey (NSMBOS) to determine their correct medical category in accordance with BR 1750A, JSP 950 Part 6 Chapter 7 and JSP 346 Chapter 5. The Board’s remit is to set the highest safe JMES and it may recommend downgrading and either medical discharge from the Service or retention in a permanently reduced medical category. Special guidelines are laid down where medical discharge is proposed in an individual’s last year of service (see BR 1991 Para 0809).

5418. Naval Service Medical Employability Board

The Naval Service Medical Employability Board (NSMEB) considers, on paper, every case where a NSMBOS has recommended consideration of retention in a reduced medical category. Its task is to ensure that personnel whose medical category falls below the standard normally expected (i.e. Medically Fully Deployable (MFD) without caveats) but who may be able to give limited service should be given the opportunity, wherever possible, of completing their chosen career. The Board is composed of the Deputy Command Secretary as President, the NSMBOS President to provide medical advice as required, representatives of ACOS(PCap) (Personnel Planning Officers) and a legal adviser.

5419. NSMEB Considerations

No individual will be retained in the Service against their wishes if being in a restricted medical category is a major bar to future employment or promotion for which the individual was fit and eligible in all respects before the medical downgrading. If less than a full career, within the reasonable expectations due to rank and skills was envisaged, the Board may offer the individual the choice between retention with limitations (e.g. no prospect of promotion), retention to complete present assignment or retention for a specified time (e.g. until the end of current engagement) or invaliding. Before reaching a decision on whether an individual should be retained, invalided or, exceptionally, recommended for discharge by other means (see Para 5437), the NSMEB will include in its consideration the following factors:

a. Time left to serve.

b. Whether medical limitations preclude continued employment in own branch.

c. Whether a full career can be offered (notably promotion prospects and sea service where appropriate).

d. The effect of retention on other members of the branch.

e. Whether a branch change is possible.

f. The written personal statement of the individual, showing preference.

g. A CO’s report when called for.
5420. Refunds and Return of Service

Liability for refunds in accordance with Para 5405 sub para b and fulfilment of ROS (Chapter 53) will be waived.

5421. Invaliding Benefits

a. Service Invaliding Retired Pay (SIRP) and a tax-free terminal grant of three times the annual rate of SIRP may be awarded to officers who have given two years’ service over age 18. SIRP at enhanced rates is payable to officers with at least five years’ service over age 18, of which two years have been served over the age of 21. If the cause of invaliding is found by Veterans UK to be directly attributable to service, the individual may be entitled to additional benefits from the DOH, Veterans UK and MOD, the amount being related to rank and degree of disability. The MOD award is known as Service Attributable Retired Pay (SARP) and both SIRP and SARP are index-linked.

b. SCC and IC officers on gratuity-earning commissions are not eligible for non-attributable invaliding benefits but can qualify for attributable benefits.

5422. Discretionary Awards Panel

Service invaliding benefits are at the discretion of the Secretary of State. Although they are normally awarded in full, cases occur when, though invaliding may be the appropriate form of discharge, it would be wrong to award full invaliding benefits or, exceptionally, any invaliding benefits at all. Responsibility for considering cases where full invaliding benefits may not be appropriate is vested in the Discretionary Awards Panel (DAP), which is normally composed of representatives of the Second Sea Lord (2SL) and 2nd PUS. Referral to the DAP is rare. Each case is considered on its merits but, in practice, any reduction in invaliding benefits is restricted to those cases where the individual has contributed to their medical condition eg. through excessive drinking or refusing treatment. The DAP award will not affect any decision on Service attributable benefits, which are determined by the DSS.
SECTION 4 – COMPLETION OF COMMISSIONS (OFFICERS)

5423. Introduction
Officers completing the period of service required by their respective commissions will retire in accordance with the following regulations. The Defence Council or Admiralty Board also have discretion to retire officers found medically unfit for further service at any age (see Para 5416 to Para 5421) and to remove officers from the Active List if they are found unfit for further service due to incapacity, unsuitability or misconduct (See Para 5437).

5424. Extensions of Service
Extensions of service beyond retirement age may be granted to meet Service requirements (see Chapter 49).

5425. Commission Transfers
Regulations for transfer of commission are contained in Chapter 49.

5426. End of Commissions for non-Medical, Dental and QARNNS Officers

a. Initial Commission Stage (ICS) (and Equivalent Commissions). The retirement date for officers serving on an ICS or equivalent is determined by the length of that commission, subject to the regulations on Normal Retirement Age (NRA) or rank related retirement - the latter is appropriate to officers with military service prior to 1 Apr 99 and who had not opted for transfer to RA55 when offered in 2018 (see Table 54-2).

b. Career Commission Stage (CCS) (and Equivalent Commissions)

(1) Officers who entered before 6 Apr 05 and are serving on a CC will retire on completion of 16 years’ reckonable service from age of 21 or the date of entry, whichever is later, subject to NRA55 or rank related retirement.

(2) Officers who entered post 6 Apr 05 (or entered before and subsequently elected to transfer to AFPS05) and were selected for a CC before 1 Nov 13 will retire on completion of 18 years’ service from the date of entry or at age 40, whichever is later, subject to NRA55 and rank related retirement.

(3) Officers who entered post 6 Apr 05 and have been selected for a CC with an effective date of transfer between 1 Nov 13 and 31 Mar 15 will retire on completion of 20 years’ service from the date of entry or at age 40, whichever is later, subject to NRA55 and rank related retirement.

(4) Officers who enter after 1 Apr 15, or are selected for a CCS after the same date, will retire on completion of 20 years’ service from their date of entry or at age 40, whichever is later, subject to NRA55. Rank related retirement age policy will not apply to this group.
c. **Full Commission Stage (FCS) (and Equivalent Commissions)**

(1) For officers on a FCS or equivalent, termination of commission is on retirement. The retirement date for officers serving prior to 1 Apr 99 and transferring to the longest commission pre-1 Apr 15 is determined by the substantive rank held by the officer as shown at Table 54-2, unless the officer opted in for transfer to RA55 in 2018 in which case their retirement age is 55.

(2) The alignment of RM OF4/5 and 6 retirement ages (RA) with their RN counterparts and the transitional arrangements are detailed at Table 54-3.

(3) The NRA for officers joining after 1 Apr 99 and reaching a Full Term Commission before 31 Mar 15 is age 55.

(4) Officers who enter after 1 Apr 15, or have been selected for a FCS after the same date, will retire at age 55. Rank related retirement age policy will not apply to this group.

d. **Full Commission Stage (Aviator).** Officers serving on the FCS(A) scheme will retire at age 55, regardless of whether they have military service prior to 1 Apr 99.

**5427. End of Commissions for Medical, Dental and QARNNS Officers**

a. **Officers in-Service Prior to 1 Apr 03**

(1) **Medium Career Commission (MCC).** Medical, Dental and QARNNS officers serving prior to 1 Apr 03 who did not elect to transfer to the new Common Terms of Service (CTOS) commission structure and have not been selected for transfer to a Full Commission (FC) remain on their existing MCC until its completion or until their appropriate rank related retirement (see Table 54-2).

(2) **Full Career Commission (FCC).** Medical, Dental and QARNNS officers serving prior to 1 Apr 03, who did not elect to transfer to the new CTOS commission, remain on their existing FCC until their appropriate rank related retirement age as shown in Table 54-2.

b. **Officers Entering On, or Transferring To, CTOS from 1 Apr 03 to 31 Mar 15**

(1) **Short Commission (SC).** The SC for Medical Officers is six years reckonable service from full registration with the General Medical Council; for Dental Officers, the SC is seven years from full registration with the General Dental Council; for QARNNS Officers, the SC is six years from date of entry.
(2) **Medium Commission (MC).** The length of the MC is 18 years’ reckonable service from date of commissioning or age 21 - whichever is the later - subject to NRA58. For QARNNS officers, completion of the MC is upon attaining 16 years’ reckonable service from date of initial entry or age of 21 - whichever is the later - subject to NRA55.

(3) **Full Commission (FC).** For Medical and Dental officers, the FC ends upon reaching 58. For QARNNS officers, the FC ends upon reaching 55.

c. **Officers Entering from 1 Apr 15, or Existing Officers Transferring to a Longer Commission from 1 Apr 15**

(1) The retirement date for officers serving on an ICS or equivalent is determined by the length of that commission, subject to the regulations on NRA or rank related retirement - the latter is appropriate to officers with military service prior to 1 Apr 99 (see Table 54-2 and Table 54-3).

(2) Officers who enter after 1 Apr 15 or have been selected for a CCS after the same date will retire on completion of 20 years’ service from date of entry or at age 40, whichever is later, subject to NRA60.

(3) Officers who enter after 1 Apr 15, or have been selected for a FCS after the same date, will retire at age 60.

### Table 54-2. **Rank Related Retirement Ages for Officers with Military Service Prior to 1 Apr 99**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Retirement Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lieutenant (FTC50)</td>
<td>50</td>
</tr>
<tr>
<td>Captain RM (FTC50)</td>
<td>50</td>
</tr>
<tr>
<td>Lieutenant (Family Services)</td>
<td>50</td>
</tr>
<tr>
<td>Lieutenant Commander (FTC50)</td>
<td>50</td>
</tr>
<tr>
<td>Major RM (FTC50)</td>
<td>50</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Rank</th>
<th>Retirement Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surgeon Lieutenant Commander</td>
<td>48 or on completion of 16 years' full pay service, to maximum age of 60</td>
</tr>
<tr>
<td>Surgeon Lieutenant Commander (D)</td>
<td>48 or on completion of 16 years' full pay service, to maximum age of 55</td>
</tr>
<tr>
<td>Surgeon Lieutenant Commander(D) (FC)</td>
<td>58</td>
</tr>
<tr>
<td>Lieutenant Commander (FNS)</td>
<td>50 but with option to retire at 48</td>
</tr>
<tr>
<td>Lieutenant Commander QARNNS</td>
<td>53</td>
</tr>
<tr>
<td>Commander (FTC53) (former GL and SD)</td>
<td>53</td>
</tr>
<tr>
<td>Commander (FTC50) (former SL)</td>
<td>50</td>
</tr>
<tr>
<td>Lieutenant Colonel RM (FTC50)</td>
<td>50 - See Table 54-3</td>
</tr>
<tr>
<td>Surgeon Commander</td>
<td>60</td>
</tr>
<tr>
<td>Surgeon Commander (D)</td>
<td>55</td>
</tr>
<tr>
<td>Chaplain</td>
<td>55</td>
</tr>
<tr>
<td>Colonel RM (FTC51)</td>
<td>51 - See Table 54-3</td>
</tr>
<tr>
<td>Commander QARNNS</td>
<td>53</td>
</tr>
<tr>
<td>Captain (FTC55)</td>
<td>55 (or promotion date plus 3 years if on CE60 as an OF4, whichever is the longer)</td>
</tr>
<tr>
<td>Surgeon Captain</td>
<td>60</td>
</tr>
<tr>
<td>Surgeon Captain (D)</td>
<td>57</td>
</tr>
<tr>
<td>Principal Chaplain</td>
<td>55, or on ceasing to hold the assignment, whichever is earlier</td>
</tr>
<tr>
<td>Captain QARNNS</td>
<td>55, or on completion of assignment, whichever is earlier</td>
</tr>
<tr>
<td>Commodore (FTC55)</td>
<td>55, or on completion of assignment, whichever is earlier</td>
</tr>
<tr>
<td>Brigadier RM (FTC51)</td>
<td>51, or on completion of assignment, whichever is earlier – (See Table 54-3)</td>
</tr>
<tr>
<td>Surgeon Commodore (D)</td>
<td>57 or on ceasing to hold the assignment, whichever is earlier</td>
</tr>
<tr>
<td>Chaplain of the Fleet</td>
<td>60 or on ceasing to hold the assignment, whichever is earlier</td>
</tr>
<tr>
<td>Commandant Nursing Officer</td>
<td>55 or on ceasing to hold the assignment, whichever is earlier</td>
</tr>
<tr>
<td>Director of Defence Nursing Service</td>
<td>55 or on ceasing to hold the assignment, whichever is earlier</td>
</tr>
<tr>
<td>Rear Admiral</td>
<td>55 or until it is decided that the officer will no longer be employed, whichever is earlier</td>
</tr>
<tr>
<td>Major General RM</td>
<td>55 or until it is decided that the officer will no longer be employed, whichever is earlier</td>
</tr>
<tr>
<td>Surgeon Rear Admiral</td>
<td>60 or on ceasing to hold the assignment, whichever is earlier</td>
</tr>
<tr>
<td>Medical Director General (Navy)</td>
<td>60 or on ceasing to hold the assignment, whichever is earlier</td>
</tr>
<tr>
<td>Surgeon Rear Admiral (D)</td>
<td>60 or on ceasing to hold the assignment, whichever is earlier</td>
</tr>
<tr>
<td>CE/Director Dental Agency</td>
<td>60 or on ceasing to hold the assignment, whichever is earlier</td>
</tr>
<tr>
<td>Vice Admiral</td>
<td>55 or until it is decided that the officer will no longer be employed, whichever is earlier</td>
</tr>
<tr>
<td>Lieutenant General RM</td>
<td>55 or until it is decided that the officer will no longer be employed, whichever is earlier</td>
</tr>
<tr>
<td>Rank</td>
<td>Retirement Age</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Surgeon Vice Admiral</td>
<td>65 or on ceasing to hold the assignment, whichever is earlier</td>
</tr>
<tr>
<td>Surgeon General</td>
<td>65 or on ceasing to hold the assignment, whichever is earlier</td>
</tr>
<tr>
<td>Admiral</td>
<td>55 or until it is decided that the officer will no longer be employed, whichever is earlier</td>
</tr>
<tr>
<td>Admiral of the Fleet</td>
<td>Borne on the Active List for life</td>
</tr>
</tbody>
</table>

**Notes:**

1. Except where otherwise indicated, officers will retire on the date that they reach their retirement age eg. Lt Cdrs (FTC50) will retire on the day before their 50th birthday.

2. In Jul 01, NRA55 was introduced for all Flag and General officers in the Naval Service with the exception of the Medical and Dental officers.

### Table 54-3 - RM Alignment of Retirement Ages - Transitional Arrangements

<table>
<thead>
<tr>
<th>If TX date is</th>
<th>Lt Col</th>
<th>Lt Col Retained Rights</th>
<th>Colonel</th>
<th>Colonel Retained Rights</th>
<th>Brigadier</th>
<th>Brigadier Retained Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/7/10 to 30/6/14</td>
<td>53</td>
<td>50</td>
<td>54</td>
<td>51</td>
<td>54</td>
<td>51</td>
</tr>
<tr>
<td>1/7/14 onwards</td>
<td>53</td>
<td>50</td>
<td>55</td>
<td>51</td>
<td>55</td>
<td>51</td>
</tr>
</tbody>
</table>

**Note.** All RM OF4/5 and 6 will have their Retirement Ages (RA) extended by 1-4 years depending on their Termination date/RA [column (a)] and rank [columns (b), (d) and (f)], unless they choose to retain their reserved rights. This applies to officers in their substantive rank (GL, SO(LE) and Band Service).

### 5430. Retirement Ages for SUY/SCC Officers with Military Service prior to 1 Apr 99

a. **SUY/SCC Officers Promoted Prior to 1 Apr 99.** To maintain an equitable career opportunity for all officers serving before the introduction of the 3TC, SUY/SCC candidates promoted to the Officers Corps prior to 1 Apr 99 will serve to their existing officer rank related retirement age (RRRA) unless it is specifically extended for a particular rank. In this event, individuals so affected will retain the right to leave at the existing rank related retirement age if they so wish. Officers will also have had the opportunity to opt in for RA55 in 2018: if they did so their NRA is 55.
b. **SUY/SCC Officers Promoted from 1 Apr 99 to 31 Mar 15.** SUY and SCC officers who have insufficient time to complete an IC before their RRRA will retire on their officer rank related retirement date or on the day that their former rating engagement was due to end, whichever is the later. RM OF4 SO(LE) officers RA will align with their FTC(50)/(53) equivalent at Table 54-3. SUY/SCC officers who are able to complete an IC in full before their rank related retirement age will leave at the end of the IC unless they are selected for a longer commission. SUY/SCC officers will retire at their RRRA if they are serving on a CC or FTC at this point. Officers will also have had the opportunity to opt in for RA55 in 2018, if they did so their NRA is 55.

c. **SUY/SCC Officers Promoted Since 1 Apr 15.** Officers promoted from the ranks after 1 Apr 15 are no longer subject to RRRA policy if they have military service pre-1 Apr 99 and will retire at the end of their commission stage, subject to the normal retirement age.
SECTION 5 – RESIGNATION BY OFFICERS

5431. Applications to Resign Commission by Officers

a. Early Termination option is the normal way of leaving the Service prematurely. In civilian life, the term ‘resignation’ is often used but resignation has a special meaning within the Naval Service. Officers have no absolute right to resign their commission; however, they may be permitted to do so, in exceptional circumstances. Up to and including the rank of OF5, authority to accept resignation is delegated to NAVSEC. For officers of OF6 rank and above, acceptance of resignation is at the Admiralty Board’s discretion. Resignation is appropriate when an officer wishes to sever all connection with the Service. Circumstances that would warrant resignation rather than the other types of discharge are where an individual holds actions or beliefs/attitudes that fundamentally conflict with the concept of military service. The primary consideration in acceptance of resignation is the best interests of the Service.

b. Resignation is only applicable to officers on the trained strength.

c. An application from an individual to resign their commission should be submitted through their CO to the Regional Legal Office (see Annex 1E).

5432. Waiting Period

Officers will not be allowed to resign until the appropriate authority has approved their application. If the application is approved, release is normally with immediate effect, ie. as soon as the administrative process allows. Whilst any outstanding ROS may be waived in these circumstances, it will be a condition of release that the officer must agree to repay any costs for which they may be liable (see Chapter 53).

5433. Consideration of Applications

a. Resignation applications, which should include a detailed statement of the grounds on which the officer is applying, are to be passed through the individual’s chain of command to the appropriate Career Manager and thence to the Regional Legal Office. Each case will be examined prior to submission to the decision maker to ensure the applicant is not confusing resignation with Early Termination or that there is no avoidance, inadvertent or otherwise, of administrative discharge procedures. Applications are then considered and decided upon by the appropriate authority. If the resignation is approved, release is with immediate effect. If, however, there is considered to be no case for allowing the officer to resign on the grounds submitted, the officer will be free to apply for Early Termination in accordance with Section 1.

b. Where officers make a prima facie case for resignation, they may be removed from their current assignment/course and re-assigned. If they are in or near the zone for promotion, they may not be considered further for promotion and they may not be eligible for redundancy.
5434. Withdrawal of Resignation Application
Officers have no right to withdraw an application to resign once it has been approved, however, they may be permitted to do so if the Naval Secretary determines that this will be in the best interests of the Service.

5435. Applications from Officers Subject to Disciplinary/Administrative Process
Officers are not normally allowed to resign when subject to disciplinary or administrative considerations, including Quarterly Reporting or discharge. However, exceptionally, resignation may be accepted in these circumstances if it is considered that the interests of the Service will best be met by the early release of an officer.

5436. Consequences of Resignation
As with Early Termination, before requesting to resign, officers should make themselves aware of the possible implications of this type of release on matters such as: retired pay, LSAP, resettlement grant (JSP 752 and JSP 754); annual and terminal leave (JSP 760) and graduated resettlement time (JSP 534).

5437. Optional Exit Points
Officers in receipt of RRP(SM) and serving on FTC/FCS engagements (but not serving on a subsequent EoS) may be eligible to submit an Optional Exit Point application which will enable them to leave the service at an earlier point than their current Termination Date without any loss of RRP; full details can be found in Annex 54K.

5438. Reserve Liability
Officers who are permitted to resign will be removed from the Active List and will not be placed on the Retired or Emergency Lists. They totally sever their connection with the Service and will no longer hold any form of Naval Service commission and will have no further entitlement to the use of their naval rank or to wear naval uniform. This does not, however, exempt them from any statutory liability that they may have under the National Service Acts and related legislation.
SECTION 6 – OTHER DISCHARGES – OFFICERS

5439. Compulsory Withdrawal from Training – Officers on the Untrained Strength

a. **RN Officers - Phase 1 Training.** The CO BRNC has delegated authority for the management of compulsory withdrawal from training (CWFT) applications for all Young Officers (YOs) during the period up to passing out of BRNC on completion of Phase 1 Training (Initial Naval Training (Officer)).

b. When an officer’s performance (professional or character and leadership) falls below the standard required and the appropriate warnings have been applied (see Chapter 57 Section 5) but he/she has still failed to achieve the standard required, Director of Training BRNC and COs during IFT may submit an application to the CO BRNC for their CWFT.

c. Where transfer is being recommended as an alternative to CWFT, the CO is to submit the transfer request to the Officer Terms of Service Manager for consideration under the YO transfer regulations (see Para 5104).

d. All YOs being considered for CWFT are to be interviewed by the establishment’s Diversity and Inclusion Officer, Personnel Selection Officer or a Head of Department to ensure that they have been fairly treated and informed of the following:

   (1) Naval policy on Diversity and Inclusion (see Chapter 30).

   (2) Definition of discrimination, harassment and bullying (JSP 763).

   (3) Complaints procedure (see Chapter 23).

On completion of this interview, YOs are required to sign a ‘Statement of D&I Advice’ to confirm that they have received such advice.

e. Whilst a CWFT request is being considered, the CO BRNC must decide whether the officer should be sent home on leave or retained in the ship/establishment (if he/she is not considered to be a disruptive element to other YOs) until the outcome of the CWFT decision is known.

f. The CO BRNC is responsible for informing the YO in writing of the outcome of the CWFT decision. The letter must include details of any financial liability (see Para 5405 sub para b).
g. **RN Officers - Phase 2 Training (except Aircrew and ATC officers during Professional Training).** Where an officer’s performance falls below the required standard on professional, character and leadership or temperament grounds (see Para 5731 to Para 5733 and Annex 54D) and the appropriate warnings have been applied, COs in the Fleet and Commodores and COs of Shore Establishments may submit a request for the officer’s CWFT to the Head of Terms of Service, the approving authority (on behalf of the Naval Secretary) for the CWFT of all officers during Phase 2 training. In these cases, the request must be submitted with a recently completed SRF together with the YO’s E190/Training Record and the contemporaneous record. In considering the request, the Officer Training Pipeline Manager (NAVY TRG HQ-PM OFFICERS) and appropriate Career Manager will be consulted and, in some cases, the YO may be called forward for interview by a Naval Advisory Board before a decision is made (see Para 5743).

h. Where transfer is being recommended as an alternative to CWFT, approval is subject to the YO transfer regulations (see Para 5107).

i. Before a CWFT request and accompanying paperwork is forwarded, the CO should decide in conjunction with the Career Manager whether the officer should be sent home on leave or retained in the ship/establishment (if he/she is not considered to be a disruptive element to other YOs) until the outcome of the CWFT decision.

j. The Terms of Service Team will inform the YO in writing of the Service’s decision through their CO (notifying as appropriate the YO directly if at home). All officers withdrawn from training will have their final day on Naval pay calculated by their release office and entitlement to terminal leave calculated in accordance with JSP 760.

k. **RN Officers - Aircrew and ATC Officers During Professional Training.** Following suspension from flying duties, similar procedures to those shown in Para 5402 sub para h, sub para i and sub para j apply to Aircrew and ATC officers who are recommended for withdrawal from training and termination of commission. If an inter-FAA transfer is approved by ACOS(CSAV) as an alternative to CWFT, P/NAAB will ask the Terms of Service Team to determine the terms and conditions of the transfer. In the case of a branch/specialisation transfer outside the FAA, Navy Command/ACOS(CSAV) will recommend transfer to the Officer Terms of Service Manager.

l. **RM Officers.** The Commandant CTCRM has delegated authority for the management of CWFT applications for all YOs during the period up to the end of Phase 1 Training (Week 36).

m. All YOs, undertaking Phase 1 Training, who are being considered for CWFT, are to be interviewed by the establishment’s Diversity and Inclusion Officer, Personnel Selection Officer or a Head of Department to ensure that they have been fairly treated, and informed of the following:

(1) Naval policy on Diversity and Inclusion (see Chapter 30).
(2) Definition of discrimination, harassment and bullying (JSP 763).

(3) Complaints procedure (see Chapter 23).

On completion of this interview, YOs are required to sign a ‘Statement of D&I Advice’ to confirm that they have received such advice.

n. For those in Phase 2 Training, the Commandant CTCRM may submit a recommendation to the Head of Terms of Service for the CWFT of a RM officer whose performance has not met the required professional, character and leadership or temperament standards required of a RM officer following the issue of appropriate warnings (see Chapter 57 and Annex 54D). Where a Service transfer is being sought as an alternative to CWFT, approval is subject to the YO transfer regulations (see Para 5107).

o. Before a CWFT request and accompanying paperwork is forwarded, CTCRM should decide in conjunction with the Career Manager whether the officer should be sent home on leave or retained in the unit (if he/she is not considered to be a disruptive element to other YOs) until the outcome of the CWFT decision.

p. The Terms of Service Team will inform RM YOs in writing of the Services’ decision through their CO (notifying as appropriate the YO directly if at home). RM officers withdrawn from training will have their final day on pay calculated by their release office and entitlement to terminal leave calculated in accordance with JSP 760.

q. Officer Candidates Promoted from the Lower Deck - Failure to Complete Initial Training. See Para 5010.

r. Representation. Individuals who are being considered for CWFT must be given full disclosure of ALL paperwork related to their application. Subjects should be given a hard copy of the draft application and all supporting evidence. There may be exceptional circumstances where this is not possible however, these circumstances must be discussed with and approved by the Navy Command Headquarters Terms of Service Team. This forms the case against them and allows them to properly represent their position. They should be given 24 hours to decide whether to make a representation against the application or such longer period as is considered appropriate and necessary by the CO. Should the individual decide to make a representation, they should be given a further 48 hours to prepare that representation or such longer time as considered reasonable in the circumstances. In addition, the CO must ensure that the individual is afforded the services of an Assisting Officer. Those officers who choose not to submit a representation are to sign a waiver to this effect (an example is at Annex 54J). If the person decides to submit a representation, the CO should take this into account before finalising the application to the Terms of Service Team, acknowledging this formally in the application letter. In all cases COs must ensure that the points above are fully detailed and recorded. For Phase 2 training cases, the application and all supporting evidence, including the finalised SPEC report, should be forwarded to the Terms of Service Team.
s. **Automatic Termination of Commission.** Any officer who leaves the RN or RM, whether voluntarily or involuntarily, whilst they are on the untrained strength will have their commission terminated automatically and will not be liable for reserve service or be entitled to wear Naval uniform after leaving.

5440. **Administrative Discharge – Officers on the Trained Strength**

a. **Introduction.** An officer whose performance or conduct falls short of the standards required may be discharged from the Active List. All applications for discharge of any officer of OF6 and below will be considered by the Naval Secretary. It is of paramount importance that correct procedures are followed. COs and Career Managers are therefore to seek the advice of the Navy Command Headquarters Casework Cell at an early stage in all cases where the outcome is likely to be administrative discharge.

b. **Types of Discharge.** An application for discharge may be made under the following categories:

   (1) **Incapacity Due to Causes beyond an Officer’s Control.** Incapacity due to causes beyond an officer’s control may include, but are not be limited to, an officer’s inability to reach the required professional standards, temperamental unsuitability, and medical reasons not leading to MBOS.

   (2) **Unsuitability Due to Causes within an Officer’s Control.** Unsuitability due to causes within an officer’s control may include inefficiency, unsatisfactory performance of duties including financial irresponsibility, failure to uphold Naval Service core values and standards including a poor attitude towards the required standards of physical fitness, and other poor performance not warranting discharge for misconduct.

   (3) **Misconduct.** Misconduct includes, but is not limited to, the commission of an offence, drugs misuse including CDT failure, continued inappropriate, malicious or vexatious correspondence with senior officers, or a succession of actions that demonstrate a failure to uphold the high standards expected of an officer and the traditions of the Service, rendering the officer unfit or unworthy of further employment.

   For specific information relating to the administrative discharge of officers on the grounds of Temperamental Unsuitability, see Annex 54D.

  c. **Procedure for Discharge.** An officer who is recommended for discharge due to incapacity or unsuitability will normally have been placed under quarterly reporting to provide for fair warning and monitoring with a view to recovering their professional or personal standing. A recommendation for discharge for misconduct may be without recourse to quarterly report procedures, eg. after a single act of serious misconduct.
The application should be addressed to the Casework Cell and should follow the general procedure and format for administrative applications detailed at Annex 1E and Annex 54F.

In addition, other than in exceptional circumstances determined by the Casework Cell after liaison with them, an application for administrative discharge must demonstrate the following:

(a) **Incapacity or Unsuitability.** For Incapacity or Unsuitability to be demonstrated, an individual must have had their failures clearly identified to them, have been afforded a reasonable time period to rectify their shortcomings and, having been afforded that opportunity, have failed to improve sufficiently to render their position in the Service tenable. It must be clearly explained why other measures such as Removal from Assignment or seeking a branch transfer are not appropriate in the circumstances.

(b) **Misconduct.** For Misconduct to be demonstrated, an individual’s conduct must have fallen so far short of the standard expected of an officer as to have rendered their position in the Service to be untenable.

Assessment must be made on whether the individual should retain their commission (Para 5438) and a recommendation made accordingly.

d. **Staffing Process.** The staffing process is both comprehensive and rigorous and is necessary to ensure the application is well founded, complies with the rules of disclosure and meets with the requirements of Administrative Law:

(1) **Individual’s Unit.** The individual’s CO is responsible for the submission of the application for discharge, fully detailing the reasons for applying and ensuring all the relevant paperwork is disclosed to the individual.

(2) **Casework Cell.** The Casework Cell staff the application, ensure it is procedurally correct and prepare a brief for the Deciding Authority (The Naval Secretary or the Admiralty Board). Legal advice is also provided by a Naval Barrister.

(3) **ACOS(PCap).** ACOS(PCap), in conjunction with the Career Manager, is to provide a brief to the Deciding Authority stating they have considered the application and outline whether or not they support it. In the brief, they must consider whether the individual is suitable for a branch transfer or an internal trade transfer eg. a move to General Service from Submarine Service.

(4) **Naval Secretary’s Office.** Where the subject of the application holds a substantive rank not exceeding OF6, the Naval Secretary will be the Deciding Authority. Discharges of officers of Flag rank will be forwarded to the Admiralty Board for consideration, the Naval Secretary will provide a brief stating that he or she has considered the application and whether or not they support it.
e. **Informing the Individual.** Once a decision has been made on the application, the individual’s Commanding Officer will be notified in writing by the Naval Secretary and guidance will be provided on how to progress the outcome of the decision letter.

### 5441. Entitlements following Administrative Discharge – Officers

a. **Termination of Commission on Administrative Discharge**

(1) When officers are administratively discharged, consideration may be given to terminating their commission. If they retain the latter, they will be entitled to use their rank and wear uniform on state and certain ceremonial occasions (see Part 6).

(2) Officers administratively discharged who retain their commission may be placed on the Retired List or the Emergency List (the regulations are contained within BR 61). The letter notifying them of discharge will inform them of whether they will be placed on such a List. If placed on a List, they will be liable for recall in an emergency.

(3) Where an officer is administratively discharged for misconduct or for reasons within their control, it would usually be inappropriate for officers to continue to be associated with the Service. As such, their commission will normally be terminated unless there are exceptional circumstances justifying retention. In cases where officers are discharged for reasons outside their control, their commission will usually be retained, unless there are compelling reasons why it should not be. These might include un-officer like conduct or disregard for Naval core values and standards.

(4) Officers whose commission has been terminated are not entitled to wear uniform or to use their rank. They will not be listed in the Retired or Emergency Lists and will not be liable to recall in an emergency. This does not, however, provide exemption from any statutory liability under the National Service Acts and related legislation.

(5) Termination of commission of itself does not entail financial or other penalties besides the loss of those privileges accorded to an officer retained on the Retired or Emergency Lists, although other such penalties may flow from the reasons for discharge.

(6) An officer’s liability for refunds of sponsorship or education costs (see Para 5405 sub para b) will normally be waived only in the event of discharge for incapacity (see Para 5437 a sub para (1)) whereas a ROS will be waived when an officer is administratively discharged under any of the categories in Para 5439 sub para a.
b. **Benefits.** Officers discharged due to causes beyond their control will be awarded the benefits appropriate to compulsory retirement. If discharged for causes within their control, any benefits admissible will be those which would have been awarded on voluntary retirement. Where discharge is for misconduct, the maximum award will be that admissible on voluntary retirement, but a lower award may be made where the Deciding Authority (the Admiralty Board or Naval Secretary) judges the offence to be particularly serious.

c. **Terminal Leave.** Where officers are discharged for incapacity or unsuitability, a recommendation will be made as to whether they should receive terminal leave. Officers discharged for misconduct or any other reason not amounting to misconduct, but of such a nature as may be deemed to render the grant of leave unjustified, will not be eligible for terminal leave.

### 5442. Dismissal

a. Officers charged with an offence under Military Discipline Legislation can be dealt with either by Summary Hearing or trial by Court Martial. In some cases, trial by court martial could result in dismissal or, exceptionally, dismissal with disgrace.

b. Officers dismissed by sentence of court martial are not eligible for terminal leave. Where appropriate, refunds will normally be required.
SECTION 7 – DISCHARGES - RATINGS AND OTHER RANKS

5443. Discharges - General

a. RN Ratings. Discharges (except Invaliding) of ratings serving in the UK or in ships in home waters eg. compassionate discharge, Discharge SHORE or SNLR, may be carried out as follows:

(1) For those serving in shore establishments (including RN Air Stations) or in self-accounting ships - direct from such establishment or ship.

(2) For those serving in non-self-accounting ships - through the parent ship or establishment bearing their accounts or, in urgent cases, through the nearest self-accounting ship or establishment.

(3) However, where it is at all practical, it is to the advantage of both the Service and the rating for the discharge procedure to be carried out at a Release Centre so that the rating receives the maximum benefit of discharge and resettlement information.

b. Ratings’ Documentation. Ships and establishments are to ensure that ratings assigned to Release Centres for discharge are in possession of all necessary documentation (see Para 5442 sub para c). For appraisal reporting requirements see Para 5449, Para 5723 and Para 5724. Care is to be taken that all request action due, eg. award of Good Conduct Badges, has been completed. Service documents of ratings sentenced to dismissal and detention/imprisonment are to be forwarded to HMS NELSON Release Office. Medical documents, including completed Form F Med, 1 and 2, are to be forwarded in sufficient time to reach the Release Centre before the arrival of the rating.

c. Ratings’ Discharge Procedures. Release Centres (or units carrying out the discharge of ratings in accordance with Para 5440 sub para a) are to ensure that discharge procedures are correctly followed, namely:

(1) Enrolment of eligible men and women into the Regular Reserve (see Section 9).

(2) Recording of cause of discharge and other notations.

(3) Rendering of pay-related documentation (JSP 754).

(4) Disposal of Service Documents.

(5) Issue of Form S1300 where appropriate.

(6) Issue of Discharge Certificate (Form S1560 or R111).

d. Service Family Accommodation (SFA) and Hirings. All discharges of ratings paying for SFA or hiring charges are to be reported by the unit via signal to DBS JPAC and the appropriate Defence Housing Executive Officer.
e. RM Other Ranks Serving Under the Armed Forces Act. Individuals whose discharge is approved or becomes due while they are serving under the Armed Forces Act (except those invalided from the Service while inpatients in Services Hospitals) will be discharged as follows:

(1) If serving in the Plymouth area - by Commando Logistic Regiment RM.

(2) If serving elsewhere - by RM Poole.

(3) At any other RM home unit with the approval of the Career Manager.

f. Ratings and Other Ranks Serving Abroad. Ratings and other ranks are to be sent home from abroad in time for discharge on completion of their career or engagement unless their service is being extended or prolonged (see Para 5811) or they have applied for discharge abroad (see Para 5407).

g. Service in the Regular Reserves. The liability and eligibility of individuals for service in the Royal Fleet Reserve (RFR) is to be assessed as part of the procedure to complete their release from the Active Service. Assessment and, where applicable, enrolment in the RFR is to be completed before individuals are dispersed to terminal leave in accordance with Para 5466.

h. Parliamentary Correspondence. When the question of an individual’s discharge becomes the subject of Parliamentary Enquiry or correspondence, the case should be forwarded, with the full Service Documents and other relevant papers, to the Head of Terms of Service before any decision is taken (see Para 5444 sub para b and Para 5446 sub para g).

i. Postponement of Discharge and Transfer to the Reserve. (See JSP 830 (Manual of Service Law) Vol 1 Chap 18 para 20). Members of the regular forces may be retained beyond their discharge date or transfer to the reserve date. The maximum extension period that can be authorised for an individual who would have transferred to the reserve is the same as that they could have been required to serve if called out as part of their regular reserve liability (under RFA 96 s.53(6), national danger etc. – 3 years; s.55(6), warlike operations – 12 months; s.57(6), certain operations – 9 months). For those who would have been discharged, the period for retention is a maximum of 12 months. This period accords with the time that a member of the reserve forces could be retained beyond the end of his/her current term if call out was authorised under RFA 96, section 52\(^1\). Individuals retained may be transferred to the reserve or discharged by the competent authority when services are no longer required. A person entitled to be transferred to the reserve or discharged may, by declaration to his CO\(^2\), (see JSP 830 Chapter 18 Annexes C and D), remain in the Service if warlike operations exist and a call-out order is in force under RFA 96, section 54. He/she is entitled to give three months’ notice of this extension to his/her CO.

\(^1\) In accordance with the powers under RFA 96, section 17(2).
\(^2\) The Armed Forces (Discharge and Transfer to the Reserve Forces) (No.2) Regulations 2009/1091, regulation 8.
Periods of extended service count towards reserve service. Individuals on extended service outside the UK are entitled to be discharged or transferred to the reserve in the UK, according with the provisions for individuals serving overseas under normal conditions of engagement.

j. JSP 830 (Manual of Service Law) Vol 1 Chapter 18 Annex A lists the competent authorities who may authorise a transfer to the Reserve.

k. **Discharge of Fraudulent Entrants.** When individuals are found to have made false statements, whether as to fitness (physical or mental) or as to previous service in the Forces or Reserves, in the documents signed on entry, the authorities in Para 5444 sub para b are authorised to approve their discharge, subject to any action required by Para 5442 k sub para (2) and having regard to their response to training and their future usefulness to the Service.

(1) If personnel are found to have enlisted while belonging to the Army, Army Reserve, RAF or RAF Reserve, reference should first be made to the Officer Commanding of the unit to which the individual belonged to ascertain whether it is desired to claim them under their original engagement. If they are not claimed, the question of retention or discharge will then be decided.

(2) In cases where discharge is authorised locally, the details of the discharge are to be recorded on JPA.

(3) **Royal Marines.** When an RM other rank is discovered either to have enlisted without having been discharged from a previous enlistment or to have made a false statement on enlisting in the RM, a report of the circumstances is to be forwarded to the RM Career Manager for instructions.

l. **Outstanding Disciplinary Action.** When an individual faces charges under the Armed Forces Act, the release procedure for the various types of Discharge SHORE categories should not normally be delayed. If in doubt, units should seek legal advice. If application is being made for an individual to be discharged SNLR (Unruly) or SNLR (CDT), legal advice should be sought if there are outstanding disciplinary matters.

m. **Right of Warrant Officers to Discharge after Reduction in Rank.** A Warrant Officer who has been reduced to the lowest rank or rate as a result of a sentence in Service proceedings has a right to claim discharge unless warlike operations exist, or a call-out order is in force under RFA 96 sections 52, 54 or 56. A claim for discharge should be made within one month of the reduction in rank and discharge must take place as soon as reasonably practicable. This allows former Warrant Officers to leave the Service promptly following conviction or administrative reduction in rank or rate if they do not wish to remain in the Service. Further details are at JSP 830 Chapter 18 Annex B.

n. **Types of Discharge.** Annex 54E outlines the minimum required documentation for each type of discharge. It can be used in conjunction with Annex 54F which sets out a step by step CO’s guide to the discharge process.
5444. Medical Discharge – Not Finally Approved (Medical)

a. **Eligibility.** Ratings and other ranks who, during their initial Phase 1 training, are found to be unfit under the terms of BR 1750A are to be discharged from the Service on medical grounds under the Not Finally Approved (Medical) (NFA (Med)) category. This will normally be within the first 9 weeks of training for ratings and the first 15 weeks for other ranks, however, the time may be extended due to medical assessment, back-classing, rehabilitation and leave. Discharge under this category must be undertaken within the first year of joining, otherwise a Naval Service Medical Board of Survey (NSMBOS) (see Para 2804 and Para 5809 sub para c) will be required. It should not be delayed pending final diagnosis of the condition. Full details of each case that is dealt with under this instruction is to be reported to the Navy Command Headquarters Medical Division. See BR1750A Para 0308 for further information about the circumstances in which NFA (Med) should be used and the medical categories to be applied.

b. **Other Discharge Categories.** Recruits who are considered to be unfit for service but who do not meet the NFA (Med) criteria should be subject to a full investigation and if necessary brought forward for surveying and invaliding (Para 5416). In other circumstances, it may be more appropriate to consider discharge SHORE routes such as ‘Unsuitable’ or ‘Fraudulent Entry’ (Para 5443).

5445. Discharge SHORE – General Instructions

a. Discharge SHORE is not a punishment. It is the normal method of dispensing with the services of ratings and other ranks whose retention is undesirable because of unsuitability or possibly for reasons largely beyond their control, but whose discharge cannot appropriately be affected by any of the methods prescribed elsewhere in the regulations. It may be recommended in the circumstances set out in Para 5443 or where discharge is in the best interests of the Service.

b. **Authority Required.** Annex 54A details those personnel who are delegated authority to approve Discharge SHORE. Administrative action should be taken in accordance with Annex 54F and Annex 1E, advice should be sought from the Casework Cell and regional legal advisors as required. Where the case is subject to Parliamentary correspondence or enquiry, the Navy Command Policy Secretariat should be informed at the earliest opportunity and the Casework Cell should be notified on receiving the application. If the CO has the authority to approve the discharge, the individual must still be given full disclosure of all documents and the opportunity to make representation in accordance with Annex 1E; in such cases copies of disclosure paperwork, any representation and the letter informing the individual of the CO’s decision are to be forwarded to the Casework Cell for archive.

c. **Warnings.** Full detail and explanation of the Warnings process is covered in Chapter 57 and should be read in full before any application for Discharge SHORE is made.

d. **Documentation Required.** If applicable, a Specialist’s report should be obtained to inform the decision to apply for discharge, eg. Psychologists/INM; see Annex 54E for further details of relevant documentation.
e. **Reporting Approval of Discharge SHORE.** When Discharge SHORE is approved, the Career Manager must be advised (by the Casework Cell) and JPA is to be annotated accordingly (see JSP 760).

f. **Date of Discharge.** The operative date of Discharge SHORE should be the earliest date on which discharge formalities can be completed after the decision to discharge has been taken. Those discharged on grounds of inadequacy who have over 20 (ES2), 18 (FC) or 22 (OE) years' service will be given two months' notice, not including terminal leave. For such individuals serving abroad, the two months’ notice should date from time of arrival in the UK (see JSP 760 for full details).

g. **Discharge of Personnel Serving Beyond their Initial Pensionable Engagement.** The Administrative Authority ordering discharge of any individual with 20 (ES2), 18 (FC), 22 (OE) or more years reckonable service is to send a copy to DBS JPAC. Individuals are to be told to seek advice from the JPAC regarding the calculation of their pension.

h. **Procedure.** Applications which cannot be approved locally should be addressed to the appropriate deciding officer or Casework Cell as identified in Annex 54A, and be in accordance with the general procedure and format for administrative applications detailed at Annex 1E.

i. Where a rating or other rank has been informed of the grounds for application for their discharge but the reason for discharge is subsequently amended, the subject must be advised of the change and given the opportunity to state further representation before any action is taken by the approving authority.

j. Individuals discharged should be reminded of their right to make a Service complaint in accordance with JSP 831.

k. Advice on pensions, terminal grants, terminal leave and resettlement entitlement can be sought by the individual from the relevant SMEs including JPAC, Resettlement Team, UPO, Career Manager and the individual’s own JPA account.

I. Where discharge SHORE is deemed appropriate any outstanding ROS will be waived, but financial liabilities will only be waived at the discretion of the deciding officer following consultation with the Terms of Service Team/Casework Cell.

5446. **Circumstances in which Discharge SHORE may be Appropriate**

a. The following are the different circumstances where Discharge SHORE may be appropriate. When placed on warnings, an individual is to be specifically informed which circumstance they are being warned for. An individual may be on more than one warning concurrently, eg. Inadequacy and Alcohol or Inadequacy and Discharge SNLR (Unruly):
(1) **Discharge SHORE (Fraudulent Entry)**

(a) When individuals are found to have made false statements on any information elicited, for example, whether as to fitness (physical or mental) or as to previous service in the Forces or Reserves, in the documents signed on entry, the authorities in Annex 54A are authorised to approve their discharge, subject to any action required by Para 5445.a (1) sub para (c) and having regard to their response to training and their future usefulness to the Service.

(b) If personnel are found to have enlisted while belonging to the Army, Army Reserve, RAF or RAF Reserve, reference should first be made to the Officer Commanding of the unit to which the individual belonged to ascertain whether it is desired to claim them under their original engagement. If they are not claimed, the question of retention or discharge will then be decided.

(c) In cases where discharge is authorised locally, the details of the discharge are to be recorded on JPA.

(d) **Royal Marines.** When an RM other rank is discovered either to have enlisted without having been discharged from a previous enlistment or to have made a false statement on enlisting in the RM, a report of the circumstances is to be forwarded to the RM Career Manager for instructions.

(2) **Discharge SHORE (Deemed Unsuitable During Training) (DUDT)**

(a) In establishments carrying out initial (Phase 1, 2 or 3) training, a rating or other rank who is reported to be unsuitable for retention for causes other than medical unfitness (but including enuresis) maybe discharged SHORE. Ratings in the Initial Training Pipeline (ITP) are effectively under probation and, should they fail to meet the required standard in accordance with Annex 54A, the Naval Secretary has delegated authority to certain officers within training establishments authorising them to end a rating’s service on the grounds of Discharge SHORE ‘Deemed Unsuitable During Training’ (DUDT). Before doing so, the CO may consider whether the individual might prove suitable for another branch and/or specialisation dependent on the Service requirement.

(b) Discharge may be authorized only by those officers detailed in Annex 54A carrying out initial (Phase 1, 2 or 3) training in the case of Able Rates Branch Designator 2 (BD2) of the following branches: Warfare, Medical, Weapons Engineering, Marine Engineering, Air Engineering, Logistics and RM other ranks during their initial training. This authority cannot be sub delegated within the unit.
(c) The exception is in Phase 1 where the Deputy Stream Leader (normally CO HMS RALEIGH) Naval Core Training Stream has devolved authority from the Commodore Core Stream to approve Discharge SHORE DUDT. While COs of Training Establishments (of Capt RN rank or above in command) may approve such discharges without application to higher authority, it is important to maintain a clear audit trail of events leading to this decision.

(d) Chapter 57 articulates the warning procedures that are to be followed for all Naval ratings on the untrained strength (UTS). Training establishments should therefore refer to this Chapter in full. There are 4 distinct DUDT categories which can be applied:

i. **DUDT Academic.** Encompasses all trainees who are unable to complete the academic requirements of their UTS training.

ii. **DUDT NGT.** For trainees who are unable to complete the requirement in the ARFSA OPS (All Ratings First Sea Assignment Operational Performance Statement) and Training Performance Statement (TPS).

iii. **DUDT Contributory.** This will be applicable to any trainee who has failed to achieve the required standard on their professional course or is deemed by the Training School to be unsuitable for further training or unable to conduct their branch training and refuses any branch transfer which is offered by the Pipeline Manager.

iv. **DUDT Administrative.** Suitable for any trainee who leaves the Service due to an administrative issue.

(e) It is important that COs give unequivocal guidance on whether individuals who have been dismissed on the grounds of DUDT should be allowed to re-enter and, if so, the period of time that should be allowed to elapse between discharge and re-entry. Each of the four categories has a recommended guideline for re-applying to join the RN of:

i. DUDT Academic – 12-60 months.

ii. DUDT NGT – 18-60 months.

iii. DUDT Contributory – 18-36 months.

iv. DUDT Administrative – 3-60 months.
(f) All trainees being considered for Discharge SHORE DUDT are to be interviewed by the establishment's Diversity and Inclusion Officer, Personnel Selection Officer or a Head of Department to ensure that they have been fairly treated, and informed of the following:

i. Naval policy on Diversity and Inclusion (see Chapter 30).

ii. Definition of discrimination, harassment and bullying (JSP 763).

iii. Complaints procedure (see Chapter 23).

On completion of this interview, trainees are required to sign a ‘Statement of D&I Advice’ to confirm that they have received such advice.

(3) Discharge SHORE (Inadequacy)

(a) It should be noted that ratings and other ranks that hold the rate of Leading Hand (or equivalent) and above and who are unable to perform their duties due to inadequacy must first be warned for reversion following the normal warning process and reverted in accordance with the relative rates table at Annex 65A. If ratings and other ranks are still unable to perform the duties of the lowest rank/rate to which they can be reverted because of physical or mental incapacity (not of a nature to warrant invaliding) or incompetence or they may be discharged SHORE. Proof of inadequacy should normally be given by individuals' SJAR, warning reports and Annex 57D (formal warning proforma). These documents catalogue their failing and show that they have been ineffective for a period long enough to rule out any possibility of improvement. In appropriate cases, individuals may volunteer for transfer to another branch (dependent upon the Service requirement) or be recommended for reversion to their original branch and/or specialisation, as an alternative to Discharge SHORE.

(b) Invariably if an individual is unable to perform their duties satisfactorily, this would be manifested in an inability to perform in their professional branch specialisation. However, an individual who is not currently employed in their core professional specialisation but is nonetheless failing to meet their Terms of Reference at any given time may be warned for inadequacy. An example being when an individual assigned to the Recovery Cell/Waterfront organisation is given specific tasks to perform which are outside their core specialisation, and fail to perform these to the required standard. In this instance they may be warned for inadequacy. Another example would be repeated incidents which demonstrate an individual's inability to comply with Naval Core Values and Standards.
A possible example may be where despite repeated remedial instruction an individual is unable to comply with the most basic requirements of Service life such as cleanliness, presentation, punctuality etc. These examples are not exhaustive, and units should engage with the Casework Cell if they consider they have a situation of this nature.

(c) **Discharge SHORE (Inadequacy – Attitude to Fitness).** The warning procedure for a poor attitude to the required levels of fitness is detailed in BR 51 Volume 2, Chapter 2 - (RNFT Policy, Protocols, Instructions and Guidance). Persistent poor attitude to fitness may result in Discharge SHORE on the grounds of inadequacy (see Para 5443.a(3) sub para (a)). Applications forwarded to the Casework Cell for this reason should be accompanied by the relevant completed warning certificates, and relevant reports by INM, as appropriate and as detailed in BR 51 Volume 2.

(d) **Inadequacy of Individuals who have Completed more than 20 years (on an ES2), 18 years (on an FC) or 22 years (on an OE1) Pensionable Service.** The provisions of Para 5445 a (3) sub para (a) are not considered appropriate for individuals whose effectiveness deteriorates unduly after they have completed time for pension. The following procedure is to be followed therefore when ratings and other ranks who have completed more than 20 (ES2)/18 (FC)/22 (OE) years’ pensionable service become so ineffective in the discharge of their duties that, if they had less service, the question of reversion would have to be considered:

i. Individuals are first to be interviewed by their Head of Department and informed of their shortcomings. They are also to be warned in accordance with Chapter 57 (Level 2 warning) that, if no improvement takes place, their case will be reported to the CO with a view to early discharge from their engagement.

ii. If still dissatisfied, the Head of Department will report the case to the CO who will investigate it personally. Individuals are to be allowed to state their case with the assistance, if they wish, of an officer who need not be a Divisional Officer.

iii. If not satisfied, the CO is to warn such individuals in accordance with Chapter 57 (Level 3 warning) that an application will be made to the higher authority with a view to their discharge if a satisfactory improvement has not taken place at the end of one month.

iv. If, at the end of one month, the CO is still not satisfied, an application on the case, including the CO’s opinion whether or not such person’s ineffectiveness is within their own control, should be forwarded with the supporting evidence for decision to the administrative authority in accordance with Para 5442 sub para b above.
(4) **Discharge SHORE (Failure of Naval Annual Personnel Weapons Test) (NAPWT).** After an appropriate warning period, persistent failure of a mandatory NAPWT may result in Discharge SHORE under this Para if the rating or other rank is on the trained strength or, in the case of New Entry ratings and other ranks, Discharge SHORE under Para 5447 a sub para (2) (DUDT). The NAPWT failure policy is detailed in BR 8988 Chapter 12.

(5) **Discharge SHORE (Financial Irresponsibility).** Ratings and other ranks may be discharged SHORE for financial irresponsibility in accordance with QRRN Chapter 36.

(6) **Discharge SHORE (Obesity).** Ratings and other ranks who are unable to perform their duties satisfactorily due to obesity may be discharged SHORE - see BR 1750A (Handbook of Naval Medical Standards).

(7) **Discharge SHORE (Alcohol).** Addiction to alcohol is not compatible with service in the Armed Forces. Under circumstances where an individual’s efficiency, physical condition or value to the Service becomes materially impaired, Discharge SHORE may be recommended. See Para 5769 for more information. JSP 835 contains guidance for those with alcohol issues. Any application should normally demonstrate that the full range of treatments available to the individual within the RN has been utilised prior to submission.

(8) **Discharge SHORE (Medical Reasons)**

(a) Discharge SHORE of ratings and other ranks may be recommended on medical grounds, even where they may still be capable of performing satisfactorily the duties of the lowest rate/rank to which they can be reverted. These grounds include:

i. Sea sickness.

ii. Enuresis, provided that it is not a symptom of a more serious illness.

iii. RM other ranks who have appeared before the Naval Service Medical Board of Survey (NSMBOS) and are assessed as being Physically Unsuitable for Commando Service or training.

iv. Discharge SHORE is not to be recommended for those who can more properly be dealt with by invaliding - see BR 1991 (Instructions for the RN Medical Service). Applications for discharge on medical grounds must be accompanied by appropriate supporting medical evidence.
(b) Recommendations for Discharge in relation to Para 5445 a (8) (a) sub para (iii) and sub para (iv) above are to be referred to the NSMBOS and NSMEB. A medical recommendation for Discharge SHORE for seasickness or enuresis is to be brought to the immediate attention of the CO of the ship or establishment to which individuals are sent after medical examination (see BR 1991). Unless, exceptionally, the Commodore, Captain RN or CO considers that the medical recommendation cannot be supported, discharge may be authorised in accordance with Para 5444 and Para 5445. The individual should remain with the establishment until a decision is communicated.

(9) **Discharge SHORE (Temperamental Unsuitability).** Discharge SHORE of ratings and other ranks may be recommended for unsuitability of temperament, even where they may still be capable of satisfactorily performing the duties of the lowest rate/rank to which they can be reverted. Discharge SHORE on these grounds is an Executive responsibility but does require an assessment of the individual by a Service Consultant Psychiatrist in order to exclude any medical problem and to assess the severity of any degree of temperamental unsuitability. When a discharge is considered due to temperamental unsuitability, the application must be accompanied by supporting psychiatric evidence. See Annex 54D for specific instructions.

(a) **Discharge of Ratings Approaching Pension.** Consideration of whether to discharge a rating approaching pension must take full account of the great financial consequences in loss of terminal grant and immediate pension. If an individual is within three years of pension, the case must be forwarded to the Casework Cell for a decision. When a warning is appropriate under Chapter 57 Section 8, a record of the warning must be recorded on a Special SJAR and included in any submission for discharge.

(b) **Authority.** Discharge SHORE may be authorised as set out in Annex 54A.

(10) **Discharge SHORE (Best Interests of the Service).** Although the above types of Discharge SHORE are the normal method of dispensing with the services of ratings and other ranks whose retention is undesirable because of their unsuitability, it is not possible for the regulations to cover every eventuality. Where Command is unable to determine an appropriate method as detailed above, then an application may be considered on the basis of the Best Interests of the Service. This method of discharge will only be available in wholly exceptional circumstances. For example, a rating who won the National Lottery but who was behaving inappropriately, such as paying colleagues to cover his duties. This method is not to be used to capture a number of minor transgressions which are covered by other methods of discharge or to amalgamate them into sufficient reason to discharge an individual. Each instance must be considered on a case by case basis and advice should be sought in the first instance from the Casework Cell or regional legal adviser.
5447. **Discharge Services No Longer Required (SNLR) – General Instructions**

a. Discharge Services No Longer Required (SNLR) is not a punishment but neither is it an honourable release and it can impair a rating or other rank’s prospects of employment on return to civil life. It will also normally prevent re-enlistment (see Para 1208).

b. Discharge SNLR is the appropriate method of dispensing with the services of personnel who have tested positive for prohibited/non-prescribed drugs, personnel who have involved themselves in the misuse of drugs (including the possession of drugs paraphernalia) or unruly or undisciplined individuals whose retention would be to the detriment of the Service but who have not committed an offence which, either in itself or in association with their past record, would justify a sentence of dismissal.

c. Discharge SNLR is not only appropriate to ratings and other ranks whose service conduct merits discharge but also when a conviction by the civil power makes their retention undesirable (see QRRN 3906.4). In the case of the latter, application for Discharge SNLR would be in the form of a Service Penalty (C57). Discharge SHORE may be considered as an alternative to Discharge SNLR in accordance with QRRN 3906.4.3.

d. It should not normally follow immediately after a sentence of detention but may do so exceptionally when it is obvious that the sentence has had no reformatory effect. In such a case, if it is considered that a rating should not return to the Fleet on completion of their sentence, even for a short time, a recommendation for a rating’s discharge should be submitted. The exception to this is those individuals who have been sentenced to a period of detention following their conviction for a drugs related offence where application for their discharge would be the normal course of action. In all such cases, the advice of the Casework Cell or regional legal advisor must be sought prior to any action being taken.

e. **Procedure.** A Discharge SNLR should be in accordance with the general procedure and format for administrative applications detailed at Annex 1E. Additional documents relevant to the circumstances, such as CDT paperwork, police report or toxicology reports should be sourced and relied upon as required.

f. Where a rating or other rank has been informed of the grounds for consideration of their discharge, but the reason for discharge is subsequently amended, the subject must be advised of the change and given the opportunity to state further representation before any action is taken by the approving authority.

g. **Authority Required.** Annex 54A details those personnel who are delegated authority to approve Discharge SNLR. Action should be taken in accordance with the general instructions at Annex 1E. If the case is subject to Parliamentary correspondence or enquiry, it should be brought to the attention of the Navy Command Policy Secretariat at the earliest opportunity and the Casework Cell on initial consideration of discharge.
h. **Warnings.** Full detail and explanation of the Warnings process is covered in Chapter 57 and should be read in full before any application for Discharge SNLR is made. In all cases (with the exceptions of CDT and drug abuse), it is expected that individuals will normally have been formally warned by the CO/Executive Officer of their shortcomings and given a period in which to reform as in Para 5444 sub para c (also see Chapter 57 Section 7) before an application is made for discharge. Para 5445 is to apply to warnings if the individual is approaching pension. This warning may be dispensed with in cases in which it would not be appropriate, for example after a serious civil conviction.

i. **Documentation Required.** As a minimum, prior to discharge the CO must prepare a letter either to higher authority or to the individual concerned (where the CO has authority to approve discharge) outlining the reasons for the proposed discharge and the relevant policy references. If applicable, any other documents relied on should be attached to this letter eg. CDT report, warnings, discipline history (see Annex 54E). The individual should then provide either a signed Representation against discharge or a waiver of the right to submit a Representation (an example is at Annex 54J). This, together with the ‘Special’ SJAR, should be provided to the officer delegated to approve the potential discharge. He or she should then decide whether or not to approve discharge and write either to the applying CO or, where the CO is making the decision, to the individual, explaining what their decision is and the reasons why they have come to it.

j. **Reporting Approval of Discharge SNLR.** When Discharge SNLR is approved, the Career Manager must be advised and JPA is to be annotated accordingly (see JSP 760).

k. **Date of Discharge.** The operative date of Discharge SNLR should be the earliest date on which discharge formalities can be completed after the decision to discharge has been taken and notified. When a rating or other rank is approaching pension, the provisions of Para 5445 are to be applied. All individuals serving abroad will be returned to the UK for discharge formalities except those who are to be discharged on the station at own request (Para 5407) and those to be discharged as a Naval penalty who will complete their career or engagement whilst undergoing a sentence of imprisonment. Individuals who cannot carry out the normal discharge routine - ie. those at home who have not returned to duty following civil conviction by the time approval is received to discharge them as a Naval penalty, and those abroad who are to be discharged as a Naval penalty and are not to return to the UK for discharge formalities - will be discharged while serving their civil sentence.

l. Individuals discharged should be reminded of their right of complaint against discharge in accordance with JSP 831.

m. **Advice on pensions, terminal grants, terminal leave and resettlement entitlement** can be sought by the individual from the relevant SMEs including JPAC, Resettlement Team, UPO, Career Manager and the individual’s own JPA account.
n. **Forfeiture of Long Service and Good Conduct Medal.** Forfeiture of the LS & GC Medal is a consequential effect of Discharge SNLR (see QRRN Para 3906.5 and JSP 830 (Manual of Service Law)).

o. Where discharge SNLR is deemed appropriate any outstanding ROS will be waived, but financial liabilities will only be waived in exceptional circumstances at the discretion of the deciding officer following consultation with the Terms of Service Team/Casework Cell.

5448. **Circumstances in which Discharge Services No Longer Required (SNLR) may be Appropriate**

The following are the different circumstances where Discharge SNLR may be appropriate. When placed on warnings, an individual is to be specifically informed which circumstance they are being warned for. An individual may be on more than one warning concurrently eg. Discharge SNLR (Unruly) and Discharge SHORE (Inadequacy).

a. **Discharge SNLR (Unruly).** When considering a decision to apply for Discharge SNLR in cases of unruliness, COs should be mindful that there should usually be evidence that the individual is on warnings for Discharge SNLR (Unruly) and has received one of the following punishments in the past but has re-offended, thus demonstrating that the punishment has not had the desired reformatory effect: Dismissal, Detention, Disrating, Service Supervision Punishment Order (SSPO) (Second Class for Conduct (Under the NDA)) (these were collectively known as ‘warrant punishments’ under the Naval Discipline Act). Individuals who have not previously received one of the above punishments will only be considered for Discharge SNLR (Unruly) in exceptional circumstances.

b. **Discharge SNLR (Compulsory Drugs Test) (CDT) or (Drugs Misuse).** The unique position of the Armed Forces is such that misuse of drugs is incompatible with the Service. Positive results from CDT will result in Discharge SNLR in all but the most exceptional cases. COs are advised to consult tri-Service policy on a positive CDT result or drug misuse in JSP 835 and at Chapter 21 Section 4 (ethos, values, standards and personal matters).

5449. **Complaints Against Discharge SHORE/SNLR**

a. Ratings and other ranks who complain against a decision to discharge them authorised under the provisions of this Chapter will not be retained in the Service pending a decision on their complaint.

b. Service personnel due to be discharged are to be reminded of their right to submit a Service Complaint in accordance with JSP 831 and informed that, if they wish, they may have a period of up to 24 hours in which to decide whether to state a complaint. Those who so decide are allowed a period of up to 48 hours to prepare their complaint. Discharge will be effective immediately on completion of the statement of complaint and the discharge routine. Failure to make a Service Complaint within this period does not affect an individual’s right to make a Service Complaint after they have been discharged.
Guidelines on handling complaints are as follows:

(1) The Career Manager is to be advised without delay, by signal, where discharge is associated with a complaint under action.

(2) The MOD has no jurisdiction to restrict the movements of a discharged rating or other rank pending resolution of the individual's complaint. At the time they state their complaint, it should be explained to them that their absence from their permanent address - to which notification of the decision on their complaint will be sent - may lead to delay in their return to service if the complaint is upheld since they may be required officially for reasons connected with their complaint. It is the complainant's responsibility to keep their former CO informed of any changes of address and/or circumstances.

(3) At the time an individual states a complaint, they should be informed that there may be some delay in finalising their pay and any monetary adjustments pending resolution of the complaint. Whilst immediate pension payments will be made at the appropriate date and recovered if the complaint is upheld, any lump sums due will be withheld pending resolution of the complaint.

(4) If the complainant is reinstated, individuals are to be paid as if they had not been discharged. The period between discharge and reinstatement, if attracting full salary, will count as reckonable service. Any Special Pay or other forms of additional pay, as specified in JSP 754, to which the individual was entitled during the period missed will be paid retrospectively. If the complainant is reinstated but disrated/reduced in rank, unless specified otherwise (eg. in a decision on a Service Complaint), they are to receive back pay and special pay or additional pay to which they were entitled for the period between discharge and reinstatement at the lower rate/rank. For the purpose of re-advancement or re-promotion, time is to be counted from the day they re-enlist in the Service.

(5) The Career Manager will advise the Defence Housing Executive of any cases where the complainant is the occupant of Service Families Accommodation (SFA). Provided that the complaint is resolved within the 93-day notice to quit period, there should be no difficulty for entitled persons occupying married quarters whose complaint is subsequently upheld.

(6) Release Centres will hold documentation until the complaint has been resolved. The Service records need not be closed, and no record of discharge need appear if subsequently the complaint is upheld. At the time they state their complaints, individuals should be informed that their final documentation will be delayed pending the resolution of the complaint.

(7) Release Centres are to retain the complainant's kit until their discharge has been confirmed.
(8) Where a complaint is upheld, and the complainant does not wish to return to the Service, their release should be annotated as discharge as of right on notice with the notice period being waived, unless stipulated otherwise in the final decision.

(9) All complaints against Discharge SHORE/SNLR are to be treated expeditiously.

5450. Assessment and Recommendations for Further Naval Service

a. All Naval officers, ratings and other ranks about to be discharged are to receive an appraisal report (Occasion: Prior to Retirement) from the final employing unit prior to joining the nominated Release Centre.

b. Those who leave the Service before normal retirement age, except for those for whom the reason for discharge precludes consideration for further service (officers administratively discharged; or ratings/other ranks discharged 'Deserted', 'Dismissed', 'SNLR', or 'SHORE'), are to be assessed and a recommendation made as to their suitability for further Naval Service. The statement 'Recommended for further Naval Service' or 'Not recommended for further Naval Service' is to be included in the 2RO potential narrative.

c. Further detail may be found in Chapter 57 (Appraisal and Warnings) and Para 1211.
SECTION 8 - RELEASE PROCEDURES AND PAYMENTS ON RETIREMENT

5451. Retirement Advice
A retirement package containing advice on future employment, civil and Service benefits, transition into civilian life and Naval Associations is provided to every officer leaving the Service by Veterans UK.

5452. Release Procedure

a. Officers placed on the Retired List, Emergency list or who are otherwise discharged from the Service will normally be assigned to HMS DRAKE, HMS NELSON or CTCRM for release procedures. Attendance at these Release Centres by the individual officer is not usually necessary.

b. **Ratings and Other Ranks Serving in the UK.** The discharge of individuals on completion of a Career or Engagement or on 12 months’ notice is to be undertaken by Unit Release Centres. Ratings will be assigned to appropriate Unit Release Centres by their Career Manager, with a copy of the Assignment Order being sent to the Release Centre concerned.

5453. Release Actions
The following actions need to be completed:

a. **Medical Examination.** All personnel are to be given a final release medical examination before leaving the Service in accordance with BR 1991 Para 2005.

b. **Personal Loan Items.** Personal loan items (e.g. respirators) are to be returned on release to the nearest Naval ship or establishment or to the Base Logistics Commander.

c. **Documentation.** Under current arrangements, all Service Leavers will receive a Service Leaver’s Pack from the Termination Cell, Veterans UK(G), about 9 months prior to their termination date.

d. On release, personnel are to surrender MOD Form 90 (Service Identity Card), all Service rail and coach cards and other forms of security pass to their ship or establishment’s administration office or Base Supply Officer.

e. Two copies of MOD Form 135 (Official Secrets Act) are included in the current termination packs and must be signed by all officers on release from the Service. Release Centres are to verify this or ensure that a copy of MOD Form 135 is signed in their presence and one copy forwarded to DBS JPAC (the other copy is to be retained by the officer).

5454. Promulgation of Release
The details of officers completing active service are promulgated in the Officers’ Assignment List, which is the authority for release and gives the final date for pay. An entry in the London Gazette is made for officers leaving the Service on completion of commission, at a break point, on voluntary retirement, on invaliding, or on redundancy.
5455. Terminal Leave
Terminal leave is granted so that, entitled personnel may use their last weeks in the Service to seek employment and make appropriate domestic arrangements. Regulations concerning an individual’s entitlement are contained in JSP 760.

5456. Payments on Retirement
The detailed regulations for retired pay, gratuities and terminal grants are incorporated in JSP 754. Individual enquiries from personnel concerning entitlement should be addressed to Veterans UK, Kentigern House, 65, Brown Street, GLASGOW, G2 8EX.

5457. Retired Pay
a. An officer must have completed at least 16 years’ reckonable service over the age of 21 to be awarded immediate retired pay. Awards are governed by rank and length of service with specific adjustments dependent upon the period of time substantive, higher and acting rank may have been held.

b. Retired pay is not normally index-linked until age 55 when interim and subsequent pension increases are applied.

5458. Terminal Grants
When immediate retired pay is awarded, a tax-free terminal grant is paid equal to three times the annual rate of basic retired pay.

5459. Commutation
Commutation is a method of raising a lump sum in addition to the terminal grant by agreeing to receive a lower rate of retired pay. Commutation is subject to medical fitness and MOD approval. Specific regulations are applied to the amount of resettlement and life commutation that may be paid.

5460. Preserved Pension
A preserved pension and, in certain circumstances, a preserved terminal grant, is awarded to those on pensionable terms who do not qualify for an immediate pension but have completed two years’ service. A preserved terminal grant of three times the annual value of the pension may be payable in certain circumstances. The preserved pension and preserved terminal grant are payable at age 60, increased in value to restore the purchasing power which they had on first award and maintained at that level through annual pension increases. The preserved pension and preserved terminal grant are not awarded to officers on gratuity earning short career commissions.

5461. Resettlement Grant
Officers who leave the Service with the award of a preserved pension may be awarded a resettlement grant provided they have completed at least nine years’ reckonable service.

5462. Death Benefits
On the death of a Service person, payment of their pay or pension, or proportions thereof, to the widow/widower and entitled children is dependent upon specific factors. Details are included in JSP 754.
5463. Premature Discharge Within 3 Months of Completing Service and Pension Entitlement

a. Eligibility (Armed Forces Pension Scheme 1975 (AFPS 75))

(1) Ratings and other ranks who are serving on an Open Engagement (OE1) and are members of AFPS 75 are eligible to apply for premature discharge under this rule. Such individuals may apply to their CO for permission to take premature discharge not more than 91 days before the discharge date for the purpose of taking up an offer of civilian employment or educational study if the offer cannot be held open until after the OE1 discharge date. Individuals who are serving on OE1 (and have not accepted Second Open Engagement (2OE) or Extended Career (EC)) must have completed at least 21 years 274 days’ reckonable service before leaving in order to qualify for an immediate pension. Pension benefits will be calculated on the basis of reckonable service earned up until the actual date of leaving.

(2) Individuals who are serving on a 2OE/EC and are members of the AFPS 75 may also apply for premature discharge not more than 91 days before the discharge date for the purpose of taking up an offer of civilian employment or educational study if the offer cannot be held open until after the 2OE/EC discharge date. Individuals in this circumstance should have already fulfilled the reckonable service requirement for an immediate pension by having completed OE1\(^3\).

b. Eligibility (Armed Forces Pension Scheme 2005 (AFPS 05))

(1) Ordinarily under this pension scheme, any individual who applies for premature discharge before their Normal Retirement Age (NRA) of 55 will qualify for a tax-free Early Departure Payment (EDP) lump sum, equivalent to three times their annual preserved pension, and a monthly taxable EDP income worth not less than 50% of their annual preserved pension. This will increase to 75% of their preserved pension at age 55. Once they reach age 65, the monthly EDP income ceases and at this point the individual will receive their preserved pension and pension lump sum.

(2) However, since 6 Apr 10, all officers, ratings and other ranks who are members of the AFPS 05 are also eligible to apply for premature discharge under ‘the 91-day rule’ as long as they are serving on a commission, career or engagement that will give them a NRA of 55. These individuals may apply to their CO for permission to take premature discharge not more than 91 days before their 55th birthday for the purpose of taking up an offer of civilian employment or educational study if the offer cannot be held open until after the discharge date. The period between their actual date of leaving and age 55 will be recognised as qualifying service but not reckonable service for pension purposes.

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\(^3\) The Naval and Marines Pensions (Armed Forces Pension Scheme 1975 and Attributable Benefits Scheme) Order 2010 effective 6 Apr 10 refers.
That means that the calculation of their pension and pension lump sum will be based on reckonable service earned up until their actual date of leaving and paid when an individual reaches age 55 (JSP 764 Para 0301 refers).

c. **Ineligibility.** The following personnel cannot apply for premature discharge under this rule:

1. Officers who are members of AFPS 75.
2. Ratings and other ranks who are members of AFPS 75, are serving on an OE1 and have already accepted and signed up to a period of 2OE/EC, since their discharge date will already have been amended to reflect the end date of the 2OE/EC.
3. Individuals who are members of AFPS 05 whose NRA is before age 55 or who applies for premature discharge to leave before age 55 (except where permitted under the 91-day rule).

d. **Authority for Premature Release.** COs may authorise premature discharge, subject to verification of the reasons why the offer could not be held open until the normal date of discharge and clarification of the individual’s pension position. The appropriate Career/Branch Manager should be advised of the change in date of discharge, whereupon the necessary JPA action will be taken.

e. **Effects on Conditions of Service**

1. Individuals are strongly recommended to seek clarification of the effects that any early release may have on their pension entitlement from the Veterans UK (Pension Division), noting that generic printed advice and in particular the online Pensions Calculator are not sophisticated enough to incorporate the 91-day dispensation by design.

2. The length of service requirement for 91-day rule applicability dictates that eligible individuals will necessarily qualify for maximum Graduated Resettlement Time (GRT) and Terminal Leave (TL). GRT is designed to be taken in the period 2 years prior to discharge whereas TL is granted on completion of service. It follows that circumstances will arise when all, some or no GRT has been taken at the time early discharge under the 91-day rule is approved. In turn, the ability to take GRT during foreshortened service will depend on time remaining, the opportunity and permission to undertake specific GRT activity. It may be possible to take GRT in lieu of TL (JSP 534 Article 0356 applies), with the effect that the service leaver is ‘on duty’ and entitled to duty travel and subsistence. GRT cannot be used to defer an individual’s discharge date (exceptionally allowed elsewhere where GRT entitlement cannot be utilised). Eligible personnel on Terminal Leave may undertake concurrent paid civilian employment in accordance with JSP 534 Article 0357.
In all cases, individual circumstances should be discussed and agreed with Line Managers, COs and Branch/Career Managers at the earliest opportunity.

5464. Other Pension Arrangements

Detailed advice concerning the transfer of pension rights and the purchase of added years and other Additional Voluntary Contributions may be obtained from Veterans UK.

5465. Discharge - Additional Procedures to be adopted for Foreign & Commonwealth Members of the Naval Service

Non-British recruits who do not hold British citizenship and are granted ‘Exempt from UK Immigration Control’ status on joining the Naval Service lose this status at the point they are discharged from the RN or RM. In order to fulfil the MOD’s duties as a responsible employer, the Home Office’s UK Visa and Immigration Team must be notified of non-British personnel who are discharged, or about to be discharged, from the Naval Service so that appropriate arrangements can be made to regularise their immigration status in the UK, post-discharge. Commanding Officers, Career Managers, Release Centres and any other units that have responsibility for the release of non-British Naval Service personnel must be aware of the legal and important need to ensure that the actions outlined below are being carried out.

a. Actions to be taken:

(1) Inform Home Office in advance of Discharge. Where the date of an individual’s discharge is known in advance, the proforma at Annex 54H is to be completed by the unit and faxed to the Home Office to enable them to prepare any paperwork necessary. In order to assist the individual with a smooth transition to civilian life, this action should be taken, wherever possible, up to 10 weeks before the actual discharge date. The names of any spouse/civil partner or dependent children should be included. The name and address, email, telephone and fax numbers of the discharging unit must also be added. The discharging unit is to retain the original proforma within the individual’s discharge file.

(2) Provide Advice to non-British members of the Naval Service in Advance of their Discharge Date. At least 3 months prior to discharge Commanding Officers, Career Managers and Release Centres are to ensure that officers, ratings or other ranks are informed of the following:

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4 At the point that a F&C citizen enlists into the Armed Forces, he or she automatically becomes exempt from UK immigration control under Section 8(4)(a) of the Immigration Act 1971; any existing UK visa restrictions are suspended whilst serving.

5 This is not required in the case of Irish or Malta/Cyprus (EU) nationals, all of whom have freedom of access to the UK and do not need a vignette.

6 Where Naval personnel are discharged from MCTC, the MCTC is to liaise with the individual’s former unit to ensure that their responsibility for briefing the individual and notifying the Home Office has been carried out. If it has not, then MCTC is to assume this responsibility.
(a) That if they have not sought British citizenship and wish to apply for settlement, their applications for Indefinite Leave to Remain (ILR) may be submitted on Form SET(AF) or for Limited Leave to Remain on Form FLR AF to the Home Office up to 10 weeks prior to the date of discharge (see Para 5465 sub para b). If they apply at this point their transition to civilian life will be eased as the Home Office will provide them with an ‘indicative’ letter to assist them in making appropriate arrangements for employment after discharge and for liaising with the relevant authorities for housing, healthcare and benefits during transition to civilian life, and be able to grant them ILR the day after their discharge providing they meet the requirements of the Immigration Rules (immigration law does not permit Service personnel to be granted ILR whilst still serving and exempt from control).

(b) It is the service person’s responsibility to regularise their immigration status and that of their dependents if they wish to remain in the UK and seek work after their discharge. Units must provide officers, ratings or other ranks seeking discharge with the Home Office contact details at Para 5465 sub para i and assist them in obtaining the appropriate application forms and any further information they require.

(c) Those who have served for a period of 4 years or more in the RN/RM will have this time taken into account by the Home Office if they, their spouse/civil partner and their dependants apply for ILR/settlement in the UK (ie. permission to reside and work in the UK for an indefinite period). Where an individual is being medically discharged with less than 4 years’ Naval Service directly due to injuries sustained on operations, special arrangements are in place for either Limited leave to Remain or Indefinite Leave to Remain applications; additional detail is provided at Para 5465 sub para g.

(3) **At the Time of Discharge.** Commanding Officers of Release Centres are to ensure that the following actions area taken:

(a) On the final day of service, or immediately if an officer, rating or other rank refuses to release their passport, and preferably on the same page as the “Exempt from immigration control” stamp or vignette (introduced in February 2010), the individual’s passport should be endorsed with the cessation stamp (see below) plus the date of discharge stamp which should appear immediately below the cessation stamp. Neutral date stamps must be used: unit stamps that identify the individual as a current or former member of the Naval Service must not be used and the ‘Exempt from immigration control’ stamp must not be struck through. The format and wording to be used for the cessation stamp is as follows:

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7 Individuals who have not already sought UK citizenship and who have completed 4 years’ service with HM Forces may apply for settlement (also known as Indefinite Leave to Remain) up to 10 weeks prior to discharge – see sub-para b.
(b) Prior to the individual’s last day of discharge or on the actual last day, the Home Office will send a letter to the unit for the officer, rating or other rank (and separately for any spouse/civil partner and dependants). The letters will normally grant the individual and any dependants 28 days ‘Leave to Remain’ in the UK. During these 28 days, the spouse/civil partner or dependants may continue to work but all are required to apply for **Indefinite or Limited Leave to Remain** (as appropriate) or to leave the country before this period of leave expires. Once the individual and his/her dependants have lodged applications for Indefinite or Limited Leave to Remain, they are able to remain in the UK legally whilst their applications are processed. Where units are aware of individuals seeking employment immediately after discharge, who need advice about working legally and their immigration status, they should refer them to the Home Office for advice. **Note:** Discharged Foreign and Commonwealth (F&C) individuals are not permitted to seek or engage in employment after the 28 days have expired whilst the application is pending. They do not have a continuation of leave pursuant to Section 3 (C) of the 1971 Immigration Act. It is for this reason that it is prudent to submit an application **10 weeks prior to discharge**.

(c) If the unit does not receive the letter(s) from Home Office on the day of discharge, they should contact the Home Office Armed Forces Team; contact details are at Para 5465 sub para i. One copy of the letter(s) should be handed directly to the officer, rating or other rank who should be asked to confirm receipt by signing the letter. If the individual is not present, or if he/she refuses to provide a signature of receipt, the discharging officer should sign and endorse the letter accordingly. The unit is to email a copy of the signed letter(s), together with a copy of the completed Annex 54H proforma (after updating column B), to the Home Office.
b. **Further Advice to be Given on Discharge.** When the officer, rating or other rank is in receipt of the letter(s) from Home Office, they should again be reminded by the Discharging Officer that a person discharged from the Armed Forces after 4 years' service or more may apply for settlement under the HM Forces rule. The individual must be made to understand that they are personally responsible for contacting the Home Office and for applying for **Indefinite Leave to Remain** or, otherwise, to leave the country before any leave to remain they may have been granted expires. Applications for ILR should be made on form **SET(AF)** and sent, with the appropriate fee, to the address given on the form. Individuals should make it clear on the **SET(AF)** application form, which is unique to those serving in HM Forces and their family members, that they are applying on discharge and tick the category within the AF Forms ‘**A Former Member of HM Forces on Discharge under Appendix Armed Forces**’ and provide documentary evidence of time spent in the Armed Forces. Discharging units should assist by providing individuals with a unit letter confirming the period of service.

c. **Cases Where it is not Possible to Give the Home Office Advance Notification.** Discharging units should make every effort to give the Home Office advance warning of the date of discharge from the Naval Service, even if this is only possible on the day of discharge itself. However, there may be occasions where this does not prove possible. In such cases, discharging units should at the very least attempt to endorse the individual’s passport with the cessation stamp and ensure that a copy of Annex 54H proforma giving the individual’s details (and those of any dependants), including their post-discharge UK address and column B details, is sent to the Home Office. The individual should also be given the advice detailed in Para 5465 sub para a and sub para b, plus the Home Office contact details.

d. **Imprisonment Leading to Discharge.** In cases where a non-British officer, rating or other rank has committed a criminal offence and is discharged from the Naval Service and sent to a UK prison, the officer, rating or other rank’s passport is to be endorsed as above and notification provided to the Home Office along with details of the sentence. There is no specific authority entitling members of HM Forces to hold the passport of a non-British citizen and therefore it may be helpful (for instance at courts-martial) if the Judge Advocate directs that the individual is to surrender their passport for the appropriate action to be taken. The Home Office is responsible for any subsequent administrative action. Units should seek advice from the Home Office Armed Forces Team if required. Service support to families in such cases is provided in the same way as for British Citizens in respect of continued entitlement to Service Families Accommodation or Families Maintenance Grants and advice should be sought from the appropriate JSP.
e. **Advice for Units Administering Medical Dischargees with Serious Conditions.** Current Naval Service medical discharge procedures apply (BR1991, Chapter 18, Royal Naval Medical Service, Medical Boards). Individuals with serious medical conditions who have served for 4 years and are eligible for ILR may apply up to 10 weeks prior to their actual discharge date along with any immediate family (spouse/civil partner and dependent children under the age of 18) citing any permanent need for medical care as the reason for this. Unit letters and medical evidence should support such applications. The Home Office will consider such cases under the normal rules. If the officer, rating or other rank is eligible for ILR, the Home Office will provide the unit with an ‘indicative’ letter in advance of the discharge date confirming that ILR will be granted and that the individual and their dependants will be eligible to apply for public funds. This will enable the unit, in conjunction with the individual concerned, to arrange private accommodation or to facilitate an application to an appropriate UK Local Authority (LA) for accommodation and or specialist care. Individuals seeking support from a LA normally have to demonstrate recent residency or family ties. Support and aftercare is normally provided in the UK in accordance with current Service regulations and can include assistance through the Divisional System, NS FPS, JSHAO, Veterans UK and various Naval Service charities (eg. RNBT) and the individual’s own disability/legal representatives in conjunction with any local authority support.

f. It should be noted that the current legal position is that the Home Office is unable to grant settlement/ILR until the day an individual is actually discharged from HM Forces.

g. **Medical Discharge as a Direct Result of Injuries Sustained on Operations where Less than Four Years has been Served.** Where a non-British member of the Naval Service is medically discharged as a direct result of injury sustained in an operational theatre, the requirement for them to have completed at least 4 years’ service before they can qualify for a grant of ILR will generally be waived. This means that individuals discharged in these circumstances will normally qualify for ILR even if they have not completed four years’ RN/RM service. Where settlement is granted, the accompanying spouse/civil partner and dependent children will normally also qualify for ILR at the same time. Commanding Officers are to ensure that individuals are briefed that they will need to submit supporting medical evidence with their application.
h. Other Forms of Discharge with Less than 4 Years’ HM Forces Service. Prior to deciding whether to submit an application for Limited or Indefinite Leave to Remain, individuals are advised to consult the rules and guidance published on the Home Office website in order to decide what type of application may be appropriate. All applications will be considered by the Home Office in accordance with the immigration rules and the relevant guidance. The Home Office has confirmed that each case will be decided on its merits, taking account of all factors, including misconduct or criminal behaviour, and any supporting evidence submitted by the applicant eg. concerning the source and details of any injury or medical condition. Where discharge results from injury sustained during initial training or is due to a medical condition not attributable to Naval Service, it would not normally be appropriate to waive the requirement to have completed 4 years’ service prior to discharge for the purpose of considering an application for settlement. However, where a substantial part of the minimum four years’ service requirement has been served prior to discharge, discretion may be exercised by the Home Office to allow settlement. These conditions would also apply if an application was raised for settlement from an individual medically discharged as a result of a pre-existing medical condition being exposed after enlistment.

i. Further Information. Further information on visa/citizenship eligibility, leave to remain, fees etc, refer to the following websites:


For the specified application form FLF AF and guidance notes:


For the specified application form SET AF and guidance notes:

Effective February 2020

Navy Command Headquarters Terms of Service Team

Natalie Payne  Tel: 023 9262 8669 or 93832 8655
Email Natalie.Payne480@mod.gov.uk

Home Office

Armed Forces Team
Email Mark.Wilbraham@homeoffice.gov.uk.

Postal Address

Armed Forces Casework Team
Home Office
Lunar House
40 Wellesley Road
CROYDON
Surrey
CR9 2BY

5466. Valedictory Letters and Certificates
For details of required Valedictory Letters and Certificates, see Annex 54G.
SECTION 9 – RESERVE LIABILITY


Personnel leaving the Service normally have a Reserve Liability. This Liability will depend on a number of factors and will be shown on the Certificate of Termination. The completion of the Certificate at the end of engagement/career/commission is the responsibility of JPAC. For all other situations it is the responsibility of the appropriate Career Manager.

a. **Officers.** The Retired List is restricted to officers serving on pensionable commissions on the trained strength who are released from the Active List and whose commissions have not been resigned or terminated by the Service. Thus, officers leaving the service on Early Termination will retain their reserve liability.

b. **Ratings and Other Ranks.** All ratings and other ranks released under usual circumstances (including Early Termination) will normally have a reserve liability when leaving the Service. The type of reserve service and period of liability will depend on the Reserve Forces Act (RFA) to which individuals are subject when they are released.

c. For details on Reserve Liability, see Annex 54I.
# ANNEX 54A

DELEGATIONS OF POWERS TO APPROVE DISCHARGES AND OTHER ADMINISTRATIVE ACTIONS

## Discharge

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<td>BRd 3(1) Para 5447 para b and sub para d</td>
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<td>BRd 3(1) Para 5446.a sub para (2)</td>
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Defence Council, Admiralty Board, Naval Secretary or any person authorised by Naval Secretary.
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<td></td>
<td></td>
</tr>
<tr>
<td>Fleet Commander, 2SL or Higher Authority Formal Warning</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>CO's Logging</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Resignation of Commission</td>
<td>BRd 3(1) Para 5431</td>
<td>Admiralty Board/NAVSEC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request for Non-standard Early Termination</td>
<td>BRd 3(1) Para 5416</td>
<td>NAVSEC</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Request for waiver of training or financial Return of Service</td>
<td>BRd 3(1) Para 5405, 5416</td>
<td>NAVSEC</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>All Removal from Assignment (Fault/No fault/Without Prejudice)</td>
<td>BRd 3(1) Para 6006.f</td>
<td>NAVSEC</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Notes:

1. Discharge may be authorised by the individual’s CO (as defined for the purposes of Discipline in accordance with AFA 06) provided the CO is OF4 rank or above. Where the individual’s CO is OF3 or below, they must apply for discharge to the first superior officer in their discipline Chain of Command of OF4 rank or above. Where any CO considers that an individual is not culpable for their positive CDT result, application for retention must be made to the CO’s 1* higher authority (for the purposes of AFA 06) or NAVSEC where the 1* HA is not a member of the Naval Service. All Deciding Officers MUST take legal advice from the Regional Legal Office prior to disclosure AND prior to issuing a decision letter.

2. Discharges and administrative actions annotated with “see also Note 2” may be approved by the first OF5 in the individual’s discipline Chain of Command (ie. for the purposes of AFA 06) excluding where the individual’s CO is an OF5, in which case the action must pass to the ‘immediate superior’. The deciding OF5 MUST take legal advice from the appropriate legal office (Regional Legal Office and/or Casework Cell) prior to disclosure AND prior to issuing a decision letter.

3. Discharges and Administrative actions annotated with “see also Note 3” may be approved by the individual’s CO (as defined for disciplinary purposes in accordance with AFA 06) unless the CO is OF3 rank or below in which case they must refer the matter to a first superior officer in the individual’s discipline Chain of Command of OF4 rank or above. All Deciding Officers MUST take legal advice from the appropriate legal office (Regional Legal Office and/or Casework Cell) prior to disclosure AND prior to issuing a decision letter.
Notes:

4. **Discharge SHORE (DUDT).** NAVSEC’s RLO(E)/10.07/1 dated 7 Aug 18 applies. Delegated post holders are:

   - **HMS RALEIGH**
     - Phase 1 Trainees: Cdr T and The Commander
   - **DCLPA Worthy Down**
     - Phase 2 Trainees: CO FSTW (Head of RN Training, DCLPA)
   - **HMS RALEIGH**
     - Phase 2 Trainees: Commandant DMLS, OC RNSMS and The Commander
   - **CTCRM**
     - Phase 1 & 2 Trainees: CO CTW and Commandant CTCRM
   - **Royal Marines Band Service**
     - Phase 1 & 2 Trainees: Commandant CTCRM and CO Specialist Wing
   - **HMS COLLINGWOOD**
     - Phase 2 Trainees: Cdr Training Support
   - **FOST HM**
     - Phase 2 Trainees: Commander Mobile Sea Training
   - **HMS SULTAN**
     - Phase 2 Trainees: XO HMS SULTAN, Cdr T, Cdr ME and OC RNAESS
   - **RNAS Culdrose**
     - Phase 2 Trainees: Cdr A&T
   - **RNAS Yeovilton**
     - Phase 2 Trainees: Cdr AE and Cdr Air
   - **RAF SHAWBURY**
     - Phase 2 Trainees: CFI (when filled by RN SO1)
   - **HMS NEPTUNE**
     - Phase 2 Trainees: ST7
   - **DMS TG**
     - Phase 2 Trainees: Cdr Defence College Healthcare Education and Training
   - **RNR & RMR**
     - Phase 1 & 2 Trainees: COs of Reserves Establishments

5. **Discharge SHORE (TU(I)).** Where a Consultant Psychiatrist or Senior Psychiatrist classifies the rating as having an irremediable degree of Temperamental Unsuitability, discharge may be approved by the first RN OF5 in the individual’s discipline Chain of Command.

6. NAVSEC is authorised to approve discharge from the Service of officers on the trained strength up to and including OF5. In other circumstances, applications will be considered by the Admiralty Board. NAVSEC is authorised to remove an officer’s commission for officers up to and including OF5.

---

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

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February 2020 Version 1
Notes:

7. **Officer Withdrawal from Training.** CO BRNC and Cmdt CTCRM respectively are authorised to approve Compulsory Withdrawal from Training (CWFT) cases involving RN and RM officers undertaking Phase 1 training. NPS DACOS Strat Pol and NAVY NPS TERMS SO1C are authorised to approve CWFT for all Phase 2 cases. NAVY NPS TERMS SO1C and TERMS SO2C are authorised to approve Exceptional Voluntary Withdrawal from Training cases.

8. **Conscientious Objection.** NAVSEC is authorised to approve early termination and resignation of commission for officers who have completed Phase 1 training on the grounds of conscientious objection. NAVSEC is authorised to approve voluntary withdrawal from training on the grounds of conscientious objection for officers who have not completed Phase 1 Training, ratings and other ranks.

9. **Removal from Assignment.** NAVSEC is authorised to decide on all cases involving COs and OF4s or equivalent and above (up to and including OF6). ACOS(PCap) has delegated authority to approve Removal from Assignment of OF3s and below providing they are not in Command. DACOS CM and DACOS BM have delegated authority to approve the removal of other ranks or ratings from assignments.

10. The following have delegated authority to discharge a rating or other rank SHORE, SNLR or Compassionate in accordance with Chapter 54: NA, ACOS(PCap), ACOS(T), NPS DACOS Strat Pol, DACOS CM, DACOS BM, DACOS OPS and PLANS, Principal Director of Music, RMBS.

11. The following also have delegated authority to approve reversion and re-promotion following reversion: NA, ACOS(PCap), NPS DACOS Strat Pol, DACOS OPS and PLANS, DACOS CM, DACOS BM.
ANNEX 54B

APPLICATION FORMAT FOR THE ADVISORY COMMITTEE
ON CONSCIENTIOUS OBJECTORS

1. Applicant’s Name:  .................................................................................................................
   Number: ............................................................................................................................
   Rank/Rate: ...........................................................................................................................
   Unit/Ship: .............................................................................................................................

2. I declare that I have a conscientious objection to performing military service and I hereby apply to have my case considered by the Advisory Committee on Conscientious Objectors.
   Signature: ........................................
   Date: ...........................................

3. Do you intend to be represented before the Advisory Committee?
   If so, please state the name, address, profession and/or relationship to you of the representative,
   ........................................................................................................................................
   ........................................................................................................................................

4. Do you intend to be accompanied by a witness?
   If so, please state the name, address and relationship to you, if any, of the witness.
   ........................................................................................................................................
   ........................................................................................................................................

5. The space below may be used for any written statement that you may wish to make. Such a statement should be signed by you.
   Signature: ........................................
   Date: ...........................................
ANNEX 54C

FORMAT FOR STATEMENT CONCERNING APPLICANT TO BE COMPLETED BY COMMANDING OFFICER FOR INFORMATION OF THE ADVISORY COMMITTEE

1. Service Number: .............................................................................................................

2. Rank/Rate: .....................................................................................................................

3. Full Names (Block letters – surname first): .................................................................

4. Ship/unit: ........................................................................................................................

5. Date of birth: ..................................................................................................................

6. Date of enlistment/joining on current engagement: .....................................................

7. Nature of commission/engagement and date of completion:
.......................................................................................................................................

8. Amount of service on previous engagements (if any):
.......................................................................................................................................

9. Length of service in present unit/ship and where stationed:
.......................................................................................................................................

10. If warned for overseas service or sea service when due to depart and/or destination:
........................................................................................................................................

11. Date of arrival overseas on current tour: .................................................................

12. Civilian occupation: ....................................................................................................

13. Branch/trade: ................................................................................................................

14. Home address before enlistment:
.....................................................................................................................................
...........................................................................................................................................

15. Present home address: ...............................................................................................
16. Marital status: ................................................................................................................

17. If married, date of marriage: ................................................................................................

18. State ages and sex of children (if any), and give details of any other relatives or dependants living at applicants address:

........................................................................................................................................
........................................................................................................................................

19. Conduct of applicant: ....................................................................................................

20. Brief particulars of relevant past offences and punishments awarded:

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

21. A brief summary of the facts of the case:

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

22. Any further information which the Commanding Officer considers should be brought to the notice of the Advisory Committee:

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

Name and Rank: .............................................
Signature: .....................................................
Date: ............................................................
ANNEX 54D

DISCHARGE ON THE GROUNDS OF TEMPERAMENTAL UNSUITABILITY

Points of Contact: CA Psych to MDG(N)and NAVY LEGAL-EMPLOYMENT LAW SO1

SECTION 1 – INTRODUCTION

1. Discharge Temperamentally Unsuitable – Policy

Service persons (both officers and ratings) may be discharged on the grounds of temperamental unsuitability (TU). The grounds for the compulsory withdrawal from training (untrained strength) or administrative discharge (trained strength) for officers is set out in Para 5436 and Para 5437 respectively; the discharge SHORE of ratings and other ranks is shown in Para 5442. Discharge on the grounds of TU is an executive action and not a form of medical discharge. Each application must be supported by a psychiatric report. This Annex describes the referral and assessment process, which is the same for all personnel. Discharge action is also described, which varies according to the rank of the individual and the rank of the Commanding Officer (CO).

2. Discharge TU Authorities

The CO should be involved in the instigation of a referral for assessment of TU. The Psychiatrist is responsible for distinguishing those who have mental health problems that are remediable or require medical discharge from those who need to be solely managed by the Executive. The Psychiatrist, in cases considered to display TU (whether potentially remediable or irremediable – see below), will classify the degree of TU and will also indicate, in cases of Irremediable TU, the degree of urgency with regard to application for discharge. The CO is responsible for consideration of an application for discharge or any further administrative action recommended.

3. Explanation of TU Terms

The following paragraphs outline the meaning of terms with regard to TU.

4. Temperamental Unsuitability (TU)

Temperamental Unsuitability means a persistent\(^1\) and obvious\(^2\) failure by the individual to adapt to the basic, but unique demands of Service life. These demands include toleration of:

a. Separation from family.

b. Naval discipline and military hierarchy.

c. The need for self-discipline.

d. Close quarter living.

\(^1\) Persistent - similar maladaptive behaviour or symptoms manifest in different service situations over a reasonable period of time, i.e. some months.

\(^2\) Obvious - maladaptive behaviour or symptoms that are not trivial and that come to the attention of medical, welfare or executive authorities and that do not respond to appropriate management.
There are no reliable methods to screen individuals at entry or during training as to predict whether they will so adapt.

5. **Temperamental Unsuitability - Potentially Remediable (TU(R))**
   This person presents with difficulties adapting to Service life, but there are reasonable grounds to believe that he or she might adapt with help.

6. **Temperamental Unsuitability - Irremediable (TU(I))**
   This person's temperament is such that, in all probability, he or she will be incapable of making the necessary adaptation to Service life.
SECTION 2 – PROCESS FOR REFERRAL, ASSESSMENT AND APPLICATION FOR DISCHARGE

7. Procedure

a. Responsibilities for referral and assessment of personnel considered potentially TU are laid out below, starting at Para 10. In those personnel considered to display:

(1) TU(R) - the Psychiatrist will use the following wording in their report:

“In accordance with Annex 54D, it is considered that [rank and name] displays Potentially Remediable Temperamental Unsuitability.”

It is recommended that such individuals should be placed on a three month CO’s warning during which time they should receive appropriate medical, divisional or welfare support and administrative action to assist them in settling within the Service environment. If at the end of that period there is no indication of any improvement, consideration should be given to discharge action or a further period of warning. Further assessment by a Consultant Psychiatrist would not normally be required for a discharge application to proceed.

(2) TU(I) - the Psychiatrist will use the following wording in their report:

‘In accordance with Annex 54D, it is considered that [rank and name] displays Irremediable Temperamental Unsuitability and it is recommended that [he/she] be (urgently) considered for [compulsory withdrawal from training/administrative discharge/discharge SHORE].”

It is normal in this case that action should be taken to apply for discharge unless there are other overriding Service considerations. Refusal to act on the recommendation would therefore be exceptional and may raise risk management issues. In such cases further discussion should occur between the CO and the recommending Psychiatrist. In cases where an urgent consideration is recommended, discharge action should be considered immediately.

b. Cases referred for assessment, but considered not to display TU may be more appropriately managed in accordance with Para 10 sub para f. This also applies to those displaying some features of TU, but clearly motivated to remain in the Service.

8. Recommendations and Approval

a. In cases of TU(I), for ratings and other ranks only, discharge may be approved by COs of Captain or Colonel rank. In all other cases, the following rules apply:

(1) Recommendations for officers (trained strength), ratings or other ranks administrative discharge or discharge SHORE on the grounds of TU, under the terms of this instruction, are to be forwarded to the Navy Command Casework Cell (see Annex 1E) for consideration by Deciding Officers with delegated responsibilities from the Commander-in-Chief Fleet.
(2) Recommendations for the compulsory withdrawal from training of officers on the untrained strength on TU grounds are to be forwarded to the Navy Command Headquarters Terms of Service team.

9. Re-entry of those Discharged Temperamentally Unsuitable

If individuals who have previously been discharged as TU apply to re-enter the Service, the following mandatory guidelines will be applied:

a. If they have previously been assessed as displaying a Severe or Irremediable degree of TU, they will not be allowed to re-enter unless a specific caveat has been made at the time of their recommendation for discharge.

b. If they have previously been assessed as displaying a Mild, Moderate or Potentially Remediable degree of TU, but now appear to have matured significantly or undergone a change of circumstances, they may be considered for re-entry but must be referred to the office of the DACOS Support, Navy Command, Medical Division. Where re-entry appears possible, they will be referred to the Consultant Adviser in Psychiatry for formal psychiatric assessment by a Consultant Psychiatrist.

10. Responsibilities of the Executive

a. When it comes to either executive, medical or welfare attention that a person is failing to adapt to Service life, the first action is for the Divisional Officer to address the matter. Whilst TU is not a mental illness, behaviour can manifest as:

   (1) Subjective symptoms of anxiety or depression specifically related to being in the Service, or some specific aspect of Service life.

   (2) Poor motivation to remain in the Service.

   (3) Maladaptive coping mechanisms such as deliberate self-harm\(^3\), use of alcohol\(^4\) or other substances to manage distress or disciplinary problems.

   (4) Immaturity.

b. Sensitive enquiry into aspects of their performance should be conducted and simple adjustments to their environment considered. This may include:

   (1) Divisional counselling and support.

   (2) Compassionate action or other welfare support.

   (3) A job change or new assignment.

   (4) A branch change (which may include a Service arm change).

---

\(^3\) See Para 2417 for advice on management of Deliberate Self Harm.

\(^4\) Para 2138 and QRRN Chapter 36 give advice on the management of Alcohol problems.
(5) Psychological support from Primary Care or Mental Health services.

(6) Simply the passage of time.

c. Should this support be ineffective, the CO should consider, with Medical staff, a referral for assessment of TU.

d. COs have a responsibility to ensure that the Service Psychiatrist is provided with as much information on the person referred as possible. For a valid assessment to be given, the person must be accompanied at assessment by full Medical and Service documentation, including an up-to-date and comprehensive F Med 1041 report from the ship, establishment or unit in which the individual has been serving. Any other relevant information should also be provided. The more information available to the Psychiatrist, the more accurate and helpful will be the recommendations made. It is essential that the F Med 1041 on any individual for whom a discharge recommendation has been signed by the Commanding or Executive Officer of the ship, establishment or unit in which the individual is serving, in order to ensure that all other appropriate avenues of support or discharge have been properly considered. Individuals landed for assessment should be accompanied by F Med 1041 from the ship in addition to any report raised in their subsequent shore establishment. No recommendation for discharge will be made on an individual accompanied by F Med 1041 signed only by a Divisional Officer. Failure to provide necessary documentation may result in delay in any recommendation being made.

e. If a branch or arm change is recommended and the CO agrees, administrative action should be considered to test the individual’s aptitude for different employment. Such a recommendation under the terms of this Annex should not lead to circumvention of usual procedures and requirements of a branch or arm change request. Should such a change prove not possible then administrative discharge should be considered. It should be noted that, as every branch now attracts sea-going liability, an individual’s ability to live and work at sea should be the pre-eminent consideration.

f. If it is clear after psychiatric assessment that the individual has the ability to adapt, but does not wish or try to do so, other executive forms of administrative discharge may be more appropriate. A warning for discharge under another category (e.g. Inadequacy or Character and Leadership) might be more appropriate.

g. Where an individual is considered to display a severe degree of TU and a recommendation is made for discharge, irrespective of their medical category, the person will be deemed unfit for their primary role in their current assignment.

h. Where a Service Person remains in service after a TU assessment and then adapts to the Service, as evidenced by an annual report, the paperwork within their personal files relating to their assessment should be destroyed.
11. Responsibilities of the referring Primary Care Medical Officer

a. On occasion the Service Person will present to a Medical Officer before the Executive are aware of any problem. The Medical Officer, if satisfied that there is no formal psychiatric illness, should in the first instance refer the person back to their Divisional Officer for management as outlined in Para 1. In all cases, should a referral to a Psychiatrist be considered necessary for assessment of TU, the Medical Officer should arrange for full medical documentation to be available to the Psychiatrist and assist the Executive with their responsibilities where required. An appointment will not normally be allocated until this documentation is available.

b. Careful consideration should be given to medical downgrading of personnel awaiting assessment of TU or during a period of executive management of TU(R). Downgrading a person medically confers a powerful message that they have a medical problem and assistance to a person in adaptation is hindered if the person cannot work in a sea-going unit. Branch or arm changes can only proceed if the person is in a medical category of P2 (MFD) or another permanent medical category that allows deployment. If the Primary Care medical officer is in doubt as to most appropriate medical category to apply, then he/she should liaise with their nearest Department of Community Mental Health.

12. Responsibilities of the Psychiatrist

a. In assessing an individual’s temperamental suitability for continued service, consideration will be given to the person’s pre-Service, Medical and Divisional records, personality traits and cultural factors with regard to the individual’s ability to provide reliable service in their primary military task. The presence of potentially maladaptive personality traits does not in itself indicate that an individual is unable to adapt and may not necessarily lead to a discharge recommendation. Evidence of TU would normally become clear within the first 2-3 years of service, but occasionally individuals may not present until specific circumstances reveal their maladaptive traits.

b. The psychiatric report is not a clinical assessment for medical treatment but an employment recommendation. Reports should be detailed enough to allow the executive authority responsible for considering discharge to appreciate the facts leading to the psychiatric opinion. Nevertheless, although reports should carry the caveat OFFICIAL-SENSITIVE PERSONAL, attention should be paid to medical confidentiality. Good practice is to achieve written consent from the subject of the report for information to be passed to the CO. The report should usually include: brief circumstances of the referral; an outline of the performance problems emerging as evidence of poor service adaptation; and predisposing factors to poor service adaptation.

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5 Guidance for the Executive in compiling the F Med 1041 is available in Para 2813 Referral of a Service Person to Mental Health Services.
The psychiatric opinion should cover: a view on whether treatment or other environmental adjustment is likely to lead to improvement; a recommended medical category, which may be a reduced category even though formal psychiatric illness is absent; a recommendation for discharge using the proscribed format in Para 7 sub para a; a recommended medical category should discharge be recommended by the executive; and a clarification, where possible, of the risk of any future maladaptive behaviour. Finally, the report should state that executive held copies should be destroyed once the service person has proved they have adapted to Service life.

c. In complex cases it may be appropriate to seek a second opinion from another Service Psychiatrist.
# ANNEX 54E

## TYPES OF DISCHARGE AND SUPPORTING DOCUMENTATION

<table>
<thead>
<tr>
<th>Type of Discharge</th>
<th>Application letter from CO and enclosures (must be disclosed to subject to ensure subject knows case against them)</th>
<th>Representation or Waiver of right to make a Representation (signed) (the right to a fair hearing)</th>
<th>SPEC Report in support, if App for discharge, then must state if recommended for further service or not</th>
<th>Evidence of warning process (Warning forms/SJARs/quarterly reports)</th>
<th>Attitude to Fitness to Perform - RNFT Policy and Protocols</th>
<th>Appropriate medical supporting documents</th>
<th>BRd 3(1) 5437, 5438, 5438, BR 2 3803</th>
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</thead>
<tbody>
<tr>
<td>Officers</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Incapacity - Causes Beyond the Officer’s Control</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>BR 3(1) 5437, 5438</td>
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<tr>
<td>Unsuitability - Causes within the Officer’s Control</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X’</td>
<td>X’</td>
<td></td>
</tr>
<tr>
<td>Misconduct (civil conviction)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>BR 3(1) 5437, 5438, BR 2 3803</td>
</tr>
<tr>
<td>Misconduct (other)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>BR 3(1) 5437, 5438 (other docs will be determined on the facts of the case)</td>
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<tr>
<td>Applications to Resign Commission</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BR 3(1) 5429</td>
</tr>
</tbody>
</table>

* Where Appropriate.
<table>
<thead>
<tr>
<th>Type of Discharge</th>
<th>Application letter from CO and enclosures (must be disclosed to subject to ensure subject knows case against them)</th>
<th>Representation or Waiver of right to make a Representation (signed) (the right to a fair hearing)</th>
<th>SPEC Report in support, if App for discharge, then must state if recommended for further service (if not)</th>
<th>Evidence of warning process (Warning forms/SJARs /quarterly reports)</th>
<th>C57 or report of civil conviction</th>
<th>Atttitude to Fitness Warnings iaw RNFT Policy and Protocols Documents</th>
<th>Appropriate medical supporting documents</th>
<th>May be authorised by CO's of OF5 and above</th>
<th>References / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SHORE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>BR 3(1) 5443</strong></td>
</tr>
<tr>
<td>Fraudulent Entry</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>BR 3(1) 5443</strong></td>
</tr>
<tr>
<td>Inadequacy</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Individual must have been reverted to lowest rate <strong>BR 3(1) 5443</strong></td>
<td></td>
</tr>
<tr>
<td>Inadequacy - more than 20/18/22 Years pensionable service on an ES2/FC/OE1 respectively</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td><strong>BR 3(1) 5443</strong></td>
<td></td>
</tr>
<tr>
<td>Failure of Naval Annual Personal Weapons Test (NAPWT).</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Financial Irresponsibility</td>
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<td>X</td>
<td>X</td>
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<td></td>
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</tr>
<tr>
<td>Obesity</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<td><strong>BR 3(1) 5443</strong></td>
</tr>
<tr>
<td>Medical Reasons</td>
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<tr>
<td>Alcohol</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>BR 2 3624 and <strong>BR 3(1) 2138</strong> Evidence of 1 day alcohol course</td>
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<tr>
<td>Best Interests of Service</td>
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<td>X</td>
<td>X</td>
<td>X*</td>
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<tr>
<td>Temperamental Unsuitability (I)</td>
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<td>X</td>
<td>X</td>
<td>X*</td>
<td>X*</td>
<td>X</td>
<td></td>
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<td><strong>BR 3(1) 5443</strong></td>
</tr>
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<td>X</td>
<td>X*</td>
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<td></td>
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<td><strong>BR 3(1) 5443</strong></td>
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<tr>
<td>Type of Discharge</td>
<td>Application letter from CO and enclosures (must be disclosed to subject to ensure subject knows case against them)</td>
<td>Representation or Waiver of right to make a Representation (signed) (the right to a fair hearing)</td>
<td>SPEC Report in support. (if App for discharge, then must state if recommended for further service or not)</td>
<td>Evidence of warning process (Warning forms/SJARs/quarterly reports)</td>
<td>C57 or report of civil conviction (Warning forms/SJARs/quarterly reports)</td>
<td>Attitude to Fitness</td>
<td>RNFT Policy and Protocols Documents</td>
<td>Appropriate medical supporting documents</td>
<td>May be authorised by CO’s of OF5 and above</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SNLR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unruly</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDT Failure</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drugs Misuse</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil Conviction</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEX 54F

COMMANDING OFFICER’S STEP BY STEP GUIDE TO THE DISCHARGE PROCESS

The following is intended as a guide to aid the Commanding Officer (CO) and must be used with reference to the relevant parts of Chapter 54.

1. Determine Rating/OR’s failings

2. Place on appropriate warning*

3. End of warning process

4. Draft CO’s Letter and SPEC SJAR

5. Disclosure

6. Stand over – 24 hours

7. Does the subject wish to make a Representation?
   - Yes
     Subject has at least 48 hrs in which to draft their Representation
   - No
     Sign Waiver of right to make Representation.

8. Consider Representation – does it alter the CO’s view?
   - Yes
     9. No application/decision to discharge made, refer back to warning process as required.
   - No
     10. Finalise the letter and submit to Higher Authority/make decision to discharge

* RLA = Regional Legal Adviser
* In cases of discharge for Drug misuse/CDT, compassionate, Temperamental Unsuitability, Best Interests of the Service or medical reasons, it is accepted that there is no necessity for previous warnings (Para 5442 sub para c).

**Explanatory Notes.**

1. The subject’s failings should be identified by their Line Manager or any alternative method which can be formally documented and called upon as evidence as required.

2. The subject should be placed on an appropriate warning (see Para 5443 and Para 5444).

3. The warning process must be followed in accordance with Chapter 57. At the end of the warning process, the CO must determine which course of action is most appropriate. If the CO decides that an application for the subject’s discharge is the correct course of action, then the flow diagram is to be followed to completion.

4. A CO’s letter is to be drafted in addition to a SPEC SJAR. The letter should be addressed to higher authority as required, or to the individual where the CO has power to authorise discharge. It should explain and contain all supporting evidence that justifies the CO’s decision to consider discharge. Further guidance on the contents of this letter is at BRd 3(1) Annex 1E. Advice must be sought from the Navy Command Headquarters Casework Cell or appropriate Regional Legal Adviser prior to disclosure to the subject.

5. The CO’s letter and supporting evidence must be disclosed to the subject. This ensures that the discharge, if approved, adheres to the Rules of Natural Justice and cannot provide recourse against the RN if the discharge is later challenged by the subject.

6. The subject must be given a period of at least 24 hours (or such longer period as considered/deemed reasonable in the circumstances) in which to read through the draft application.

7. If the subject decides to make a Representation, they are allowed a further 48 hours (or such longer period as considered reasonable in the circumstances) in which to complete their written comments (they should be provided with support by an assisting officer as required) and sign and date the Representation. If the subject decides against making a Representation, then they are to sign and date a waiver of their right to make a Representation against their discharge.

8. The CO must consider any Representation and determine whether any of the subject’s comments alter the decision to consider their discharge.

9. If the CO’s view is changed by the subject’s comments, then no application is to be made and the subject is to be reviewed in accordance with the warnings process as required.
10. If the CO’s view is unchanged by the subject’s comments, then the application is to be finalised. The CO must make reference to the subject’s Representation (or absence of a Representation) and state the reason why he/she does not consider them sufficient to deter the CO from continuing with the discharge.

11. If the CO is the officer authorised to approve discharge, they should seek legal advice before making his decision. The CO should then notify the individual of their decision in writing, giving full reasons for it and reminding the individual of their right to state a Service Complaint against discharge where appropriate. A full copy of all documents must then be sent to the Casework Cell for archive.

12. If the CO is applying to higher authority, the following must be submitted to the Deciding Officer:

   a. Finalised application for the subject’s discharge. It must be signed and dated by the CO (unsigned e-copies may be provided in the first instance but originals should be provided before the case will be presented to the Deciding Officer).

   b. Signed and dated Subject’s Representation or signed waiver (unsigned e-copies are unacceptable).

   c. The documents listed in the table at Annex 54E.

   d. Any other documents/evidence the CO considers relevant in support of the application and which have been disclosed to the individual.

13. The officer authorised to approve discharge should make their decision. The approving officer should then notify the CO of their decision in writing, giving full reasons for it and direct that the Subject be reminded of their right to state a Service Complaint against discharge where appropriate. A full copy of all documents must then be sent to the Casework Cell for archive.

14. Copy Addressees

   a. The following copy addressees should be included on decision letters:

      b. Drugs related matters - NAVY PERS-EXEC FXO
                                       NAVY PERS-EXEC SO1

      c. Decisions authorising discharge - DBS-DBS-NSV-Exceptions-CA1
                                          NAVY PSYA-AFTERCARE SO3C
                                          Relevant Branch Manager
                                          Relevant Career Manager

15. The relevant Head of Fighting Arm is to be informed by the CO in all cases that have not led to the individual’s discharge but where concerns are raised over an individual’s suitability to perform their professional duties to a satisfactory standard that cannot be adequately addressed through the normal warnings process. For example, concern arises that a medical branch rating/officer may be misusing drugs/alcohol which does not lead to their discharge. This should be raised to ACOS Med.
ANNEX 54G

VALEDICTORY PROCESS THE NAVAL SERVICE

1. Eligibility
All personnel within the Naval Service who complete a minimum of 5 years by their final day in service receive the following valediction upon retirement:

a. For Officers of Flag Rank and Equivalent.
   (1) A Valedictory Letter on behalf of HM The Queen, signed by the Secretary of State.
   (2) A Valedictory Letter on behalf of the Navy Board, signed by 1SL. This process is initiated and controlled by NAVSEC SNR APPTS SO1.

b. For Commodores, Captains and Equivalent.
   (1) A Valedictory Letter on behalf of HM The Queen, signed by Min DPWV.
   (2) A Certificate of Valediction, signed by 1SL. This process is initiated and controlled by NAVSEC NA SO2.

c. For All Other Personnel. The tiered system in the table below shows the relevant signatory level in relation to the years of service:

<table>
<thead>
<tr>
<th>Valedictory Certificate</th>
<th>Years of Service</th>
<th>Signatory Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>5 to under 15 years</td>
<td>Commanding Officer or equivalent</td>
</tr>
<tr>
<td>Bronze</td>
<td>15 to under 25 years</td>
<td>NAVSEC for RN &amp; RFA personnel. CGRM for RM. Flag Officer Reserves for Reservists.</td>
</tr>
<tr>
<td>Silver</td>
<td>25 to under 35 years</td>
<td>2SL</td>
</tr>
<tr>
<td>Gold</td>
<td>35 years and above</td>
<td>1SL</td>
</tr>
</tbody>
</table>

d. Reservists. Valedictory Certificates for Reserve personnel fall in line with the Regulars for years of service. Reservists, however, must have completed a Certificate of Efficiency (CofE) for a year of service to be recognised. The CofEs do not have to be consecutive, meaning that serving for 16 years and achieving 14 CofEs would result in a Standard Valedictory Certificate marking 14 years of Service.

2. Non-Eligible Personnel

a. For personnel with less than 5 years’ service, information regarding the Naval Associations, including a period of free membership, will be provided upon attendance at the Career Transition Workshop.
b. A Valedictory Certificate will not normally be produced for personnel required to leave the Service for disciplinary reasons. In the case of those required to leave for administrative reasons a decision or recommendation will be made on a case by case basis at the discretion of their Commanding Officer.

3. **Administration of the Valedictory Certificate Process**

   a. **Standard Valedictory Certificates.** All Ship’s Offices, UPOs and Unit HR Administrators are to maintain a JPA Termination Forecast report via OBIEE as a part of monthly CMT checks. Those within their unit who are eligible for a Standard Valedictory Certificate will have their certificate produced within unit and then signed by the Commanding Officer or equivalent. For Reserves this process is initiated and administered by the Whole Force Reserves Career Manager CPO (NAVY PCAP-CM WF RES CPO). As RFA personnel are not administered using JPA, the lists for all Valedictory Certificates will be created by Chief of Staff COMRFA (NAVY AFSUP-STRATDEV SO1). The Standard Valedictory Certificates can be found on the Naval Service Whole Force Honours, Awards, Reward and Recognition Portal on DefNet. All Valedictory Certificates are to be printed in colour on quality card.

   b. **Bronze, Silver and Gold Valedictory Certificates.** The Naval Secretary’s Leading Writer (Nav Sec LWtr) will maintain a JPA Termination Forecast report via OBIEE which will identify individuals who are entitled to a Bronze, Silver or Gold Valedictory Certificate. For Gold Valedictory Certificates, Nav Sec LWtr will e-mail the proforma at Annex A to the Service Person’s Line Manager/Divisional Officer for completion.

4. **Timing**

   To permit the timely staffing, Valedictory Certificates should be prepared no less than 12-15 weeks before the individual is due to leave the Service. Therefore, it is essential that Release dates and the reason for leaving are correctly administered onto JPA by Career Managers so that no certificate is sent erroneously.

5. **Full Time Reserve Service (FTRS)**

   The principle behind the Valedictory Certificate is to acknowledge Service. Personnel on FTRS contracts will continue to accrue service towards their Valedictory Certificate. Those who seamlessly transfer to FTRS will not receive a Valedictory Certificate when leaving the Regular Service. Those who do not seamlessly transfer but have a gap in service will continue to accumulate service but may end up with two Valedictory Certificates. These cases will be considered by the Naval Secretary.

---

1 The RM have an additional Valedictory Process which is run by the Royal Marine Corps Records SNCO. Further information can be obtained from NAVY PCAP-CM CORPS REC.

2 Can be sourced through Fleet Naval Graphic’s quoting UIN.

3 Except for RFA personnel, who will be identified by NAVY AFSUP-STRATDEV SO1 in the same way as for the Standard Valedictory Certificates.
6. Presentation.

Once signed, the Bronze, Silver and Gold Certificates will be despatched to the Commanding Officer of the individual. All Valedictory Certificates should be presented at an appropriate ceremony by the Chain of Command. Consideration should be given to:

a. The production of a Home Town Story (HTS).

b. The relative rank/grade of the presenting officer.

c. The use of other formal occasions in which presentations can be made (passing out parades, formal dinners, conferences, clear lower decks, etc).

d. The involvement of family members.

7. Presentations for OF5/Cdre

a. Certificates will usually be presented by the appropriate Chief of Branch or, in certain cases, Head of Fighting Arm. Where the Presenting Officer would be the same rank as the recipient, the Certificate will be presented by 2SL.

b. If there are any doubts about eligibility for valediction early advice should be sought from the Flag Area Information Manager (NAVY-2SL INFOMGR) or EA2/2SL (navy-2slea2@mod.uk).

8. Gold Valedictory Certificate Citation Proforma

<table>
<thead>
<tr>
<th>Service Number</th>
<th>Rank and Full Name (including any middle initials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final day of Service</td>
<td></td>
</tr>
<tr>
<td>Total Length of Service in full years</td>
<td></td>
</tr>
<tr>
<td>Citation of no more than 200 characters</td>
<td>For example</td>
</tr>
<tr>
<td>Any units that were singles out for praise and any appointments/jobs of note.</td>
<td></td>
</tr>
<tr>
<td>Any State Honours &amp; Awards (including 2/3* commendations)</td>
<td></td>
</tr>
<tr>
<td>Any Award that was received eg. contribution to a specific Op or project etc.</td>
<td></td>
</tr>
<tr>
<td>Current Unit Address and Commanding Officer or Line Manager’s name</td>
<td></td>
</tr>
</tbody>
</table>
ANNEX 54H
HM FORCES/HOME OFFICE DISCHARGE PROFORMA

To: Armed Forces Team, Home Office, Lunar House, 40 Wellesley Road, Croydon, CR9 2BY
Email: Mark.Wilbraham@homeoffice.gov.uk

From: (Enter unit address here including contact telephone and email contact details)

<table>
<thead>
<tr>
<th>Number:</th>
<th>Surname:</th>
<th>Forename(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rank:</th>
<th>Date of Birth:</th>
<th>Passport Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of last entry into UK (most recent Immigration Officer’s ink date stamp in passport):</th>
<th>Date of Enlistment:</th>
<th>Date of Discharge: (ie. their last day of paid service in the RN/RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reason for Discharge: (Unit to insert the BRd 3(1) paragraph number and include form of words to record the cause of the discharge eg. Shore, SNLR, PVR, medical). For example, BRd 3(1) Para 5443.a sub para (3) ‘Discharge Shore – Inadequacy’

Contact address and email after discharge provided by individual:

<table>
<thead>
<tr>
<th>Dependents’ Names/SURNAME</th>
<th>Gender (M/F)</th>
<th>Date of Birth</th>
<th>Relation to Dischargee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STATEMENT BY UNIT COMMANDING OFFICER (Column A to be completed initially; Column B to be completed upon discharge). Delete wording as applicable:

A1.1 The above named member of HM Armed Forces is due to be discharged with effect: (enter final date of discharge)

<table>
<thead>
<tr>
<th>A1.2</th>
<th>Has been asked to produce their passport along with other documents at the time of their discharge: YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This person is being medically discharged with less than 4 years’ Armed Forces Service directly as a result of injuries sustained:</td>
</tr>
<tr>
<td></td>
<td>□ on operations □ on duty (non-operational) □ off duty □ don’t know/other (tick one) and has been informed of need to submit a letter from their unit confirming situation and/or FMed 23 medical report to Home Office with any application to remain in the UK on this basis after discharge. YES/NO</td>
</tr>
</tbody>
</table>

B1.1 The above named individual has been discharged from HM Forces with effect: (enter date)

<table>
<thead>
<tr>
<th>B1.2</th>
<th>The individual has been advised that following their discharge it is their own responsibility to initiate procedures to regularise their immigration status with the Home Office and that this advice applies equally to the spouse/civil partner and dependants listed above.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The statement “Reason for exemption from immigration control ceases on (enter date)” has been stamped in the individual’s passport and the date of discharge stamped in the space provided using neutral date stamp: YES/NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B1.3</th>
<th>The above named dischargee has been handed Home Office correspondence faxed to this office on (enter date)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name and Rank of Unit CO: Name and Rank of Unit CO:</td>
</tr>
<tr>
<td></td>
<td>Signature of Unit CO: Signature of Unit CO:</td>
</tr>
<tr>
<td></td>
<td>Date: Date:</td>
</tr>
</tbody>
</table>
ANNEX 54I

RESERVE LIABILITY/ELIGIBILITY GUIDE

(Ratings and Other Ranks are hereinafter referred to as RANKS)

1. Introduction

The Reserve Liability of every individual who leaves the service must be addressed and the basic details included on their Certificate of Termination. Completion of this Certificate, in all situations other than for normal release (i.e. end of engagement), is the responsibility of the Career Manager (CM) so this guide has been produced to ensure that the CM can complete that field properly.

2. What Types Of Reserve Are There?

There are two types of ex-regular reserve for both Officers and Ranks; which type the Service Person (SP) is enrolled into will simply depend on whether they are in receipt of a service pension or not when leaving the service.

<table>
<thead>
<tr>
<th>Pensioned?</th>
<th>Type of Reserve</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICER</td>
<td>YES</td>
<td>Retired List</td>
</tr>
<tr>
<td></td>
<td>NO</td>
<td>Royal Fleet Reserve (Commissioned)</td>
</tr>
<tr>
<td>RANK</td>
<td>YES</td>
<td>Recall Reserve</td>
</tr>
<tr>
<td></td>
<td>NO</td>
<td>Royal Fleet Reserve (Non Commissioned)</td>
</tr>
</tbody>
</table>

3. Does Every SP Have A Reserve Liability On Release?

Some individuals will not have a liability for reserve service and it is obviously necessary that such cases are readily identifiable - the basic liability rules are below:

<table>
<thead>
<tr>
<th>Type of Commission/Engagement/time served</th>
<th>Reserve Liability?</th>
<th>Which Reserve?</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FCS/FTC/FC/FCC or CCS/CC/MC/MCC</td>
<td>YES</td>
<td>RETD LIST</td>
</tr>
<tr>
<td>ICS/IC/SC</td>
<td>YES</td>
<td>RFR(C)</td>
</tr>
<tr>
<td>RANK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ES2/OE1** or ES3/EC/2OE</td>
<td>YES</td>
<td>RR</td>
</tr>
<tr>
<td>ES1</td>
<td>YES</td>
<td>RFR(NC)</td>
</tr>
</tbody>
</table>

** This can only now apply to other ranks as OE1 was introduced for the RN over 22 years ago (it was several years later for the RM)
4. **To Which Reserve Forces Act (RFA) Is The SP Subject?**

There is no field on JPA that indicates whether a SP is subject to Reserve Forces Act 1980 or 1996. To arrive at that decision, the CM must look at the SP’s record and determine which RFA it is. So, in each individual case, the CM is required to look back at the SP’s record and decide to which Act they are subject. The RFA the SP is subject to is defined simply as follows:

a. If the SP joined the service on or after 1 Apr 97, or has re-engaged during their career, that SP will automatically have a RFA 96 liability.

b. If, on the other hand, the SP joined up before 1 Apr 97 and has not subsequently re-engaged, that SP will be subject to RFA 80.

c. An RFA 80 SP can elect to transfer from RFA 80 to RFA 96 liability during their release routine (many Pensioner Ranks will do this). If they have done so, it will clearly over-ride any previous automatic RFA 80 liability. See comments at the final para below.

5. **On What Does Length Of Reserve Liability Depend?**

If liable for reserve service, the length of reserve liability depends on:

a. whether in receipt of a Service pension or not;

b. whether, in the case of ranks, subject to RFA 80 or RFA 96.

6. **How Long Is The Reserve Liability?**

The following tables show the length of reserve liability:

<table>
<thead>
<tr>
<th>Pensioners</th>
<th>Reserve Forces Act</th>
<th>RFA 80</th>
<th>RFA 96</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICERS</td>
<td>Period of Reserve liability</td>
<td>To 60 years of age (in Supplementary Role Regular Reservist 1980)</td>
<td>To 60 years of age (in Supplementary Role Regular Reservist 1996)</td>
</tr>
<tr>
<td>RANKS</td>
<td>Period of Reserve liability</td>
<td>Until 55 years of age - in the RR (in Supplementary Role Recall Reservist)</td>
<td>6 years in the RR (in Supplementary Role Recall Reservist)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Pensioners</th>
<th>Reserve Forces Act</th>
<th>RFA 80</th>
<th>RFA 96</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICERS</td>
<td>Period of Reserve liability</td>
<td>4 years (in Supplementary Role Regular Reservist 1980)</td>
<td>4 years (in Supplementary Role Regular Reservist 1996)</td>
</tr>
<tr>
<td>RANKS</td>
<td>Period of Reserve liability</td>
<td>3 years (in Supplementary Role Regular Reservist 1980)</td>
<td>6 years total (the first 3 years in Supplementary Role Regular Reservist 1996, then 3 years more in Supplementary Role Recall Reservist).</td>
</tr>
</tbody>
</table>
7. **Eligibility**

The other parameters that must be considered are those of eligibility; “eligibility” is basically “suitability”. If an SP is not eligible for reserve service, then, irrespective of whether they're RFA 80 or RFA 96, they are not to be enrolled in the reserves. Any of the following criteria renders an SP INELIGIBLE to be enrolled in the ex-regular reserve.

a. **Officers**
   
   (1) Compulsorily withdrawn from training (CWFT).
   
   (2) Commission terminated by Order-in-Council.
   
   (3) Is a female who joined the service before 1 Apr 97 (and has not volunteered for reserve liability).
   
   (4) Has been released Discharge SNLR or “Not recommended for further Naval Service”.

b. **Ranks**
   
   (1) Has not completed a minimum of 2 years in the Naval Service.
   
   (2) Has been released < P2 MedCat.
   
   (3) Has been released Discharge SNLR or “Not recommended for further Naval Service”.
   
   (4) Is a female who joined the service before 1 Apr 97 (and has not volunteered for reserve liability).

8. **Populating The Reserve Liability Box**

a. Using the guide above, JPAC should be easily able to identify where an SP has NO reserve liability or eligibility and will leave the relevant box on the certificate blank. Note – action is in hand to allow insertion of a suitable word such as “NIL” but, for now, the box is to be left blank until otherwise advised.

b. Where there is a reserve liability, it is possible that the SP might wish to elect to transfer from RFA 80 to RFA 96 (many ranks do, especially if they are being released with a service pension). In that respect, the SP is likely to sign their election during their Release Routine and their Release Unit will be informing NPT(Res) staff as soon as they have done so. So, where the CM needs help in completing the Reserve Liability box in the Certificate of Termination, the CM should e-mail NAVY PERS-RES RFR E1 who will e-mail back to the CM once the information has been obtained.

9. **Queries**

Any queries can be made to NPT(Res) staff in Room 108, West Battery, Whale Island (Tel 93832 8770).
WAIVER OF RIGHT TO SUBMIT A REPRESENTATION

Navy Command

Your Ref: 

HMS .......
BFPO…….

Telephone: xxxxx
Military Net: xxxxx
Email: xxxxx

Date:

CNLS Casework Cell
Navy Command Headquarters
MP 4-2
Leach Building
Whale Island
PORTSMOUTH
PO2 8BY

WAIVER OF RIGHT TO SUBMIT A REPRESENTATION

On [Date], I was seen by Cdr A A Smith RN, Commanding Officer HMS CERES. I was informed by him/her that application was being made to the Higher Authority for my Discharge SHORE (Inadequacy – RNFT) in accordance with BRd 3(1) Para 5443 a (3) sub para (c).

2. I was reminded of my right to submit a Representation against this application in accordance with BR3 Para 5442 sub para h. In order to aid my decision, I was given a copy of Cdr Smith’s application letter and a copy of all associated paperwork that he/she intends to submit to the Higher Authority to support the application.

3. I was given a minimum of 24 hours to decide whether I wished to submit a Representation, however, I have waived this right and have chosen not to submit one.

4. I am aware that, if this application is approved, I will have the right to submit a Service Complaint in accordance with JSP831 against the decision.

Signed:

[Name]
[Rank/Rate]

Witnessed by:

[Name]
[Rank][Position]
ANNEX 54K

OPTIONAL EXIT POINTS FOR SUBMARINE SERVICE PERSONNEL

1. Introduction

JSP 754 provides single Services with the ability to implement Optional Exit Points\(^1\) (OEP) as one of the manning mechanisms aimed at promoting retention.

2. Optional Exits Points Structure

The OEP structure for all submariners came into force on 1 Feb 15 and is as follows (for clarity, examples are provided at Para 7):

a. Two fixed points in each calendar year: 31 May and 30 Nov.

b. Minimum notice for a particular OEP is 18 calendar months. This means that the latest date for application for a 31 May OEP is 30 Nov, 2 calendar years prior and for a 30 Nov OEP is 31 May in the preceding calendar year. Applications may be made at greater than 18 months' notice once an individual meets the eligibility criteria at Para 3 below.

c. There is no option to accelerate exit via OEP – see Para 6.b below.

d. Once an OEP application has been approved, this sets the earliest exit date by the OEP route. Therefore, there is no recourse to withdraw an OEP application and then submit another for an earlier date.

3. Eligibility

a. OEPs are available to personnel in the following categories, providing that they have sufficient time left to serve to fulfil the notice requirements at Para 2:

   (1) Ratings serving on an EC who do not have preserved rights under the previous OEP structure detailed in Para 4 below. In effect, this encompasses personnel who accepted an EC/ES3 offer after 1 Mar 14.

   (2) Ratings serving on an EC(15) who have preserved rights as detailed in Para 4 below, but who have passed the 32 years' reckonable service point\(^2\).

   (3) Officers serving beyond their Immediate Pension Point (IPP) or Early Departure Payment point (EDP)\(^3\).

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\(^{1}\) Each Service operates manning mechanisms with the aim of ‘pulling’ personnel through to a certain period of service thus aiding retention.

\(^{2}\) The distinction is provided because personnel on EC15 beyond 32 years' reckonable service have no opportunity to access the new OEP structure, whereas other individuals can access the structure detailed here by accepting a new EC offer.

\(^{3}\) AFPS 75 IPP - 16 years' service beyond the age of 21. AFPS 05 EDP - 18 years from date of entry or age 40, whichever is later. AFPS 15 EDP - 20 years from date of entry or age 40, whichever is later. For individuals with preserved rights under AFPS 75 or AFPS 05, the IPP/EDP definition pertaining to the relevant legacy scheme will remain extant under AFPS 15.
(4) Ratings in the Submarine Service serving on an EC that was accepted during the period when OEPs were previously available (before 28 Feb 14) may apply with greater than 12 months’ notice to leave at a pre-determined exit point as detailed below:

(a) 22 years reckonable service\(^4\) (ie. completion of the Open Engagement (OE)).

(b) 26 years reckonable service (ie. completion of the OE and 4 years of an EC).

(c) 29 years reckonable service (ie. completion of the OE and 7 years of an EC).

(d) 32 years reckonable service (ie. completion of the OE and 10 years of an EC) (for those personnel serving on EC(15)).

b. To facilitate compatibility with New Employment Model (NEM) terminology, the terms ‘Extended Career’ and ‘beyond the IPP/EDP’ align with Employment Stage (ES) 3 under NEM. OEPs are only available to ratings on 2OE/EC/ES3 engagements, but not serving on a subsequent EoS, and to officers on FTC/FCS engagements, but not serving on a subsequent EoS. For individuals undertaking Tailored Careers, eligibility for OEPs is a matter for individual negotiation.

c. Only ratings holding the ranks of OR2 – OF4 who draw RRP(SM) on a Continuous Career Basis will be entitled to the Reserve Band. Officers of OF5 draw RRP(SM) on a Non-Continuous Basis and have no entitlement to the Reserve Band therefore RRP(SM) will cease when the individual is assigned out of a RRP(SM) tagged PID whether an OEP has been submitted or not. OF6 and above have no entitlement to RRP(SM)\(^5\).

4. Promotion Eligibility having Opted for an Optional Exit Point

a. The following promotion eligibility rules are in place for those personnel who opt for an OEP:

(1) Ratings who have had an OEP approved will remain eligible for selection for promotion, provided that their revised Termination Date is later than the CPD for that particular board. Subsequent promotion will be conditional on the individual applying to withdraw their OEP and that application being approved.

(2) Officers and ratings who submit an OEP after being selected for promotion will be considered to have submitted their notice as detailed in BRd 3(1) Para 6712(e) and will automatically be presumed to have refused promotion and their selection will be cancelled.

\(^4\) Reckonable service being that which counts for engagement purposes, ie. from age 18 for those on the OE.

\(^5\) The authority for the payment, and payment basis, of RRP(SM) is JSP 754 Chap 5 Sect 3.
b. Any rating who has submitted an OEP prior to 5 Mar 18 will retain legacy rights to the rules in RNTM 251/15 Para 10.

5. Application Process

a. Applications to leave at a pre-determined exit point must be made by completing the form at Appendix 1 to Annex 54K and forwarding it to the appropriate Career Manager. Applicants must not apply for Early Termination via JPA, as this will result in the removal of RRP(SM) and, where appropriate, RRP(NP). Career Managers are to retain a hard copy of all applications made.

b. OEP applications must be signed and dated by the Commanding Officer no later than the latest application date described in Para 2.a(2) above. Applications for a particular OEP must be received by the Career Manager within 14 days of latest application date, otherwise they will be automatically adjusted to reflect the next available OEP and the applicant informed.

c. The first date for an individual to make a valid application is as follows:

1. For ratings on an EC accepted after 1 Mar 14, the day after their termination date before accepting the current EC offer. In effect, this means that a minimum of 18 months' service on EC will be required to access an OEP.

2. For ratings on EC15 accepted before 1 Mar 14, the day after the 32 year reckonable service point.

3. For officers, the day after the IPP/EDP is reached.

6. Implementation

a. Following a successful application from an eligible individual, the Career Manager will enact the OEP by adjusting the individual's Termination Date on the JPA system to the appropriate OEP date\(^6\). A record of all OEPs enacted in this manner is to be retained and included in Management Information as adjusted Voluntary Outflow (VO) figures.

b. There is no option for earlier release than the OEP date made on the application. The nature of OEPs is that they are fixed, inflexible points in time once implemented and it is this characteristic that allows the benefits associated with SM Service to be retained. In particular, personnel who leave by Early Termination have their Recruiting and Retention Pay (RRP) removed in accordance with JSP 754 Art 05.0203.I. By leaving at a pre-determined exit point, as detailed above, an individual may continue to draw their full entitlement of RRP(Submarine) and, where appropriate, RRP (Nuclear Propulsion) during the remainder of their service (including the last 12 months).

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\(^6\) For clarity, an OEP remains a form of early release and this should be reflected in individual pension applications by ticking the 'Early Release' box in Part A of AFPS Pen Form 1 (M), or the equivalent option on any future editions of this form.
c. Any individual who wishes to leave outside of the OEP structure and before completion of their engagement/service should apply for Early Termination via the JPA system. This includes individuals who have submitted an OEP application who then wish to leave the Service more quickly. In such cases, release time scales will be in accordance with extant policy, noting that there is no entitlement to notice of less than 12 months.

d. Where an individual wishes to withdraw an OEP application, they should apply in writing to their Career Manager (as detailed on the original application form). The request will be considered by the Career and Branch Manager and, if approved, the Termination Date will be reset by the Career Manager to the original date. A note should be made on the individual's JPA record of their original OEP application and its withdrawal. Any subsequent OEP application may be made only for a point on or after any former application ie. an individual may not withdraw an OEP and then apply for an earlier date than the previous application(s) in an attempt to shorten their notice period.

e. Should the needs of the Service preclude completion of resettlement activities before the OEP terminal date, then the provisions of BRd 3(1) Para 5916 apply.

7. Examples
The following examples are provided for guidance:

a. An individual who accepted EC10 in 2014 wishes to leave by OEP on 30 Nov 18. They must apply (application signed by CO) by 31 May 17 and the application must be received by the CM by 14 Jun 17. In this case, they make their application in Dec 15, at greater than the minimum 18 months’ notice.

b. In Jun 16, the individual above applies to remove their OEP application and the request is approved. Any subsequent reapplication for OEP may not have a Termination Date earlier than the original application ie. 30 Nov 18.

c. An individual on EC15 awarded before 1 Mar 14, but is beyond the 32 year reckonable service point and with more than 18 months to serve, wishes to leave by OEP on 31 May 17. Their application must be dated no later than 30 Nov 15 and received by the CM by 14 Dec 15.

d. Having applied for a 31 May 17 OEP, the individual above wishes to leave sooner. Their only option is to submit a request for Early Termination on JPA, accepting the extant terms associated with notice giving in terms of RRP. They can then negotiate for earlier release with their employer and CM, in accordance with BRd 3(1), noting that there is no entitlement to a notice period of less than 12 months.

e. An officer will reach the IPP/EDP on 1 Jun 18. The earliest application date is therefore 2 Jun 18, meaning that the first available OEP is 31 May 20.

f. An individual serving on EC15, accepted before 1 Mar 14, has completed 30 years’ reckonable service. The earliest date for an OEP application is the day after completion of 32 years’ reckonable service ie. when preserved OEP rights no longer give access to any further OEPs.
APPENDIX 1 TO ANNEX 54K

APPLICATION TO LEAVE THE SERVICE AT AN OPTIONAL EXIT POINT

Name: ........................................ Initials: ......................... Service Number: ............................

Rank/Rate: .......................................................... Main Trade: ...................................................

Current Unit: ..........................................................

I confirm I am: (delete as appropriate):

a. Serving in the Submarine Service.

b. A rating serving on an Extended Career accepted after 1 Mar 14. My Tx date before accepting EC was: ............................................

c. A rating serving on EC(15) accepted before 1 Mar 14. I achieved 32 years reckonable service on: ............................................

d. An officer serving beyond the Immediate Pension Point/Early Departure Payment point, which fell on: ............................................

e. Serving on Employment Stage 3 under the New Employment Model.

I wish to apply to leave the Service using an Optional Exit Point on: ............................. (dd/mm/yyyy)

I will be required to serve the entirety of this notice period.

Signed (by applicant) ........................................................................................................ Date .........................

By Commanding Officer

I certify that this person has not applied for Early Termination on JPA.

Name: ................................................................. Initials: ................................................

Rank: ................................................................. Date: ................................................

Signed: ...........................................................................................................
This form should be forwarded as follows:

<table>
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<tr>
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<th>For MESM/WESM Officers:</th>
<th>For Warfare SM Ratings:</th>
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<tr>
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<td>NAVY PCAP-CM OR WAR UWSO2</td>
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<td>Room 242</td>
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<td>NAVY PCAP-CM OF LOGS SO2</td>
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Career Managers are to retain a hard copy of all completed forms.
CHAPTER 55

PERSONAL INJURY LITIGATION CASEWORK

POINT OF CONTACT – PART 7

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5502. Role and Responsibilities
5503. Contact Details
CHAPTER 55
PERSONAL INJURY LITIGATION CASEWORK

5501. Background

a. The Navy Command Headquarters has a Personal Injury Litigation (PIL) Team\(^1\) which acts as the primary interface between the Navy Command Headquarters – nominally, Branch Managers (as providers of career forecast witness statements) - and external customers (e.g. MOD Claims and Gallagher Bassett (MOD insurers), 3rd party solicitors and employment consultants). The PIL Team provides:

1. Non-medical information requested by insurers, solicitors and external customers needed to determine liability in Personal Injury (PI) cases subject to civil proceedings, drawing on advice, assistance and support from relevant Subject Matter Experts (SMEs) in the rest of the Navy Command Headquarters.

2. Non-medical career related information required to determine potential loss of earnings for current and former regular and reserve Service personnel in PI litigation compensation claims where the MOD had admitted some form of liability or 3rd party claims have been made. Over time, the PIL Team’s role has developed to include both the calculation of potential pay and pension losses, for illustration purposes, based on the career forecast witness statements and the provision of advice to Navy Command Headquarters personnel on aspects of the litigation process.

5502. Role and Responsibilities

a. Civil Personal Injury Litigation Compensation. The PIL Team has NPT wide responsibility for the coordination and release of career and financial information required as part of the Naval Service’s response to PI compensation claims brought by current and former Service personnel against the MOD or 3rd parties. These responsibilities include: to act as an intermediary between the Navy Command Headquarters (notably Branch Managers) and insurers, solicitors etc; to analyse information requests to determine what can be provided by the PIL team and what needs to be sought by other SMEs; to seek clarification of requests that are not clear and ascertain in what format the information is required; to support Branch Managers in the production of information (including career forecasts and witness statements), checking outputs and advising on inaccuracies or suggesting improvements; to gather financial and non-financial information from DINs/JSPs/BRs or SMEs, especially regarding pay, pensions and allowances; to utilise general terms of service knowledge and regulations spanning the length of an individual’s career to provide accurate data and detailed individual pay projections based on the career forecasts, showing the impact of the PI on an individual’s pay/salary; to provide clear, concise written responses for use in court as evidence, giving detailed explanations of career/pay/pension information and

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\(^1\) Most of the career information provided in PI compensation cases relates to an officer, rating or other rank’s anticipated career progression, based primarily on TOS rules shown in BR3 Parts 7 and 8.

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February 2020 Version 1
b. **Liability Determination.** The PIL Team acts (as far as possible) as the NCHQ’s single point of contact (SPOC) for the coordination and release of non-medical information required by insurers, solicitors and other authorities acting on behalf of the MOD to determine liability in PI cases and 3rd party claims. These groups approach the PIL Team in the first instance if requiring PI liability information governed by civil procedure rules. The PIL Team coordinates and releases requested PI information that is deemed relevant to the case. This material is redacted, where required, in accordance with Public Immunity Interest (PII) rules. With regard to information arising from accidents or health & safety incidents, the Naval Service Incident Notification Cell (NSINC) (part of the Navy Command Headquarters CAP(CESO) Team) acts as the interface with ships, units and establishments and will coordinate such information, where necessary, on the PIL Team’s behalf. The process is as illustrated below (for actions to be taken by individuals and UPOs/ships/establishments etc, see Para 5502 sub para d):

**Figure 55-1. Liability Determination**

![Diagram illustrating the Liability Determination process]

- **MOD insurers (MOD Claims, Gallagher Bassett), solicitors and other internal customers**
  - Request for PI information
  - **Litigation Team (HQ SPOC)**
    - PI information called for
    - **Ships/Units/NCHQ SMEs** (inc NSINC for accident info)
      - Requested information provided
  - **Litigation Team**
    - Information further redacted law DPA, PII etc. Released via MOD insurers for cases against MOD or direct to claimant’s solicitor for 3rd party.
    - **MOD insurers, solicitors etc**
      - **Claimant’s solicitor**

- **HQ SMEs**
  - Information redacted operationally
  - **Litigation Team**
c. The process provides solicitors and external users with a single Navy Command Headquarters focus for most of the non-medical PI information needed in the pre and post liability determination phases; eliminating previous difficulties in establishing contacts and reducing vital time lost. It also provides a consistent approach to the redaction of material, ensuring that all information required by solicitors is subject to close scrutiny by the PIL Team and appropriate SMEs and that it passes the PII test.

d. **Actions to be Taken by Individuals and Ships/Establishments etc**

(1) Individuals wishing to pursue a personal injury litigation case against the MOD should follow the rules given within BR2 (Queen’s Regulations for the Royal Navy) Article J.5926.5.

(2) Individuals pursuing a claim against a 3rd party (typically a road traffic accident) should advise their solicitor to request any information required from the PIL Team – see contact details at Para 5503 sub para a. In accordance with DPA 98, the team will need a signed form of authority from you via your solicitor before any of your personal information can be released.

(3) Ships, establishments etc. should provide all the non-medical information requested by the PIL Team (note: health and safety information will be requested separately by NSINC (Para 5502 sub para b refers) and should be returned to the address at Para 5503 sub para b). If letters are received directly from solicitors, insurers, employment consultants etc. for non-medical information regarding a personal injury case, no contact must be made with the solicitor etc either verbally or in writing because the ‘clock will start ticking’ with regard to the MOD’s allowed response time. If solicitors make contact by telephone, no information should be given; they should be directed to the PIL Team. **Under no circumstances should any information be provided directly to the solicitor.**

(4) For guidance on dealing with requests for medical information, see Para 5503 sub para c.
5503. Contact Details

a. As stated previously, MOD insurers, solicitors and other authorities have now been told to refrain from contacting ships, units or establishments directly if seeking non-medical information in relation to PI cases affecting current and former officers, ratings and other ranks and have been advised to approach the PIL Team (contact details below) in the first instance. Should non-medical information continue to be sought, please redirect the enquirers to the PIL Team. Likewise, if advice or clarification is required on any issue related to the release of information in PI liability cases, please contact:

Personal Injury Litigation Team  
Navy Command Headquarters  
Room 48  
MP G-2, West Battery  
Whale Island  
PORTSMOUTH  
Hampshire  
PO2 8DX

Tel: 023 9262 8657/8780 (Civ) or 93832 8657/8780 (Mil)

Fax: 023 9262 8660 (Civ) or 93832 8660 (Mil)

b. Health and Safety Papers. These should be forwarded to:

NSINC  
Navy Command Headquarters  
MP 4-3, Leach Building  
Whale Island  
PORTSMOUTH  
Hampshire  
PO2 8BY

c. Medical Papers. Solicitors will continue to approach ships, units or establishments if medical papers are required in relation to PI cases affecting current Naval Service personnel, in order to ascertain where the medical papers are held. Further information can be found in BRd 1991 Chapter 9. For former officers, ratings and other ranks, medical information can be obtained from:

Medico-legal Department  
Institute of Naval Medicine  
Crescent Road  
Alverstoke  
GOSPORT  
Hampshire  
PO12 2DL

Fax: 023 9276 8137 (Civ) or 9380 68137 (Mil)
CHAPTER 57

APPRAISAL AND WARNINGS

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CHAPTER 57

APPRAISAL AND WARNINGS

SECTION 1 - APPRAISAL – PRINCIPLES AND NAVAL POLICY

5701. Compliance
Naval Appraisal Policy complies with JSP 757 (Appraisal Reporting). This chapter contains supplementary administrative guidance for Appraisal Reports on officers, ratings and other ranks.

5702. Purpose
Appraisal is one of the most important leadership functions; the proper selection of the most suitable officers, ratings and other ranks on merit to fill the range of assignments in the Service depends largely on the quality and accuracy of appraisal reports. An active interchange of views on a frequent basis between the Subject of the report and their Reporting Officers (ROs) and Line Managers is essential for individual development, efficient use of valuable manpower resources and good management practice.

5703. Appraisal Report Functions
The Appraisal Report (AR) has two distinct functions:

a. It informs the Subject, formally and honestly, how well they have done and identifies their potential. From this, the RO can advise the Subject how to improve performance and enhance potential.

b. When considered with all their previous reports, it is used for career management by the staff of ACOS(PCap), including selection processes for promotion, command, change of commission/extended career, future assignments and training.

5704. Reporting Officers
In the majority of cases, the Subject will require only 2 ROs, in accordance with the minimum signature level criteria, but in certain circumstances they may require a 3RO (see JSP 757 Chapter 2 and Annex 2C). As a general rule, the most suitable ROs are deemed to be those who have the most regular contact with the Subject's work and therefore are best able to give an accurate and realistic view of performance and potential, substantiated by evidence of achievement against agreed responsibilities, tasks and objectives.

5705. Performance and Potential
The AR provides for separate assessments of performance and potential, founded on a culture of regular consultation and the gathering of empirical evidence. The assessment of performance principally provides feedback to the Subject to promote development, enhance professional skills, highlight personal qualities and also forms the basis for the assessment of potential. The assessment of potential is critical for the selection of future leaders, as well as ensuring the Service gains the best from its officers, ratings and other ranks and that all personnel, regardless of rank, are given every opportunity to have a satisfying and rewarding career.
It is important for the Subject to be involved throughout the appraisal process to ensure that their aspirations are considered and that they are made aware of their strengths and weaknesses. This will give the Subject the opportunity to develop strengths, reduce weaknesses and should ensure that nothing in the final report comes as a surprise.

5706. Promotion
JSP 757 states that the guiding principle on recommendations of potential for promotion is that each year, every officer, rating and other rank should receive an indication of potential for promotion by 1 rank, and by 2 ranks where applicable, to assist them in making career decisions. In compiling reports, ROs should note that this is regardless of whether the Subject is qualified for promotion and report narratives must be based on displayed potential to hold a higher rate/rank regardless of eligibility; recommendations must, however, be realistic and ROs should be careful not to raise false expectations.

5707. Finalisation of Appraisal Reports
Completed ARs must be approved/finalised by personnel so authorised to enable the report to be released on JPA to the Subject and the appropriate ‘tagged’ Career Manager. The reporting chain for all types of report is therefore to include the appropriate JPA Mailbox within the Officers’ Promotion Section or an appraisal administrator with a ‘finalise’ capability within their parent unit for ratings. Holders of these roles must be appointed by Commanding Officers/Heads of Establishment who are to ensure the appropriate Code of Governance has been completed (see JSP 757 Chapter 2 Annex F-I).

5708. Employee Preferences and Objectives
The completion of Employee Preferences and Personal Objectives on JPA is not mandated (with the exception of ‘Change of Commission’ for officers). However, it should be recognised that, along with position Role and Responsibilities, the presence of this data is highly relevant to completion of the AR and furthermore, provides selection boards with a rounded picture of the Subject and his responsibilities and career aspirations.

5709. Mid Period Appraisal Review
The conduct of a Mid-Period Appraisal Review (MPAR) is mandatory and a fundamental part of the overall appraisal process. It is the method by which the Naval Service tells its people how they are performing to date and what they must do to enhance their potential. As part of the MPAR, an individual’s RNFT status should be checked to identify those who are qualified and eligible for promotion as well as to ensure compliance with the Duty placed on all Service personnel to be in date. A written record of the MPAR is strongly recommended using the proforma at JSP 757 Chapter 4 Annex A which should be signed and copies retained by both Subject and 1RO. In normal course, a MPAR should be conducted at the mid-point or at least between 4 and 8 months of the annual reporting cycle. Ideally, the MPAR date is scheduled during the joining interview and thereafter, at the start of the next reporting period.

5710. Promotion Criteria
A high quality report will be inconsequential if the relevant competencies required to meet promotion eligibility are not recorded on JPA. It is imperative therefore that, in parallel with AR production, the RO ensures that all pre-promotion criteria, such as RNFT or Annual OPS requirements, are recorded on JPA.
5711. Complaints about Appraisal Reports
See Chapter 23 and JSP 831 Chapter 22.

5712. Alignment of Reports
Alignment is a valuable component within the appraisal of an individual. Commanding Officers (COs) are required, by means of consultation, to level out any inconsistencies in reporting standards and identify their best candidates with the most potential for promotion in comparison with their peers. The size of the peer group should be given and an indication of the individual’s position within it, eg. ‘within the top third of 20’. The process is of considerable assistance to selection boards; further details can be found in JSP 757 Articles 4C.06.

5713. Amending Reports
ROs may have reason to alter their opinion of an officer, rating or other rank after a report has been raised. Such changes of opinion should be communicated to the Subject at the earliest opportunity and consideration should be given to conducting a formal MPAR. If the reason for the change of opinion cannot be resolved and the next Annual Report is not yet due, consideration should be given to raising a Special Circumstances report in accordance with Para 5719 or JSP 757 Article 2C2.01.
SECTION 2 - APPRAISAL REPORTING OCCASIONS AND ADMINISTRATION

5714. Flag Officers

Reports are initiated by the Assistant Chief of Naval Staff (Personnel)/Naval Secretary, who will forward the appropriate Senior Officer Appraisal Report (SOAR) and instructions to nominated reporting officers.

5715. Officers and Ratings on the Trained Strength

In accordance with JSP 757, reports are to be rendered at least annually on JPA for all officers and ratings/other ranks on the trained strength (except 2 Star officers and above – see above) including Maritime Reserve personnel when mobilised for active service, serving on Full Time Reserve Service commitments or borne for training in peacetime. This includes Officers (X) and (E) previously qualified as GTS in their source Branch whilst undertaking Courses in the Flying Training pipeline for sub-specialisation as Aircrew, for whom (as a minimum) MOD 2020E Course Report (for OCU courses) and 2020G Aircrew Insert Slip are to be rendered in addition to the Form E190 III (Aircrew). Where sufficient knowledge of an individual is held by a unit in accordance with JSP 757, a 2020 Full OJAR is to be rendered at least annually. Exceptionally, United Nations and NATO formats and certain training Course reports or Short Stand Alone Tour (SST) reports are accepted in lieu of full ARs. JSP 757 Annex 2C provides full details about when officers, ratings and other ranks on the trained strength are to be reported on and the occasions for report.

5716. Officers under Training

a. Formal reports on RN YOs are to be raised on the Standard Report Form (SRF) for inclusion in the Training Record (Form E190). The latter provides a complete record of an RN officer’s training until they join the trained strength. It is started for every officer entrant to BRNC Dartmouth and passed from ship to ship. It is made up in the form of a booklet with four parts covering Naval General Training (NGT), Pre-Professional Training, Fleet Training and University Training.

b. For RM YOs, a MOD Form 2020E (Course Report – In Lieu of Appraisal) is to be raised on completion of initial training at CTCRM. A full AR is then to be raised after 12 months in their Troop Command assignment unless, by exception, they are deemed to be under-performing, in which case an OJAR (Occasion: ‘Special Circumstance’) is to be raised and forwarded to the Naval Secretary’s Department (see Para 5744).

c. Ab-initio (not on the trained strength) Aircrew Officers undertaking Flying Training are to be reported on at each Flying course prior to Operational Conversion Unit (OCU) using the SRF (detailed at sub para a) and Form E190 III (Aircrew) for flying training progress in accordance with BRd 9469 Chapter 17. On completion of the OCU, in addition to the Form E190 III (Aircrew), MOD Forms 2020E and 2020G are to be raised just as for GTS Officers, as detailed in JSP 757 Appendix 1 to Annex A to Chapter 5. The MOD Form 2020E raised on completion of the OCU will be included in the candidate files presented to Transfer and Promotion Boards. Student aircrew undergoing training on joint or RAF training squadrons will be reported upon using the RAF 5000 series forms.
d. SRFs are to be raised on YOs in accordance with, and on the occasions described in, BRNC and other training establishments’ local instructions. SRFs are to be raised: at the end of each stage of training and on the final completion of submarine training; where application is made for the imposition or removal of an Admiralty Board, Commodore/Captain’s Warning, compulsory/voluntary withdrawal from training; and when branch/specialisation transfer is sought. The SRF should give an all-round picture of the officer with a clear analysis of his/her qualities of mind, character and personality. It should be complete in itself and, when necessary to refer to previous reports, should indicate the context. Five key areas should be covered; character, professional progress, leadership, personal qualities and a conclusion which includes a brief summary of potential and, if appropriate, recommendation (eg. to be placed on Admiralty Board Warning (ABW) or for compulsory withdrawal from training). An example of the SRF to be used is at Annex 57E.

5717. Candidates for Commissioned Rank

a. The Upper Yardman (UY), Senior Upper Yardman (SUY), RM Corps Commission (CC) and RM Senior Corps Commission (SCC) schemes provide opportunities for the promotion of ratings and other ranks to commissioned rank, subject to competitive selection and criteria specific to branch and age. Appropriate personnel need to be identified early and encouraged to complete the relevant qualifications and competencies.

b. Ratings and other ranks who aspire to be commissioned officers should, in the first instance, post their intent by completing the ‘Volunteer for Commission (Other Ranks)’ field on JPA Self Service Employee under Information Types/Employee Preferences. This action alone does not infer that the individual is a formally recognised UY/SUY/CC/SCC candidate and the prospective candidate should also discuss their aspirations with their Divisional Officer.

c. Where a volunteer for officer candidature on JPA has not otherwise taken forward the request, the initiation of the annual AR will serve to alert the 1RO that an employee has indicated on JPA that they are a volunteer for commission, and that this will require a recommendation on the AR. The 1RO/DO should interview the individual as soon as practicable and provide advice and guidance on:

1. Whether or not the type of commission selected on JPA is applicable and pertinent to the Naval Service.

2. Whether or not the Subject is eligible for a commission in accordance with current regulations and, if not, what they need to do to become eligible.

3. The Subject’s realistic chances of attaining a commission.

4. What the Subject needs to do to have their candidature formally approved.
d. Where the 1RO/DO is a WO, senior rating or SNCO, they must consult the Commissioned Officer (OF2 or above) who will be formally appointed by the CO to act as mentor for the purposes of the rating's officer candidature, especially regarding application and preparation for the Admiralty Interview Board (AIB).

e. **Confirming Eligibility for Candidature.** The 1RO/DO should assess the individual’s eligibility status for UY/SUY/CC/SCC candidature and attendance at the AIB, consulting as necessary with the Line Manager (LM) and officer mentor, who should check the relevant Competence Profile history held on JPA. The regulations at Chapter 50 pertaining to the type of commission and any Branch requirements for which the individual has volunteered must also be considered in detail.

f. **Formal Acceptance**

   (1) The CO (or Designated Officer) Requestmen forum should be used to consider the suitability of an individual for candidature, or the resurrection of candidature following suspension. Where a period of probation is deemed necessary, the individual, along with the 1RO/DO, must be advised of the areas where further development is needed and when the request will be reviewed.

   (2) Once formally approved, the relevant RA is to be informed by letter, copied to the candidate’s Career Manager, providing:

      (a) The full Service details of the candidate.

      (b) The date candidature was approved.

      (c) The branch/specialisation and type of commission.

      (d) Details of any eligibility criteria the candidate is yet to achieve (eg. Bridge Experience Certificate), according to JPA, before application for attendance at AIB.

      (e) Details of any eligibility criteria the candidate must achieve (eg. Educational qualifications), according to JPA, before they can be considered for extraction.

      (f) A certificate confirming the candidate’s current medical and visual eligibility for the preferred branch/specialisation.

g. **Personal Objectives.** The 1RO, on appointment, should consult with the candidate and their normal DO/LM to ensure that ‘SMART’ objectives are set on JPA that will assist the candidate’s development and provide empirical evidence of the candidate’s readiness to attend the AIB and hold a commission thereafter. While these specific objectives will appear on both the CR and the Annual SJAR, they should be distinct and be compatible with those already set by the LM for the annual SJAR purposes.
h. **Mid Period Appraisal Review (MPAR).** The 1RO nominated for the purposes of the CR is to conduct a MPAR insofar as it affects the Subject’s officer candidature.

i. **Primary Evidence.** As the CR seeks to provide the RAs with objective opinion of potential for commission (rather than promotion within the rating and other rank structures), the primary source of evidence will come from the specific ‘officer-related’ personal objectives set at the beginning of the reporting year. If well constructed, these objectives should assist ROs to evaluate suitability and preparedness for AIB and the strength of potential for extraction and officer training. The CO must ensure that the CR is founded on empirical evidence of leadership; effective intelligence; powers of communication; and courage and values, applied in terms of that expected of a commissioned officer.

j. **Misconduct and Poor Performance.** Where a candidate conducts themselves in a manner resulting in a Career Check or an Overall Performance Grade (OPG) of D is awarded in a routine SJAR, the CO is to review candidature with immediate effect. If, in all likelihood, their candidature is suspended, the individual may be considered for re-acceptance after completion of a further three years’ service. The suspension is to be reported to the appropriate RA by letter.

k. **Suspension or Cancellation of Candidature.** Dependent upon the circumstances, officer candidature may be suspended for a period or cancelled by the CO. The criteria for suspending or cancelling candidature are as follows:

(1) **Suspension.** The candidate becomes ineligible (even if temporarily) due to disciplinary, medical, personal or welfare reasons.

(2) **Cancellation.** The candidate:

   (a) Is considered by either the AIB or CO to be unlikely to develop the necessary competence and is therefore no longer recommended for consideration.

   (b) Withdraws voluntarily from the scheme.

   (c) Is or becomes over age for consideration.

   (d) No longer meets the medical criteria and is deemed to be unlikely to regain the required standard.

   (e) Has exercised their right to apply for early termination of service.
5718. Initial Career Reporting

a. The length of time between joining the Naval Service and attaining Gained Trained Strength (GTS) status for some trainees can be in excess of 40 months. This period is a key formative element for an individual and there remains a requirement to record, assess and report on performance while under Phase 1 and Phase 2 training (the Initial Career Reporting (ICR) period) at least annually and on completion of specific phases. Where possible, Training Establishments are to use JPA Appraisal applications for ICR reporting. For those that are unable to do so, an open reporting mechanism is to be in place that is fit for purpose and allows Subjects to sight and sign their reports. The JPA ICR appraisal:

1. Provides formal feedback on progress to the trainee.
2. Records training achievements and highlights any future potential for Career Managers, and thereby first employing units.
3. Enables the identification of possible CW and Fast Track candidates.
4. Builds a history for promotion to Leading Hand/Corporal, given that longer courses constitute a significant part of an individual’s career prior to full eligibility being achieved.

b. Branch Transfer and Re-Classing. Where applicable, the Course Report (Non Appraisal) may be moved via the reporting chain to a new/additional RO to cover those trainees that branch transfer or are re-classed. Alternatively, where this is not appropriate, the report may be deleted by the AA (the 1RO can use the “previous owner” function to return the report to the AA; this process will clear all information held in the report). Any divisional/training information of relevance to the new 1RO should be transferred using ‘hot-handover’ procedures, remembering that any written notes must be disclosed to the Subject under DPA legislation.

1. When used, JPA requires appraisal reports to be initiated on-line and, once completed by the RO(s) and Subject, ‘finalised’ by a nominated AA with the Finaliser flag. Annex 57A describes the process for ICR.

2. All professional/personal conduct warnings accrued during training are normally to be tracked and resolved within individual schools prior to transfer to GTS. However, where a trainee under CO’s level of warning for Discharge SNLR successfully attains GTS, this is to be recorded in ICR and the CO of the first employing unit informed in writing.

5719. Special Reports

a. Special reports may be called for by the Navy Board or other authority; in the latter case the Naval Secretary is to be informed. Although they are normally raised only once, further special reports may be called for. They are to be made on MPAR (Occasion: ‘Special Circumstance’) and, if in response to a MOD letter, the appropriate reference should be quoted at the initial text in the First RO's performance narrative.
b. A request for a special report does not imply that the officer, rating or other rank has been adversely reported on and they are commonly required to support invited applications for a variety of purposes. In such cases, the AR is to contain a specific statement on whether or not the individual is recommended for that purpose.

5720. Officers on Exchange or Loan Service Overseas

Reports on officers and ratings on exchange or loan service overseas are to be initiated by British Defence Staff, British Defence Liaison Staff, Naval or Defence Attachés, or the Directorate of Overseas Military Activity, as appropriate using the Non-Standard Appraisal Report (NSAR) format where necessary (see JSP 757 Chapter 7).

5721. Reports on Army and RAF Personnel

Responsibility for raising ARs on Army and RAF officers and ranks lies entirely with the owning CO, regardless of Service. Administrative guidance for ARs on Army and RAF personnel (including standard reporting dates) is contained in JSP 757.

5722. Reservist Personnel

a. Volunteer Reserve (RNR/RMR) Personnel. RNR/RMR personnel are to be reported on as follows:

   (1) Royal Naval Reserve/QARNNS Reserve. Reports on OJAR/SJAR are to be completed on JPA on the same dates and occasions as for regular RN personnel (see JSP 757 Chapter 2, Annex C), restricted to:

      (a) Officers

         i. In zone Officers, holding substantive rank of Lieutenant and above.

         ii. Over zone Officers, when specifically requested by the individual.

         iii. Lieutenants with less than five years’ seniority and Sub Lieutenants should have Short Appraisal Reports raised annually.

      (b) Ratings. Ratings when eligible for promotion.

   (2) Royal Marines Reserve - List 1. Reports on OJAR/SJAR are to be compiled on JPA on the same dates and occasions as for regular RM personnel. Where RMR officers and other ranks are attached to RM units for periods of continuous training in excess of two weeks, the parent RMR Unit is responsible for ensuring that a request for a Detachment Insert Slip is made on JPA to inform the full OJAR/SJAR (see JSP 757 Chapter 5).
b. **Volunteer Reserve (RNR/RMR/QARNNS(R)) Personnel on Full Time Reserve Service (FTRS) or Mobilised Service.** Reports for RNR and RMR officers and ratings/other ranks serving on FTRS or mobilised service are to be completed on JPA on the same occasions as for RN/RM personnel. Where only part of the reporting year has been spent on an FTRS commitment or mobilised service, the parent RNR/RMR Unit should initiate the report with an Insert Slip provided by the FTRS or mobilised employer. Where a full year’s FTRS or mobilised service has been completed, the FTRS or mobilised employer should initiate the report and an Insert Slip should be provided by any RNR/RMR unit attended and/or by the Head of the individual reservist’s branch. In either case, liaison between FTRS/mobilised employer and Reserve unit is essential. Where a period of mobilisation is for 6 months or less, a Short Appraisal Report is to be raised (see JSP 757 Articles 5.08).

c. **Royal Fleet Reserve (RFR) (‘Regular Reserve’) Personnel on FTRS and Additional Duties Commitment (ADC).** Reports on RFR personnel on FTRS or ADC are to be completed on JPA by the employing Unit on the same occasions as for RN/RM personnel. Where a period of FTRS is for six months or less, a Short Appraisal Report is to be raised (see JSP 757 Chapter 5). In all cases, the final reporting officer is to include a statement regarding the suitability of the individual for further FTRS/ADC and, where appropriate, service in the acting higher rank/rate.
SECTION 3 – REPORTING REQUIREMENTS ON IMMINENT DISCHARGE FROM THE SERVICE

5723. Reporting Requirements

Unless a report containing the appropriate recommendations has been raised in the last 6 months, all officers, ratings and other ranks about to retire or be discharged from the Service are to receive an appraisal report (Occasion: Prior to Retirement) from the final employing unit prior to joining the nominated Release Centre.

5724. Recommendation for Further Naval Service

a. Ratings and other ranks who leave the Service before normal retirement age, except for those for whom the reason for discharge precludes consideration for further service (‘Deserted’, ‘Dismissed’, ‘SNLR’, or ‘SHORE’), are to be assessed and a recommendation made as to their suitability for further Naval Service, including FTRS or transfer to the RNR/RMR. The statement ‘Recommended for further Naval Service’ or ‘Not recommended for further Naval Service’ is to be included in the 2RO potential narrative.

b. Where a recommendation for further Naval Service is made, this indicates that the individual is considered suitable in all respects for such service (including RFR and RNR/RMR enrolment). In the case of a rating or other rank, service during the last three years should be free of any career checks and their performance grade during this period commensurate with rate, qualifications and seniority.

c. Individuals not recommended for further service are to be informed and made aware of their rights in accordance with JSP 831 at the earliest opportunity to enable any subsequent representation to be concluded before release from the Service.

d. Assignment Orders to release ratings subsequently assigned to another ship or establishment prior to release before joining the Release Centre, or to the Release Centre three or more months before they are due to begin terminal leave, may be reassessed and a further recommendation made if, in the opinion of the new CO, their conduct justifies such action.

e. For officers, final OJARs should include recommendations as to suitability for further active service, FTRS or transfer to the RNR/RMR.

f. Effects of Recommendation

(1) Where the cause of discharge is either ‘Engagement Completed’, ‘At 12 Months’ Notice’ or ‘Redundant’, a recommendation for further Naval service will indicate that Ratings are considered suitable for re-entry and, if they have a liability for the RFR, eligible for enrolment. See also Para 5447 and Part 4 (Recruiting).
(2) For all causes of discharge other than ‘Desertion’, ‘Dismissal’, ‘Service No Longer Required’, ‘Pensioned’ or ‘SHORE’ (except Unhappy Under 18 year olds), the addition of an asterisk (*) to a recommendation for further Naval service indicates that, at the time of discharge, the rating’s personal circumstances were such as to preclude immediate consideration for such service or for immediate enrolment in the RFR, see Para 5724 g sub para (4).

(3) For all causes of discharge other than ‘Desertion’, ‘Dismissed’, ‘Service No Longer Required’, ‘Pensioned’ or ‘SHORE’ (except Unhappy Under 18 year olds), the notation ‘Not Recommended for Further Naval Service’ will indicate that a rating is not considered suitable either to re-enter the Service or for service in the RFR.

g. For a recommendation for further Naval service, a rating must be considered suitable in all respects for such service. When making a recommendation, the CO should take into account the following:

(1) **Cause of Discharge.** Where the cause of discharge does not preclude consideration for further Naval service (Desertion, Dismissed, SNLR or SHORE (except unhappy under 18 year olds), but is other than ‘Engagement Completed’, ‘At 12 Months’ Notice’, ‘Pensioned’ or ‘Redundant’), the circumstances which have led to the decision to discharge the rating should be disregarded as far as possible when assessing suitability for further Naval service. In this situation, the sole criterion should be whether, in normal circumstances, the rating would be considered suitable in all respects for Naval service and could be recommended as such.

(2) **Conduct and Effectiveness.** To be recommended as suitable for further Naval service, a rating’s service during their last three years should be free of any career checks. Their effectiveness assessments during the same period should also be commensurate with rate, experience, qualifications and seniority.

(3) **Medical and Security Considerations.** Ratings with a history of medical problems, or whose discretion on financial or other matters is questionable, which have not, of themselves, promoted an application for discharge from the Service, are to be recommended for further Naval service only if there are clear indications of improvement in these respects.

(4) **Domestic Problems.** Ratings with a history of domestic problems which, in the opinion of the CO would have warranted referral to the RNRMW had the rating applied to re-engage, are to be assessed as though the domestic problems did not exist, on the assumption that they may, in the future, be resolved. Ratings in these circumstances who would otherwise be recommended as suitable for further Naval service are to have an asterisk (*) added to their recorded recommendation (see Para 5724 f sub para (2)).
SECTION 4 - APPRAISAL REPORTING – NON-UK PERSONNEL

5725. Foreign Officers Under Training
Foreign officers under training should be reported on in accordance with Chapter 8 of JSP 510 – International Defence Training.

5726. Personnel of the United States Navy (USN)

   a. Fitness Reports will be made on USN personnel on the following occasions:

      (1) Annually, according to rank (see Table 57-1).

      (2) When the individual’s US reporting senior changes.

      (3) On completion of posting/exchange.

   b. Fitness Reports are made on NAVPERS Form 1610/02 (03-02) and drafted by the officer on whom the report is being submitted and rendered to the US Personnel Exchange Program (PEP) Administration Office, Naples, Italy. In parallel, the host nation chain-of-command 2RO (minimum rank OF4) shall provide to the US reporting senior a letter for incorporation into the finalised fitness report. A formal request for the host nation letter will be generated by the PEP Admin office approximately 30 days before the report due date.

   Table 57-1. Fitness Reporting Schedules on USN Personnel

<table>
<thead>
<tr>
<th>Rank/Grade</th>
<th>Periodic Report Due Date</th>
<th>Mid-Term Counselling Due Date*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer 2 (W-2)</td>
<td>September</td>
<td>March</td>
</tr>
<tr>
<td>Warrant Officer 3/4/5 (W-3/4/5)</td>
<td>March</td>
<td>September</td>
</tr>
<tr>
<td>Ensign (O-1)</td>
<td>May</td>
<td>November</td>
</tr>
<tr>
<td>Lieutenant Junior-Grade (O-2)</td>
<td>February</td>
<td>August</td>
</tr>
<tr>
<td>Lieutenant (O-3)</td>
<td>January</td>
<td>July</td>
</tr>
<tr>
<td>Lieutenant Commander (O-4)</td>
<td>October</td>
<td>April</td>
</tr>
<tr>
<td>Commander (O-5)</td>
<td>April</td>
<td>November</td>
</tr>
<tr>
<td>Captain (O-6)</td>
<td>July</td>
<td>January</td>
</tr>
</tbody>
</table>

   * Mid-term counselling affords the host nation chain of command an opportunity to provide the officer with an informal assessment of their strengths and weaknesses. This assessment is due within the month listed above and does not require any formal paperwork to be generated.
5727. Personnel Serving with the Royal Marines

a. United States Marine Corps (USMC) - Foreign Personnel Exchange Programme (MCFPEP). Performance evaluation reporting procedures for MCFPEP personnel shall be in accordance with the Marine Corps Performance Evaluation System (PES). As such, the Subject will provide a USMC fitness report to the nominated UK Reporting Officers, annotated in Section 1 that a foreign evaluation report is attached. Consequently, the appraisal is to be compiled using a normal Form MOD 2020 AR, Type ‘Regular RM Officer’ or ‘RM Other Rank’, as appropriate, but in the NSAR format. The normal OJAR/SJAR values of grades and recommendations are to be used. Once completed, it is to be signed and attached to the USMC fitness report and returned to the Subject, who will forward the documents via his administrative support unit to the USMC Reviewing Officer for action. On no account is the NSAR to be forwarded to the JPAC. USMC fitness reports are to be submitted within 30 days of the due date, as advised by the Subject.

b. Royal Netherlands Marine Corps (RNLMC) Officers. MOD 2020 (NSAR format) ‘RM Officer’s Appraisal’ is to be used for reporting on officers in the RNLMC. This is to be submitted in hard copy only to NPT RM via the chain of command by 30 November each year and on termination of assignment.

5728. Officers of Commonwealth Naval Forces

a. Canadian Forces (Naval). Letters of ‘Performance and Potential’ are required to be rendered annually (on all ranks) for the reporting period 1 Apr – 31 Mar. The Canadian Defence Liaison Staff (London) (CDLS(L)) will initiate the reporting process in February each year and provide instructions and guidance on the evaluation requirements and the use of the master template for owning COs. CDLS(L) will also arrange a follow-up visit by the Naval Adviser and/or the Assistant Naval Adviser in early March.

b. Royal Australian Navy. Reports are to be rendered on all officers on exchange/loan postings by one of two methods:

(1) End of course report (for those on RN sponsored courses), or;

(2) As required by the RAN reporting system, on the following occasions:

(a) Those officers in zone for promotion, who have been observed for a minimum of 120 days by the officer’s immediate line manager, annually, on 30 June.

(b) Those officers not in zone for promotion, on the anniversary of taking up the exchange/loan position, when an officer’s immediate line manager changes and has observed the officer for a minimum of 120 days.
(3) Reports on in-zone officers will be called for by the Naval Adviser, Australian Defence Staff and managed by the Assistant Naval Adviser (London) (ANA(L)). All in-country Australian Exchange/Loan officers are provided a CD, incorporating the electronic formats for the reporting forms and instructions for their completion. The ANA(L) will forward to the reporting authority a blank formatted disk, together with instructions and a covering letter in February and July each year. The completed report is to be forwarded directly to the Naval Adviser (London), Australian Defence Staff, Australia House, Strand, London, WC2B 4LA.

c. Royal New Zealand Navy (RNZN). Reports are to be rendered as follows:

(1) **Officers of Captain Rank**. Reports on Captains will be initiated by and on the direction of the RNZN Directorate of Naval Officers Career Management. Where an End of Course report is rendered for a significant period of instruction (e.g. RCDS), no other report is required.

(2) **Officers of the Commander Rank and Below**. Reports for this category of officers are to be rendered on the following occasions. For Sub Lieutenants and below, this will only apply for those officers that hold all professional qualifications for promotion to Lieutenant:

   (a) Annually on birthdays.

   (b) When an officer’s reporting officer changes.

   (c) On completion of posting/exchange or training.

   (d) For Lieutenants and above - for period ending 30 Nov, but only if no other report has been raised for any of the three previous listed occasions within the preceding four months.

   (e) As called for by the Naval Adviser, NZDS London.

(3) Reports are rendered on Form MD 68, which are to be completed in accordance with the accompanying Form MD 69 (available on a CD issued to all RNZN officers on arrival in UK). Parts 2-5 are to be completed by the Head of Department and Part 6 by the CO. If, when acknowledging the report at Part 5, the individual indicates that they will be making comment on the report, the report remains incomplete and is not to be forwarded until such time as the comments are attached by the Subject, noting a deadline of 14 days. Parts 7-8 are reserved for the appropriate Headquarters Staff Officer’s comments in New Zealand. All reports for RNZN officers on exchange/posting or under training in the UK should be forwarded through the Naval Adviser, NZDS, New Zealand High Commission, 80 The Haymarket, London SW1Y 4TQ, for onward transmission to the Director of Naval Officers Career Management, HQNZDF(NAVY). The MD68 is a completely open reporting system and the officer being reported on is sent a copy of the completed Form MD 68 once all Parts have been completed.
(4) **Junior Officers Under Training (JOUT).** This category is defined by those officers who have yet to gain their professional/specialist qualifications for promotion to Lieutenant (e.g. OOW(A) equivalent, WEQ or MEQ). Occasions for report are as follows:

(a) On completion of any Core Professional Course undertaken with the RN (e.g. SEMC) but not if a detailed End of Course report is rendered.

(b) On completion of a posting in excess of 28 days.

(c) On change of Reporting Officer, where there has been no prior report by the departing Reporting Officer.

(d) Should the above occasions not result in a RNZN 41 being raised for a period exceeding six months, a 6-monthly progress report is to be raised.

(e) On the officer attaining their final professional qualification to the rank of Lieutenant; all subsequent personal reports are to be rendered on Form MD 68 Personal Report – Officer (see Para 5728 c sub para (3)).

(f) As called for by the RNZN Junior Officer Career Management Cell, via the Naval Adviser, NZDS London.

(5) Reports for RNZN JOUTs are to be rendered on Form RNZN 41, which are to be completed in accordance with the accompanying instructions. Section 4 is to be completed by the Reporting Officer and Section 5 by the CO (or delegate). If, when acknowledging the report at Part 5, the individual indicates they will be making comment on the report, the report remains incomplete and is not to be forwarded until such time as the comments are attached by the Subject, noting a deadline of seven days. All reports for RNZN JOUTs are to be forwarded through the Naval Adviser, NZDS London for forward transmission to the Captain Fleet Personnel and Training (faø Young Officer Career Management Cell).
SECTION 5 – OFFICERS ON THE UNTRAINED STRENGTH - WARNING PROCESS

5729. Training Warnings – General Instructions

a. Officers undergoing initial training, defined as the training undertaken prior to joining the trained strength, are considered to be on probation for the whole period of their training and the MOD reserves the right to terminate a commission at any time if:

1. They fail to reach a satisfactory standard during their studies or in training; or
2. Their conduct is unsatisfactory; or
3. They do not display the qualities required of a RN/RM officer, e.g. in terms of character and leadership or temperament.

b. Additionally, University Cadet Entry officers may be withdrawn from their cadetship/sponsorship schemes if they fail to reach the required standard during initial training, or they:

1. Fail to pass out of BRNC; or
2. Fail academically during their degree course; or
3. Fail to obtain his/her degree for reasons attributable to his/her own fault.

c. Only in exceptional circumstances will a UCE officer be considered for transfer to a NCE commission (see transfer procedures at Para 5104).

d. A decision to terminate an appointment is not taken lightly. It is important that officers should be given, and be seen to be given, a fair and reasonable chance to demonstrate whether they have, or have the potential to develop, the personal qualities necessary to be an officer of the Naval Service. It is equally important that they are given a fair and reasonable chance to achieve the standards of professional competence required. Warning procedures exist to allow YOs to be told where their weaknesses lie, to appreciate the need to improve, to recognise that their future in the Service may be in jeopardy if they are unable to reach and maintain the necessary standards and to be given a reasonable period of time in which to reach an acceptable standard.

5730. RN Phase 1 Training Warnings – BRNC

a. Warnings follow a 3 tier graduated warning system, maintaining a distinction between Professional and C&L. YOs failing to achieve the requisite standards will be placed on the appropriate level of warning to indicate inadequate progress in the areas specified. Warning states in increasing order of seriousness are Divisional Officer (DO), Senior Squadron Officer (SSO) and Commander Training. Of these, DO and SSO are internal to BRNC and are not recorded externally.
In order to assure the correct feedback to the YO, a robust reporting system has been established; all YOs being placed on Commander Training's warning will have a SRF raised with the signed original placed in the P/File held by BRNC and a signed copy held in the E190.

b. A YO who is under Commander Training's Professional Warning on completion of BRNC training may not proceed to the next stage of training.

c. Where a YO is under Commander Training’s Warning C&L at the time he/she completes his/her BRNC training, Commander Training is to inform the YO's new CO that a C&L Warning has been imposed. The new CO will then be responsible for reviewing the case after a suitable period of assessment has elapsed (usually within one month of arrival) and for either removing the warning or recommending that an Admiralty Board Warning (ABW) be imposed. The Officer Terms of Service Manager and the Career Manager are to be informed of such action as necessary.

d. **Removal from Warning at BRNC.** Commander Training may remove a warning if it is assessed that a YO has reached and maintained the required standard for an appropriate period.

5731. **RN Phase 2 Training Warnings - Below Admiralty Board Level**

a. COs of ships responsible for YOs undertaking training and COs of shore training establishments may impose a Commodore/Captain’s Professional or C&L Warning on any YO under training whose performance gives cause for concern, but does not justify the imposition of an ABW. After an officer has spent the normal assessment period of between one and three months continuously in one ship or establishment, his/her CO should either remove the Commodore/Captain’s Warning which does not require reference to the Officer Terms of Service Manager or, if the officer has failed to improve or is unable to show a sustained improvement, forward an application to the Officer Terms of Service Manager for the imposition of an ABW in accordance with Para 5737.

b. COs of shore training establishments responsible for YOs undertaking training may impose a Commodore/Captain's Professional or C&L Warning on any YO under training whose performance gives cause for concern. After an officer has spent the normal assessment period of between one and three months continuously in the establishment, the CO should either remove the Commodore/Captain's Warning, which does not require reference to the Officer Terms of Service Manager, or, if the officer has failed to improve or is unable to show a sustained improvement, forward an application to the Officer Terms of Service Manager for the imposition of an ABW in accordance with Para 5737 (note: COs of some shore training establishments have delegated authority to impose an ABW (Professional) - Para 5737 sub para a refers)
c. **Review of Commodore's/Captain's Warning during Phase 2 Training.**
COs of ships or training establishments should review the case of any YO on Commodore/Captain's Warning before he/she leaves the respective ship or shore establishment for his/her next assignment with a view to either removing the Warning or making an application to the Officer Terms of Service Manager for the imposition of an ABW. Where, exceptionally, a YO remains under Commodore/Captain's Warning and is appointed elsewhere, it is the responsibility of the former CO to notify the new CO of the status of the warning.

5732. **RN Phase 2 Training Warnings - During TM Training**
TM officers under training whose progress on any component of the Training Management Officer Course (TMOC) gives cause for concern but does not justify the imposition of an ABW may be placed in the first instance on TMOC Course Officer's Professional Warning. This written warning must detail the nature of the shortfall and remedial action to be taken by the officer, as well as the consequences of failing to reach the required standard. If the officer continues to fail to achieve against course objectives or sufficient progress is not being made to rectify previous poor performance then, following consultation with the Career Manager, an application may be made to the Officer Terms of Service Manager by the CO HRTSG for the warning to be elevated to ABW.

5733. **RN Phase 2 Training Warnings - During Flying Training**

a. **Professional**

(1) With RN/RM aircrew now trained in squadrons of all three Services and joint units, it is increasingly difficult to impose a single Service solution. To that end, the professional warnings used in flying training, while conforming to the spirit of these general regulations, may differ slightly in their terminology. They are detailed in individual squadron/school flying training regulations.

(2) **Probationary Period.** The whole period of training is one of probation and the MOD reserves the right to terminate a commission at any time if the YO fails to achieve the required standard (see Para 5729 sub para a).

(3) **Warnings for Air and Ground Work.** Warnings will be given for failure or lack of progress in either air or ground work. YOs should be interviewed and advised of their failings, what they are required to do to reach the required standard and what the consequences will be if they fail to do so, all of which should be reflected in the Warning Reports. The following warnings may be imposed:

(a) **Warning Report 1.** To be raised by Course Officer, Senior Pilot or Senior Observer. This report is to be entered in the student’s Course Record Folder (CRF) by the Senior Member of the training staff and the student is to sign and date as having read and understood the report. The report is reviewed weekly by the Squadron CO, Chief Instructor (CI) (RNAS Culdrose) Senior or Chief Flying Instructor (CFI) (DEFTS/DHFS) or their nominated representative.
(b) **Warning Report 2.** To be raised by the Squadron CO or CI. This report is entered as above, and forwarded to Cdr(Air) RNAS Culdrose/Yeovilton or DEFTS/DHFS/BFJT/AFJT or Station/School CFI who may also interview the student if considered necessary. The student is to sign and date as before. The report is to be reviewed weekly by Cdr(Air) or Station/School CFI or their nominated representative.

(c) **Warning Report 3.** The student is to be interviewed by Cdr(Air), BFJT/AFJT or Station/School CFI or Senior Naval Officer (SNO) (DEFTS) or their nominated representative and formally warned. Failure to improve will normally lead to suspension from flying training. The student signs and dates the report as above. The student may fly additional sorties which could include check rides or a trainability sortie, or sit further ground school papers. Each case is always to be considered separately.

(4) With the increasing reliance on simulator training, Air Warnings may be awarded for failures in simulator sorties.

(5) **Recording of Warnings.** A YO placed on Ground or Air Warning is to sign and date as having read the Warning Report before it is entered in his/her Continuous Reporting Form (CRF).

(6) **Period of Warning.** It is emphasised that Air and Ground Warnings are not to be carried forward from one Training Squadron to the next. There are two exceptions to this. Firstly, the DHFS course is split into two phases – SEBRW and SEARW – conducted on two squadrons, 660 Sqn and 705 NAS. Given the natural progression of the course, consideration may be given to carry warnings forward from SEBRW to SEARW where appropriate.

(7) Furthermore, given that ACP and OCP are deemed to be a seamless course, warnings are applicable across the whole OCU and may be carried forward between ACP and OCP where that training takes place on the same squadron. Warnings are to be reviewed weekly and students who show the sustained and requisite improvement in the area for which he/she received the warning may have that warning reduced or removed irrespective of the administrative burden. Should there be a subsequent deterioration; another warning is to be imposed.

(8) **Failure to Improve under Warning.** A YO placed on an Air Warning is to be given additional instruction which may include simulator or airborne sorties. The remedial training that is proposed to overcome the student’s shortcomings is to be clearly annotated in the Warning Report. Extra tuition may not be appropriate following the award of a Ground Warning and a straight re-sit of a failed examination may suffice. Each case should be considered on its merits within these guidelines and those at Para 5733 a sub para (3).
(9) Warning reports must also highlight the consequences of failure to improve performance.

(10) **Suspension from Flying Training.** In most cases, further failure after Warning 3 will result in suspension from flying training (see Para 5733 sub para c).

b. **Character and Leadership (C&L) Warnings**

(1) Officers on the untrained strength are considered to be on probation for the whole period of their training in accordance with Para 5729. As such, student aircrew ex-BRNC are subject to continuous C&L assessment throughout their flying training. If any Squadron has doubts as to whether they display the qualities required of an officer of the Naval Service in terms of conduct, character and leadership, they are to be formally warned in accordance with the principles of Para 5733 and Para 5737.

(a) **CO's Warning for C&L.** The student is to be counselled/interviewed by the Squadron CO or Senior Pilot/Senior Observer and warned of their failings. They are to be informed that if the shortcomings are not remedied within an agreed period of time (normally one month and not more than three months) then recommendation will be made that they will be placed on Commodore/Captain’s Warning for C&L. Before this is contemplated, the case must be discussed with the appropriate Cdr(Air) or CFI. In some circumstances, it may be appropriate for this initial warning to be issued by Cdr(Air) or CFI.

(b) **Commodore/Captain’s Warning for C&L.** The student is to be interviewed by the Air Station CO or the Commandant DHFS, and informed that failure to improve will result in a recommendation for an ABW or potentially immediate withdrawal from training.

(c) **ABW for C&L.** The student is to be interviewed by the Air Station CO or the Commandant DHFS, and informed that they have failed to make suitable progress since being placed on Commodore/Captain’s Warning and that application is therefore being made to Navy Command Headquarters to place them on ABW.

(2) **Period of C&L Warnings.** When a student aircrew officer is under CO's or Commodore's/Captain’s C&L Warning at the time that he/she passes a phase of flying training, they may be permitted to proceed onto the next stage of training but their new squadron/air station CO as appropriate must be informed and is responsible for reviewing the C&L Warning within 1 month.

(3) The normal periods for Commodore's/Captain's or Admiralty Board Warning for C&L are covered in Para 5731 and Para 5737.
(4) **Recording of C&L Warnings.** The CO’s C&L Warning is informal and is merely part of the normal counselling process. It does not necessarily need a written report, but the date of interview must be recorded in the student’s CRF; however, at the Squadron CO’s discretion, a NAC 98 may be raised. Commodore/Captain’s Warning for C&L, by contrast, must be fully reported using the NAC 98 format and should be included with the officer’s E190 folder.

Application for ABW should be made to the Officer Terms of Service Manager by a simple routine letter outlining the circumstances of the case. A copy of the approval letter should be included with the student’s signed and dated SRF within their E190 folder.

(5) End of course reports forwarded to ACOS(CSAV) are to include one copy of each of the C&L Warning Reports.

(6) **ABW for C&L.** In view of the high degree of trust and reliability that is required from aircrew, student aircrew who are placed on ABW (C&L) will be automatically suspended from flying training and referred to the NAAB for consideration. It is likely that they will be appointed to a holdover where they can be given the opportunity to improve their shortcomings and, if subsequently removed from Warning, normally returned to flying training. In this event, the case will be referred to the Officer Terms of Service Manager for consideration of an appropriate seniority adjustment.

c. **Failure during Flying Training**

(1) **Suspension from Flying Training.** Whilst suspension as a training risk is applicable up to completion of ACP only, student Aircrew may be suspended from flying training at any point up to completion of OCP in the following circumstances:

   (a) Failure of a trainability or assessed sortie following award of Air Warning 3.

   (b) Failure of ground examination following award of Ground Warning 3.

   (c) At any point if in exceptional circumstances, including assessment as a training risk.

(2) Failure to achieve C of C will be dealt with under the suspension from flying duties procedures in accordance with BR 767 Para N115.135, although it should be noted that aircrew in this position will be deemed to be under training until award of C of C.
In normal circumstances, students who receive Air or Ground Warning 3 who suffer any further failure will be recommended for suspension from flying training. Officers suspended from flying training for any reason are to be interviewed by the CO of the appropriate station or his/her nominated representative where formally delegated. However, in the case of officers referred to the PNAAB as training risks, the authority to conduct this interview on ACOS(CSAV)’s behalf is delegated as follows:

- RNAS Culdrose/RNAS Yeovilton – Cdr(Air)
- DHFS – CFI
- DEFTS – SNO
- BFJT/AFJT – SNO Cranwell (or delegated SNI at Linton/Valley)

The CO of the appropriate Air Station (or his/her delegated representative) may suspend a YO from flying training without warning or with less than the normal period of warning. Such action is only to be used in exceptional circumstances and the CO must detail the special circumstances of the case.

In event of suspension from training, the procedures in BRd 9469 Chapter 17 are to be followed. In particular, NAAB and ACOS(CSAV) are to be informed and a NAC 99 suspension report is to be raised giving detailed reasons for failure. The NAC 99 should contain only the facts of the case and no recommendations for future employment with the exception that suitability for back-coursing may be detailed. Under normal circumstances, except where back-coursing is being recommended, there should be no discussion of any case between the Training Squadron and the NAAB before interview. It is important that the report arrives at NAAB at least 24 hours prior to the person under report; non arrival will result in the interview being postponed.

5734. RN Phase 2 Training Warnings - During Air Traffic Control

a. **Probationary Period.** The whole period of training is one of probation and the MOD reserves the right to terminate a commission at any time if the officer fails to achieve the standard required (see Para 5729).

b. **Professional Warnings and Suspension.** Officers under training who fail to make adequate progress during any phase of their training will be formally warned as follows:

(1) **Warning Report 1.** Following consultation with the Senior Air Traffic Controller (SATCO), a report to be raised by the Unit Training Officer (UTO) on NAC Form 88B. The report is to be reviewed weekly and the Subject officer interviewed by the Training Officer. He/she is to sign as having read and understood the warning. This warning and any subsequent warnings are to be annotated on NAC Form 88C.
(2) **Warning Report 2.** To be raised by the SATCO on NAC Form 88B and forwarded with NAC Form 88C, the Subject officer is to be interviewed by SATCO and the report is to be forwarded through Commander (Air) who may also interview the Subject officer if considered necessary. The Subject officer is to sign as before.

(3) **Warning Report 3.** The Subject officer is to be formally warned by Commander (Air) that they are required to improve in the notified areas and that failure to do so will result in suspension. A report is to be raised on NAC Form 88B. The Subject officer is to sign the report which is to be forwarded through the CO to Navy Command/ACOS (CSAV) ATC SO2.

c. Reports must detail the Subject officer’s specific shortcomings, together with the targets which must be achieved by a specified date. The following timescales for improvement will generally apply.

(1) Warning 1 to Warning 2 or removal of warning: 20 hours controlling.

(2) Warning 2 to Warning 3 or removal of warning: 15 hours controlling.

(3) Warning 3 to Validation or Suspension: 10 hours controlling.

d. Whilst Warning Report 1 and Character and Leadership reports may be raised on more than one occasion at different phases of training, it is expected that Warning Reports 2 and 3 will be rendered only once during any one phase of training.

e. If, at any stage of training, there is doubt concerning a Subject officer’s ability to complete training successfully, ACOS(CSAV) ATC SO2 may be requested to conduct an independent assessment of their performance.

f. Officers suspended from training will be interviewed by their CO and a NAC Form 99A is to be raised. The Subject officer will then be referred to the NAAB (see Para 5742).

g. **Character and Leadership (C&L) Warnings.** The following warnings for C&L may be given:

(1) **SATCO/Senior Naval Instructor’s (SNI) Warning (Warning 1).** The Subject officer is to be interviewed by the SATCO/SNI and warned of their failings. He/she is also to be warned that lack of improvement will lead to a CO’s Warning.

(2) **CO’s Warning (Warning 2).** A formal warning by the CO for which the procedures at Para 5731 should be followed, keeping ACOS(CSAV) informed.

(3) **ABW (Warning 3).** The procedures at Para 5737 should be followed, keeping ACOS(CSAV) ATC SO2 informed.
h. **Period of C&L Warnings.** Warning 1 given during Parts A, B and C may be carried forward to the next stage of training. SATCO/SNI should ensure that the Subject officer’s new SATCO is informed of the status of the warning. It should, however, be every SATCO/SNI’s aim to remove a Subject officer from Warning 1 before they leave the establishment and they should be given every opportunity to show improvement.

i. For the normal periods for Warnings 2 and 3, see Para 5731 and Para 5737.

j. Recording of C&L Warnings. See Para 5733 b sub para (4) and sub para (5).

5735. **RM Phase 1 and 2 Training Warnings - CTCRM**

a. During Phase 1 and Phase 2 Training at CTCRM, a RMYO will be issued with a formal written warning as a consequence of:

   (1) A failure in professional training. This includes compound failure in the same area (ie. failure of the Term 2 examination whilst already on warning for failing the Term 1 examination).

   (2) A failure to respond to informal warnings from instructors or superior officers for poor character, command or leadership.

b. Formal written statements will state that, unless the RMYO improves (in accordance with the RMYO Operational Performance Statement), it may be necessary to withdraw the YO from training and terminate the commission. A RMYO may not be passed on to an operational unit whilst under warning.

c. A specimen Report Form for the imposition/removal of warning for unsatisfactory progress is at Annex 57G.

d. In addition to that listed at Para 5735 sub para a, formal written warnings will be issued for failure in the following criteria tests:

   (1) Term 1 examination.

   (2) Term 2 examination.

   (3) Bottom-field pass out.

   (4) Commando Course (encompassing the Commando exercise CRASH ACTION).

   (5) Final examination/TEWT.

   (6) Final exercise (FINAL NAIL).
e. In exceptional circumstances, consideration may be given to a RMYO’s withdrawal from training without warning (or with less than the normal period of warning). Where such a recommendation is made, the Commandant CTCRM (Comdt) is to explain the special circumstances of the case.

f. The three levels of warning for a RMYO are:

1. **OC RMIOT’s Warning.** The OC RMIOT is to impose a formal warning as soon as doubts arise about the YO’s ability to complete training satisfactorily. The warning is to be reviewed after either:
   
   (a) One month.

   (b) The next opportunity to re-evaluate the particular area of concern (following appropriate remedial instruction).

   Continued failure to rectify specified faults, or the occurrence of additional shortcomings while on OC RMIOT’s Warning, may result in the imposition of a CO CW’s Warning. The YO will receive an interview to explain the reason for the warning and is to sign a written copy. The YO will also be informed what rectification action is required within a stipulated timescale.

2. **CO CW Warning.** The OC CW is to impose a formal warning as soon as doubts arise about the RMYO’s ability to complete training satisfactorily. The warning is to be reviewed after 1 month. Subsequent failure or a failure to improve while on OC CW’s warning will render the RMYO liable to Comdt’s Warning.

3. **Comdt’s Warning.** Beyond the continued or compound failure articulated above, a Comdt’s Warning may be imposed for:

   (a) Failure considered sufficiently severe to bypass CO CW’s Warning.

   (b) Severe professional regression in the final term of training.

   Protocols are similar to those of CO CW’s Warning but with a duration of 3 months wherever possible.

g. **Imposition of a Comdt’s Warning less than 3 months before Pass Out.** In this instance, the RMYO is to be informed that until the conditions of the warning are satisfied, the Comdt will (following successful application to the Naval Secretary):

   1. Hold the RMYO at CTCRM for additional assessment until such time as they are considered capable of passing for duty.

   2. Withdraw the RMYO from training and terminate the commission.
h. **Compulsory Withdrawal from Phase 1 Training.** Failure to satisfy the conditions of a Comdt’s Warning during Phase 1 Training may result in the RMYO being compulsorily withdrawn from training and the termination of their commission. Other occasions where an RMYO may be withdrawn from training directly are:

(1) A serious failure in judgement or character unbecoming of an officer or liable to bring the Armed Forces into disrepute.

(2) Failure to pass the professional/academic tests at Para 5735 sub para d, whilst already on Comdt’s Warning for a previous associated failure (ie. if a RMYO fails the Term 2 examination whilst on warning for failure of the Term 1 examination).

i. **Compulsory Withdrawal from Phase 2 Training.** Applications for compulsory withdrawal from Phase 2 training are to be made to the Officer Terms of Service Manager for higher approval – see Para 5436 sub para l. The same criteria for failure apply as for Phase 1 Training.

j. **RMYOs Under 18 years of Age.** On behalf of the Comdt, the CO CW will inform the parents or guardian of a RMYO placed on formal warning or compulsorily withdrawn from training before the RMYO’s 18th birthday.

k. **Wider Reporting.** The RM Officer Career Manager is to be notified of any RMYO who is placed on, or removed from, Comdt’s Warning or compulsorily withdrawn from training.

5736. **Admiralty Board Warnings - General**

a. If, following a period on Commodore/Captain’s Warning (Professional or C&L), a YO who has made insufficient improvement may be placed under Admiralty Board Warning (ABW) (Professional or C&L). A Commodore/Captain’s Warning will normally be appropriate as the first stage in the warning procedure. However, it is not essential to precede an ABW with a Commodore/Captain’s Warning and, exceptionally, application may be made for a YO to be placed straight on ABW where timing or other circumstances require it.

b. An ABW will normally be for a period of 3 months, however there are occasions when a period of less than 3 months under ABW is appropriate eg. following an examination failure where re-examination takes place less than 3 months after the initial failure. A period of ABW must not exceed 3 months, since a protracted period under warning is unfair to the individual and the Service, especially if it is unlikely that a YO will be able to reach the required standard.

c. During the Initial Warfare Officers (Foundation) (IWO(F)) course, where the period in the event of a YO being backclassed may exceed 3 months, the period of ABW shall not exceed a period of 20 weeks. This exception is made only for the purposes of incorporating the opportunity of reassessment with the IWO(F) course preceding that which the YO had failed.
d. A YO being placed under ABW is to be informed as such. With the exception of professional training cases (see Para 5737 sub para a), applications for ABW should be made to the Officer Terms of Service Manager along with the YO’s full E190, including a recently completed SRF. The SRF, which must be signed by the YO, 1RO and 2RO (who must state that they support the proposed action) should reflect what has been discussed at a warning interview and specifically refer to: the failings for which the YO is being warned; details of what the YO must do to improve; the timescale in which the YO is expected to achieve the required professional standard or to show the required qualities of character and leadership; and the likely consequences if the YO fails to improve. The YO should be left in no doubt that failure to improve sufficiently within a reasonable period of time under ABW will, in all probability, lead to their withdrawal from training and termination of commission. Only in exceptional circumstances will consideration be given to a YO’s withdrawal from training without warning or with less than the normal period of warning. Where such a recommendation is made, the CO is to explain the special circumstances of the case.

e. For units deployed away from UK waters, specimen Report Forms for the Imposition/Removal of Warnings can be found at Annex 57G. COs and YO Training Officers are to ensure that, if an e-mail response is forwarded by the Officer Terms of Service Manager, the Warning Report Forms are reproduced locally and completed in accordance with instructions. The Officer Terms of Service Manager will advise the ship of the second paragraph to be inserted.

5737. Admiralty Board Warnings – Applications

a. ABW (Professional)

(1) COs of the training establishments listed below have delegated authority to impose (and remove) ABW (Professional) for failure in professional training and courses as follows:

(a) The Captain Maritime Warfare School – for Warfare Officers who fail in any section of the Initial Warfare Officers Course (IWOC) and where backclassing and/or re-examination is approved.

(b) The Captain HMS RALEIGH – for Logistics Officers who fail on the Initial Logistics Officer Course (ILOC)(M) and where backclassing and/or re-examination is approved.

(c) The Captain HMS COLLINGWOOD – for Weapon Engineer Officers who fail on the Systems Engineering and Management Course (SEMC)(WE and WESM) and where backclassing and/or re-examination is approved.

(d) The Commodore HMS SULTAN – for Air Engineer Officers and Marine Engineer Officers who fail on the SEMC(AE, ME and MESM) and where backclassing and/or re-examination is approved.
(e) The Commanding Officer HRTSG – for failure on the Training Management (TM) Foundation Course when backclassing and/or re-examination is approved.

(2) COs are always to notify the Officer Terms of Service Manager of the imposition or removal of ABWs and advise of any subsequent recommendation for withdrawal from training. YOs should be left in no doubt that failure to pass the required professional or academic examinations at the second attempt will, in all probability, lead to their withdrawal from training and the termination of their commission (see Para 5436).

(3) During the Initial Warfare Officers (Foundation) (IWO(F)) course, BRNC warning states apply as per Para 5730 sub para a: SSO warnings are equivalent to OIC IWOTE warnings at MWS and Cdr Training’s warnings are equivalent to CO’s warnings at sea or OCWS warnings at MWS. ABWs at BRNC are then authorised through Navy Command Headquarters.

(4) COs of ships responsible for Warfare YOs under training may apply to the Officer Terms of Service Manager to impose (and remove) ABW (Professional) for failure in professional training, where back-classing and/or repetition of Basic Fleet Time (BFT) or Specialist Fleet Time (SFT) is required. YOs should be kept informed of the decision to impose ABW and the reasoning behind such a decision. Before making an application, consideration should be made regarding any exceptional circumstances which may have affected the YO’s ability to reach the required professional standard.

b. **ABW Character and Leadership (C&L).** Any YO under training who shows serious character defects, or a lack of officer-like qualities may be placed under ABW (C&L). Except in cases of rapid deterioration of standards or behaviour, a Commodore/Captain’s C&L Warning will normally be appropriate as a first stage in the procedure. Action is normally initiated by the CO who is to inform the YO of their shortcomings, as described in the report recommending an ABW.

c. **ABW Submissions.** When making a submission for an ABW (Professional) (ie. ships/units who do not have the delegated authority stated at Para 5737 sub para a) or ABW (C&L), the following is to be sent to the Officer Terms of Service Manager:

1. A letter from the CO giving the reasons for the proposed ABW.

2. A copy of the SRF raised when the individual was placed on Commodore/Captain’s Warning.

3. A special SRF raised as a result of the decision to apply for an ABW. This must include comments of the 1RO and 2RO (the latter should annotate the report to say that they support the 1RO’s decision as a minimum). The SRF should be signed and dated by the YO, 1RO and 2RO, and the YO must be given the opportunity to comment.
5738. **Admiralty Board Warnings – Headquarters Staffing**

a. The period between informing an officer of a recommendation for ABW and approval of such a warning by the Officer Terms of Service Manager will be kept as short as possible so as to minimise the period of uncertainty for the YO. Sensible use of e-mail and facsimile can improve the timing considerably. COs and administrative authorities are to ensure that warning recommendations are handled expeditiously. Where deployment overseas means that forwarding the full E190 will delay the case, the Officer Terms of Service Manager should be contacted to investigate whether alternative arrangements can be agreed.

b. Each case will be considered on its individual merits. If an ABW is approved, the CO is to inform the YO accordingly and advise him/her to make every effort to reach and maintain the standards expected of a Naval Officer. The CO should also warn the YO that failure to do so may lead to their withdrawal from training and the termination of their commission (see Para 5436).

c. A YO placed under ABW is required to countersign the Warning Report Form to confirm their understanding of the position. A partially completed Warning Report Form is therefore enclosed with the Officer Terms of Service Manager’s letter confirming the imposition of a Warning. When it has been countersigned, a copy of the Report Form is to be returned to the Officer Terms of Service Manager and another copy inserted in the YO’s E190.

5739. **Admiralty Board Warnings – End of Warning Review**

a. After 3 months (or an agreed shorter warning period), with the exception of those listed at Para 5737 sub para a, COs are to make a recommendation to the Officer Terms of Service Manager for either:

1. **Removal of ABW.** The removal of ABW (ie. a YO’s performance or character and leadership qualities have improved sufficiently). As part of their submission, COs should provide a special SRF with the recommendation that the YO should be removed from warning. Where removal from Warning is agreed, the CO will be notified by the Officer Terms of Service Manager and a Removal from Warning Report Form will be provided for the YO to countersign. A copy of the Form is to be forwarded to the Officer Terms of Service Manager and a further copy inserted in the YO’s E190.

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1 NAVSEC Letter of Delegation dated 17 Jan 18
(2) **Extension of ABW.** Where, at the end of the warning period, there are still doubts about the trainee’s ability to become a satisfactory Naval Officer in all respects, COs must carefully consider whether to recommend an extension of the warning eg. where an individual has not made sufficient progress to have the warning removed but compulsory withdrawal from training is not deemed appropriate. As above, COs should provide a special SRF setting out the reasons for such a recommendation. The report must be signed and dated by the individual concerned.

(3) **Compulsory Withdrawal from Training.** The application should be supported by a SRF and, where possible, the YO’s full E190 (see Para 5729).

b. A YO may not join the trained strength while under ABW (C&L). However, if at the end of initial training, a YO has failed to respond sufficiently to justify the removal of a ABW (Professional) but is not of sufficiently poor standard to warrant compulsory withdrawal from training, the officer may exceptionally be allowed to proceed under quarterly report (see Para 5744 to Para 5746).

5740. **Promotion of Officers under Warning**

Officers under Tier 3 (Phase 1) or Admiralty Board level (Phase 2) C&L Warning at the time of their due date for promotion to Sub Lieutenant and Lieutenant (and equivalents) will have their promotion and, consequently, their seniority in the next rank deferred until the warning is removed. The promotion will take effect from, and with seniority of, the date of the Commanding Officer’s recommendation for removal from the appropriate C&L Warning if this is later than the non-selective due date.

5741. **Seniority Losses - RN and RM YOs Under Training**

a. Time lost by individuals during initial training through no direct fault of their own, eg. as a result of medical, welfare or compassionate reasons, will not normally result in an adjustment to their seniority. Wherever doubt exists about the applicability of an adjustment, COs should consult the Officer Terms of Service Manager in the first instance.

b. In the event of time losses incurred during Phase 2 Training as a result of back-classing or back-batching, examination failure or repeated elements of professional training, that period of time will not count for seniority purposes.

5742. **Naval Aircrew Advisory Board**

a. The primary purpose of the Naval Aircrew Advisory Board (NAAB) is to advise ACOS(CSAV) on the future employment of RN/RM officer (and rating) aircrew, ATC Officers and Aircraft Controllers where doubt exists concerning their ability to continue their training or duties in accordance with FLAGO(NA), BR 767, and these regulations, in order that they may be either retained or retrained in a different branch or specialisation or their commission be terminated. The post of the President NAAB (PNAAB) is a full time role filled by a senior Lt Cdr (P)/(O) with an extensive aviation background and Command or Executive experience. The President may call upon additional Board members as the need arises.
b. ACOS(CSAV) will arrange for suitable specialist or executive officers to augment the NAAB if required. An officer additional to the permanent NAAB will not act as President of the Board unless either the President is specifically required to be an officer of a rank higher than Lieutenant Commander or the President himself is not available.

c. **Functions of the NAAB**

   (1) To interview and advise on the future employment of RN/RM aircrew and RN ATC officers and Aircraft Controllers referred to the Board where doubt exists concerning their ability to continue training or duties in order that they may be either retained or retrained in a different branch/specialisation or their commission terminated.

   (2) To effect executive disposal from the Consultant Advisor in Aviation Medicine (Royal Navy) following alteration of medical flying category or recommendation for a special appointment.

   (3) To act as an independent Aircrew Training Quality Control Organisation for ACOS(CSAV).

d. The NAAB maintains a close co-operation with the Consultant Advisor in Aviation Medicine (Royal Navy) who attends the Board, if required, in an advisory capacity and may form a second member of the NAAB when required.

e. The President NAAB is responsible to ACOS(CSAV) for the execution of the tasks of the Board. He may also communicate direct with MOD departments and with ships and establishments in matters of detail concerning individual cases. He is to forward reports on matters connected with his tasks to ACOS(CSAV).

f. The NAAB will consider and conduct detailed investigation into all cases of compulsory or voluntary withdrawal from flying training or flying duties.

g. **Documentation.** Written reports giving detailed reasons for failure are to be sent to PNAAB, info ACOS(CSAV) (and JHC for JHC aircrew). Only NAC 99 and Warning Reports are required by ACOS(CSAV) and JHC. The NAC 99 should contain only the facts of the case and no recommendations for future employment with the exception that suitability for back-coursing may be detailed. Under normal circumstances, except where back-coursing is being recommended, there should be no discussion of any case between the Training Squadron and the NAAB before interview. Royal Mail Special Delivery is to be used, if necessary, to ensure that the report arrives at the Board at least 24 hours prior to the officer under report; non arrival will result in the interview being postponed. The following, and any other relevant, documents should be enclosed with the report (for PNAAB only):

   (1) Specific NAC/other forms (see table below) and S2020D if necessary.

   (2) Warning reports.
(3) Sortie/serial reports (including all sortie reports from previous training squadrons).

(4) In the event of a voluntary request for withdrawal from training, the letter requesting withdrawal must also be forwarded.

**Note.** Aircrew are to present their Flying Log Books when attending NAAB and take all flying clothing with them to INM.

h. **Specific Report Forms.** In addition to the paperwork required above, the following specific NAC/other reports are to be forwarded as appropriate to the circumstances of the individual.

**Table 57-2. Appropriate NAC Forms**

<table>
<thead>
<tr>
<th>Background</th>
<th>Reports Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pipeline Pilot/Observer ex-BRNC</td>
<td>E190 III (Aircrew)/NAC 99</td>
</tr>
<tr>
<td>Pipeline Pilot/Observer (former (X)/(E)(AE)/RM)</td>
<td>NAC 97/S2020D/NAC 99</td>
</tr>
<tr>
<td>Convertee Pilot/Observer</td>
<td>NAC 97/S2020D/NAC 99</td>
</tr>
<tr>
<td>Aircrew on Joint Training Sqns (DEFTS, DHFS, RAF Valley, RAF Wittering)</td>
<td>RAF F5201 Part 1 &amp; 2</td>
</tr>
<tr>
<td>ATCO during Part A/Part B training</td>
<td>E190/RF</td>
</tr>
<tr>
<td>Pilot/Observer/ATCO on trained strength</td>
<td>CO’s covering letter detailing circumstances of case, NFSF report iaw BR 767 Art 115.135</td>
</tr>
</tbody>
</table>

5743. **Naval Advisory Board**

a. Naval Advisory Boards (NAB) may be convened as required to assist both directly and indirectly in the retention of YOs in the X, E and L branches.

b. **Composition.** The NAB consists of representatives from the Naval Secretary’s staff under the chairmanship of the Navy Command/FOST SO1 Training Pipeline Manager. Other advisers may be invited to attend as necessary. The Board will not examine failures and withdrawals from BRNC, as the college is able to advise and counsel new entry YOs and to respond to any unusual degree of wastage during initial training.

c. **NAB Procedure.** The Board will consider any case of voluntary or compulsory withdrawal from training that in their opinion requires detailed investigation. The Board will normally act on reports and recommendations submitted by COs, and may call for additional information when required. Costs will normally be restricted to the travelling expenses of the YO attending the Board.

d. The benefits of a detailed examination of the causes of withdrawal from training are as follows:

(1) The NAB will ensure a common approach to each case.

(2) Those invited will have the opportunity of an interview.
(3) The NAB will ensure that a YO’s future employment is in the best interests of both the officer and the Service.

(4) A YO will have the reassurance that his/her case is being considered in detail at a higher level.

(5) Overall retention may be improved.

(6) Information will be gained on the reasons for both failure and voluntary withdrawal which will be of use in the preparation of future recruiting and training strategies.
SECTION 6 – OFFICERS ON THE TRAINED STRENGTH - QUARTERLY REPORTS

5744. Introduction

a. Quarterly Reports provide the mechanism for close and regular monitoring of an officer’s performance. The OJAR recommending Quarterly Report (Occasion: Special Circumstance’) and the quarterly reports themselves are to be handled most expeditiously at all relevant levels in the administrative chain of command, to enable a decision on the Subject officer’s future to be promulgated as soon as possible after a report has been originated.

b. The Quarterly Report is a formal warning of shortcomings and the consequences of failure to eradicate the faults identified. It is in the best interests of the Service and the individual concerned that appropriate remedial action be taken at the first signs of any significant inadequacy or shortfall in performance.

5745. Process

When an application for quarterly reporting is approved by the Naval Secretary, the clock is started from the "To" date of the Special Circumstance OJAR recommending this course of action, and the first quarterly will normally be required to be written exactly three months from that date. Given that there is likely to be some delay in the process, and in order to give the Subject officer the maximum time to address the shortcomings identified, the assumption should be made that the officer will be placed on Quarterly Report. The following procedure is to be implemented:

a. The 1RO should discuss the way ahead with the Subject and start the necessary remedial programme as soon as possible - ideally at the time that the Special Circumstance report is raised. Clear Objectives to rectify shortcomings are to be identified, agreed and recorded on the OJAR page 1 and reported against in the Performance section by ROs in future OJARs. Whatever the Naval Secretary’s decision, this will enable the unit to start addressing the officer’s shortcomings early, and whilst it may appear to pre-judge the outcome of the recommendation for quarterly reporting, it is entirely appropriate as it will ensure that:

(1) The Subject always has the full 3 months to improve their performance;

(2) A formal MPAR will be held at the appropriate time before the next report, in addition to any informal interim appraisals.

b. If the Naval Secretary rejects the recommendation for quarterly reporting, the officer’s shortcomings will still need to be addressed, and this procedure will ensure that a structured plan is put in place at the earliest possible opportunity.

c. In the case of Lieutenants and below, the decision to be placed on, remaining on or being removed from quarterly reporting is to be directed by the appropriate SO1 Career Manager. In the case of Lieutenant Commanders and above, where the Directorate’s recommendation is for the officer to remain on Quarterly Report, approval may be given by DACOS CM, but for officers being placed on, or being removed from quarterly report, DACOS CM is to pass the quarterly report file, with his personal recommendation and a completed draft Directed Letter proforma, to:
(1) ACOS(PCap) - for Lieutenant Commanders and below (routine cases).

(2) The Naval Secretary - for Commanders and above plus non-routine cases. If an individual case is considered to be contentious or particularly complex (non-routine), the file is normally forwarded to CNLS before being referred to the Naval Secretary for a decision. The Naval Secretary may consult the Second Sea Lord direct, as necessary. Once the Naval Secretary/ACOS(PCap) has made a decision, the reporting authority will be informed by letter. This letter is to be read by the CO to the officer concerned.

d. Whilst Quarterly Reports are to continue until the Naval Secretary's department directs that they are to cease; each report is to include the RO’s clear recommendation on their continued need. On each occasion of report, the RO is to conduct an appraisal discussion (see JSP 757 Article 4.09) explaining the implications of being placed or being retained on Quarterly Report. Where a Subject on Quarterly Report is reassigned, the Career Manager is to ensure the requirements for quarterly reporting action are brought to the attention of the receiving unit. Where appropriate, the dates of the Quarterly Reports will be adjusted, in consultation with the Career Manager, to align with Supersession or End of Tour reporting requirements with the aim of ensuring any gaps in the reporting cycle are minimised; the requirement for Annual Reports being subsumed by quarterly reporting. The first Quarterly Report in the receiving unit should normally be raised 3 months from date of joining, and quarterly thereafter. Although, as a general rule, there should be no collusion between discharging and receiving units on the content of Quarterly Reports, it may be necessary for the discharging unit to forward a letter or e-mail detailing any relevant progress or otherwise that has occurred during any gap in the reporting process.

5746. Promotion Implications

Officers due for non-selective promotion will not be promoted on their due date if they are subject to Quarterly Report. Officers who are removed from Quarterly Report due to an improvement in their performance will be promoted with effect from, and with seniority of, the date of the CO's recommendation for removal from Quarterly Report if this is later than the automatic date. Officers who fail to achieve a satisfactory standard will be liable to discharge under normal procedures.
SECTION 7 - RATINGS ON THE UNTRAINED STRENGTH – FORMAL WARNINGS

5747. Initial Training Warnings (ITW)

The ITW procedure is designed to maintain a record of the individual’s shortcomings in Naval General Training (NGT)\(^2\) and professional performance. A record of the warnings issued as a result of failures is to be maintained by the Training Unit/Establishment. The warnings process is summarised at Annex 57B. ITW will be incurred for both NGT and professional failings. An initial brief on the warning procedure should be given at the start of Phase 1 and Phase 2 training, explaining the warning procedure and its purpose. Trainees should sign to acknowledge receipt of this briefing.

a. **NGT Warnings.** Situations in which NGT Warnings may be appropriate include:

1. Receipt of minor punishments.
2. Disruptive behaviour in the classroom.
3. Disobedient, abusive or uncooperative behaviour.
5. Shortcomings in personal administration, kit upkeep or mess deck husbandry.
6. Poor professional performance due to inappropriate social activity (e.g., falling asleep in class).
7. Deliberately failing a course.
8. Multiple failing of Minor Administrative Action (MAA).

b. **Professional Warnings.** Situations in which Professional Warnings may be appropriate include:

1. Failure of exam or module.
2. Failure to comply with safety or instructional rules.
3. Unwillingness to learn specialisation skill.

Trainees who receive a warning must sign it to acknowledge the consequences of further failures and be given an opportunity to appeal against the decision of the Awarding Officer. All documentation is to be retained until the trainee passes to the trained strength.

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\(^2\) Due to the length and nature of initial RM training, CTCRM has its own detailed procedure for Initial Training Warnings. This is captured in Unit Standing Orders and the CTCRM Supervisory Care Directive.
5748. Phase 1 Warnings

a. Warnings in Phase 1 differ from those in Phase 2 since the level of knowledge is lower and the rating is still adapting to military life. Taking the aforementioned into account, only Level 3 NGT Warnings (discipline, character, attitude etc.) should remain extant and carry forward at the end of Phase 1 Training.

b. Warnings, if extant, are to be reviewed by the Phase 2 Establishment after a period of 4 weeks and reduced by one level if no further failure has been committed and the rating displays the correct attitude. A further reduction after 4 weeks is available to the Chain of Command if the trainee has performed to the required standard. This second reduction of warning is at the Chain of Command’s discretion and would also assess the trainee’s commitment to the high standards of ethos and values of the Service.

c. There is deemed no requirement to have Phase 2B reduction in warning as the trainee has had sufficient time to conform to the rules and regulations of both the Service and the Initial Training Pipeline.

5749. Phase 2 Warnings

a. Warnings are to be issued at the following levels for ratings in Phase 2 training:

   (1) First warnings by the Divisional Officer/Establishment Warrant Officer or equivalent.

   (2) Second warning by the Head of Department or equivalent.

   (3) Third warning by OC or OIC level or equivalent.

   (4) Infringement beyond third warning will result in Discharge Unsuitable During Training (DUDT) action being taken by CO or Head of Establishment (Capt RN or above, except Phase 1).

b. On transfer to the trained strength (on completion of Phase 2 training), the DO/OC is to assess if the individual has corrected the shortcomings that led to the warning being issued. If it is judged that sufficient progress has been made, then the individual is to be removed from warning before proceeding to a new assignment. If the trainee is still deemed to be unsatisfactory, consideration is to be given for them to be placed on HOD/CO’s Warning for Discharge SHORE (DUDT) NGT, or to Sea Under Licence. If a rating is sent to sea under warning it is to be recorded on Appraisal in a Spec ‘D’ report. It should be considered exceptional for a trainee to complete initial training under warning.

c. All warnings issued during Phase 2 training will remain extant for a period of up to 90 days (excluding leave periods). The Warnings Review Period should be between a minimum of 1 month and a maximum of 3 months, taking into account the diversity and periodicity in training that is bespoke to individual branch criteria. Extensions or reductions to the warnings will be approved at the review point.
5750. **Minor Administrative Action**

a. Minor Administrative Action is appropriate for all Phase 2 trainees who have completed induction in their respective establishments or who could reasonably be expected to have known the Rules and Regulations of the Training School or Establishment’s Standing Orders. As a general rule, MAA will be inappropriate for trainees who have completed less than 2 weeks of Phase 2 Training.

b. Any trainee who incurs 3 MAA actions will be liable for disciplinary action in accordance with JSP 833, as a consequence of this action the rating would be deemed to have shown a poor attitude towards training and will have an NGT warning issued at the appropriate level. Any trainee who commits multiple infractions of MAA should be considered for immediate elevation to a higher warning status, which will be at the discretion of the Command.

c. On imposition of a warning, the trainee’s file is to be updated and all further failures will be annotated in the same trainee file. The trainee is to be informed that any subsequent failures could ultimately lead to a recommendation for Discharge SHORE (DUDT).

d. See Chapter 20, Section 5 for more information on MAA.

5751. **Handover of Information on Trainees Deemed of Concern**

a. When Phase 2 trainees deemed of concern\(^3\) transfer between Training Establishments, or from Training Establishments to operational units, it is essential that a suitable method of informing the receiving unit of any concerns relating to an individual be established, so that the receiving unit can ensure that the level of supervisory care which that individual needs is maintained.

b. The Hot Handover routine should be followed by Divisional Officers (see Para 2147). However, this process is largely informal and there have been several instances where it has not proved reliable or where insufficient information has been transferred. It is therefore necessary to supplement the Hot Handover routine with a more formal process which provides a clear audit trail for the handover of information on Phase 2 trainees deemed of concern.

c. The current Divisional Officer is to pass trainee information to the receiving unit 5 working days before the physical transfer of the individual. As a minimum, the information below is to be passed, using the Proforma at Annex 57C:

1. Academic record (including any applicable Warning level).
2. NGT record (including any applicable Warning level).
3. Compassionate issues of a relevant or immediate nature.

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\(^3\) Eg. for professional, NGT, compassionate reasons or considered to be vulnerable or at risk.
(4) Limitations on training resulting from Medical issues.

(5) Any other information which the Divisional Officer thinks might be of use to the next Establishment/Training School/Operational unit.

d. When passing individuals on to the Fleet, only Para 5751 c sub para (3) to sub para (5) are likely to be relevant as any failings to achieve the requisite standards in sub-paragraphs a and b should have resulted in the trainee not yet Passing Out.

e. All staff are to remain vigilant to the importance and urgency required when dealing with this category of trainee. It is incumbent on receiving unit Divisional Officers to inform their chain of command of trainees deemed to be of concern in order that these individuals receive additional levels of care and management. Case Conference procedures are to be followed by Divisional Staff when raising vulnerability/'at risk' trainee concerns to the Command.
SECTION 8 - RATINGS AND OTHER RANKS ON THE TRAINED STRENGTH – FORMAL WARNINGS

5752. Purpose of Formal Warning

The purpose of a Formal Warning is to meet the responsibilities of the employer and explain, in writing, the process and consequences that might arise should an individual continue to fail to meet the professional and personal standards expected of the Naval Service. The warning procedure embraces JPA Appraisal where necessary and ensures that the shortcomings and required improvements are clearly identified, understood and acknowledged by the individual, while allowing a reasonable period of time at each stage of the process for the requisite improvements to be achieved.

5753. Responsibilities of the Commanding Officer

COs are to ensure that the mechanism for the issue of a Formal Warning is sufficiently robust to be clearly and definitively understood by all ratings and other ranks under their command, including the need for appropriate consultation between reporting/warning officers and how it is to be managed. However, there may be cases where the CO properly considers that, in the interests of the Service, the warning procedure may be dispensed with. Thus, it is not intended that Formal Warnings should be regarded as an essential preliminary in all cases; in those cases where immediate discharge is considered necessary, advice should be sought from the Navy Command Headquarters Casework Cell. The CO must bear in mind that, where necessary, an incontrovertible case for discharge/reversion will need to be prepared for submission to the administrative authority. Consequently, all warnings and reviews are to be formally recorded and countersigned by both the person issuing the warning/review and the Subject rating/other rank concerned. The Honesty Test (see Chapter 21 Section 4 – Ethos, Values, Standards and Conduct in the Naval Service) is always to be applied when Formal Warning action is considered for conduct relating to the individual’s private life. Where a Subject leaves the unit on assignment either under Formal Warning or within 12 months of a warning being removed, the sending CO is to write to the receiving CO briefly outlining the facts and, where applicable, specifying when the warning is due to be reviewed.

5754. Initial Interview

a. Where an individual demonstrates shortcomings of professional competence or in personal qualities, action rests with the Divisional Officer and/or immediate Line Manager/First Reporting Officer (1RO) to hold a Formal Appraisal Review. The aim is to give the Subject rating/other rank an early opportunity to rectify these shortcomings - it is essential therefore, from the perspective of both the Service and the Subject, that an interview takes place as soon as it is warranted, with the purpose of avoiding the need for further administrative action.

b. The review is to be conducted using the MPAR structure (see JSP 757 Chap 4 Annex 4C) and the discussions are to be recorded and then acknowledged by the Subject on the MPAR proforma (JSP 757 Annex 4A). The interview must focus on the individual’s shortcoming(s) and provide a proposed solution, along with a reasonable timescale within which the requisite improvement is to be made.
5755. **Warning Process**

a. Formal Warnings normally follow a 3-tier structure comprising Levels 1-3. A Warning at one level can be subsequently removed, or escalated to the next level. Serious cases may warrant immediate escalation to a higher level of Formal Warning. A Level 1 warning requires the raising, completion and delivery of a Formal Warning (see Naval proforma at Annex 57D⁴). Subsequent escalation to Levels 2 and 3 require the raising and completion of a further Warning and an accompanying ‘Review of Warning’ SJAR. See JSP 757 Articles 4C.14-18, which draw attention to the specific instructions in this Chapter. Formal Warnings may be issued for a variety of reasons including inadequacy, financial irresponsibility, alcohol and unruly behaviour. In exceptional circumstances, an individual may be retained on the current level of warning for a further period of review. Caution should be exercised when using this option as it is unfair to both the individual and the Service to retain individuals on warnings for extended periods; the default position should be either to remove the individual from warning or to escalate them to the next level. In all but the most straightforward of cases, advice should be sought from the Casework Cell as to the advisability of retaining an individual at the current level of warning.

b. In relation to RN Police (RNP) personnel who are placed on Formal Warning, it is a requirement for RNP personnel to inform HQ PM(N) Professional Standards of their warning (see Chapter 80 Section 12 - Incidents to be reported to Provost Marshal (Navy)). Taking into consideration the unique position that RNP hold within a unit, and in order to obtain a balanced view of the circumstances surrounding the warning, COs should consider providing information to HQ PM(N) Professional Standards by briefly outlining the facts and, where applicable, specifying when the warning is due to be reviewed.

5756. **Issue of Formal Warning – Level 1**

The officer who conducted the Formal Appraisal Review will normally decide at the end of the initial review period whether or not previous counselling has achieved the desired effect. In the absence of sufficient improvement, a Formal Warning Level 1 is to be initiated using the proforma at Annex 57D, signed (subject to the minimum rank of OR7) and issued to the individual. The warning must describe in sufficient detail the problem (including civil and service convictions); the proposed solution; the timescale for review (usually three months hence); the future process; and the likely consequences, where improvement is not forthcoming. The Subject should acknowledge in writing that they understand the Formal Warning and the advice given. The warning is to be retained by the unit (or forwarded to a new unit, as required) and a copy provided to the individual. Where necessary, warnings may be given under a number of headings simultaneously, however, in all cases each warning must clearly articulate what the individual is being warned for and at what level (eg. LH Smith has today been placed on HOD’s Warning for Reversion (Inadequacy) and CO’s Warning for Discharge SHORE (Alcohol)).

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⁴ An electronicised version of the Annex 57D Formal Warning proforma may be found by clicking on the ‘Forms’ Section of the BRd 3(1) Home/Splash Page.
5757. Formal Warning Level 1 Review
The officer who issued the Level 1 Formal Warning (usually the DO) will normally make a decision at the end of the stipulated review period whether or not the warning and advice has led to the requisite level of improvement. Following consultation with the Second Reporting Officer (2RO) (usually the HOD), this assessment will result in one of the following options:

a. **Formal Warning Removed.** The Level 1 Warning Officer informs the subject in writing (proforma at Annex 57D) of their removal from Formal Warning.

b. **Formal Warning to be Escalated to Level 2.** The Level 1 Warning Officer, as the 1RO, raises a SJAR, with the officer who will issue the Level 2 Formal Warning acting as 2RO (subject to the minimum rank of OF2).

5758. Escalation to Formal Warning Level 2
In addition to raising a SJAR, the Level 2 Warning Officer (usually the HOD) is to initiate, sign and issue to the individual the escalation of the Formal Warning to Level 2. The warning (proforma at Annex 57D) must reiterate the process and describe in sufficient detail: the ongoing problem; the proposed solution; the timescale for review (usually 3 months hence); and the likely consequences, where improvement is not forthcoming. The Subject is to certify in writing that they understand why the Formal Warning has been escalated and the advice given. The warning is to be retained by the unit (or forwarded to a new unit, as required) and a copy provided to the Subject. The narrative should reflect the Level 1 review period and substantiate the escalation of the Formal Warning by elaborating on the Subject’s prevailing weaknesses and/or unsatisfactory professional effectiveness.

5759. Formal Warning Level 2 Review
The officer who issued the Level 2 Formal Warning will normally make a decision at the end of the stipulated review period whether or not the warning and advice has led to the requisite level of improvement. Following consultation with the CO, this assessment will result in one of the following options:

a. **Formal Warning Removed.** The Level 2 Warning Officer, acting as the 1RO only, raises a SJAR informing the Subject of their removal from Formal Warning. There is no requirement to complete another Annex 57D.

b. **Formal Warning Escalated to Level 3.** The Level 2 Warning Officer (as the 1RO) raises a SJAR; the CO, who will issue the Level 3 Formal Warning, is to act as Second Reporting Officer (2RO) (subject to a minimum rank of OF3). Where the CO is an OF2 (such as in Command of a MM/PP), an appropriate officer in the unit’s chain of command/administrative authority should act as 2RO. The narrative should reflect the Level 2 review period and substantiate the escalation of the Formal Warning by elaborating on the Subject’s prevailing weaknesses and/or unsatisfactory professional effectiveness.
5760. Escalation to Formal Warning Level 3

Where the CO decides that a further period of review is appropriate, the rating or other rank is to be informed in writing of the escalation of the Formal Warning to Level 3 in addition to raising a SJAR. The warning (proforma at Annex 57D) must describe in sufficient detail the ongoing problem; the proposed solution; the timescale for review (usually 3 months hence); and reiterate the process and likely consequences of failure to make the requisite improvements. The Subject is to certify in writing that they understand why the Formal Warning has been escalated and the advice given. The certificate is to be retained by the unit (or forwarded to a new unit, as required) and a copy provided to the individual.

5761. Formal Warning Level 3 - CO's Review

At the end of the stipulated review period, the CO is to assess whether or not their warning and advice has led to a sustainable level of improvement. This decision is likely to result in one of the following options:

a. **Formal Warning Removed.** The CO, acting as the 1RO only, raises a SJAR informing the Subject of their removal from Formal Warning.

b. **Formal Warning Retained.** The CO re-issues the warning informing the individual of an extension to the Level 3 Warning, giving reason for the decision and the date on which the review of the Formal Warning will be made.

c. **Application for Discharge/Reversion.** The CO is to apply to the Navy Command Headquarters Casework Cell outlining the case for administrative action. Where application is made for discharge, the Subject is to be informed of the case against them (ie. disclosure of the application and enclosures) and of the right to make a representation (see Para 5447), in the knowledge that the curtailment of their Service career is under consideration. If the rating or other rank chooses not to make a representation, a statement waiving the right to do so is to be signed and forwarded with the application. Should the individual exercise the right to make a representation, the CO is to comment on the issues contained therein and forward the representation with the application.

5762. Apprising Subject of Warning Implications

Consultation between reporting officers and thorough counselling of the Subject play a key role in the warning process. Every effort must be made to ensure that the shortcomings are identified, and the proposed solution explained to and understood by the Subject, who must also acknowledge in writing the advice given, the future process and consequences in writing. While the Formal Warning issued to the individual is to contain sufficient detail to meet this requirement, the ‘Review of Warning’ SJAR should be seen as a culmination of the Level 2 and Level 3 review periods in which an honest, accurate, unambiguous and coherent assessment of performance is given to the Subject, taking into account all relevant factors and illustrated by reference to specific failures. There must be no mention of any impending or anticipated disciplinary action, SIB investigations, or acquittal after trial. The Subject has the opportunity to comment in the ‘Subject Comments Slip’ on receipt of the SJAR from the 1RO (see JSP757 Chapter 3 regarding the options available).
5763. **Application for Discharge/Reversion**

Specific advice about the process of making application, tailored to the type of discharge, is detailed in Chapter 54 and, if further assistance is required, available from the Navy Command Headquarters Casework Cell.

5764. **Retention of Formal Warning Documentation**

All records relating to a Formal Warning are to be retained in the raising unit. Where the rating or other rank leaves the unit on assignment, copies of all warning documentation (Level 1, 2 and/or 3) must be forwarded under covering letter to the CO of the new unit and receipt confirmed; the CO retains responsibility for ensuring that personnel proceeding on assignment remain under warning and that the receiving unit is adequately informed of such circumstances. Where the individual is removed from warning, these documents are to be destroyed 12 months from the date of removal.

5765. **Routine SJAR Falling within a Period of Formal Warning**

Annual, Annual/Supersession or Annual/End of Tour SJARs are to be raised when they become due in accordance with JSP 757 Chapter 2 Annex 2C after the Formal Appraisal Review or during the period prior to the Formal Warning Level 1 Review. However, it is probable that there will have been insufficient opportunity for the Subject’s shortcomings to have been addressed. In these circumstances, while the performance attributes should indicate that the rating or other rank is graded below ‘Performing to the standard expected in all respects’, the Overall Performance Grade must not be lower than ‘C’. Routine reports are not required when the Formal Warning has been escalated to Level 2 or Level 3.

5766. **Foreign and Commonwealth Personnel**

The system of sequential Warnings for Foreign and Commonwealth Students differ from the provisions of this Para in two important respects:

a. The Foreign and Commonwealth Training equivalent of a Captain’s Warning is a National Warning. Commodores or Captains of basic professional training establishments and specialist professional training engineering schools are authorised to give National Warnings.

b. The award of any warnings is to be reported in writing to International Defence Training (Royal Navy) (IDT(RN)) immediately. This is particularly important where withdrawal from training or back classing is under consideration, in which case, consultation with IDT(RN) will be necessary prior to a final decision being taken.
5767. **Warnings for Discharge SHORE**

In cases other than those for Temperamental Unsuitability, Compassionate, Fraudulent Entry, Drugs or Medical Reasons, it is expected that ratings or other ranks will have been formally warned by the CO/Executive Officer of their shortcomings and given a period in which to redeem themselves before an application is made for discharge. This period will depend on the circumstances, but is normally to be at least 3 months and not more than 12 months. This warning should be recorded on a Formal Warning Proforma (Annex 57D), countersigned by the Subject and retained with their Service Documents and, if required, on a SPEC SJAR on JPA. If, after the period stipulated, there has been a satisfactory improvement, individuals are to be informed that they are no longer under warning for discharge and their documents annotated accordingly. A further proforma should record that the individual is no longer under warning and be signed by the CO and the individual. If there has been no improvement, and the CO decides to proceed with the application for discharge, details of the warning given are to be stated. If, for some special reason, a warning was considered inappropriate, this point is to be covered in the application. If an individual is transferred to another ship or establishment while the application is being considered, this should be recorded on a separate proforma and a copy of the application is to be included with the Service Documents. A similar procedure should be carried out if an individual is assigned between being warned and application for discharge being made.

5768. **Warnings for Inadequacy**

Ratings and other ranks that hold the rate of Leading Hand (or equivalent) and above who are unable to perform their duties due to inadequacy must be warned for reversion following the Warning Process procedure. Specific guidance for Warnings for Reversion is given in Chapter 70. Ratings and other ranks who are unable to perform their duties at the lowest rate/rank to which they can be reverted (see Relative Rates Table at Annex 65A) because of physical or mental incapacity (not of a nature to warrant invaliding) or incompetence may be warned for Discharge SHORE (Inadequacy) (see Para 5443 a sub para (3) and sub para (4)).

5769. **Alcohol**

Alcohol and abuse of alcohol may lead to disciplinary problems which should be dealt with as disciplinary matters. Under circumstances where an individual’s efficiency, physical condition or value to the Service becomes materially impaired through addiction, Discharge SHORE may ultimately be recommended. Personnel should be placed on formal warnings for ‘Discharge SHORE (Alcohol)’ and follow the standard 3-tier process in accordance with Paras 5755-5765. Specific guidance for Divisional Officers on managing the problem drinker is at Para 9 to Appendix 1 to Annex 21J, which must be consulted in all cases.
5770. **Royal Navy Fitness Test (RNFT) Failure**

The guidance and process for the administration of the RNFT (see Chapter 21 and Chapter 29) includes separate and distinct instructions for warning and discharge from the Service following failure of RNFT.

5771. **Naval Annual Personal Weapons Test (NAPWT) Failure**

The NAPWT failure policy is detailed in BR 8988 Chapter 12 and contains separate warning instructions.

5772. **Warnings for Discharge SNLR (Unruly)**

Individuals who are considered to warrant Discharge SNLR (Unruly) will normally have been formally warned by the CO/Executive Officer of their shortcomings and given a period in which to reform as in Para 5767 before an application is made for discharge. Para 5444 is to apply to warnings if the individual is approaching pension. This warning may be dispensed with in cases in which it would not be appropriate, for example after a serious civil conviction.

5773. **Warnings for Ratings and Other Ranks Serving on an Extended Career**

Guidance on Warnings relating to Ratings and Other Ranks who are serving on an Extended Career are detailed in Para 4945 sub para k.
ANNEX 57A

INITIAL CAREER REPORTING (ICR) - GUIDANCE AND PROCESSES

1. JPA Appraisal System - Procedure and Responsibilities

ICR is to be delivered utilising the JPA (on-line) Course Report (Non Appraisal) – MOD 2020E. The report is to be initiated at course commencement, either by a nominated Appraisal Administrator (AA) (preferably with the Finalise Flag) assigned to a member of the Training Establishment/School staff or by the trainee via ‘Self Service Employee – Initiate own Appraisal’. In all circumstances, the reporting chain is to reflect the assigned Divisional Officer or Course instructor as the 1RO. An outline of the process is as follows:


b. Insert ‘Year’ (e.g. 2013/14), and period of report (start/end dates of course/stage of course or agreed report dates where the course is protracted) - Action: AA.

c. Insert the Service No. of the first person in the reporting chain (AA or 1RO) and complete the reporting chain with a 2RO and the AA with Finalise Flag as required - Action: AA.

d. 1RO completes narratives (1850 characters, including spaces), recommendation free text – 925 characters), contact time with Subject, course competencies (pass marks?), course grade achieved (see Table 1 below) – yellow fields are mandatory - Action: RO.

e. Subject accesses JPA, reads report and clicks complete on Student Certificate (default states “I have read this report and received a copy” - Action: Subject.

f. 1RO clicks ‘next owner’ (either 2RO at sea for instance or AA with Finalise Flag) - Action: RO.

g. Report finalised on-line and appears in Subject’s JPA Self Service and CM’s workflow - Action: AA.

2. Report Compilation

The report narrative should focus on course performance against the professional course criteria and fulfilment of the All Ratings First Sea Draft (ARFSD) TPS. Consideration should also be given to the inclusion of comments on:

a. Ability to complete task book training;

b. Leadership potential and suitability for early promotion;

c. Team ethic and core values and standards.
3. Recommendation for CW or FTS
   Where this is given, it should be supported by empirical evidence of heightened leadership/professional potential should be included within the Potential section of the report. Should the subject display exceptionally high or low qualities or be affected by extraordinary circumstances, the 2RO (who should be Lt RN or above in this instance) is to be consulted and included in the reporting chain.

4. Course Grading Assessment
   While this section is mandatory, it is nonetheless a free text box. Consequently, course grades are to be restricted to the following:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Comment</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Exceptional</td>
<td>A 2RO must be consulted before awarding this grade and should only be used for Fastrack /CW candidates</td>
</tr>
<tr>
<td>A-</td>
<td>Above Average</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>High Average</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Average</td>
<td>Average Pass</td>
</tr>
<tr>
<td>B-</td>
<td>Low Average</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Below Average</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Well below Average</td>
<td>Must Consult 2RO. In the exceptional circumstance that a rating is transferred to sea with this grading a 2RO of Lt RN or above will must be assigned and report on the individual.</td>
</tr>
</tbody>
</table>

In the context of course achievement, a “B” grading equates to an average pass. There is specific fail grade, given that any rating not passing Professional Course would not reach GTS in any case. However, any student who fails and is held for further training or branch transfer or is Discharged SHORE “Deemed Unsuitable During Training (DUDT)” is to receive a report either at the end of the course or immediately prior to being withdrawn or removed from a course, whichever is appropriate.

5. UTS Personnel placed under Training Warning
   Individual Establishments/ Schools operate their own process for placing UTS ratings on warning and this will continue. The warnings are to be removed on completion of UTS training.
ANNEX 57B

UTS WARNING PROCESS

DUDT

NGT LEVEL 3 WARNING

ACCUMULATION LEVEL 3 WARNING

PROF LEVEL 3 WARNING

NGT LEVEL 2 WARNING

PROF LEVEL 2 WARNING

NGT LEVEL 1 WARNING

PROF LEVEL 1 WARNING

3X MAA Action

3x RT

NGT Warnings
1. Initial Failings.
2. Warning delivered by DO/EWO
3. Warning delivered by HOD.
4. Warning delivered by OC/OIC.

Accumulation
5. Accumulation of 2 NGT and 2 Professional warnings will elevate the trainee to a Level 3 Accumulation warning

DUDT
6. DUDT must be authorised by the Establishment or Training School CO
ANNEX 57C

RATINGS DEEMED TO BE OF CONCERN - HANDOVER PROFORMA

Recruit XXXXX, Service Number XXXXX, who will join your unit on DD MMM YY is being highlighted to you as a Rating of Interest.

1. Warnings

   Academic Warning level: ......................
   (Expand with information as required)

   NGT Warning level: ..............................
   (Expand with information as required)

2. Compassionate

   The trainee has encountered the following compassionate issues:

   (Within the normal limits of confidentiality or with the trainee’s permission, details of the compassionate issue to be as fully explained as possible)

3. Medical

   The trainee has encountered a problem of a medical nature which requires the following limitations on his/her training:

   (Details of the limitations to be explained as fully as possible whilst maintaining medical confidentiality)

4. Additional Information

   The following additional information is forwarded to aid the Divisional Officer in compiling a more complete profile of the trainee:

   (Details of the additional information which may be of interest)

Rating’s Details

Name/Rate: ................................................

Service Number: ........................................

Signature: ................................................

Date: ......................................................
<table>
<thead>
<tr>
<th>Releasing DO’s Details</th>
<th>Receiving DO’s Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name/Rank/Rate:</td>
<td>Name/Rank/Rate:</td>
</tr>
<tr>
<td>Service Number:</td>
<td>Service Number:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
# ANNEX 57D

## FORMAL WARNING FOR RN RATINGS AND RM OTHER RANKS

### DETAILS OF INDIVIDUAL UNDER FORMAL WARNING

<table>
<thead>
<tr>
<th>RANK/RATE</th>
<th>SURNAME</th>
<th>INITIALS</th>
<th>SERVICE NUMBER</th>
<th>UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TYPE OF WARNING:

### LEVEL OF WARNING: Level 1: [ ]  Level 2: [ ]  3: [ ] Warning retained: [ ]
(tick as appropriate)

### DATE OF WARNING: [ ]  DATE OF REVIEW: [ ]

### REASON FOR WARNING:

### REQUIRED IMPROVEMENT BY REVIEW DATE:

### PROCESS AND POSSIBLE CONSEQUENCES OF FAILING TO IMPROVE BY REVIEW DATE:

### WARNING OFFICER DETAILS:

<table>
<thead>
<tr>
<th>RANK/RATE</th>
<th>SURNAME AND INITIALS</th>
<th>UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have today formally warned the Subject Rating/RMOR, who will be reviewed on the date below. I have awarded a Suspended Incremental Progression, where applicable, and informed the Unit HR Administrator, who will notify the appropriate Career Manager and JPAC in accordance with JSP 754 Article 03.0508.

Signed: [ ]  Date: [ ]

### DECLARATION BY SERVICE PERSON UNDER WARNING:

I understand the nature and consequences of the warning detailed above and acknowledge the advice given and the possible consequences if I fail to improve by the review date.

Signed: [ ]  Date: [ ]

---

1 Minimum Rank/Rate of OR7 (Level 1), OF2 (Level 2), OF3 (Level 3).
## ANNEX 57E

### STANDARD REPORT FORM (RN) (REV FEB 18)

<table>
<thead>
<tr>
<th>Service No.</th>
<th>Date of Birth</th>
<th>Rank</th>
<th>Seniority</th>
<th>Surname and Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Branch &amp; Specialisation</th>
<th>Date Assumed (POP Date)</th>
<th>Unit/Establishment/Ship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occasion</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTO(O) REPORT</td>
<td></td>
</tr>
</tbody>
</table>

### Performance Attributes (SRF only)

<table>
<thead>
<tr>
<th>Adaptability &amp; Initiative</th>
<th>Awareness &amp; Understanding</th>
<th>Breadth of Perspective</th>
<th>Communication &amp; Influence</th>
<th>Delivering Results</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leadership</th>
<th>Physical &amp; Mental Resilience</th>
<th>Problem Solving &amp; Decision Making</th>
<th>Teamwork &amp; Collaboration</th>
<th>Values &amp; Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Overall Performance Grade

- [ ]
- [ ]

### 1. Reporting Officer’s Assessment

#### LEADERSHIP

#### PROFESSIONAL

#### HOLISTIC

#### FITNESS

#### WARNINGS

#### CONCLUSION

#### POTENTIAL (SRF only)

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. **Second Reporting Officer's Assessment (SRF Only)**

<table>
<thead>
<tr>
<th>I have contact with this officer's work</th>
<th>OverallPerformance Grade</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

3. **Subject Officer's Statement**

I have been given the opportunity to make written comments and received guidance on the significance of my Premature Termination of Career Point.

- I do not wish to do so
- My comments are attached

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
</table>
ANNEX 57F

IMPOSITION OF ADMIRALTY BOARD WARNING

STUDENT: ..............................................................

ESTABLISHMENT/SHIP: ....................................................

TYPE OF WARNING: .................................................................

This is to certify that (Rank) ............ (Surname) ...................... has been informed that they have been placed under Admiralty Board (Type of Warning) .......... with effect from (Date) .......... .

The officer has been warned that: .................................................................

(This part of warning to be advised by the Navy Command Headquarters Officer Terms of Service Manager as appropriate)

SIGNATURE: ................................................................. (Warning Officer)

NAME: ...........................................................................

DATE: .................................................................

I acknowledge this warning and understand that, should I be unable to reach the required standard, this will in all probability result in my compulsory withdrawal from training and the termination of my appointment.

SIGNATURE: ................................................................. (Student)

NAME: ...........................................................................

DATE: .................................................................
REMOVAL OF ADMIRALTY BOARD WARNING

STUDENT: ..............................................................................................................................

ESTABLISHMENT/SHIP: .......................................................................................................

TYPE OF WARNING: .............................................................................................................

This is to certify that (Rank)............. (Surname)................................. has been informed that they have been removed from Admiralty Board (Type of Warning).......... with effect from (Date)............... .

SIGNATURE: .............................................................................................................. (Warning Officer)

NAME: .............................................................................................................................

DATE: ..............................................................................................................................

SIGNATURE: ............................................................................................................... (Student)

NAME: .............................................................................................................................

DATE: ..............................................................................................................................
ANNEX 57G

IMPOSITION OF WARNING FOR UNSATISFACTORY PROGRESS

RM YOUNG OFFICER: ..........................................................................................................

TRAINING ESTABLISHMENT/COMMANDO: ........................................................................

TYPE OF WARNING: * ...........................................................................................................

This is to certify that (Rank)............. (Surname)......................... has been warned that he has failed to reach the standards required of a Young Officer under training and that, unless there is an immediate and sustained improvement in his performance, consideration will be given to his withdrawal from training and termination of his appointment.

SIGNATURE: .................................................................................................................... (Warning Officer)

NAME: ......................................................................................................................................

DATE: .................................................................................................................................

SIGNATURE: .................................................................................................................... (Young Officer)

NAME: ......................................................................................................................................

DATE: .................................................................................................................................

* Insert “Commandant CTCRM/Commanding Officer’s” as appropriate
REMOVAL OF WARNING FOR UNSATISFACTORY PROGRESS

RM YOUNG OFFICER: .............................................................................................................

TRAINING ESTABLISHMENT/COMMANDO: ........................................................................

TYPE OF WARNING: * ...........................................................................................................

This is to certify that (Rank)................... (Surname).......................................... has been
removed from

* ........................................................... Warning.

SIGNATURE: .................................................................................................. (Warning Officer)

NAME: ................................................................................................................

DATE: ..............................................................

SIGNATURE: .................................................................................................. (Young Officer)

NAME: ................................................................................................................

DATE: ..............................................................

* Insert “Commandant CTCRM/Commanding Officer’s” as appropriate
CHAPTER 58

MANAGEMENT OF CAREER

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5802. Provision of Career Management Advice
5803. Assignment Preferences
5804. Career Interviews
5805. Enhanced Security Clearances – DV Clearance
5806. Disclosure and Barring Service (DBS) Checks
5807. Marital Status and Long Term and Established Relationships
5808. Continuity of Education Allowance (CEA)
5809. Medical
5810. Maternity Arrangements
5811. Extensions of Service (EOS)
5812. Unlawful Discrimination
5813. Records and Reports
5814. Disclosure of Information

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Annex 58B Officer’s Career Interview
Appendix 1 Officer’s Career Interview Proforma
Annex 58C Spare
Annex 58D Developed Vetting (DV) Clearances - CM Instructions
Appendix 1 FTC(A) Form
Annex 58E Service Couples With Dependent Children (SWDC) Form
Annex 58F Continuity of Education Allowances – Guidance for Career Managers
Appendix 1 Specimen CEA Eligibility Certificate
Appendix 2 Continuity of Education Allowance (CEA) Eligibility – Frequently Asked Questions
Annex 58G Joint Medical Employment Standard
Annex 58H Spare
Annex 58I CM Guidance for Processing Extension of Service Requests
Annex 58J Unlawful Discrimination - Guidance for Career Managers
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Annex 58L Disclosure of Information - Exemptions
CHAPTER 58
MANAGEMENT OF CAREER

5801. Definition
Career management may be defined as “the assignment of individuals in accordance with endorsed current and future Service requirements, exploiting skills, career development needs and, whenever possible, personal preferences, whilst providing advice on future career paths”. Further detail on the aims of Career Management can be found in Chapter 59 – Assignment Principles.

5802. Provision of Career Management Advice

a. Officers and Warrant Officers 1st Class. Career Managers (CM) are to maintain and encourage regular personal contact between themselves and their assignees, both ‘in office’ and during their visits to ships and establishments. For their part, individual officers are encouraged to maintain contact with their CM by e-mail, telephone, or by visits to discuss their assignments, careers, preferences and circumstances.

b. Ratings/RMOR. Career Management advice is available to all ratings on request. Specific advice is provided as follows:

   (1) Senior Ratings. Career management advice and guidance is available from the relevant CM in West Battery, Portsmouth.

   (2) Junior Ratings

   (a) EWO or CMC CMs in Devonport, Faslane or Portsmouth or CMCs in Naval Air Stations and at RAF Marham, for advice on current/next assignments, career courses and immediate concerns. For some smaller branches Career Management has been retained by the appropriate Career Management team in West Battery, Portsmouth.

   (b) Waterfront Careers Advisors in base ports provide broader career management advice, e.g. issues on career development, out of specialisation opportunities and Service Couples with Dependent Children (SWDC) (see Para 5807 sub para e).

(3) RMOR

   (a) RM Career Advisors (RMCAs) based in CTCRM Lympstone (Northern Area and Southern Area) and RM Career Management team (West Battery, Portsmouth) provide general careers advice.

   (b) Specialisation Advisors (SA) are based in the lead training schools for their Specialisation and NCHQ. They provide specific guidance and detail on particular specialisations and provide advice to the Corps Drafting Officer (CDO) on the suitability of personnel for particular assignments.
5803. Assignment Preferences

a. The primary means of indicating individual assignment preferences to CMs is via JPA. The importance of keeping these preferences up-to-date cannot be sufficiently stressed. Updates can be enacted at any time, but the following occasions are considered mandatory:

(1) New Entries: on completion of Phase 2 training.

(2) On sea service and LFS: when an assignment order is received detailing a relief or when indication is received that the individual will be assigned without relief (e.g. a ship paying off).

(3) Annually for RMs – Updates MUST include the date the amendments or update was entered even if no changes have been made.

(4) When preferences change OR personal circumstances change

b. JPA preference data can include Sea and shore preferences and also allow individual to volunteer for operational tours. Ratings who have identified a particular position in which they wish to serve can submit an Electronic C240 as appropriate, or can register their interest through the MySCIO App.

c. RM Only. Whenever an individual submits any change to their preferences it is the duty of those line managers in the hierarchy/workflow chain to ensure that recommendations are made about the individual's suitability or availability before it is forwarded to the next person in the chain and ultimately the relevant RM Career Manager (DRM for Band Service).

d. Divisional Officers are to assist with advice about career preferences and encourage divisional members to utilise the career management services available when appropriate.

e. Further information on Assignment Preferences, including guidance on how to update personal preferences in JPA can be found at Annex 58A.

5804. Career Interviews

a. Officers. For full details, see Annex 58B. Engineer Officers are encouraged to use the Engineer Career and Registration Logbook (ECaRL) in preparation for CMI, MPAR and OJARs.

b. Senior Ratings. Senior Ratings may request a career interview with their CM when they need career advice beyond what is provided by their Divisional Officer. RN WO2/CPOs of at least five years seniority who are eligible for promotion, are entitled to a Promotion Prospects Assessment (PPA). Career Managers will endeavour to provide this service, however if they are unavailable, PROMR will carry out the PPA.
c. **Junior Ratings**

1. **Able Ratings.** The DO remains the lead for individual’s career development with support from the EWO, who will be able to provide more specialist advice to DO/individual in liaison with CMC CM. (For more information see Chapter 21 (Divisional System) and Squad System Desk Instructions (SSDI).)

2. **Leading Hands.** As for Able Ratings but the ability to consult directly with CMs is available on a recommended/advised basis.

d. **Royal Marines**

1. All RMORs will receive a Career Counselling Interview (CCI) approximately 9-12 months after King’s Squad Pass Out to provide them with the information required for them to make a choice as to which specialisation they wish to apply for. The interview will normally be conducted by an RMCA who is able to give impartial advice. On completion of the interview the individual should complete a preference form on JPA indicating their preference of Main Trade for Pay or Specialist Qualification (SQ) once they have completed their initial assignment. The preference will then be forwarded to the CM for consideration and loading onto the appropriate SQ/TQ course.

2. RM RCM staff are to provide PPAs for all RMORs up to the rank of CSgt where positions exist at WO2 within specialisation.

**5805. Enhanced Security Clearances – DV Clearance**

A number of positions require a higher than normal level of security clearance (Developed Vetting (DV) clearance), due to the nature of the duties required to be carried out. These clearances are both expensive and time consuming to process and necessarily involve considerable intrusion into personal privacy. In line with MOD guidance, the number of DV clearances is to be kept to the minimum required for operational effectiveness. Top level information on DV clearances can be found in JSP 440 Pt 6; further detail can be found in Chapter 63; desk level instructions for CMs on DV applications and renewal can be found at Annex 58D.

**5806. Disclosure and Barring Service (DBS) Checks**

As a result of the Criminal Justice and Court Services Act 2000 - Working with Children and Vulnerable Adults, certain assignments require the nominee to have undergone a Disclosure and Barring Service (formerly Criminal Record Bureau (CRB)) check. These are currently tagged in JPA with a legacy CRB competence. When assigning to such a position, CMs are required to nominate personnel for Certificates of Disclosure and to ensure they hold them prior to assignment into the position, or, if a Certificate is already held, to confirm it is at the correct level and remains in date for the period of the assignment. Full details on the type of positions requiring the initiation of a check, levels of disclosure and the process for requesting clearance can be found in Chapter 60 Section 7.
5807. Marital or Civil Partnership Status and Long Term and Established Relationships

a. The rules in Para 5807 sub para b to sub para d below relate to career management and assigning only. They do not relate to situations properly characterised as misconduct, nor do they relate to pay/pensions (see Para 2706 and Para 2162) and other matters where marital status is, or may be, taken into account (some of which are covered in the appropriate Chapter of this BR).

b. CMs take no account of marital or civil partnership status in developing career plans and determining assignments. Personnel will not therefore be placed in, or excluded from, any specific assignment, at home or abroad, simply on the ground of their marital or civil partnership status. This general principle applies to those who are formally married and also to those in stable relationships regardless of the sexual orientation of those involved (the only exception to this principle is in those few circumstances where the law permits marital or civil partnership status to be taken into account; such situations will arise rarely).

c. Service Couples

(1) The principles above apply to those whose spouse/civil partner is also serving. However, the following additional points should be noted:

(a) CMs will deal with each party to a relationship as an individual in their own right. Accordingly, each party will be assigned according to the four aims of assigning (see Chapter 59), i.e. it is not possible to plan joint careers.

(b) Within the overarching principle at (a) above, service couples are of course allowed to express personal preferences and these will be reflected whenever possible. CMs are aware of the demands of Naval service in terms of separation and will try to mitigate these whenever possible if individuals so request (special consideration will also be given where parental responsibilities are involved - see Para 5807 sub para e.- SWDC).

(c) Service in the same ship/establishment/command is neither guaranteed nor prohibited. Accordingly, couples may serve together provided that no adverse impact occurs, or is likely to occur, on the efficiency or operational effectiveness of the Service. Whether there is, or is likely to be, an adverse impact is to be judged in the light of the circumstances at the time. The mere existence of a relationship does not adversely impact on the Service, but if there is a risk that either party may be inhibited in the performance of their duties by the relationship, then the Service interest is engaged. It will also be engaged if the relationship leads to suspicions of favouritism or bias by either party, especially if one is more senior. More specifically, an adverse impact is generally likely in the following circumstances:
i. Where one of the parties is in a position to influence appraisal reports written on the other. This will usually arise where one is in the formal reporting chain of another, but may also arise if one is expected to provide a significant input into the assessment of the other. In both situations, the objectivity of reports will be called into question.

ii. Where one has functional authority over the other. There is a danger that the existence of the relationship may lead to a risk of favouritism, for example in compiling duty rosters, granting leave etc. A relationship between an instructor and student is particularly vulnerable in this regard.

iii. Where the parties have frequent dealings with each other in the performance of their duties. This is more likely in a small ship or unit than a large one.

iv. Where there is a wide rank disparity between the parties. This is a matter of degree and depends on the precise circumstances of the case. There is no objection in principle to officer-rating relationships, but, if the circumstances are such that there is a risk of over-familiarity between one party and the acquaintances of the other, then the Service interest may be engaged.

(2) Where they are aware that a relationship is already in existence, career managers will consult the prospective employer before assigning individuals to the same ship/establishment/command. Where a relationship begins while parties are serving together, then the Commanding Officer should consider whether the relationship impacts, or is likely to impact, adversely on the efficiency or operational effectiveness of the unit. COs should refer to the guidance at Para 2144 (Armed Forces Code of Social Conduct) and apply the Service Test. If the situation justifies intervention, a CO should apply an appropriate sanction. The CO may make an application to land one of the parties, using the procedure in Para 6006 (Removal from Assignment). If an application is made, the CO will be expected to demonstrate that the Service interest is clearly compromised and that the adverse impact cannot be reduced to acceptable levels by reasonable adjustments to working practices onboard. If Service couples do serve in the same ship/establishment/command, the "no touching" rule applies in the same way as it does to everyone else.

d. Relatives. The rules above also apply where Service personnel serve with relatives (siblings, parents, children) by blood, marriage or adoption.
e. **Sea Service Liability for Service Couples With Dependent Children (SWDC) - De-confliction of Sea Service.** In situations where couples are both on active service in the Naval Service and have joint responsibility for a dependent child or children less than 11 years of age, it is generally in the interests of the Service, the parent and the child(ren) to avoid a situation where both parents are deployed at the same time. The deployment or sea going ¹ service liability of Service parents with responsibilities for a dependent child, irrespective of their marital or civil partnership status, will be met through joint career management. The SWDC Manager is to chair a meeting with the couple and their Career Managers before the SWDC status is required to start, and to comply with current assignment policy timelines. The aim of this, and all subsequent SWDC career management meetings, is to agree employment solutions which meet both the needs of the Service and the needs of the couple. The policy for sea service/deployed liability for SWDC applies across all three Services. Therefore, SWDC preferences will be dealt with in consultation with the respective Army or RAF Career Managers where appropriate. Each prospective assignment that could result in both Service parents with responsibilities for a dependent child embarking on deployed or sea going service will be assessed on its merits to ensure that an appropriate balance is struck between the circumstances of personnel and the requirements of the Service. Assigning authorities are ACOS People Capability (ACOS PCap) and Career Management Cells (CMC) supported, as appropriate, by CMC Careers Advisers (CA) and Executive Warrant Officers (EWO).

(1) Liability for deployed or sea service at a particular time is driven by the Service's requirement to fill sea billets. Assigning must continue to be undertaken in a fair and equitable manner and take into account the career development needs of all Naval Service personnel. While it is the immutable responsibility of parents to make suitable arrangements for the care of their children, it is recognised that deployed or sea going service impacts particularly heavily on a mother returning to work immediately following maternity leave. Accordingly, unless she volunteers otherwise, a Servicewoman will not be assigned to seagoing service within 12 months of the birth of her child. Additionally, a mother or father adopting a child will not be assigned to sea going service within 12 months of the date of an adoption. CMs, in conjunction with the Terms of Service team will also, exceptionally, consider applications for a further deferment/break of service of up to six months (to run consecutively) where appropriate shore employment is available. These measures are applicable to either parent.

¹ Defined as 'service at sea' as distinct from sea service, which is a manpower term that is applicable also to employment in units not actually at sea.
Furthermore, parents in the Naval Service who have joint responsibility for a dependent child will be offered some flexibility of choice in timing of seagoing service. They may express a preference to serve at sea at the same time, thereby enabling them to benefit from more frequent periods of quality family harmony. Alternatively, on application, CMs will endeavour to ensure that both parents are not deployed/serving at sea at the same time. CMs will also consider applications to deliver a shore service overlap of up to three months to avoid a situation where one parent is sent to sea as the other returns, and allow the family to spend time together. Exceptionally, it may be necessary for overriding operational reasons for both parents to be assigned to seagoing service at the same time. However, this action will only be taken with the agreement of the Naval Secretary.

In order that the Service may assist effectively, it is vital that parents bring their situation and aspirations to the attention of the Service at the earliest possible date. The CM is to be informed immediately if there is a change in the personal circumstances of either or both parents, for example, if one parent leaves the Service or if they separate and no longer have joint responsibility for a dependent child. Both the Service and the parents have an obligation to comply with the plan agreed at the SWDC meeting. If parents fail to do so, the contract will become invalid and routine assigning procedures will be actioned. Parents must aim to provide CMs with at least four months warning in order that appropriate assigning notice can be given to those who will be deployed in their place. The form at Annex 58E should be completed by both parents and submitted to their respective CMs. For ratings/RM Other Ranks the forms should be completed in consultation with their CMC(CA) who will subsequently forward them to the appropriate CM following the interview. The SWDC Form comprises 2 parts:

(a) **SWDC Part 1.** Part 1 of the form will be used when there is no requirement for service parents to submit SWDC preference details at the current time. Soft copies will be forwarded to the relevant CMs.

(b) **SWDC Part 2.** At Part 2 of the form applicants are to select their options and a soft copy is forwarded to CMs for approval. At this point, CMC(CA) staff will liaise closely with CMC/CMs, where necessary, to reach a solution. The CM's decision will be recorded on SWDC Part 2 form and returned to CMC(CA) by e-mail. Both the request of the parents and the needs of the service are taken into account. Applicants will be informed once a decision has been made.

In both instances an SWDC marker will be placed on respective JPA records under 'Assignment Restriction'.

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(5) Personnel whose liability for sea service is deferred must appreciate that they are not permanently excused sea service, that it is a Service requirement, and in their own interests that they fulfil their liability to serve at sea. It should also be recognised that a lack of sea experience, particularly at key points in a career, might adversely affect an individual's chances of promotion or transfer. The individual's CM will be able to provide more detailed advice on this aspect on a case-by-case basis.

(6) In the event of an SWDC Service Person not being able to attend promotion Course ahead of the Common Promotion Date (CPD) due, for example, to course dates and their partner’s availability not aligning for Service reasons and alternative childcare arrangements not meeting the requirement, the individual will be promoted on the CPD and will be granted a waiver for a maximum of 12 months to attend the necessary courses. After this time they will be reverted.

(7) SWDC personnel who have been categorised as the non-deployable partner should not be assigned to posts which have a ‘war role’ attached to their primary role. If SWDC personnel are incorrectly assigned to a post with a war role then, where practical, the CO should transfer this responsibility to another post. If a non-deployable SWDC partner chooses a post which has a war role their CO may transfer this responsibility to another post either immediately with the agreement of the incumbent, or at the next change of incumbent (so long as the TORs for that post can be updated before the new incumbent is assigned).

5808. **Continuity of Education Allowance (CEA)**

Full details on the eligibility and application of CEA can be found in JSP 752 Ch 9. Guidance to CMs on the completion of the Eligibility Certificate can be found at Annex 58F.

5809. **Medical**

a. **Reporting and Recording of Medical Categories.** A list of the Joint Medical Employment Standards (JMES) (see 2009DIN01-183 and JSP 346 Chapter 5) is at Annex 58G. It is important that all information concerning changes to JMES is retained so that CMs can determine quickly whether there are any limitations to an individual's employability. The following guidelines apply:

   (1) JPA records are to be updated to reflect any current medical restriction of more than one month's duration. All permanent changes of medical category are to be recorded as an assigning restriction.

   (2) COs/Line Managers are to be made aware of personnel joining who have a reduced JMES; however, the circumstances which necessitated re-categorisation are not to be disclosed.

   (3) If a CM is in any doubt as to the medical suitability of an individual for a particular position, CM OF MED SO1 should be consulted.
(4) Whenever a CM is informed by a CO, Head of Establishment or Head of Department that an individual’s mental or psychiatric condition is such that a security problem might arise in post, they are to call the employer’s attention to their obligation to render an aftercare report in accordance with JSP 4400, Vol 2, Chapter 18 Annex C.

(5) When an individual is medically re-categorised (either up or down), the COs of units are to report all changes promptly by e-mail in signal format to the appropriate CM/CMC mailbox, depending on the branch and rank/rate of the individual. When a JMES below MFD is given, the review date must also be reported.

(6) In the case of inpatients of Defence Medical Groups (DMGs – formerly Military Defence Hospital Units (MDHUs)), the reporting action will be taken by the CO.

(7) An area restriction can only be given for clinical reasons. Welfare or domestic concerns should be addressed by Royal Navy Royal Marines Welfare (RNRMW) and not by allocating a medical limitation code.

b. Invaliding. See Chapter 54 Section 2.

c. Naval Service Medical Board of Survey (NSMBOS) and Naval Service Medical Employability Board (NSMEB). See Para 2804. CMs should be aware that the NSMBOS, NSMEB and invaliding process all happen without formal assigning actions. Care must be taken to ‘track’ these individuals through this process especially if there are additional issues such as welfare or discipline overlaying the medical ones. Any issues regarding NSMBOS and/or NSMEB should in the first instance be referred to the Secretary of the NSMBOS (INM-MES MAO).

(1) Personnel Placed Permanently in Categories P3 or 7. Personnel can be recommended a Permanent Medical Category (PMC) by the NSMBOS which is then approved by the NSMEB. A JMES with appropriate medical limitations will also be issued and will dictate assignment restriction.

(2) Personnel rated Permanently Unfit for Naval Service/Royal Marine Service (PUNS/PURMS - MEDCAT P8). Following NSMBOS, personnel made PUNS/PURMS are to be assigned to the most appropriate MA5 Terminal Leave margin position in accordance with the NSMBOS signal and placed in MEDCAT P8 prior to discharge. (See Margin Activity Guide at Annex 3B.)

(3) There are no medical grounds for delaying an individual's release from the Service except for iaw JSP 760 19.004. In all other cases personnel are to be assigned to Release when due, notwithstanding that they are medically downgraded [1].

[1] BR1750a (Handbook of Naval Medical Standards) Art 0316.
d. **Vaccinations and Immunisations**

(1) COs are to ensure that all necessary vaccinations and immunisations are completed in time to ensure that individuals are not prevented from joining their new unit on the effective date.

(2) Vaccinations are to take place iaw SGPL03/08.

(3) The names of those refusing vaccinations and immunisations are to be reported with details of the circumstances, to NCHQ Med Div (QRRN Chapter 77 Article 7711).

e. **Assigning Personnel Prone to Sea-Sickness**

(1) Personnel serving in small ships who suffer from chronic sea sickness will be medically re-categorised MLD (Frigates and above only) and the appropriate assignment action taken.

(2) After 12 months Sea Service in a larger ship, such personnel will either be re-categorised MFD if the response to service in frigates and above has been satisfactory, or referred to Executive Authorities to assess continuance in service if seasickness persists (see BR 1750A Article 0410 for further guidance).

(3) Because of their commitment to small ships, personnel in the Diver and Mine Warfare specialisations are to be downgraded as soon as the problem becomes manifest and considered for Discharge Shore in accordance with Para 5451. sub para j.

f. **Dental Fitness.** COs are to ensure that personnel detailed for assignment to ships, overseas establishments and to the Submarine Service are dentally examined at the first opportunity after receipt of the AO. Personnel selected for Submarine Service, whether volunteers or not, are to be dentally examined and rendered dentally fit prior to joining Basic Submarine Training, with the exception of those from ships and establishments where no Dental Officer is available.

g. **Fitness for Service in Submarines.** See BR 1750A Handbook of Naval Medical Standards Ch 9.

(1) All individuals assigned to SM service are to have a preliminary medical examination carried out by their Unit MO to assess their medical fitness for initial Submarine training before joining Basic Submarine Training.

(2) Where a preliminary medical examination reveals a temporary unfitness, which may reasonably be expected to be resolved within 6 months, the relevant CM should be notified by signal so that appropriate assignment action can be taken.
(3) Should the MO carrying out the medical examination assess an individual is permanently unfit for service in submarines, the examination report and full medical documents are to be forwarded to INM for attention of the SMO(SM) for final assessment. The individual’s CM is to be informed by signal.

5810. Maternity Arrangements

a. The following are the key references:

(1) JSP 760 - Tri-service Regulations for Leave and other types of absences (Chapter 20 – Maternity Leave).

(2) BRd 3(1) Chapter 35.

b. All details pertaining to the administration and assignment of Pregnant Servicewomen are contained in the above References.

c. Once a Servicewoman has visited Sickbay to confirm her pregnancy, and at a time concurrent with her wishes, she will be given the Med Cat P4. Unless serving at sea (see below), she remains in her assignment until she commences her maternity leave. The latest a Servicewoman must inform her CO that she is pregnant is in the 15th week before the expected week of confinement (i.e. the estimated week of childbirth).

d. On confirmation that a female serving at sea is pregnant, the ship is to transfer her ashore at the earliest convenient opportunity\(^2\). For Squadded ratings, the ship is to signal the relevant CMC, info NCHQ (FAO the relevant CM) stating the temporary disposal of the rating. The CMC will Manage Move the rating ashore. For non-Squadded ratings and officers, the ship is to signal NCHQ (FAO the relevant ACOS(PCap) CM) requesting assignment instructions. This is to ensure that the Service can fulfil its legal obligations and responsibilities for her health, and that of her unborn child, and to preserve operational effectiveness. Guidance for EWOs and CMC CMs can be found in Annex 3B and SSDIs (Chapter 3 – Margin Activities).

e. Service Personnel who are assigned to the MA4 maternity margin and who belong to any of the 3 major Waterfronts will be managed through their appropriate geographic Recovery Cell. Those assigned to RNAS Culdrose or Yeovilton, however, are to be managed under their MA4 margin and should, wherever possible, remain under the care and management of the Divisional team within their parent Squadrons or Unit throughout the time that they are assigned to MA4.

\(^2\) If the ship is alongside, the Servicewoman may remain onboard until 28th week of pregnancy (subject to a risk assessment being conducted which permits this outcome).
f. The pregnant Servicewoman should attend a meeting with the Career Manager no later than 15 weeks before the expected week of confinement (but certainly before she departs on maternity leave) in order to ensure that she has appropriate and sufficient information relating to her future assignment in order for her to begin making provision for childcare, housing etc.

g. To ensure that the Maternity Desk in the UPO (and any receiving DO where applicable) has early visibility of the Servicewoman, the assignment to the MA4 margin must be completed by no later than week 27 of the pregnancy. This will allow the maternity desks to make early contact with the Servicewoman for all the mandatory administrative actions to be completed.

h. All CMs are to ensure that, when assigning individuals (both Officers and Ratings) to the appropriate MA4 sub category (A – D), Assignment Orders include an action in the Additional Assignment Details for the individual to undertake a maternity absence interview at their appropriate Recovery Cell (or through their Divisional Officer if being maintained by their parent Unit, Establishment or Squadron), prior to their MA4 start date. Individuals who are geographically remote from a Recovery Cell should contact their nearest Recovery Cell by telephone or email. Guidance on the use of the Margin for assigning pregnant Servicewomen can be found in the Margin Activity Guide (see Annex 3B).

i. Career Managers are to keep in contact with the Servicewoman throughout her maternity leave period and should inform her of the follow-on assignment in accordance with CAT A PFS standards for assignment notice (i.e. 3 months before return to work for an assignment within baseport area, and 5 months before return to work for an assignment outside of baseport area).

5811. Extensions of Service (EOS)
The policy regarding Extensions of Service is at Chapter 49 Section 3. Annex 58I provides further guidance specific to Career Management.

5812. Unlawful Discrimination
Discrimination on the grounds of race, gender, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity/paternity, and marriage and civil partnership is unlawful. CMs are to make themselves familiar with the MOD’s code of practice on Equality and Diversity and Naval policy on Diversity and Inclusion. CMs should appreciate the forms which discrimination can take and guard against them. More detail can be found at Annex 58J and Chapter 30.

5813. Records and Reports

a. Appraisal Reports. See Chapter 57.

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3 The MTM MA4 pooled positions are located as follows:
1 AGRM, CC MAR AGRIPPA, CHFHQ, CTCRM, DCEME SULTAN, DRAKE, GIBRALTAR, HMS RALEIGH, JFC – DCTS(H), MWS COLLINGWOOD, NELSON, NEPTUNE, NORTHWOOD HQ, RAF WYTON, RM POOLE, STONEHOUSE, WMOs CULDROSE/FASTLANE/PORTSMOUTH/YEOVILTON.
b. **Personnel Records.** The following personnel records are kept by CMs and/or the Promotions Section, in addition to records held in JPA:

1. **Officers.** The purpose, content and the disposal of each of these files is described in detail at Annex 58K.
   
   (a) **Official Record (OR).** (See Annex 58K Para 1 and Para 2)
   
   (b) **Personal File (PF).** (See Annex 58K Para 3)
   
   (c) **Appraisal Report File (ARF).** (See Annex 58K Para 4 and Para 5)
   
   (d) When appropriate, a Quarterly Report File (QRF) (see Chapter 57 Section 5) will also be raised.

2. **Ratings and Other Ranks**

   (a) No personnel files (outside JPA) are held by CMs on any ratings and other ranks other than for WO1s.

   (b) Ratings and Other Ranks Promotion Sections maintain promotion dossiers for all personnel on the trained strength of the Naval Service. These dossiers form the basis for consideration by Selection Boards. Dossiers will be raised on receipt of an individual's first Appraisal Report after joining the trained strength and will contain Appraisal Reports, along with copies of professional and leadership course reports, as applicable. The same dossiers will also be used by Extended Career (EC) Boards where ratings are eligible for such consideration.

3. **Changing of a Name.** Changing a name is an action that may be taken on JPA but cannot be undertaken by a self-service user. Application is to be made to the Unit HR Administrator, who will verify the documents (marriage certificate, deed poll etc.) and then enter the information on Maintain Personal Details on JPA.

4. **Service Number.** Since the introduction of JPA, personnel are allocated a tri-service number, which, unlike previous single Service numbers, does not differentiate either gender or officers, ratings and other ranks. The individual will retain this Service Number throughout their subsequent Service career. A Service Number, once allocated, is never reallocated or used again even though the individual concerned may not, in the event, finally enter the Service.

5. **Conduct Records (S3300d and JPA Formal Discipline Record (FDR) (see Annex 58K Para 10).**

   c. **Maritime Reserve Personnel.** See Chapter 102 Section 11.
d. **The Navy List.** The Navy List is published annually and can be found on the Defence Intranet. Officers’ personal details which appear in the Navy List are taken directly from JPA records. If any errors to Navy List entries are noted the amendment form is to be completed and forwarded to the Editor as directed.

5814. **Disclosure of Information**

Guidance on disclosure of information is at Para 0109. Certain exemptions are allowed for CMs, detailed at Annex 58L.
ANNEX 58A

ASSIGNMENT PREFERENCES

1. **Introduction**

   Employee Preferences and Employee Sea Preferences in JPA ‘Self-service Employee’ contain the only information normally available to CMs on preferences and personal circumstances. It is important, therefore, that, should personal details change, Preferences should be updated. Preferences assist the CM to place the individual, whenever possible, in a position to the advantage of both the Service and the individual. An individual with no appropriate preferences will be recorded as ‘1st Preference’ in any assignment.

2. **Preference Assignments**

   Job or assignment areas listed under 2nd and 3rd Preference will be regarded as a Preference assignment and recorded as ‘1st Preference’. All individuals’ First Complement Assignment will be recorded as 1PRE.

3. **Comments and Aspirations**

   To provide as much information as possible individuals should not only state their preferences but also make use of the Comments and Career Aspirations fields. The more information on JPA, the more chance an individual has of obtaining their preferences.

4. **Advice**

   Divisional Officers must ensure ratings complete their preferences in JPA accurately and timely, assisting where necessary to advise on courses and qualifications. For further advice, Ratings’ Career Management Advisers (CAs) are located in HM Naval Bases Portsmouth, Devonport and Faslane, and Royal Naval Air Stations at Culdrose and Yeovilton. RM Regional Career Development Advisers (RCDAs) are located in Portsmouth Naval Base and CTCRM Lympstone. They provide advice on assigning and career progression to all ratings and ORs.

5. **JPA Process**

   Guidance on how to update personal preferences in JPA can be found at Appendix 58A-1.

6. **Occasions for Inputting Preferences**

   Employee Preferences and Employees Sea Preferences are to be inputted on the following occasions:

   a. New Entries: When first given access to JPA Self-Service.

   b. Re-Entries: on re-entry.

   c. On sea service and LFS: when an assignment order is received detailing a relief or when indication is received that the individual will be assigned without relief (eg. a ship paying off).

   d. Annually for RMs - Updates MUST include the date the amendments or update was entered even if no changes have been made.
e. Before Annual SJAR/OJAR is raised.

f. At any time: when a service person wishes to update the information.

g. Before last assignment preceding release, if different to current preferences.

7. Application for a Particular Course or Position (R)

a. JPA Self-Service does not provide a facility for applying for a particular course or position. An electronic form, together with guidance notes, however, is available on the ACOS(PCap) website through the “Course/Assignment Application” button. The form should not be used just to ask for a particular unit; this should be done through JPA Self-Service Preferences.

b. It should be noted that there is no facility to record this information in JPA in a way that can be searched by CMs.

c. RM. Chain of command within the unit MUST forward to relevant desk to ensure that name is added to appropriate list.

8. Last Assignment before Release

a. Service personnel whose final assignment in the Service is at a place of duty which is not their first UK preference recorded on JPA may be entitled to Disturbance Allowance and Removal of Personal Effects benefits to assist them in settling their family in the area to which they intend to retire. The rules for entitlement can be found in JSP 752 Chapter 7 Section 4.

b. If changing geographical preference for this last assignment, the change must be made in sufficient time for the CM to be aware of it before the assignment is considered.

9. Base Port Changes

a. Personnel are assigned taking into account their preferences, as stated in JPA. The ‘assignment type’ as recorded on the Assigning Record (AR) shows them either to be assigned in accordance with their preference - 1PRE, or not - NPRE.

b. A change in a ship's base port may affect the relationship between an individual's assignment type and their preferences and the assignment type may not reflect the new base port. Accordingly, whenever a ship's base port is changed, CMs are to review all assignment orders for the Ship’s Company and any personnel detailed to join. If the ‘assignment type’ does not accord with the individual's current preference, an Assignment Order is to be issued to change it, effective from the date of the change to base port.
10. Shore Service Preference - Geographical Designations

In order to ensure equal treatment and the correct annotation of assignment type on assignment orders, the UK locations listed below are to be considered in the same geographic area in relation to assignment type and a preference for either is to be recorded as 1PRE.

a. LONDON and NORTHWOOD - 1PRE
b. BATH and BRISTOL   - 1PRE
c. TAUNTON and YEOVILTON - 1PRE
d. PORTSMOUTH and GOSPORT - 1PRE
e. PLYMOUTH and DARTMOUTH  - 1PRE
APPENDIX 1 TO ANNEX 58A

ASSIGNMENT PREFERENCES IN JPA

1. Updating Personal Preferences – Timing
   Ensure your preferences reflect what you want by updating them as and when your
   wishes change. Updates can be enacted at any time and at the very least should be
   completed or updated prior to your AR being initiated (at the start of your reporting year).

2. Process
   Your Personal Career Preferences should be entered into JPA as follows:
   a. Log on to JPA Self Service – Employee. Under Extra Information Types,
      select Employee Preferences and Update.
   b. Under Preference Category always select Routine and in Preference Priority
      choose either Location or Appointment depending on which is more important to
      you.
   c. Under Location, 1st, 2nd and 3rd Choice click on the torch, then click Go.
      This lists all locations in alphabetical order, including overseas options. Locations are
      listed by Area e.g. A_SCOTLAND, or County e.g. C_HAM for Hampshire. A full list of
      locations can be found on the JPA Appraisal Website.
   d. Location Negative Choice is where you don’t want to go.
   e. Waive Notice should say Yes if you are content to be assigned anywhere with
      less than normal Assigning Notice (see Chapter 59 Section 11).
   f. Under Job 1st, 2nd and 3rd Choice, click on the torch. In the blank text box
      type %RN then click Go. You can refine your search by typing, for example, %RN|Eng
      (use the vertical line Field Separator – located to the left of the z key), which brings up
      all Engineering jobs. Scroll through the list by clicking Next 10 to find the job field of
      you choice. The job choices are quite generic so consider your preferences carefully.
      Your choice can be expanded upon in the Career Aspirations (free text) box.
   g. Job Negative Choice should be used to show jobs you really wish to avoid.

Note. To select Portsmouth, type %Ports in the blank text box to the left of
the Go button, this will then display Portsmouth. %Ply will bring up
Plymouth, %Fas will bring up Faslane. For an OpTour in, say, Afghanistan,
type in %Afgh.

Note. Officers only: typing ‘Joint%’ in the ‘Job’ box will display a list of
Joint options to select from.
h. **Comments and Career Aspirations** are free text boxes and should be used to expand upon your preferences or to tell your Career Manager about your aspirations and plans for your future development and employment. You should also use these boxes to detail any courses you wish to attend as they do not appear in the Location/Job Choices lists in JPA.

i. Volunteer for Commission (Other Ranks), Volunteer for Further Service (Other Ranks) and Volunteer for Change of Commission (Officers) are self explanatory, however, make sure your selections are RN/RM specific.

j. When you have finished filling out your preferences, click **Apply**, next then **Submit** otherwise your preferences will not be saved.
ANNEX 58B

OFFICER’S CAREER INTERVIEW

1. **Aims**
   The aims of the officer’s career interview will normally be to establish career aspirations, identify personal drivers, provide career guidance and thereby help the officer to look ahead and generate an individual career management plan. The Career Interview Proforma (CIP) (Annex 58B Appendix 1) is a tool that helps both the individual officer and CM to develop a realistic career path for the officer, whilst managing expectations not least through the officer's honest completion of the 'SWOT' analysis.

2. **Periodicity**
   Officers should be interviewed in person or by telephone by their Career Manager once in each assignment but at least every three years.

3. **Preparation**
   It is important that all aspects of career management are considered when preparing for a career interview. CMs should ensure that an individual has completed and returned a copy of the CIP in advance of the interview.

4. **Conduct**
   All interviews will vary according to the circumstances and the needs of the individual concerned. However, officers can expect the following points to be covered:

   a. An analysis of the individual's appointing preferences, personal driving factors and pressures, 'self analysis' (using the SWOT grid of the CIP) and long term aspirations.

   b. An explanation of the mechanics of the promotion system and the terms/gradings used, alongside an indication of the distribution of promotions against seniority and promotion numbers. If relevant, a review of the individual's Promotion Board gradings whilst in zone and the Career Manager's assessment of the grading trend will also be discussed in order to give an indication of promotion prospects.

   c. Discussion of Career Timeline (including factors such as seniority, OJAR dates, Promotion and/or Commission transfer signals, Promotion/Commission transfer zones, Commission Termination date and time remaining).

   d. A proposed Assigning Plan and agreement of any further action required.

   It is vital that Career Managers put their client at ease. Junior Officers in particular can find their career interview a daunting prospect but it is vital that a full and frank discussion is achieved if the aims of the interview are to be fully met.
5. **Data Review and Checks**
   Time should be taken during the interview to ensure that current data held in JPA and on file is correct, including home and living address, telephone/email contact data, professional qualifications and competencies with any expiry eg. RNFT, SC/DV and Sea Safety and CBRNDC. Interviewees should be reminded that it is incumbent on them to ensure that this data is kept up to date. This check is essential to ensure that records are accurate and up to date in compliance with the Data Protection Act (DPA – see Para 0110).

6. **Record of Interview/Data Protection Act**
   Career interviews form an integral part in career management decisions and an appropriate record should be retained in support of the audit trail. These records will be disclosable under the terms of the DPA and must be a true reflection of the discussion. CMs are therefore strongly recommended to make notes contemporaneously making use of the CIP and/or the JPA scribble pad.

7. **Officers nearing End of Commission/Considering Early Termination**
   CMs should remind officers approaching the end of their commission or those considering applying for Early Termination to confirm their entitlements to Graduated Resettlement Training (GRT) with reference to the authorities detailed in JSP 534. CMs should also remind individuals that they will be expected to take their GRT during their last assignment and not between their last assignment and Terminal Leave/Release, save in exceptional circumstances with the approval of the branch OCM SO1. If exceptional approval is given, they will remain as an overbearing in the organisation in which they were serving immediately prior to discharge and the costs of the individual will fall to that organisation during the GRT period.

8. **Next Assignment for In-Zone Officers and Disclosure of Promotion Grades**
   As a default, CMs should continue to discuss and plan future assignments on the basis that the individual remains in his/her current rank (this is to avoid an individual construing a discussion about assigning in the higher rank as an indication that they will be promoted). Although CMs will disclose previous promotion grades, care is to be taken not to give an officer any grounds for believing that he/she may be selected for promotion in the next assignment. In the case of officers at the top of the promotion zone, plans for the future should be discussed only on the basis of the officer not being selected. If exceptional circumstances make it appropriate to mention a possible next assignment in the higher rank, CMs should seek specific guidance from their line manager.

9. **Promotion**
   It is appropriate that an individual officer should be able to make important career decisions in light of the probability of their promotion. During a Career Interview, individuals will be able to discuss their chances of promotion with their Career Manager (see Para 4 sub para b). It is worth noting that it is impossible to predict an individual's promotion prospects with certainty and the Career Manager's assessment should, therefore, be regarded as an informed prediction based on the knowledge to hand at the time. (Officers should remember that Career Managers can still offer them interesting and satisfying careers, even if they do not secure promotion.)
10. Records

If appropriate to the stage in career, OF2 and OF3 officers may request a formal record of their promotion prospects assessment in the form of a letter from the Branch OCM SO1. The assessment will be made in one of the following terms:

Good/Above Average/Average/Below Average or Slight.

Average means that there is an equal probability of selection or non-selection. The other terms reflect an increasing probability of selection or non-selection. Officers should note that the assessment is the personal view of the relevant Career Manager endorsed by the branch OCM SO1 and does not indicate that an officer’s promotion (or non-promotion) is in any way assured. This letter is not divulged to any other person, including the Commanding Officer/command chain or Promotion Board. (There is no obligation on individuals to inform their Commanding Officer, but officers may do so if they wish.)
APPENDIX 1 TO ANNEX 58B

OFFICER’S CAREER INTERVIEW PROFORMA

CAREER INTERVIEW PROFORMA - GUIDANCE TO THE INTERVIEWEE FOR THE COMPLETION OF PART ONE

1. Assigning Preferences
The first line should mirror the employment fields on the OJAR and should be used to describe general areas of possible future employment rather than specific assignments. Line 2 should mirror the OJAR location preferences. Line 3 relates to additional training and volunteer questions and should be completed with simple YES/NO/C完整 state statements.

2. Personal Drivers
This is an important area that requires an honest approach when being completed. Individuals should try and capture all issues that could impact on next and future assignment plans, however trivial they may appear. The "personal priorities" area is to be used to record where an individual's career is placed in relation to wider life goals. Whilst specific jobs can be used to illustrate as examples, main focus should be on the 'desired effects'.

3. ‘SWOT’ Analysis
SWOT is a useful tool to inform the career management decision-making process. Areas should be completed as follows:

a. Strengths. Those positive aspects or distinctive attributes or competencies that place an individual above the majority of their peer group.

b. Weaknesses. Those negative aspects or competence shortcomings that limit professional effectiveness or which need to be corrected or additional action to minimise their impact. This might highlight a Career Development need.

c. Career Opportunities. Those favourable employment areas, conditions or environments that would enable the individual to excel.

d. Career Threats. Those unfavourable employment areas, conditions or environments that could inhibit an individual's performance and/or achievement of potential.
4. **Career Template**

The individual should aim to produce a 6-8 year plan focused on future assignment aspirations. Ideally, this should be an adapted version of page one of the OJAR. Options can include:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DEFINITION</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management of Defence</td>
<td>Posts that develop defence policy and strategy, manage at the military strategic level and deliver Departmental and TLB non-operational outputs.</td>
<td>MOD Centre, NCHQ, DCDC, JFC Joint Warfare etc.</td>
</tr>
<tr>
<td>Operations</td>
<td>Posts which deliver outputs within formation HQs (or other service establishments as necessary) in connection with the conduct of operations (including Force Generation and Force Preparation).</td>
<td>HM Ships/Subs, RM Cdo Units, FAA NAS, PJHQ, MARBATSTAFFs (MBS / CAF / 3 Cdo / COMUKTG), Frontline Flotillas / Sqns</td>
</tr>
<tr>
<td>Operational Support</td>
<td>Posts which deliver outputs within formation HQs (or other Service establishments as necessary) in connection with support to the conduct of operations.</td>
<td>NCHQ, PJHQ, DI, NBCs, FOST Sea, DGISS etc.</td>
</tr>
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<td>Posts which either enable and/or deliver engagement between UK Defence and other organisations at home and abroad.</td>
<td>Defence Diplomacy; liaison, exchange &amp; Loan Service with other Nations, international organisations and UK Government Depts; posts in NATO HQs; International Policy &amp; Planning, NATO &amp; European Policy; Media Operations &amp; Corporate Communications; Culture &amp; Language appointments.</td>
</tr>
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<td>Capability and Acquisition Management</td>
<td>Posts that develop and execute capability and acquisition policy, strategy, planning &amp; finance; identify and manage capability requirements; conduct research including operational analysis; manage capability programmes and projects.</td>
<td>DE&amp;S, DSTL, NCHQ, DGISS</td>
</tr>
<tr>
<td>Personnel</td>
<td>Posts involved with all aspects of the training and provision of trained personnel; recruiting; personnel strategy, policy and planning; manpower planning and career management of SP.</td>
<td>2SL, Core Training, MWS, FOST Shore, FAA NAS, ACOS(PCap), NCHQ etc.</td>
</tr>
</tbody>
</table>

5. **Personal Assessment of Career Potential.** This should be a realistic assessment of reach, based on performance and time remaining within the service. This information is key to the management of expectation conducted by the career manager.
### Personal Details

<table>
<thead>
<tr>
<th>SERVICE NO</th>
<th>RANK</th>
<th>DATE OF BIRTH</th>
<th>SENIORITY</th>
<th>SURNAME INITIALS (Known as)</th>
<th>CEA CLAIMANT? (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE ASSIGNED</th>
<th>UNIT/ESTABLISHMENT/SHIP</th>
<th>ASSIGNMENT</th>
<th>CAREER INTERVIEW DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

### Employee Assigning Preferences

(See Note 1)

<table>
<thead>
<tr>
<th>FIRST PREFERENCE – JOB TYPE (From JPA)</th>
<th>SECOND PREFERENCE – JOB TYPE (From JPA)</th>
<th>THIRD PREFERENCE – JOB TYPE (From JPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRST PREFERENCE – LOCATION</th>
<th>SECOND PREFERENCE – LOCATION</th>
<th>THIRD PREFERENCE – LOCATION</th>
<th>AREA TO AVOID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

ICSC(M) / ACSC

MBA(D)/MSC(DAM)/MSC (PPM)/LLM

SPEC / SUB SPEC TRAINING

OP TOUR VOLUNTEER

LFS VOLUNTEER

OFFICIAL - SENSITIVE (WHEN COMPLETE)
## PERSONAL DRIVERS (See Note 2)
An analysis of those aspects of the Interviewee’s private life and personal aspirations that impact upon career management

<table>
<thead>
<tr>
<th>EXTERNAL PRESSURES</th>
<th>PERSONAL PRIORITIES</th>
<th>TRAINING OPPORTUNITIES</th>
<th>FUTURE ASSIGNMENT CONSIDERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Mortgage</td>
<td>Priority: 1. 2. 3.</td>
<td>• Trade / Branch</td>
<td>• Ship Class</td>
</tr>
<tr>
<td>• Schooling</td>
<td></td>
<td>• Staff</td>
<td>• Base Port</td>
</tr>
<tr>
<td>• OU Study etc.</td>
<td></td>
<td>• Business/ Financial/ Strategic</td>
<td>• Volunteer for Op Tour?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Technical / Spec</td>
<td>• Shore employment</td>
</tr>
</tbody>
</table>

**Domestics**

**Satisfaction**

Place this arrow in the circles.
<table>
  <thead>
    <tr>
      <th colspan="2" align="left">'SWOT' ANALYSIS</th>
    </tr>
  </thead>
  <tbody>
    <tr>
      <td align="left">INDIVIDUAL STRENGTHS</td>
      <td align="left">INDIVIDUAL WEAKNESSES</td>
    </tr>
    <tr>
      <td align="left">What have you achieved?</td>
      <td align="left">What haven't you achieved?</td>
    </tr>
    <tr>
      <td align="left">CAREER OPPORTUNITIES</td>
      <td align="left">CAREER THREATS</td>
    </tr>
    <tr>
      <td align="left">How to achieve what you need to?</td>
      <td align="left">What happens if you don't achieve?</td>
    </tr>
  </tbody>
</table>

A self assessment completed by the Interviewee, examining their individual Strengths and Weaknesses (think in terms of EXPERIENCE, SKILLS and COMPETENCE) and identifying Career Opportunities and Threats.
### CAREER TEMPLATE (See note 4)
An expansion of "Career Aspirations" articulated in Section 1b on OJAR. To include other key events/drivers such as schooling, OU study, etc. Bottom box to be completed using timelines.

<table>
<thead>
<tr>
<th>Year 1 (Age)</th>
<th>Year 2 (Age)</th>
<th>Year 3 (Age)</th>
<th>Year 4 (Age)</th>
<th>Year 5 (Age)</th>
<th>Year 6 (Age)</th>
<th>Year 7 (Age)</th>
<th>Year 8 (Age)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Appt</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### OTHER FACTORS
1. 
2. 
3. 
4. 

#### Short Term Goal: 

#### Medium Term Goal: 

#### Long Term Goal: 

---

**UNCONTROLLED WHEN PRINTED**
<table>
<thead>
<tr>
<th>Lt / Capt</th>
<th>Lt Cdr / Maj</th>
<th>Cdr / Lt Col</th>
<th>Capt / Col</th>
<th>Cdre / Brig</th>
<th>RAdm/VAdm/ Maj Gen/Lt Gen</th>
</tr>
</thead>
</table>

PERSONAL ASSESSMENT OF CAREER POTENTIAL (tick appropriate box) (See Note 5)
1. **Interview Aim.**
   Self explanatory.

2. **Career Management Administration Checks.**
   Standard aide-memoir for the JPA checks to be completed. Boxes should be ticked when check complete or appropriate dates inserted. If Service relationship or SWDC, consider utilising Service Relationship Career timeline at Appendix 2 to track both partners career management. This can be included in both P- files.

3. **Promotion Profile.**
   Previous Board Gradings are to be included and discussed with interviewee.
   
   a. **Promotability and Career Factors.** Career managers should use diagrams to explain promotion distributions and to explain where an individual sits in relation to the promotion average. The Board Grading v Seniority (on promotion) Graph is particularly good for expectation management. Branch specific information is available from HOPS for the less experienced career managers.

   b. **Discussion.** To cover the points highlighted and any additional branch specific issues deemed appropriate by the career manager. Ensure that the candidate is aware of his promotion zones, including impact of any future commission transfer. If required, consider using the 3TC Career template at Appendix 3.

4. **Career Timeline.** Used to map key Career Management Information. To include ERD, Age, OJAR due date (and linkage to promotion boards), promotion/transfer zones and TX Dates. Can be specific jobs, career fields, or geographical area.
<table>
<thead>
<tr>
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<th>EXAMPLES</th>
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<tbody>
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<td>2SL/CNH, Core Training, MWS, FOST Shore, FAA NAS, ACOS(PCap), NCHQ etc.</td>
</tr>
</tbody>
</table>

5. **Assignment Plan.**

To be developed in conjunction with the interviewee’s comments, aspirations and preferences as recorded in Part One, and the context defined during earlier discussions. Assignment options are mapped according to overall suitability and career development potential. Opportunities for further training should also be recorded.

6. **Required Further Action.**

Actions should be recorded for follow-up action.
**INTERVIEW AIM**

The aim of this interview is to:

---

### CAREER MANAGEMENT ADMINISTRATION CHECKS (See Note 2)

<table>
<thead>
<tr>
<th>PERSONAL DETAILS (Tel?) (Emails?)</th>
<th>MAR CAT/CHILDREN / SERVICE RELATIONSHIP? (Y/N)</th>
<th>HOME ADDRESS</th>
<th>SEP SERVICE (PFS 660/3)</th>
<th>CMREC</th>
<th>JPA NOK / CONTACT INFO CORRECT</th>
<th>ADQUALS/ASA</th>
<th>JPA COMPETENCIES (Sea Safety? / SC? / DV?)</th>
<th>RNFT?</th>
<th>PHOTOGRA PH</th>
<th>RN WEB / DPA / PERSONAL SECURITY / SOCIAL NETWORKING AWARENESS</th>
</tr>
</thead>
</table>

---

**OFFICIAL-SENSITIVE (WHEN COMPLETE)**
## PROMOTION PROFILE (See Note 3)

<table>
<thead>
<tr>
<th>PREVIOUS BOARD GRADINGS</th>
<th>Year - 5</th>
<th>Year - 4</th>
<th>Year - 3</th>
<th>Year - 2</th>
<th>Year - 1</th>
</tr>
</thead>
</table>

### PROMOTABILITY & CAREER FACTORS

Discuss key statistics using diagrams below

### DISCUSSION

To cover:
- Promotion Process
- Board Grading Definitions
- Breadth versus Depth

First Promotion Board:
- Last Promotion Board (IC):
- Last Promotion Board (CC):
- Last Promotion Board (FTC):

Other points for discussion:
### CAREER TIMELINE (See Note 4)

To include promotion/transfer zones, relevant promotion/transfer boards, age, FAD, TX date

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Age)</td>
<td>(Age)</td>
<td>(Age)</td>
<td>(Age)</td>
<td>(Age)</td>
<td>(Age)</td>
<td>(Age)</td>
<td>(Age)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reports/Proms Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Appt</td>
</tr>
<tr>
<td>Age</td>
</tr>
<tr>
<td>OJAR due date</td>
</tr>
<tr>
<td>Prom Zone</td>
</tr>
<tr>
<td>Tx date</td>
</tr>
<tr>
<td>Transfer Zone</td>
</tr>
</tbody>
</table>
### ASSIGNMENT PLAN (See Note 5)
The development of assignment preferences that will maximise individual’s potential

<table>
<thead>
<tr>
<th>Summary of suitable potential assignments</th>
<th>HIGH CAREER AND PERSONAL SUITABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Based on service need, career development need, individual’s personal preferences and return on investment)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HIGH CAREER SUITABILITY</td>
</tr>
<tr>
<td></td>
<td>HIGH PERSONAL SUITABILITY</td>
</tr>
<tr>
<td>Summary of further training opportunities</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td>3.</td>
</tr>
</tbody>
</table>

### REQUIRED FURTHER ACTION (See Note 6)

<table>
<thead>
<tr>
<th>CAREER MANAGER</th>
<th>INTERVIEWEE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEX 58C

SPARE
ANNEX 58D

DEVELOPED VETTING (DV) CLEARANCES – CM INSTRUCTIONS

1. Policy

A Developed Vetting (DV) clearance is expensive and time consuming to process and necessarily involves considerable intrusion into personal privacy. In line with MOD guidelines, the number of DV clearances is to be kept to the minimum needed for operational effectiveness. Details about DV clearances can be found in Chapter 63 and JSP 440 Pt 6.

2. Responsibilities of Career Managers

Career Managers are responsible for:

a. Applying for DV security clearances where the requirement is specified by the Establishment or authorised by other proper authority.

b. On request, provide copies of DV clearance certificates to the organisations to which personnel are to be assigned.

c. Assisting SYVETT when requested in expediting the DV process.

3. Application for DV Clearance

a. DV Clearance applications are processed through the SYVETT cell. Requests are to be forwarded using the form at Appendix 58D-1.

b. Once DV security clearance has been applied for and the DV clearance pack has been forwarded to the assignee, it is the responsibility of Security Vetting Management Officer (SYVETT) to monitor the return of questionnaires and check for accurate completion prior to onward transmission to Defence Business Services - National Security Vetting (DBS-NSV). SYVETT will update NPT CMs/clerks of any delays in the DV process.

4. Review of Clearances

CMs are to review, on a monthly basis, the future requirement for clearances in issue ideally 7 months before they expire, and make an application for their renewal if necessary.

5. Applying for/Renewal of DV Security Clearances

The following points are to be borne in mind when applying for, or requesting renewal of, a clearance:

a. An person whose future in the Service is in doubt, by reason of conduct, suitability, medical condition or other relevant reasons, is not to be considered for a post that requires a DV clearance. An initial DV (ie. where it has not been held at any time previously) is not to be requested for personnel who have less than two years to serve.
b. Normally a minimum of four to five months’ notice is required to complete clearance procedures. When less notice is unavoidable, CMs are to inform the future employing unit by letter of the possibility of delay in granting a clearance. The fact that this has been done should be confirmed to DBS-NSV via SYVETT when applying for the clearance. Priority will not normally be accorded to short notice requests for clearance unless a reasonable explanation is given. Where, as an exception, a clearance is required as a priority case a letter signed by the relevant branch CM SO1 is to accompany the paperwork to DBS-NSV requesting Priority action and giving the justification for this (see also Para 9 for Emergency Unsupervised Access).

c. Where a requirement for DV clearance is not specifically authorised by the Establishment eg. if an approved Establishment change is imminent or the requirement is for attendance on a career course etc. a brief explanation should be given when applying for the clearance.

d. When a person assigned to a NATO or LFS post already holds the required clearance but its validity will expire whilst still overseas, it is essential that CMs task early review of the clearance so that renewal procedures are completed before the assignee departs from UK. All renewals of clearances involve interview of the prospective clearance holder that cannot be carried out abroad.

e. If an assignment is subsequently changed, consideration must be given to any application which may have been made for a DV clearance. DBS-NSV should be notified at the earliest opportunity should cancellation of the application be required.

f. Specific requirements for Attaché/Defence Adviser posts and Exchange assignments can be found in Para 5911 and Annex 59C.

6. **Period of Clearance**

An initial DV is normally granted for a period of seven years. At approximately the six years and five months point the CM should review the continued requirement, i.e. whether the individual is still in a DV billet or likely to require DV for a future assignment, and request a review if necessary. Following a routine review, and assuming no problems, DV clearance will be granted for up to seven years. Extensions to DV clearance should not normally be necessary, however, they may be requested from DBS-NSV in certain circumstances, eg. if an individual is due to leave the RN shortly after expiry of DV and full review would not be justified or if a routine review has started but is not finished by the time the old clearance expires.

7. **DV Clearance Certificates**

Once DBS-NSV and/or SYVETT have informed CMs that DV clearance is complete a copy of the clearance certificate should be added to the personal file. Their competency profile will be updated in JPA by the DBS-NSV.

8. **Queries**

In general, any queries should be taken up in the first instance with the DBS-NSV Help Desk on York 01904 662644 (Mil 94777 2644). If the Help Desk is unable to assist they will refer the query to the relevant Case Officer.
9. Emergency Clearance

a. For short term operational reasons, it may be necessary to allow DV access to designated personnel who do not hold a current DV clearance. In these circumstances, written application is to be made by the CO, Line Manager, or CM as appropriate, to Navy PSyA-Aftercare SO3C\(^1\). The following information is to be supplied:

   (1) The name, service number and rank of the individual involved.

   (2) Justification, and the period for which clearance is likely to be required.

   (3) Confirmation that all local records and reports have been checked and reveal no matters of security concern in respect of such a clearance.

   (4) In the case of a requirement for a Crypto Custodian, confirmation that no other officer with a current DV clearance is available.

b. On receipt of the application, Navy PSyA will carry out internal checks and, if they prove satisfactory, will grant Emergency Unsupervised Access (EUA) for the period requested, providing it does not exceed six months.

c. On receipt of authorisation, the CO/Line Manager, is to ensure that the person granted access is kept under strict supervision regarding conduct, and has access limited to just that information and equipment that is necessary for the performance of relevant tasks.

   **Note.** EUA will only be granted once the DV security questionnaire form has been completed and sent to DBS-NSV.

10. Denial, Withdrawal or Limitation of Security Clearance

Navy PSyA will normally alert the CM when a DBS-NSV recommendation for denial or withdrawal is being considered. Alternative arrangements may be planned but no assignment should be made until the formal decision has been taken. In practice the decision to withdraw or deny security clearance is made by Navy PSyA under delegated powers.

\(^{1}\) Requests may be made by e-mail to NAVY PSYA-AFTERCARE SO3C, copy to NAVY PSYA-RN STRAPSO ASST or by signal to RNPSYA PORTSMOUTH using SIC YAY, copy to SCU Leydene for Corp Strapso RN.
11. The Security ‘Risk Register’

There is a requirement placed on the DBS-NSV and Navy PSyA to hold a register of cases of individuals who are considered to be in a position of vulnerability to adverse pressure and thus may present a potential security risk. Vetting confidentiality necessarily restricts the amount of information that DBS-NSV or Navy PSyA will release to a CM but in the majority of cases the restriction will not prevent an assignment going ahead. It is essential to note that an individual whose name appears on the Risk Register is not de facto a security risk; it is simply a means whereby potential problems can be monitored by the security authorities. In most cases the circumstances leading to inclusion on the Risk Register will have come to light during the vetting process and the individual will thus be well aware that there are security concerns. The Register is reviewed by DBS-NSV and Navy PSyA on a monthly basis and names are not added or removed without Navy PSyA’s approval.

12. NATO COSMIC Top Secret Clearance Certificates

a. Where a DV is being initiated for a full assignment requiring one or more of these certificates, a request can be made to the DBS-NSV at the same time as the DV paperwork is submitted to York and it will be issued when the clearance process has been completed. Where a certificate is required and the DV is already in place, or where it is for SC level only, a request should be made to the DBS-NSV Help Desk (94777 2644). It should be noted that under the current NATO rules, it may be necessary to renew the clearance before a certificate can be issued. It is therefore very important that they are requested in good time for any review to be completed. Certificates will not be issued more than six months in advance of the assignment.

b. CMs may issue certificates in those cases where it is required for a course or other assignment that lasts for a few weeks only. In all cases certificates should only be issued for the individual’s current level of clearance, ie. to TOP SECRET if needed and they have DV or SECRET if SC only.

13. ATOMAL Clearance

An officer required to have access to ATOMAL information will be indoctrinated locally within his unit. He must, as a prerequisite, have the appropriate level of security clearance. In addition, the officer must be a British Citizen as defined by the Nationality Act 1981. Special rules cover access which may be given to non-British citizens who are members of, or associated with, HM Forces. Citizenship can be verified from:

a. A passport.

b. A Certificate of Registration as a British citizen.

c. A birth certificate.

d. An officer requiring access to ATOMAL information must be indoctrinated in accordance with NATO regulations before access can be permitted. Uniformed personnel awarded a NATO ATOMAL clearance may be indoctrinated locally on the authority of the NATO Commanding Officer or Head of Establishment provided that their security certificates do not expressly debar them from access to the information involved.
14. **Security Clearances for Dual Assignments**

The Dual Assignments List is held by Augmentation and Crisis Manpower Planning and an individual’s requirement is detailed on their assignment order. Both indicate any requirement for DV clearance. CMs are responsible for initiating clearances as required.

15. **Assistance to Navy PSyA - Access to Officers’ Records**

   a. A list of Navy PSyA staff who are authorised to have full or limited access to assigning and promotion records in the course of enquiries will be updated periodically by Navy PSyA and will be promulgated periodically by NavSec/COS(P) Temporary Memorandum.

   b. CMs are required to inform Navy PSyA of any matters of potential security significance which are brought to their notice, whether in OJAR/SJAR reports or during the assigning dialogue.

16. **Special Access Operations (SAO) Assignments**

Throughout MOD there are facilities known as Special Areas of Operation (SAO), also known as Special Access Operations, within which a particularly sensitive source of intelligence is protected. Such intelligence can only be handled by staff who have been specially approved for this work and who meet strict vetting and nationality criteria. These criteria are laid down in JSP 440 Pt6, Sect 2, Chapter 7 and require that those assigned into such a billet must hold DV clearance and they and their direct relatives must be British. In exceptional cases it is possible to grant a waiver to the nationality criterion but only when there is a clearly identifiable compelling need for a person to fill a particular post. Such a need could be the individual holding unique skills or for those with limited career opportunities outside the SAO compartment. Each application for a waiver is considered on a case-by-case basis and cannot be guaranteed. SAO posts can be identified through JPA using the Review Job/Position Requirements function. Further information on SAO clearance can be found at the Reference or by contacting PSyA.
APPENDIX 1 TO ANNEX 58D

FTC(A) FORM

SYVETT-003A / DV (Rev 05/09) – DESPATCHED ON:

This notification is to inform you that DV Security Clearance is required for:

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Forename:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank:</td>
<td>Branch:</td>
</tr>
<tr>
<td>Service No:</td>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Initial DV or Review:</td>
<td>Date Required By:</td>
</tr>
<tr>
<td>Assignment Requiring Clearance</td>
<td>Unit:</td>
</tr>
<tr>
<td></td>
<td>Full Assignment Title:</td>
</tr>
<tr>
<td>Current Location (mailing address):</td>
<td></td>
</tr>
<tr>
<td>Email Address of applicant:</td>
<td></td>
</tr>
<tr>
<td>(Supervisor/XO or alternative must be provided)</td>
<td></td>
</tr>
<tr>
<td>MF 1938 Barcode</td>
<td></td>
</tr>
<tr>
<td>Any other information that you think may be useful to the vetting authorities</td>
<td></td>
</tr>
<tr>
<td>Requesting Career Manager’s name</td>
<td></td>
</tr>
<tr>
<td>Branch</td>
<td></td>
</tr>
<tr>
<td>E-mail address</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
</tbody>
</table>

*THIS FORM MUST BE COMPLETED IN FULL OR IT WILL BE RETURNED TO CM*

THIS FORM MUST NOW BE SENT ELECTRONICALLY TO: NAVY PSYA-SYVETT
PART 1 – To annotate the SWDC marker on JPA only.

- Ratings/RMOR: To be raised by the CMC(CA) and forwarded to the relevant/CMS for JPA annotation.
- Officers: To be completed by parents and discussed with relevant OCM.
- SWDC Part 1 is only to be utilised when there is no requirement to submit formal SWDC restriction documentation (SWDC Part 2) at an early date ie. where the applicants’ current circumstances/assignments do not affect the care of their dependent child/children.
- Once SWDC Part 1 is completed - Parents & CMC(CA) to retain a signed hard copy, soft copies to be forwarded to relevant CMS for JPA annotation (Ratings and RMOR). OCMs to retain signed hard copy.

SWDC restriction documentation is raised upon application for Naval Service Parents who have a child or children less than 11 years of age and where they have a simultaneous Sea Service liability.

Details Partner 1

Name:
Rank/Rate:
Service Number:
Unit & Assignment No:

Details Partner 2

Name:
Rank/Rate
Service Number:
Unit & Assignment No:

Declaration:

1. We have been interviewed by CM/CMC(CA) Staff and the SWDC options have been fully explained.
2. We have read and understood the contents of Para 5807 sub para e wrt Sea Service Liability for SWDC couples.
3. We understand that it is our responsibility, not that of the CM to ensure that the formal SWDC restriction paperwork is raised and kept up to date in a timely manner, given that late submission may affect assignment options.

Partner 1 Signature ______________________ Partner 2 Signature ______________________
Date Interview Conducted ______________________
Venue: CMC(CA) ______________________ Interviewer: ______________________

CM/CMC(CA) Comments:

JPA Action: CM - Update JPA Assignment Restriction field to reflect the following details:

- SWDC Marker
- Spouse/Partner’s Name, Rank/Rate, Service No, Current Unit & Assignment No.
SERVICE-COUPLES WITH DEPENDENT CHILDREN (SWDC)

Part 2 – Formal SWDC Application Form & Career Manager’s (CM) Determination

- Raised by the SWDC Manager to record SWDC option selected and applicants details. To be forwarded to CM for SWDC Decision. RCA/CMC(CA) to liaise with all parties as required.
- Once the SWDC decision has been finalised, both Parents are to read and sign Part 2 of the SWDC documentation; it is then counter-signed by the RCA/CMC(CA) interviewer and 2 hard copies made. One copy is given to the Parents, one copy to be retained by the CM/CMC(CA).

Details Partner 1

Name
Rank/Rate:
Service Number:
Unit & Assignment No:

Details Partner 2

Name:
Rank/Rate
Service Number:
Unit & Assignment No:

Options for Consideration:

a. Both partners retain normal Assignment procedures and duration.

b. Both partners are assigned to same Unit (Squadded JRs only) with Separated Service controlled by the EWO. This option is dependent upon acceptance by the Parent Unit EWO.

c. Partner ___ remains at sea for ___ Months with Partner ___’s Sea service liability deferred for ___ Months (To be agreed by all parties). This option is dependent on Service requirements.

Date Interview conducted ___________________ Venue: CMC(CA) ___________________
Interviewer Name ___________________________ Interviewer Signature __________________

Option Selected:

Option (a) ☐
Option (b) ☐
Option (c) ☐

Every endeavour is made to match your preferences to the requirements of the Service, but may not always be possible.
Declaration:

1. We have been interviewed by RCA/CMC(CA) Staff and our SWDC options have been fully explained.

2. We have read and understood the contents of BRd 3(1) Para 5807 sub para e wrt Sea Service liability for SWDC couples.

3. We declare the date-of-birth of our Child/Children as _____________________. The SWDC Restriction will be removed on _____________________. The SWDC Restriction will be removed on (date of child/children’s 11th birthday) after which both parents revert back to normal assignment procedures.

Partner 1 Signature ____________________ Date ____________________

Partner 2 Signature ____________________ Date ____________________

In accordance with the Data Protection Act 1998, the Ministry of Defence will collect and process the information supplied on this form in connection with matters concerning personnel administration and policies. In order to comply with our statutory obligations, the data will be retained and reviewed as necessary, and may be transferred to electronic media. The MOD is committed to ensuring that your personal data is kept securely and that it will not be disclosed unlawfully.

Notes for SWDC Applicants and CMs

1. Applying for the SWDC restriction does not mandate that one parent must remain at sea because the other parent has been assigned ashore. Both parents may be assigned to shore billets (no guarantee of the same geographical location) and this should be considered by CMs particularly where the sea going parent is nearing their FAD, in which case CMs may wish to honour their MTA.

2. Extending one parent at Sea may have Separated Service implications particularly for Officers and Senior Ratings.

3. SWDC LRs and AB1s who have not achieved OPS in their current rate are most likely to remain at sea, or be assigned to sea service.

4. Squadded Spec AB2s applying for the SWDC restriction will normally remain assigned to sea service as there are no Shore billets for AB2s.

5. The Career Manager’s SWDC decision is final - every endeavour is made to match the parents preferences to the requirements of the Service, but may not always be possible.

6. Note: BRd 3(1) Para 5807.e sub para (2) states that "Exceptionally, it may be necessary for overriding operational reasons for both parents to be assigned to seagoing service at the same time. However this action will only be taken with the agreement of the Naval Secretary."

7. It is the responsibility of SWDC applicants to ensure they have adequate child care provision arrangements in place throughout the SWDC restriction period to cover any assignment, duty or augmentation requirements they may be tasked to undertake. Childcare advice and support, including information on the Naval Nanny Service, is available through the RNRM Children’s Fund or the Naval Service Parents’ Network.

RCA/CMC(CA) Comments

CM Comments/Recommendations (see notes above)

CM - SWDC Decision (this decision is final)

Name (in capitals): ____________________ Signed: ____________________ Date: ____________________

JPA Action - CM - Update JPA Assignment Restriction field to reflect the following details:

- SWDC Restriction
- Spouse/Partner’s Name, Rate, Service No
- SWDC Option selected
- SWDC restriction End Date (date of child/children’s 11th birthday)
CONTINUITY OF EDUCATION ALLOWANCES – GUIDANCE FOR CAREER MANAGERS

1. Continuity of Education (CEA) – Background

The Strategic Remuneration Review (SRR) led to some changes in the regulations and process for Service personnel applying for Continuity of Education Allowance (CEA)\(^1\). The most notable of these changes was the replacement of the `mobility’ certificate with a new `eligibility’ certificate. The form is self explanatory but, given the role of Assignment Authorities in the completion of these forms this guidance serves to highlight the changes in what CMs are now required to do. Despite the introduction of the latest certificate, the policy governing entitlement to CEA remains unchanged; its fundamental purpose is to assist Service personnel achieve continuity of education for their children that would otherwise be denied in the state day school sector if their children accompanied them on frequent assignments both at home and overseas. In claiming CEA an individual must fully accept that mobility and accompanied service are overriding principles for maintaining entitlement except when in assignments that are designated INVOLVESEP. All the rules for CEA are laid down in JSP 752 Chapter 9.

2. CEA Costs

Current figures indicate that CEA costs the MOD (and taxpayer) in excess of £200m annually for between 4,500 - 5,000 claimants across all 3 Services\(^2\). Currently the Senior (Board) allowance is £5412 per term which for an average claim of 7 years equates to a total cost in excess of £200K (gross) - of which the claimant would receive a net sum of approximately £114K. Clearly CEA represents a very significant proportion (approximately 25%) of the overall annual MOD allowances budget, for a relatively small proportion of the population (2%). It is not surprising therefore that CEA is under close scrutiny. Indeed, to safeguard CEA for those who genuinely need it, it is crucially important that it is carefully managed and that adherence to the regulations is enforced at all levels.

3. CEA Eligibility

One of the safeguards in the CEA process is the CEA Eligibility Certificate\(^3\), which requires action by CMs; an example is at Appendix 58F-1. Like the Mobility Certificate, this has to be completed on the following occasions:

a. On submission of an initial claim
b. On change of school
c. At the beginning of each new assignment
d. When an existing certificate is more than 3 years old and a new claim is to be submitted.

---

\(^1\) Promulgated in 2008DIN01-191 (1 Sep 08) – CEA – Changes to Regulations JSP 752 Ch 9 and SP Pol’s SP 05.03.08.01 dated 5 Dec 08 - CEA DL: Changes in JSP 752 Regulations: Continuity of Education Allowance (CEA).

\(^2\) There are about 1000 RN/RM claimants today of whom about 59% are officers and 41% ratings.

\(^3\) The latest CEA Eligibility Certificate was introduced in Sep 08 and replaced the previous CEA Mobility Certificate; 2008DIN-01-191 refers.
4. **CEA Certificate**

The certificate has 5 sections, 2 of which are of particular interest:

a. **Part 1.** Completed by the claimant, this includes an acceptance of the rationale for CEA (i.e. to enable continuity of education), a commitment to family mobility and an undertaking that the individual’s family has accompanied them to their current/new assignment or an explanation of why not, for example because the assignment is designated INVOLVESEP. This section requires the claimant to list their family residence and residence at work addresses during their last 3 appointments. This is an important part of the enhanced governance of CEA by the Children’s Education Advisory Service (CEAS) and is designed to document a history of family mobility which is likely to be subject to investigation in due course if it suggests that an individual has not been fulfilling their mobility commitment whilst in receipt of CEA. It is of course possible that there could be acceptable reasons for any such occurrence.

b. **Part 2.** This is the most significant change for CMs. The crucial difference lies in the wording of the judgement required by the CM. The old ‘mobility’ certificate asked whether the claimant had a ‘current liability [or not] to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years’; the latest ‘eligibility’ certificate asks whether the claimant ‘is likely [or not] to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years.’ The rationale behind this change is not to seek to reduce or to abolish CEA, but rather seek to improve assurance measures that it is being paid for the purpose for which it is intended.

5. **Assessment**

It is essential that CMs consider Part 2 of the certificate carefully and that their assessments are honest, objective and consistent. There is nothing complicated in the meaning and interpretation of the word ‘likely’; it simply means that there is a 50% or greater chance of a move (in the next 4 years). The CM must consider each specific case on all its individual merits. The CM’s decision must be an informed one that is specific to the individual claimant, taking into account the age, rank, time served, trade/specialisation intricacies, promotability, Operational Pinch Points and operational tempo, to name but a few variables. When all these factors are taken into account, it could possibly emerge that most CEA claimants will be adjudged to be **likely** to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years. That said, the change from ‘liability’ to ‘likelihood’ might identify a few claimants who, whilst they retain a liability to be assigned away elsewhere, which all individuals have, in reality are very unlikely to be so assigned. This might be because of, for instance, their specialisation, career stage, personal choice or assignment preference.

6. **Final Assignment**

The revised Eligibility Certificate also has an additional option to identify those who are already in receipt of CEA but are coming to the end of their career. Where a CM feels that the claimant **is unlikely** to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years) but only because the individual is entering their final assignment, and there is no intent of a further assignment, they should annotate this as the most applicable statement: ‘3. An existing claimant is entering their end of career assignment.’
7. **Investigation**

The CM’s judgement is not binding. It is just an honest judgement, or best reasonable assessment, made at the time of application based on balance of probability (not certainty) at the time, taking all relevant factors into account - and there will undoubtedly be occasions where situations change or the needs of the Service require that people deemed ‘likely’ will not be reassigned out of area and vice versa. The subsequent database generated, encapsulating claimants’ previous addresses, will identify where this happens repeatedly and these instances will then be open to further investigation and review of CEA eligibility by CEAS. That said, there may be good reason for such occurrences in which case CEA eligibility will withstand such review. As stated above, the important thing is that CMs must be honest, objective and consistent and take all of the many factors affecting the individual into account when completing Part 2 of the Eligibility Certificate.

8. **Review**

It is stressed that CEA will not automatically stop if a Career Manager adjudges a claimant to be unlikely to be assigned to a new duty station in the next 4 years. Instead, it will initiate a review of CEA eligibility to be undertaken by the claimant’s Commanding Officer. It is this review which will confirm eligibility, and it will take into account all of the criteria listed in the regulations in JSP Chapter 9. Therefore, CMs can act with certainty, confident that their part in the CEA process is merely to judge the likelihood of an individual’s continued mobility and not to establish their eligibility for CEA.

9. **Governance**

The changes are not intended to initiate a purge of or clampdown on CEA claims; it is about governance of the scheme and adapting the application process to provide assurance that CEA is being used for the purpose intended. It is crucial that there is consistency across the board in the implementation of CEA policy and the associated procedures hence this guidance and an audit of the approval process.

10. **Questions**

A list of Frequently Asked Questions on CEA Eligibility is at Appendix 58F-2.

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4 Derived from Part 1 of the CEA Eligibility Certificates
5 The criteria includes, but is not limited to: claimant is a Regular SP, (for continuation claims) a valid CEA Eligibility Certificate and CEAS Boarding School Certificate, child of eligible age, CEAS approved school, maintain a family at a home in which they would normally reside with their children when the exigencies of the Service permit, serving accompanied or in an INVOLSEP assignment, in last assignment, stage of education.
APPENDIX 1 to ANNEX 58F

SPECIMEN CEA ELIGIBILITY CERTIFICATE

JSP 752 Version 9.2 – 1 Mar 09 Edition

This certificate is to be read and signed immediately prior to the following occasions:

a. Submission of Initial Claims, or  
b. On change of school, or  
c. The beginning of each new assignment, or  
d. If the current certificate is more than 3 years old at the time a CEA claim is submitted.

It is to be completed by Service claimants and submitted to CEAS. Once verified by CEAS, the original will be returned to the claimant and is to be retained for audit and to support future claims.

PART 1 - TO BE COMPLETED BY THE SERVICE CLAIMANT  SERIAL NUMBER:

Number:…………………… Rank:…………… Name:……………………………..

Svc/Regt/Corps:…………………… Current Unit:……………………………..

Unit Address including postcode ………………………………………………………
………………………………………………………………………………………………

Unit telephone number………………………. Unit Fax number ……………………

Email ……………………………

1. I have read and understand the regulations relating to payment of CEA and I accept:

a. The CEA I am claiming is paid to enable continuity of education for the child(ren) for which I claim.

b. A commitment to family mobility and that when I am assigned I will continue to serve accompanied. If I fail to relocate my family on assignment my entitlement to CEA will be reviewed and will cease unless I am INVOLSEP or gain exceptional authority from PACC i.a.w JSP 752 to serve unaccompanied and retain the CEA.

c. I will immediately inform my unit HR of any changes to my personal circumstances that may impact upon my entitlement to claim CEA.

2.* My spouse/civil partner, or child(ren) (for PStat Cat 2), have accompanied me to my (new) assignment station and addresses are as follows:

At my (new) Assignment Station/Unit Resident at Work Address (RWA)
My family currently reside at: (if different from family address)

………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
3.* My spouse/civil partner, or child(ren) (for PStat Cat 2), have not accompanied me to my new assignment station because:

........................................................................................................................................................................
........................................................................................................................................................................
........................................................................................................................................................................
........................................................................................................................................................................
HISTORY OF SERVICE CLAIMANT'S LAST THREE ASSIGNMENTS
(Last 3 preceding assignments - not to include operational assignments attracting INVOLSEP) Attach a continuation sheet where there is more than one address at any assignment or a mid assignment move.

<table>
<thead>
<tr>
<th>DATE (mm/yy)</th>
<th>ASSIGNMENT STATION</th>
<th>HOME ADDRESS (FAMILY RESIDENCE)</th>
<th>RESIDENCE AT WORK ADDRESS (RWA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From: ……..</td>
<td>………………………</td>
<td>……………………………………..</td>
<td>……………………………………..</td>
</tr>
<tr>
<td>To: ……….</td>
<td>………………………</td>
<td>……………………………………..</td>
<td>……………………………………..</td>
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<tr>
<td></td>
<td>………………………</td>
<td>……………………………………..</td>
<td>……………………………………..</td>
</tr>
<tr>
<td>Assignment 2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From: ……..</td>
<td>………………………</td>
<td>……………………………………..</td>
<td>……………………………………..</td>
</tr>
<tr>
<td>To: ……….</td>
<td>………………………</td>
<td>……………………………………..</td>
<td>……………………………………..</td>
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<tr>
<td></td>
<td>………………………</td>
<td>……………………………………..</td>
<td>……………………………………..</td>
</tr>
<tr>
<td>Assignment 3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From: ……..</td>
<td>………………………</td>
<td>……………………………………..</td>
<td>……………………………………..</td>
</tr>
<tr>
<td>To: ……….</td>
<td>………………………</td>
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<td>……………………………………..</td>
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<tr>
<td></td>
<td>………………………</td>
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<td>……………………………………..</td>
</tr>
</tbody>
</table>

Signed .................................................. Dated ..................................................

PART 2 - TO BE COMPLETED BY THE ASSIGNMENT AUTHORITY
From:…………………………………….. Reference:……………………………………
1.* Number……………….. Rank…………… Name…………………………… is likely to be assigned to an accompanied post at least 50 miles from their current duty station within the next 4 years.
or
2.* Because of the nature of the above Service person’s qualifications and projected career pattern, they are unlikely to be posted more than 50 miles from their current duty station for at least 4 years.
or
3.* The above Service person is an existing claimant entering their end of career assignment (see JSP 752 paragraph 09.0105g).

Signature:……………………………….. Date:…………………………………..

Name and Rank:…………………………………………………………………………

Appointment:…………………………………. Assignment Authority Stamp

Delete paragraph as appropriate.

PART 3 – TO BE COMPLETED BY CLAIMANT’S CO (OR FORMALLY DELEGATED REPRESENTATIVE) – See JSP 752 paragraph 09.0105g
### PART 4 - TO BE COMPLETED BY THE INITIAL SERVICE CLAIMANT, AND ON CHANGING SCHOOLS, AFTER CONTACTING CHILDREN’S EDUCATION ADVISORY SERVICE (CEAS)

<table>
<thead>
<tr>
<th>Child Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name(s)</td>
</tr>
<tr>
<td>Current home address including postcode</td>
</tr>
<tr>
<td>Contact Telephone Number:</td>
</tr>
</tbody>
</table>

**THE SHORTLIST OF BOARDING SCHOOLS YOU HAVE CONSIDERED**

1. ...
2. ...
3. ...

**Details of Chosen School**

<table>
<thead>
<tr>
<th>School name and address including postcode</th>
<th>Telephone number</th>
<th>Fax number</th>
<th>Email</th>
</tr>
</thead>
</table>

Proposed start date 
(A copy of the letter from the school offering a boarding/day place is to be enclosed with this application). This is for a Full Boarding/Weekly Boarding/Day Pupil placement (Delete which is not applicable).

Give your reasons for selecting the chosen school

Current school with dates

Previous schools attended with dates

1. For a weekly boarding placement I am enclosing a signed copy of Appendix 1 to Annex C to Section 1 to Chapter 9 of JSP 752.
2. For a day pupil placement I confirm that my child will be attending the same school as a sibling who has completed the statutory minimum 3 terms as a boarder. I understand that my child will resume boarding when my circumstances change. (JSP 752 Chapter 9)
3. I have considered a number of schools including the Duke of Yorks Royal Military School, Queen Victoria School, Dunblane and all State Boarding Schools. If I need to reconsider these arrangements at any time I will notify you in writing.

Signature | Date
## PART 5 – TO BE COMPLETED BY CEAS ON RECEIPT OF COMPLETED CEA ELIGIBILITY CERTIFICATE FROM SERVICE CLAIMANT

As this form is uniquely serial numbered and tracked, it must be returned to CEAS even if the application is not supported.

Return completed form with letter from school and a weekly boarders certificate as shown at Appendix 1 to Annex C to Section 1 of Chapter 9 JSP 752 (if applicable) to:

**CEAS**  
Bldg 190  
Trenchard Lines  
Upavon  
Pewsey  
Wiltshire SN9 6BE

Tel: Upavon Mil (94344) ext 8244, Civil 01980 618244  
Fax: Upavon Mil (94344) ext 8245, Civil 01980 618245  
Email: enquiries@ceas.detsa.co.uk

<table>
<thead>
<tr>
<th>CEAS Action Only:</th>
<th>Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Supported / To be Reviewed</td>
</tr>
<tr>
<td>Boarding School Certificate Issued</td>
<td>Yes/ No</td>
</tr>
</tbody>
</table>
APPENDIX 2 TO ANNEX 58F

CONTINUITY OF EDUCATION ALLOWANCE (CEA) ELIGIBILITY – FREQUENTLY ASKED QUESTIONS

1. Why has the policy changed?

It hasn’t. Most importantly, there are no plans to abolish CEA, in fact quite the opposite: support for the underlying principle of financial assistance for Service personnel who send their children to boarding school in order to serve accompanied, remains as strong as ever. CEA is the new name for Boarding School Allowance and was re-named in April 2006 to coincide with the launch of Joint Personnel Administration and the bringing together of the 3 Services various pay and allowances rules in a series of Joint Service Publications or JSP. The policy laid down in JSP 752 – Tri-Service Regulations for Allowances - clearly sets out the entitlement parameters for eligibility for this allowances and that has not changed here.

The underlying principle of CEA remains that family mobility/accompanied service is inherent in claiming the allowance.

The aim of the certificate and updated policy is not to reduce or abolish CEA, but rather the revised certificate aims to improve audit procedures and ensure that the allowance is being appropriately managed and ineligible claims prevented. This will be accomplished by both internal unit audits and external audits by the Children’s Education Advisory Service (CEAS); they hold MOD’s Accredited School Database, which currently includes over 400 educational establishments. The underlying principle of CEA remains that family mobility is inherent in claiming the allowance.

2. Why does the Eligibility Certificate now focus on likelihood of moving, rather than liability to move, to an assignment more than 50 miles from their current assignment in the next 4 years?

To better reflect the underlying principle of CEA which is family mobility/accompanied service.

Furthermore, the likelihood of moving is just one of several factors on which the form focuses in order to assess a claimant’s eligibility for CEA. Others are:

a. An acceptance, by the claimant of the rationale for CEA (ie to enable continuity of education in accordance with the policy laid down in JSP752).

b. A commitment, by the claimant, to family mobility and an undertaking that the individual’s family has accompanied him/her to their current/new assignment or an explanation of why not, e.g. because it is designated INVOLSEP.

c. A statement by the claimant listing their family residence and residence at work addresses during their last 3 appointments.

d. An entitlement and eligibility statement by the Commanding Officer.
All of these are looked at together for any eligibility assessment by the claimant’s Commanding Officer. These are all in place, as assurance measures, to protect this important allowance for the future.

3. **What does ‘likely’ mean?**

There is nothing complicated in the meaning and interpretation of the word ‘likely’; it simply means that there is a 50% or greater chance of a move (in the next 4 years). But the Career Manager must consider each specific case on all its individual merits. Their decision must be an informed one that is specific to the individual claimant, taking into account the age, rank, time served, trade/specialisation intricacies, promotability, Operational Pinch Points and operational tempo, to name but a few variables.

4. **Will all claimants’ eligibility to CEA be affected immediately by the changes?**

Not before they are next required to submit an Eligibility Certificate. A new CEA Eligibility Certificate is required to be completed in the following circumstances:

a. for all initial claims,

b. on a change of school thereafter,

c. at the beginning of each new assignment,

d. where the certificate is over 3 years old.

e. on any change of personal or family circumstance.

5. **Will a ‘not likely to move’ assessment by a Career Manager automatically mean that a claimant is no longer entitled to CEA?**

No. The Career Manager’s role is merely to provide an assessment of the likelihood that a claimant might move in the next 4 years. It is not an assessment of eligibility. If a Career Manager’s assessment is a ‘not likely’ this will initiate a review of eligibility for CEA by the Unit Commanding Officer. He or she will then assess eligibility based upon all aspects of the Certificate’s content and all other variables, including provision for special circumstances.

6. **What if the claimant does not agree with their Career Manager’s assessment of the likelihood of him moving?**

Any review of eligibility for CEA is conducted by the Unit Commanding Officer. He or she will then assess all variables, including provision for special circumstances, before signing the CEA Eligibility Certificate.
7. What if the claimant does not agree with their CO's or the CEAS's assessment of their eligibility?

They may appeal the decision to the SPVA JPAC PACC.

8. Can a claimant considered unlikely to move to an assignment more than 50 miles from their current assignment in the next 4 years be eligible for CEA?

Yes, they may if they are in their final assignment, or in order to complete the current stage of education, or for welfare, compassionate and other exceptional circumstances, if approved by SPVA JPAC PACC.

9. Are there preserved rights or transition arrangements for those currently claiming CEA?

No, but their eligibility cannot be affected before they are next required to submit an Eligibility Certificate, and even if declared ‘unlikely’ they may still remain eligible for the reasons in the answer to Q8.

10. When will the database of claimants’ previous addresses as recorded in Part 1 of their Eligibility Certificates be first used?

Audits can be called for at any time by an individual unit, the single Services, the Centre or the NAO. Claimants should retain all paperwork and CEA Eligibility Certificates.
ANNEX 58G

JOINT MEDICAL EMPLOYMENT STANDARD (JMES)

1. Medical Deployment Standard (MDS)
The MDS code describes the medical capacity for deployment. Table 58G-1 details the MDS codes and their meaning.

Table 58G-1. Medical Deployment Standard codes

<table>
<thead>
<tr>
<th>MDS Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFD</td>
<td>Medically Fully Deployable</td>
</tr>
<tr>
<td>MLD</td>
<td>Medically Limited Deployability</td>
</tr>
<tr>
<td>MND</td>
<td>Medically Not Deployable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. MFD</th>
<th>Medically Fully Deployable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fit to deploy to all parts of the world on contingent or follow-on operations without any limitations or requirements for routine medical support beyond deployed Primary Healthcare.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. MLD</th>
<th>Medically Limited Deployability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Deployment limited due to:</td>
</tr>
<tr>
<td></td>
<td>a. A medical condition.</td>
</tr>
<tr>
<td></td>
<td>b. Medical treatment needs.</td>
</tr>
<tr>
<td></td>
<td>c. Medical support requirements.</td>
</tr>
<tr>
<td></td>
<td>d. Risk arising from exposure to specific climates eg heat or cold.</td>
</tr>
<tr>
<td></td>
<td>e. The need to avoid specific exposures eg noise or chemicals.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. MLD</th>
<th>Medically Limited Deployability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A grade MLD requires a medical risk assessment (MRA) to be carried out for deployment. The decision on that deployment will depend on the medical condition, individual function, the proposed employment, length of the deployment and the medical support available.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. MLD</th>
<th>Medically Limited Deployability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MLD personnel may vary from those with minimal limitations who can be used in a wide range of roles and situations to those who can only undertake a limited role or Career Employment Group (CEG) within a specific, well supported setting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. MND</th>
<th>Medically Not Deployable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not deployable outside the United Kingdom</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. MND</th>
<th>Medically Not Deployable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>May be admitted to or under the care of a Medical Facility (MF) or awaiting medical discharge (A6 L6 M6 E5 or 6).</td>
</tr>
</tbody>
</table>

2. Medical Employment Standard (MES)
The MES code relates to an individual’s employment in their branch/trade duties and is expressed as numerical degrees in four functional areas (detailed elements), indicated by the letters A, L, M and E. These reflect medical fitness for duties in the Air, Land and Maritime environments and any additional specific Environment and Medical Support considerations. All detailed elements of the MES are to be allocated for each individual. Table 58G-2 details the MES codes and their meaning.
## Table 58G-2. Medical Employment Standard Codes

<table>
<thead>
<tr>
<th>MES Code</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Fit for flying duties without restriction.</td>
<td>Only for aircrew.</td>
</tr>
<tr>
<td>A2</td>
<td>Fit for flying duties but has reduced hearing or eyesight.</td>
<td>Only for aircrew.</td>
</tr>
<tr>
<td>A3</td>
<td>Fit for duties in the air within the stated employment or MedLims.</td>
<td>Only for aircrew.</td>
</tr>
<tr>
<td>A4</td>
<td>Fit to be flown in a passenger aircraft.</td>
<td></td>
</tr>
<tr>
<td>A5</td>
<td>Unfit to be taken into the air.</td>
<td>Duties in the aviation environment include, but not limited to, air traffic control, baggage handling, aircraft towing, aircraft maintenance, airfield driving and duties on a flying station/base.</td>
</tr>
<tr>
<td>A6</td>
<td>Unfit for any duties in the aviation environment.</td>
<td></td>
</tr>
<tr>
<td>L1</td>
<td>Fit for unrestricted duty.</td>
<td></td>
</tr>
<tr>
<td>L2</td>
<td>Fit for high readiness roles with minor limitations.</td>
<td>Must be able to undertake Pre-Employment Training (PET) and Individual Pre-Deployment Training (IPDT) to deliver the minimum personal military skills to allow an individual to carry out the requirements of their job specification while maintaining their own FP and positively contributing to the FP of those around them. RN/RM may be unfit for defined aspects of mandatory fitness testing or modifications to command courses may be required but fully employable and deployable in branch/trade.</td>
</tr>
<tr>
<td>L3</td>
<td>Fit for limited duties but with some restrictions subject to MRA.</td>
<td>Should not impose a significant and/or constant demand on the medical services if deployed, on exercise or deployments. The individual may deploy on operations or overseas exercises following completion of a MRA. Have no limitations in their ability to function wearing personal equipment demanded of the environment, branch/trade and rank.</td>
</tr>
<tr>
<td>L4</td>
<td>Fit for certain deployed roles into well-established MOB locations subject to Consultant Occupational Physician MRA.</td>
<td>Individuals whose medical conditions have the potential to pose a significant risk on deployment in the land environment. May be reliant on an uninterrupted supply of medication and/or a reliable cold chain. Must be able to function wearing a helmet and the minimum theatre standard body armour. Likely to be restricted to MOB only.</td>
</tr>
<tr>
<td>L5</td>
<td>Unfit deployment. Fit for branch/trade and limited UK operations.</td>
<td>May be fit limited UK operations. May be employed within their branch/trade and are fit for UK internal operations within the bounds of their MedLims.</td>
</tr>
<tr>
<td>L6</td>
<td>Unfit for service in the land environment.</td>
<td>Unfit for any duties.</td>
</tr>
<tr>
<td>M1</td>
<td>Fit for unrestricted duties.</td>
<td>May be employed and deployed worldwide in the maritime environment.</td>
</tr>
<tr>
<td>M2</td>
<td>Fit for restricted duties afloat within the limitations stated.</td>
<td>Fit for duties at sea but may be restricted to specific size or type of vessel, have medical support needs or environmental limitations as indicated by the MES and MedLims. To be employed or deployed within the MedLims specified.</td>
</tr>
</tbody>
</table>
## MARITIME

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>M3</td>
<td>Fit for restricted duties in a vessel in harbour or alongside with the limitations as stated.</td>
<td>Able to safely move around a ship alongside or within the confines of a harbour including the ability to evacuate from the vessel and take emergency action (e.g., fire-fighting and damage control) without assistance. Unfit to serve at sea but may serve within the confines of a port or harbour.</td>
</tr>
<tr>
<td>M4</td>
<td>Fit to be carried as embarked forces in transit.</td>
<td>RN personnel should not be graded M4. RM personnel should not normally be graded M4.</td>
</tr>
<tr>
<td>M5</td>
<td>Fit for restricted duties ashore within the limitations as stated.</td>
<td>Not to work on ships/submarines alongside and may not be able to complete all duties required of their branch/trade ashore.</td>
</tr>
<tr>
<td>M6</td>
<td>Unfit for any duties in the maritime environment.</td>
<td>Long-term sick or in a MTF for &gt;28 days or given a medical board recommendation for discharge.</td>
</tr>
</tbody>
</table>

## ENVIRONMENTAL AND MEDICAL SUPPORT

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>Fit for worldwide service in all environments.</td>
<td>Fit to deploy on contingent and enduring operations with no requirement for medical care within the deployed location beyond Primary Healthcare (or equivalent).</td>
</tr>
<tr>
<td>E2</td>
<td>Fit for unrestricted duties but with a medical risk marker.</td>
<td>Has a specific medical condition, which does not currently affect employability or deploy ability but may do so in the future. Has no climatic restriction and no requirement for medical support bar adequate supply of medication. The medical condition is stable with treatment. Should loss of medication occur for &lt;1 week this should not lead to clinical deterioration in the condition or functional degradation during that time. Examples of medical risk markers are early noise induced hearing loss, stable chronic condition requiring medical monitoring.</td>
</tr>
<tr>
<td>E3</td>
<td>Restricted employment outside UK due to medical support or environmental requirements.</td>
<td>Fit subject to limitations as will require access to enhanced medical support or has specific medications requirements unlikely to be compatible with contingent operations. Fit to be in areas within limitations eg climatic injuries, hearing loss, susceptibility to environmental exposure. Personnel may require guaranteed access to an MO outside UK waters or only be deployable where access to Secondary Healthcare is possible.</td>
</tr>
<tr>
<td>E4</td>
<td>Only to be employed out of the UK where there is access to established ‘NHS equivalent or better’ Primary and Secondary Healthcare.</td>
<td>Has a medical condition requiring access either routinely or as an emergency to medical care at a level equivalent to that provided in the UK. Limited to Overseas Bases only (excludes Falklands and Diego Garcia).</td>
</tr>
<tr>
<td>E5</td>
<td>May be employed within the UK only.</td>
<td>To be employed appropriately to their MedLims within the UK. See M grade for ability to be employed on a ship.</td>
</tr>
<tr>
<td>E6</td>
<td>Pregnancy/Maternity.</td>
<td>Only to be used when the woman has formally informed her employer of her pregnancy and she has given her written consent for MES to be displayed as E6 or a contemporaneous record has been made in the clinical notes confirming permission granted. E6 is to be maintained until the Service woman has successfully completed a return to work medical post pregnancy and/or maternity leave.</td>
</tr>
</tbody>
</table>
3. **Medical Limitations**

   a. The JMES provides sufficient information to the Executive and line management to enable them to understand employability and deployability but does not give sufficient information to allow a precise understanding of how an individual may be employed. This is achieved by the use of Medical Limitations (MedLims) and their accompanying codes.

   b. In DMICP MedLims are listed in the order they are applied. More than 12 MedLims can be applied in DMICP but only 12 will be visible to personnel staff on JPA. If >12 MedLims are applied, MedLim ‘000’ will automatically appear on JPA. This MedLim directs the CoC to seek further medical advice on employability.

   c. Table 58G-3 details the MedLim codes available with their meaning.
### Table 58G-3. Medical Limitation Codes

<table>
<thead>
<tr>
<th>Sub-domain</th>
<th>MedLim Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MedLims (&gt;12)</td>
<td>000</td>
<td>&gt; 12 MedLims allocated – CoC to seek further advice on employability</td>
</tr>
<tr>
<td>Not otherwise specified</td>
<td>1100</td>
<td>Restrictions on Service duties and employment not specified by a MedLim (details in med docs)</td>
</tr>
<tr>
<td>Working conditions</td>
<td>1200</td>
<td>Unfit shift work</td>
</tr>
<tr>
<td>Working conditions</td>
<td>1201</td>
<td>Unfit for night work</td>
</tr>
<tr>
<td>Working conditions</td>
<td>1202</td>
<td>Unfit for lone working</td>
</tr>
<tr>
<td>Working conditions</td>
<td>1203</td>
<td>Unfit to work at height</td>
</tr>
<tr>
<td>Working conditions</td>
<td>1204</td>
<td>Unfit to work on gantries</td>
</tr>
<tr>
<td>Working conditions</td>
<td>1205</td>
<td>Unfit to work underground</td>
</tr>
<tr>
<td>Working conditions</td>
<td>1206</td>
<td>Unfit to work in confined spaces</td>
</tr>
<tr>
<td>Working conditions</td>
<td>1207</td>
<td>Unfit to work without direct supervision</td>
</tr>
<tr>
<td>Working conditions</td>
<td>1208</td>
<td>Fit limited duties in trade or branch (type will be specified in Med Docs)</td>
</tr>
<tr>
<td>Working conditions</td>
<td>1209</td>
<td>Office duties only</td>
</tr>
<tr>
<td>Working conditions</td>
<td>1210</td>
<td>Fit limited working hours agreed between MO and Line Manager</td>
</tr>
<tr>
<td>Working conditions</td>
<td>1211</td>
<td>Unfit to conduct EPPs</td>
</tr>
<tr>
<td>Working conditions (App 9)</td>
<td>1212</td>
<td>Passenger - land vehicles restriction</td>
</tr>
<tr>
<td>Working conditions (App 9)</td>
<td>1213</td>
<td>Workplace restrictions</td>
</tr>
<tr>
<td>Employment</td>
<td>1300</td>
<td>Medical marker (no functional limitation)</td>
</tr>
<tr>
<td>Employment</td>
<td>1301</td>
<td>Employment subject to single-Service manning restrictions</td>
</tr>
<tr>
<td>Employment</td>
<td>1302</td>
<td>Enlisted below entry standards</td>
</tr>
<tr>
<td>Employment (App 9)</td>
<td>1303</td>
<td>Refer to Appendix 9</td>
</tr>
<tr>
<td>Safety critical duties</td>
<td>1400</td>
<td>Unfit to conduct safety critical duties</td>
</tr>
<tr>
<td>Safety critical duties</td>
<td>1401</td>
<td>Unfit to undertake service driving</td>
</tr>
<tr>
<td>Safety critical duties</td>
<td>1402</td>
<td>Unfit to undertake service driving with passengers</td>
</tr>
<tr>
<td>Safety critical duties</td>
<td>1403</td>
<td>Unfit to drive specific vehicle (type will be specified in med docs)</td>
</tr>
<tr>
<td>Safety critical duties</td>
<td>1404</td>
<td>Not to be responsible for operating machinery</td>
</tr>
<tr>
<td>Safety critical duties</td>
<td>1405</td>
<td>Unfit for work with unguarded machinery</td>
</tr>
<tr>
<td>Safety critical duties</td>
<td>1406</td>
<td>Below required colour perception standard requires supervision for colour discrimination tasks</td>
</tr>
<tr>
<td>Food handling</td>
<td>1500</td>
<td>Unfit food handling</td>
</tr>
<tr>
<td>Food handling</td>
<td>1501</td>
<td>Unfit for galley/kitchen duties</td>
</tr>
<tr>
<td>Diet</td>
<td>1600</td>
<td>Must have opportunity for regular meals</td>
</tr>
<tr>
<td>Diet</td>
<td>1601</td>
<td>To have access to a gluten free diet at all times</td>
</tr>
<tr>
<td>Diet</td>
<td>1602</td>
<td>To have access to specialist diet (type will be specified in med docs)</td>
</tr>
</tbody>
</table>
### 2000 Series – Aviation Domain

<table>
<thead>
<tr>
<th>Sub-domain</th>
<th>MedLim Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flying</td>
<td>2000</td>
<td>Unfit solo pilot – must fly with a pilot suitably qualified on type</td>
</tr>
<tr>
<td>Flying</td>
<td>2001</td>
<td>Unfit solo (aircrew category will be specified in med docs)</td>
</tr>
<tr>
<td>Flying</td>
<td>2002</td>
<td>Unfit specific aircraft (type(s) to be specified in med docs)</td>
</tr>
<tr>
<td>Flying</td>
<td>2003</td>
<td>Fit (details to be specified in med docs) flying duties only</td>
</tr>
<tr>
<td>Flying</td>
<td>2004</td>
<td>Unfit (conditions of flight to be specified in med docs)</td>
</tr>
<tr>
<td>Flying</td>
<td>2005</td>
<td>Permanently unfit flying duties</td>
</tr>
<tr>
<td>Flying</td>
<td>2006</td>
<td>Unfit to climb on aircraft</td>
</tr>
<tr>
<td>Flying</td>
<td>2007</td>
<td>Unfit ejection seat aircraft</td>
</tr>
<tr>
<td>Flying</td>
<td>2008</td>
<td>Restricted employability because of anthropometric limitations</td>
</tr>
<tr>
<td>Controlling</td>
<td>2100</td>
<td>Unfit aircraft controlling duties</td>
</tr>
<tr>
<td>Controlling</td>
<td>2101</td>
<td>Fit to control only when another qualified controller is on duty and in close proximity</td>
</tr>
<tr>
<td>Hearing/Vision</td>
<td>2200</td>
<td>Aircrew assessed as hearing standard &lt;H1 but with a satisfactory functional hearing test iaw AP1269A</td>
</tr>
<tr>
<td>Hearing/Vision</td>
<td>2201</td>
<td>Must wear approved visual correction when flying or controlling aircraft</td>
</tr>
<tr>
<td>Hearing/Vision</td>
<td>2202</td>
<td>Must carry approved corrective flying spectacles when flying or controlling aircraft</td>
</tr>
<tr>
<td>Respirators</td>
<td>2300</td>
<td>Unfit aircrew respirators</td>
</tr>
<tr>
<td>STASS</td>
<td>2400</td>
<td>Fit dry/poolside STASS training only</td>
</tr>
<tr>
<td>STASS</td>
<td>2401</td>
<td>Fit any STASS training</td>
</tr>
<tr>
<td>Parachuting</td>
<td>2500</td>
<td>Unfit land parachuting</td>
</tr>
<tr>
<td>Parachuting</td>
<td>2501</td>
<td>Unfit sea parachuting</td>
</tr>
</tbody>
</table>

### 3000 Series – Land Domain

<table>
<thead>
<tr>
<th>Sub-domain</th>
<th>MedLim Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deployment</td>
<td>3000</td>
<td>Limited operational land deployments. Employable within the confines of a rear echelon only</td>
</tr>
<tr>
<td>Deployment (App 9)</td>
<td>3001</td>
<td>No operational land deployments. Must not deploy to any operational arena</td>
</tr>
<tr>
<td>Deployment (App 9)</td>
<td>3002</td>
<td>Fit for short land deployments subject to Medical Risk Assessment</td>
</tr>
<tr>
<td>Mobility (App 9)</td>
<td>3100</td>
<td>Infantry activities (including digging) restrictions</td>
</tr>
<tr>
<td>Mobility (App 9)</td>
<td>3101</td>
<td>Travel on foot across rough terrain restrictions</td>
</tr>
<tr>
<td>Mobility (App 9)</td>
<td>3102</td>
<td>Move tactically and adopting fire positions restrictions</td>
</tr>
<tr>
<td>Field conditions (App 9)</td>
<td>3200</td>
<td>Living in field conditions restrictions</td>
</tr>
</tbody>
</table>

### 4000 Series – Maritime Domain

<table>
<thead>
<tr>
<th>Sub-domain</th>
<th>MedLim Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ships/submarines</td>
<td>4000</td>
<td>Fit to serve in frigates and above only</td>
</tr>
<tr>
<td>Ships/submarines</td>
<td>4001</td>
<td>Fit for short visits to a ship/submarine alongside only</td>
</tr>
<tr>
<td>Ships/submarines</td>
<td>4002</td>
<td>Fit to serve in ships or submarines at sea in UK waters only</td>
</tr>
<tr>
<td>Ships/submarines</td>
<td>4003</td>
<td>Fit to serve in ships or submarines at sea in UK and Northern Europe waters only</td>
</tr>
<tr>
<td>Ships/submarines</td>
<td>4004</td>
<td>Fit for submarines in UK and US fleet exercise areas within medevac range</td>
</tr>
<tr>
<td>Ships/submarines</td>
<td>4005</td>
<td>Temporarily unfit submarine service</td>
</tr>
<tr>
<td>Ships/submarines</td>
<td>4006</td>
<td>Permanently unfit submarine service</td>
</tr>
<tr>
<td>Ships/submarines</td>
<td>4007</td>
<td>Permanently unfit service on a submarine at sea (fit SM duties alongside/ashore)</td>
</tr>
<tr>
<td>Ships/submarines</td>
<td>4008</td>
<td>Permanently unfit service on a submarine at sea or alongside (fit SM duties ashore only)</td>
</tr>
<tr>
<td>Marine Craft</td>
<td>4100</td>
<td>Unfit fast boat transits and boat operations in rough sea states</td>
</tr>
</tbody>
</table>
### 4000 Series – Maritime Domain

<table>
<thead>
<tr>
<th>Sub-domain</th>
<th>MedLim Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royal Marines</td>
<td>4200</td>
<td>Permanently unfit for Royal Marines General Service</td>
</tr>
<tr>
<td>Diving</td>
<td>4300</td>
<td>Temporarily unfit diving</td>
</tr>
<tr>
<td>Diving</td>
<td>4301</td>
<td>Permanently unfit diving</td>
</tr>
<tr>
<td>Diving</td>
<td>4302</td>
<td>Fit to dive, with restrictions assigned by SMO Underwater Med/NSMBOS. D/W MO for medical restrictor</td>
</tr>
<tr>
<td>Diving</td>
<td>4303</td>
<td>Unfit mixed gas diving, navigation and watch keeping duties (for CP4 divers iaw BR1750A 1219b)</td>
</tr>
<tr>
<td>Sea survival/fire-fighting</td>
<td>4400</td>
<td>Unfit for BSSC or ISSC</td>
</tr>
<tr>
<td>Sea survival/fire-fighting</td>
<td>4401</td>
<td>Unfit for BSSC or ISSC but for Embarked Forces Fire Fighting Training</td>
</tr>
<tr>
<td>Sea survival/fire-fighting</td>
<td>4402</td>
<td>Unfit fire-fighting training and duties</td>
</tr>
<tr>
<td>Dockyard</td>
<td>4500</td>
<td>Unfit to work on dockyard edges</td>
</tr>
<tr>
<td>Medical review</td>
<td>4600</td>
<td>Fit for short embarked deployments subject to MRA</td>
</tr>
<tr>
<td>Medical support</td>
<td>4601</td>
<td>Needs access to a MO within 24 hours when deployed outside UK waters</td>
</tr>
<tr>
<td>Medical support</td>
<td>4602</td>
<td>Needs access to a MO within 2 days when deployed outside UK waters</td>
</tr>
<tr>
<td>Medical support</td>
<td>4603</td>
<td>Needs access to a MO within 3 days when deployed outside UK waters</td>
</tr>
<tr>
<td>Medical support</td>
<td>4604</td>
<td>Needs access to a MO within 5 days when deployed outside UK waters</td>
</tr>
<tr>
<td>Medical support</td>
<td>4605</td>
<td>Needs access to a MO within 7 days when deployed outside UK waters</td>
</tr>
<tr>
<td>Medical support</td>
<td>4606</td>
<td>Needs access to a MO within 7 days when deployed outside UK waters</td>
</tr>
</tbody>
</table>

### 5000 Series – Environmental and Medical Support Domain

<table>
<thead>
<tr>
<th>Sub-domain</th>
<th>MedLim Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geographical</td>
<td>5000</td>
<td>Geographical/Regional assignment restrictions (details specified in medical documents)</td>
</tr>
<tr>
<td>Geographical</td>
<td>5001</td>
<td>Unfit to deploy, travel or reside in malarious areas</td>
</tr>
<tr>
<td>Geographical</td>
<td>5002</td>
<td>Unfit Service outside base areas</td>
</tr>
<tr>
<td>Climatic (App 9)</td>
<td>5100</td>
<td>Climatic restrictions – To be employed in appropriate thermal environment</td>
</tr>
<tr>
<td>Climatic</td>
<td>5101</td>
<td>Unfit for work outdoors</td>
</tr>
<tr>
<td>Climatic</td>
<td>5102</td>
<td>Unfit exposure to hot environments (including within the UK) seek guidance from medical staff</td>
</tr>
<tr>
<td>Climatic</td>
<td>5103</td>
<td>Unfit exposure to cold environments (including within the UK) seek guidance from medical staff</td>
</tr>
<tr>
<td>Climatic</td>
<td>5104</td>
<td>Unfit exposure to excessively wet environments</td>
</tr>
<tr>
<td>Climatic</td>
<td>5105</td>
<td>Unfit exposure bright lights/strong sunlight</td>
</tr>
<tr>
<td>Climatic</td>
<td>5106</td>
<td>To wear Service/civilian PPE to ensure hands and feet are kept warm</td>
</tr>
<tr>
<td>Climatic</td>
<td>5107</td>
<td>Fit to be employed in temperate climates only</td>
</tr>
<tr>
<td>Environmental hazards</td>
<td>5200</td>
<td>Unfit exposure skin irritants/sensitisers (type will be specified in med docs)</td>
</tr>
<tr>
<td>Environmental hazards</td>
<td>5201</td>
<td>Unfit exposure to dusts, fumes and vapours (type will be specified in med docs)</td>
</tr>
<tr>
<td>Environmental hazards</td>
<td>5202</td>
<td>Has (or may have) been exposed to environ hazard, avoid further exposure, refer to med docs/JPA</td>
</tr>
<tr>
<td>Med support</td>
<td>5300</td>
<td>Not to conduct safety critical duties if medical support device(s) unavailable</td>
</tr>
<tr>
<td>Med support</td>
<td>5301</td>
<td>To have access to appropriate power supply for medical equipment</td>
</tr>
</tbody>
</table>
### 5000 Series – Environmental and Medical Support Domain

<table>
<thead>
<tr>
<th>Sub-domain</th>
<th>MedLim Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Med support</td>
<td>5302</td>
<td>Requires access to irradiated Blood Products</td>
</tr>
<tr>
<td>Auto-upgrade</td>
<td>5400</td>
<td>ROHC auto-upgrade: if not upgraded MFD within 12 mths is to return to NSMBOS/FMB</td>
</tr>
<tr>
<td>Auto-upgrade</td>
<td>5401</td>
<td>ROHC upgrade: if not upgraded MFD or MFD (8001 + or - 5504) within 12 mths return to NSMBOS/FMB</td>
</tr>
<tr>
<td>Auto-upgrade</td>
<td>5402</td>
<td>PMO/SMO upgrade: if not upgraded MFD or MFD (8001 + or - 5504) within 12 mths return to NSMBOS/FMB</td>
</tr>
<tr>
<td>Medical review</td>
<td>5500</td>
<td>Must have MRA undertaken by ROHC prior to Exercise/IPDT/deployment</td>
</tr>
<tr>
<td>Medical review</td>
<td>5501</td>
<td>To be made available for regular medical reviews</td>
</tr>
<tr>
<td>Medical review</td>
<td>5502</td>
<td>For annual review by PMO/SMO</td>
</tr>
<tr>
<td>Medical review</td>
<td>5503</td>
<td>For annual review by Regional OH Consultant</td>
</tr>
<tr>
<td>Medical review</td>
<td>5504</td>
<td>Requires MRS prior to attendance on Command Course</td>
</tr>
<tr>
<td>JCC/SCC</td>
<td>5600</td>
<td>Fit for modified JCC or SCC/JCC or SCC (RM Band) only</td>
</tr>
</tbody>
</table>

### 6000 Series – Locomotion, Lifting and Carrying Domain

<table>
<thead>
<tr>
<th>Sub-domain</th>
<th>MedLim Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locomotion</td>
<td>6000</td>
<td>Unfit strenuous physical exertion</td>
</tr>
<tr>
<td>Locomotion</td>
<td>6001</td>
<td>Requires to be seated at place of work</td>
</tr>
<tr>
<td>Locomotion</td>
<td>6002</td>
<td>Fit sedentary duties only</td>
</tr>
<tr>
<td>Locomotion</td>
<td>6003</td>
<td>Unable to sit for long periods</td>
</tr>
<tr>
<td>Locomotion</td>
<td>6004</td>
<td>Unable to stand for long periods</td>
</tr>
<tr>
<td>Locomotion</td>
<td>6005</td>
<td>Unfit for work kneeling down</td>
</tr>
<tr>
<td>Locomotion</td>
<td>6006</td>
<td>Unfit marching/drill</td>
</tr>
<tr>
<td>Locomotion</td>
<td>6007</td>
<td>Able to walk short distances only</td>
</tr>
<tr>
<td>Locomotion</td>
<td>6008</td>
<td>Unable to climb stairs regularly in course of duty</td>
</tr>
<tr>
<td>Locomotion</td>
<td>6009</td>
<td>Unable to climb vertical ladders</td>
</tr>
<tr>
<td>Upper limbs</td>
<td>6100</td>
<td>Fit limited use of one hand/arm (details will be specified in med docs)</td>
</tr>
<tr>
<td>Lifting/Carrying</td>
<td>6200</td>
<td>Unfit heavy lifting</td>
</tr>
<tr>
<td>Lifting/Carrying</td>
<td>6201</td>
<td>No load carrying</td>
</tr>
</tbody>
</table>

### 7000 Series – Hearing and Vision Domain

<table>
<thead>
<tr>
<th>Sub-domain</th>
<th>MedLim Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing</td>
<td>7000</td>
<td>To have annual audiograms with subsequent review by PMO/SMO</td>
</tr>
<tr>
<td>Hearing</td>
<td>7001</td>
<td>To ensure correct use of hearing personal protective equipment iaw Hearing Conservation Programme</td>
</tr>
<tr>
<td>Hearing</td>
<td>7002</td>
<td>To avoid unprotected exposure to loud noise</td>
</tr>
<tr>
<td>Hearing</td>
<td>7003</td>
<td>Unfit exposure to noise above (to be specified) level</td>
</tr>
<tr>
<td>Hearing</td>
<td>7004</td>
<td>Unfit wearing of headsets</td>
</tr>
<tr>
<td>Hearing</td>
<td>7005</td>
<td>Unfit split headsets</td>
</tr>
<tr>
<td>Vision</td>
<td>7100</td>
<td>To wear appropriate eye protection including specialist or tinted eyewear</td>
</tr>
</tbody>
</table>

### 8000 Series – Physical Fitness and Rehabilitation Domain

<table>
<thead>
<tr>
<th>Sub-domain</th>
<th>MedLim Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitness testing</td>
<td>8000</td>
<td>Medically exempt from all requirements of RNFT/RAFFT/PFA</td>
</tr>
<tr>
<td>Fitness testing</td>
<td>8001</td>
<td>Fit for Alternative Aerobic Assessment or Rockport Walk element of RNFT/RAFFT</td>
</tr>
<tr>
<td>Fitness testing</td>
<td>8002</td>
<td>Unfit upper body/strength test element of the RNFT</td>
</tr>
<tr>
<td>Fitness testing</td>
<td>8003</td>
<td>Unfit RM BF/CTF/ACFT/speed marches</td>
</tr>
<tr>
<td>Fitness testing</td>
<td>8004</td>
<td>Unfit AFT/OFT/speed marches</td>
</tr>
<tr>
<td>Fitness testing</td>
<td>8005</td>
<td>Unfit to walk 3.2km carrying 15kg</td>
</tr>
</tbody>
</table>
### 8000 Series – Physical Fitness and Rehabilitation Domain

<table>
<thead>
<tr>
<th>Sub-domain</th>
<th>MedLim Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitness testing</td>
<td>8006</td>
<td>Unfit OFT</td>
</tr>
<tr>
<td>Fitness testing</td>
<td>8007</td>
<td>Unfit Alternative Aerobic Assessment</td>
</tr>
<tr>
<td>Fitness testing</td>
<td>8008</td>
<td>Unfit press-ups</td>
</tr>
<tr>
<td>Fitness testing</td>
<td>8009</td>
<td>Alternative press-up hand position allowed</td>
</tr>
<tr>
<td>PT</td>
<td>8100</td>
<td>Unfit sit-ups</td>
</tr>
<tr>
<td>PT</td>
<td>8101</td>
<td>Unfit impact activity</td>
</tr>
<tr>
<td>PT</td>
<td>8102</td>
<td>Unfit organised physical training; fit individual PT programme only</td>
</tr>
<tr>
<td>PT</td>
<td>8103</td>
<td>Unfit upper body PT</td>
</tr>
<tr>
<td>PT</td>
<td>8104</td>
<td>Restricted lower limb non-impact physical training</td>
</tr>
<tr>
<td>Rehabilitation</td>
<td>8200</td>
<td>Individual to be made available to follow rehabilitation PT programme</td>
</tr>
<tr>
<td>Rehabilitation</td>
<td>8201</td>
<td>Graduated rehabilitation as directed by Clinical Lead</td>
</tr>
<tr>
<td>Rehabilitation</td>
<td>8202</td>
<td>Graduated rehab including supervised phased return to limited sea duties as directed by Clinical Lead</td>
</tr>
<tr>
<td>Rehabilitation</td>
<td>8203</td>
<td>Fit travel outside UK on duty for adaptive sport/adventurous training/represent the Service following MRA</td>
</tr>
<tr>
<td>Rehabilitation</td>
<td>8204</td>
<td>Unfit Multi Activity Course</td>
</tr>
<tr>
<td>Rehabilitation</td>
<td>8205</td>
<td>Unfit Core Recovery Event 1</td>
</tr>
<tr>
<td>Rehabilitation</td>
<td>8206</td>
<td>Unfit Core Recovery Event 2</td>
</tr>
<tr>
<td>Rehabilitation</td>
<td>8207</td>
<td>Unfit Core Recovery Event 3</td>
</tr>
<tr>
<td>Sport</td>
<td>8300</td>
<td>Unfit sport (to be specified in med docs)</td>
</tr>
<tr>
<td>Sport</td>
<td>8301</td>
<td>Unfit contact sports</td>
</tr>
<tr>
<td>Sport</td>
<td>8302</td>
<td>Unfit solo swimming</td>
</tr>
</tbody>
</table>

### 9000 Series – Military Tasks Domain

<table>
<thead>
<tr>
<th>Sub-domain</th>
<th>MedLim Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weapon handling</td>
<td>9000</td>
<td>Unfit handling live arms</td>
</tr>
<tr>
<td>Weapon handling</td>
<td>9001</td>
<td>Unfit live weapons/fit simulation</td>
</tr>
<tr>
<td>Weapon handling</td>
<td>9002</td>
<td>Unfit APWT</td>
</tr>
<tr>
<td>Weapon handling (App 9)</td>
<td>9003</td>
<td>Ranges restrictions</td>
</tr>
<tr>
<td>Weapon handling (App 9)</td>
<td>9004</td>
<td>Weapon handling restrictions</td>
</tr>
<tr>
<td>Guard/Ceremonial</td>
<td>9200</td>
<td>Unfit guard duties</td>
</tr>
<tr>
<td>Guard/Ceremonial</td>
<td>9201</td>
<td>Unfit for ceremonial duties</td>
</tr>
<tr>
<td>Personal Kit and Equipment</td>
<td>9300</td>
<td>Clothing restrictions/military PPE (to be specified in med docs)</td>
</tr>
<tr>
<td>Personal Kit and Equipment</td>
<td>9301</td>
<td>Unfit wearing Service footwear (to be specified in med docs)</td>
</tr>
<tr>
<td>Personal Kit and Equipment</td>
<td>9302</td>
<td>Unfit non-aircrew respirators</td>
</tr>
<tr>
<td>Dog handling</td>
<td>9400</td>
<td>Unfit for dog handling</td>
</tr>
<tr>
<td>CBRN</td>
<td>9500</td>
<td>Unfit CBRN threat areas, unable to tolerate CBRN protection and/or prophylactic measures</td>
</tr>
<tr>
<td>Unit</td>
<td>9600</td>
<td>Unfit to return to original unit</td>
</tr>
<tr>
<td>UKSF</td>
<td>9700</td>
<td>Permanently unfit UKSF Selection</td>
</tr>
</tbody>
</table>
ANNEX 58I

CM GUIDANCE FOR PROCESSING EXTENSION OF SERVICE REQUESTS

1. Principles
Extensions of Service (EOS) may be used for the following reasons:

a. To act as a short-term manpower regulator to increase the total bearing of all specialisations to match the global requirement.

b. To assist in alleviating shortages in any particular specialisation or sub-spec that cannot be solved by using officers of other specialisations.

c. To retain officers with deep specialist skills or knowledge of which there is a shortage.

2. Types of EOS
There are two types of EOS (defined at Para 5811):

a. Career Manager’s EOS. A ‘Career Manager’s’ (CM) EOS can be for up to a total of six months. CMs are not to give EOS which individually or cumulatively exceed six months in total, nor are they to add a CM’s EOS to the end of a ‘full’ EOS; this limitation is necessary in view of the significant hidden pension implications of EOS. Any EOS which results in a cumulative total of over six months is to be processed as a ‘full’ EOS.

b. Full EOS. As a guideline, 2½ years is normal but periods up to five years may be considered. In general, the RM gives up to two years for an EOS; anything greater is classed as an Extended Career for which a Selection Board is convened.

3. Administrative Action
The following procedure is to be followed:

a. Application. After discussion with the CM, an individual should apply for all types of EOS by raising a Form S61(Rev 11/13) which can be found via a link on the RN Web A-Z under Forms (Royal Navy). Once completed, with the medical declaration signed as required, the form should be forwarded electronically through the chain of command to the relevant CM.

b. Process. On receipt of the S61, the CM is to staff the request by completing Part 6 of the S61 and ensure that, for a ‘full’ extension, a copy of an SJAR/OJAR (no more than six months old) with a relevant recommendation for the EOS and medical certificate have been received. The application form should be distributed (soft copy via email) through each team’s SO1 CM (officers)/SO2 CM (ratings) to the relevant Branch Manager (who is required to scrutinise against branch and specialisation requirements) and thereafter, for a ‘full’ extension only, to NPS PPLAN for scrutiny against overall bearing/requirement and financial control aspects. After Branch Manager and PPLAN scrutiny, the application should be returned to the CM.
c. **Final Approval.** SO1 CMs (Officers) and SO2 CMs (Ratings) are delegated authority to approve a CM's EOS and 'Full' EOS subject to there being a branch shortage; if the branch is in balance or overborne, DACOS CM/BM approval is required. Additionally, if the extension takes the individual beyond age 60, DACOS CM's approval must be sought.

d. **Administrative Action.** Once an application has been approved, the CM (or delegated Admin Support Staff) is to amend the individual’s JPA contract in accordance with current JPA ‘kill-card’ SOPs. For officers, the completed application form is to be retained within the officer’s PF. For Ratings the completed form is returned to the unit for retention.

e. **IC(12).** A maximum EOS of two years (i.e. to 14 years) may be granted to officers serving on normal IC commissions.

4. Where retirement dates are to be extended from before 31 Mar to 1 Apr or later (i.e. one that gives the individual the advantage of having terminal benefits assessed under a later and more favourable pension code), CMs must ensure that the extension is for genuine Service reasons.

5. Ratings are not to be granted an EOS purely to retain eligibility to an EC. The fact that approval of a requested extension for a service requirement makes an individual eligible for consideration for EC is entirely coincidental. CMs are to ensure that this is clearly understood by Divisional Officers and applicants/potential applicants in any discussions.
ANNEX 58J

UNLAWFUL DISCRIMINATION – GUIDANCE FOR CAREER MANAGERS

1. The Equality Act 2010 brought together a raft of anti-discrimination legislation, extended some protections to characteristics that were not previously covered and strengthened particular aspects of equality law. The 9 Protected Characteristics under the Act are:

- sex (gender);
- sexual orientation;
- gender re-assignment;
- race and ethnicity;
- religion or belief;
- marriage or civil partnership;
- pregnancy and maternity;
- age; and
- disability.

2. Discrimination occurs when someone is treated less favourably or is disadvantaged because of a protected characteristic above, whether direct or indirect, intentional or unintentional. Discrimination is generally unlawful, however it can be justified if you can show that it is ‘a proportionate means of achieving a legitimate aim’. Types of discrimination are:

a. **Direct Discrimination.** Occurs when someone is treated less favourably than others because of a Protected Characteristic they have or are thought to have (see perceptive discrimination below), or because they associate with someone who has a protected characteristic (see associative discrimination below). For example, turning down an assignment for an individual who is lesbian, because you believe that the team she will lead is homophobic and think her sexual orientation would prevent her from gaining the team’s respect and managing them effectively would be direct sexual orientation discrimination.

b. **Perceptive Discrimination.** Direct discrimination against someone because others think they possess a particular Protected Characteristic (not applicable to Marriage or Civil Partnership And Pregnancy and Maternity). For example, not considering a 30 year old man for a youth recruiting assignment because visibly he appears much older and wouldn’t establish rapport with young people, would be discrimination on the perception of age.
c. **Associative Discrimination.** Direct discrimination against someone because they associate with another person who possesses a Protected Characteristic (not applicable to Marriage or Civil Partnership and Pregnancy and Maternity). For example, not assigning an individual who associates with Muslims, because you believe this would prevent them from carrying out their duties or gaining the respect and trust of their team, would be discrimination because of association with religion or belief.

d. **Indirect Discrimination.** Occurs when you have a rule or policy that applies to everyone but particularly disadvantages people who share a Protected Characteristic. For example, it is likely that a policy that only allows men to serve in Afghanistan would be indirect discrimination because of sex. However, if the cultural nature of a particular assignment dictated that the mission could only be carried out effectively by a man, then discrimination could be justified as a “proportionate means of achieving a legitimate aim”.

3. **Exemptions**
   The Armed Forces have been granted very limited exemptions in respect of Age, Disability, Gender Reassignment and Sex, for the purpose of ensuring the combat effectiveness of the Armed Forces. For example it may be a genuine occupational requirement to be a man, or not to be a transsexual person.

4. Further advice and guidance can be sought from Diversity and Inclusion Policy staff and Service Legal Advisers.
ANNEX 58K

PERSONAL RECORDS

1. Official Records

   a. Official Records (ORs) are placed before promotion or transfer Boards. The Officers’ or Ratings’ and Other Ranks’ Promotions Sections of ACOS(PCap) are responsible for their accurate and timely completion. The OR contains a CV derived from JPA and copies of all recent appraisal reports, going back as far as directed in the Transfer/Promotion Board Instructions written for specific Selection Boards. The OR may also contain copies of reports and letters as follows:

      (1) Reports in special format from UN Service and Joint Service, NATO and other non-RN Defence Colleges.

      (2) NATO letters of appreciation and efficiency reports, Ambassadors’, High Commissioners’ and Head of Defence Sales’ reports on attaché’s and advisers.

      (3) Honours or Awards (see JSP 761).

      (4) Formal intimations of appreciation, commendation or praise by Commonwealth or foreign governments or foreign Naval authorities, including NATO and the United Nations, and by the Admiralty Board, Commanders-in-Chief and independent Flag Officers.

      (5) Court martial convictions, and censures by Admiralty Board and formal warnings when so directed, expressions of severe displeasure by a Commander-in-Chief or independent Flag Officer, censure by Commonwealth or foreign governments or foreign Naval authorities including NATO when so directed by the Admiralty Board.

   b. Under the Rehabilitation of Offenders Act 1974, all censures awarded as a result of conviction by a civil court, for some neglect in professional duty, or for conduct where formal disciplinary proceedings are not appropriate, are expunged from the OR when the stipulated period of rehabilitation has expired. All censures are regarded as spent after five years and all court martial convictions after five years if the offence or punishment is not specifically covered by the Act.

2. Access by Third Parties to Official Records

   Once finalised, the AR is released to the subject reported on so that they can read the comments made by higher reporting officers. No information is released inside or outside the Service except on the strictest need-to-know basis. Any exceptions require the personal approval of the Career Management authority acting on behalf of the Admiralty Board. Any requests for information from solicitors, employment consultancies or other such organisations are not to be acknowledged, but immediately passed to the appropriate Secretariat. The release of other types of personal information is governed by JSP 400.
3. **Personal File (PF)**
   The PF is held by the appropriate Career Manager. It is split into two separate parts. One part - PF(AR) - contains copies of the individual's ARs for the use of the Career Manager. The other part – PF(MC) - contains miscellaneous correspondence that is:
   
   a. A record of all assignments.
   
   b. Any other occurrences such as:
      
      (1) Requests.
      
      (2) Medical categories.
      
      (3) Special qualifications.
      
      (4) Correspondence to and from the individual officer.
   
   c. Honours and Awards.
   
   d. Letters of appreciation etc.
   
   e. Expressions of displeasure of Commanders-in-Chief, Independent Flag Officers and Area Flag Officers, but only if such action is recommended by the Initiating Officer.
   
   f. Admiralty Board formal warnings when not included in the ARF.
   
   g. Censures, Courts Martial, and Summary Trial convictions (see para 6 et seq below).

4. **Appraisal Report File (ARF)**
   An officer's ARF contains:
   
   a. All original ARs written on the officer.
   
   b. All original Awards, Honours and Censures.
   
   c. All original 'official' letters of appreciation, etc.

5. **Custody of ARFs**
   ARFs are stored as follows:
   
   a. For all RN and RM officers up to and including Commander and Lt Col – in archives in a separate building adjacent to Victory Building.
   
   b. For all Captains, Commodores, Colonels and Brigadiers - in the Naval Assistant's office.
   
   c. For all 2* officers and above - in the Naval Secretary's office.
6. Censures

a. The following censures are recorded in the PF(MC) and ARF:

(1) Admiralty Board Severe Displeasure or Displeasure.

(2) CinC's or independent Flag Officer's Severe Displeasure.

b. Other censures are recorded as follows:

(1) **Admiralty Board Formal Warning.** OR if so directed. Retained permanently in PF(MC).

(2) **CinC's or Independent Flag Officer's Displeasure.** PF(MC) if so directed. Retained permanently in PF(MC).

(3) **CinC's or Independent Flag Officer's Formal Warnings and loggings by Commanding Officers.** These are not recorded.

(4) **Any Form of Censure by Commonwealth or Foreign Governments or Military Authorities, including the UN, EU or NATO.** These are only to be noted in the OR if the Admiralty Board so directs or if formal censure by the Admiralty Board is incurred.

7. Recording of Courts Martial and Summary Trial Convictions and Acquittals

a. **Convictions.** All Courts Martial convictions are noted in both the PF(MC) and ARF. The Promotions Section will action any necessary amendments to the JPA record (e.g. changes of seniority).

b. **Loss of Seniority.** If underzone or in zone, loss of seniority has an effect on when an officer comes into zone or on how long they remain in zone (even if the effect is to lengthen their time in the zone). If overzone, loss of seniority does not have the effect of rendering the officer eligible for selective promotion again.

c. **Acquittals and Quashing of Convictions.** Acquittals at Courts Martial are recorded in the PF(MC) only. If a Court Martial conviction is subsequently overturned by the Court Martial Appeal Court the PF(MC) notation of the conviction is to be marked "Quashed" while the Promotion Section is to remove the Court Martial summary sheet from the OR. If, however, the sentence is quashed after the summary sheet has been presented to a promotion board, the summary sheet will be annotated "Quashed" and will only be removed from the OR once the selection process is complete for that year. On the rare occasions that an AR makes reference to a Courts Martial, and other correcting action is not practical, the AR is similarly to be annotated "Quashed".

d. **Disclosure of Courts Martial Proceedings.** Requests for disclosure of Courts Martial proceedings should be addressed to NAVY SEC-2 DISCIPLINE 1A.
e. Summary Hearings of Officers

(1) The Armed Forces Act 2006 provides for officers of or below the rank of Commander to be dealt with by way of summary hearing for minor offences. The Navy Board has directed that there will be a rebuttable presumption that reprimands will be recorded in the PF(MC) for 2 years and severe reprimands will be recorded in the PF(MC) and OR for 3 years. Navy Legal-SHRC will inform ACOS PCap/DACOS Prom of charges which have been proved.

(2) In the normal course of events, Career Managers will be unaware of a summary hearing of a member of their plot and the fact of a summary hearing should have no implications for assigning. However, it may, on occasion, be necessary for a Career Manager to note that an officer is involved in a summary hearing, for example if the holding of a summary hearing has an effect on the timing of an assignment. If such an exceptional case arises, a note may be made in the PF(MC) or the scribble pad, but care should be taken to destroy such records under DPA Principle 5 if the charge has not been proven or if the proved charge is not recorded. In the unlikely event that an offence heard summarily forms the basis of an application to land an officer then a record of summary hearing may be kept in the PF(MC) insofar as it is an integral part of the landing application.

8. Rehabilitation of Offenders Act

a. Under the Rehabilitation of Offenders Act 1974, a censure awarded as a result of actions listed in the following sub paragraphs should be expunged from the OR when the stipulated period of rehabilitation has expired. All censures should be regarded as spent after 5 years; all Court Martial convictions after the stipulated period or after 5 years if the offence or punishment is not specifically covered by the Act. This 5 year period commences on the date of Conviction or, in the case of a custodial sentence, on its completion.

(1) Conviction by a Civil Court;
(2) Formal Police Caution;
(3) Some neglect in professional duties;
(4) Conduct where formal disciplinary proceedings are not appropriate;
b. Though the Act demands that all such convictions or censures are spent, after the appropriate period, for the purposes of consideration of promotion, career planning and assigning, the Act recognises and allows that they should, subsequent to becoming spent, be taken into account, if appropriate in considering matters affecting National Security or in considering levels of punishment or censure after a subsequent conviction or incident meriting further censure. Records of Courts Martial convictions and censures are not, therefore, expunged when they are spent, but retained as the permanent record in the MOD from which information may be obtained for DV and more sensitive security vetting purposes when required by DVA and for Courts Martial when required by the Court.

c. Promotions Section will ensure that all records of censure, etc. are expunged from the OR, five years after conviction. If the five year period expires during the selection process, then the reference point for calculating the end point is to be the date the transfer/promotion boxes are dispatched to board members.

9. Disposal of Records

The PFs of all officers on retirement or discharge are archived at a specialist facility in Swadlincote, Derbyshire, by TNT Archive Services under a Pan-Govt contract. The files are retained for 100 years from a person’s date of birth. The file contents are to be weeded so that only the following items are enclosed:

a. The PF.

b. Assignment record sheet.

c. Reports as RN rating (for SUY Officers).

d. Assignment/Officer letters on entry or transfer.

e. Certificates, e.g.:

(1) BWC.

(2) ONC.

(3) Charge Certificates.

(4) Security clearance records.

(5) Courts Martial reports.

(6) Medical reports.

(7) Special commendations.

(8) Naval Aircrew Advisory Board (NAAB) reports, especially for RAF candidates.
(9) Record of flying experience and ability S3168.

(10) Retirement letters (PVR, redundancy etc).

(11) NOK forms.

(12) Official Secrets Act Declaration.

(13) Any correspondence or signals which may indicate health, financial, personal problems and intentions regarding future work/home e.g. joining RAN, moving to USA etc.(no other correspondence between officers and CMs is required.)

14) Commodore BRNC reports on withdrawal from training (YOs only)

10. Conduct Record (RN Form S3300d and Wallet S3300e) and JPA Formal Discipline Record (FDR)

a. **Purpose.** The Conduct Record (CR), RN Form S3300d (with the associated spent conviction wallet, RN Form S3300e), was introduced on 1 Jan 00 in order to provide a comprehensive, through-career record of Service and civil convictions for the minority of individuals who offend. The whole series of S3300 forms is superseded by records on JPA (S3300a, S3300b and S3300c have been subsumed into the SJAR). From July 2009, all discipline occurrences that were previously reported on Forms S3300d and S3300e are to be reported to JPA Discipline, from where it is possible to produce the Formal Discipline Record (FDR) as an auto fill form. Any remaining forms S3300d and S3300e must be retained for those personnel that already have them, since the part of an individual’s discipline history that occurred before JPA will continue to be sourced from these forms as prior discipline history has not been uploaded to JPA.

b. **Retention and Access.** The CR (where applicable) is an integral part of a rating’s/other rank’s service documents and is normally to be retained by the UPO/Ship’s Office. The CR and FDR are available to the following but only in the circumstances detailed:

(1) **Divisional/Commanding Officer** - when the individual joins – only if under a continuing sentence (i.e. ongoing suspended sentences/Second Class for Conduct/Service Supervision and Punishment Order (from 31 Oct 09)).

(2) **Divisional/Commanding Officer** - unspent convictions only - when considering administrative decisions (eg. Service Penalties).

(3) **RN Police/Coxswains** - may have full access to the CR and FDR when investigating an alleged offence.

(4) **Divisional Officer** - full CR and FDR when preparing for disciplinary proceedings.
5. **Commanding Officer/other Subordinate Commander** - full CR and FDR - when considering the results of an investigation, to inform the decision on charging or referral to the Director of Service Prosecutions. After finding a charge proved, or a charge is admitted, to inform the decisions on sentence.

6. **Court Martial** - full CR and FDR will only be referred to after a finding of guilt or a guilty plea (if such occurs).

7. **Ratings and Other Ranks** - may see or have a copy of their own CR and FDR on request and will be given a copy when charged with a Service offence.

c. **Previous Raising of a CR.** A CR was raised on all personnel serving on 1 Jan 00; after this date until 31 Oct 09, a CR was raised for all new entrants and those re-entrants who did not have a CR raised during their previous service on entry or re-entry. From 31 Oct 09, form S3300d and accompanying wallet S3300e are no longer issued and the FDR via JPA is the sole source of disciplinary history for new entry personnel.

d. **Content.** The CR (where one exists) comprises a covering folder (RN Form S3300d) within which is stored:

   1. Copies of any charge sheets or equivalents from the Army or RAF.
   2. Copies of punishment warrants.
   3. Signals of court martial conviction(s) and sentence.
   4. Reports of civil convictions and FPCs; plus (if required).
   5. RN Form S3300e, a wallet, to which relevant documents are moved when convictions become ‘spent’.

e. Only findings or admissions of guilt resulted in entries in the CR. No information concerning unproven offences or acquittals at trial is to be included.

f. Documents included in the CR wallet (S3300e) were annotated with the appropriate rehabilitation period (see PLAGO Para 0708).

g. The CR records the following:

   1. Log number.
   2. Date of conviction.
   3. Reference/details of relevant documents.
   4. Rehabilitation date.
h. **Log Number/documents.** Details of all convictions prior to 31 Oct 09 were recorded and a copy of the relevant documents (ie. S241, S271, AFB252, Court Martial Signal) inserted within the Conduct Record. Each document was numbered sequentially and the number inserted in the Log No. column.

i. **Conviction Date.** The entry in this column is the date of conviction e.g. date warrant signed at page 2/Court Martial finding/Civil Court finding/date FPC signed by the individual.

j. **Reference/Details.** The document reference inserted in this column is the ship/unit, form number and serial number (ie. NONSUCH/S241/16, NONSUCH/C57/3 etc) or the Court Martial signal (originator and DTG).

k. **Career Check (CC).** Where a conviction gave rise to a CC prior to 31 Oct 09, this was recorded within the CR as well as being recorded in JPA under Warnings and Sanctions. A CC may affect eligibility for GCB, LS&GCM and MSM (see JSP761 Chapter 5), promotion (see Part 8 of this BR) and other administrative changes (see individual regulations). A CC has no effect when recorded on the CR of an individual aged under 17½. The CC date entered on the CR was one of the following:

1. Date of conviction, eg. date warrant signed on page 2/Court Martial finding/Civil Court finding/date FPC signed by the individual; or
2. Date of release from prison/Young Offenders Institution/detention or removal from Second Class for Conduct; or
3. N/A, denoting ‘Not Applicable’ as sentence/conviction/FPC did not give rise to a CC.

l. **Rehabilitation Date.** Guidance on the Rehabilitation of Offenders Act can be found in PLAGO Para 0708. The Rehabilitation Date will be the prescribed period of time since the date of conviction. Rehabilitation periods are detailed in Annexes A and B of PLAGO Para 0708. A further conviction during the rehabilitation period of a previous offence may extend the rehabilitation period of the earlier offence. In this instance, where the rehabilitation period is changed by another offence (Annex C of PLAGO Para 0708), the original date is to be ruled through and the new date inserted. If there is any doubt, advice should be sought from DCS-LAW-DIS.

m. **Reported to PNC.** The column for reporting to the Police National Computer has an entry ‘Yes’ or ‘No’.
n. **Time Forfeited.** Time forfeited arises from imprisonment/Young Offenders Institution (YOI) detention, detention and, in some circumstances, Service penalties. The number of days forfeited plus D, P, CP, A, Pay F or N/A was recorded on the CR (Time forfeited column) as appropriate:

1. **D**  Detention
2. **P**  Imprisonment/YOI
3. **CP**  Civil Power (BR 2 Para 3906)
4. **A**  Stoppages of pay for absence over leave under Army or RAF Regulations
5. **Pay F**  Forfeiture of pay
6. **N/A**  Not applicable.

o. **Second Class for Conduct.** The CC date entered on page 2 of the CR was the date of removal from Second Class for Conduct.

p. **Detention/Imprisonment.** The CC date to be entered on the CR log was either the date of conviction (if sentence was suspended) or date of release from Detention/imprisonment.

q. **Committal of Suspended Sentences.** Where a suspended sentence is committed, the original CC date and the N/A entry under the time forfeited column were ruled through. A new CC date and number of days forfeited was inserted above on completion of sentence.

r. **Remittal or Enforcement of Suspended Sentences.** When a suspended sentence was remitted or enforced, details were to be recorded upon the relevant supporting documents:

1. **Suspension of Sentence after Committal:** The effective date and number of days served, and ‘Residue Suspended’;

2. **Remission of Suspended Sentence:** Effective date; notation ‘Suspended’ or ‘Residue Suspended’ ruled through; and enter ‘Remitted’ or ‘Residue Remitted’ as appropriate;

3. **Committal or Re-committal Following Suspension of Sentence:** Effective date; ruled through notation suspension of sentence or of ‘Suspended’ or ‘Residue Suspended’ and residue of sentence; and enter notation ‘Committed’ or ‘Recommitted’ as required.

s. **Good Conduct Badges, LS&GC Medal and MSM.** Awards, deprivations, forfeitures and restorations of Good Conduct Badges, the LS/GC Medal and the MSM were recorded within the CR (see JSP761 Chapter 5). Note: Prior to 1 Jan 00 such entries were recorded on the Certificate of Service.
t. **Bring Up Review Date Box.** The Bring-up/Review date Box should have been completed only in pencil. It was provided for UPO staff to note ‘bring up’ dates for review of suspended sentence, Second Class for Conduct and re-promotion as appropriate. When no longer extant, any entry was to be erased.

u. **Annual Sighting.** The requirement for Annual Sighting ceased with the obsolescence of the CR from 31 Oct 09.

v. **Losses and Replacement.** In the event of loss of a CR, application is can be made to DCS-LAW-DIS for reconstruction from the historical information (prior to 31 Oct 09) held in the Discipline Database.

w. **Disposal of CR.** The CR becomes the property of the individual at the time of their leaving the Service.

x. **Spent Convictions Wallet (RN Form S3300e).** As stated in Para 10 sub para a, the S3300e, as a repository of information on spent convictions, became obsolete from 31 Oct 09 with convictions recorded after this date being entered in JPA only and accessed via the FDR which should in future identify those convictions that are spent. Reference can be made to PLAGO Para 0708 to decide which of those convictions entered on the CR can be classified as ‘spent’ and the details filed in the S3300e.

y. Under the Rehabilitation of Offenders Act 1974 (ROA) all sentences passed by Service and civilian courts are subject to various rehabilitation periods (see PLAGO Para 0708 for periods and further details). Once an offence has been rehabilitated or ‘spent’ it is not to be considered when administrative decisions regarding employment or career are made, unless those decisions are exempt from the provisions of the ROA eg. eligibility for the award of medals.

z. To avoid inadvertent consideration of CR documents relating to spent convictions, such documents are to be placed within the spent convictions wallet (RN Form S3300e). This is then to be secured, by the same India tag, within the CR (RN Form S3300d) and underneath other documents, if any, relating to unspent convictions.
<table>
<thead>
<tr>
<th>Document Type</th>
<th>Type of Data Held</th>
<th>Purpose</th>
<th>Retention Period</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>JPA</td>
<td>Automated electronic system containing details of Officer; e.g. employment listing, NoK, marital category, qualifications – academic and service history.</td>
<td>To assist assigning and Career Management. Search for Officers with particular qualifications required for specific posts.</td>
<td>On discharge from Active Service, final full print retained in P File</td>
<td>JPA coexists alongside the P file. Depending on the discharge code, a slightly modified record is then retained until the officer’s Emergency Liability ends or he reaches age 60. (Officers whose commission is terminated without Emergency liability - e.g. conscientious objectors - have their records reduced to a stub immediately). The JPA record is then reduced to a stub, but the full record is retained so it can be resurrected in the event of conscription, re-entry or enquiry.</td>
</tr>
<tr>
<td>Appraisal Report File</td>
<td>Original OJARs, honours, awards and censures (Admiralty Board Severe Displeasure or Displeasure, CINC of FO Severe Displeasure) and letters of appreciation etc</td>
<td>Repository of original documentation. Currently Stowed away from Proms Section for Business Continuity and Disaster Recovery purposes.</td>
<td>Retain 100 years from DOB*</td>
<td>File is held by NPT(Proms) away from Proms Section and CMs’ Records for Business Continuity and Disaster Recovery reasons.</td>
</tr>
<tr>
<td>Document Type</td>
<td>Type of Data Held</td>
<td>Purpose</td>
<td>Retention Period</td>
<td>Remarks</td>
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<tr>
<td>---------------</td>
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<td>---------</td>
</tr>
<tr>
<td>Personal File - split into PF(MC) and PF(AR)</td>
<td>See separate sections below</td>
<td>To give CM a complete history of the individual for career management purposes.</td>
<td>Retain 100 years from DOB*, subject to regular review (e.g. 2-yearly weeding cycle) to discard inaccurate or out of date information and the destruction of individual papers specified below.</td>
<td>PF(MC) is Miscellaneous Correspondence, collected iaw DPA principles 1-4 and regularly reviewed. PF(AR) is the CM's copy of appraisal reports. The PF is held by CMs until the officer leaves the Service. It is then passed to NPTL(Res) who retain until Officer attains age 60 (if leaving to pension) completion of Emergency Liability in other cases. The file is then passed to TNT Swadlincote.</td>
</tr>
<tr>
<td>PF(AR)</td>
<td>CMs copies of OJARs and other reports.</td>
<td>Gives CM complete reporting history of individual.</td>
<td>Retain 100 years from DOB*.</td>
<td>There is a need for this file as the contents of Proms/Transfer files will be limited to the more recent reports; the precise contents will vary according to rules set by NPTL(Res).</td>
</tr>
<tr>
<td>PF(MC)</td>
<td>Routine Correspondence between CMs and individual</td>
<td></td>
<td>5 years from last record unless grounds exist for further retention</td>
<td>As a guideline routine correspondence associated with the officer's last, current and next assignments should be kept. Records may be kept longer if they are contentious or they shed more light on a particular effect on an officer's career than the mere fact of the assignment. Details which are obviously transient (e.g. arranging a time for a meeting) should be destroyed during the review process.</td>
</tr>
<tr>
<td>AIB Letter of assignment/admission to RN</td>
<td></td>
<td></td>
<td>Retain 100 yrs from DOB*</td>
<td></td>
</tr>
<tr>
<td>Commission Transfer letters</td>
<td></td>
<td></td>
<td>2 years from date of transfer unless grounds for further retention exist.</td>
<td>Successful transfers are likely to be un-contentious. Unsuccessful transfers or matters of dispute or complaint should be held longer.</td>
</tr>
<tr>
<td>Records of all assignments, i.e. job history or CV.</td>
<td></td>
<td></td>
<td>Retain 100 years from DOB*</td>
<td>An up-to-date JPA CV/job history will suffice.</td>
</tr>
<tr>
<td>Document Type</td>
<td>Type of Data Held</td>
<td>Purpose</td>
<td>Retention Period</td>
<td>Remarks</td>
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<tr>
<td></td>
<td>Commendation/Awards letters</td>
<td>Retain 100 years from DOB*</td>
<td>Commendations and awards letters are not on JPA. Citations/ Recommendations for an award are not disclosable under DPA.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Censures</td>
<td>100 yrs from DOB*</td>
<td>Note: Higher censures also in ARF and in OR. Lower level censures (e.g. CINC or FO Displeasure), if directed to be retained in PF(MC), will only be kept in PF. Censures are spent after 5 yrs but are to be retained for DVA/ national security purposes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Court-Martial Convictions</td>
<td>100 yrs from DOB*</td>
<td>Any records of not guilty findings will be retained for 100 yrs from DOB. Electronic discipline records exist on JPA and the RN Historic Database and may be accesses through NAVY SEC-2 DISCIPLINE 1A. Court-Martial convictions that are spent must still be retained in PF(MC) for DVA/ national security purposes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interview Notes, e.g. Career Interview Proforma</td>
<td>Retain 5 yrs from date of record.</td>
<td>As a guideline, CIPs relating to the last two assignments should be kept. Where relevant or contentious, CIPs may be kept longer.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E190s</td>
<td>Retain 100 yrs from date of birth*</td>
<td>Subsume into PF when officer joins trained strength.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MOD Official Secret Act Declarations</td>
<td>Retain 100 yrs from DOB*</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medical information relating to career management</td>
<td>Retain while relevant and current.</td>
<td>The PF(MC) is not the medical record. Medical records must be kept by medical authorities for 100 yrs from DOB.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unpaid leave documentation, e.g. maternity, career break</td>
<td>100 yrs from DOB*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Type</td>
<td>Type of Data Held</td>
<td>Purpose</td>
<td>Retention Period</td>
<td>Remarks</td>
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<tr>
<td>---------------</td>
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</tr>
<tr>
<td>Welfare</td>
<td>Welfare correspondence</td>
<td>Retain while relevant and current.</td>
<td>Welfare records must be kept by proper authorities, e.g. NPFS.</td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>Subject Access Requests</td>
<td>7yrs from date of last enclosure*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHR papers</td>
<td>AHR papers from temporary file</td>
<td>100 yrs from DOB, unless AHR was not awarded.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DV Clear.</td>
<td>DV Clearance Certificate</td>
<td>Retain for currency of certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disclosure</td>
<td>Disclosure Certificates, e.g. from Criminal Records Bureau</td>
<td>Retain for currency of certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assign.</td>
<td>Assigning Preference Form/Card</td>
<td>3 yrs from date of record.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adverse Report File</td>
<td>OJARs, letters ordering imposition of and removal from Special/Quarterly reporting.</td>
<td>Provide full record and audit trail of adverse reporting instances.</td>
<td>Adverse Report files are administered by NPTL(Proms). Once Adverse Reporting ceases (or officer is discharged), the Adverse Report file should be amalgamated with the PF in the custody of the CM.</td>
<td></td>
</tr>
<tr>
<td>Temp File</td>
<td>Letters, reports, miscellaneous papers depending of subject.</td>
<td>To allow a particular issue to be staffed by relevant dates without compromising security by circulating the complete PF relating to the individual.</td>
<td>Held until staffing is complete, then incorporated into PF(MC).</td>
<td></td>
</tr>
</tbody>
</table>
Notes:

1. The above guidelines draw heavily on Ministry of Defence Data Protection Act 1998 Guidance Notes: No.5 Document Retention Periods, revised by Info Access Pol - 10 Oct 05 MOD guidance is marked ".

2. The scrutiny of files for weeding/retention should never be a purely mechanistic task. The above guidelines help the exercise of judgment and discretion.

3. Aim to:
   a. Weed packs when they cross the desk.
   b. Have a registry weeding plan (eg. 2-yearly cycle)
   c. Record weeding action for audit trail.
ANNEX 58L

DISCLOSURE OF INFORMATION - EXCEPTIONS

1. Bona Fide Enquiries
   Confirmation is given, in bona fide enquiries, of length of service and other similar facts about careers which reflect to the credit of the individuals or is in their interest (eg. facts which enable assessment of claims being pursued by the individual).

2. Disclosure to DVA Staff, Security Services and Intelligence Departments
   a. Naval Secretary has granted named DBS(NSV) staff permission to remove ARs and career management files for scrutiny during the course of DV enquiries subject to the following provisos:
      
      (1) All files must be signed in and out at the appropriate career management desk.
      (2) Files drawn must be recoverable at short notice and are to be returned as soon as they are finished with and certainly on the same working day as they are drawn.
      (3) Files may be drawn only by those on the list of named investigators.
      (4) No copies are to be taken of any of the files' contents.
   b. Access is granted to Security Service representatives introduced to SO1 Branch CMs personally by certain nominated officers of Navy Command PSyA.
   c. The names of 3 Intelligence Officers who may have direct access to officers' records are known to the Naval Secretary. They have been instructed to contact EA/NavSec when necessary, who will arrange an examination within the Directorate concerned, or to contact the CM Whole Force Cell in the case of Retired Officers.

   a. Candidates for Employment as a Civil Servant (Military Support Function). The necessary information is to be supplied for the Selection Board by CMs. Security Officers (Investigating) from the Personnel Security Investigating Unit (PSIU) of MOD Sy and authorised investigators from other Government Departments are allowed access, on showing their identity cards, to the personal records of RN Officers or Retired Officers who have applied for MSF posts requiring DV clearance in the MOD or other Government Departments, in order to process the clearances. The officers' records are not to be removed except where an officer is seeking employment in a post in PSyA; their personal record file may be passed to PSyA for personal scrutiny. Medical information may only be divulged by Fleet Medical Division and then only when written confirmation is provided that the person concerned is being considered for a post requiring a DV security clearance.
b. **Candidates for Employment in Other Government Departments (OGDs).** Disclosure of necessary facts to OGDs who have a ‘need-to-know’ eg. in connection with applications for employment is normally to be made by a personal letter, approved and signed at SO1 Branch CM level. Contents of the officer’s official reports are not to be disclosed but a general paraphrase of the officer’s overall performance may be given. Alternatively, authorised investigators may be allowed access as in Para 3 sub para c.

c. **Candidates for Civil Service Band B Appointments.** There is a specific requirement of the Civil Service Commission for reports on officers who are applicants for Principal grade appointments in the Administration Group of the Home Civil Service. In such cases report forms to be used for this purpose will be received from the Civil Service Department. These reports, and any other references which may be asked for in respect of RN officers, are to be provided by the appropriate OCM. In the case of Retired List officers of Commanders rank and below, their reports and references will be provided by the CM Whole Force Cell.

4. **Disclosure of Information to Support Commonwealth and Inter-Service Transfer Applications**

   a. Requests for copies of ARs for an officer seeking permanent transfer to the Navy, Army or Air Force of Australia, Canada or New Zealand should be dealt with as follows:

   (1) Enquirers should be told that officers will have in their possession all ARs written since April 1997.

   (2) Reports written before April 1997 were compiled by Reporting Officers on the assumption that they would not be disclosed to outside authorities. MOD owes a duty of confidentiality to such Reporting Officers and is therefore unable to disclose copies of the reports in question.

   (3) Providing the individual consents, in writing, an officer’s CM will provide a summary of their career to date (ie. a list of appointments/assignments with a 2-3 sentence précis of performance for each).

   b. Copies of ARs on an officer seeking transfer to the Army or RAF may be forwarded to the appropriate authorities by NavSec Admin Support.

5. **Admiralty Board Submissions for the Administrative Discharge of Officers**

   Copies of ARs covering the relevant period (generally that under Quarterly Report) leading up to the submission for discharge may be made available to CNLS for the specific purpose of providing supporting evidence for the Board Submission itself.

6. **Disclosure of Information for Statistical Research**

   NPS HR Research Cell staff are allowed access to personal records held by Career Managers and in JPA for statistical research only. Any other access must be cleared with the Naval Secretary on a case-by-case basis. Records must not be removed from the Department.
7. Disclosure of Medical Information
Requests for medical information should be referred to SO1 OCM Med.

8. Disclosure of Addresses

a. Addresses of Active Service or Retired Officers are not normally disclosed, but whenever disclosure is refused, an offer is to be made to forward pre-paid correspondence to the current unit address of an Active Service Officer or the last known private address of a Retired Officer. Where appropriate it should be explained that this policy arises from the need to preserve the confidential nature of personal service records, which are held for official purposes only.

b. Under certain circumstances, exceptions may be made in the case of Police, Solicitors, the Clerk of a Court or Probation Officer and other Departments of the Crown. Addresses may be supplied in writing or by telephone but in the latter case the individual making the enquiry is to be asked to give a name and telephone number so that their identity can be checked. Additionally, the Chaplain of the Fleet has been authorised by the Second Sea Lord to disclose the Service addresses of Jewish personnel to the Senior Jewish Chaplain to HM Forces and may therefore approach CMs for this information.

c. Private addresses of Active Service Officers may only be disclosed to the Police.

d. Servicemen and women have been consistently advised to maintain anonymity as far as possible in the light of the current general threat from terrorism. Although official mail for Service personnel will normally be addressed to their service address, occasions will arise when this is not possible and a private address must be used. In addition, official mail for retired personnel must, of necessity, be addressed to their private address. Plain envelopes are, therefore, to be used for all official mail necessarily addressed to private addresses and rank and decorations are to be omitted. Mail for individuals serving abroad should invariably be addressed to the BFPO address. Current MOD and RN regulations for despatch of mail to Northern Ireland and to Eire are to be complied with.

9. Memorandum on Service of Legal Process on Members of HM Forces
A memorandum, issued by the Lord Chancellor's Office on 26 July 1979, was prepared for the information of solicitors who might wish, on behalf of their clients, to serve legal process in civil proceedings in the courts of England and Wales on people who are (or who, at the material time, were) regular members of HM Forces. This memorandum sets out the procedure to be followed in respect of enquiries from the plaintiff's solicitor needing to find out where a service person is serving and the assistance they may be given in serving proceedings on the serviceperson. Should a subpoena be received, the relevant Staff Legal Adviser should be consulted immediately.
CHAPTER 59

ASSIGNMENT PRINCIPLES

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CHAPTER 59
ASSIGNMENT PRINCIPLES

SECTION 1 - AIMS OF ASSIGNING/CAREER MANAGEMENT

5901. Assigning Role
Career Managers have details of every position available to Naval Personnel either from an Establishment List, CAPPS or General Position, requirement for higher training or a letter of authority for some special or temporary positions. As each position requires filling because of completion of the current incumbent’s assignment, sickness or other cause, or as new positions are created, it is the responsibility of the CMs, within their respective branch teams, to identify and nominate a suitable individual for that purpose. The CMs are aware of the range of personnel available with the correct skill sets and experience and take into account any individual preferences. CMs then match individuals to positions reflecting the principles of assigning set out below.

5902. Career Managers’ Aims
The aims for Career Managers of Naval personnel are to meet, as far as possible, the following requirements:

a. **Endorsed Current and Future Service Requirement.** The needs of the Service override all other factors with the aim of filling positions with suitable incumbents at the right time with the right skills. This needs to be achieved - against a backdrop of change, the emergence of high priority, short notice requirements and reducing manpower - in such a way that gapping and turbulence are minimised.

b. **Exploiting Skills.** To maximise the return on training investment; consolidating any skills acquired after training and to use such skills for the benefit of the Service.

c. **Career Development Needs.** To plan career progression so that best use is made of personal abilities, whilst broadening experience and providing further training, thereby ensuring that their suitability for promotion is developed and can be properly assessed.

d. **Personal Preferences.** To pay due regard to the wishes of individuals for the type, locality and to some extent the timing of their Assignments, noting where possible their personal and family circumstances (guidance regarding accompanied and unaccompanied service can be found in Chapter 25, specifically Para 2504). The primary means of indicating individual assignment preferences to CMs is via JPA (OJAR, SJAR or Electronic C240) (see Chapter 57 and Chapter 58).

e. **Personnel Functional Standards.** To deliver PFS that lie within their area of responsibility (see Chapter 22).
5902. Factors Affecting the Aims

How far CMs can meet the aims depends on a variety of factors but, principally, how much flexibility they have in terms of the number of people available with the right qualifications at the right time, and how pressing the Service requirement is for individuals with particular skill sets. Consideration should also be given to ensuring that increasing levels of Operational tempo and platform deployment lengths are properly balanced with the needs of our people to plan their lives and be provided with satisfying and rewarding careers. Additionally, no move can be considered in isolation - each has a bearing on the others made at around the same time. The CM must achieve the best possible balance across the three aims - an excellent solution in one case will not be acceptable if it results in a poor solution in another.

5904. Personal Wishes

Individuals are not permitted to select or decline assignments, but, where possible, due consideration is given to personal wishes before deciding on a particular assignment.
SECTION 2 - TYPES OF ASSIGNMENT

5905. Introduction

All Career Managers hold a list of positions for the rank or rate within their particular branch that they are required to fill eg. CM OF WAR SM SO2 has a list of dedicated jobs available for Warfare SM Lieutenants and Lieutenant Commanders. Using position information provided and maintained by Branch Managers (see Chapter 62) and Establishments Administrators (see Chapter 2), they have a 'core plot' which includes all sea and shore based positions that can only be filled by personnel of that particular rank/rate and specialisation. As well as these 'core' positions there are a number of other types of assignment available to Naval Personnel. These are described in detail through this Chapter and in the accompanying Annexes; other detail on Positions is provided at Chapter 2.

5906. Specific Types of Assignment

Certain specific types of assignment not covered below are covered separately at Chapter 60.

5907. Command Assignments (Officers)

a. Commands are defined as either Sea or Military, and the latter are classified as either Operational or Training and Support and further sub-divided, where appropriate, into subordinate and sub-unit commands, defined as follows:

(1) Subordinate Command. Command whose authority is derived primarily through delegation from a higher level of command and which may require the officer to assume the powers and duties of the officer assigned in unit command, eg. Executive Officer of a ship or shore establishment and Second-in-Command of a Commando unit.

(2) Sub-unit Command. To be known as “Officer Commanding”. This is further subdivided into:

(a) Operational. Command of an element of a unit capable of conducting independent operations including combat, combat support or combat service support, eg. RM Commando Sub-Unit, Fleet Diving Unit.

(b) Training/Support. Command of an element of a unit which has significant autonomy in the achievement of its outputs, eg. Defence Maritime Logistics School, RN Submarine School, Specialist Wings at CTCRM and the Training Groups at MWS.

b. A definitive list of command assignments, eligibility and selection criteria is at Annex 59A. With the exception of sea command at OF5 and OF6 and certain military commands at OF6, there is no intention to change the policy whereby command in one rank is not a pre-requisite for command or promotion to the next rank.
Sea Assignments

a. For a position to count as Sea Service, account will be taken of the applicability of one or more of the following planning guidelines:

1. A position in a programmable, deployable unit;
2. A position in a unit that routinely attracts LSA payment;
3. A position which has a routine expectation of having a Separated Service level of 122 days (33% of a year) or more per year when averaged over a three year rolling window (although this is not counted as a PFS);
4. A position that is mandated as unaccompanied;
5. An activated crisis position.

b. The guidelines listed above encapsulate RN personnel serving in Ships, Submarines, Units of 3 Commando Brigade RM, Front Line Naval Air Squadrons and Ship’s Flights, together with positions that have significant deployable or heavily separated aspects, such as Special Forces and nominated Sea Riders. Those personnel serving in shore positions overseas on Op Tours (including British Indian Ocean Territory (formerly Diego Garcia), Iraq, Afghanistan and Falklands) will be on Sea Service. Assignment Orders detailing personnel to these designated positions are to show the type of service as "Sea".

c. An assignment to a ship or submarine is not always ‘sea service’; the following details amplify the circumstances when ‘sea service’ will apply to ships, submarines and squadrons.

1. Ships
   a. Sea Service will apply from acceptance date on building, which coincides with its change to ‘B’ Role manning (see Chapter 2), until significant (see below) planned maintenance or paying-off.
   b. For all ships, where the planned length of a Ship’s maintenance or upkeep period exceeds 3 months from Ship’s Staff Move Ashore (SSMA) or Upkeep/Support Start Date (whichever is earlier), to Ship’s Staff Move On Board (SSMOB), the service in between these dates will be considered as Shore service.
   c. Where maintenance or upkeep periods are planned to be less than 3 months (as defined above), if the SSMOB is delayed such that there is equal to or greater than 3 months between notification of delay and revised SSMOB date, the period from 1 month after notification of a delay, to SSMOB will be considered as Shore Service.
   d. When paying-off or going for disposal, Sea Service ceases on SSMA, or on the date of transfer of the hull to a Foreign Navy.
(2) **Submarines**

(a) Sea Service will apply from the start of Power Range Testing (PRT) (or Initial Criticality (IC) for upkeep periods of less than 12 months) until three months after arrival at port for upkeep or preparation for disposal.

(b) In the event of upkeep periods of less than 12 months, if the PRT date or IC is delayed such that the time from 3 months after arrival to the revised PRT or IC date exceeds 12 months, then Sea Service will cease one month after the date of notification.

(3) **FAA Positions.** Sea Service will apply to:

(a) Ship’s Flights.

(b) Front Line Squadrons.

(c) Certain support units to Front Line Squadrons as designated by Fleet N1.

5909. **Changes to Sea/Shore Indicators**

It is a NAVY PCAP-PPLAN ESTAB WO1 function to change the Sea and Shore indicators in JPA. CMs will then use these indicators to determine the dates of Sea and Shore Service.

5910. **Shore Assignments**

Positions designated Shore Service are defined as those that are assessed not to qualify as Sea Service under the above guidelines, nor as LFS under the definition below. This definition captures ships and submarines in long upkeep and air squadrons that are changing airframe over a protracted period, together with conventional shore Positions. This includes service in Emergency Relief Pools (until activated).

5911. **Local Foreign Service (LFS)**

a. LFS is defined as any assigned Service overseas, including Loan and Exchange Service, in a unit which is not classified as being on Sea Service. This includes all Diplomatic (ie. Embassies and High Commissions) and NATO posts, and national units such as RN Gibraltar; it excludes service in the Falklands, the Balkans, British Indian Ocean Territory (previously known as Diego Garcia) and other Op Tours.

b. Guidance for LFS volunteers, their Line Managers and COs can be found at Annex 59B.

c. Guidance for Career Managers on all types of LFS, including Attaché and Embassy Support Staff positions, can be found at Annex 59C.
5912. Augmentation/Dual and Donor Billets

a. Augmentation is an element of Force Generation and is the temporary re-deployment of individuals (regular, reserve or civilian) to wherever they are needed to meet directed operational Military Tasks, Exercises and Events that cannot be achieved within peacetime establishments.

b. Full details of the Augmentation Policy for the Naval Service, including direction on funding and phases of the augmentation process can be found at Annex 59D.

c. There are 2 types of augmentation which are currently used to achieve the filling of positions for Force Generation and Operations; they are Planned Augmentation and Unplanned Augmentation, which are explained in the following sub-paragraphs.

d. Planned Augmentation. Planned augmentation is the filling of operational positions in a pre-planned response to Force Generation. It is achieved by redeploying personnel filling specially annotated, lower priority, peacetime positions to pre-identified crisis positions. Details on how these positions are defined and managed are in Annex 2D. The positions are split into 2 categories, both associated with Crisis (M role) positions:

   (1) **Donor Positions.** Donor Positions indicate that the incumbents of these positions are available for assigning to any Crisis (M role) position once activated. There is no annual training commitment although an individual in this category may be called upon periodically to augment a unit during an exercise. Personnel assigned to these positions are made aware of this additional responsibility by instruction in their Assignment Order to their routine assignment. A donor augmentee is at 20 days’ notice.

   (2) **Dual Assignment Positions.** Dual Assignment Positions are billets that are pre-matched to a specific M role crisis position. The incumbent is assigned to the dual assignment position at the same time as being assigned to their routine assignment position. Remarks on their Assignment Order will provide details of the Dual Assignment. Dual Assignees may be required to undergo induction training and/or attend exercises for their dual assignment. If a nominated Dual Assignee is not available for any reason, the providing unit is initially responsible for nominating a suitable replacement. A Dual Augmentee is at 10 days’ notice.

e. Donor and Dual Assignment Positions are indicated in JPA with a ‘Y’ in the ‘A Type Donor’ box. Dual position information can be found under ‘Additional Detail’ on the JPA position front page. A CM guide to actions required for Dual and Donor positions is at Annex 59D Appendix 6.
f. **Unplanned Augmentation.** Unplanned augmentation is the filling of operational positions, usually at short notice, for which there is no established position eg. ongoing operations. These positions are apportioned to the Naval Service by the Defence Augmentation Cell (DAC) and it is the responsibility of ACOS(PCap) Pers Plans to co-ordinate actions to provide a fill for the position. Initially ACMP will approach CMs (of both regular and reserve personnel) in order to provide a Service Person however, in the few circumstances when there is difficulty finding a suitable candidate, or a candidate cannot be found within the timescales required the Higher Readiness Cadre is activated.

1. **Higher Readiness Cadre (HRC).** The HRC provides a manpower resource to ensure that unplanned operational requirements can be met, by retaining selected personnel at high readiness to deploy. Full details of the establishment, employment and activation of the HRC can be found at Appendix 5 to Annex 59D.

2. **Manpower for Non-Crisis Requirements.** Officers, Ratings and Other Ranks may be loaned to other ships and establishments for short periods for participation in events such as major exercises, ceremonial duties, military tattoos and other extraneous events. These are events that the Navy Board has agreed should be met from existing manpower; that is, the manpower Liability does not include any allowance to grow manpower for these purposes. TLBs are responsible for identifying manpower for these events in response to requests by NavSec. More detail on how this manpower is identified and administered can be found at Annex 59D.

5913. **Common and Joint Assignments (CAPPs) and General Positions**

a. **Common and Joint Assignments (Officers)**

1. An integral part of career management is broadening; the means by which an officer grows out of their Specialisation (and, eventually, Branch) and becomes fitted for wider assignments in the higher ranks. Common Assignments (those designated as being suitable for officers of more than one Branch), and Joint Assignments (suitable for officers from more than one service) are an important source of broadening opportunities. They are filled through a competitive process, conducted by NAVY PCAP-CM WF SO1, where CMs bid for positions and the most suitably qualified and experienced person is selected. Opportunity (OPP), Engineering Joint Shared (EJS) and Functional Engineering Shared (FES) positions work in much the same way, except that the competition, conducted by DS Sec or DE&S, is wider - against members of other UK Armed Services or MOD Civilians, for instance.

2. Common and Joint assignments are managed and administered by NAVY PCAP-CM WF SO1, who reviews CAPPs Officer posts at Commander Level and below on a regular basis and who also monitors officer personnel requirements for additional, un-complemented tasks in conjunction with ACMP.
(3) JSP 755 (Tri Service Positions and Assignments – Instructions) gives all the details for junior (Junior Rotational List (JRL)) and senior (Senior Tri-Service Assignment List (STAL)) tri service assignments. All posts in the JRL are held and managed within the wider CAPPS list by NAVY PCAP-CM WF SO1 and co-ordinated through CMs. Jobs in the STAL, as with all senior officer assignments, are managed by NA.

(4) Full details of how personnel are selected for Common or Joint assignments and advice to CMs on the nomination and assigning process can be found at Annex 59E.

b. **General Positions (Billets) (GBs) (Ratings)**

(1) The equivalent ‘joint assignments’ for ratings are known as General Positions or General Billets (GBs). They are managed differently in that they are allocated to a specific branch and rate, ie. rating CM, but can be filled by a rating of any branch, providing that they are the same rate level. GBs are annotated as such in the competency’s column on Unit Establishment Lists.

(2) The filling of GBs to the detriment of designated professional branch positions can be difficult to reconcile when considering which positions must remain unfilled (gapped) when manpower shortages occur. In many cases the efficient running of units, particularly shore establishments, depends heavily on GBs being continuously filled in preference to some branch positions. When CMs are unable to fill all their complemented positions, the available manpower is to be shared between branch and GB positions on a direct proportional basis, eg. a CM with 400 branch positions and 50 GB will fill one GB for every eight branch positions. It is stressed that this formula gives only a rough "rule of thumb" and, in the final analysis, CMs will have to use their own judgement, in consultation with Branch Managers as appropriate, and appreciation of the local requirements of the units to which they assign.

(3) The filling of GBs is the responsibility of the CM to which the position has been allocated. If the CM cannot fill, or continue to fill a GB position, it is to be offered up, initially to other CMs within the wider branch team. If this fails to produce the manpower to fill the position the requirement is to be forwarded to other CMs across all suitable branches. If the billet cannot be filled it remains the responsibility of the allocated CM.

(4) If a GB is filled by another CM they assume responsibility for the position for the duration of the assignment. 3 months notice is to be given prior to the GB being handed back to the ‘owner’ CM. If it is not possible to give this length of notice the maximum possible notice should be given.
5914. Staff Courses and Post Graduate Training

a. Officers and Warrant Officers who wish to be considered as applicants for specific post graduate courses must, in the first instance, consult their CM to discuss the individual circumstances and career planning. Guidance on the courses available and the selection criteria can be found at Annex 59F.

b. Selection for staff courses will be considered by CMs at requisite points in an officer's career. Guidance for selection can be found at Annex 59F.
SECTION 3 - LIABILITY OF PERSONNEL FOR ASSIGNMENTS

5915. Sea Service Liability

a. Personnel who are due for sea service, but whose remaining service is insufficiently long, remain liable for short term assignments - this does not apply to the Submarine Service.

b. Individuals will not normally be assigned to sea service for less than 12 months. This period may be reduced to three months for shortage categories and personnel who have submitted 12 months notice to leave the service.

c. Individuals in the categories below are not to be assigned except on redeployment for war or other emergency:
   
   (1) Until completion of Phase 2 Training.
   
   (2) Whilst on career course for a higher rate.
   
   (3) Whilst on terminal leave.

d. Re-entries. They are to be assigned to Sea Service as if their time outside the Service counted as Shore Service.

e. Personnel Under 17 Years of Age. Officers/Rating/ORs under 17 years of age will not be assigned to operational ships or RM units.

f. Personnel Under 18 Years of Age. The UK has undertaken to take all feasible measures to ensure that members of its Armed Forces under the age of 18 do not take part in hostilities. The UK, however, understands that Article 1 of the Optional Protocol of the UN Convention of the Rights of the Child would not exclude the deployment of members of the Armed Forces under the age of 18 to take direct part in hostilities where:

   (1) There is a genuine military need to deploy their unit or ship to an area in which hostilities are taking place, and

   (2) By reason of the nature and urgency of the situation it is not practical to withdraw such persons before deployment, or to do so would undermine the operational effectiveness of their ship or unit, and thereby put at risk the successful completion of the military mission and/or the safety of other personnel.

   (3) Further guidance can be found in extant DINs.
Shore Service Immediately Before Terminal Leave

a. Personnel being discharged to pension are to spend their last four months on shore service before starting Terminal Leave. For those completing service without qualifying for an immediate pension eg. as a result of submitting an application for Early Termination, the amount of time that individuals will spend on shore service prior to starting Terminal Leave, if granted (see JSP760 Chapter 19 for more details), will be dependent on their length of service from date of entry:

   (1) Under 9 years
       1 month (3 months post-LFS)

   (2) 9 years to under 14 years
       2 months (3 months post-LFS)

   (3) More than 14 years
       3 months

b. Personnel leaving the Service prematurely (eg. as a result of submitting an application for Early Termination), particularly those serving in high priority shore positions or on sea service in shortage categories, may be required to complete their assignments, or part thereof, due to the exigencies of the Service. In such cases, Career Managers will consider applications to defer the individual’s discharge date, in order to allow completion of resettlement activities, in accordance with JSP534 Para 0356.

c. Whenever possible, the final period of shore service will be in the First Main Preference area. For those completing a Second Open Engagement or Extended Career, every effort will be made to assign ratings to shore service, in the First Main Preference area, for the final 6 months of 2OE/EC (if up to 5 years in length) or for the final year of 2OE/EC (if over 5 years in length).

d. With regard to personnel who are approaching the end of their Career/Engagement, Career Managers are to be aware of the potential financial implications of assigning them way from their preference area so as to qualify for Removal Expenses or Disturbance Allowance. Personnel must have an expectation of serving at least 6 months in the establishment or unit to which they are assigned.
SECTION 4 - SERVICE IN SUBMARINES

5917. Priority for SM Service
Whilst many SM branches recruit directly, the Submarine Service has a high priority for manning and individuals are found on a quota basis from New Entrants and General Service. Volunteers are preferred; however, when insufficient numbers are forthcoming, as is often the case, others are compulsorily assigned (ratings) or streamed (officers).

5918. Ratings
On completion of a tour of up to five years’ service, any individual assigned to submarines is entitled to revert to General Service and cannot then be assigned to submarines again for a further tour unless he volunteers or in an Emergency or under War Conditions. Before individuals volunteer for, or are assigned to, the Submarine Service, Divisional Staff and/or Line Managers are to check that the individual is fully qualified in accordance with Chapter 51. Any individual recruited directly to the Submarine Service will not be entitled to revert to General Service but may apply for a branch transfer (see Chapter 51).

5919. Officers
Officers, who do not join the submarine service directly, join with a liability for Submarine Service. They are streamed as required during IWOC on a quota basis (or by the Career Manager for Logs/Med). The entitlement to request a Branch Transfer still applies (see Chapter 51).

5920. Standards

a. The standards of fitness and efficiency required for service in submarines are high. Individuals, whether or not volunteers, who fall short of these standards, are liable to be discharged from the RN (or in some cases transferred to General Service) at any time.

b. It is essential that the Submarine medical (iaw BR1750A Chapter 9) is carried out before the individual is assigned and that the medical documents arrive at the establishment the individual is assigned to for training, in advance of the individual. CMs must be notified of any failure of eligibility on medical or other grounds immediately.
SECTION 5 - SERVICE IN SMALL SHIPS

5921. Small Ships Definition
The term 'small ships' includes the following types of ship/unit:


b. Offshore Patrol Vessels – CLYDE Class.

c. Survey Vessels.

d. Patrol Vessels (including P2000).

e. Naval Parties, 539 Assault Sqn RM, Units and Miscellaneous Vessels whose Complement is less than 50.

f. MASF.

5922. Suitability
Personnel in all branches of the Royal Navy are deemed to be eligible for consideration for service in small ships unless recommended otherwise by Commanding Officers, Line Managers and/or the Chain-of-Command. Except where there is a legitimate medical reason why an officer or rating should be viewed to be unsuitable for service in a small ship, such a recommendation is to be considered as an adverse comment in career management terms. Where an officer/rating is considered to be unsuitable for service in a small ship, in their current or forecast rank/rate, supporting information should be included in that individual’s OJAR/ SJAR. Commanding Officers are to review the status of officers/ratings deemed to be unsuitable for service in small ships not less than annually.

Examples of reasons why an individual may be deemed to be unsuitable for service in small ships are shown below, although the list is not intended to be exclusive:

a. Physically incapable of performing their duties in anything other than benign weather conditions and sea states; in particular is a chronic seasickness sufferer (medical).

b. Judged to be of immature temperament for their age in relation to time in service, peer group and is largely incapable of working unsupervised on anything other than basic routine tasks.

c. Poor disciplinary record.

d. An administrative burden to the extent that they have been placed on warning for their professional and personal shortcomings/circumstances.

e. A significant administrative burden due to previous or extant complex welfare issues requiring specialist casework support.
f. Has spent significant time at sea in a Capital Ship. This is particularly pertinent for JRs where historically many struggle to fit into the small ship environment and ways of working where additional whole ship responsibilities are commonplace.

5923. Assignment Screening
As an underlying principle, CMs are to assume that all personnel are suitable for service in small ships when taking assigning action. However, before taking specific action to assign personnel, CMs are to discuss the proposed assignment with the individual’s current Divisional Officer or Line Manager. The aim of this procedure is not to ascertain the individual’s preference but to determine whether they are suitable for service on a small ship by clarifying whether any of the factors listed above apply. This process applies to all personnel being assigned from Shore to Sea and from large to small ships and includes those who have previously served in small ships. Decisions and suitability recommendations will be recorded in the CRM notes section of JPA by CMs.

5924. Technical Senior Ratings
The Marine and Weapon Engineer Officers of small ships are generally of the WO2/CPO(ET) and CPO/PO(ET) rates respectively. They are required to perform the duties of a Head of Department and it is therefore essential that they have displayed the qualities of leadership and management that will suit them for this role. In addition to not having any of the characteristics at Para 5922 above, technical Senior Ratings being considered for duties as MEO or WEO of a small ship should:

   a. Be confirmed as a WO2/CPO(ET) (for MEO) and CPO/PO(ET) (for WEO).
   b. Have completed the Senior Rates’ Leadership Course.
   c. Be adaptable, flexible and display a general interest in whole ship affairs.
   d. Be capable of running the ME/WE Department with only infrequent supervision by shore-based staff, liaising with outside authorities as necessary.

5925. Removal of Unsuitable Ratings Serving in Small Ships (Landing)
The criteria at Para 5922 or the rating’s personal preference against service in small ships are not considered conditions for landing in themselves. The guidance at Para 6006 (Removal from Assignment) should be followed in making an application to land a rating deemed unsuitable for service in small ships.
SECTION 6 - LENGTH OF ASSIGNMENT

5926. Variations in Length of Assignment
The normal length of assignment for Career Management planning purposes are detailed at Annex 59G. Assignments for Senior Officers tend to be longer and will be discussed on a case by case basis. For sea assignments there is considerable variation depending on rate, rank and branch. In general, sea assignments will be made as long as possible, to make effective use of manpower by reducing the number of turnovers required and to give all personnel the maximum opportunity for serving at sea.

5927. Royal Marines
For RMORs, NCOs and RM WOs assignment lengths are ideally iaw Annex 59G, however assigning at an individual's Future Availability Date, (FAD, see Para 5937) is not automatic and will require an assigning trigger. These include:

a. Service requirement for the individual to serve elsewhere.
b. Service requirement for an individual to undergo specialist training.
c. The individual requesting to serve elsewhere.
d. The need for WOs and NCOs to gain the necessary experience.
e. The need to make way for others in a popular assignment.
f. A request by the CO to assign the individual in order to broaden experience.
g. Promotion within the individual's specialisation.

Should none of these triggers be applicable, the individual may request to remain in a unit beyond his FAD.

5928. Service Family Accommodation
For Service Family Accommodation entitlement, CMs should ensure that an assignment would be for at least 6 months and the FAD on the individual’s next assignment should reflect that. See Chapter 25 and JSP464 Tri Service Accommodation Regulations, Chapter 3.
SECTION 7 - SENIOR RATE EMPLOYMENT PATTERNS

5929. Factors
Senior Rate employment patterns will be determined by the needs of the Service coupled with those of the individual. It is of fundamental importance that the individual management of Separated Service is recognised as the primary vehicle for the delivery of Harmony on both Sea and Shore Service. The actual time spent in any assignment will vary according to rate, specialisation and current shortages. Any decision to breach Cat A PFS harmony guidelines (see Chapter 22) must be made by the relevant CM and authorised by DACOS Career Management.

5930. Sea Service
a. Sea Service may be extended as follows:

   (1) 36-39 months Sea Service:
        SO2 Ratings’ Career Managers.

   (2) Over 39 months Sea Service:
        DACOS Career Management.

b. Extensions to 39 months will be applied only in order to preserve Operational Capability (OC) or where an individual requests to do so. Capability gapping will be deployed where necessary to ensure that back-to-back sea assignments (60 to 72 months) are only implemented exceptionally and where an overriding requirement dictates. Authorisation of back-to-back sea assignments rests personally with DACOS CM; such assignments will attract 24 months on Shore Service in the individual's First Preference area, provided that preference does not change within 12 months of FAD (PFS Category A iaw Chapter 22).

c. Requests by the individual for extensions to sea going assignments over normal maximum length and requests to return to the same ship must be supported explicitly by the unit’s line-management.

d. The management of extended and back-to-back sea assignments will include consideration of those individuals who, exceptionally, undertake a length of Sea Service between 36 and 60 months, and thereby do not fit exactly into the template that dictates 18 or 24 months on Shore Service. Each case will be dealt with on its merits and no discrimination will be made between volunteers and non-volunteers.

e. Assignments of less than 36 months’ Sea Service will be the norm for specialisations with a relatively small number of Sea positions, in order to ensure that sea experience is gained by all personnel in that rate. It follows that such categories are likely to receive more than the minimum of 18 months subsequent Shore Service, although 18 months will be their SAVDATE (see Para 5940).

f. Assignments of less than 36 months’ Sea Service are also dictated by the role of the unit or the rigours of a particular type of employment. Following a period of non-standard Sea Service, individuals will be assigned to Shore Service for a period approximately proportional to the standard 36 months Sea / 18 month Shore Service ratio (as a minimum).
SECTION 8 - JUNIOR RATE/RANK EMPLOYMENT PATTERNS

5931. Factors
A rating’s service generally alternates between sea service and shore service with the assignment roster placing them in order of Sea Availability Date (see Para 5940).

5932. Squadded Categories
Junior Rates serving in Squads will normally have their FAD set at 48 months. This is to be considered as a review point which will be extended by a further nominal 48 months. Ratings may leave the Squad on promotion, on attendance at a Qualifying Course for a higher rate and on assignment to a non-Squad position. Those serving in a Squad in a non-preference area will be reviewed regularly by CMs in consultation with WMOs; Junior Rates should not normally serve more than 24 months in a non-preference Squad. Any rating assigned to a different Squad will retain their original FAD.

5933. Squadded Categories Outside Squads
There will always be a requirement for squadded categories to serve in non-squadded ships, OpTours and in other shore Positions. Volunteers are always preferred, but where there are insufficient numbers, ratings will be selected by CMs, depending on the length of the non-squad assignment. Where possible, ratings will be returned to the squad from whence they came.

5934. Non-Squadded Categories
For Junior Rates who are liable for Sea Service, the employment pattern will vary according to rate, specialisation and current shortages. Harmony will be managed iaw PFS harmony guidelines (see Chapter 22); any decision to breach the Category A PFS harmony rules will be made by the relevant CMs and authorised by DACOS Career Management.

5935. RM Selection for Sea Service
The requirement to provide RMORs for sea service is currently limited to the Antarctic patrol vessel and RM Assault Squadrons. Manning liability for all sea service remains the responsibility of the PCAP(RM) team who will select the appropriate manpower in accordance with current manning priorities. Volunteers are to be used where possible and applications for sea service are to be submitted using JPA. If no volunteers are available, the individual chosen must be carefully vetted and selected in accordance with Section 5 of this Chapter.
SECTION 9 - TYPE/STREAM ASSIGNING (RATINGS)

5936. Policy and Practice

a. It is 2SL’s policy to maximise the use of a rating’s experience by TYPE and
   STREAM assigning whenever possible, thereby improving operational effectiveness:

   (1) **Type Assigning.** Type Assigning is defined as the allocation of a rating
       to a specific type of ship, submarine or aircraft squadron for a protracted
       period.

   (2) **Stream Assigning.** Stream Assigning is the allocation of a rating to a
       particular equipment system within a sub-branch.

b. Most ratings in the Warfare Branch are placed in equipment streams in the
   final stages of their basic training to meet the expected long term requirements of a
   sub-branch, and whenever possible, personal preference. Ratings may be required
   to cross-stream to meet the changing needs of the Service (introduction of new
   systems, for example) and a rating may volunteer to change streams, but such
   requests are not normally approved unless the cross-training meets the
   requirements of the service.

c. It has to be accepted that Type/Stream assigning cannot be rigidly imposed.
   Requirements and preferences change and there is a need to protect the careers of
   ratings streamed into ageing equipment. Nevertheless, the advantages of
   maintaining ratings in types/streams are considerable in terms of reduced training
   bills, increased stability and, most importantly, in improving overall Professional
   standards, particularly ship/submarine and equipment knowledge. All ratings have
   an important part to play in fighting the ship/submarine, and in recognition of this,
   type assigning is applied wherever possible to all categories in the Royal Navy.
SECTION 10 - AVAILABILITY DATES

5937. Future Availability Date (FAD) Usage
All Assignment Orders (AOs) should include a FAD. CMs should attempt to honour it to allow individuals to plan ahead, however, personnel should note that a FAD is an estimate and there is always a risk that an urgent Service requirement will force the adjustment of a FAD. It should also be noted that the FAD given to an individual on commencing their assignment assumes a satisfactory performance on the part of the individual concerned. For officers, non-Squadded ratings on Sea Service and all personnel on LFS, the FAD will generate the requirement for a relief.

5938. FAD and Assignment Orders

a. Arrangements for an individual’s next assignment can only be made once an AO for that next assignment has been received; on no account should the individual or the admin staff of their current unit make arrangements for travel, allowances, leave or SFA entitlement at a planned new position based on the FAD of their current assignment. It is the AO that provides the authority for such items and not the FAD.

b. FADs for all personnel assigned to sea service will be calculated by taking the date a person commences that type of service and adding the length of sea service in accordance with Annex 59G. The FAD will not necessarily indicate the date when the commitment for sea service is completed, i.e. it is less than 36 months for ratings, and an AO may be issued to move the person to another unit to complete sea service. Ratings may volunteer to continue on sea service beyond 36 calendar months.

c. For Squadded rates, the FAD should be considered as a “Review” rather than a “Relief” date.

5939. Availability Date (AVDATE) for Assignment (Ratings)

a. AVDATES are only to be rendered by non-Squadded personnel on the following occasions:

(1) On receipt of an Assignment Order nominating a relief for a rating serving on sea service or LFS.

(2) When a 'Name To be Reported' Assignment Order or other information is received, that a rating serving on Sea Service or LFS is to be drafted without a relief.

(3) When a complement position lapses and the position is filled.
b. The AVDATE is to be calculated as the date when the rating is next available for assigning to a new position having had all leave due. This is the date used by the CM for the ‘To Join Date’ (TJD) for the next assignment including any approved re-engaging leave (for those still with entitlement), but it will not normally include any ‘traditional’ annual leave eg. Summer leave. It is the date that will be used by ACOS(PCap) for the ‘To Join Date’ (TJD) of the rating’s next assignment where they will take any ‘traditional’ annual leave.

c. The AVDATE to be reported by signal (RNCP 9 Ch 5) or by email such that they are received by the Career Manager at least four months before the rating is due to leave their present assignment. Failure to render the AVDATE by four months at the latest will engender unnecessary signals/email traffic as the CM seeks to establish a rating’s AVDATE and in any event will prejudice any chance of the rating being given their full three months’ notice for next assignment.

d. The total amount of Leave (both Annual Leave and Sea Leave) between assignments should be kept to an absolute minimum and should not exceed a total of 21 days. If the reported AVDATE is likely to exceed 21 days Commanding Officers are to request approval for an AVDATE in excess of 21 days by signal to the appropriate SO1 CM stating the reasons for the accrual of excessive leave. If approved, the CM will take assignment action based on the amended AVDATE.

5940. Sea Availability Date (SAVDATE) (Ratings)

a. All non-Squadded categories will be deemed available for Sea Service on completion of PFS Category A or B Shore Service (see Chapter 22). This point is defined as the Sea Availability Date (SAVDATE).

b. An individual’s FAD on Shore Service may be later than the SAVDATE, nevertheless, they may be assigned to Sea Service earlier than the FAD if the needs of the Service dictate.

c. The SAVDATE determines a rating’s position on the appropriate sea roster (see Para 5941), which is presented by JPA in SAVDATE order, showing at the top of the roster the individual who has the earliest SAVDATE.

d. Non-Squadded rates will, in general, complete 36 months’ Sea Service and be entitled to 18 months’ Shore Service (14 months for Junior Rates) on completion. Any variation is to be assessed pro-rata ie. 24/12, 18/9 etc. and the individual’s SAVDATE adjusted manually on JPA.

5941. Sea Roster (Ratings)

a. New entries are available for their first sea assignment (FSA) from the date of completion of Phase 2 training. For Submarine ratings, this will be when they have successfully completed the Submarine Qualification (SMQ) Dry. Ratings in Squadded categories will be assigned direct to Sea Service; others may be assigned to a period of Shore Service for consolidation before FSA.
b. Ratings on Shore Service/Local Foreign Service are placed on sea rosters in order of SAVDATE. Sea positions must be filled by appropriately qualified ratings who will normally be chosen from those highest in the roster. However, because some ratings are trained in only one system or equipment type, (Type 'Streaming', see Section 9 to this Chapter) it therefore follows that the first rating due to sea may not be qualified for the position requiring to be filled. Personal qualities and professional standards are considered only when special selection procedures are authorised (eg. Retinues).

c. Moving down the roster to match the right individual to the right job in this way is known as “dipping down” the roster and can be invoked for a number of reasons. It is important that ACOS(PCap) maintains its reputation for fairness and therefore CMs are to be able to justify any dipping down decision if called upon to do so. The following guidelines are issued to assist CMs.

d. **Dipping Down to SAVDATE.** Dip down to the first suitable rating in order to:

   1. Match an individual’s training/skills to the sea position, particularly when this will negate the need for extensive PJT courses or retraining the rating for a different ship or equipment type. This is known as “Type/Stream Assigning”.
   2. Meet the requirement to fill a female bunk with a woman, and vice versa.
   3. Meet an individual’s preference.
   4. Exercise an element of selection for the position, ie. to assist the career progression of a rating.

e. **Dipping Down Below SAVDATE.** Assigning an individual to sea service before they have achieved their entitlement to shore service is not permitted except when:

   1. The rating is an EOOT volunteer for sea service.
   2. The relevant SO1 CM has given express permission to meet a manning priority or Operational requirement.
SECTION 11 - NOTICE FOR ASSIGNMENT

5942. Officers

a. CMs normally aim to issue an AO six months before the position is to be taken up. However, this is not always possible, and some assignments may be announced before or after this. The normal minimum notice is at least three months' notice for a home base assignment and a minimum of five months' notice for non-home base or LFS assignments in accordance with PFS (see Annex 22A).

b. If it is necessary to change an assignment after an officer has been nominated for a particular job, the change will, where possible, comply with these requirements for notice. Exceptions to these normal guidelines may be necessary following initial training, qualifying courses, annual promotion selections, or when shorter notice is in the interest of the officer. In all cases it should be remembered that one short notice assignment almost always generates another.

c. When for sickness or some other reason personnel are unable to carry out the duties of their position, a relief is provided only if the expected duration of the absence exceeds three months, unless the position is considered a key position, when the rules for short notice may apply (see Para 5945).

5943. Ratings

a. The policy is to provide as much notice of assignments as practical and at least 3 months' notice for a home base assignment and a minimum of 5 months' notice for non-home base or LFS assignments as required to meet the PFS standards (see Annex 22A). There will be occasions when normal assignment notice cannot be achieved for exceptional operational or resource reasons. In such circumstances, assignment will take place at shorter than normal notice. This will usually only occur for assignments into operational crisis positions, which are generally for a maximum of 6 months’ duration. Any resulting breach of Cat A PFS is to be authorised by DACOS Career Management, reported up the chain of command and reflected in the Performance Reports to the Navy Board.

b. This notice is waived for assignments to PJTs or other short courses when the course schedule precludes three months’ notice and when medically downgraded ratings are assigned ashore they may be required to act as temporary reliefs at short notice to relieve ratings assigned from the ERP (see Para 5947).

c. Volunteers. Ratings may volunteer to move at less than normal notice to obtain a preference assignment.
d. **Notice on Completion of Career Training.** Ratings completing basic career training ashore are liable to be detailed for shore assignments and first sea assignments at less than normal assigning notice. Submarine ratings who volunteer to complete Nuclear Propulsion Operators Course (NPOC) and the Nuclear Propulsion Supervisors Course (NPSupC) will be assigned back to sea on successful completion of the course at less than normal assignment notice. Ratings transferring between Branches or Sideways entrants who fail to pass appropriate courses and are returned to Source Branches will also be assigned at less than normal notice.

e. **Notice on Completion of Career Course Training.** Ratings completing career courses are liable to be assigned to sea or shore units at less than normal assigning notice.

5944. **General**

a. Individuals who have left their previous assignments for medical, welfare or discipline reasons will be re-assigned as soon as their condition permits. The assignment will normally be at less than the assignment notice. Those that left a unit in ‘Sea Service’ may have to wait for another suitable ‘Sea Service’ unit to become available and as a result may be assigned at immediate notice and not be subject to the normal notice for assignment instructions above.

b. Assignment notice for personnel with the assignment restriction for Children with Special Educational Needs should be as great as possible.

5945. **Short Notice Assignments**

a. The aim is to give an individual notice of an assignment iaw the above paras. However, personnel should be aware of the regular demand for short-notice assignments generated, for example, by operational augmentation, illness, promotion, welfare or discipline matters which may significantly reduce the normal assigning notice.

b. CMs are constrained by assignment and harmony rules. In general, it will not be possible to assign a permanent relief at less than 5 months’ notice; CMs therefore treat all requests for short notice assignments as a temporary requirement in the first instance.

c. Personnel who are medically downgraded for less than 3 months will not routinely be found a relief.
d. When an event occurs which creates an operationally unacceptable gap the following actions are to be considered in turn:

1. **Managing Without a Relief.** The importance of managing without a relief is emphasised and places an onus on units to make the most effective use of on-board assets to provide alternative cover, particularly in key Positions. For example, using local acting advancement where applicable, greater emphasis on the employment of personnel onboard who hold relevant Competencies and arranging ‘ad hoc’ training, such that these personnel can undertake all/some of the tasks. CMs can advise and assist in the identification of personnel who may be suitably qualified by competency

2. **PERREQ.** PERREQ signals should be used during both Fleet Time and Non-Fleet Time when a unit has advanced warning of a forthcoming gap or manning deficiency, or for highlighting gaps in Squad billets. For example, if the RPO needs to be released in 2 months’ time to attend the FDO course, a PERREQ should be raised so that a temporary relief can be investigated to cover this period. Similarly, the gapping of 1 or 2 ABs in a Squad does not impact directly on Unit OC and therefore does not warrant OPDEF status but can be highlighted by use of the PERREQ signal.

3. **Personnel OPDEF.** When a manning deficiency is imminent (or has already occurred) and will have an impact on the unit’s OC during Fleet Time or impact on Upkeep key dates (SSMOB, RFSD and FD) during Non-Fleet Time, an OPDEF is to be raised. The cause could be gapping (hard and/or soft) or a lack of an ADQUAL / TEM that is affecting a unit’s ability to deliver OC. OPDEFS are to be categorised ME, WE, AR, and OP and numbered iaw normal OPDEF protocol.

*Note.* Whilst a PERREQ may in time become an OPDEF (when the gap actually occurs), the simultaneous raising of a PERREQ with an associated OPDEF is nugatory and no longer required.

e. The relevant CMC/CM is responsible for taking the initial actions in attempting to resolve all personnel PERREQs/OPDEFS. NAVY PCAP-OPS, in conjunction with Commitments and the appropriate FCIG, will set the overall priorities and where required provide direction on the solution

### 5946. Guidance for CMs on Provision of Short Notice Reliefs

a. If a position is identified as requiring a short notice relief CMs are to take the following into account:

b. The length of ‘gap’ that is acceptable, eg. is there someone already in the ship/unit capable of filling the position for a limited period?

c. The requirement for maximum advance warning for the person selected as relief.
d. The requirements for the relief to be given as much of the appropriate leave entitlement as circumstances allow.

e. The desirability to select personnel for short-notice sea-going or overseas unaccompanied assignments from those who will shortly be due for such an assignment in the normal course.

f. Any short notice assignment having significant operational implications should be referred to DACOS Career Management so that the matter can be referred to ACOS(PCap) if necessary.

5947. Emergency Relief Pool (ERP)

a. For ratings, to provide short notice reliefs when required, there is an Emergency Relief Pool (ERP) for surface ships and submarines. Squadded rates are not included in the ERP as the Squad System provides emergency reliefs from a unit’s own non-deployed Squad.

b. The equivalent for the Fleet Air Arm is an Emergency Flight Pool (EFP) but this is an assignment in its own right and is not covered by ERP regulations.

c. **ERP Selection Procedure.** Ratings who complete a sea assignment of less than 36 months will be allocated to the ERP on completion of Leave After Sea Service (LASS) (ERP applies to ships and SMs, the term SMERP is no longer used). There is currently no method of assigning a rating to the ERP on JPA, therefore, they will continue to be notified by letter detailing the start and end dates of the ERP liability and the maximum length of ERP sea service. These details of their allocation to the ERP will be recorded in JPA. Exceptionally, Royal Naval Police and PT Branch personnel may continue to be allocated to the ERP immediately before an assignment to a ship, thus ensuring that any pre-joining training is not wasted. Ratings whose branch structure routinely dictates a sea assignment of less than 36 months may be warned on their assignment order that they will be allocated to the ERP on completion of the assignment.

d. No individual will be allocated to the ERP for more than three months and, if activated, their activation will not last for more than 6 months. For those serving less than a 36 month sea assignment, the following table applies:

<table>
<thead>
<tr>
<th>Length of Sea Assignment</th>
<th>Maximum Sea Time if Activated (39 months max sea assignment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;33 months</td>
<td>6 months</td>
</tr>
<tr>
<td>33 months</td>
<td>6 months</td>
</tr>
<tr>
<td>34 Months</td>
<td>5 months</td>
</tr>
<tr>
<td>35 Months</td>
<td>4 months</td>
</tr>
</tbody>
</table>
e. When calculating the length of sea service for the purposes of determining the maximum time to be placed in the ERP, the sea service will be deemed to have ended when an individual leaves their unit to go on LASS.

f. The ERP period will normally start on the AVDATE provided by the discharging unit, ie. on completion of LASS.

g. Eligible ratings are liable for only one emergency relief assignment on completion of their normal sea service assignment. They will not, therefore, return to the ERP even if an emergency relief assignment was for a period of less than three months.

h. General Service ratings will be at 7 days Ready To Move (RTM), Submarine Service ratings at 48 hours RTM notice. To this end ratings are to meet the following requirements:

   (1) Be ready in all respects to join a ship or submarine within the notice period. This is to include Medical and Welfare aspects as well as the availability of kit etc.

   (2) Possess a current passport with at least one year before expiry.

   (3) Provide full and accurate contact details of all leave whereabouts on JPA.

   (4) Ensure that adequate transport arrangements have been made to achieve a return to their current parent unit within 5 days (GS) or 12 hours (SM) of notification of recall.

i. Employers are to ensure that adequate arrangements are in place to deal with recalls over the weekends and leave periods.

j. ERP activation will be controlled by NAVY PCAP-OPS.

k. To minimise the gapping of positions ashore, and as a general aim, ratings who require an Emergency Relief will be temporarily assigned to the shore position from which their relief came. Clearly the achievement of this aim will depend on the particular circumstances pertaining, which could well be dictated by, for example, medical or compassionate area restrictions. Therefore, ratings who are temporarily assigned ashore due to medical or welfare downgrading may be assigned as a temporary relief at short notice to relieve the rating assigned from the ERP.
5948. PE-OPDEF and PERREQ Procedures

a. PE-OPDEFs and PERREQs are to be used by all units to report current and future personnel shortfalls that affect Operational Capability (OC) in order that the operational implications can be properly assessed, and recovery intentions formulated. The People Capability Operations (PCap Ops) team in ACOS PCap’s Division has the lead for recovery action and uses the information detailed in the PE-OPDEF or PERREQ to engage with the Operational Commander and relevant Force Generation Authority (FGA), to monitor, manage and, where necessary, move personnel to meet emergent demands. In addition, the detail, in conjunction with the wider Manpower, Equipment, Training and Sustainability (METS) reporting, is used by the Operational Commander to inform broader decision-making.

b. It should be noted that PCap Ops is only authorised to direct personnel moves in response to an extant PE-OPDEF or PERREQ. Usually a PCap Ops directed move is temporary, i.e. the nominated individual(s) will return to their original assignment at the end of the agreed period. Where a permanent move is more appropriate, this will be agreed and actioned by the Career Manager (CM).

c. PE-OPDEFs and PERREQs are sent by e-mail and can be raised at any stage of a unit’s lifecycle (build, Fleet Time and Upkeep), but only against positions that drive liability in accordance with the extant Unit Personnel List (UPL). Gapped ‘Non-Liability’ positions are not to be reported by PE-OPDEF or PERREQ.

d. PE-OPDEFs.

(1) PE-OPDEFs should be used to report when the manning state falls below the UPL requirement. In general, if a position is currently not filled by a Suitably Qualified and Experienced Person (SQEP), which has a measurable impact on OC, or is expected to be gapped within 72hrs, then a PE-OPDEF should be raised. The PE-OPDEF should contain details of factors affecting the unit’s tasking, the expected duration of the manpower shortfall and other PE-OPDEFs/PERREQs which now present a cumulative impact, and the impact should also be assessed with a view to any contingent tasking. Care must be taken to ensure that any reference to programme Ship attributable Directed Task (DT) activity does not compromise the OPSEC of the unit concerned.

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1 In the same manner that Equipment Capability is managed iaw BRd 3001, Art 0301.
2 When a unit transitions into and out of Upkeep, it will usually change Naval Establishment Status (iaw Annex 2B) which will entail positions on the UPL being switched on and off (reflected in JPA). Only ‘live’ positions can be subject to PE-OPDEF and PERREQ action.
3 I.e. the unit can write a meaningful statement in the PE-OPDEF Line 5 – Effect on OC.
4 FTSP results in notice for sea reduced to 48hrs PE-OPDEF would be Cat B increasing to A when notice for sea in reduced.
(2) Any gapped liability position that has a measurable impact on OC can be reported by PE-OPDEF. If a unit considers itself capable of sustaining such a gap, irrespective of Category, due to its current tasking or alternative SQEP onboard, the unit should make this clear in the PE-OPDEF remarks section, noting that if circumstances change it may be appropriate to raise a PE-OPDEF SITREP stating that the unit can no longer sustain and immediate remedial action is now required.\(^5\)

(3) Where a position on board is filled but the incumbent has a Training Employment Modules (TEM) (the Q in SQEP) shortfall which has been accepted at risk by Command and/or relevant FGA, this should be reported via Fleet Operational Capability and Sustainability (FOCAS), not by PE-OPDEF. Any SQEP shortfalls arising from using the Local Acting Higher Rate (LAHR) as a temporary PE-OPDEF solution are accepted by Command, given that it is they that raise the promotion acceptance request to PCAP CM. These shortfalls are reported by FOCAS. Where SQEP shortfalls are not accepted by DDH for permanent reliefs and have a measurable impact on OC, OP-OPDEFs\(^7\) may be raised. The responsibility to drive a solution for a training shortfall rests with the Unit in consultation with CMs and Flotilla/Squadron. Any OP OPDEFs raised as a result of manpower shortfalls should be copied, by email, to the PCAP OPS mailbox and the relevant CM mailbox.

(4) Units that do not use FOCAS (eg. SMs) should ensure that their FGA is fully aware of any SQEP shortfalls that exist.

(5) All PE-OPDEFs for units/formations/establishments are to be sequentially numbered and raised on one central register and given the designator PE\(^8\), eg. PE 01-19. EWOs/Cox’ns are the responsible persons for all manpower coordination and it is therefore mandatory that they provide the quality assurance on all PE-OPDEFs and PERREQs as the custodian of the central register for their unit(s).

(6) Detailed instructions and the format for PE-OPDEF reporting are at Annex 59J.

(7) In instances where a gap is resolved by the use of the LAHR from within the same unit\(^9\) then the original PE-OPDEF should be SITREP-ed, and downgraded with the remarks highlighting what solution has been provided to resolve the gap. A PERREQ may be raised for the gapped position vacated by the officer/rating given the LAHR. The original PE-OPDEF should remain extant until the position is filled by a substantive rate. No PE-OPDEF is to be raised for the gap created by the use of LAHR. This avoids false reporting of gaps.

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\(^5\) To mitigate this risk, personnel may be held at appropriate readiness in the UK to meet such contingent tasking rather than being “churned” to join the platform unnecessarily.

\(^6\) Concessed law BRd 9147.

\(^7\) Signal format iaw BRd 3001, Ch 3.

\(^8\) The master record of all OPDEFs is the OPDEF Database where each entry requires a unique OPDEF number.

\(^9\) IAW Para 6916.
e. PERREQs.

(1) A PERREQ is used to request cover for key personnel who are scheduled to be away from a unit for a short period; it is expected that these gaps can be forecast as they relate to planned events (eg. TEMs, Short Course learning, Paternity Leave). It can also be used to draw attention to future assignment issues (eg. gaps in succession planning, personnel selected for promotion Upper Yardman (UY)/Senior Upper Yardman (SUY) etc.). If the unit is able to sustain the gap, then this should be made clear in the text and investigations will be limited to volunteer solutions. If the PERREQ will become a PE OPDEF then that fact, and the date on which that is expected to happen, should be in the remarks section of the PERREQ.

(2) If a PERREQ cannot be resolved and starts to impact OC (a predicted gap becomes a current gap), it may be escalated to a PE-OPDEF. In such a situation, the PERREQ should be cancelled and comments reflecting that the PERREQ is superseded by a PE-OPDEF should be included in both the cancellation e-mail and the new PE-OPDEF remarks sections.

(3) **PERREQs for Leading Aircraft Controller (LAC) or Low Level Height Keeper Target Control (LLHKTC).** The instructions for ships to request assistance from an appropriately qualified Aircraft Controller\(^{10}\) are no longer supported and therefore all units that require the assistance of an LAC or LLHKTC are to use the standard PERREQ instructions noting the specialist e-mail addresses\(^{11}\) that must be included.

(4) The detailed instructions and format for PERREQ reporting are at Annex 59K.

f. Advice and Guidance.

(1) **Permitted Absence.** Individuals released by Command to Annual Leave Allowance (ALA), Graduated Resettlement Training (GRT), Adventure Training (AT) or Personal Development (PDev) should not normally be reported via PE-OPDEF as the unit has decided that the absence of the individual is acceptable within the operational scenario. If relief cover is required, this should be reported by PERREQ, complete with explanatory comments as to why the current incumbent has been released, but would normally be filled by a volunteer only.

\(^{10}\) BRd 1043(General) Chapter 8, Article 0815.c. Height Keeper Target Controller Assistance.

\(^{11}\) Detailed at Annex 59K.
(2) **Compassionate Leave.** Whilst Commanding Officers are authorised to grant compassionate leave\(^{12}\), in complex cases where specialist welfare input is required the advice and guidance of Royal Navy Royal Marine Welfare (RNRMW) should be sought, initially from RNRMW Portal, who if required can investigate and provide a recommendation\(^{15}\). In cases where the CO grants compassionate leave a PERREQ can be submitted, but units should note that in such instances the position will normally only be filled where there is a volunteer. If following liaison with the Joint Casualty and Compassionate Centre (JCCC) the compassionate travel is categorised as Cat A or Cat B\(^{14}\), then a PE-OPDEF may be suitable, depending on the anticipated length of absence and whether the unit can sustain the gap. In either case, close liaison with the appropriate PCap Ops Forward team is essential to enable contingency planning.

(3) **Occupational Paternity Leave (OPL)**\(^{15}\). Whilst the CO has a degree of discretion when awarding OPL, it is a Cat B PFS statutory entitlement and as such personnel should be released whenever possible. A PERREQ is to be raised as soon as OPL is requested, however, if a volunteer cannot be found the request is unlikely to be filled as it would break a non-volunteer’s Cat A PFS statutory entitlement. If a suitable relief is not available and the unit is instructed to sustain, it may be appropriate to raise a PE-OPDEF to reflect the impact on OC of the individual’s absence, noting that if the absence creates an unsustainable high Category PE-OPDEF then it is probably not appropriate to allow the OPL at that time; of note, in this situation the individual on OPL is likely to be the solution to the PE-OPDEF.

(4) **Cumulative Impact of Gapping.** The cumulative impact of gaps may exceed their individual impact as described in the PE-OPDEFs\(^{16}\). This should be raised as a capability OP-OPDEF signal\(^{17}\) and not as a PE-OPDEF.

(5) **Addressees.** Each PE-OPDEF and PERREQ must be forwarded to the correct relevant email address iaw Annexes 59J and 59K. They should not be sent to PCAP individual role accounts. Particular care is to be taken to send them to the correct ‘Multiuser’ accounts, as responses will be delayed if emails are sent to incorrect accounts. Units are to ensure that the notification contains all the relevant information in the correct format. This Para (5948) should be the primary authority and adhered to except in extreme circumstances when variations are agreed with PCap Ops prior to submission.

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\(^{12}\) JSP 760 Chapter 22 details the criteria for compassionate leave.
\(^{13}\) Chapter 24.
\(^{14}\) JSP 751 Vol 1 Pt 1 Vol 1 Ch 2 Annex B details the Categories for Compassionate Leave.
\(^{15}\) JSP 760 Chapter 26.
\(^{16}\) For example, multiple Leading Hand gaps across the unit may have a small impact within their own departments but may have a large impact on whole ship duties (eg. an unsustainable SCC LH duty roster).
\(^{17}\) IAW BRd 3001 Chapter 3.
(6) RN Personnel on board Royal Fleet Auxiliary (RFA) Vessels. Where RFAs identify manning deficiencies with embarked RN personnel from 1700 Naval Air Squadron, they are to raise a PE-OPDE or PERREQ as required. 1700 NAS is to review its own manpower and provide support if possible; if 1700 NAS is unable to support then it will respond accordingly. Thereafter, PCap Ops Forward Devonport will lead and co-ordinate action on resolution in conjunction with the appropriate CM where necessary.

(7) Rotational Crews. In rotational crews (eg. MCMV and SSBN), PE-OPDEs and PERREQs are de-latched from the ‘hull’ and recorded by ‘crew’ (eg. MCM1 Crew 1 vice BNGR or VANG(PORT) vice VANG). This removes the requirement for cancellation and resubmission of PE-OPDEs and PERREQs on crew Replacement in Place (RIPs) and rotations.

(8) Regular Actions as Fwd Deployed FF/DD Crews Rip. The following actions are to be undertaken by the EWO on Riping in and out of theatre.

(9) Immediately prior to return to the UK, EWO is to sitrep all PERREQs, PE-OPDEs are also to be the subject of sitreps downgrading at least one repair category (B2 to C2, C2 to C3 etc) in order to reflect the period of regeneration outside the theatre of operations.

(10) Six weeks prior to return to theatre PERREQs and PE-OPDEs to be SITREPPed and repair categories increased as require by HoDs and CO.

(11) SITREP and Rectification. To ensure PCap Ops, the Operational Commander and the FGA maintain an accurate picture of the impact of personnel gapping and shortfalls, PE-OPDEs and PERREQs should only be updated by SITREP when significant changes occur, in the case of PE-OPDEs and RECTIFIED as soon as the impact on OC has been resolved or expired. Any changes should be in bold, highlighted or underlined to make it clear to the recipients what significant changes have occurred.

(12) Out of Hours/Leave Periods. Out of Hours cover for PE-OPDEs or PERREQs is achieved through the Duty Fleet Controller (a mandatory ‘Cc’ addressee) who will call the appropriate duty PCap Ops personnel. However, it should be noted that unlike stores on a shelf, trawling for a relief out of working hours is unrealistic and also difficult during main leave periods, when the donor units and individuals are similarly not on call.

g. Authorisation for Mobilisation of Personnel as a Temporary Relief (TR).

(1) A TR may be required as a short-term solution to a PE-OPDEF or, by exception, a PERREQ. This requirement is evidence based on the OPDEF/PERREQ content.
(2) Inter-unit loans of personnel up to 7 days should be regarded as routine business and are not affected by PFS. Inter-unit loans should only utilise SQEP from the relevant Flotilla/FGA area of responsibility, therefore minimising personal turbulence as much as possible. The relevant Flotilla/FGA should take the lead on these local loans ensuring the relevant Career Manager (CM) is notified to allow personal turbulence to be recorded on JPA\textsuperscript{18}. TR requested for 8 - 30 days are identified and authorised by PCAP Ops personnel only. They are nominated via a tried and tested trawl process and scrutiny of a Personnel Support Request (PSR).

(3) Any OR6-OR9 on MTA are only approached by PCAP Ops after consultation with the relevant CM/CM SO2. As part of the trawl process any TR requested for more than 30 Days will result in PCAP Ops applying for a PFS waiver via DACOS(CM). The CM will then take relevant assigning action. Any pre-booked, career fouling TEMs/Qualifying Course will take priority unless specifically authorised to the contrary, after discussion and agreement with SO1 PCAP Ops.

(4) Personnel can be directed to submit PSR whilst on leave where there is a Service requirement. Personnel that are on leave or have pre-approved leave will only be nominated in extremis for the most compelling of reasons\textsuperscript{19} in order to meet the Service need. In this event the individual may apply for all un-used leave to be credited back to their account. Personnel are advised to purchase suitable travel insurance\textsuperscript{20}.

(5) As far as possible, arrival/departure dates stipulated on the PSR will be adhered to. In extenuating circumstances (ie. change of receiving units tasking) there may be a requirement to extend a TR. To ensure a full auditable trail a further PSR will be completed. Receiving units are not to negotiate extensions without PCAP Ops knowledge/authority. Alternatively PCAP Ops may consider a new trawl to be a less severe option.

(6) As part of their role PCAP Ops aim to minimise individual turbulence (churn) which has been identified as a major contributing factor towards retention in the Naval Service. PSRs will still be required for individuals who volunteer to be a TR to ensure correct recording of all individuals trawled.

(7) If there is anyone else within the trawled unit’s Chain of Command who needs to be informed of a request for PSRs to be submitted, then it is incumbent on the unit to inform the relevant individuals. Failure to meet the deadline for PSR submission is not an excuse for trawled individuals to be exempt from nomination. The individual’s unit is to ensure deadlines are met however, where there are reasonable reasons for delay, an extension may be requested from PCAP Ops Fwd.

\textsuperscript{18} Annex 59I.  
\textsuperscript{19} JSP 760 1.7.  
\textsuperscript{20} JSP752 17.0611.
h. **PCap Ops Action.**

(1) The PCap Ops Forward Cells\(^{21}\) are responsible for initial communication with the Unit\(^{22}\) and will co-ordinate discussions between CMs, Career Management Cells (CMCs) and FGAs to resolve all PE-OPDEFs and PERREQs. PCap Ops, at West Battery, in conjunction with Commander Operations (COMOPS) and Navy Commitments, will provide direction on the overall priorities for resolution.

(2) On 1 Jun each year the PE-OPDEF database will be reviewed and all OPDEFs older than 18 months will be deleted as part of a housekeeping process and in discussion with the relevant unit. Any that remain extant should be discussed with PCAP OPS at West Battery and re-raised as appropriate.

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\(^{21}\) At Devonport, Faslane and Portsmouth. The CMCs at Culdrose and Yeovilton perform the function for the Air Stations.

\(^{22}\) PCap Ops Fwd will acknowledge receipt of PERREQs/OPDEFs; if a receipt is not received then contact is to be established with the relevant team.
SECTION 12 – OTHER INFORMATION

5949. Loan of Ratings Between Units
Where Commanding Officers approve the loan of ratings from one ship/submarine or establishment to another for a period of 30 days or less, no assigning action is necessary, however the individual’s Personal Turbulence should be recorded in JPA in accordance with the policy in Annex 22A Chapter 2 and instructions in Annex 59I. Where the loan is expected to be in excess of 30 days (including expeditions etc), the CM is to be informed and assignment action taken to ensure that the loan does not conflict with any assignment plans.

5950. Manning Priorities
See also Para 6202.sub para b. Priority for manning established positions is set out at 3 levels:

a. Strategic – DIN: Manning Priorities for the Naval Service. Provides strategic level guidance for the prioritisation of Naval Service manpower across Defence. It is subject to annual review by the Naval Manpower Working Group (Strength), chaired by DACOS(PPlan).


c. Tactical - Fleet Operational Manning Priorities. Commitments, Schedulers, FCIGs and OPS & PLANS, on behalf of CMs, agree a tactical manning priorities grid based on a. and b. above. These grids are distributed to CMs/CMCs to support tactical manpower management. The grids are reviewed monthly.

5951. Core Team Concept
The Core Team Concept applies to operational units as they regenerate and through their operational deployment. It aims to ensure sufficient continuity in key posts to preserve the capabilities for which the ship has been generated. In formulating the Core Team the primary focus is on the maintenance of OC whilst recognising the need to identify levels of assignment flexibility available to Career Managers (CMs) to ensure acceptable flows for seagoing professional development and into and out of key career courses.

5952. Continuity Positions
Certain designated Positions may have a continuity requirement specified. This will be identified by the use of the 'Standard Tour Length' field in the Unit Establishment List. The continuity indicated is advisory only to CMs as other higher priority movements may necessitate individuals being moved earlier than planned. Ratings assigned to Continuity Positions are not normally to be assigned to a new position or an Emergency Relief Pool (ERP) until the period of continuity has been served, even if the rating concerned has passed their SAVDATE. Submarine ratings assigned to Donor, continuity or Submarine Essential Positions will remain liable for service in the Emergency Relief Pool. For background information on Continuity Positions see Chapter 2.
5953. Gapping

a. **Gapping Policy.** When a suitable individual is not immediately available to relieve another before departure, a position may be gapped. CMs must use their plot knowledge and manning priorities guidance to decide where these gaps should lie. The position will be left vacant until a suitable relief is available. The decision to leave important or highly contentious positions gapped should be discussed with and approved by DACOS Career Management, keeping ACOS(PCap) informed. It is vital that positions which are proposed to be left unfilled are identified early and that CMs notify the organisation’s Commanding Officer of the gap as soon as possible.

b. **Gapping of Established Positions to Fulfil Un-established Tasks.** Generally speaking, the gapping of an established position should not occur in order to release an individual to fill an un-established (and therefore un-costed) position. Although it should be resisted if at all possible, there will be occasions when an individual is required for an un-established task. In such cases the relevant SO1 CM should engage with the requesting authority and, in discussion with DACOS Career Management, make a judgement about the relative importance of the requirement and, if applicable, which established position will be gapped.

c. **Absences of Less Than 3 Months.** Unless the gapped position is a high manning priority (see Para 5949), no Career Management action will be taken. If the position is listed as a high manning priority and the employer is unable to bear the gap the actions at Para 5945.d sub para (2) and sub para (3) above should be taken. CMs should liaise closely with ACOS(PCap) OPS & PLANS as appropriate to ensure that the most appropriate action is taken as swiftly as possible. Personnel who are medically downgraded for less than 3 months will not routinely be found a relief.

5954. Use of Reservists – Full Time Reserve Service (FTRS) and Additional Duties Commitment (ADC)

a. Naval reservists (Regular and Volunteer) may undertake an FTRS commitment as a means of filling Naval positions on a full time basis where no suitable Regular Service person is available; ADC is a means of filling either an established position or an un-established commitment on a defined part time basis. ADC can also be used for job sharing an established position. Positions may be specifically established for Reserves personnel. If a Position is only required to be filled on a part time basis, it should normally be designated for a Reservist, so that it does not generate a liability for Regular personnel. See Annex 59H for 2SL policy on the use of FTRS.

b. RFR, RNR and RMR Officers and Ratings/ORs may register with the CM Reserves team as volunteers for full time or part time Reserve Service. If a match is found with the requirements of a Position that cannot be filled by a Regular Service Person, a formal procedure establishes the terms of any Commitment. Further Commitments may be granted, with the employer's support and CM Reserves approval up to a certain, defined limit; thereafter, the decision rests with Hd NPS. Employers may also initiate the process by requesting that a specific Position is filled by a Reservist, but agreement is at ACOS(PCap) discretion.
5955. **Return of Service**

a. When RN and RM personnel undertake specific courses of training, studies or receive financial bonuses, the Naval Service requires a return on its investment. The normal requirement is that individuals complete an effective period of service called a Return of Service (ROS). Training ROS falls into two areas: initial training, that taken by officers, ratings and other ranks prior to joining the trained strength and further training - that taken by officers, ratings and other ranks after joining the trained strength.

b. Details on ROS can be found at the following references: Chapter 53, extant DINs; and JSP 754 (Tri Service Regulations for Pay and Charges).

5956. **Warrant Officer First Class Assigning**

a. **Career Management.** WO1s are assigned on a personal basis in order that their individual employment can be planned to the best advantage of the Service and themselves. WO1s are encouraged to contact their CM to arrange an interview approximately mid assignment to discuss their next assignment or as required.

b. **Training.** CMs are to ensure that all WO1s undergo the Warrant Officers Staff Course (WOSC), either between selection and promotion, or as soon after as circumstances permit.

c. **Personnel Files.** Personnel dossiers on those selected to WO1 by the Promotion Board will be transferred to the CMs on completion of the selection procedure and will form the background for the assigning process. These dossiers will be updated by the annual SJAR reports and also include a record of all correspondence between the individual and WO1 CM and any relevant CM information. The records are held by the respective WO1 CMs.

5957. **Assigning of Personnel Holding Local Acting Rates**

a. CMs are not normally to assign in such a way as to create or perpetuate Local Acting Rates and are to strive to fill positions with personnel holding the substantive rate required by the Unit Establishment List.

b. In the event that a rating is assigned to a position for a rate one above their current rate, they may be granted the Local Acting Rate provided that the appropriate Command Course has been successfully completed and a waiver granted iaw Part 8. If a Receiving Unit considers it to be in the best interest, application may be made to the Discharging Unit to grant the Local Acting Rate, effective on the date of joining, so that the rating joins their new unit dressed in the uniform of the higher rate (see Part 8 – Promotions - Chapter 65).

c. The Local Acting Rate is to be relinquished iaw the guidance in Part 8.

5958. **Personal Turbulence**

Information on Personal Turbulence policy can be found in Annex 22A (Chapter 2). Instructions on how Career Managers should record this in JPA can be found in Annex 59I.
5959. **Assignment Restrictions for Offenders**

a. The Royal Navy must ensure that it provides a safe working environment for Service personnel and that, in the course of their employment, individuals do not suffer fear, alarm or distress. Following an offender’s conviction for a particular type of offence, to assign that individual to a unit where the victim of the offence is also serving may cause anxiousness or distress to the victim thereby impacting adversely on operational capability. In these circumstances, the Service must balance the rights of the offender against the need to maintain unit trust and cohesion. As a matter of policy therefore, in accordance with Table 59-1 below, assignment restrictions are to apply to individuals who are convicted of certain offences where the victim of the offence is also a member of the UK Armed Forces. The duration of any assignment restriction must be proportionate to the seriousness of the offence and the likely feelings of the victim should the offender be assigned to the same unit.

**Table 59-1 – Duration of Assignment Restrictions for Offenders**

<table>
<thead>
<tr>
<th>Nature of Offence</th>
<th>Duration of Assignment Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any violence-related offence which results in a committed or suspended sentence of</td>
<td>From the date of conviction for at least 5 years unless the victim consents to serve in the same</td>
</tr>
<tr>
<td>imprisonment or detention</td>
<td>unit as the offender. To be reviewed at 5 years.</td>
</tr>
<tr>
<td>Any sexual offence</td>
<td>From the date of conviction until the victim leaves the Service.</td>
</tr>
<tr>
<td>Any domestic-abuse related offence</td>
<td>From the date of conviction for at least 5 years.</td>
</tr>
<tr>
<td></td>
<td>To be reviewed at 5 years.</td>
</tr>
<tr>
<td>Any offence under the Protection from Harassment Act 1997</td>
<td>From the date of conviction for at least 5 years.</td>
</tr>
<tr>
<td></td>
<td>To be reviewed at 5 years.</td>
</tr>
</tbody>
</table>

b. For convictions arising from Summary Hearings or Courts-Martial, the Summary Hearing Review Cell (SHRC) will identify those offenders and victims who should be subject to assignment restrictions in accordance with Table 59-1 and will send an e-mail notification to NAVY PCAP-CM MAILBOX (a multiuser account with access restricted to the CM COS and COORD team); receipt of this notification will be acknowledged by e-mail. The affected parties (‘X’ and ‘Y’) will be identified by Service Numbers only (without an indication of who is the victim and who is the offender), and the nature of an offence will not be disclosed by the SHRC. The SHRC will state the date/occasion on which the assignment restriction is to expire.

c. For convictions arising from proceedings in a civilian court, the offender’s unit will raise a C57 in accordance with extant Service Penalty procedures. Completed C57s will be forwarded to the SHRC\(^{(24)}\), who will inform the NCHQ Career Management organisation of any assignment restrictions which may follow, noting that the victims of such offences are rarely Service personnel.

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\(^{(24)}\) In accordance with the RN Summary Hearing Review Cell Training Guide to JPA Discipline.
d. Career Managers are to record assignment restrictions on the JPA HR record of both parties (X and Y). The restriction is to be recorded as follows:

(1) On X's JPA Record: "Not to be assigned to a unit where [enter Y's Service Number] is serving or is assigned to join at a future date. Assignment restriction to expire [enter date/occasion specified by SHRC]."

(2) On Y's JPA Record: "Not to be assigned to a unit where [enter X's Service Number] is serving or is assigned to join at a future date. Assignment restriction to expire [enter date/occasion specified by SHRC]."

Note. These assignment restrictions are to be applied in addition to any restrictions imposed by Chapter 20 Section 22 in relation to the management of suspected registered sex offenders.

e. Once assignment restrictions are in place, Career Managers will have to exercise judgement in determining whether any particular assignment will in reality have the effect of undermining the purpose of the restriction. This may occur, for example, if the individuals are likely to be collocated within the same establishment (eg. two lodger units within HMS NELSON), or one party will have regular professional contact with the other (eg. a CPO Log (SC) assigned to the Waterfront Logistics Support Group Portsmouth and a PO Log (SC) assigned to a Type 45 destroyer). It is not possible or desirable to provide a comprehensive list of situations which may breach the general principle: common sense must be applied. **Legal advice is to be sought where adherence to an assignment restriction would cause prejudice to the individual, including to his/her career progression.**

f. For violence, domestic abuse or harassment related offences, five years after the date of conviction the SHRC will request that the Service Police contacts the victim (if they are still serving) to seek their views about the removal of the assignment restriction. The Service Police will seek to obtain the victim's views and inform the SHRC of these accordingly. If the victim consents to the removal of the assignment restriction, or if the victim has left the Service, the SHRC will notify the Career Manager that the restrictions should be removed for the party(ies) as applicable. If the victim objects to the removal of the assignment restriction, the SHRC will inform the Career Manager accordingly. If the Career Manager nevertheless determines that it is in the Service interest to remove the assignment restriction, he/she must seek legal advice.
Where a unit or manning authority intends to temporarily assign an individual to a training course, the unit administrator or manning authority must consult the individual's JPA record to check that there are no assignment restrictions in place. If there are, the unit administrator or manning authority must ascertain where the other party is serving. If no breach of the assignment restriction will occur, the individual may be assigned to the course. If a breach will arise, the unit administrator or manning authority is to inform the individual's Divisional Officer (or G1 Adviser for Royal Marines). If assignment restrictions are in place but the Divisional Officer/G1 Adviser considers that to prevent the individual's attendance on the course would cause prejudice to them, then the unit or manning authority must seek legal advice through the unit Command Adviser from the relevant Regional Legal Office.

There may be situations following a Court Martial or civilian court hearing in which a Service person is found not guilty of an offence listed in Table 59-1 above, however they or the alleged victim still have a strong aversion to serving with the other party. In that situation there is no automatic entitlement to an assignment restriction, however an individual's line manager and Career Manager(s) should be consulted to determine whether a voluntary assignment restriction can be put in place. Legal advice should be sought where there is any concern about the restrictions being considered (ie. where there may be prejudice to either the Service requirement or to one or both parties' career progression).
ANNEX 59A
COMMAND ASSIGNMENTS AND SELECTION CRITERIA

Note. The following material is under regular review and should be read in conjunction with extant DINs and the JSP 550 series (Military Aviation Regulations).

SECTION 1 - GENERAL

1. Command Assignments

A definitive list of command assignments is at Appendices 59A-1 to 59A-3. This is a living document that is subject to regular review. Applications for additions to the list are to be made to the Naval Secretary. Prospective commands will be judged against a series of criteria, including the following: autonomy, risk, responsibility for people and material, financial accountability and disciplinary powers.

2. Types of Command


   b. Military Command. Military Command includes the following:

      (1) Air Command. In Command of a Naval Air Squadron.

      (2) RM Command Assignments. Including military sub-units.

      (3) Shore Command. In Command of one of Her Majesty’s shore establishments or designated shore based units.

   c. Subordinate Command. Subordinate Command includes the following:

      (1) Professional Command. In Professional Command of a designated department or unit merited by the responsibilities of the position.

      (2) Support Command. In Command of a designated unit operating in a support role.

      (3) Training Command. In Command of a designated unit operating in a training role.

      (4) Sub-Unit Command. Not in direct Command, however in Command of a designated group or body which would normally be capable of an autonomous function or capability.
3. **Common (Command) Assignments**

   For major shore establishment commands at OF4 and above, the principle is that Command is open to all Branches except where there is an overriding and specific professional requirement. For example at Culdrose and Yeovilton, the CO, as the officer responsible for Aviation, delegates the authorisation for flying and must have the personal professional competences to do so.

4. **Professional Command**

   The Command element of sea and shore ‘charge’ assignments will in future be recognised by designating them generically as ‘professional commands’ and by specialisation as 'engineering/logistics/medical command' as appropriate. This will make them easier to recognise and compare when officers compete for tri-service assignments.

5. **Selection for Command**

   a. Command (see Appendix 59A-1) of HM Ships, RM Units and Air Squadrons is open to officers whose attributes are of the highest quality, are suitably qualified and who have demonstrated significant Merit (for definition, see Para 6508) for promotion. In addition to the given qualities of leadership and reach common to all assignments, close consideration will be given to the currency and experience of an individual with respect to their prospective Sea Command and in relation to the role or aircraft type associated with their prospective Air Command.

   b. The selection process at each rank and for the various types of Command is broadly similar and any variation is identified in the following paragraphs that explain the different selection boards. The different Commands and Selection Boards are detailed in the Table below:

<table>
<thead>
<tr>
<th>COMMAND</th>
<th>OF2</th>
<th>OF3</th>
<th>OF4</th>
<th>OF5</th>
<th>OF6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seagoing Commands,</td>
<td>SASB1 / SVC</td>
<td>SASB1</td>
<td>SASB2</td>
<td>SASB3 with 1SL</td>
<td>FSOAB with 1SL</td>
</tr>
<tr>
<td>Seagoing Subordinate Commands</td>
<td></td>
<td></td>
<td></td>
<td>approval</td>
<td>approval</td>
</tr>
<tr>
<td>Aviation Commands,</td>
<td>NA</td>
<td>AASB1</td>
<td>AASB2</td>
<td>FSOAB</td>
<td>FSOAB with 1SL</td>
</tr>
<tr>
<td>Aviation Subordinate Commands</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RM Operational Commands</td>
<td>Normal assigning</td>
<td>MCB1/</td>
<td>MCB2/CGRM</td>
<td>FSOAB</td>
<td>FSOAB with 1SL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Normal</td>
<td>Approval</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>assigning</td>
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</tr>
</tbody>
</table>
6. Candidature

a. Command of a ship, air squadron, submarine, MM/PP squadron or RM Operational Unit will demand a level of currency with operations at sea and in the air. Candidates will be expected to have held a front-line sea/air assignment1 within the 5 years2 prior to the respective Board, to satisfy Board Members that they have the necessary experience, in the case of Sea Command to have achieved the requirements of STCW and, for Air Command, the requirements of Military Aviation Regulations. Furthermore the candidates must be recommended for Command.

b. If an individual has distinct prospects of selection for both Aviation and Sea Command, or for surface and submarine Sea Command in the same year, the Board Adviser will guide the Board Chair. The Board Adviser will also provide a judgement if a candidate, having held OF4 Command in either a Sea or Air assignment, can compete for further command in the other environment.

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1 Front-line sea assignments are selected from the units at Appendix 51A-2 and their Loan Foreign Service equivalents.
2 6 years for Air Comd taken from the date of the relevant AASB.
7. **Factors**

Each selection Board will be guided by the following selection factors and any variation as detailed in the relevant Board section:

a. **Command and Leadership Skills.** The ability to lead, meld and motivate a team in war and peace and possession of the necessary mental and physical resilience to withstand the strains of Command. Officers should have demonstrated a strong potential to succeed in Command. These criteria are common to all types of Command assignments.

b. **Warfare Skills.** Officers to have demonstrated the professional knowledge and experience required to successfully fight their unit/squadron.

c. **Seagoing Currency.** The Royal Navy is bound by STCW, and has interpreted eligibility through the development of command examinations and ‘Command Qualification’ (CQ1 and CQ2).

d. **Airmanship Currency.** The criteria for Air Command eligibility are dependent on the nature of the air assignment and are detailed in the eligibility table.

e. **Professional Command Currency.** It follows that, as well as the appropriate CLM abilities, Professional Command candidates should have demonstrated professional credibility within their specialisation appropriate to the Command Assignment(s) they are being considered for. They should also hold any professional qualification appropriate to that level of Command.

f. **Merit.** Merit is an inherent factor in the selection process; a definition is at Para 6508.

g. **Potential for Further Promotion.** Candidates will be expected to have demonstrated the potential and ‘reach’ for the higher ranks of the Service. In order to gauge an officer’s reach, selection Boards will take due regard of the candidate’s potential for Command and Staff assignments, or for further Command and Staff training, as reflected in OJAR and JSCSC Course reports.

8. **Guidance for Reporting Officers**

Reporting Officers should consider the factors at Para 5705 and the guidance in JSP 757 when drafting Appraisal Reports and command recommendations.

9. **Eligibility**

The required eligibility levels considered as pre-requisites are listed in the following tables. These have been developed from many years of operations and are guided by safety, specialist, legal and resource parameters. Consideration may be given to individuals who fall short of these minima, provided that an exceptional case can be made, most likely based on a proven track record within previous staff assignments. Final arbitration on eligibility rests with ACOS(PCap) in the cases of OF2 to OF4, and with the NA in the case of OF5, in consultation with the respective Head of Fighting Arm.
### Table 59A-2. Eligibility for Sea Command

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Board</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| OF2        | SVC   | - **Experience**: Have completed at least one complement assignment at sea and successful completion of PNO course prior to assuming Command.  
- **Currency**: 18 months Qualifying Sea Service since the award of their NWC  
- **Recommendation**: Recommended by Command and Flotilla through the Command Competency Framework. |
| SASB1      |       | - **Experience**: Have completed a minimum of 2 complement assignments at sea in the surface or submarine flotillas (minimum 36 months).  
- **Currency**: Candidates will have served at sea to fulfil the STCW Qualifying Sea Service of 24 months since the award of their NWC.  
- **CQ1**  
- **Recommendation**: Recommended for a Command assignment. ICSC(M) or a strong recommendation for staff training. |
| OF3        | SASB1 | - **Experience**:  
1. Qualified PWO/PWO(SM)/PWO(AV)/HCH and completed a warfare tour in an associated assignment (minimum 18 months).  
2. For XO SM: SMCC.  
- **Currency**: Candidates will have served at sea to fulfil the STCW criteria of 36 months Qualifying Sea Service since the award of their NWC, including a minimum of 12 months QSS in the last 5 years (taken from the date of the relevant SASB).  
- **CQ2**  
- **Recommendation**: Recommended for a Command or Executive assignment. ICSC(M) or a strong recommendation for staff training. |
| OF4        | SASB2 | - **Experience**:  
1. Qualified PWO/PWO(SM)/PWO(AV)/HCH and completed 2 Warfare tours in associated assignments. Unit command, including XO DD/FF as a result of previous SASB, is highly desirable.  
2. For CO SM: SMCC.  
- **Currency**: As SASB1.  
- **CQ2**  
- **Recommendation**: Recommended for a Command assignment. Command knowledge gained from the attainment of CQ2 has been translated into practical familiarity. psc(j) or a strong recommendation for ACSC. |
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Board</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| OF5        | SASB3 | 1. Qualified PWO/SMCC/HCH or relevant aviation qualification, and completed a minimum of 2 front-line warfare tours and/or held a front-line Sea assignment within the previous 5 years. Unit command, as a result of previous SASB/AASB, is highly desirable.  
2. CQ2.  
3. psc(j) is highly desirable. |

**Notes:**

1. Candidates will need 18 months’ Qualifying Sea Service or 5 years’ seniority at OF2 (whichever is earlier) before taking CQ1.

2. The revised (2012) Command Competency Framework (CCF) will be utilised to inform the CQ1, CQ2 and SASB 1, 2 and 3 selection process.
### Table 59A-3. Eligibility for RM Command

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Board</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| OF3 RM sub-Unit and Subordinate Command | MCB1    | 1. **Experience**: Have completed ICSC(L). Subsequent to selection, those selected must attend the CATC (Army).  
2. **Recommendation**: Recommended for sub-unit command |
| OF4 RM Unit Command, RMR Command and Subordinate Command | MCB2    | 1. **Experience**: Have completed ACSC (and be qualified psc(j)) or ACSC (Res) for reservist candidates to be considered for CO of an RMR Unit. Subsequent to selection, those selected to command an RM Commando Unit and SBS must attend BGCC and RM CODC. For other Regular and Reserve Commands at OF4 there is no requirement to attend BGCC; those selected however should attend the RM CODC, and for RMR and CTCRM Commands the Commanding Officers of Training Establishments (COTE) Course at DCTS.  
| OF5 RM Unit Command | FSOAB   | 1. **Experience**: Have completed ACSC (and be qualified psc(j)).  
2. **Recommendation**: Recommended for Command at OF5. |

**Note.** Guidance on when officers come into zone for consideration is given at Para 22 sub para d below.
### Table 59A-4. Eligibility for Air Command

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Board</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| OF3 Air Command and Executive Assignments | AASB1  | **Experience:** Have completed a minimum of 2 front line tours within cockpit aviation (minimum 36 months). Ideally should hold qualifications relevant to either frontline (e.g. AVWO/QWI/PWO(AV) or PWO) and/or training (e.g. QHI/QOI/QFI) squadrons.  
**Currency:** Most likely candidates will hold full currency according to specialisation, type or role within a complement assignment within the last 6 years (taken from the date of the relevant AASB).  
**Recommendation:** CQA1 and hold a recommendation for an executive assignment. ICSC(M) or a strong recommendation for staff training. |
| OF4 Squadron Command                | AASB2  | **Experience:** Have completed a minimum of 2 front line tours within cockpit aviation (minimum 48 months). In most cases, a candidate will present previous Command or executive experience and hold qualifications relevant to either frontline (e.g. AVWO/QWI/PWO(AV) or PWO) and/or training (e.g. QHI/QOI/QFI) squadrons.  
**Currency:** as AASB1.  
**Recommendation:** CQ(A)2 and hold a recommendation for Air Command subsequent to an executive assignment (preferably within aviation, possibly within surface warfare) in which the command knowledge gained from the attainment of CQA(2) or CQ2 has been translated into practical familiarity. psc(j) or a strong recommendation for ACSC. |
| OF4 Force Command                   | AASB2  | **Experience:** Have completed a minimum of 2 front line tours within cockpit aviation (minimum 48 months). Unit command is highly desirable. Normally selected after an OF4 staff tour.  
**Currency:** Have held an aviation related frontline or staff assignment within the last 5 years (SP(F) tagged). CQ(A)2 essential, psc(j) or equivalent (eg. Aero Systems postgraduate) highly desirable.  
**Recommendation:** CQ(A)2 and hold a recommendation for Force Command, psc(j) or a strong recommendation for ACSC. |

**Note.** Where Air Executive or Command assignments are held at OF3 level, the AASB1 will select the Commanding Officer and Senior Pilot/Observer (including all positions of equivalence irrespective of terminology in use eg. Executive Officer, Ops Officer or OC A/B Flight (in respect of fast jet squadrons)), as appropriate.
### Table 59A-5. Eligibility for Professional Command (Engineer)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Board</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| OF3        | PCSB(E)     | - **Experience**: Have completed a minimum of one seagoing/Squadron (AE) assignment.  
- **Recommendation**: Is Charge Qualified. |
| OF4        | PCSB(E)     | - **Experience**: Have completed a successful seagoing/Squadron (AE) Professional Command assignment at OF3.  
- **Recommendation**: Recommended for OF4 Professional Command. |

### Table 59A-6. Eligibility for Professional Command (Logistics)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Board</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| OF3        | PCSB(L) | - **Experience**: Have completed one seagoing assignment.               
- **Recommendation**: Hold a positive recommendation for Prof Comd.  
- **Potential**: Displaying potential to succeed in Prof Comd.  
- **Commission**:  
  - Serving on CC.  
  - Volunteer for FTC.  
  - Recommendation for FTC. |
| OF4        | PCSB(L) | - **Experience**: At least one report as a substantive Cdr.            
- **Recommendations**: Hold a positive recommendation for Prof Comd..  
- **Potential**: Displaying potential to succeed in Prof Comd. |
### Table 59A-7. Eligibility for Professional Command (Medical)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Board</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| OF3        | PCB(M)  | **Experience**: Have completed a minimum of one assignment (desirable minimum 18 months).  
**Recommendation**: Recommendation for Prof Comd. ICSC(M) completed.  
**Commission**:  
• Serving on CC or FTC.  
• Volunteer for FTC.  
• Recommendation for FTC. |
| OF4        | PCB(M)  | **Experience**: Have successful command or relevant Staff experience and broad DMS experience at OF3. Displaying potential for promotion to OF5.  
**Recommendations**:  
• ‘High’ for OF4 Professional Command.  
• psc(j) or a strong recommendation for ACSC. |

#### 10. Board Evidence
Details of the Appraisal and course reports and letters of commendation and censure that can be presented to a Board in support of a candidate are set out in the various Board sections.

#### 11. Board Adviser
The appropriate Branch Career Manager will act as the Board Adviser. Their role is to provide an initial briefing to cover the following: the selection target and any branch and specialisation considerations; relevant assigning factors such as continuity of reporting; and the career management perspective.

#### 12. Board Grading
Boards will apply a grading to each candidate as follows:

- **List A** – Recommended for Sea/Air/Professional/Shore/Training and Support Command.
- **List B** - Not selected this time but subject to further review.
- **List C** - Not selected for Command assignments or further review in current rank[^3].

[^3]: List C candidates are only list C for that particular category of Command and may remain eligible for Command assignments in a different category.
13. Nominations

a. Once a Board has made its selections, the appropriate Career Manager will take guidance on assignments from the appointed representative of the Head of Fighting Arm (Rear Admiral Surface Ships (RASS), Rear Admiral Fleet Air Arm (RAFAA), Rear Admiral Submarines (RASM) or Commandant General Royal Marines (CGRM)) or, in the case of Professional Command, the appropriate DACOS Head of Specialisation within NCHQ informing Head of Fighting Arm out of courtesy. For SASB/AASB, the appropriate CM will draft a ‘troops to task’ note which will be circulated electronically to appropriate senior officers before the HOFA presents those nominations to the Fleet Commander.

b. For OF5s, the Naval Assistant will take advice on assignments from the appointed representative of the Heads of Fighting Arm or Branch. It should be noted that, whilst the Board selects officers suitable for Command assignments and offers posting recommendations, it is First Sea Lord who makes the assignment.

14. Board Records

The outturn from each Board will be a formal record of the candidates presented to the Board and the grading awarded to each candidate. The record will be signed by the relevant Board chair and may also be used to state formally any caveat concerning a candidate that the Board believes should be taken into account when determining the candidate’s future assignment. The formal records for SASB, AASB and MCB2 OF4 and OF5 boards will be held by DACOS PROM and for OF2 and OF3 Boards by CM OF WAR SO2, CM OF WAR SM SO2, CM OF WAR AIR SO2, CM OF RM SO2, as appropriate. PCSBs and CCSBs records are to be retained by the appropriate NPT.

15. Promulgation

All OF5s will be briefed personally by the Naval Assistant of the outcome, and OF4s who are graded List C for SASB/AASB/MCB2 will be contacted personally by CDR X / CDR AIR / SO1 RM. The lists of OF4s/OF3s selected for Command will be promulgated on the Royal Navy Intranet web site. OF2s will be informed by their Career Manager of their result.
16. SVC

a. **Zone Criteria.** The Service Requirement can be met from officers across the OF 1/2 seniority range. Candidates will be presented to the Board when they are forecast to have accrued 18 months QSS or more by the time they are due to assume Command.

b. **Evidence.** The following reports will be presented in a candidate’s file:

   (1) CV Sheet.
   
   (2) All appraisal reports since joining the trained strength.
   
   (3) Letters of Commendation or Censure.
   
   (4) The revised (2012) Command Competency Framework (CCF) with appropriate Flotilla or 3RO recommendation.

c. **Board Composition**

<table>
<thead>
<tr>
<th>Chair</th>
<th>Capt MFP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Member</td>
<td>PORFLOT OF4</td>
</tr>
<tr>
<td>Board Member</td>
<td>DEVFLOT OF4</td>
</tr>
<tr>
<td>Board Member</td>
<td>FASFLOT OF4</td>
</tr>
<tr>
<td>Board Adviser</td>
<td>CM OF WAR JOSO2</td>
</tr>
</tbody>
</table>

d. **Board Procedure.** The SVC Board considers all candidates at the same formal meeting and will agree allocation to available units based on an order of merit.

   (1) Eligible candidates are selected by Career Managers and Flotillas taking into account relevant talent management grids and other Junior Warfare Officer alignment tools. Career Managers will provide advice to members of their plot on the optimum time within their career for a Subject Officer’s file to be presented.

   (2) The complete files (Para 16 sub para b) for all candidates at each board are seen by all Board members. Each member reads and grades individually prior to the Secretary collating the individual members’ provisional results for presentation when the Board meets in formal session.

   (3) At the formal session a single final and agreed grade will be decided and each candidate allocated to List A, B or C. An order of merit will be agreed for those placed on List A. Candidates on List C will receive formal feedback from their Career Manager that they will not be considered for future SVC Boards.
e. **Promulgation of Results.** The results of the SVC Board will be promulgated by signal at 1000 on the day following the board. Only the names of those officers placed on List A will be signalled. A copy of the signal may also be published on the Defence Intranet. Individual Career Managers will inform their plot members of the unit they have been allocated.

17. **SASB1**

a. **Guidance to Reporting Officers.** All reporting officers of candidates for SASB1 are advised to ensure their reports draw out the particular attributes of Subject Officers listed at Para 7 above, and also articulated in the Definition of Merit (Para 6508). As with all reports, honesty and accuracy are of the utmost importance.

b. **Zone Criteria.** The Service Requirement can be met from officers across the OF2/3 seniority range. Candidates will be presented to the Board when eligible, but no time constraint will be applied either to their subsequent review (if listed ‘B’) or to the final opportunity for review; candidature will continue provided an officer’s currency and experience profile meets the eligibility criteria. Candidates should be aware that assignments will be governed by well-established Career Management criteria, to include the Service Requirement, rather than the individual’s desire to remain in competition for a Command assignment.

c. **Evidence.** The following reports will be presented in a candidate’s file:

   (1) CV Sheet.

   (2) All appraisal reports for the last 4 years (from date of the board).

   (3) Termination appraisal reports from all previous periods in Command or as an XO.

   (4) Letters of Commendation or Censure.

   (5) The revised (2012) Command Competency Framework (CCF) will be utilised to inform the CQ1, CQ2 and SASB 1 process.

d. **Grading Variations.** Any officer placed on List A by the board, but who is not subsequently allocated to a unit (due to the number of units available) will be placed on a Reserve List. Unless allocated in the interim, all reserves will be reconsidered by the Board annually with a view to revalidation of previous board gradings and to ensure continued suitability.
e. **Board Composition**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>ACOS Warfare</td>
</tr>
<tr>
<td>Board Member</td>
<td>Navy Command OF5</td>
</tr>
<tr>
<td>Board Member</td>
<td>Non-Navy Command OF5</td>
</tr>
<tr>
<td>Board Member</td>
<td>ACNS(Pers) Warfare OF5</td>
</tr>
<tr>
<td>Board Adviser</td>
<td>CM OF WAR SO2</td>
</tr>
</tbody>
</table>

f. **Board Procedure.** The SASB1 considers and grades candidates against current rank, although in procedural terms this is seamless and all candidates are discussed at the same formal meeting. The Junior Board assesses OF2 (CQ1), and the Senior Board assesses OF3 (CQ2).

1. All eligible personnel (Para 9) are entitled to be seen by the Board at least once. Career Managers will provide advice to members of their plot on the optimum time within their career for a Subject Officer’s file to be presented.

2. The complete files (Para 16 sub para c) for all candidates at each board are seen by all Board members. Each member reads and grades individually prior to the Secretary collating the individual members' provisional results for presentation when the Board meets in formal session.

3. At the formal session a single, final, agreed grade will be decided and each candidate allocated to List A, B or C. Candidates on List A may be annotated as CO Only, CO preferred, Both (CO or XO), XO Preferred or XO Only. An Order of Merit will be agreed for those placed on List A. Candidates on List B may have caveats placed against their name stating when they can be resubmitted to the Board.

g. **Promulgation Of Results.** The results of the SASB1 Board will be promulgated by signal at 1000 on the day following the board. Only the names of those officers placed on List A will be signalled.

h. **Allocation of Assignments.** Following the Board, Career Managers will draft provisional allocations of List A officers to available units. If there are more List A candidates than available assignments, those officers at the bottom of the order of merit will be placed on the Reserve List and re-presented at the next board. Provisional allocations are to be circulated electronically to RASSEB members for comment before being presented to RASS for approval. Once approved, command chains and individuals will be informed by their Career Managers of the respective allocations.

18. **AASB1**

a. **Zone Criteria.** As per Para 16 sub para b but adjusted by Career Managers dependent on number of candidates and available command assignments.

b. **Evidence.** As per Para 16 sub para c.
c. **Board Composition**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>ACOS(CSAV)/FAA 1*</td>
</tr>
<tr>
<td>Board Member</td>
<td>FAA OF5</td>
</tr>
<tr>
<td>Board Member</td>
<td>Non-FAA OF5</td>
</tr>
<tr>
<td>Board Member</td>
<td>CM OF AIR SO1</td>
</tr>
<tr>
<td>Board Adviser</td>
<td>CM OF WAR AIR SO2</td>
</tr>
</tbody>
</table>

d. **Board Procedure.** The process is similar to SASB1, but candidates should consult their Career Manager.

e. **Promulgation of Results.** The results of the AASB1 Board first require ACNS(A&C) approval; this may not be achieved on the day of the Board. Once approval has been given, the results will be promulgated by signal at 1000 on the subsequent day, assuming sufficient time has elapsed to inform the relevant chains of command and the successful individuals concerned. SO1 Air retains the right to delay the promulgation of the signal if this has not been achieved.

19. **SMCC Selection**

a. The SMCC Selection Board is not strictly a Command selection board, however, the successful achievement of the SMCC is a pre-requisite for assignment to an XO post of an SSN or SSBN and for eligibility for consideration for selection to command of an SSN or SSBN as an OF4.

b. **Board Composition**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>ACNS(Pers) Warfare OF5</td>
</tr>
<tr>
<td>Board Member</td>
<td>FOST D (N)</td>
</tr>
<tr>
<td>Board Member</td>
<td>CAPFASFLOT</td>
</tr>
<tr>
<td>Board Member</td>
<td>CAPT (SM) DEV</td>
</tr>
<tr>
<td>Board Secretary</td>
<td>CM OF WAR SM SO2</td>
</tr>
</tbody>
</table>

20. **SASB2**

a. **Zone Criteria.** Officers will be considered on selection for promotion to OF4. In view of currency requirements, candidates graded List B will be reviewed annually from the ‘Review Pool’ in the following years, but officers will revert to list ‘C’ after 4 years from selection for promotion to OF4, unless selected or otherwise becoming ineligible. Those who fail to meet the currency or experience requirements outlined above may be placed in List C at their first or subsequent Boards. There is no quota of sea commands for newly selected officers and all candidates are in competition with each other for the available commands.
b. **Requirement.** The requirement for the number of sea command selections is driven by the availability of surface and SM commands during the period of approximately 2 years after SASB2. The figure is kept under review by ACOS(PCap) and the Board advised accordingly.

c. **Evidence.** The following reports will be presented:

(1) All appraisal reports in the current rank.

(2) For Review Officers, all Appraisal Reports from the last 2 assignments as an OF3. If the last 2 assignments do not include the last sea/air assignment, then all Appraisal Reports from that assignment through to promotion to OF4 are to be included. At least one PWO/Ops OJAR if not included otherwise.

(3) Termination reports from all previous command assignments appointments.

(4) Termination report from assignment as XO of DD/FF/SSN/SSBN.

(5) Advanced Command and Staff Course report (including equivalent foreign service course).

(6) Letters of Commendation and Censure.

(7) CV Sheet.

(8) The revised (2012) Command Competency Framework (CCF) will be utilised to inform the CQ1, CQ2 and SASB 2 selection process.

d. **Board Composition**

<table>
<thead>
<tr>
<th>PSB</th>
<th>FSB</th>
</tr>
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<tbody>
<tr>
<td>Chair</td>
<td>Navy Command OF6</td>
</tr>
<tr>
<td>Board Member</td>
<td>Non-Navy Command OF5 (See Note 1)</td>
</tr>
<tr>
<td>Board Member</td>
<td>Navy Command OF5 (SF)</td>
</tr>
<tr>
<td>Board Member</td>
<td>Navy Command OF5 (SM)</td>
</tr>
<tr>
<td>Board Member</td>
<td></td>
</tr>
<tr>
<td>Board Adviser</td>
<td>CM OF WAR SO1</td>
</tr>
</tbody>
</table>

**Note 1.** With Sea Command experience as an OF4.
**Note 2.** RASS will chair surface and hydrographic elements of the board. RASM will chair submarine elements of the board.
e. **Board Procedure - SASB2.** The SASB2 consists of a Preliminary and a Final Selection Board and both will normally precede the equivalent parts of the AASB2. Prior to the PSB the Warfare Branch Secretary will carry out a pre-board sift in order to reduce the PSB’s workload. The sift is audited. The PSB will carry out the following actions:

1. Read prior to the board the Officers’ Records of newly selected officers and those officers due for review and, guided by the selection factors and the eligibility criteria, grade them as A, B or C (an A Candidate is an officer who shows distinct potential to succeed in Command now).

2. Review in-session the aggregate order of merit (OOM) generated by individual members’ votes.

3. Finalise the list of A candidates to be placed in seniority order before the FSB and to record formally the candidates graded as List B and C. The number of As will be approximately twice the number of available Commands.

f. **Board Procedure - FSB.** The FSB will read the files of the A candidates selected by the PSB and, guided by the selection factors and the eligibility criteria, will select a number of the candidates, equivalent to the number of Commands available, to be placed on List A. The remaining candidates will be graded either List B or C. The FSB may consider selecting a reserve, or reserves, as advised by the Board Adviser but the reserve will remain a List B candidate.

g. Post the SASB2 FSB, the CM will draft provisional allocations of List A officers to available units. Provisional allocations are to be circulated electronically to RASS/RASM Board members for comment before being presented to RASS/RASM. RASM and RASS will call upon the Fleet Commander to seek approval of the proposed assignments. Once approved, command chains and individuals will be informed by their Career Managers of the respective allocations. The process should take a maximum of 10 working days from FSB to JPA action.

h. Post Fleet Commander approval, Cdr X will collate a final list of all approved SASB2 Command nominations and forward to SASB FSB members for information. This will also precipitate assignment action where necessary.

i. **Second Sea Command Assignments.** All Warfare Commanders who have completed one sea command assignment and who have achieved the appropriate recommendations from that assignment are eligible for consideration for a second sea command assignment. This is a Career Management process and these officers are not reconsidered by the SASB2. They are identified and assigned by Cdr X/Cdr Air. The posts are detailed at Appendix 1 to Annex 59A.

j. **Exceptional Reviews.** An officer can be reviewed after having been graded List C, however this will only be in exceptional circumstances and a formal Appraisal Report has to be raised with a Navy Board member's specific endorsement. The candidate would normally have to adhere to the currency criteria.
21. AASB2

a. **Zone Criteria.** See Para 20 sub para a. If an individual is eligible in all respects for both OF4 unit and force command, then generally, it is unit command that will take precedence if a choice is available. However, subject to operational requirements, a successful OF3 unit command may be considered entirely sufficient for the career development of an individual and there is no advantage in repeating the cycle with an OF4 unit command on the same aircraft type. No distinction is made between an individual’s Service (Royal Navy or Royal Marines), specialisation (Pilot, Observer or occasionally Air Engineer (Pilot or Observer)) or aircraft type beyond those specified or desirable within the Terms of Reference for the assignment in question.

b. **Evidence.** See Para 20 sub para c and to include Termination report from assignment as Senior Pilot/Senior Observer of an air squadron and/or CVS/Air Station Operations Officer.

c. **Board Composition**

<table>
<thead>
<tr>
<th></th>
<th>PSB</th>
<th>FSB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>FAA OF6</td>
<td>RAFAA</td>
</tr>
<tr>
<td>Board Member</td>
<td>FAA OF5 (Note 1 and Note 2)</td>
<td>NAVSEC</td>
</tr>
<tr>
<td>Board Member</td>
<td>FAA OF5 (Note 1 and Note 2)</td>
<td>COMOPS</td>
</tr>
<tr>
<td>Board Member</td>
<td>FAA OF5 (Note 1 and Note 2)</td>
<td></td>
</tr>
<tr>
<td>Board Adviser</td>
<td>CM OF AIR SO1</td>
<td>CM OF AIR SO1</td>
</tr>
</tbody>
</table>

**Notes:**

1. **With Command Experience at OF4.**

2. **A mix is desirable, to include FW, RW and CHF.**

d. **Board Procedure.** Similar to Para 20 sub para e and sub para f, however, the PSB may consider the candidates by command type dependent on the numbers of both candidates and available assignments. Post FSB, RAFAA will consult with AOC 1 Group thereafter seeking endorsement from the Fleet Commander of proposed Command assignments. Post Fleet Commander approval assignments will be promulgated thereafter.

e. **Second Air Command Assignments.** Commander Air assignments, seagoing and ashore, are designated second Air Command assignments and selection will be made by CM OF AIR SO1 from suitably qualified candidates who have received the appropriate recommendation from their first Air Command assignment. The posts are detailed at Appendix 2 to Annex 59A.
22. SASB3

a. **Zone Criteria.** SASB3 selects officers to the OF5 Warfare Commands detailed at Appendix 1 to Annex 59A regardless of specialisation or whether the Command is seagoing or not. Officers will be considered for selection for a Sea or Air Command for their first tour on promotion and, to afford the maximum flexibility and to appoint the very best candidates available at any given time, it is not intended to mandate a limit to the number of reviews an individual should receive but a maximum of 2 or 3 is likely before currency requirements intervene. Officers selected into the OF5 Promotion Pool will be eligible for consideration for OF5 Command. The following diagram represents the relationship between SASB3 and the Pool Promotion process:

![Diagram of OF5 Promotion Pool](image)

b. **Evidence.** Officers’ Record files will be provided in seniority order and will contain:

1. All appraisal reports in the current rank Review officers (List B) to have OF4 reports in addition to any OF5 reports.
2. All reports from all previous command assignments appointments.
3. Termination report from assignment appointment as XO of DD/FF/SSN/SSBN.
4. Termination report from assignment appointment as Senior Pilot/Senior Observer of an air squadron, CVS/Air Station Operations Officer.
5. Advanced Command and Staff Course report (inc equivalent foreign service course).
(6) Letters of Commendation and Censure.

(7) CV sheet.

(8) The revised (2012) Command Competency Framework (CCF) will be utilised to inform the CQ1, CQ2 and SASB 3 selection process.

c. **Board Composition**

<table>
<thead>
<tr>
<th></th>
<th>PSB (if required)</th>
<th>FSB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Naval Assistant</td>
<td>Fleet Commander</td>
</tr>
<tr>
<td>Board Member</td>
<td>DNS/Non-Navy Command 1*</td>
<td>RASS</td>
</tr>
<tr>
<td>Board Member</td>
<td>ACOS Warfare</td>
<td>COMOPS (Note 1)</td>
</tr>
<tr>
<td>Board Member</td>
<td>Navy Command 1* (Note 2)</td>
<td>NAVSEC</td>
</tr>
<tr>
<td>Board Adviser</td>
<td>ACNS(Pers) Warfare OF5</td>
<td>Naval Assistant</td>
</tr>
</tbody>
</table>

**Notes:**

1. **COMOPS is a standing Board Member.**

2. **With Sea or Air Command experience as an OF5.**

d. **Board Procedure.** Similar to Para 20 sub para e and sub para f, but the prime determinant for OF5 selection for Sea command is ‘Warfighting’, supported by the standard factors at Para 7. The activation of the PSB is dependent on the number of officers selected to the OF5 Promotion Pool; generally, only the FSB sits. The SASB3 FSB will sit concurrently with the SASB2 FSB to provide an opportunity to veer and haul Command assignments between OF4 and OF5 Command if required.

23. **RM Command Selection**

a. The selection of RM officers for OF3 operational command assignments and OF4 operational and shore command assignments will be achieved through a series of Boards: Military Command Board 1 (MCB1) at OF3-level and Military Command Board 2 (MCB2) at OF4-level. RM OF5 Command appointments are selected by FSOAB as advised by the Naval Assistant.

b. The following should be noted:

1. RM Pilots and SF officers remain eligible for consideration at all of these Selection Boards (providing they are eligible) but will also be subject to consideration for command and staff assignments within their specialist areas through processes detailed elsewhere.
(2) Selection of the Commanding Officer of the Special Boat Service (SBS) is the responsibility of the SF Command Board chaired by Director Special Forces (DSF), who will consult with CGRM to ensure the Naval Service interest and officer career management issues are taken into account. Once CO SBSRM has been selected HQ DSF will inform NCHQ (Fleet Commander). The SF Command Board considers all SF commands that will become available in the period approximately 12 months after the Board. Suitably qualified RM officers remain eligible for all SF commands, including CO SBS, CO SRR, CO SAS(V), CO 18 Sigs Regt. Officers will come into zone for selection between 1-4 years seniority when the Command is due to become available. Officers selected to command the SBS will not be considered for other OF4 RM command.

(3) Selection for Special Forces sub-unit command (SBS, Special Reconnaissance Regiment (SRR) and Special Air Service (SAS)) is the responsibility of the SF OF3 Sub-unit Command Board chaired by DSF. The SF OF3 Sub-unit Command Board normally sits in October and considers all SF commands that will become available in the period approximately 12 months after the Board. Suitably qualified RM officers remain eligible for all SF commands. Officers will come into zone for selection between 2-4 years seniority in the year in which the Board is convened. Officers selected for SF sub-unit command will not be considered for other OF3 RM command.

c. Each MCB will be guided in their selections by consideration of the following criteria:

(1) **Command and Leadership Skills.** The ability to lead Marines in war and peace, and possession of the mental and physical robustness to withstand the strains of command.

(2) **Professional Skill.** The professional knowledge, ability and experience commensurate with the demands of command at the appropriate level.

(3) **Merit.** Merit is an inherent factor in the selection process in order that the opportunities presented by command are used to ensure that officers with the appropriate reach and potential for promotion gain the requisite experience.

d. **Eligibility.** Candidates will be considered eligible for consideration at MCB as follows:

(1) **OF3s.** OF3s will come into zone for MCB1 on completion of their post ICSC(L) initial staff assignment or, if they wish to defer command, on completion of their subsequent staff assignment. MCB1 will only consider RM Direct Entry (DE) candidates who fall within the assignment cycle of sub-unit posts for the following 12 months. In exceptional cases Sub-Unit Command posts beyond 12 months will also be considered. OF3s will be considered out of zone after three failed sittings at the Board or if, having been selected, turn down the command assignment.
(2) **OF4s.** OF4s will come into zone for MCB2 between 2-4 years seniority in the year in which the Board is convened. In exceptional circumstances, the Naval Secretary may direct that either over-zone or under-zone officers may be considered to support the exigencies of the Service.

(3) **OF5s.** Officers will come into zone for consideration for OF5 Command when they are selected for the OF5 Promotion Pool. MCB3 has been superseded by FSOAB which selects for OF5 Commands. This process is managed by the Naval Assistant.

e. **Timings.** Each year, MCB1 will sit in November and MCB2 will sit in March.

f. **MCB Membership.** Membership of respective MCBs is detailed below:

<table>
<thead>
<tr>
<th></th>
<th>MCB1</th>
<th>MCB2 – FSB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>RM OF6</td>
<td>CGRM</td>
</tr>
<tr>
<td>Board Member</td>
<td>RM OF5</td>
<td>NAVSEC</td>
</tr>
<tr>
<td>Board Member</td>
<td>RN OF5</td>
<td>DCGRM</td>
</tr>
<tr>
<td>Board Member</td>
<td>Post-Command RM OF5/4</td>
<td>BDE COMD</td>
</tr>
<tr>
<td>Board Adviser</td>
<td>CM OF RM2</td>
<td>CM OF RM SO1</td>
</tr>
</tbody>
</table>

g. **Grading.** Individual officers considered at MCBs will be placed in the following categories:

(1) **List A.** ‘A’ grade officers will be placed in the Command Pool for consideration for forthcoming command opportunities.

(2) **List B.** Officers who have not been selected for List A will remain as “review candidates” until they are selected for command, pass out of zone for command selection, are deemed no longer worthy of serious contention for command, or do not wish to command.

(3) **List C.** Officers who are deemed unsuitable, or are going out of zone for command selection, or do not wish to command.

h. **MCB Process**

(1) **MCB1.** Board Members will read the Officer’s Records (OR) (see Note 1) of all eligible officers out-of-session and grade them on a scale of 9 to 1 in relation to the criteria given at Para 23 sub para c above (see Note 2). In-session, scores of all the Board members will be aggregated and candidates placed in an order of merit (OOM) (see Note 3). The OOM is then considered and agreed. The top candidates in the OOM equivalent to the number of command assignments available plus reserves are placed in List A and the remainder of the candidates placed in List B or List C.
Notes:

1. A candidate’s OR consists of all OJAR reports dating back 6 years including their ICSC(L) and any other career course reports, letters of Commendation and Censure, and an extract CV sheet.

2. An officer who shows distinct potential to succeed in command at this time and for whom command experience will be necessary for his likely career profile.

3. To avoid serious discrepancy in grading between Board members, the Adviser will bring to the attention of the Board any case where there is a disparity of more than 2 scored points. The Members concerned will be asked to resolve their grades to a maximum disparity of 2 points.

2. MCB2. The FSB reads the candidates’ ORs (see Note) out-of-session and vote individually on each of the candidates using the voting categories of 9 to 1. In-session, votes are totalled and candidates placed in an OOM. The OOM is considered and agreed. The top candidates in the OOM equivalent to the number of command assignments available are placed in the OF4 Command Pool (List A). There is no fixed number for the size of the Command Pool, however as a guideline 1.5 times the requirement is generally appropriate. The remainder of the candidates are placed in List B or List C.

Note. A candidate’s OR consists of all OJAR reports dating since substantive promotion to Major and to include ICSC and ACSC (including equivalent foreign service course) reports, letters of Commendation and Censure, and an extract CV sheet.

i. Assignment Allocation and Approval. Following selection into the MCB2 Command Pool, CGRM (Head of Arm) will allocate Officers to the Operational and Shore Commands, advised by SO1 RM; these nominations will then be approved by Fleet Commander. For candidates selected at MCB1, the Board Adviser will take guidance on the allocation of assignments from ACOS(PCap) OCM SO1 RM and nominations will be endorsed by CGRM.

j. Promulgation of Results. Names of those officers selected for OF3 and OF4 command will be promulgated by signal on completion of the MCB process. OF4s will be informed by ACOS(PCap) OCM SO1 RM and OF3s will be informed by OCM RM2. Officers on List C will be notified by their Career Manager.

24. CAPPs Command Selection Board (CCSB)

a. Applicability. Any assignment that is designated as a Command Assignment and which appears on the CAPPs list will require selection through the CCSB. This is likely to include most SO1 Shore Command assignments and some subordinate Command assignments.
b. **Zone Criteria.** There are no zones for CCSB assignments.

c. **Nomination.** CMs are responsible for nominating suitable individuals who meet the requirements of the relevant job spec and the desired qualities outlined in Para 7 above. Unless previously agreed, each CM should nominate no more than one candidate.

d. **Evidence.** The CM of the nominated candidate should present the following evidence for perusal at the CCSB:

1. CV Sheet.
2. All Termination appraisal reports in current rank.
3. Termination appraisal reports from all previous periods in Command or as an XO.
4. Advanced Command and Staff Course report (inc. equivalent foreign service course)
5. Letters of Commendation or Censure.

e. **Board Composition**

<table>
<thead>
<tr>
<th>CCSB Composition</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>CM WF SO1</td>
</tr>
<tr>
<td></td>
<td>And a minimum of any 3 from:</td>
</tr>
<tr>
<td>Board Member</td>
<td>CM OF WAR SO1</td>
</tr>
<tr>
<td>Board Member</td>
<td>CM OF AIR SO1</td>
</tr>
<tr>
<td>Board Member</td>
<td>CM OF ENG SO1</td>
</tr>
<tr>
<td>Board Member</td>
<td>CM OF LOGS SO1</td>
</tr>
<tr>
<td>Board Member</td>
<td>CM OF RES SO1</td>
</tr>
<tr>
<td>Board Member</td>
<td>CM OF RM SO1</td>
</tr>
<tr>
<td>Board Member</td>
<td>PCAP PLANS SO1</td>
</tr>
</tbody>
</table>

f. **Board Procedure.** Nominees will be proposed by their CMs and Board Members will vote and decide on the most suitable candidate for the Assignment. On completion of the CCSB it is the responsibility of the CMs to inform their candidates of the outcome of the Board.

g. **Promulgation of Results.** The names of successful candidates will be signalled.
25. **FSOAB**
   Full details of the FSOAB process can be found in Chapter 60 Section 4.

26. **Subordinate Command**
   (Inc. Professional Command, Support Command, Training Command, Sub-Unit Command)
   
a. **Zone Criteria.** The Service Requirement can be met from officers across the seniority range of the rank pertaining to that assignment. Suitable candidates will be short listed by Career Managers and presented to the Board. Candidates should be aware that assignments will be governed by well-established Career Management criteria, to include the Service Requirement and FAD, rather than the individual’s desire to remain in competition for a Command assignment.

b. **Evidence.** The following reports will be presented in a candidate’s file:
   
   (1) CV Sheet.

   (2) All appraisal reports for the last 4 years (from date of the board) and all reports from seagoing and Op Tour assignments.

   (3) ICSC/ACSC reports.

   (4) Letters of Commendation or Censure.

c. **Board Composition**

   (1) **SO2 PCSB.**

<table>
<thead>
<tr>
<th>SO2 PCSB Composition</th>
<th>W</th>
<th>E</th>
<th>L</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>As per SASB/AASB</td>
<td>CM OF ENG SO1</td>
<td>CM OF LOGS SO1</td>
<td>CM OF MED SO1</td>
</tr>
<tr>
<td>Board Member</td>
<td>CM OF ENG SO1 (E other)</td>
<td>RM SO1(L)</td>
<td>RM SO1(M)</td>
<td></td>
</tr>
<tr>
<td>Board Member</td>
<td>Navy Command ESO1</td>
<td>FLO</td>
<td>Navy Command Med Ops SO1</td>
<td></td>
</tr>
<tr>
<td>Board Adviser (non-voting)</td>
<td>CM OF ENG SO2</td>
<td>CM OF LOGS SO2</td>
<td>CM OF MED SO2</td>
<td></td>
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</table>
(2) **SO1 PCSB.**

<table>
<thead>
<tr>
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<th>E</th>
<th>L</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>As per SASB/AASB</td>
<td>Head of Sub-Specialisation OF5</td>
<td>DCNLO</td>
<td>ACNS(Pers) LM OF5</td>
</tr>
<tr>
<td>Board Member</td>
<td></td>
<td>2 x Sub-Specialisation OF5s, and non-</td>
<td>DACOS Log Ops</td>
<td>DACOS Med Ops</td>
</tr>
<tr>
<td></td>
<td></td>
<td>spec OF5 (ideally DACOS CM)</td>
<td>and DACOS CM</td>
<td></td>
</tr>
<tr>
<td>Board Member</td>
<td></td>
<td>CM ENG SO1 as appropriate (GS, SM, AE)</td>
<td>CM OF LOGS SO1</td>
<td>CM OF MED SO1</td>
</tr>
<tr>
<td>and Adviser</td>
<td></td>
<td></td>
<td>(Board Adviser only)</td>
<td></td>
</tr>
</tbody>
</table>

**d. Timings**

(1) For OF3s – early March in accordance with the following selection to employment cycle.

- Mid Feb - Yr X
- Early Mar - Yr X
- Mid Mar - Yr X
- Sep - Yr X
- Sep - Yr Y
- CC-FTC Tfr Bd
- PCSB
- 1st planned Yr X
- PCSB Assignments
- 1st planned Yr X
- PCSB Assignments

(2) For OF4s – as required.

e. **Board Procedure.** The PCSB considers and grades candidates against current rank, although in procedural terms this is seamless and all candidates are discussed at the same formal meeting.

(1) All eligible personnel are entitled to be seen by the Board at least once. Career Managers will provide advice to members of their plot on the optimum time within their career for a Subject Officer’s file to be presented.

(2) The complete files for all candidates at each board are seen by all Board members. Each member reads and grades individually prior to the Secretary collating the individual members’ provisional results for presentation when the Board meets in formal session.
(3) At the formal session a single, final, agreed, grade will be decided. Where appropriate, successful candidates will be promulgated by signal.

(4) Following the Board, Career Managers will allocate those officers selected to available units.

27. Exclusions
All OF2 assignments holding Command status will not require Boarding. Assignment action remains the responsibility of the appropriate OCM.

28. Notification
Successful selection will be promulgated by:


b. Sub-unit Command, Training and Support Command selections – by OAL.

c. CCSB selections – by OAL.
## APPENDIX 1 TO ANNEX 59A

### RN COMMANDS

See Notes indicated in brackets thus: (1)

<table>
<thead>
<tr>
<th>Branch</th>
<th>Selection</th>
<th>Total</th>
<th>Qualification (See note)</th>
<th>Operational</th>
<th>Training/Support</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### OF2 COMMANDS

**SEA COMMAND**

<table>
<thead>
<tr>
<th>Branch</th>
<th>Selection</th>
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<th>Qualification (See note)</th>
<th>Operational</th>
<th>Training/Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO P2000 SVC</td>
<td>X</td>
<td>SVA(A1)</td>
<td>14</td>
<td>Y(13)</td>
<td>Y</td>
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<tr>
<td>CO PP GIBRALTAR/IMPERIOUS</td>
<td>X</td>
<td>SASB1</td>
<td>4</td>
<td>Y(1)</td>
<td>Y</td>
</tr>
<tr>
<td>CO GLEANER</td>
<td>X HM</td>
<td>SASB1</td>
<td>1</td>
<td>Y(1)</td>
<td>Y</td>
</tr>
<tr>
<td>XO PP (Subordinate)</td>
<td>X</td>
<td>SASB1</td>
<td>4</td>
<td>Y(1)</td>
<td>Y</td>
</tr>
<tr>
<td>TS JACK PETCHY</td>
<td>X</td>
<td>SASB1</td>
<td>1</td>
<td>Y(1)</td>
<td>Y</td>
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</table>

**MILITARY COMMAND**

<table>
<thead>
<tr>
<th>Branch</th>
<th>Selection</th>
<th>Total</th>
<th>Qualification (See note)</th>
<th>Operational</th>
<th>Training/Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>NP 1008 (MARINE EXPLORER)</td>
<td>X</td>
<td>A(5)</td>
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<td>Y(1)</td>
<td>Y</td>
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<tr>
<td>NP1016 (CONFIDANTE)</td>
<td>X</td>
<td>A</td>
<td>1</td>
<td>Y(1)</td>
<td>Y</td>
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<tr>
<td>FLT CDRS</td>
<td>X (O/P)</td>
<td>A</td>
<td>22</td>
<td>Y(2)</td>
<td>Y</td>
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<tr>
<td>SNO RFA ARGUS</td>
<td>X (P/O/AV)</td>
<td>A</td>
<td>1</td>
<td>N</td>
<td>Y</td>
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</table>

### OF3 COMMANDS

**SEA COMMAND**

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<th>Branch</th>
<th>Selection</th>
<th>Total</th>
<th>Qualification (See note)</th>
<th>Operational</th>
<th>Training/Support</th>
</tr>
</thead>
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<tr>
<td>CO MM</td>
<td>X</td>
<td>SASB1</td>
<td>16</td>
<td>Y(3)</td>
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<tr>
<td>RCOPV/FIPV</td>
<td>X</td>
<td>SASB1</td>
<td>4</td>
<td>Y(3)</td>
<td>Y</td>
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**MILITARY COMMAND**

<table>
<thead>
<tr>
<th>Branch</th>
<th>Selection</th>
<th>Total</th>
<th>Qualification (See note)</th>
<th>Operational</th>
<th>Training/Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO 700X NAS</td>
<td>X(P/O)</td>
<td>AASB1</td>
<td>1</td>
<td>Y(2)</td>
<td>Y</td>
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<tr>
<td>CO 703 NAS</td>
<td>X/RM(P)</td>
<td>AASB1</td>
<td>1</td>
<td>Y(2)</td>
<td>Y</td>
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<tr>
<td>CO 705 NAS</td>
<td>X/RM(P)</td>
<td>AASB1</td>
<td>1</td>
<td>Y(2)</td>
<td>Y</td>
</tr>
<tr>
<td>CO 727 NAS</td>
<td>X/RM(P)</td>
<td>AASB1</td>
<td>1</td>
<td>Y(2)</td>
<td>Y</td>
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<tr>
<td>CO 750 NAS</td>
<td>X(P/O)</td>
<td>AASB1</td>
<td>1</td>
<td>Y(2)</td>
<td>Y</td>
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<tr>
<td>CO 829 NAS</td>
<td>X(P/O)</td>
<td>AASB1</td>
<td>1</td>
<td>Y(2)</td>
<td>Y</td>
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<tr>
<td>CO 847 NAS</td>
<td>X(RM(P)</td>
<td>AASB1</td>
<td>1</td>
<td>Y(2)</td>
<td>Y</td>
</tr>
<tr>
<td>CO 849 (SKASAC) NAS</td>
<td>X(P/O)</td>
<td>AASB1</td>
<td>1</td>
<td>Y(2)</td>
<td>Y</td>
</tr>
<tr>
<td>CO NFSF</td>
<td>X(P/O)</td>
<td>AASB1</td>
<td>1</td>
<td>Y(5)</td>
<td>Y</td>
</tr>
<tr>
<td>CO MASF</td>
<td>X(AV)</td>
<td>AASB1</td>
<td>1</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>CO NORTHERN DIVING GROUP</td>
<td>X(MCD)</td>
<td>A</td>
<td>1</td>
<td>Y(12)</td>
<td>Y</td>
</tr>
<tr>
<td>Branch</td>
<td>Selection</td>
<td>Total</td>
<td>Qualification (See note)</td>
<td>Operational</td>
<td>Training/Support</td>
</tr>
<tr>
<td>----------------------------</td>
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<td>--------------------------</td>
<td>-------------</td>
<td>------------------</td>
</tr>
<tr>
<td>CO SOUTHERN DIVING GROUP</td>
<td>X(MCD)</td>
<td>A</td>
<td>1</td>
<td>Y(12)</td>
<td>Y</td>
</tr>
<tr>
<td>SNO REFIT FF/DD</td>
<td>X/E</td>
<td>CCSB</td>
<td>A/R</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>CO VICTORY</td>
<td>X</td>
<td>A</td>
<td>1</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>CO FOREST MOOR</td>
<td>E</td>
<td>PCSB(E)</td>
<td>1</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>CO UKSU SOUTHLANT (Lisbon)</td>
<td>L</td>
<td>PCSB(L)</td>
<td>1</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>OIC MMCIC DIGBY</td>
<td>X</td>
<td>A</td>
<td>1</td>
<td>N</td>
<td>Y</td>
</tr>
</tbody>
</table>

**OF4 COMMANDS**

**SEA COMMAND**

<table>
<thead>
<tr>
<th>Branch</th>
<th>Selection</th>
<th>Total</th>
<th>Qualification (See note)</th>
<th>Operational</th>
<th>Training/Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD/FF</td>
<td>X</td>
<td>SASB2</td>
<td>19</td>
<td>Y(3)</td>
<td>Y</td>
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<tr>
<td>SSBN/SSN</td>
<td>X SM</td>
<td>SASB2</td>
<td>13</td>
<td>Y(1,6)</td>
<td>Y</td>
</tr>
<tr>
<td>HMS SCOTT</td>
<td>X HM</td>
<td>SASB2</td>
<td>1</td>
<td>Y(3,4)</td>
<td>Y</td>
</tr>
<tr>
<td>SVHO</td>
<td>X HM</td>
<td>SASB2</td>
<td>2</td>
<td>Y(3,4)</td>
<td>Y</td>
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<tr>
<td>MCM SQN</td>
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<td>SASB2</td>
<td>3</td>
<td>Y(3)</td>
<td>Y</td>
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<tr>
<td>CDR SNMCMG1 (Rotational)</td>
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**AIR COMMAND**

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**OF5 COMMANDS**

### SEA COMMAND

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### MILITARY COMMAND

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**MILITARY COMMAND**

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<td>COMDT RCDM (Tri-Service)</td>
<td>MED 1SL/SG1/FSOAB</td>
<td>1</td>
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</table>
Notes:

‘A’ – Normal Assigning/Boarding process as required (appropriate CM OF SO1/DACOS(CM)).

‘A1’ – Small Vessel Command Selection Board with Flotilla representatives chaired by Capt MFP.

1. STCW, CQ1.
2. CQ(A)1.
3. STCW, CQ2.
4. Or STCW, CQ2(MPH).
5. CQ(A)2.
6. SMCC.
7. See AASB Eligibility Table.
8. Second Sea/Air Command Assignment.
11. The requirement for T23 Command at OF5 will be adjusted to meet operational demands, as identified by COMOPS.
12. Endorsement only – often, because of the specialist nature of the billet there may be only singleton officers available for the post and the relevant Board will be asked to endorse the candidate put forward.
13. 18 months Qualifying Sea Service and qualified PNO prior to assuming Command.
## APPENDIX 2 TO ANNEX 59A

### RN SUBORDINATE, PROFESSIONAL AND SUB-UNIT COMMANDS

See Notes indicated in brackets thus: (1)

<table>
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<tr>
<th>Branch</th>
<th>Selection</th>
<th>Total</th>
<th>Qualification (See Note)</th>
<th>Operational</th>
<th>Training/Support</th>
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### MILITARY COMMAND

#### OF2 COMMANDS

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<tr>
<th>OIC SDU (Sub-Unit)</th>
<th>X MCD</th>
<th>A</th>
<th>2</th>
<th>Y</th>
<th>Y</th>
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</thead>
<tbody>
<tr>
<td>OIC NDU (Sub-Unit)</td>
<td>X MCD</td>
<td>A</td>
<td>2</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>OIC FDU (Sub-Unit)</td>
<td>X MCD</td>
<td>A</td>
<td>3</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>XO MM (Subordinate)</td>
<td>X MCD/MW</td>
<td>A</td>
<td>16</td>
<td>N(1)</td>
<td>Y</td>
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#### PROF COMMAND (LOG)

| OIC JSUs NRCEE/NRCNE/ NRCSNI/NRCWWE | L | A | 4 | N | N | N |

### SEA COMMAND

#### OF3 COMMANDS

<table>
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<tr>
<th>XO FF/DD (Subordinate)</th>
<th>X</th>
<th>SASB1</th>
<th>19</th>
<th>Y(2)</th>
<th>Y</th>
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<tr>
<td>XO SSN/SSBN (Subordinate)</td>
<td>X</td>
<td>SMCC</td>
<td>13</td>
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<td>XO HMS SCOTT</td>
<td>X HM</td>
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<td>XO SVHO</td>
<td>X HM</td>
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### AIR COMMAND(7)

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<tbody>
<tr>
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<tr>
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<td>X/RM(O)</td>
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<td>Y</td>
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<tr>
<td>SP NAS (MHF)</td>
<td>X/RM(P)</td>
<td>AASB1</td>
<td>3</td>
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<td>Y</td>
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<tr>
<td>XO NAS CHF</td>
<td>X/RM(P)</td>
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<td>OC M FLT CHF</td>
<td>X/RM(P)</td>
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<td>1</td>
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<td>Y</td>
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<tr>
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<td>X/RM(P)</td>
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### MILITARY COMMAND

<p>| XO SHORE ESTABLISHMENTS (Subordinate) | X/E/L/RM | CCSB | 11 | N | Y |
| OC 2 ENGINEERING SQN JSSU(AN)(Sub-Unit) | E/WE | PCSB(E) | 1 | N | Y |</p>
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<th>Qualification (See Note)</th>
<th>Operational</th>
<th>Training/Support</th>
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<td>OC MEDICAL SQUADRON CLR (Sub-Unit)</td>
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<td>PCSB(M)</td>
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<tr>
<td>OC ATC CULDROSE/YEOVILTON (Sub-Unit)</td>
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<td>Y</td>
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<td>PROF COMMAND (ENG)</td>
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<td>LPD Cdr WE</td>
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<td>PCSB(E)</td>
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<td>AEO 702, 771, 800, 814, 815, 820, 824, 829, 845, 846, 847, 848, 849, 17(R)<em>, VMAT</em> (USMC)*, SSE VL, 1710 RM, LPH AEO</td>
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<td>PCSB(E)</td>
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<td>OC CSS CHF, OC Log Ops Yeovilton</td>
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<td>LO DRAKE/NELSON/NEPTUNE</td>
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<td>Operational</td>
<td>Training/Support</td>
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<td>Commanding Officer Food Services Training Wing (Head of RN Training) (Sub-Unit)</td>
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<td>Y(5)</td>
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<td>OC TRAINING GROUPS (MWS)(Sub-Unit)</td>
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<td>CDR HRTSG (Sub-Unit)</td>
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<tr>
<td>OIC MASU (Sub-Unit)</td>
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<td>OIC FLEET CMSA UK (Sub-Unit)</td>
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<td>NAVAL SUPERINTENDENT VULCAN (Sub-Unit)</td>
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<tr>
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**PROF COMMAND (ENG)**

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<tr>
<td>LPH Cdr ME/WE</td>
<td>E PCSB(E)</td>
<td>2</td>
<td>Y</td>
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<tr>
<td>LPD Cdr E</td>
<td>E PCSB(E)</td>
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<td>Y</td>
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<td>Flotilla SMEO/SWEO GS/SM</td>
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<td>FOST SMEO/SWEO GS/SM</td>
<td>E GS/SM PCSB(E)</td>
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<tr>
<td>Build SSN/BN/DD/FF MEO/WEO</td>
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<td>CO 1710 Sqn</td>
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**PROF COMMAND (LOG)**

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<td>CVS/LPD Cdr L</td>
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<td>Cdr L Culdrose/Yeovilton</td>
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<th>Training/Support</th>
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<td>CO MDHU Derriford/Portsmouth</td>
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<td>CO PRMC Gibraltar</td>
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<td>PCSB(M)</td>
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<td>SMO 3 Cdo Bde</td>
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<td>PCSB(M)</td>
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<td>PMO: Culdrose/Yeovilton Raleigh/Lympstone Collingwood/Sultan/Northwood CVS/LPH/LPD</td>
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### OF5 COMMANDS

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### Notes:

‘A’ – Normal Assignment Action.

1. **XO MM should be CQ1 whenever possible.**

2. **STCW, CQ(2).**

3. **CQ1 and SMCC.**

4. **Or STCW, CQ2(MPH).**

5. **Post OF4 Command.**

6. **OF3 PLC, PLCC.**

7. **Sub Unit Air Command where squadron CO is OF4.**
APPENDIX 3 TO ANNEX 59A

RM COMMANDS, SUB-UNIT COMMANDS AND SUBORDINATE COMMANDS

See Notes indicated in brackets thus: (1)

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<td>Commando Unit – Fire Sp Troop</td>
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<td>Assignment</td>
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<td>Commando Unit – Signals Troop</td>
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<td>30 Cdo IX Gp – Air Defence Troop</td>
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<td>30 Cdo IX Gp – Brigade Patrol Troop</td>
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| **OF3 COMMANDS** | | | | | | |
| Commando Unit – Manoeuvre Coy | RM | MCB1 | 12 | Y(7) | Y | N |
| Commando Unit – Comd/Sp Coy | RM | MCB1 | 3 | Y(7) | Y | N |
| Commando Unit – Logistic Coy | RM | MCB1 | 3 | Y(7/8) | Y | N |
| 30 Cdo IX Gp Comms/Surv Sqn | RM | MCB1 | 1 | Y(7) | Y | N |
| 30 Cdo IX Gp – Surv Recce Sqn (SRS) | RM | MCB1 | 2 | Y(7) | Y | N |
| 30 Cdo IX Gp Y Sqn | RM | MCB1 | 2 | Y(7) | Y | N |

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**SUBORDINATE COMMAND**

**MILITARY COMMAND**

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**SUBORDINATE COMMAND**

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<td>Comdt CTCRM</td>
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<td>FSOAB</td>
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<tr>
<td>CO 1 Asslt Gp RM</td>
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<td>FSOAB</td>
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**SUBORDINATE COMMAND**

| DComd 3 Cdo Bde RM | RM     | FSOAB     | 1                   | Y (9)                       | Y              | Y              |
| COS COMAMPHIBFOR   | RM     | FSOAB     | 1                   | Y (9)                       | Y              | Y              |

**Notes:**

1. MLO Qualified.
2. RSO Qualified.
3. Anti-Tank Officer Qualified.
4. Mortar Officer Qualified.
5. SF Qualified ('Badged').
6. LCO Qualified.
7. ICSC(L).
8. ICSM(M).
9. ACSC/psc(j). In order to be eligible for RMR command, an RMR OF4 must, as a minimum, have attended ACSC (Reserves).
10. Candidates need not be LCO Qualified.
11. Bi-Service Rotation Army/RM.
1. Introduction
Local Foreign Service (LFS) assignments include all assignments overseas, eg. exchange, loan, NATO, attaché positions etc. Officers, ratings and other ranks may be selected for LFS assignments. It is important that personnel selected for these assignments are free from financial, domestic or other such problems and CMs may need to question potential nominees in detail on these matters and explain the necessity for medical screening of spouses and families. Nominations for this type of assignment should be considered as early as possible in order to allow sufficient lead time to enable personnel to make timely arrangements for education, medical examinations etc.

2. Detailed Instructions for Career Managers
The pre-requisites and assigning instructions for the types of overseas assignments are at Annex 59C.

3. Individual Considerations
Personnel who have been assigned to or are considering volunteering for overseas assignments should take account of the following:

a. Medical Requirements. There is international variation in the provision of healthcare which is delivered in varying environmental conditions. In order to ensure the safety of individuals and their dependants, a rigorous medical screening process is in place. This is undertaken by the Global Medical Supportability Cell (GMSC) and further details on the end-to-end process can be found in the following DINs:

   (1) **2019DIN01-099.** The provision of healthcare overseas to the Defence Global Network.

   (2) **2019DIN01-100.** The Global Medical Support Cell declaration of Initial Operating Concept (IOC) on 1 Jul 19.

b. Individual Responsibility. Upon receipt of an LFS Assignment Order, individuals must commence the screening process. If a recommendation of medical supportability is not obtained the individual will be required to serve unaccompanied or the assignment order be cancelled. Annex 59C contains further detail for CMs. Individuals must contact Families Section upon assignment to commence the screening process, which is conducted by the GMSC, as follows:

   (1) **Families Section.** DESDSCOM-FamSec-Gp@mod.gov.uk 030 679 81013 / 9679 81013.

   (2) **GMSC.** SGDPHC-O-GMSC-GroupMailbox@mod.gov.uk 01543 434706 / 94422 4706.
c. **Dental Treatment.** Before proceeding overseas, it is essential that all personnel and their dependants receive a dental examination and that any necessary treatment is conducted. Detailed guidance on dental treatment overseas may be found as follows:

(1) **2017DIN01-081.** Instruction for Service and Entitled Personnel Serving Overseas who Receive Dental Treatment from Non-Service Sources.

d. **Education.** The range and standard of education available overseas varies widely. Personnel with children of school age are strongly advised to seek advice, in order to ensure that their children will receive the best possible education. Detailed information on overseas schooling and on boarding education in the UK is contained in JSP 342 'The Education of Service Children'. Information is also available from the Children's Education Advisory Service:

Senior Education Officer  
Children's Education Advisory Service  
Trenchard Lines  
Upavon  
PEWSEY  
Wiltshire  
SN9 6BE  
Telephone: (Mil) 94344 8244 (Civ) 01980 618244

e. **Single Parents.** Being a single parent is not itself a bar to an individual being assigned overseas, however, in some foreign countries there are specific laws concerning arrangements for child care (ie. the employment of au pairs, nannies etc.) and thus there may be special difficulties which single parents might face.

f. **Equality and Diversity.** The UK MOD remains an equal opportunity employer and does not discriminate on the grounds of any of the protected characteristics as defined in the EA 2010. However, Service personnel should be aware that the laws and local traditions of countries other than the UK may differ. The relevant Memorandum of Understanding (MOU) or Status of Forces Agreement (SOFA), as well as the Foreign and Commonwealth Office website, will detail the local laws to which UK SP are subject whilst serving in that location. Individuals are not required to disclose some of the protected characteristics personal details to their Career Managers. However, before accepting any foreign assignment, SP should ensure they understand and have considered the implications of any local laws to which they may be subject whilst in post. Once assigned, SP are to ensure that, where necessary, they can comply with the laws of the host country.
4. **Recommendation for Overseas Service (LFS) – Officers, Ratings/Other Ranks**

a. CMs rely initially on the recommendations contained within ARs (OJARs/SJARs) concerning the suitability of volunteers for service overseas. An individual stating a preference for LFS should have a supporting recommendation in both the text and the Future Employment check box.

b. Before issuing the assignment order for any Officer, Rating or Other Rank to an overseas billet, ACOS(PCap) is to signal the individual’s current unit, info NAVY PSYA PORTSMOUTH, for a recommendation of suitability to serve on LFS using the signal template at Appendix 1 to Annex 59B. PSYA is to raise any objection to such an assignment within seven days, after which the unit CO’s response should be sent. Personnel assigned as emergency reliefs at short notice may have to be assigned without clearance. Recommendations for personnel being considered for Loan or Exchange Service will be sent by letter. In coming to a decision to recommend an individual for service overseas, it is essential that they are interviewed by their CO or delegated officer.

c. In replying to any request for a recommendation of suitability, the CO is to state whether or not the subject is fully recommended. In considering such a recommendation the guidance in Appendix 1 to Annex 59B is to be followed. If the individual is not recommended, the reply should give the relevant sub-paragraphs from the Appendix, e.g. ‘not recommended, Paragraph 2’. This will provide the basic information needed, whilst obviating the need to signal detailed personal information.

d. Both the request and the reply are to be treated as OFFICIAL. Information provided will be used solely for the purpose of assessing suitability for the overseas assignment under consideration. Individuals who are not recommended will not be debarred from future consideration for such assignments.

e. It is acknowledged that circumstances can change between initial recommendation and actual assignment. If it is assessed that an individual has become unsuitable for overseas assignment, ACOS(PCap) is to be informed as soon as possible regardless of proximity to the date of travel.
APPENDIX 1 TO ANNEX 59B

REASONS FOR NON-RECOMMENDATION FOR LOCAL FOREIGN SERVICE

1. By Officers, Ratings and/or Other Ranks current Commanding Officer
   Subject does not meet the highest standards required of this LFS assignment for the following reason(s) (use indicator letter only).

   a. Discipline. A series of recent minor offences might indicate a lack of stability which might make the rating unsuitable for service overseas. If there is a possibility of the individual being connected in any way to an ongoing RNSIB investigation, the RNSIB is to be consulted.

   b. Drug Abuse. A history of drug related problems will normally prevent personnel being assigned to LFS.

   c. Alcohol Abuse. A history of alcohol-related problems merits particularly careful consideration and will normally prevent personnel being assigned to LFS.

   d. Welfare. Overseas assignments can be quite stressful for the most stable of marriages/families. The relevant area RNRMW office should be contacted in cases where there is a current welfare problem, or one which might re-open if the Officer/Rating/Other Rank or their family were abroad, which might indicate unsuitability for service overseas. In the case of unaccompanied service, the Officer/Rating/Other Rank’s ability to cope with separation is relevant. Many and varied stresses are placed on otherwise stable marriages during an LFS assignment.

   e. Financial. The financial affairs of personnel assigned to LFS must be beyond reproach. COs should remember that banking facilities abroad are not the same as those in UK.

   f. Other. Amplify as appropriate.

2. By Medical Officers
   Does not meet the medical requirements set out in BR 1750A, Paragraph 1601.
LFS NOMINATION SIGNAL FORMAT

R
FM FLEET HQ
TO HMS ******

INFO PSYA PORTSMOUTH
BT
RESTRICTED
SIC ABA/WHZ
STAFF
PSYA PORTSMOUTH FOR DNSY1CP.P1AA
A. BR3 ANNEX 59B APPENDIX 1.

1. THE FOLLOWING OFFICER/RATING/OTHER RANK IS BEING CONSIDERED FOR LFS ASSIGNMENT. REQUEST RIGOROUS SCREENING IAW REF A.

READ IN 4 COLUMNS: NAME/RATE /SVC NO/DESTINATION.

2. OFFICERS/RATINGS/OR'S ARE STRONGLY ADVISED TO ACCESS THE RN COMMUNITY WEBSITE (WWW.RNCOM.MOD.UK) FOR INFORMATION REGARDING FAMILY ISSUES, INSURANCE, ALLOWANCES, ETC.

3. PARENTS OF CHILDREN WITH SPECIAL EDUCATIONAL NEEDS ARE ADVISED TO CONTACT THE CEAS ON (MIL) 94344-8244/ (CIV) 01980-618244/(E-MAIL) ENQUIRIES.CEAS@GTNET.GOV.UK.

Choose from the paragraphs below as relevant, renumbering accordingly

4. PERSONNEL BEING CONSIDERED FOR ASSIGNMENT TO GIBRALTAR ARE ADVISED THAT THERE IS A PAUCITY OF SERVICE FAMILY ACCOMMODATION. THERE IS A POSSIBILITY THAT THE FIRST FEW MONTHS OF THE DRAFT MAY BE UNACCOMPANIED.

5. ATTENTION OF THOSE BEING CONSIDERED FOR ASSIGNMENT TO NAPLES UNITS IS DRAWN TO THE WEBSITE AT WWW.BRITANNIA-IN-ITALIA.CO.UK AND THE REQUIREMENT FOR A FULL DRIVING LICENCE.

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February 2020 Version 1
ANNEX 59C

GUIDANCE FOR CAREER MANAGERS ON LOCAL FOREIGN SERVICE (LFS) ASSIGNMENTS

1. General

a. Selection

(1) It is particularly important that personnel selected for LFS assignments are free from medical, financial, domestic or other such problems. They must have an in-date passport and visas as appropriate. It is recommended that all nominations to overseas assignments are made with the maximum possible lead time to enable families to make timely arrangements for education, medical examinations etc.

(2) In considering relief dates, CMs must take into account school holidays in addition to closed periods for assigning.

(3) The UK MOD remains an equal opportunity employer and does not discriminate on the grounds of any of the protected characteristics as defined in the EA 2010. However, service personnel should be made aware that the laws and local traditions of countries other than the UK may differ. The relevant Memorandum of Understanding (MOU) or Status of Forces Agreement (SOFA), as well as the Foreign and Commonwealth Office website, will detail the local laws to which UK SP are subject whilst serving in that location. Individuals are not required to disclose the details of all protected characteristics to their Career Managers. However, in considering any foreign assignment, CMs should ensure that SP understand and have considered the implications of any local laws to which they may be subject whilst in post.

b. Pre-Joining Information

(1) The current unit will provide direction and guidance to individuals who are assigned to overseas posts, ensuring early engagement with DSCOM Families Section, DCYP and the receiving unit as required. It is imperative that Annex A to JSP 770 Chapter 2A is completed at the earliest opportunity to ensure that any presenting issues are identified and addressed accordingly.

(2) Personnel who serve overseas in their last effective assignment in the Service before retirement will normally be returned to UK in sufficient time to permit them to take Terminal Leave and any Graduated Resettlement Time (GRT) for which they may be eligible. However, before finalising such assignments, CMs should inform them that they will be unable to return to UK at public expense for resettlement activities prior to the end of their assignments. Personnel should be advised to seek further details on their eligibility for resettlement provision from Naval Resettlement Information Officers (NRIOs).

(3) Once personnel are overseas, they are administered by the JFC Global Support Unit in Glasgow.
c. **Closed Periods for Assigning**

(1) When relief dates are being considered for LFS assignments, CMs should take account of designated closed periods (see below), school holiday periods and the financial implications of school visits for both incoming and outgoing personnel. The periods indicated below should be avoided when reliefs are being planned for the following assignments:

(a) **USA.** Christmas to early January.

(b) **Norway and Denmark.** December to March.

(c) **Canada.** November to February.

(d) **Australia.** December and January.

d. **Medical Screening for LFS Assignments.** The quality of healthcare, provision of medicines and environmental factors vary widely internationally; therefore to ensure that the health needs of service personnel and their dependants are assessed correctly, a rigorous screening procedure is in place. Primarily, this is to ensure the safety of personnel and their dependants, but it also limits the complications that can arise when all family health factors have not been assessed fully.

e. **Guidance for Career Managers.** Within Defence Primary Healthcare (DPHC), the Global Medical Supportability Cell (GMSC) has been established to ensure that Service Personnel and their dependants can receive safe and appropriate care during the LFS assignment. To enable this, the GMSC undertakes centralised screening of dependants and tracking of Service Personnel within the Global Virtual Practice (GVP). The administrative process for this is as follows:

(1) **Serving Accompanied.** The individual must contact the Families Section at Defence Support Chain & Operations Management (DSCOM), which will provide and collate necessary screening for dependants (medical and educational). This must occur 6 months prior to assignment date, or as soon as the Assignment Order is issued (if later). The CM must also contact the GMSC to inform it of the requirement and enable tracking of the medical screening, and GMSC will communicate the final screening recommendation.

(a) **Families Section.** DESDSCOM-FamSec-Gp@mod.gov.uk 030 679 81013/9679 81013.

(b) **GMSC.** SGDPHC-O-GMSC-GroupMailbox@mod.gov.uk 01543 434706/94422 4706.

(2) **Serving Unaccompanied.** The CM must also inform the GMSC of unaccompanied LFS assignments. This is to enable the GVP to maintain tracking of the individual's medical care.
(3) **Consecutive LFS assignments.** In the circumstance that the CM plans to assign an individual from one accompanied or unaccompanied LFS assignment to another, then the above screening process must still be followed.

(4) **Non-supportability.** There will be cases where the GMSC is unable to issue a recommendation of medical supportability for a planned LFS assignment. Depending on the specific circumstances this may result in the CM either cancelling an Assignment Order or requiring an assignment be unaccompanied. In the event that either the individual or their CM intends to proceed with an accompanied LFS assignment, despite a GMSC recommendation of medical non-supportability, the case should be reviewed by DACOS CM, DACOS Medical Personnel and Policy, and SO1 Employment Law.

(5) **Assignment Order.** When issuing the accompanied LFS Assignment Order, CMs are to ensure that the following are added as Notes:

(a) This LFS assignment is subject to satisfactory pre-screening checks.

(b) Contact Families Section DESDSCOM-FamSec-Gp@mod.gov.uk 030 679 81013/9679 81013.

(c) Failure to complete satisfactory pre-screening will result in either an unaccompanied or cancelled assignment.

(6) **GMSC Further Details.** Further details of the GMSC may be found in the following DINs which detail the end to end medical screening process

(a) **2019DIN01-099.** The provision of healthcare overseas to the Defence Global Network.

(b) **2019DIN01-100.** The Global Medical Support Cell declaration of Initial Operating Concept (IOC) on 1 Jul 19.

f. **HIV Testing of Personnel Attending US Military Training Courses.** The Principal Personnel Officers (PPOs) of all three Services have agreed that the UK will comply with the requirement for personnel to be tested for HIV prior to attending training courses in the USA. The testing requirement relates solely to those undertaking military training courses and does not include families who may be accompanying those personnel. RN Medical Officers have received suitable instruction in the obligatory counselling required as part of the testing process. Testing should be arranged by the individual concerned through their unit medical centre.

g. **Language Training - Eligibility.** Only officers and ratings on the trained strength, taking up specific assignments with a foreign language requirement ie. attachés and loan service personnel, are entitled to language training at public expense. Officers assigned to Overseas Staff Courses are also eligible for appropriate language training. Course details are published annually by Joint Service DIN.
h. **Administration of Appraisal Reports**

(1) For assignments to LFS and seconded posts, CMs need to identify a clear reporting chain for the individual before they take up the position. CMs are to take particular care to ensure that appraisal reports are rendered at the appropriate time on RN personnel in non-RN posts eg. loan/exchange positions, attachés etc. Where necessary, CMs are to communicate personally with the reporting officer providing details of the JPA offline reporting process\(^1\).

(2) All exchange and attaché posts now have a nominated Fleet 1 Star sponsor. They will be responsible for providing a staff officer of appropriate rank to act as mentor and administer the reporting chain. Details of the sponsors will be published by DIN.

i. **Personal Security Defensive Briefing and Debriefing.** Details of countries where a significant security threat exists can be found in JSP 660\(^2\). Information on briefing and debriefing requirements for personnel assigned to these countries can also be found in the JSP. If in any doubt as to whether there is a requirement for a security briefing, then advice can be sought from NAVY PSyA-CI CPO (VB 9380 27141). This does not apply to officers being considered for Attaché or Adviser posts for whom separate instructions apply (see Para 3 below).

j. **Security Clearance.** Where an overseas assignment requires a DV clearance, CMs should ensure that the Security Clearance (SC) will remain valid for the entire period. If the expiry date falls during the assignment the clearance is to be renewed prior to departure. SC can be obtained through the SYVETT cell using the application form at Appendix 1 to Annex 59C.

k. **NATO Security Clearance.** Personnel assigned to any NATO position require a NATO Security Clearance Certificate; these can be obtained though the SYVETT cell using the application form at Appendix 2 to Annex 59C. If the position also requires DV clearance the SC certificate can be requested concurrently with the DV application. (See Para 5805)

2. **NATO and EU Assignments**

a. **Selection Policy**

(1) NATO experience should be regarded as an important element of career building for officers destined for senior assignments. The Chiefs of Staff policy on NATO representation requires that UK influence and effectiveness be maximised within the constraints imposed by available manpower. Current Operations together with commitments to the NATO Response Force all require British staff in many NATO assignments to be available for operational deployment world-wide. The following guidelines are intended to assist CMs in their selection process and to advise on the liability for deployment from NATO HQs.

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\(^1\) JSP 757 - Tri-Service Guidance for Appraisal Reporting.
\(^2\) JSP 440 Part 6 Section 4 Personnel Security – Travel and Contacts.
(a) The ACO second level headquarters at Brunssum, Naples and Lisbon will all be required to find from their PE the staff for Deployable Joint Task Force (DJTF) headquarters. All positions, therefore, should be filled by personnel capable of world-wide deployment.

(b) The ACO third level air component command headquarters at Izmir and Ramstein will be fully deployable. The maritime components at Northwood and Naples will also have a deployment capability for operations at the higher end of the spectrum but the land components at Heidelberg and Madrid should be static (their deployment tasks being undertaken by High Readiness Forces (HRF)).

(c) All personnel on the strength of the various HRF headquarters, STRIKEFORCE SOUTH and similar formations should be considered as filling potential war-fighting assignments.

(d) All other NATO entities and agencies are less likely to be heavily involved in deployed operations but could still be requested as augmentees or specialists. Therefore, direct discussions with line managers and the relevant Senior British Officer (SBO) should take place before assigning personnel with significant employability caveats to such positions.

b. Nominations

(1) CMs are to forward nominations to the SBO at the appropriate NATO HQ using the appropriate nomination format available as detailed on the CAPPs web page. Details vary slightly between Commands and are as follows:

(a) **NATO HQ Brussels, IMS Brussels, MAS and EU Military Staff.**
Nominations for all assignments are to be addressed to:

Chief of Staff of UKMILREP, NATO HQ, BFPO 49

(b) **SHAPE.** Nominations, accompanied by biographical details in the format detailed on the CAPPs web page should be forwarded as indicated below. It may be appropriate to forward extra details for the most senior assignments.

i. **SHAPE HQ - Nominations for Captains:**

UKNMR SHAPE BFPO 26

ii. **SHAPE HQ - Nominations for SO1s and below:**

Deputy UKNMR (Navy) SHAPE BFPO26

iii. Major Subordinate Commands and Principal Subordinate Commands. Appropriate HQ Senior British/ Naval Officer.
All nomination letters, if not addressed to Deputy UKNMR (Navy) at SHAPE should be copied to them for information, because they are the Commanding Officer of the RN elements at SHAPE and NATO HQ and the MOD Representative in ACE for Naval establishment and manning matters.

(c) **SACT.** Nominations should be forwarded as indicated below. Nomination letters should indicate the officer's "prospective rotation date" ie. FAD. A copy of the nomination is also to be forwarded to the appropriate local UK representative:

SACT HQ, ACT ASW Research Centre La Spezia, SACTREPEUR.

DEPUTY SACT, SACT HQ, Norfolk Va. 23511 USA.

Copy to: Security Officer, Naval Party 1964, BFPO 493.

(d) **COMNAVNORTH.** As for nominations to CINCFLEET.

c. **Pre-Joining Courses and Briefings**

(1) A number of NATO assignments have a potential commitment for operational deployment to theatre HQs. Personnel assigned to a NATO billet who are aware of a commitment to deploy during the first year of their tenure should attend RNMC for IPDT prior to commencing their assignment. Those who start a NATO assignment and are subsequently told that they are deploying, should return to UK for IPDT at RNMC. Equipment and clothing will be provided in theatre.

(2) Personnel should attend the following briefings before taking up their assignment:

(a) **NATO Command Structure Assignments.** (HQ NATO, SHAPE, SACT, JFC Brunssum, JFC Naples, ACCs, MCCs, JSRCs, 280 Sigs, ACCAP) and EU assignments:

Those posted to NATO Command Structure & EU assignments should make contact with the appropriate desk officer within the NATO and European Policy Group (Directorate for Policy on International Organisations (DPIO)) and, in addition, should attend one of the two NATO and EU Briefing Days that DPIO organise each year.

(b) **NATO Force Structure Assignments.** (HQ ARRC, UKMARFOR and other High Readiness Force Headquarters):

Those posted to NATO Force Structure assignments should attend one of the two NATO and EU Briefing Days that DPIO organise each year.
(c) **Naval Staff Briefing.** All personnel assigned to NATO/EU or UN posts, including those destined for the NATO Defence College (NDC), are, if possible, to attend a Briefing Day before taking up their assignment. The Briefing Days are held twice per year in MOD Main Building; details of dates and availability of places are available from DPIO-SO2 COORD.

(d) **Deployment in Support of Peacekeeping Operations.** All officers posted to NATO Joint or Regional Headquarters are liable for onward deployment to any area on peacekeeping operations. CMs should therefore comply with instructions on pre deployment training for all such assignments.

(e) **NATO School Oberammergau.** The list of courses at the NATO School Oberammergau is published annually in June for the following year. NAVY PCAP-BUSMAN ASSIST coordinates all bids for attendance on courses.

d. The priority for briefings for SO1 and below is the appropriate DPIO brief and NATO Orientation Course at Oberammergau. CMs should make every effort to ensure that personnel destined for NATO posts, especially for the first time, attend these courses.

3. **Defence Attaché and Embassy Support Staff Posts**

   a. Defence Attaché (DA) and Embassy Support Staff (ESS) posts come under the auspices of the FCO and the Defence Engagement Strategy – Overseas Support (DE STRAT OS) Staff. Advice is available from (DE STRAT OS), Preparation and Post Support on (020 721) 9621 82053/87154. An Aide Memoire for CMs when considering a nomination for an attaché post can be found at Appendix 3 to Annex 59C.

   b. Officers being considered for attaché posts are to be warned that they must exercise discretion concerning the assignment and should discuss it only with persons who have a ‘need to know’. This applies even after the assignment has been confirmed. CMs are to bear in mind the onerous social obligations which will be demanded of the officer’s spouse and the possible domestic difficulties which might be encountered. In the likely case that the spouse is unknown to the CM, careful enquiry of the officer concerned will be necessary to obtain their assurance that these obligations are acceptable to their spouse.

   c. **General Requirements.** Nominees for DA and ESS posts will require the following:

      1. DV clearance, valid for the whole period of the posting.
      2. Diplomatic security clearance (only for DA nominations).
      3. British passport (and their spouse’s (see Para 3 sub para e)).
      4. Medical and dental fitness (and dependants).
d. **Diplomatic Security Clearance.** This is obtained by Navy PSyA from the FCO security authorities. When first considering an individual for a post of this kind and before entering into any undertaking with the individual concerned, the CM is to contact Navy PSyA Aftercare SO3C in writing to ascertain if there is any likelihood that the individual might not be granted diplomatic security clearance. There is to be no exception to this procedure. If the individual already holds a DV clearance, and a favourable response is received from Navy PSyA, the CM may proceed with the nomination process. In cases where the individual does not hold a DV clearance, Navy PSyA will not usually be able to express an opinion (except perhaps, exceptionally, an unfavourable one). In such cases, at the time of writing to Navy PSyA, the CM should initiate an application for DV clearance making it clear that it is for diplomatic purposes. A minimum of 6 months must be allowed for completion of the DV clearance procedure. When the clearance has been awarded Navy PSyA will provide an opinion on the individual’s suitability for diplomatic security clearance. In cases where the individual holds a DV which will expire during the course of the proposed posting, a full DV review is to be initiated at the same time as the initial contact with Navy PSyA; it is an FCO requirement that personnel hold DV which is valid for the whole of their tour. Again, it should be made clear the review is for diplomatic posting purposes. The request for formal security clearance will be made by Navy PSyA to FCO when full DV clearance is completed. Diplomatic clearance from the Ambassador at Post will not be forthcoming until security approval has been given; it is therefore imperative that the security process is completed at the earliest opportunity.

e. **Nationality Requirement.** The FCO requires that the individual must hold a British passport endorsed: "British Subject: Citizen of the United Kingdom and Colonies". Non-British spouses do not normally need to obtain a British passport, but this is strongly recommended for certain countries. In deciding upon the acceptability of an individual and their spouse for service at an Embassy/High Commission, the FCO must also take account of:

1. The nationality, if not British, of the individual’s parents and those of their spouse.
2. Details of any family connections in the country to which an individual is being posted.
3. Details of the individual’s schooling if this was not in UK.
4. Whether the nominee is divorced and, if so, whether they have remarried. (The circumstances of the divorce should also be described if the information is available.)
f. **Medical and Dental Fitness.** Careful consideration should be given during the selection stage (ie. prior to making a nomination to DE STRAT OS to nominees and/or their dependants who have a doubtful medical history or who have recently had major operations and who may, in consequence, need to return to UK for check ups outside home leave periods. CMs should carefully consider this aspect to ensure as far as possible that candidates and dependants thought likely to incur high medical or dental costs overseas should not be nominated for Embassy/High Commission duties. Reference is to be made to dependants' health, as revealed by screening, in the biographical details of the officer at the time of nomination to IPP-OS DE STRAT - OS staff.

g. **Nomination and Assignment**

(1) **Defence Attachés**

(a) Once the nominee has both DV clearance and Navy PSyA's preliminary acceptance of suitability for diplomatic clearance, the CM is, simultaneously, to:

i. Request Navy PSyA arrange for diplomatic security clearance.

ii. Nominate the officer for the attaché position, using the format available on the CAPPs web page, by e-mail to meet the nomination deadlines promulgated in the Attaché Lists and in the CAPPs List. These are to be followed by hard copies of the nomination as a back-up. IPP-OS DE STRAT-OS Staff will arrange for diplomatic clearance of the nomination with the FCO, after acceptance by MOD and by ACDS(ISP). Nominations for attaché posts should include a reasonably full 'pen picture' of the officer with a description, culled from their reports, of the attributes which bear on their suitability for the assignment. Any statement of service should specify the class of ship or type of establishment in which the officer has served. The nomination should also include details of the nationality and background of the officer and their spouse.

iii. Once the nomination has been approved, IPP-OS DE STRAT-OS staff will write to the officer giving them all the details of their training, preparation and move to post. Whilst the training package is being undertaken the officer needs to be allocated a naval parent admin unit as the IPP-OS DE STRAT-OS does not provide this type of support.

iv. The Assignment Order for briefing and training can be issued as soon as the nomination is approved, however, the assignment to the post itself should not be issued until all the clearances have been received and no sooner than 3 months before its effective date.

(b) A brief on this nomination process can be found within Appendix 3 to Annex 59C
(2) **Embassy Support Staff**

(a) When a post is due relief (with necessary lead time for training), suitable candidates are found via a signal trawl. Once selected and when DV clearance has been arranged their CV is to be sent by e-mail to meet the deadlines as promulgated by IPP-OS DE STRAT-OS staff. If the nomination is approved by the relevant DA, IPP-OS DE STRAT-OS staff will write to the candidate giving them all the details of their training, preparation and move to post. Whilst the training package is being undertaken the rating needs to be allocated a naval parent admin unit as the IPP-OS DE STRAT-OS does not provide this type of support.

(b) Once the nomination has been approved and provided DV clearance has been issued the rating can be assigned to the post.

4. **LFS Exchange Assignments**

a. Assignment of RN Personnel to LFS Exchange Posts

(1) **Selection.** One of the purposes of exchange assignments is to learn about other navies/services and facilitate 'cross-fertilisation'. CMs should, therefore, select personnel who have a worthwhile period of service remaining on completion of their exchange assignment (ie. a minimum of 2 years to serve). CMs may wish to consult NAVY PCAP-CM DACOS COORD SO2C before any action is taken to select personnel for exchange assignments.

(2) **Nominations.** The CM will write directly to the appropriate national, or service, authorities when nominating personnel for exchange assignments. For SO1 and below CMs should use the formats available from the ACOS(PCap) team-site when submitting detail for application. CMs should note the following specific national requirements, and NAVY PCAP-CM DACOS COORD SO2C may have details of other specific post requirements:

(a) **Australia.** In order to allow particulars to be arranged between CMs and Sponsoring Officer, three weeks should be allowed between ‘ready to move’ date and effective date of assignment.

(b) **USA.** CMs are required to include a clear statement of the officer’s security clearance in nomination letters for officers destined for exchange service in the USA.

(c) **Canada.** The standard handover between officers is five working days. In order to balance professional demands with family and housing concerns, officers should be assigned to arrive in country on a Friday with the outgoing officer returning to UK the following Friday.
(3) **Sponsoring Officers.** All exchange posts both at home and abroad have a sponsoring officer. This will be confirmed by NAVY PCAP-CM DACOS COORD SO2C during the nomination process. A copy of the nomination letter should be sent to the appropriate sponsoring officer who will in turn supply the incoming officer with relevant pre-joining information.

(4) **Overseas Deployments to Third Countries During Exchange Tours.**

CMs who administer exchange positions are to ensure that they are made aware in advance of any plans for UK exchange officers to deploy to third countries. When such deployments are envisaged, the following procedures should be followed:

(a) **Deployments within PJHQ’s Joint Operational Area.** Details of the individuals concerned, dates and planned activities should be forwarded to J9 branch in PJHQ. J9 will scrutinise the proposed deployment in relation to jurisdictional and force protection considerations as well as our defence relationships with the nations concerned. They will then take the necessary action to inform or consult Ministers. Where possible, at least 10 days’ notice should be provided to ensure this process can be completed before the deployment takes place.

(b) **All Other Deployments.** Similar details should be sent to the desk in International Policy and Planning with responsibilities for the country into which the deployment is planned. They will then take similar actions to those undertaken by PJHQ J9, as set out above.

b. **Assignment of Overseas Personnel to RN/RM Exchange Posts**

(1) CMs will receive nominations through NAVY PCAP-CM DACOS COORD SO2C from national authorities. Once the nomination has been approved by the relevant Ship or Establishment, CMs are to inform NAVY PCAP-CM DACOS COORD SO2C who will reply directly to the respective national authority and raise a JPA account for the nominated individual.

(2) Navy PSyA should be consulted reference the level of security clearance for the individual when the Ship or Unit position has been identified.

(3) Restrictions on operational deployments may apply. CMs are advised to check any limitations on deployments for overseas personnel prior to acceptance of nomination.

5. **Loan Service Assignments**

a. Detailed arrangements for Loan Service Assignments can be found in JSP468 (Joint Service Manual for the Loan and Secondment of Personnel to Commonwealth and Foreign Forces).
b. In order to comply with JSP 468, CMs must ensure that all personnel to be nominated for Loan Service complete and return the Loan Service application at Annex 1B and Appendix 1 to JSP 468. This must be returned to the CM countersigned by the appropriate SO1 CM then forwarded to DE STRAT-LSP1.

c. Oman. Due to the rising cost of schooling and rented accommodation the Loan Service Oman administration organisation has placed a restriction on the number of children that personnel take to Oman – a maximum of two children in country.


a. Periodically, Exercise ‘Long Look’ is initiated when personnel are exchanged between the Royal Navy and the Royal Australian or Royal New Zealand Navies. This is not Loan Service and is a loan as opposed to an assignment. CMs do not have to initiate clearances or become involved other than to give assigning clearance - not manning clearance - for the period of the loan, ie. there is no plan to assign the individual for whom clearance is being sought away from their present unit and therefore the unit can arrange the exchange of personnel. CMs should be aware that the exchange agreement entails employing a Commonwealth Service Person in place of the UK Service Person and individuals are offered up for loan on the basis of compatibility of employment. It therefore follows that a request for a relief due to the Commonwealth Service Person being incompatible with the UK assignment is inappropriate.

b. As personnel are loaned, Assignment Orders are not issued for Exercise Long Look. Scribble pads are to be used to record individuals' participation.

7. Peace Support Operations

a. The RN now provides manpower to a variety of international peace support operations (PSO) around the world, eg. Bosnia, Kosovo, Sierra Leone, Georgia, Congo, Liberia, Iraq and Afghanistan but other similar operations can and will occur. They may be under National, NATO, EU or UN Command.

b. Most of these posts operate on a six monthly roulement. Those posts not dedicated to a single Branch will be managed through the CAPPS process. They will be allocated to Branches in advance in proportion to the Branch populations. These posts are defined as ‘operationally essential’ and are to be filled as a matter of priority. CMs must work well in advance to ensure that suitable personnel are identified and trained in time to meet deployment targets.

c. Most deployments will require individuals to undertake IPDT/OPTAG Training (SA80 or 9mm as advised) and First Aid training.
8. **Assignment to the USA**

In addition to the general guidance above the following procedure is to be adopted for assigning officers (SO1 and below) to posts in the USA:

a. Career Managers identify potential reliefs for posts in the US. For Commanders, they should discuss by telephone with ANA and for others, with the sponsor officer.

b. Once suitability and timing have been agreed verbally, send BDS(US) (addressed PS/ANA to ensure central administration) a letter enclosing the necessary nomination, CV and Security clearance.

c. In order to enable the necessary administrative actions when an officer is assigned to the USA, a copy of the Assignment Order is to be work-flowed to JPA Position 1298763 in the Embassy. There are mandatory Arrival Briefs held every 2 weeks for all personnel assigned to the USA. Assignment Orders should provide details of this brief (evidence suggests that the attendance at the Arrival Brief ensures a smooth administrative arrival process through challenging US bureaucracy).
This notification is to inform you that SC is required for:

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**THIS FORM MUST NOW BE SENT ELECTRONICALLY TO SYVETT AT**
**NAVY PSYA-SYVETT**

MOD Form Barcode: __________________
(for SyVett action)
APPENDIX 2 TO ANNEX 59C

APPLICATION FOR NATO CLEARANCE

READ FORM CAREFULLY PRIOR TO SUBMITTING
THIS FORM MUST BE COMPLETED IN FULL TO AVOID DELAY IN YOUR REQUEST

To Be Completed By Applicant

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<td>Service No:</td>
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<td>Type of NATO required: (Secret, Cosmic etc)</td>
<td>Date NATO required? (Do not enter ASAP)</td>
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Town, County & Country of Birth:

Nationality:

Has the Applicant held this Nationality from birth?

If No to the above question, from what date has the Applicant held this nationality? (enter date in month and year)

Is this a Nationality or a Citizenship? (Do not enter ‘not applicable’)

Does the Applicant currently hold or has previously held any other Nationality(ies) or Citizenship(s)?

If yes, list them below under the following headings:

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**To Be Completed By Applicant’s Commanding Officer/Reporting Officer/Career Manager**

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**THIS FORM MUST BE COMPLETED IN FULL AND SENT ELECTRONICALLY TO NAVY PSYA-SYVETT GROUP MAILBOX/NAVYPSYA-SYVETTGROUPMAILBOX**
APPENDIX 3 TO ANNEX 59C

ATTACHE AND DEFENCE ADVISER POSTS - AIDE MEMOIRE FOR ASSIGNING AND NOMINATION BRIEF

1. Assigning Check List

a. **Career Manager**

   (1) Checks nationality qualifications of officer and their spouse.

   (2) Checks medical and dental fitness of officer and requests medical screening of dependants.

   (3) Seeks PSyA opinion on officer's suitability for diplomatic security clearance and initiates application for DV clearance (if not already held by officer or if clearance expires during the period of assignment (Para 5805)).

b. **NAVY PSyA.** Navy PSyA gives an opinion of the officer's suitability for diplomatic security clearance, either immediately or on completion of the DV clearance process, whichever is appropriate (Para 5805).

c. **Career Manager**

   (1) Nominates officer to Defence Engagement Strategy – Overseas Support (DE-STRAT-OS) using format on CAPPS web page.

   (2) Requests DE STRAT-OS staff arrange clearance of nomination within MOD and ACDS(ISP) as appropriate and diplomatic security clearance with FCO.

d. **DE STRAT-OS.** DE STRAT-OS notifies CM of acceptance of nomination by MOD/ACDS(ISP) staff and details training and briefing requirements.

e. **Career Manager.** The CM issues assignment for briefing and training.

f. **DE STRAT-OS.** DE STRAT-OS notifies CM of FCO Approval (Head of Mission approval and FCO Security clearance).

g. **Career Manager.** The CM then assigns to post itself no more than three months before effective date (Para 6106).
2. Nomination Information

a. Nomination and Training Dates. Training packages for Attachés are carefully tailored and contain little flexibility. Of late programmes have become more complex and greater use has had to be made of fixed date courses. Additionally, Heads of Mission have indicated a need for earlier nomination for approval. It is therefore crucial that the nomination and training dates are strictly adhered to. Before Attaché training can start DE STRAT-OS staff must have details of the nominated officer so that the necessary clearances can be obtained from within MOD and then, through the Foreign and Commonwealth Office, from the receiving Ambassador or High Commissioner.

b. Nomination Date. Clearance of Service nominations for attaché assignments through MOD and FCO usually requires a minimum of three months. It is therefore vital that nominations are made by or during the month indicated in the CAPPS Book.

c. Intro-Training Date. Whilst many threads to attaché training programmes may be common, the preparation path for each assignment is unique. Many of the training opportunities, which are out of DE STRAT-OS Staff’s control, are held on fixed dates. Moreover, some language training provided by DSL is also limited to fixed course dates. It is therefore vital that officers are released for attaché training in accordance with the information provided in the CAPPS book and in the DE STRAT-OS nomination letter. Any delay will inevitably result in significant delay to the date of arrival in post.

d. Career Briefs. Details of nominees for attaché posts should be comprehensive and tailored to the specific skills sought by the assignment job specification. Career briefs should not dwell unduly on early career; instead, a candidate's performance and qualities demonstrated over their more recent assignments are of greater value to the approving authorities - particularly the Head of Mission. In addition to high personal qualities, the general experience sought of a nominee includes a wide service background, joint service experience or training (such as JSDC or psc(j)) and a wide knowledge of broader single service operations and tactics. For attachés going to singleton Defence Attaché posts, nominees are often sought who have experience of the other Services' activities. Experience of a major command HQ or of Whitehall is an advantage and, increasingly, budget experience is also valuable. It is essential that the nomination includes, if appropriate, the nationality of spouse and the dates of birth of dependent children, particularly those intending to reside in country.

e. Security Clearance. Attachés are required to hold a DV security clearance prior to DE STRAT-OS Staff briefings and the attaché training at the Defence Intelligence Security Centre (DISC) at Chicksands. For nominees who already hold a clearance, the DV must be valid for the entire length of their tour. To allow for any extensions in post, an attaché should have a DV with at least four years to run on assignment. For residential posts, normal single-service clearance procedures are followed immediately by an FCO security department clearance. The FCO element must be completed at least 3 months before the attaché travels to post. The FCO continues to require the files for attachés who have a DV clearance that will run beyond their expected date of return. Letters of nomination to DE STRAT-OS Staff should include confirmation that, where necessary, priority DV and FCO security clearance has been set in train.
f. **Confidentiality of Assignments.** Crucial to the success of nominations is the approval of the nominee's future Ambassador or High Commissioner (Head of Mission). Until that Head of Mission approval is given, a nominee remains very much a proposal for an assignment. Heads of Mission have been known to reject a proposed attaché; in such cases MOD has been required to choose another officer. Career Managers must stress to officers who have been identified for an attaché post that until the Head of Mission has given their approval the officer’s selection remains merely a proposal. Attachés’ designate must not reveal their nomination and must not contact the officer they expect to replace until the Head of Mission approval is given. DE STRAT-OS Staff will formally notify a nominee of their successful nomination and advise the officer when they may write to the Ambassador or High Commissioner as well as to the incumbent. Even after Head of Mission approval is given, the timing of notification to the host nation of the new attaché remains firmly the responsibility of the Head of Mission. For this reason, nominees are reminded to keep news of their successful selection on a need to know basis until the incumbent advises that the host nation has been informed. Nominees should also be reminded that telephone lines into posts overseas are not secure; calls to incumbents should be made with this very much in mind.

g. **Tour Lengths.** A nomination for an attaché post should include a clear statement on the length of tour the officer will serve. The normal tour is for a minimum of three years and most Heads of Mission expect their attachés to serve at least this period. For attachés who are expected to serve less than three years, DE STRAT-OS Staff should be consulted before an individual is nominated - particularly if their retirement date from the Service will prevent a full three-year tour being completed. Precise notification of expected tour length will also help the maintenance of an accurate Forecast Relief List.

h. **Language Training.** The major training element which drives the date due for training with DE STRAT-OS Staff is language training (LT). Where posts require LT aptitude tests a note (LT Req’d) is made in the remarks column of the list. In particular, Moscow due date for training is substantially influenced by the 18 months LT necessary for non-Russian speakers to achieve the post requirement. Russian LT is undertaken at Beaconsfield and starts each year in September. Details of the nominated officer are required by DE STRAT-OS Staff at least 12 months before the start of the course.

i. **Queries.** Queries regarding the procedures for nomination, approval and preparation of Service attachés and advisers should be addressed to DE STRAT-OS desk officer for preparation and training on (020 721) 9621 82053/8715.
ANNEX 59D
ROYAL NAVY AUGMENTATION POLICY

1. Introduction

a. Augmentation is the process by which Suitably Qualified and Experienced Personnel (SQEP) are selected, trained and deployed to meet additional workforce requirements in support of operations, exercises and events outside of the declared Defence and Navy Plans. The requirement to provide Naval personnel for emerging or continuing operational commitments, exercises, extraneous events, UK resilience tasks and essential short term positions, causes increased pressures on the finite people resource and must be carefully controlled ensuring that the impact of gapping peacetime posts and over-stretch is minimised. In order to reduce the impact to the individual and Naval Service outputs, a pro-active approach to the management of augmentation is required. It is managed though Navy PCap-Plans.

b. The generation of Individual Augmentees (IAs) to service a non-workforce driving requirement is not a ‘free resource’. Collectively, it will impact planned business output, generate uncertainty and create instability within the personnel arena. Whilst the cost to the demanding organisation is often minimal the effect, particularly in the context of today’s lean, austere organisational structures, is considerable. Therefore, internal reapportionment and the use of formed units, particularly those held at readiness, should be considered before IA.

c. Operations are the MoD and Navy’s highest priority. Given the changing nature of operations, it is impractical to base routine manning on their specific requirements. The three Armed Services, therefore, recognise that operations can only be sustained with the assistance of augmentees. Ensuring the timely availability of SQEP and managing them effectively is, therefore, critical to success on operations and affects all areas of the Service. There are two main types of Augmentation: Above the Line (ATL) and Below the Line (BTL). ATL augmentation is the process of filling MoD authorised positions above funded personnel levels and is non-discretionary. BTL augmentation is all other Naval Service required augmentation and can be non-discretionary if authorised by an appropriate authority.

d. The Defence Augmentation Policy (DAP) is the overarching policy document and takes precedence over Naval policy. The Royal Navy Augmentation Policy (RNAP) provides single Service amplification to support the DAP.

2. Aim. The aim of the RNAP is to set out the principles for the re-distribution of Naval personnel to meet additional personnel demands in support of operational tasks, UK resilience tasks, exercises, trials and events, including ceremonial events. Additionally, it clarifies the definitive direction concerning funding and the individual phases of the augmentation process. This chapter does not cover Royal Navy Policy for Personnel OPDEFs and PERREQ procedures, which are managed by Navy PCap-Ops and detailed in RNTM 01-028/19.
3. Definitions and Principles

a. **Force Generation.** Force Generation is the process of providing suitably trained and equipped forces and their means of deployment, recovery and sustainment to meet current and emergent tasks, within required readiness and preparation times.

b. **Augmentation.** Augmentation is an element of Force Generation and is the temporary re-deployment of individuals (regular, reserve or civilian) to wherever they are needed to meet directed operational Military Tasks, Exercises and Events that cannot be achieved within peacetime establishments. It may include the re-distribution of individuals brought together to form an ad-hoc unit/sub-unit or the forming or reinforcing of regular units with reserves. Augmentation specifically excludes the planned or unplanned deployment or re-deployment of a formed unit/sub-unit or the planned formation of a composite unit/sub-unit of individuals for their crisis role.

c. These common principles can be broadly applied to the following Naval augmentation requirements:

1. Force Generation for Operations.
2. Short Notice Operational Commitments.
3. Exercises, Trials and Events.

4. Responsibilities

a. **Central Co-ordination of the Augmentee Requirement.** Each Service employs a unique process to manage augmentee provision. However, any Joint augmentation requirement will be endorsed by ACDS(Ops), through the DAC, before it is passed to single-Service authorities. This requirement will be ATL.

b. The Headquarters Surgeon General’s Department advises on medical personnel augmentation requirements. Defence Security Policy & Operations (SPO) will normally coordinate Joint augmentation requirements for Resilience Planning (RP), Operations and Exercises. Naval commitments requiring augmentation which have no Joint involvement should be authorised by SPO FGen-Maritime and/or Navy-Cts N5/N3, keeping the DAC informed.

c. The DAP mandates that augmentation is managed through the Services’ Principal Personnel Officers (PPO), who are responsible for providing personnel from their Service irrespective of which TLB those people are working in.

1. 2SL, as the Naval (PPO), has pan-Naval Service responsibility for augmentation issues, which is delegated through ACNS(Pers) to ACOS(PCap).

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1 Reserves may be either volunteer or regular reserve.
2 Exercises, as a means of preparing for operations, are included in this definition.
3 Events are included in the definition of augmentation but are addressed Below the Line (BTL) unless endorsed by DCDS(MSO) or where they are a specific MT/Op Task.
4 A separate element of Force Generation, which particularly pertains to reservists, mainly of a specialist nature (e.g. Volunteer Field Hospitals).
5 The functions and liaison authority of the DAC are detailed in the DAP.
6 Formerly Operations Directorate.
(2) Navy Command TLB specific augmentation is managed by ACOS(PCap) on behalf of the Fleet Commander. Contentious augmentation issues and arbitration will be referred up the Chain-of-Command for ACOS (PCap) or ACNS(Pers) to table at an appropriate 2*/1* Forum.

d. **Task Sponsor.** The Task Sponsor (TS) is a named point of contact within an organisation or unit requiring the temporary uplift in personnel. They are responsible for articulating the requirement. The Statement of Requirement (SOR) must state why resource cannot be re-apportioned from within the sponsor’s area.

e. **Authorised Demander.** An Authorised Demander (AD) is a defined node with the authority to endorse an augmentation requirement, providing formal guidance to PCap-Plans to resource manpower solutions for further consideration. Recognised ADs are as follows:

   (1) **Defence Augmentation Cell (DAC).** Responsible for apportioning all ATL demands in the AD role to each of the Service Commands (SCs). This tasking is ‘non-discretionary’ in nature.

   (2) **Navy Commitments.** The primary AD for BTL activity from within the Naval Service. These tasks are predominantly Navy ‘discretionary’ in nature.

   (3) **Naval Staff.** The creation and endorsement of augmentation demands (BTL) which are considered strategically significant to warrant IA support.

   (4) **Navy Media Comms & Engagement (MC&E).** The AD for all UK based Royal Navy in the Public Eye (RNIPE) ceremonial events.

   (5) **DG DSA.** TS and AD for Service Inquiries.

   (6) **RN Safety Centre.** TS and AD for Fleet Commander Service Investigations or Unit Investigations that require augmentation.

f. **Establishing the Manpower Requirement.** The manpower requirement must be clearly established before any commitment can be authorised:

   (1) **Operations and Exercises.** For Joint operations, the SPO will coordinate the consolidated manpower augmentation bill. For Tier 2+ and above exercises this will normally be carried out by JFC JW (or JTEPS for Ex JOINT WARRIOR) and passed through the DAC to the single-Services. Navy Cts is responsible for assessing the Naval manpower required for augmentation of single-Service operations and exercises.

   (2) **Non-Operational and Resilience Augmentation.** Navy Cts will coordinate requirements for UK resilience operations and Navy MC&E for all non-operational events and commitments. Contentious issues will be referred up the appropriate Chain-of-Command in accordance with Para 4.c.2 above.
5. Procedures

a. **Provision of Augmentees.** When the additional commitment, including any manpower requirement is authorised, PCap-Plans will coordinate the provision of Naval augmentees for all operations, exercises, trials and events. The responsibility to raise Establishment Amendment Forms (EAF) in order to facilitate funded JPA lines resides with the TS in addition to creating and updating associated job specifications. Once this has been completed, PCap-Plans will instruct Career Managers (CM) to take the necessary assignment action (see Para 8).

b. **Augmentation Parameter.** Before activating augmentees for any of the above requirements, Naval personnel managers must have appropriate authorisation (normally MoD) and categorisation (see Para 6 below). Where public visibility or operational requirements dictate a tri-Service commitment, the DAC will determine appropriate and balanced single-Service manpower allocation.

c. **Timing, Duration and Specialist Requirements.** The selection of the right type and number of augmentees depends on varying factors, which will influence the feasibility of meeting a requirement. This must be considered before authority for provision of manpower is given:

   1. All requirements must be clear and unambiguous. Rank and specialisation or specific position designation will be critical to some augmentee posts, whereas physical fitness and gender may be stipulated for others.

   2. Start date and duration of the requirement must be confirmed and must include reference to any associated activity (eg. training/planning conferences) that augmentees will be required to attend prior to the task start date. For ceremonial events specifically, the RN State Ceremonial Training Officer must be consulted to confirm the exact personnel requirements and dates/timings/location of training. The DAP articulates minimum timelines for generation of personnel for operations and exercises. For events, 6 months’ notice is required.

   3. The minimum essential number of augmentees appropriate to the requirement must be established. Without proper consideration, augmentation demands will frequently exceed the essential minimum when scrutinised.

d. **Establishment Considerations.** When units are considering changes to their establishment they must ensure that they can meet the following criteria:

   1. Their requirement to support planned augmentation (ie. their requirement to provide dual and donor personnel).

   2. Their commitment to Events, Exercises and Ceremonial occasions.
6. **Planned Augmentation (Primary and Secondary Augmentees).** Planned augmentees are usually articulated via Augmentation Manning Lists (AMLs) held by the DAC, and are split into two categories, either ‘Primary’ or ‘Secondary’, depending on the readiness to deploy and need for pre-selection. For both groups, personal ‘fitness for operations’ is to be considered a duty and pre-requisite. The definitions of a Primary and Secondary augmentee are as follows:

   a. **Primary Augmentee.** A Primary Augmentee is at R3 readiness\(^7\) (10 days’ notice) or higher and is formally assigned to a dual crisis role in addition to a regular assignment. This dual assignment will require a training/induction commitment of up to 5 days and an exercise commitment, of normally no more than three weeks per year (exceptionally in the case of major Tier 3/4 exercises, primary augmentees may be required for up to 4 weeks).

   b. **Secondary Post.** A Secondary Post is at R4 readiness (20 days’ notice) or longer. Named personnel are not nominated for Secondary posts rather a trawl will be made to identify individuals with correct qualifications and skills at the time of activation.

7. **Un-Planned Operational Augmentation**

   a. **Introduction.** For those augmentation requirements that have not been foreseen and cannot utilise the facility of primary/secondary billet personnel, on receipt of tasking from the DAC PCap-Plans will oversee the generation of personnel to their eventual deployment of personnel to Theatre.

   b. **PCap-Plans will meet augmentation requirements by liaising with CMs, Career Management Centres, the Whole Force CM (WFCM) and all other workforce coordinators.** Usually, for operations, the requirement is for individual augmentees to fill specific lines on the Operational Establishment Tables (OET) in accordance with the Job Specification (JS). At times, Defence or the Naval Service will require augmentation to support activity outside of that covered in an OET; these may be both operational or to support planning or policy studies where specific additional SQEP has been endorsed.

   c. **Training.** Pre-deployment training (particularly any Joint Service requirements such as CBRN, military skills/field-craft, and/or weapon handling) must be specified in the requirement\(^8\), since this may have a significant effect on the lead-time and duration of the commitment. Consideration of these factors may also be a pre-requisite to either accepting or rejecting a bid.

   d. **Establishment Action for Operational Augmentees.** Once an operational augmentation requirement has been accepted, an appropriate position will be generated in JPA if one does not already exist. This will enable individuals to be assigned appropriately.

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\(^7\)**Unless activated or on reduced notice, the R3 readiness is not intended to disrupt an individual’s routine work or prevent individuals from taking routine annual leave. Dual appointees may, in some circumstances, and if available, be required at a shorter notice.**

\(^8\)**Usually specified in the Statement of Requirement and/or Job Specification.**
e. **CM Action.** Once a post has been designated as enduring IA, CMs are directed to continue to fill the job on a roulement basis until DAC terminates the post. This process allows the CMs to give adequate notice to prospective incumbents and meet RN PFS. Further guidance for CMs is at Appendix 8.

8. **Phases of Augmentation**

a. **Phase I – Authorisation of the Requirement.** Formal endorsement of a requirement for an augmentee is an essential pre-requisite. The parameters described at Para 5 above must be confirmed in order that provision can commence on the correct basis. Authorising responsibilities are described at Para 4.c to Para 4.f and in the specific procedures for each augmentation category. To define the requirement accurately, the TS will be required first to discuss the demand with PCap-Plans, following which they are to complete the proforma at Appendix 5 (Job Specification (JS) for each position is required to be submitted with the proforma) and forward it through an AD to PCap-Plans for staffing.

b. For tasks generated from within an operational theatre, a full SOR is to be authorised from the in-theatre HQ and endorsed by PJHQ, approved by SPO and apportioned by the DAC before being submitted for single-Service action. Without a fully endorsed uplift, PCap-Plans is unable to begin the process to assign an augmentee.

c. **Phase II – Personnel Provision.** Co-ordinated by PCap-Plans, the procedures for personnel provision will be dictated by the parameters established in Phase I. Where there is consideration to use Naval Service personnel assigned to non-Navy TLB establishments, PCap-Plans is to be informed before engaging outside of the Navy TLB. The key factors are as follows:

(1) **Operational Commitments.** If the requirement is endorsed, the DAC apportions posts to the Front Line Commands on a set percentage basis (Apportionment Ratio) of total demand coupled with ability of a single-Service to find appropriately trained personnel. This, however, does not necessarily mean that all tasks coming from the DAC are taken on. PCap-Plans will critically appraise each task to assess whether Navy Command is capable of re-assigning the required personnel, including availability, training and timeline constraints and renegotiate with the DAC as appropriate. Once agreed, PCap-Plans will initiate the procedures to fill the post in accordance with the process laid out in this Annex.

(2) **Defence Tier 2+ Exercises.** As for operational commitments, for Tier 2+ exercises listed on the Defence Exercise Programme (DXP), the requirement will be passed through the DAC for adjudication and apportionment across the single-Services. The requirement will consist of ATL Essential and Desirable positions. PCap-Plans will fill positions through trawls in accordance with the procedures in this Annex.

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9 The DAC will ensure periodic evaluation of IA posts either through the Theatre Capability Review (TCR) process or on a time basis.
10 Detailed in Defence Augmentation Policy DIN.
(3) **Other Exercises, Trials, Events and Desirable Commitments.** For commitments, which have been approved in principle, subject to the consequences of releasing personnel being judged acceptable, PCap-Plans will apportion the requirement to workforce providers as appropriate. Once personnel have been identified, PCap-Plans will decide if the commitment will be met, cancelled or reduced. RNIPE Events will be categorised by MC&E and endorsed by the NAVB, with all Priority 1 events being filled eg. November Ceremonies and National Armed Forces Day.

(4) **Duration of the Augmentee Requirement.** With the exception of augmentation of exercises, trials, events and resilience commitments, Establishment initiating action (when no JPA Number (JPAN) exists) with associated assignment action will normally be undertaken for all augmentation with a duration exceeding three months. Here, selection and deployment of augmentees will be coordinated, without establishment (JPA) or assigning action, by using JPA ‘move and track’.

d. **Assignment Action.** Regardless of the type or duration of the augmentee requirement, formal assignment or ‘move and track’ action must be taken in JPA for all personnel movements to ensure correct administrative actions are taken, in particular recording Separated Service Requirement (SSR).

e. **Phase III – Follow-Up Action.** Follow-up action is important to ensure that augmentation is meeting the requirement in the most effective fashion. Feedback from individuals and their units to PCap-Plans is an important part of this process and for operations, monthly dismount courses are run. For other augmentation such as Exercises and Events, on completion of the task/event an online feedback survey will be distributed. If other tasking penalties are implicit in releasing augmentees, these must be raised formally through the Command chain for reconsideration of tasking priorities or a change in the requirement.

f. **Naval Reserves.** Reservists can volunteer or be liable to mobilisation or recall for a wide range of crises including humanitarian assistance and disaster relief\(^{11}\). When seeking to meet an augmentee requirement, PCap-Plans will consult with the Whole Force CM to exploit the availability of Volunteer Reserves as far as the Reserve Forces Act allows. Reserves can be used in both augmentation or to backfill posts in support of operations.

9. **Augmentation Trawls**

a. For unplanned augmentation, to identify the most appropriate SQEP that comes with least impact to Defence outputs, it will routinely be necessary to undertake ‘trawls’ of potential candidates. Candidates will normally be identified through engagement with CMs, but in some circumstances organisations may be approached directly and requested to provide a candidate whom they judge to have least impact on that organisation. In all circumstances a number of (usually three) candidates will be considered for each augmentation position.

\(^{11}\) However, their use may be limited for some Resilience (eg. MAGD) tasking, for example when providing an essential service, which is the subject of industrial action.
b. Potential candidates will be asked to submit a Personnel Support Request (PSR). This will be requested through the candidate’s Line Management chain. Failure to submit a PSR will be judged as that candidate having nil professional or personal impact to being assigned to the augmentation demand.

c. Trawls will be undertaken by PCap-Plans, PCap Ops Forward, and CMs dependent on the circumstances.

d. CM trawls are used for established and enduring IAs that PCap-Plans has assigned to a particular Branch on an enduring basis, where the candidates are employed within Navy TLB (see Para 3(4)).

e. PCap-Plans – See Appendix 1.

(1) For new Op Tour IA positions or other Defence directed task where duration results (or would normally result) in the need for a formal Assignment Order.

(2) Where the requirement is for niche SQEP that results in the need to trawl for candidates across multiple branches.

(3) Where a significant change to the Rank/SQEP requirements has been endorsed to an existing JS.

(4) On occasion of a Force Generation failure for a position normally assigned to a CM, where the Force Generation failure is a result of circumstance outside the control of the CM.

(5) Where a candidate is employed outside of the Naval Service TLB, given there are specific processes in accordance with Defence Policy that are to be followed. PCap-Plans will also trawl Royal Marines candidates employed in 3 Cdo Bde, 1 AGRM and CTCRM though PCap AUG RMART SO2.

(6) Where time does not permit use of PCap Ops Forward teams.

f. PCap Ops Forward. When delegated by PCap-Plans, and for all Exercise, Events and UK Resilience trawls being undertaken within the Naval Service TLB. This is specifically to better apportion across organisations of large-scale augmentation in cognisance of impact of Personnel OPDEF demands. PCap Ops Forward will be notified of trawls undertaken centrally to maintain situation awareness of impacted business areas.

g. Due to the sensitive information contained within a PSR statement, no organisation has an automatic right to sight a PSR statement from another organisation without the express approval of ACOS(PCap), with the exception of SPO-Cts DAC for the purposes of Defence impact arbitrations as detailed in DAP.

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12 See Appendix 7.
13 eg. Land, Air, DIO, DES, HOCs, JFC.
h. All Navy TLB units and establishments are in-scope for PCap trawls unless declared exempt in agreement with ACNS(Pers).

i. PCap will request trawls through the individual's Line Management\textsuperscript{14}, given the many different ways in which units across TLBs manage engagement from outside their organisation. On receiving a trawl request, Line Managers are to ensure that all appropriate persons within their organisation's Chain-of-Command are informed of the trawl request.

10. Funding

a. All augmentation commitments identified as 'Essential' will be costed and resourced at the appropriate level. No provision will be made for the funding of 'Desirable' augmentee requirements. The principle of operational augmentation funding is that costs are identified to the point of consumption. This objective is subject to further work on practicalities. Until such time, costs will continue to lie where they fall. However, in accordance with the DAP, backfill costs of Full Time Reserve Service/civilian substitutes for personnel deployed as Operational Augmentees can be reclaimed from the appropriate Operational Fund if essential\textsuperscript{15}.

(1) **Operational Commitments.** The funding procedures for operational commitments are laid down in JSP 462 Version 5.0\textsuperscript{16}. All operational augmentees will be assigned to a Position in a JPA Organisation and the cost will normally fall to the supplying unit for the first 6 months. Transfer of manpower costs will be triggered by assignment and arrival action.

(2) **Short Term Non-Operational Augmentees.** Short term, non-operational billets in excess of 6 months' duration must be funded by the demander. In exceptional circumstances, very high priority, unforeseen tasks which are expected to last less than 6 months may be met by augmentation action on the basis of 'costs lie where they fall'.

(3) **Essential Exercises, Trials and Events.** The augmentation of Essential exercises, trials and events does not normally result in assignment action and the personnel costs will lie where they fall with the donor unit. Low Level Budget Holders are to estimate their future augmentee commitment in IA-days per year, using the DXP, the Naval Events Diary (NED) promulgated by Director General Media Communications (DGMC), and Fleet Exercise Programme (FXP). Personnel costs may be expressed in Management Plans as follows:

(a) An impact on the achievement of the unit's tasks.

(b) Justification for retention of existing Service manpower.

(c) A forecast cost of temporary contract manpower arrangements.

\textsuperscript{14} Post engagement with DAC LO when engaging outside Navy TLB.

\textsuperscript{15} As detailed in the DAP Annex D.

\textsuperscript{16} Financial Management Policy Manual V5.0, Chap 6, Overseas Operational Deployments.
b. **Reporting of Extra Costs.** Since they are funded as part of the main Defence programme, direct pay costs will not be reimbursed. Additional costs necessarily incurred as a consequence of augmentation, which would not have otherwise occurred, however, may be reclaimed from the Operational Fund. Such costs could include travel and subsistence, operational welfare package items and training etc. (this is not an exhaustive list). In addition, the full costs (including pay) of reservists called up for duties as augmentees may be recovered, as may costs of backfilling posts gapped during augmentation. Additional costs should be reported as part of the normal In-Year Management process.

c. **Principles for Funding Exercise Augmentees.**

(1) Exercises requiring the deployment of augmentees are planned up to 5 years in advance and published in the DXP. Financial provision for the additional costs of augmentees, (eg. overseas travel and accommodation) are made within the Short Term Programme and included as part of the cost of the exercise; exercises will be allocated their own unique UIN.

(2) Exercises are generally of short duration and therefore augmentees will not be assigned to an exercise. The cost of the augmentees’ pay will continue to be borne by the supplying unit. Any additional expenses related to augmentees that are specific to a particular exercise will be paid from the exercise budget through the unique exercise UIN.

(3) **Reservists.** Augmentation in support of an exercise helps to meet the Annual Training Commitment (ATC) for volunteer reservists and as such Commander Maritime Reserves (COMMARRES) will meet pay costs as appropriate for those reservists who participate in the exercise. All other costs (eg. travel and subsistence) will require formal agreement between the demander and COMMARRES. For regular reservists, the PPO is considered to be the parent unit in this context.

d. **TLB Responsibilities.** Budget Managers need to maintain a full record of costs for augmentees used against specific operations and report these costs as part of their forecasts. The cost of augmentees for exercises and events will lie with the supplying unit and must be assessed annually for inclusion in Management Plans.

e. **Associated Costs.** By definition, augmentation is designed to meet unforeseen manpower requirements. There is, therefore, no planned financial provision for associated costs (eg. travel and subsistence), hence donor units will continue to be required to accept the associated additional expenses (ie. costs lie where they fall). The following exceptions apply to the general principle:
(1) **Contingency Operations.** Costs lie where they fall for contingency operations (eg. Op FOLLIS/ESCALIN) unless the operation attracts central government funding. Units will be required to record costs in order for them to be reported or recovered if a central UIN is subsequently identified for the operation.

(2) **RNIPE Events.** Costs associated with high priority MoD/RNIPE events will generally be met by the event sponsor. If the sponsor is unable to pay and the event is deemed high priority (ie. failure to be represented will cause the Service embarrassment) the requirement will be apportioned out between units and costs will lie where they fall.

**Note.** In all cases where the manpower demand is deemed to be necessary, but no funding arrangements have been made, the providing unit will be directed to meet all costs, citing the operation/exercise/event as the reason for any resultant overspend in their budget.
APPENDIX 2 TO ANNEX 59D

PROVISION OF PERSONNEL FOR FORCE GENERATION AND OPERATIONAL REQUIREMENTS

References:
A. JSP 753 Regulations for the Mobilisation of Reserves.
B. BRd 3(2) Naval Personnel Management – Reserves.

1. Procedures. The detailed procedures below apply to the provision of personnel for operational commitments in peacetime to respond to contingencies or operations at higher than normal Scales of Effort, including the mobilisation of Reserves. Information contained within this Appendix also pertains, in part, to that contained within both References.

2. Authorisation. All operations in this category will be Essential and will have a minimum of MoD (ACDS (Cts)) and, normally, Ministerial endorsement. PJHQ, Standing Joint Commander (UK) and SPO will liaise to specify the personnel requirement and identify potential penalties to other MoD commitments.

3. Provision. Provision of personnel for Force Generation will be through the normal assignment process:

   a. Activating Establishments. Assignment action cannot take place without an authorised Establishment line. Once the personnel requirement is specified and accepted by PCap-Plans on behalf of the RN, it is passed to Establishments who will authorise activation of the appropriate establishment positions. These will normally have been pre-designated as ‘M’ Role lines in an active or dormant Establishment.

   b. Assignment Action. Operational exigencies will override many normal assignment rules. Personnel will be allocated to best effect by ACOS(PCap). PCap-Plans will coordinate the actions of the CMs to redeploy personnel to higher priority positions. This may include the redeployment of dual assigned and/or donor personnel.

   c. Options. When SQEP cannot be found from donor positions, personnel will be taken from other non-donor positions. Positions that are in Roles normally required to be filled at all Scales of Effort (currently most of these are given PO or BO Roles) will only be taken as a last resort. The activation of Reserves will be considered as the need arises. In all aspects of this process manning priorities as issued routinely by the Fleet Commander will be used as guidelines.

   d. Backfill. If, in exceptional circumstances, PO or BO positions are used to fill Receiver Role positions, attempts to backfill will be made when the operational situation permits. Where essential personnel are deployed, it may be possible to provide backfill utilising Reserves/civilian labour funded by the appropriate Operational Fund (CPF) in accordance with the DAP.
e. **Volunteer Reserve.** Restrictions in RFA 96 dependent on the section of the Act under which they are mobilised may preclude the use of Volunteer Reservists beyond set periods unless they and their civilian employers agree to an extension.

f. **Prioritisation.** Where tasking priorities need to be decided, depending on the significance of the tasks in question, the decision may need to be taken at NAVB or Ministerial level. Where an operational task becomes apparent as a long-term commitment (over 6 months), possibly involving a roulement of personnel, it may be appropriate to include the position in the live requirement and for normal assignment action to be initiated.

g. **Process.** The outline process for Force Generation and augmentation is shown at Fig 1 below. This process primarily applies only to initial ‘fills’ and on a Force Generation failure, outside of CM control.
Figure 1 - App 2/59D. Procedure for Identification of 'First-Fill' Operational Augmentees

PJHQ/IPP/WEP etc.
Submit Requirement and Job Specification.

DAC
Staff and scrutinise Requirement then following Force Sense apportion to RN/Army/RAF on agreed pro-rata iaw DAP.

PCap-Plans
React to any Force Sense, scrutinise and prioritise Requirements with DAC/PJHQ.

PCap-CMs
Identify and nominate suitable, available personnel.

COMMARRES
Identify and nominate suitable, available personnel.

Nominee found?
Yes

PCap-Plans
Scrutinise AML / CAML for potential nominees.

Nominee found?
No

PCap-Plans
Engage with CM to identify potential candidates/Business areas and then instigate PSR Trawl i.a.w. Para 9.

TLBs
Forward to PCap PSR detailing impact statement if potential nominee is selected.

PCap-Plans
Most suitable candidate selected from PSRs. DAC may be requested to arbitrate if PCap deem impact to Naval Service to be too severe.

Nomination, Line Manager and DAC informed.

PCap-CM
Appropriate CM activates and assigns individual for mounting etc and identifies relief for enduring posts.
APPENDIX 3 TO ANNEX 59D

PROCEDURES FOR DEMANDING INDIVIDUAL AUGMENTEES FOR EXERCISES, TRIALS AND EVENTS

1. **Parameters for Demand.** The Diagram at Appendix 1 should be used as a guide to determine whether the augmentation request meets the parameters for PCap-Plans attention. As a rule, ACOS(PCap) will coordinate the provision of personnel to the following exercises, trials and events (exercises/events that do not meet these parameters, usually those of a local/intra-command nature, are to be dealt with by local workforce coordinators):

   a. Exercises which appear in the Defence Exercise Programme (DXP) at Tier 2+ and above if the exercise authority has secured the appropriate funding.

   b. Exercises which receive Authorised Demander (AD; normally Navy Cts) approval to augment, if the exercise authority has secured the appropriate funding.

   c. Trials approved by an appropriate MoD authority which have received AD approval to augment.

   d. Royal Navy in the Public Eye (RNIPE) events that are at Priority 0/1 as decided by the NAVB.

2. **Demand Process.** If a demand for exercise, trial or event augmentation meets the parameters at Para 1, then an Augmentation Requirement Document (ARD) (at Appendix 5) should be completed. This should include the assurance that funding for augmentation is available and approved and accompanied by an impact statement of why the resource demand cannot be self-generated. (eg. for low number demands a PSR for the lowest impact position(s) within the Task Sponsor’s organisation would be appropriate). In the case of a ceremonial event the RN State Ceremonial Training Officer will need to be consulted prior to the submission of the ARD. Table 1 outlines the nominal timeline from notification of a likely augmentation demand to completion of an exercise/event. The timeline is intended to give the greatest chance of trawl success and to reduce churn on individuals. However, it is understood that some late or unforeseen requirements may be essential. Bids received with less than 6 months’ notice will only be resourced on approval from an AD and if time will allow allocation of personnel with limited churn.
Table 1 to App 3/Annex 59D. Exercises/Trials/Events Augmentation Timeline

<table>
<thead>
<tr>
<th>Timing</th>
<th>Event</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASAP</td>
<td>PCap-Plans is informed of any likely augmentation demands with estimated numbers and dates.</td>
<td>Task Sponsor</td>
</tr>
<tr>
<td>T-30 weeks</td>
<td>Augmentation Requirement Document (ARD) is completed following guidance where necessary and sent to Authorised Demander/PCap-Plans.</td>
<td>Task Sponsor</td>
</tr>
<tr>
<td>T-30 – T-28 weeks</td>
<td>Bid refinement.</td>
<td>Task Sponsor/PCap-Plans</td>
</tr>
<tr>
<td>T-30 – T-26 weeks</td>
<td>PCap-Plans identify nominations/suitable areas to trawl (this will be undertaken using data from CMs and JPA).</td>
<td>PCap-Plans</td>
</tr>
<tr>
<td>As necessary</td>
<td>Trawl of identified locations (in conjunction with PCap Ops Fwds). Consolidation of nominal list.</td>
<td>PCap-Plans</td>
</tr>
<tr>
<td>T-6 weeks (or ASAP)</td>
<td>Nominal list returned to Task Sponsor.</td>
<td>PCap-Plans</td>
</tr>
<tr>
<td>T - 4 weeks</td>
<td>Admin/Joining instructions issued.</td>
<td>Task Sponsor</td>
</tr>
<tr>
<td>T - 2 weeks</td>
<td>If no admin instructions received by IAs PCap-Plans cancels augmentation provision.</td>
<td>PCap-Plans</td>
</tr>
<tr>
<td>Date of requirement(T)</td>
<td>Exercise/Trial/Event start.</td>
<td>Exercise/Event Sponsors</td>
</tr>
<tr>
<td>ASAP on completion</td>
<td>Online feedback questionnaires issued to all IAs.</td>
<td>PCap-Plans</td>
</tr>
</tbody>
</table>

3. **Trawling.** Unless the timeframe or type of exercise does not allow, all trawling will begin by offering requested positions to the Maritime Reserves (MR) and Career Managers (CM) for volunteers. This is to reduce the churn on Regular personnel and to reduce impact on units that will bear a gap. Following returns from the MR/CM, trawls will be directed, where necessary, to Regular personnel. Once a deadline has been met or the requested demand is full PCap-Plans will forward the list of IAs to the Task Sponsor (TS). This represents the extent of responsibility for PCap-Plans with regards to exercise planning.

4. **Joining/Administrative Instructions.** All administration for the exercise, including the distribution of Joining/Administrative Instructions, is the responsibility of the Task Sponsor. To ensure that information is being received correctly, it is essential that demanders ensure that nominated IAs are in full receipt of, and have acknowledged, all instructions. Responsibility for travel to and from the event is as follows:

   a. The IA's parent unit is responsible for arranging travel to the UK event location or Air Point of Departure (APOD).

   b. The exercise/event sponsor is required to fund costs of travel and subsistence to foreign exercise/events.
5. **Feedback.** After the exercise, trial or event has concluded, PCap-Plans will send online questionnaires to all IAs. This information is used to ensure that demanders are fully utilising all IAs requested on the understanding that augmentation generally results in a gap elsewhere across the Naval Service. It will also highlight whether IAs were administered correctly. Where PCap-Plans considers it necessary, often in the case of recurring exercise demands, a demander will be informed of the results of the questionnaire.

6. **Volunteers.** It is understood that participation in certain exercises and ceremonial events may be desired by some individuals. The process for volunteering for exercises and ceremonial events is contained within Appendix 4 to Annex 59D of BRd 3(1) ‘Procedure for Volunteering for Exercises and Ceremonial Events’. Once a volunteer has been confirmed as ‘loaded’ to an exercise or ceremonial event this constitutes a duty and the individual cannot withdraw without significant reason. In most cases, where a volunteer must be removed, their parent unit will be required to find a replacement.
APPENDIX 4 TO ANNEX 59D

PROCEDURE FOR VOLUNTEERING FOR EXERCISES AND CEREMONIAL EVENTS

1. Advertising Opportunities for Volunteers. When suitable, opportunities for individuals to volunteer for exercises and events will be advertised on the RN Intranet.

2. Considerations for Volunteers. Potential volunteers are to discuss their aspirations with their respective Divisional Officers (DOs)/Line Managers (LMs) and are to be given approval before applying. By volunteering for an exercise or event, the individual agrees to:
   a. Fully commit to all aspects of an exercise/event and its associated training and to be completely free from all other commitments throughout.
   b. Ensure they are medically fit to carry out all duties described. It should not be forgotten that, in the case of ceremonial events, individuals should be able to conduct lengthy armed parade training periods.
   c. Ensure all items of uniform are immaculate and tailored to ensure they fit correctly prior to the commencement of training (ceremonial events only).

3. Considerations for DOs/LMs. Where a DO/LM gives permission for an individual to volunteer for an exercise or ceremonial event they should consider the following:
   a. Once a volunteer’s position has been confirmed by PCap-Plans this will then be classed as a ‘Duty to Attend’ for that individual. Should a situation arise that makes it impossible for the individual to attend (such as medical or welfare reasons) then the parent unit may be directed to source a replacement in the first instance.
   b. The IA’s parent unit is responsible for arranging travel to the UK training/event location or APOD.
   c. It is the responsibility of the DO/LM to ensure that the IA is of the right calibre to conduct the chosen exercise/event and that their standard of dress, ability and behaviour will meet that expected at high profile public events.

4. Application Process. Having satisfied all the requirements at para 2, applications are to be made using the official form linked within the extant RNTM. DOs/LMs are required to be copied into the email when submitting this form. Failure to do so will result in an application being rejected.

5. Confirmation of Nomination. When an application is received by PCap-Plans, prior to a final selection, the volunteer’s name will be placed onto a register. At a specified time prior to the exercise/event, all volunteers will be contacted to confirm their selection. Once a volunteer’s position has been confirmed by PCap-Plans this will then be classed as a ‘Duty to Attend’ for that individual. The nominee’s details will then be passed to the exercise demander for exercises or the RN State Ceremonial Training Officer (SCTO) for ceremonial events who will issue joining instructions and arrange accommodation as required. If an individual is subsequently removed by his/her supplying Unit, that Unit may be required to backfill the position.
6. **Administration.** A volunteer will fall under the same administration as any trawled IA for exercises or ceremonial events and as such the travel and accommodation rules, as stated in Appendix 3 Para 4 remain extant.
APPENDIX 7 TO ANNEX 59D

ACOS PCAP PERSONNEL SUPPORT REQUEST STATEMENT
APPENDIX 8 TO ANNEX 59D

DEMARCATION OF PCAP OPS FORWARD TRAWL RESPONSIBILITIES

PROCESSING OF TRAWLS

1. PCap-Plans will apportion the requirement across all areas in which Naval Service Personnel are employed. The apportionment to be trawled from within the Royal Navy TLB will be further broken down with an apportionment distributed to each of the PCap Ops Forward (Ops Fwd) teams. The apportionment will be based on strength of personnel held, SQEP requirements, and cognisant of overall demands as a result of previous trawls.

2. Once the demand has been apportioned to each of the Ops Forwards, they have the delegated authority to select units/establishments from with their AOR from which to request nominations and/or impact statements (PSR). Where a number of individuals has been trawled and the impact of all is assessed as too high, then PCap-Plans is to be consulted. PCap-Plans will then decide on one of the following options:

   a. Declare a Force Generation fail against that particular demand line number.

   or

   b. Task the same Ops Fwd to re-trawl.

   or

   c. Task a different Ops Fwd to re-trawl.

3. The PCap Ops Forward shall undertake augmentation trawls across units within a geographic AOR broken down as follows:

   a. PCAP OPS FWD (Devonport).

      (1) DEVFLOT Flotilla (as detailed within RN Key Data).

      (2) Unspecified Flotilla (as detailed within RN Key Data).

      (3) HMNB Devonport.

      (4) HMS DRAKE.

      (5) HMS RALEIGH.

      (6) Britannia Royal Naval College, Dartmouth.

      (7) RNAS Culdrose (via establishment CMC).

      (8) RNAS Yeovilton (via establishment CMC).
b. PCAP OPS FWD (Faslane).
   (1) FASFLOT Flotilla (as detailed within RN Key Data).
   (2) Unspecified Flotilla (as detailed within RN Key Data).
   (3) HMNB Clyde.
   (4) HMS NEPTUNE.

c. PCAP OPS FWD (Portsmouth).
   (1) PORFLOT Flotilla (as detailed within RN Key Data).
   (2) Unspecified Flotilla (as detailed within RN Key Data).
   (3) HMNB Portsmouth.
   (4) HMS NELSON.
   (5) HMS EXCELLENT.
   (6) Navy Command Headquarters.
   (7) HMS SULTAN.
   (8) HMS COLLINGWOOD.
   (9) Northwood and London area (Navy TLB elements only).

4. For Naval Personnel serving in the non-Royal Navy TLB organisations listed below, apportionment and trawls, under FULL COMMAND, will be undertaken by PCap-Plans.
   a. DE&S.
   b. Land.
   c. Air.
   d. HOCS.
   e. Joint Forces Command.
   f. RN/RM Reserves.
   g. Royal Marines (ie. 3 Cdo Brigade RM, CTCRM, 1AGRM).
APPENDIX 9 TO ANNEX 59D

GUIDANCE TO CAREER MANAGERS

AIM

1. This guidance is to provide additional detail on the processes and procedures to be employed within Navy PCap in the generation of individual augmentation for Operational Tours, Exercises and major Ceremonial Events.

OPERATIONAL TOURS

2. The Master Operational Tour plot is owned by PCap-Plans and is updated on a weekly basis in consultation with the Security Policy & Operations Defence Augmentation Cell (DAC). As such, PCap-Plans is responsible for ensuring that Op IA posts are filled with appropriate SQEP who have completed the required Pre-Deployment Training (PDT).

3. The majority of Operational IAs are longstanding positions which the RN is mandated to fill on an enduring basis. Enduring Op IAs are delegated to an appropriate CM and are to be managed in the same manner as regular RN workforce requirements, including PSF, noting that Defence Op IAs have priority over workforce requirements not assigned to Operations.

4. Career Managers (CM) are to ensure they have consulted both JPA and the latest Job Specification to ensure that the SQEP requirements are fully understood, given that not all SQEP is contained in JPA.

5. Dependent upon the theatre of operation, IAs will need to complete a visa application process. In some cases, this can take in excess of 5 months. CMs are to ensure that once an AO has been raised, an IA commences the visa application process as soon as practicable. Guidance notes and application forms are provided by the RN Mounting Centre.

6. PCap-Plans will trawl (and subsequently nominate) individuals in the following circumstances:
   a. A newly endorsed Operational Tour, Exercise or Event requirement.
   b. A change to requirement for an existing Op IA (eg. Rank/SQEP; not duration) inside published DAP Force Generation timescales.
   c. When the CM, declares an FGen fail for reasons outside CM control (reason to be endorsed by DACOS CM).
   d. Where a conflict of interest with demand and CM exists.
   e. Where CM wishes to trawl an individual employed outside of the Naval Service TLB (ie. JFC, DES, HOCS, LAND, AIR, DIO).
7. The generic process for generating new IA support is detailed below. Due to the dynamic, constantly evolving nature of the demand signal set against a complex and constrained state of the NS workforce, the approach may be tailored on a case by case basis to meet the imperative.

a. The DAC/Navy-Cts apportions a correctly endorsed personnel request (see Appendix 5) to PCap-Plans in draft.

b. PCap-Plans scrutinises the demand liaising with key stakeholders as appropriate to generate manning options and define the broad scope of a potential trawl. This will then be sent to Navy Cts and RP for final confirmation along with a statement of impact across the NS.

c. PCap-Plans will engage with CMs to identify a nomination for the endorsed post(s).

d. Generation of individuals for specific tasks (ie. Op Tours, Defence Studies) will in the first instance be through the normal career management process. Where a trawl is required CMs are to provide one of the options below:

   (1) A minimum of two locations to trawl (a maximum number is set at three locations to avoid creating unnecessary churn).

   (2) A minimum of three suitable individuals to trawl.

e. For Exercises where a large number of augmentations is required the trawl process will be utilised with CMs advising on trawl areas or, in the case of specific SQEP, individuals as per Para 5d(1) and (2).

f. Identified units are to nominate an individual or produce a Personnel Support Request (PSR) statement and staff it in the following manner:

   (1) If exceptionally, due to SQEP or other reasons, only one organisation is being trawled, PCap-Plans will not assess personal and professional considerations; this will all be completed within the IA donor unit. In this instance, all that is required by PCap-Plans is the name of the individual identified for the role. Where, exceptionally, the impact is deemed ‘considerable’, the impact is to be articulated alongside the nomination.

   (2) Where more than one organisation is involved, PCap-Plans will act as an independent adjudicator and compare completed impact statements before providing direction.

g. PCap-Plans will provide the name of the nominated individual to the DAC/requirement TS as appropriate.

h. CMs are to be cognisant of the ALA and POL burden following an operational tour. POL is accrued at the rate of one day per 9 calendar days deployed.
Effective
February 2020

i. On completion of the task, IAs will attend dismount course and/or be requested to complete an online feedback survey. This will be emailed to each IA. IAs are also encouraged to discuss their employment with the Task Sponsor (TS) prior to completion of the task.

8. For this process to work it relies on prompt and honest reporting of impact statements. PCap-Plans will ensure that all demands are scrutinised and wherever possible reduced, as well as making impartial decisions based on the evidence submitted when required.

EXERCISES AND EVENTS

9. PCap-Plans holds the responsibility to generate personnel to support both ATL and BTL Exercises and Events. CMs will be engaged to assist PCap-Plans identify appropriate establishments, or if appropriate individuals from which to trawl the required SQEP.

DUAL AND DONOR PRE-ASSIGNMENT ACTIONS

10. Check Position Status. Prior to taking any assignment action, the CM is to check the status of the position with regard to identifying dual/donor responsibilities. The following sources should be checked:

   a. The full list of positions carrying crisis responsibilities (updated list held by PCap-Plans).

   b. The weekly establishment amendment list promulgated by NAVY PCAP-PPLAN ESTAB to detail interim changes.

   c. The full details of the JPA position to which the individual is being assigned (in accordance with the usual assignment process) with particular attention to the Dual/Donor Assignment status.

ADDITIONAL ASSIGNMENT ACTIONS

11. New Assignments. Where an individual’s P Role assignment carries with it a dual/donor responsibility, individuals will be informed of their dual/donor status via automated assignment order remarks that are tied specifically to the P Role position. As such, the requirement for CMs to add additional free text remarks is minimised and can thus be limited to particular circumstances relating to the individual and that assignment.

12. Mid-Assignment Changes to Dual / Donor Workforce Requirement. Occasionally, where a CM is alerted to a change in a P Role position’s workforce requirement by PCap-Plans (ie. the addition/amendment/deletion of a Dual or Donor workforce requirement to a P Role position that is already filled), the CM is to issue a new Assignment Order, as follows:

   a. Dual Role Added. Where a dual responsibility has been added, the associated position remarks will have been appended to the Establishment list data by NAVY PCAP–PPLAN ESTAB. A new Assignment Order is to be issued for the extant P Role position that the individual is occupying. This will publish the new M Role position remarks authoritatively to the individual.
b. Dual Role Amended/Deleted or Donor Role Added/Amended/ Deleted. The CM is required to issue a new Assignment Order for the P Role position, with appropriate comments added in free text remarks.

  eg. Re-issued Assignment Order to confirm relinquishment of Dual Assignment workforce requirement previously associated with this position.

13. In all cases where CMs issue assignment orders with a Dual workforce requirement, CMs are to check that copies of Assignment Orders are sent to the M Role receiving unit.

14. Career Managers should make all personnel with dual/donor responsibilities aware that they are responsible for keeping CMs and receiving units informed if their status changes (e.g. medical/welfare) and their ability to deploy is affected.
Fig 1 - App 9/59D. Dual/Donor Amendment Flowchart

PCap-Plans icw EA and CM either:
- Allocate additional P Role billets to be a Dual/A Donor (proceed as if position available)
- Make compensating M role

No

Suitable Positions available?

Yes

PCap-Plans liaise with EA team to identify possible A Donor positions

PCap-Plans, icw CM, nominate position to become feeder billet for dual requirement

EA Team action change to JPA.
CM (re)assigns

Bid for M Role Position/Dual Assignee

Bid rejected/bidder informed

PCap-Plans endorse requirement

Yes

PCap-Plans assess type and pass to EA Team.

A Donor

EA Team check available

Donors Available

M role position established by EA team.

PCap-Plans icw EA and CM either:
- Allocate additional P Role billets to be a Dual/A Donor (proceed as if donor available)
- Make compensating M role

Donors unavailable
ANNEX 59E

ASSIGNING PROCESS FOR COMMON APPOINTMENTS (CAPPS) POSITIONS

1. **The CAPPS List**
   SO1 CAPPS maintains a record of all CAPPS positions, which is cross-referred to each position’s JPA details. The following specific elements of the workbook should be noted:
   
   a. **Rotational Positions.** The workbook contains all tri or bi-Service rotational positions, whether CAPPS or not. If a position is Branch specific its existence serves to trigger the desk assigning process.
   
   b. **Attaché Positions.** The book contains all attaché positions which are CAPPS and/or rotational. It should be noted that attaché training, especially where language training is needed, can be very lengthy and these positions will often appear on the agenda well in advance of the normal 12 month target.
   
   c. **Two-Branch CAPPS.** CAPPS positions which are open to only two branches, eg. WRM or EL, should be resolved out of committee and the meeting informed of that resolution.

2. **Filling CAPPS Positions**
   The officer requirement incorporates a CAPPS apportionment for each Branch and for every desk within the Branches. Career Managers should monitor their contribution to filling CAPPS positions and assess their performance against their CAPPS apportionment to ensure their commitment is met. In pursuit of this aim Career Managers should ensure their clients are aware of the broadening opportunities available on the CAPPS plot and should ensure these opportunities receive proper consideration as part of individual career management.

3. **The CAPPS Bidding Process**
   Career Managers may register their interest in filling a CAPPS position at any time by e-mail to SO1 CAPPS, with a copy to their Branch Committee Member. There are two levels of interest: Interest and Bid. An Interest is non-binding and need not specify a name, whereas a Bid requires a name; successful bids are binding. Should an Interest remain static for a significant period, the relevant Career Manager will be invited to convert it to a Bid or withdraw. Committee members should ensure that they have discussed Career Managers’ requirements before the meetings and are able to represent their requirements in Committee where bids will be assessed and allocations made. Further details of this process are given below.

4. **CAPPS Meetings**
   
   a. **General.** All matters relating to Common Assignments are managed through the CAPPS Committees. The committees meet five times per year. The Commanders CAPPS Committee addresses all CAPPS open to officers of SO1 rank. The Lieutenants CAPPS Committee addresses all CAPPS open to officers of SO2 rank and below. Committee members should establish Branch requirements with Career Managers 1-2 weeks before each meeting.
Committee membership is as follows:

(1) **Commanders CAPPS**
- NAVY PCAP-CM WF SO1 – Chairman
- NAVY PCAP-CM ENG GS SO1
- NAVY PCAP-CM OF LOGS SO1
- NAVY PCAP-CM OF RM SO1
- NAVY PCAP-CM OF AIR SO1
- NAVY PCAP-CM OF WAR SO1

(2) **Lieutenants/Lieutenant Commanders CAPPS**
- NAVY PCAP-CM WF SO1 – Chairman.
- NAVY PCAP-CM OF ENG SMSO2
- NAVY PCAP-CM OF LOGS SO2
- NAVY PCAP-CM OF RM1
- NAVY PCAP-CM OF RM2
- NAVY PCAP-CM OF WAR SMSO2

b. **The CAPPS List.** The CAPPS List is a dynamic document located on the shared Manage Common Appointments team site. SO1 CAPPS will produce a Priority List two weeks before the CAPPS meetings showing all UK CAPPS posts requiring a fill in the forthcoming months, LFS posts requiring a fill in the next 12 months and attaché posts with long training lead requirements. This will be posted to the CAPPS team site.

c. **The Meetings.** At the meetings SO1 CAPPS will update members on new information relating to any position in the workbook. Those positions on the agenda will be opened for bidding. If a single bid of a suitable officer is received the position will be allocated. If multiple unresolved bids are received, SO1 CAPPS will set a date for examination of personal records, job specification, employer preference and any other relevant factors and will determine the best person for the job. All positions not bid for will be carried forward with any expression of interest noted. All unallocated positions with FADs within six months of the meeting will be considered for filling through use of the Pain and Grief List (see Para 5).

d. **Position Meeting Actions.** On completion of the meeting, SO1 CAPPS will update the CAPPS information and save an archive copy. Once a position has been allocated, Career Managers should proceed with nominations in the normal way.

5. **The Pain and Grief Process**

The CAPPS process is dependent upon Career Managers bidding officers to fill positions. Since SO1 CAPPS does not control or ‘own’ any manpower, the only way in which CAPPS positions can be filled without bids is through a Pain and Grief process. This process is designed to ensure that all possible manning solutions are explored and manpower is provided to fill positions of the higher priorities first. The Pain and Grief process will be initiated as follows:
a. On completion of the CAPPS meeting, positions that do not have a designated fill will be discussed with DACOS CM and will then be flagged as being ‘Pain and Grief’ if deemed as being a strategic manning priority. Career Managers will then be called to provide Pain and Grief for filling the post. Career Managers will normally be given a deadline of two weeks to consider possible manning solutions.

b. If after this period there are still unresolved positions, then SO1 CAPPS will examine the audit figures to determine which assigning areas are not meeting their CAPPS allocation by Requirement. This analysis will take due account of any plot under-bearings against dedicated requirements.

c. The outcome of this analysis, together with the nature and priority of the positions concerned, will then be considered to determine which positions should be allocated to Branches ‘by default’ and which should ultimately be considered for gapping. DACOS CM will be consulted on gapping action.

d. It may be necessary, on occasion, to require Career Managers to provide non-volunteer nominations, together with a brief impact statement, for consideration.

e. The aim of this process is to ensure CAPPS Requirements are properly considered against the demand of the core plots, taking due account of manning states, manning priorities and an equitable share of gapping across the plots.

6. Advertising Positions and Confidentiality

Whilst the need to discuss CAPPS assignments with nominees is recognised, it is important that they do not make contact with the incumbent of the position without Career Manager’s authority, and that no indication is given of who may fill the position prior to completion of the CAPPS process and the nomination being made.

7. Length of Assignments and Changes of Relief Date

Para 5926, Para 5927 and Para 5928 give guidance on the normal length of assignments in different employment areas. The FAD, once entered in the CAPPS book, should not be changed without consultation with SO1 CAPPS. In order to protect Career Managers from unexpected turbulence and short notice requirements, no changes to an FAD within six months of the planned date should be made without CAPPS Committee agreement through SO1 CAPPS. This agreement will be subject to the ability of a Career Manager to find a relief in the new timescale. If this cannot be achieved then, as agreed by the CAPPS Committee, either the original FAD will stand or the incumbent’s Career Manager will be required to backfill.

8. Early Moves

It is sometimes necessary to bring an individual’s FAD significantly forward. In such circumstances the tri-Service ‘halfway rule’ will apply. If the individual leaves position before completing half of their original assignment, their Career Manager is responsible for identifying a replacement. If the move comes after the half-way point, the position returns to the CAPPS plot. In either case, the replacement would normally be expected to conduct a full tour of duty.
9. **Use of Social Media**

The widespread use of social media raises a risk of inadvertent reputational damage to the Royal Navy should inappropriate comments or images be posted. Despite a personal site having restricted access so that only those with approval may view the information it contains, security settings do not stop an approved user copying information to open sites. Any officer being considered for high profile Equerry, Outer Office or Flag Officer's personal staff positions will be subject to a background check to ensure that any social media sites used by the individual comply with RN regulations. This will take the form of the following:

a. Individual to be informed that there is a need to complete some background checks that include social media sites. Individual is to confirm whether he/she is happy with this.

b. If they use social media sites, are they open or closed?

c. Is the individual aware of the published RN regulations (as previously promulgated in RNTM 062/14 and now published in BRd 3(1) Chap 21 Para 2152)? Individual to be advised to purge their site of any pictures or comments that could be damaging to the RN's reputation.

![Note.](image)

Note. Pictures or comments from closed sites can be copied by ‘friends’ to open sites.

d. Individual to be asked to provide user name/non de plume.

e. Career Manager to check user name/non de plume sites to confirm open or closed and if open, nothing of damage to the RN's reputation is on the site.

f. A record of the check being conducted (but not any material viewed during the check) is to be retained for the duration of the subject’s assignment.

10. **Special Considerations for Some Assignments**

a. **Royal Household.** DS Sec will issue special instructions to the Service concerned when nominations are called for by the Royal Household. Potential candidates will normally be filtered by ACOS(PCap), ACNS(Pers) and then 1SL before a final list of officers is forwarded to DS Sec for the Palace to consider. Nominations should use the format promulgated on the CAPPS team site.

b. **Cabinet Office.** The Cabinet Office insists that officers must be UK Nationals born of UK Nationals, and furthermore that their wives are also born of UK Nationals. PSyA holds records of this information and should be consulted when an officer is being selected for service in the Cabinet Office. All nomination matters should be progressed at the earliest possible opportunity and candidates will normally be filtered by ACOS(PCap) and ACNS(Pers) before forwarding to DS Sec. All candidates require special clearance and are interviewed in the Cabinet Office. JPA OAL entries should not specify to which section of the Cabinet Office the officer has been assigned.
c. **Outer Office.** DS Sec will issue instructions to the Service concerned when nominations are required for an outer office demand. A minimum of two candidates are normally required but where there is a competition between two or more Services then a single candidate from each Service is sufficient. Nominations for 3* and 4* Outer Offices will be filtered by ACOS(PCap) and ACNS(Pers) before forwarding to DS Sec.

d. **Attaché.** Many Attaché postings have specific requirements (particularly language training) and/or constraints (such as poor air quality, no confinement, no children at post, etc) which Career Managers and individuals need to fully consider before nominating to DE STRAT. Attaché nominations can take time to be approved by DE STRAT and the Foreign and Commonwealth Office (FCO), therefore an additional 3 months should be built into the nomination process to ensure the individual has sufficient notice of acceptance and to be prepared for training. Nominations are made by use of the DE STRAT Attaché CV proforma, via SO1 CAPPS. Assignment orders are not to be issued until formal approval is given by the FCO, and DE STRAT has issued the letter of notification.

e. **International Competitions.** If the opportunity to compete for a non-quota NATO, EU, EDA or UN post arises, a calling notice and Job Specification will be passed to DS Sec by DG Sec Pol. When called for, nominations for non-quota positions are to be submitted on the relevant NATO/EU/UN formation as directed by DG Sec Pol. These nominations will be filtered by ACOS(PCap) and ACNS(Pers) before forwarding to UK MILREP, or DS Sec if otherwise directed.

f. **Timing.** Whilst short notice selections take place, nine months should normally be expected. DS Sec normally work to the following timetable:

2. Interview and Selection – one month.
3. Notice for assignment - six months.

g. **Rotational Assignments.** Most rotational assignments are not subject to competition and nominations should be made via the monthly CAPPS boarding process. However, those relating to personal staffs, Royal Household, Ministers and Cabinet Offices are to be made through SO1 CAPPS using the relevant Career Brief format¹ available through the CAPPS team site. Detailed instructions for rotational assignments are laid down in JSP 755 Pt 1 Chapter 2.

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¹ Three formats exist: Rotational Career Brief, Attaché Curriculum Vitae and the NATO/EU/UN Application Form.
ANNEX 59F

STAFF TRAINING

1. Staff Courses

Up to date information on all types of staff training can be found in the latest DIN or from the Defence Academy website. Brief details of the courses available and selection criteria are below.

a. Higher Command and Staff Course (HCSC)

(1) Purpose. The syllabus for HCSC focuses on the military-strategic and operational levels of conflict and the study of Operational Art, set in the wider strategic context. It concentrates on enduring principles rather than the requirements of a particular time or place. The main themes are:

(a) The evolving contemporary strategic context.

(b) Combined, joint and multi-agency operations, and cultural factors, both national and organisational.

(c) The classical elements and enduring tenets of Operational Art, and evolving thinking in operational design and management.

(d) The nature of High Command, and, more specifically, of the commander’s role in campaigning - throughout the spectrum of conflict - together with a working knowledge of current and emerging support mechanisms.

(e) Component and functional operations and the achievement of synergy in their application.

(f) Campaign planning skills and decision-making at the operational and military-strategic levels, both in warfighting and in operations other than war.

(g) The contribution of other Government departments in operations at the operational and military-strategic levels.

(h) Recent and evolving technological developments.

Throughout the course particular emphasis is placed on doctrine, future trends and threats, concepts and technology. Recent operational experience is analysed.
(2) **Administration.** The course takes place at the JSCSC, with one course per year running from January to April. Thirty students of the rank of Captain/ Commodore or equivalent, senior staff from Civil Servant Departments, usually MOD, GCHQ and FCO, and certain foreign countries are chosen to attend. The Naval Service has 6 places per course. Graduates of the College are awarded the post nominal letters "hcsc" in the Navy List.

b. **Royal College of Defence Studies (RCDS)**

(1) **Purpose.** The mission of the RCDS is to prepare senior officers and officials of the United Kingdom and other countries and future leaders from the private and public sectors for high responsibilities in their respective organisations, by developing their analytical powers, knowledge of defence and international defence, and strategic vision.

(2) **Administration.** The course takes place at the JSCSC, with one course per year running from January to December. Each course is attended by approximately 85 members, around 1/3 from the UK and 2/3rds from overseas; 75% are military officers of Captain/Commodore level or equivalent rank. The remaining 25% are civil servants, diplomats, police officers and representatives from the private sector. Graduates of the College are awarded the post nominal letters "rcds" in the Navy List.

c. **Advanced Command and Staff Course (ACSC)**

(1) **Purpose.** The aim of the ACSC is to prepare selected officers for high-grade joint and single Service appointments by developing their command, analytical and communications skills and by providing a broad understanding and knowledge of joint, single-Service and combined operations, of the management of defence in the United Kingdom and of the wider aspects of defence as a whole. As a secondary benefit it allows the students to develop a strong tri-Service and international peer network.

(2) **Administration.** There is one course each year, currently of 46 weeks, commencing in August/September and completing the following July. Graduates are awarded the psc(j) competence in JPA and the post nominal letters 'psc(j)' in the Navy List.

(3) **Selection Criteria.** The following criteria are to be used to select candidates for the ACSC:

(a) Rank – SO2 (with a promotion profile) or junior SO1.

(b) Reach to OF5, based on seniority, time to serve and promotion recommendation.

(c) Report portfolio that consistently demonstrates intellectual capacity.
(d) Reference to ACSC suitability either on an ICSC(M)/(L) report or on recent OJARs/Insert Slips.

(e) Serving on or selected for FTC.

(4) **Selection of Students.** The annual timetable for student selection for ACSC needs to balance the many commitments which follow the annual promotion round with the need to identify and promulgate staff course selections as early as possible. Staff Course selections will, of course, be inextricably linked to the conduct and outcome of the annual promotion round and Career Managers will need to be sifting plots for likely candidates before and during this period. The promotions themselves, once in the Career Managers’ domain, will permit further and more specific targeting of ACSC candidates but any timetable must take account of the heavy loading on Career Managers after the promotion round and the impact of the summer leave period. Taking all these factors into account, the following annual timetable is to be followed:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep</td>
<td>Initiate Branch selection processes.</td>
</tr>
<tr>
<td>Dec</td>
<td>ACSC selection questionnaires(^1) issued.</td>
</tr>
<tr>
<td>Feb</td>
<td>ACSC Selection Board sits(^2), recommendations passed to CMs for confirmation of ACSC nominations.</td>
</tr>
<tr>
<td>Apr</td>
<td>CMs finalise ACSC nominations.</td>
</tr>
<tr>
<td>May</td>
<td>ACSC Signal released, assignment action initiated.</td>
</tr>
<tr>
<td>May through Aug</td>
<td>Critical Thinking Skills Courses.</td>
</tr>
<tr>
<td>Aug/Sep</td>
<td>ACSC starts.</td>
</tr>
<tr>
<td>Jul</td>
<td>ACSC completes.</td>
</tr>
</tbody>
</table>

(5) **RM Candidates.** RM attendance at ACSC is determined by promotion selection to OF4. Individuals will attend the course in the period between their selection for promotion and the Common Promotion Date (CPD), however, by exception, dependent upon the number of places available at JSCSC, some individuals may be required to defer attendance until the following year.

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\(^1\) The ACSC questionnaire is to help ascertain the candidates’ motivation for undertaking the course.

\(^2\) The Board considers all the completed questionnaires and identifies candidates who present a potential training risk.
Intermediate Command and Staff Course (Maritime) (ICSC(M))

1. **Purpose.** The aim of the ICSC(M) is to contribute to Stage 1 career training by preparing Lts and Lt Cdrs for SO2 command, charge and staff appointments by developing their command, analytical and communication skills, knowledge of defence and UK military capabilities and to evaluate their potential for further staff training.

2. **Administration.** The course lasts 8 weeks and there are generally 5 courses a year. Course dates and capacities can be found in JPA.

3. **Selection of Students.** Attendance on the ICSC(M) is intended primarily for CC officers at SO3 or junior SO2 levels. Every effort must be made by CMs to get CC officers on this course as a precursor to Charge/PWO career training and subsequent selection for ACSC. Nominations are co-ordinated by SO2(X)HM. Names should be entered in JPA course bookings, SO2(X)HM will announce the closing date for names prior to each course and will resolve numbers if over subscribed.

4. **RM Candidates.** RM Officers are selected to undertake ICSC(M) as a staff course for selected appointments i.e. ADC/Flag Lt or Adjutant. RM SCC Officers who are not eligible for ICSC(L) are also selected for ICSC(M). All RM nominations are coordinated by CM OF RM1.

e. **Intermediate Command and Staff Course (Land) (ICSC(L))**

1. **Purpose.** The ICSC(L) provides intermediate staff training for all RM Officers selected for promotion to Major. It provides the key RM Career Stage 1 initial staff training. The aim of the course is to prepare all RM Majors for sub-unit command and on the staff up to and including Lieutenant Colonel by developing their command, analytical and communication skills, and by providing a broad tactical and technical understanding of military capabilities, in the context of land component operations and management within Defence.

2. **Administration.** The course lasts 32 weeks for approx 200 RM & Army students. The course starts in the Sep and Jan of the training year. Course dates and capacities can be found in JPA.

3. **Selection of Students.** Attendance on the ICSC(L) is for all RM officers selected for promotion to Major. CM OF RM1 loads the RM Officers selected for promotion to either of the two courses. The officers selected can be both DE & SCC RM officers.

4. **Pre-Course Preparation.** All RM officers must have completed the mandatory Officer Career Development courses (Military Analysis and Military Knowledge) before they can be assigned to the course.

5. **Continued Professional Development.** ICSC(L) awards accreditation towards a Modular Masters Programme.
f. Amphibious Employment Training

(1) **Amphibious Training – Basic.** Amphibious Training (Basic) is undertaken in RMYO (Phase 1) training at CTCRM.

(2) **Amphibious Training – Intermediate.** Amphibious Training (Intermediate) is a fundamental part of the RM officer continuous professional development. The Amphibious Operations Planning Course (AOPC) at MWC, Collingwood (1 week) is appropriate for all SO3/SO2 staff appointments in 3 Cdo Bde RM or other operational battle staffs.

(3) **Amphibious Training – Advanced.** The Advanced Amphibious Warfare Course (AAWC) (4 weeks at JSCSC) should ideally be completed prior to attendance at ICSC(L), sub-unit command or ACSC.

g. **Overseas Staff Colleges Attendance and Accreditation.** Arrangements exist for RN attendance as students or in some cases, as DS in a variety of overseas Staff Colleges. For SO1 and below these opportunities are included in the Common Appointments (CAPPS) Book and nominations are coordinated by CM CAPPS SO1. Officers who successfully complete an Overseas Staff Course or complete a full tour of duty as DS should be accredited with the appropriate competence on JPA which carries the post nominal accreditation ‘psc(j)(o)’. Those who complete the NATO Defence College (Rome) Course should be accredited with the appropriate competence on JPA and post nominals ‘ndc’. Officers attending Senior Overseas Staff Colleges (ranks OF5 and above) should be accredited with the appropriate competence in JPA and post nominals ‘sondc’. These accreditations must be initiated by Career Managers since they are not automatic at source. CM CAPPS SO1 should be consulted if there is any doubt as to which courses qualify for accreditation.

2. Post Graduate Defence Studies

a. **Admiralty Board Policy.** The Admiralty Board recognises the increasing need for officers to develop skills in business management and international studies in order to compete for posts within the joint community. Availability to undertake such training will depend on individual circumstances, career management and the needs of the Service. These factors are reflected in the selection criteria governing each course and are discussed further below.

b. **General Selection Criteria.** The following points should be borne in mind when advising officers who enquire about these schemes or indeed when Career Managers deem it correct to advise officers to consider applying for them. All applicants should be of well above average intellectual ability and have proven staff skills (this does not imply completion of ACSC). They need to be sufficiently personable and knowledgeable about defence matters in general to be an influence for good amongst all with whom they will come into contact in the University. At the end of the officer’s time the University must believe that the Naval Service has a high calibre person and the staff and undergraduates should have a better understanding of defence matters through their influence. All Career Managers are to be proactive in seeking candidates for postgraduate studies and to give such mid-career training proper consideration as a viable alternative to staff training in overall career management.
c. **Postgraduate Studies – Selection Procedures**

(1) A variety of opportunities exist for officers to undertake Postgraduate Studies related to International Relations, Business Management/Administration and Human Resources. Details of all these courses and any pre-requisite educational requirements are published annually by DIN. Applications for such training are to be managed in accordance with the procedures described below.

(2) CM OF ENG TMSO1 will administer the application and Boarding processes, promulgating details of courses and procedures for applicants by e-mail.

(3) In assessing each applicant for any course, the aim is to determine the relative suitability of the candidates, taking into account the following:

   (a) Individual career management.

   (b) The Service return on the training investment.

   (c) The ROS requirement attached to post graduate studies.

(4) Applications for full or part-time DCMT/Cranfield University courses will be considered by the ACOS(PCap) Postgraduate Selection Board (PSB). Applications for the Hudson Fellowship the MPhil and other research fellowships will be considered by the Academic Scrutiny Board (ASB).

3. **Funding of External Training**

a. Within the ACOS(PCap) delegated budget, tuition costs are funded from the External Training Budget (ETB). This budget area covers the following elements of external training for officers:

   (1) Foreign Military Sales (FMS) courses in the USA e.g. Persian Farsi language training, Ocean Surveillance training, USA Staff College attendance.

   (2) Attendance at the NATO School (SHAPE), Oberammergau.

   (3) Postgraduate full time and part time degree courses e.g. MPhil, MBA, MSc at UK universities.

   (4) NATO Fellowships, Defence Fellowships, Service Fellowships, the MPhil in International Relations at Cambridge University and the Windsor Leadership Trust

   (5) Diploma of Accounting course and Management Accounting courses.
(6) Courses required by NavSec personnel in order to undertake their responsibilities.

(7) Textbook expenses, thesis typing, binding and translation, internet connection and limited travel costs for the courses at sub para 2 and sub paras 3.a (1), (2), (3), (4), (5) & (6) above and also for postgraduate courses where there is no charge e.g. DCMT Shrivenham and Cranfield University.

(8) DGNCS external training.

b. **Postgraduate Studies.** Bids for major career courses such as Postgraduate Studies which fall within the ETB will be collated by CM OF ENG TMSO1 in July/August each year for the following year’s STP. This includes the Higher Defence Studies listed earlier and other career Master’s courses required by each Branch. All CMs will be required to forecast their plot training requirements across the 4 years of the PR Round. These bids will then be costed by the ACOS(PCap) Budget Office prior to assessment by the ACOS(PCap) Management Board. If the total costs of bids exceed the available funding an exercise in prioritisation will be conducted under the auspices of ACOS(PCap). This process may include researching the cost of alternative equivalent courses at a variety of UK universities to identify the most cost-effective solution within overall allocations.

c. **Other Training Needs.** Out with the funding of career courses described above there will be a variety of external training needs which must be sanctioned on an individual basis through CM OF ENG TMSO1 and the ACOS(PCap) Business Manager. The procedure for this is as follows:

(1) Applicant for RN/RM sponsorship submits their letter of request to their CM.

(2) The CM forwards the request to CM OF ENG TMSO1 using the proforma at Appendix 1 to Annex 59F which includes supporting statement from the CM.

(3) CM OF ENG TMSO1 designates a priority category using the following criteria

   (a) **Priority 1 - Essential.** Training with SOC HTQ support i.e. full time courses whose capitation costs are included in the HTQ.

   (b) **Priority 2 - Desirable.** Training which will benefit the Service, but which is not essential.

   (c) **Priority 3 - No Requirement.** Training which may have a potential long-term benefit but for which there is no immediate requirement.

(4) CM OF ENG TMSO1 liaises with the Business Manager to determine availability of funding for individual requests. For any course longer than 1 year’s duration, funding must be sought on a year by year basis with no guarantee of approval for further funding.
(5) CM OF ENG TMSO1, advising as required, decides the outcome of the request and notifies the CM using the proforma at Appendix 1 to Annex 59F.

(6) The CM, in turn, notifies the applicant. This notification should be copied to the ACOS(PCap) Business Manager, to which all invoices should be forwarded by Universities etc. In the case of postgraduate courses, applicants should also be advised of the following:

"ACOS(PCap) will consider claims for financial assistance for the cost of text books essential for the course, which are unavailable from libraries or other no-cost sources, up to a maximum of £600 p.a. - the year commencing from the date of the commencement of the course. Costs of Internet research will be covered within the £600 p.a. allocation, as will any typing, binding and translation of a thesis or project where no such facilities are available from service resources. Completed claim forms, together with receipts, should be forwarded to the Business Manager who will arrange reimbursement."

(7) The form to be used for claims is at Appendix 2 to Annex 59F which should be reproduced locally.
APPENDIX 1 TO ANNEX 59F

APPLICATION FOR MOD FUNDING FOR NAVAL SERVICE EXTERNAL TRAINING

<table>
<thead>
<tr>
<th>Name:</th>
<th>Rank:</th>
<th>Career Manager:</th>
</tr>
</thead>
</table>

Course Required:  
Next Assignment:  
Length of Course: Total Cost*:  Funding Bid:

*including course fees, exam fees, additional seminars, any other costs.

JUSTIFICATION

CAREER MANAGER’S ASSESSMENT

<table>
<thead>
<tr>
<th>ESSENTIAL:</th>
<th>DESIRABLE:</th>
<th>NO REQUIREMENT:</th>
</tr>
</thead>
</table>

DATE:  CAREER MANAGER’S SIGNATURE:
OCM SO1 ETM

ASSESSMENT:


ACOS(PCAP) BUSINESS MANAGER

FUNDING: AVAILABLE/NOT AVAILABLE

DATE: BM SIGNATURE:

DECISION

SERVICE FUNDS ARE/ARE NOT AVAILABLE FOR THIS COURSE

NB. If approval is given the commitment is for 1 year only. An application will be required for any subsequent years, with no guarantee of approval.

DATE: OCM SO1 ETM SIGNATURE:
APPENDIX 2 TO ANNEX 59F

NAVAL SERVICE ‘IN SERVICE’ EXTERNAL TRAINING:
CLAIM FOR FINANCIAL ASSISTANCE FOR EXPENDITURE ON TEXT BOOKS,
INTERNET COSTS AND TYPING AND BINDING OF A THESIS OR PROJECT

To be submitted under cover of a MoD Form 1108, to: ACOS(PCap) Business Manager,
Rm 218, West Battery, Whale Island, Portsmouth, PO2 8DX

Name ........................................................................................................................................

University/College ......................................................................................................................

Course of study ............................................................................................................................

Address for payment ....................................................................................................................

................................................................................................................................................

EXPENDITURE ON BOOKS

<table>
<thead>
<tr>
<th>TITLE</th>
<th>AUTHOR</th>
<th>PUBLISHER</th>
<th>PRICE</th>
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<td></td>
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Total for Refund

EXPENDITURE ON INTERNET

<table>
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<tr>
<th>DETAILS</th>
<th>COST</th>
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Total for Refund

EXPENDITURE ON BINDING/TRANSLATION

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<thead>
<tr>
<th>DETAILS</th>
<th>COST</th>
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</table>

Total for Refund
Certified that the above titles of books purchased are essential to the course of study being pursued, and the typing and/or binding of the thesis/project as shown above was necessary.

Date .................................. Signed (by Tutor) ......................................

Date .................................. Signed (by Applicant) ..........................

Notes:

1. Receipts and bills for all purchases must accompany this form.

2. Books remain the property of the Ministry of Defence and when no longer required are to be surrendered to the MOD Library, 3-5 Great Scotland Yard, London SW1A 2HW.

3. Second hand books may be purchased but receipts will be required.
ANNEX 59G

LENGTHS OF ASSIGNMENT

1. For planning purposes, normal lengths of assignment for non-squadded personnel are to be taken as follows:

   a. **Ships and Submarines:**
      
      Officers: 21 ± 3 months for Surface Ships; 24 months for Submarines; 30 – 36 months for FSA for WESM/MESM Lts.

      Ratings: 36 ± 3 months for ships and submarines.

   b. **Survey Ships:** 24 months.

   c. **Squadrons:**
      
      Officers: 24 months.

      Ratings: Lengths of assignment vary between rates and specs. Refer to relevant CM.

   d. **UK Shore Positions:**
      
      Officers: 30 ± 6 months.

      Ratings: Dependent on SAVDATE.

      RM units: 24 ± 6 months.

   e. **FOST Sea Riders:** 24 months.

   f. **OPTOURS:** 6 months.

   g. **Falkland Islands:** 6 months.

   h. **DE&S:** 30 ± 6 months.

   i. **MOD Central Staff & Rotational Positions** 30 months.

   j. **Technical Officers Standing by Ships In Build:**
      
      Up to 4 years and can be considered as 2 assignments.

   k. **Security Positions:** 36 months.
l. **NATO Assignments:**
   30 months (Any variation to be agreed with appropriate NATO authority in advance).

m. **LFS Accompanied:** 24–30 months.

   The minimum period is of particular importance because of financial constraints. Individuals may request up to three months variation in the length of their foreign assignment by application to their CM. Applications to reduce tour length cannot be made after 18 months and extensions of assignments cannot be requested after 24 months. Each case will be considered on its merits. Extensions of LFS in excess of six months will not normally be allowed.

n. **LFS Involuntarily Separated(e.g. BIOT)** 12 months.

o. **PJHQ:** 24 months.

2. **LFS Exchange and Loan Positions**
   Certain exchange posts and loan posts are subject to a specific length of assignment as laid down in the relevant agreements.

3. **Over-zone Officers Ashore in UK**
   The need to re-assign individuals approaching the end of their careers to broaden their range of experience is much less than that for more junior personnel. Accordingly assignments for these individuals may be for as long as convenient to both the Service and the officer or rating, subject to regular review.

4. **Royal Marines Officers**
   For planning purposes, the normal length of an assignment for a trained officer is 2 years. Officers may request to remain in their assignment for a further year. Longer extensions (i.e. over 3 years) are exceptional.
ANNEX 59H

THE USE OF FULL TIME RESERVE SERVICE AND ADDITIONAL DUTIES COMMITMENT PERSONNEL IN THE NAVAL SERVICE

1. Introduction

a. The full regulations for the use of Reservists on the Full Time Reserve Service (FTRS) scheme are laid down in BRd 3(2) Chapter 18. This Policy Statement does not replace any of these regulations, which remain extant. However, it provides explanatory guidance to all staff involved in the application and administration of the scheme regarding issues not covered by the regulations. It does not affect the financial or non-financial remuneration packages associated with the scheme: FTRS is a tri-Service scheme and Director Reserve Forces & Cadets is overall custodian of the regulations.

b. FTRS enables established positions in the Naval Service that cannot be filled by Regular Service personnel to be filled by members of the Royal Fleet Reserve, Royal Naval Reserve and Royal Marines Reserve. However, to ensure usage is consistent with the manning situation at the time, the scheme is normally subject to some controls.

c. Additional Duties Commitment (ADC) is a part-time derivative of FTRS; its regulations are laid down in BRd 3(2) Chapter 19.

2. Control of Overall FTRS Numbers

Manpower deficits are identified and broken down by rank and specialisation as part of the annual manpower planning cycle. In addition, details of those on FTRS filling gapped positions are identified. ACOS(PCap) PPlan will assess these inputs against other known or predicted criteria (GTS, etc) and then promulgate maximum numbers for each rank and specialisation that can be engaged on FTRS for the following year. Exceptional approval from ACOS(PCap) is required to exceed these annual quotas.

3. Length of Commitments

All new commitments normally default to a maximum initial length of 12 months. 21-month commitments can be granted at CM Whole Force (WF) discretion. Exceptionally, commitments in excess of 21 months duration, determined by the wider demands of the Service (i.e. how important is the position, how many applicants are there for the post, is there a continuity issue, etc?), would need to gain approval from ACOS PCap. However, all sea service/frontline positions should normally attract initial commitments of no more than 24 months in length.

4. Banding of Commitment

Any position being considered for the FTRS scheme (including an extension to an existing FTRS commitment) undergoes a rigorous audit, led by the deployer (CM WF) in consultation with the employer, branch structures manager and manpower planner. It confirms the following:
a. The continuing need for the position to be complemented by Regular Service personnel rather than MSF, civilian or contract. ACOS(PCap)/employer decision.

b. That a comprehensive trawl has taken place to ensure no Regular personnel are available to fill the position for the duration of the commitment being considered. ACOS(PCap) decision.

c. There is no scope to fill the position with a Reservist(s) on an Additional Duties Commitment (i.e. 'Part Time' Reserve Service). ACOS(PCap)/employer decision.

d. The Types of Commitment are summarised as follows:

(1) Home Commitment (HC), where the duties involved do not necessitate deployment or detachment outside the local area, is to be the default commitment offered. Exceptionally, use of FC/LC (see below) may be approved by ACOS(PCap), in consultation with COMMARRES/Functional Employer for RNRs.

(2) Limited Commitment (LC) may be offered if the individual is required to detach/deploy for up to 35 days a year, but no single detachment exceeding 21 days per year, to carry out the defined duties. This could potentially include Crisis Donor Positions.

(3) Full Commitment (FC) will apply to all sea-going/front line positions, as well as to other commitments that necessitate a liability or requirement for detachment/deployment exceeding 35 days a year. A Crisis Donor position will normally require any FTRS incumbent to be on FC, although consideration should normally be given to re-allocating these within the employer’s Establishment. In addition, in a situation where there is little or no defined Crisis requirement for a reservist about to fill the Crisis Donor position on FTRS, HC would normally be offered.

5. Deployability of FTRS Personnel

a. Unless overriding market forces dictate otherwise, personnel offered FC are normally to have the following clauses included in their written terms of commitment:

"You may be required to undertake any detached duties in support of operations or exercises as required by the CO of your employing unit or your career manager [or COMMARRES for RNR/RMR personnel]. These duties may involve skills or competences out-with the specific terms of your normal daily employment, but will be within your military experience as a Reservist (subject to additional training as required). Additionally, in certain circumstances, the Service may exercise the option of deploying FC FTRS personnel to other positions ashore or at sea, with normal assignment notice (3 months shore/5 months sea)."
b. Personnel offered LC are to have the following clause included in their written terms of commitment:

“You may be required to undertake any detached duties in support of operations or exercises as required by the CO of your employing unit or your Career Manager [and COMMARRES for RNR/RMR personnel], for up to 35 days in the UK or overseas in any one year with no single detachment lasting in excess of 21 days. These duties may involve skills or competences out-with the specific terms of your normal daily employment, but will be within your military experience as a Reservist (subject to additional training as required)."

6. RNR/RMR Personnel Serving on FTRS

RNR/RMR personnel extending, or applying to join, on FTRS will have an additional clause in their terms of commitment stipulating the mandatory requirement for the employer to release the individual for their Annual Training Commitment (outside of the individual's leave entitlement). This is to be signed by both employer and individual. Additionally, all RNR/RMR personnel applying for new, or extensions to, FTRS commitments are to have their applications approved by both their RNR/RMR Unit CO, in line with the guidance provided to the units by COMMARRES. As part of this approval process, the Reserve Units are to assess all RNR/RMR personnel volunteering for FTRS and recommend to CM WF any amendments to the commitment, to include any specific conditions pertaining to the requirements of their RNR/RMR specialisation.

7. RMR Ranks Transferring to RM Open Engagement

RMR ranks aiming to transfer to an RM Open Engagement are required firstly to undertake an FTRS (FC) commitment with an RM Unit and need to be recommended for transfer by the CO. In exceptional circumstances, when RMR Mnes are specifically selected for technical SQ courses (RMCT or TT), this probationary year can be waived by the RM Branch Manager, if supported by suitable Commanding Officer’s recommendations. The RMR FTRS(FC) probationary year is intended to ensure RMR personnel are of the required standard to transfer to OE. This requirement may, if in manning balance, lead to a small overbearing of GD Mnes. However, given GD ranks are continually being selected for SQ training, this will not cause long-term structural problems, but NPS authorisation may be required.
ANNEX 59I

NARRATION OF PERSONAL TURBULENCE ON JPA

1. Career Managers are required to record Personal Turbulence data on JPA to enable a quick cross reference for identifying individuals that have not breached the personal turbulence guidelines (see Chapter 22 Section 2). The recording of the number of serials and days will give rise to a fair process by which those with the least or indeed no recorded serials are considered first.

2. In order for this process to create as little administrative burden as possible upon the assigning authorities, the wording requires to be succinct and easy to reference. This wording also needs to highlight as to whether an individual was moved for an exercise, event or operational requirement. Content for the narration is to be placed within the “Rank Review Text” field on JPA and must follow the following format:

   a. **MOVE.** This first word states that an individual had been subjected to personal turbulence and also acts as the key word for filtering using the “custom” option when consulting Key Data.

   b. **MOVE(1).** The number contained within the bracket clarifies how many times an individual has been subject to personal turbulence during any rolling 12 month period. This also helps to rule out those who have already been subject to a third cycle of personal turbulence.

   c. **MOVE(1) NTM (5).** The Notice To Move (NTM) with corresponding days in brackets is also to be noted. To alleviate confusion the NTM is only to reflect the move related to the current / last serial and not a total number of days given for all moves.

   d. **MOVE(1) NTM(5) HMS KENT.** To avoid any confusion as to which platform / unit required an individual to be moved, the platform / unit is to be stated should any cross reference for whereabouts be required. Examples are:

      (1) **MOVE(1) NTM(5) HMS KENT.** In this format the move would reflect an operational requirement resulting in an assignment order to a specific Personal Identification Device (PID).

      (2) **MOVE(1) NTM(5) HMS KENT MA10A.** The inclusion of MA10A would signify that the move was for a requirement during an exercise, e.g. JOINT WARRIOR, with an individual being assigned to this margin for the respective platform / unit.

      (3) **MOVE(1) NTM(5) HMS EXCELLENT MA10B.** The inclusion of MA10B would signify that the move was required for an event, e.g. November Ceremonies, with an individual being assigned to this margin for the respective platform / unit.

   e. **MOVE(1) NTM(5) HMS KENT 10 DAYS.** The number of days for a single serial will also help to ensure that an individual does not exceed the number of days they could expect to be subjected to personal turbulence during 3 moves.
f. MOVE(2) NTM(4) HMS KENT 10 DAYS SD 01/10/13. The Start Date (SD) would state at which point an individual commenced their 12 month cycle.

g. MOVE(2) NTM(4) HMS KENT 10 DAYS SD 01/10/13 (20). Career Managers (CM) would be required to accurately record any movement associated with personal turbulence during the assigning process. This would require the addition of OPDEF moves and days. The number of days for a single serial would remain next to the corresponding platform / unit, with the total number of days stated in brackets at the end of the SD.
ANNEX 59J

PE-OPDEF NOTIFICATION/RECTIFICATION INSTRUCTIONS

1. The PE-OPDEF is to be the main body of the e-mail and not sent as an attachment.

2. Separate PE-OPDEFs are to be raised for each affected JPA position within the UPL – the use of a PE-OPDEF to report gapping or another deficiency in more than one individual position is not permitted. A unique JPA position number must be included in Line 4.

3. PE-OPDEFs are to be categorised PE and numbered in accordance with standard OPDEF protocol, individually numbered using a sequential number and the year e.g. PE 01-yy. A whole ship/unit PE-OPDEF Log is to be used to track PE-OPDEFs and ensure correct numbering.

4. When compiling a PE-OPDEF, you are reminded that the information is transmitted on MODNET/Dii, cleared to security classification OFFICIAL SENSITIVE PERSONAL. It would be appropriate to ‘refer to the FOS’ rather than give specifics of unit.

Format

Addressees: See table below.

Subject: yyyymmdd–UNIT_OPDEF_PE_nn-yy_(Category)_(SITREP_?)–OSP Notes i/ii
UNIT OPDEF PE nn-yy (SITREP ?)

1. Category and Repair Indicator
2. GAPPED or SITUATION (i.e. Med Downgrade/Compassionate etc.)
3. Department and Sub-Department
4. Rank/Rate – JPA Unit Position Title – JPA Unique Position Number
5. Effect on Operational Capability
6. Reason for absence/deficiency and expected duration
7. Action requested
8. Essential period relief requested for, earliest and possible future joining dates

RMKS/1. Free-Text.

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVY PCAP-OPS SIGNALS (MULTIUSER) <a href="mailto:NAVYPCAP-OPSSIGNALS@mod.gov.uk">NAVYPCAP-OPSSIGNALS@mod.gov.uk</a></td>
<td>Essential for all PE-OPDEFs, this ensures they are recorded in the FOMO OPDEF database.</td>
</tr>
</tbody>
</table>

1 Not required for original PE_OPDEF. When providing an update to a previously submitted PE_OPDEF insert SITREP number here e.g. SITREP 1. Any changes to original PE-OPDEF should be readily apparent to the reader, using bold, underline or highlight. Also add SITREP number to the subject.
<table>
<thead>
<tr>
<th>Email Address</th>
<th>Notes</th>
</tr>
</thead>
</table>
| NAVY PCAP-CMC C SIGNALS (MULTIUSER) navypcap-cmccsignals@mod.uk | Relevant CMC only: C = Culdrose  
D = Devonport  
F = Faslane  
P = Portsmouth  
Y = Yeovilton |
| NAVY PCAP-CMC D MAILBOX (MULTIUSER) navypcap-cmcdmailbox@mod.uk | Ensures that the PCap Ops-Fwd teams have sight of the PE-OPDEFs and PERREQs and that timely action can be taken. Do not email role accounts. If the individual is away, then your PE-OPDEF will not be able to be actioned. |
| NAVY PCAP-CMC F MAILBOX (MULTIUSER) navypcap-cmcfmailbox@mod.uk | |
| (NAVY PCAP-CMC P MAILBOX (MULTIUSER) navypcap-cmpmailbox@mod.uk) NAVY PCAP-CMC Y SIGNALS (MULTIUSER) navypcap-cmcysignals@mod.uk | |
| NAVY OPS-SURF FOMO GROUPMAIL (MULTIUSER) | All Surface Ship PE-OPDEFs |
| NAVY OPS-SM FOMOSM GROUP (MULTIUSER) | All Submarine PE-OPDEFs |
| NAVY PERS-RFA OPDEFS MAILBOX (MULTIUSER) | All RFA PE-OPDEFs (if RN position include NAVY PCAP-CMC D MAILBOX (MULTIUSER) |
| Morcom, Ian WO1 (NAVY CU-814 SWO) lan.Morcom136@mod.gov.uk | PE-OPDEFs for Embarked Flight personnel from RNAS Culdrose |
| NAVY YEO-WMF 815 PARENTING GRP (Multiuser) NAVY YEO-WMF HQ WT TSCSHARED (MULTIUSER) | PE-OPDEFs for Embarked Flight personnel from RNAS Yeovilton |
| NAVY CU-1700 Group Signals (MULTIUSER) | All PE-OPDEFs for 1700 NAS RN Personnel |
| Last, Michael WO1 (NAVY MED-SO3 FGEN OPS ROLE 1) Michael.Last605@mod.gov.uk | All PE-OPDEFs relating to embarked medical personnel only (MAs, MOs etc) |
| Relevant Operational Commander (if appropriate) | Relevant point of contact if not covered above, e.g. UKMCC if Op KIPION |
| Shore Establishments Training teams Via Chain of Command e.g. COMCORE, FOST Devonport, FOST SM etc | Until Single Point of Contact and reporting channels with FOST 2* area agreed and instigated |
| Relevant Career Manager e-mail: NAVY PCAP-CM OF WAR SIGNALS (MULTIUSER) NAVY PCAP-CM OR WAR SIGNALS (MULTIUSER) NAVY PCAP-CM ENG SIGNALS (MULTIUSER) NAVY PCAP-CM LOGS MEDIC SIGNALS (MULTIUSER) NAVY PCAP-CM RM GP MAILBOX (MULTIUSER) | All PE-OPDEFs  
For Warfare Officers  
For Warfare Ratings  
For Engineers (All)  
For Logistics/ Medical (All)  
For RM (All) |

**Cc**
<table>
<thead>
<tr>
<th>Email Address</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPORFLOT or COMDEVFLOT or COMFASFLOT</td>
<td>Email Relevant Flotilla Staff (there are no local orders in Faslane). FGA need to be aware of your PE-OPDEFS so that they can make informed decisions in liaison with PCap Ops Fwd</td>
</tr>
<tr>
<td>Squadron / Force Commander (if appropriate)</td>
<td>MM/PP and Flight PE-OPDEFS</td>
</tr>
<tr>
<td>Relevant DE&amp;S Project Team PoC (in Upkeep)</td>
<td>All PE-OPDEFS affecting key dates</td>
</tr>
<tr>
<td>NAVY OPS-Surf DFC GROUP (MULTIUSER)</td>
<td>All Surface Ship PE-OPDEFS</td>
</tr>
<tr>
<td>NAVY OPS-SM DSMC GROUP (MULTIUSER)</td>
<td>All Submarine PE-OPDEFS</td>
</tr>
<tr>
<td>Marshall, Alistair Cdr (NAVY OPS-SM SOO)</td>
<td>All Submarine PE-OPDEFS</td>
</tr>
<tr>
<td>FOST DEVONPORT or FOST MPV FASLANE</td>
<td>All PE-OPDEFS three weeks up to and including OST</td>
</tr>
</tbody>
</table>

5. Notes on Content:

a. **Subject Line.** The subject line of the e-mail must contain the originating unit (standard 4 letter abbreviation) and the PE-OPDEF number. All PE-OPDEFS should be submitted with the standard document naming convention used in the subject box.

   Format: yyyyymmdd–UNIT_OPDEF_PE_nn-yy_(Cat)–OSP
   Example: 20190105–ALBN_OPDEF_PE_01-19_(B2)–OSP

b. **DTG.** The DTG of the PE-OPDEF is the “Sent:” time of the e-mail (automatically generated by MS Outlook). Each PE-OPDEF is to be sent as a separate e-mail. It is important that the DTG is correctly referenced in SITREP and RECTIFIED e-mails.

c. **Line 1.** The PE-OPDEF Category (Line 1) should tally with Line 5 and must reflect the impact of the gap on OC, and where a relief is requested, how urgently, using the Effect Category and Repair Indicator as follows:

   **Effect Category** is a statement of impact on OC and should be interpreted as:

<table>
<thead>
<tr>
<th>Effect Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Major capability inoperative.</td>
</tr>
<tr>
<td>B</td>
<td>Major capability significantly degraded.</td>
</tr>
<tr>
<td>C</td>
<td>All other OPDEFS.</td>
</tr>
</tbody>
</table>
Repair Indicator is a statement of support needed:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Immediate rectification required to meet Ship’s commitments or programme. Rectification will be the Ship’s primary aim and embarking the relief will override existing programme intentions.</td>
</tr>
<tr>
<td>2</td>
<td>Rectification required as soon as possible to meet future commitments or programming. Embarking the relief will be pursued within existing programme.</td>
</tr>
<tr>
<td>3</td>
<td>Rectification not required until next programmed Base Port period. Not normally applicable for PE-OPDEFs.</td>
</tr>
<tr>
<td>4</td>
<td>Rectification may await next programmed Upkeep period. Not normally applicable for PE-OPDEFs.</td>
</tr>
</tbody>
</table>

d. **Line 2.** If the position is not filled write ‘GAPPED’. Where the position is filled but the Current Incumbent is missing write why CI is missing (i.e. Compassionate/Medical etc). Where the position is filled but the incumbent has competency shortfalls which are not accepted by Command/FGA and these have a measurable impact on OC, then an OP OPDEF should be raised. This should also be copied, by email, to the PCAP OPS mailbox and the relevant CM mailbox.

e. **Line 5.** This must accurately reflect the impact on OC, bearing in mind current, future and contingent tasking. This should be accurately mirrored in the PE-OPDEF category in Line 1. Comment should be included here, or in the free-text remarks, explaining the extent of the loss across the whole Ship’s Company (e.g. 3 of 6 POET(WE)s gapped). Vague statements like “Unable to achieve State 1 Manning” are inadequate as they fail to identify the impact in sufficient detail to enable decisions to be made. For those units not in Fleet Time, it should reflect the impact on Upkeep key dates (SSMOB, RFSD and FD).

e. **Line 6.** This must state the reason for absence e.g. Assigned Without Relief, Medical Downgrade, Discipline, etc. and an estimate of the duration of the gap.

f. **Line 7.** What action is requested? Is a permanent or temporary relief requested or can the unit sustain the gap? If so how long could the unit sustain before a relief (either permanent or temporary) is requested? Is the current incumbent expected to recover / re-join? As guidance, if the estimated duration is greater than 3 months, a permanent relief is requested, if less a temporary relief may be more appropriate. If the unit can sustain the gap within the programme, this should be declared: the PE-OPDEF will still be recorded. If a relief is requested, the joining date should be realistic (if a trawl is required a minimum of at least 3 working days will be required to identify an individual). Any temporary relief period up to 7 days will be followed with a sustain and local loan process followed. For an OPDEF with less than 3 days’ notice Flotilla will be required to fill initially whilst PCAP Ops consider a longer term fill.

---

2 Chapter 22.
g. **Line 8.** What is the period for which the relief is considered essential? Requesting the ‘gold-plated’ solution may delay a relief being nominated when the true requirement could be resolved much earlier. The free-text remarks section can be used to detail when a temporary fill is essential.

h. **RMKS.** The remarks section of the PE-OPDEF is free-text and can be used to provide any amplifying comments. It should always contain details of essential JPA competences required; 3 or 4 (maximum) widens the options vice the 10 or 11 competencies required for the position as a whole. For example, raising a PE-OPDEF for the RPO is not enough – is it the Regulating SR function or the FDO qualification that the ship actually requires to maintain OC? What do you really need and when do you really need it? Other topics to be included are additional desirable competencies, gender specific relief requirements, relevant ship’s programme information (up to OFFICIAL SENSITIVE and referring to the FOS if necessary), and a ship/departmental PoC and contact numbers (for discussing competencies etc). Any additional SQEP held onboard which might allow the Unit to sustain for a time should also be noted.

The more information included in a PE-OPDEF the better the solution is likely to be.

**PE-OPDEF SITREP**

6. When any significant detail of the PE-OPDEF changes a SITREP should be sent promptly. The same format is to be followed but any changes to original PE-OPDEF/previous SITREP should be readily apparent to the reader, using bold, underline or highlight. The SITREP number should be added to the subject line of the e-mail.

**PE-OPDEF Rectification**

7. Once the OPDEF has been solved it should be rectified at the earliest opportunity.

**Format**

**Addressees:** As per original signal

**Subject:** yyyyymmdd–UNIT_OPDEF_PE_nn-yy_(Category)_RECT-OSP

UNIT OPDEF PE nn-yy RECT
REF UNIT PE nn-yy DTG of original OPDEF
1. Current Category and Repair Indicator
2. Department – Sub-Department
3. Rank/Rate – JPA Unit Position Title – JPA Unique Position Number
4. Date relief joined or solution organised
RMKS/1. Free-Text. Rank or rate, name and official number of replacement if new and any further details on solution.
PE-OPDEF Examples

PE-OPDEF

Subject: 201603Z Jan 19–NONS_OPDEF_PE_13-19_(B2)–OSP

OPDEF PE 13-19
1. B2
2. GAPPED
3. WE Weapons
4. POET(WE) – W3O – 1234567
5. Reduced ability to support, maintain and operate medium calibre gun. Loss of 1 of 3
POET(WE) Weapons.
7. Unit can sustain in short term, but temporary relief requested for w/c 11 Apr 19.
8. Temporary relief requested for 11-15 Apr 19 to conduct post FTSP gun function.

RMKS/1. MCG Maintainer medically downgraded until review on 21 Apr 19 but unlikely to
be fit for sea at this time.
3. Unit can sustain as key competencies held by W3 Group Head. Request cover for w/c 11
Apr 19 as unit on RTP and conducting gun function.
4. POC DWEO NONS Tel 9380 23456/relevant email.
PE-OPDEF SITREP

Subject: 270945Z Jan 19–NONS_OPDEF_PE_13-19_(A2)_SITREP_1–OSP

OPDEF PE 13-19 SITREP 1
REF NONS PE 13-19 211603Z Jan 19.  A2 - Upgraded
2. GAPPED
3. WE Weapons
4. POET(WE) – W3O – 1234567
5. Inability to support, maintain and operate medium calibre gun. Loss of 1 of 3 POET(WE) Weapons.
7. Temporary relief requested from 2 May 19.
8. Temporary relief from 2 May to conduct pre deployment OST – MASC 9 May 19.
RMKS/1. MCG Maintainer medically downgraded until review on 20 May 19 but expected to be fit for sea at this time.
2. Essential competencies – WE1234; CMS4. Gender free.
3. Unit can no longer sustain as W3 Group Head now medically downgraded – NONS OPDEF PE 15-19 refers.
4. POC DWEO NONS Tel 9380 23456/relevant email.

PE-OPDEF RECT

Subject: 211948Z May 19–NONS_OPDEF_PE_13-19_(A2)_RECT–OSP

OPDEF PE 13-19 RECT
REF NONS PE 13-19 201603Z Jan 19
1. A2
2. WE Weapons
3. POET(WE) – W3O – 1234567
4. 20 May 19
RMKS/1. POET(WE) returned to unit fully medically fit.
1. **General Guidance**

   a. The PERREQ is to be the main body of the e-mail and **not sent as an attachment**.

   b. Separate PERREQs are to be raised for each affected JPA position within the UPL – **the use of a PERREQ to report potential gapping or another deficiency in more than one individual position is not permitted**. A JPA unique position number must be included in line 3.

   c. PERREQs are to be categorised PQ and numbered iaw standard OPDEF protocol - individually numbered using a sequential number and the year, e.g. PQ 01 yy. The format for PERREQs is below. A whole ship/unit PERREQ Log is to be used to track PERREQs and ensure correct numbering.

   d. If required, a PERREQ can be upgraded to a PE-OPDEF. The PERREQ should be CANCELLED and a new PE-OPDEF raised but for coherence and audit, should refer to the previous PERREQ in both reference and text articulating what has led to the requirement for the ‘upgrade’.

   e. When compiling a PERREQ, you are reminded that the information is transmitted on MODNET/Dii, cleared to security classification OFFICIAL SENSITIVE PERSONAL. It may be appropriate to ‘refer to the FOS’ rather than give specifics of unit programmes. LAC liability now sits within FF/DD therefore any PERREQs for either LACs (>500ft) or LLHKTC (<500ft) are to follow the same format detailed below with the relevant Ops Fwd team taking the lead on any issues.

**PERREQ Format**

**Addressees:** See table below.

**Subject:** yyyyymmd – UNIT_PERREQ_nn-yy–(SITREP?^{1}) OSP  
Note i and ii

UNIT PERREQ nn-yy
1. Department and Sub-Department
2. Rank/Rate – JPA Unit Position Title – JPA Unique Position Number
3. Reason for absence and estimated duration  
   Note iii
4. Essential Competences  
   Note iv
5. Gender (State either Male only, Female only or Gender Free)
6. Other rank/rate who could fill the position
7. Essential date relief requested by as per FOS  
   Note v
RMKS/1. Free-Text: Remarks and additional information.  
Note vi

---

^{1} Not required for an original PERREQ. When providing an update to a previously submitted PERREQ insert SITREP number here e.g. SITREP 1. Any changes to original PERREQ should be made readily apparent to the reader, using bold, underline or highlight.
<table>
<thead>
<tr>
<th>To</th>
<th>Email Addresses</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVY PCAP-OPS SIGNALS (MULTIUSER) <a href="mailto:NAVYPCAP-OPSSIGNALS@mod.gov.uk">NAVYPCAP-OPSSIGNALS@mod.gov.uk</a></td>
<td>Essential for all PERREQs, this ensures they are inserted into the OPDEF database</td>
<td></td>
</tr>
<tr>
<td>NAVY PCAP-CMC C SIGNALS (MULTIUSER) <a href="mailto:navypcap-cmccsignals@mod.uk">navypcap-cmccsignals@mod.uk</a></td>
<td>Relevant CMC only: C = Culdrose D = Devonport F = Faslane P = Portsmouth Y = Yeovilton</td>
<td></td>
</tr>
<tr>
<td>NAVY PCAP-CMC D MAILBOX (MULTIUSER) <a href="mailto:navypcap-cmcdmailbox@mod.uk">navypcap-cmcdmailbox@mod.uk</a></td>
<td>Ensures that the PCap Ops-Fwd teams have sight of the PERREQs and that timely action can be taken.</td>
<td></td>
</tr>
<tr>
<td>NAVY PCAP-CMC F MAILBOX (MULTIUSER) <a href="mailto:navypcap-cmcfmailbox@mod.uk">navypcap-cmcfmailbox@mod.uk</a></td>
<td>Do not email role accounts. If the individual is away, then your PERREQ won’t be able to be actioned.</td>
<td></td>
</tr>
<tr>
<td>NAVY PCAP-CMC P MAILBOX (MULTIUSER) <a href="mailto:navypcap-cmcpmailbox@mod.uk">navypcap-cmcpmailbox@mod.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAVY PCAP-CMC Y SIGNALS (MULTIUSER) navypcap-cmcy <a href="mailto:signals@mod.uk">signals@mod.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAVY OPS-SURF FOMO GROUPMAIL(MULTIUSER)</td>
<td>All Surface Ship PERREQs</td>
<td></td>
</tr>
<tr>
<td>NAVY OPS-SM FOMOSM GROUP (MULTIUSER)</td>
<td>All Submarine PERREQs</td>
<td></td>
</tr>
<tr>
<td>NAVY PERS-RFA OPDEFS MAILBOX (MULTIUSER)</td>
<td>All RFA PERREQs (if RN position include NAVY PCAP-CMC D MAILBOX (MULTIUSER)</td>
<td></td>
</tr>
<tr>
<td>Morcom, Ian WO1 (NAVY CU-814 SWO) <a href="mailto:Ian.Morcom136@mod.gov.uk">Ian.Morcom136@mod.gov.uk</a></td>
<td>PERREqs for Embarked Flight personnel from RNAS Culdrose</td>
<td></td>
</tr>
<tr>
<td>NAVY YEO-WMF 815 PARENTING GRP NAVY YEO-WMF HQ WT TSCSHARED (MULTIUSER)</td>
<td>PERREQs for Embarked Flight personnel from RNAS Yeovilton</td>
<td></td>
</tr>
<tr>
<td>NAVY CU-1700 Group Signals (MULTIUSER)</td>
<td>All PERREQs for 1700NAS RN Personnel</td>
<td></td>
</tr>
<tr>
<td>Last, Michael WO1 (NAVY MED-SO3 FGEN OPS ROLE 1) <a href="mailto:Michael.Last605@mod.gov.uk">Michael.Last605@mod.gov.uk</a></td>
<td>All PERREQs s relating to embarked medical personnel only (MAs, MOs etc) Relevant point of contact if not covered above, e.g. UKMCC if Op KIPION</td>
<td></td>
</tr>
<tr>
<td>Relevant Operational Commander (if appropriate)</td>
<td>Until Single Point of Contact and reporting channels with FOST 2* area agreed and instigated</td>
<td></td>
</tr>
<tr>
<td>Shore Establishments Training teams Via Chain of Command e.g. COMCORE, FOST Devonport, FOST SM etc</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cc</th>
<th>Email Addresses</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant Career Manager e-mail: NAVY PCAP-CM OF WAR SIGNALS (MULTIUSER) NAVY PCAP-CM OR WAR SIGNALS (MULTIUSER) NAVY PCAP-CM ENG SIGNALS (MULTIUSER) NAVY PCAP-CM LOGS MEDIC SIGNALS (MULTIUSER) NAVY PCAP-CM RM GP MAILBOX</td>
<td>All PERREQs For Warfare Officers For Warfare Ratings For Engineers (All) For Logistics/ Medical (All) For RM (All)</td>
<td></td>
</tr>
<tr>
<td>Email Addresses</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>(MULTIUSER)</td>
<td>Relevant Flotilla Staff Email iaw Local Orders. FGA need to be aware of your PERREQs so that they can make informed decisions in liaison with PCap Ops Fwd</td>
<td></td>
</tr>
<tr>
<td>COMPORFLOT or COMDEVFLOT or COMFASFLOT</td>
<td>Relevant DE&amp;S Project Team PoC (in Upkeep) All PERREQs affecting key dates</td>
<td></td>
</tr>
<tr>
<td>Squadron / Force Commander (if appropriate)</td>
<td>MM/PP and Flight PE-OPDEFs Email address iaw Local Orders</td>
<td></td>
</tr>
<tr>
<td>NAVY OPS-Surf DFC GROUP (MULTIUSER)</td>
<td>All Surface Ship PERREQs</td>
<td></td>
</tr>
<tr>
<td>NAVY OPS-SM DSMC GROUP (MULTIUSER)</td>
<td>All Submarine PERREQs</td>
<td></td>
</tr>
<tr>
<td>FOST DEVONPORT or FOST MPV FASLANE</td>
<td>All PERREQs three weeks up to and incl OST</td>
<td></td>
</tr>
</tbody>
</table>

2. Notes on Completion

a. **Subject Line.** The subject line of the e-mail must contain the originating unit (standard 4 letter abbreviation) and the PERREQ number. All PERREQs should be submitted with the standard document naming convention used in the subject box.

   Format: yyyymmdd–UNIT_PERREQ_nn-yy–OSP
   Example: 20190106–ALBN_PERREQ_01-19–OSP

b. **DTG.** The DTG of the PERREQ is the “Sent:” time of the e-mail (automatically generated by MS Outlook). Each PERREQ is to be sent as a separate e-mail. It is important that the DTG is correctly referenced in RECTIFIED e-mails.

c. **Line 3.** Must state the reason for anticipated absence e.g. Absent on Course, Paternity Leave, Assigned Without Relief, Compassionate, etc and an estimate of the duration of the gap. The PERREQ can be updated with a SITREP or upgraded to a PE-OPDEF if this changes at a later date.

d. **Line 4.** Full details of essential JPA competences required (3 or 4 maximum is best practise). For example, raising a PERREQ for the RPO is not enough – is it the Regulating SR function or the FDO qualification that the ship actually requires to maintain OC? Do not list all the competencies required for the position only those deemed essential for that period.

e. **Line 7.** Must include the period for which the relief is considered essential. Requesting the ‘gold-plated’ solution may delay a relief being nominated when the true requirement could be resolved much earlier. The PERREQ should be CANCELLED once the essential period has expired.

f. **RMKS.** Free-text remarks and additional information. Should include impact on OC (Fleet time) or upkeep key dates (Non-Fleet time) if position not filled once CI absent, other joining opportunities (up to OFFICIAL SENSITIVE), a ship/departmental PoC and contact numbers (for discussing competencies), etc. If the gap can be sustained, this should be declared: the PERREQ will still be recorded.
PERREQ SITREP

6. When any significant detail of the PERREQ changes a SITREP should be sent. The same format is to be followed but any changes to original PERREQ/previous SITREP should be readily apparent to the reader, using bold, underline or highlight. The SITREP number should be added to the subject line of the e-mail.

PERREQ Rectification/Cancellation

7. A RECT/CANCEL e-mail should be sent as soon as the PERREQ has been solved by either a relief arriving on board (RECT) or the period for which the cover is required has passed (CANCEL). If the PERREQ becomes a PE-OPDEF, the PERREQ should be cancelled, with the PE-OPDEF number referenced in the remarks section.

Format

Addressees: As per original e-mail

Subject: yyyymmdd–UNIT_PERREQ_nn-yy_RECT/CANCEL-OSP

UNIT PERREQ nn-yy RECT / CANCEL
REF UNIT PERREQ nn-yy DTG of original PERREQ
1. Department and Sub-Department
2. Rank/Rate – JPA Unit Position Title – JPA Unique Position Number
3. Date relief joined, or solution organised.
RMKS/1. Free-Text. Rank or rate, name and official number of replacement if new and any further details on solution

PERREQ Examples

PERREQ

Subject: 20190312–NONS_PERREQ_04-19–OSP

NONS PERREQ 04-19
1. Logs – Catering
2. LCH – GALLEY LH1 – 1234567
3. Ordinary Paternity Leave 8-21 Aug 19
4. NBCD23; CMS4; NBCD14
5. Gender Free
6. T45 experienced CH1
7. Relief to join w/c 8 Aug 19 programme TBC.
RMKS/1. Whilst able to sustain gap, ship will be deployed on APT(S) with high Defence Engagement loading.
2. Opportunities to embark / disembark will be discussed with PCap Ops Fwd P closer to date.
3. POC PO Able; e-mail HMSNONS-Logs-Dept Coord.
PERREQ SITREP

Subject: 20190618–NONS_PERREQ_04-19_SITREP_1–OSP

NONS PERREQ 04-19 SITREP 1
REF NONS PERREQ 04-19 121245 Mar 19
1. Logs – Catering
2. LCH – GALLEY LH1 – 1234567
3. Ordinary Paternity Leave 11-24 Jul 19
4. NBCD23; CMS4; NBCD14
5. Gender Free
6. T45 experienced CH1
7. Relief to join 8 Jul 19
RMKS/1. Ship deployed on APT(S) with high defence engagement loading. Dates changed due to medical complications.
2. Details of embarkation / disembarkation opportunities sent separately on Dii Secret to PCap Ops Fwd P.
3. POC PO Able; e-mail HMSNONs-Logs-Dept Coord.

PERREQ for LAC or LLHKTC

Subject: 20190406–NONS_PERREQ_14-19–OSP

NONS PERREQ 14-19
1. War – Air
2. LAC – LAC1 – n/a
3. No embarked Flight
4. LLHK
5. Gender Free
6. Senior Rate / Officer with LLHK Competency
7. 27-28 Apr 19, alongside Devonport.
RMKS/1. LLHK required to support Phalanx 1B shoot in SCEXAS, pm 27 Apr 19, spare serial am 28 Apr 19. LLHK to depart by boat transfer to Devonport pm 28 Apr 19.

PERREQ RECT

Subject: 20190709–NONS_PERREQ_04-19_RECT-OSP

UNIT PERREQ 04-19 RECT
REF NONS PERREQ 04-19 121245 Mar 19
1. Logs – Catering
2. LCH – GALLEY LH1 – 1234567
3. 8 Jul 19
RMKS/1. CH Baker D123456G joined 8 Jul 19. Intend to disembark when original incumbent due to re-join 28 Jul 19 at next port of call.
PERREQ CANCEL

Subject: 20190711–NONS_PERREQ_04-19.Cancel-OSP

UNIT PERREQ 04-19 CANCEL
REF NONS PERREQ 04-19 121245 Mar 19
1. Logs – Catering
2. LCH – GALLEY LH1 – 1234567
3. N/A
CHAPTER 60

SPECIFIC TYPES OF ASSIGNMENT

POINT OF CONTACT – PART 7

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CHAPTER 60

SPECIFIC TYPES OF ASSIGNMENT

SECTION 1 - ASSIGNMENTS FOR PERSONNEL ON JOINING OR LEAVING THE TRAINED STRENGTH

6001. Assigning Officers and Ratings to Phase 1 and Phase 2 Training

a. Personnel recruited into the Service are assigned to their respective New Entry Phase 1 Establishment and are considered to be part of the Untrained Strength (UTS).

(1) RN officers and ratings remain on the UTS until they have completed Phase 1 (Initial) and Phase 2 (Professional) training.

(2) RM officers and Other Ranks are borne on the UTS of CTCRM until they complete Phase 1 and 2 training. On completion they will be assigned in accordance with the RM manning priority.

(3) RMBS Other Ranks are borne on the UTS of RMSoM under the C2 of CTCRM until they complete Phase 1 and 2 training. On completion they will be assigned iaw RMBS manning requirement.

b. Trained officers who re-enter the Phase 2 training pipeline will have their assignment orders issued by the respective Career Managers.

c. Trained ratings who re-enter the Phase 2 training pipeline will have their assignment orders issued by the FOST training pipeline manager (FOST PM). On commencement of training, the Training tag in JPA will be changed to ‘Untrained’ by the FOST PM.

6002. End of Training (EOT) Date

a. RN. For RN officers and ratings, the training establishment reports forecast completion of the final element of Phase 2 (Professional) training to the respective Assigning Desk and personnel become available for Assignment to complement positions. When personnel complete Phase 2 training, the FOST PM will remove the UTS tag in JPA and they become ‘Gains to the Trained Strength (GTS)’.

b. RM. For RM officers and other ranks this is the same as above but CTCRM will remove the UTS tag on JPA.

6003. Pre-Release Vocational Training (PRVT) Courses and Graduated Resettlement Time (GRT)

a. Full details of eligibility for Pre-release Vocational Training and Graduated Resettlement Time can be found in JSP 534, the Tri Service Resettlement Manual.
b. The responsibility, at unit level, for giving access to resettlement provision lies with the individual’s CO. COs may authorise, within parameters set in JSP 534, absence from normal place of duty and Travel and Subsistence (T&S), to assist eligible Service Leavers (SL) to meet their individual resettlement goals. Thus, all GRT is to be funded by units, who are to release personnel as required during their final two years of service. Individuals should not normally be reassigned to the margin for completion of resettlement activities.

c. Reliefs are not normally to be provided to enable personnel to be released for a resettlement activity.

d. For personnel submitting 12 months’ notice, action will depend on where the individual is serving at the time of notice submission:

   (1) Sea Service. If the individual is assigned to Shore Service with more than 9 months before Terminal Leave (TL) starts they should be placed in a complement position; GRT should be undertaken during the course of that final assignment before being assigned to MA5 (see margin activity guide, Part 3 Annex 3B) and proceeding on TL. If they are assigned from sea with less than 9 months before TL, it is reasonable to assign in a relief to the same complement position in time to allow GRT to be taken as a block. If the bare minimum of shore time is available, the individual may have to be assigned to MA6 to allow the individual to undertake GRT.

   (2) Shore Service. GRT is to be taken during the course of the 12-month notice period, with a relief assigned in time to complete normal handover before the individual proceeds on TL.

e. In exceptional circumstances, when individuals have been unable to utilise all of their GRT entitlement, for Service, Medical or Compassionate/Welfare reasons, it may be possible to defer discharge. The amount of GRT for which an individual is entitled will be taken into account in calculating the deferred discharge date. Applications must be fully supported and endorsed in writing by the CO and approved by the respective CM at SO1 level. Further details can be found in Chapter 49 Section 3.

6004. Assignments to Release

a. Personnel will be assigned to a nominated Unit Release Centre for discharge on completion of engagement/Commission/Career or notice. The Unit Release Centre will normally be the establishment/unit in which they are serving prior to release. Where an establishment/unit has not been designated to provide a local release facility, discharge routine will be undertaken by the nearest Unit Release Centre.
b. The following releases are special cases and exceptions to above routine:

(1) **Maternity Release.** Maternity Release is actioned only through NELSON, DRAKE or NEPTUNE Release Centres.

(2) **Abnormal/Short Notice Release for Ratings Serving Abroad Returning to UK.** Abnormal/Short Notice Release for Ratings Serving Abroad Returning to UK, eg. Discharge Shore/SNLR is actioned only through NELSON Release Centre.

(3) **Release from Ships or LFS for personnel without a Preceding Period of UK Shore Service.** Personnel without a preceding period of UK Shore Service are released through the nearest Unit Release Centre to the individual's UK home address.

c. Guidance on use of the margin for release assignments can be found at Part 3 Annex 3B.
SECTION 2 - ASSIGNING FOR DISCIPLINARY REASONS

6005. Removal from Command

An officer who has been assigned in command of one of HM Ships is not to exchange their command with an officer of another ship unless such exchange is approved in advance by the Naval Secretary. An officer who has been assigned in command of one of HM Ships is not to be relieved of their command except in circumstances where this action is essential. Such an action is to be regarded as a temporary expedient to meet a situation of extreme urgency. Any such action is to be reported to the Administrative Authority and Commander in Chief Fleet, who is to inform 2SL/CNH and Naval Secretary. It should be noted that to relieve an officer of their command is a serious matter and the officer taking such a step should be prepared to justify it subsequently. Until an application to remove a Commanding Officer from their assignment has been approved by Naval Secretary (see Para 6006 below), the officer concerned will remain assigned to their ship and will be expected to resume their command.

6006. Removal from Assignment

a. Considerable effort is made by Career Managers to ensure that individuals are assigned to roles that are appropriate to their professional skills, training and experience. However, there will be circumstances where, in order to preserve operational capability, the reputation and standing of the Service or in the best interests of the individual concerned, it may be necessary to remove a person from a particular assignment. Removal from Assignment is a serious step which may have grave consequences for the individual’s future career. Accordingly, before action is taken to commence the process of removing an individual from assignment, consideration should be given to whether there are alternative, lesser options which would be more appropriate, e.g. warnings or application for Quarterly Reporting.

b. Types of Removal. Personnel may only be removed from assignment, subject to satisfying the removal criteria at sub para c, on one of 3 bases:

(1) Removal from Assignment on a ‘Fault’ Basis. This will be appropriate where the individual has met the criteria for removal from assignment, detailed in sub para c, and this can reasonably be held to be the fault of the individual, or, in other words, the individual is blameworthy for the presence of those factors.

(2) ‘No Fault’ Reassignment. This will be appropriate where the individual has to be removed owing to factors that are attributable to the Service rather than being the fault of the individual. For example, the Service may not have provided the individual with the relevant training to make them suitable for that assignment. Thus, where an individual is identified to be failing in their post (e.g. during a period of sea training with FOST), owing to a training shortfall for which the Service is blameworthy, and the individual’s failure is having an unacceptable impact on the unit’s OC, a ‘no-fault’ reassignment should be considered.
(3) **Without Prejudice' Reassignment.** This will be appropriate where the individual is required to be reassigned before a disciplinary finding or major administrative action decision is made. For example, this may be because there is intrusive press interest, or the relevant investigation may require the individual to be absent from the unit for protracted periods and the post is a key one which cannot be gapped.

c. **Removal Criteria.** The following criteria should be used to determine whether there are grounds to apply for a removal from assignment. In complex cases, where the presence of some of the factors below is not completely clear, guidance should be sought from the NCHQ Casework Cell.

(1) **Type of Failure.** When considering a Removal from Assignment, the CO should first decide whether an individual’s failure meets one of the criteria listed below:

(a) Misconduct, which includes but is not limited to a disciplinary finding, a breach of the Code of Social Conduct or an upheld complaint of bullying, harassment or discrimination.

(b) Removal of, or failure to gain, a relevant and essential security clearance.

(c) Lack of professional or personal qualities or both.

(2) **Untenable Position.** If an individual meets one of the criteria in sub-para (1) then consideration should be given as to whether an individual's position is untenable. This means that there is no realistic prospect of them being able to recover their position within a reasonable period. Whilst an individual’s position may well be untenable in the short term, there may be situations where an individual can recover their position either through a period of absence from the unit, or by means of administrative sanctions. A successful application is dependent on proving, on the balance of probabilities, that an individual’s position is untenable. It is vital that the CO fully details in the application why this is or is not the case.

(3) **Fault of the Individual.** Fault on the part of the individual in question is not a prerequisite for a successful application, but is a highly relevant factor which should be considered and commented on. Where it has been decided that an individual's position is untenable with no realistic prospect of recovery, the CO should consider whether the factors at sub para (1) are the fault of the individual.

(4) **Measures other than Removal are Inappropriate.** The CO must explain why administrative action other than Removal from Assignment is not appropriate.
d. **Procedure for Removal from Assignment.** If a Commanding Officer, satisfied that the criteria in sub-para c have been met, deems that a Removal from Assignment is an appropriate course of action, they should make application to the NCHQ Casework Cell in accordance with the general procedure and format for administrative applications detailed at Annex 1E. Applications will be referred to the Naval Secretary for approval by NavSec or the appropriate delegated authority. The relevant administrative authority (eg. Flotilla/Brigade) should be copied on the application. In addition to the points covered in the general guidance on applications, an application for removal should demonstrate that:

1. An individual’s failure and position within the unit satisfy the necessity for a Removal from Assignment on a Fault, No Fault or Without Prejudice basis. It is essential to show that the individual’s position in the unit is untenable.

2. If a CO considers that the conditions for the relevant removal are present, they must ensure these conclusions are supported by evidence. A CO’s own observations of an individual may be sufficient to support an application, but COs must take care that their own observations are not prejudiced by the unsubstantiated comments of others or reflect a ‘clash of personalities’. Wherever practicable, an application should only be made after a proper and impartial investigation has been conducted by a competent person or authority. The CO may commission an investigation, in a similar manner to a Ship’s Investigation, in order to establish the facts. The rigour and extent required of the investigation will depend on the facts of the case. It will not normally be necessary to have a RNSIB/MDP investigation, but the Naval Secretary or the appropriate delegated authority will only approve an application if they are satisfied that there is sufficient, auditable evidence to justify it objectively. Applications based on unsubstantiated hearsay or over hasty judgement cannot be approved. In short, objective evidence needs to be available to support the assertions which are made and it will need to be clearly laid out point by point. In particular, where a lack of professional or personal qualities is alleged the relevant failings should be particularised. In so doing this allows the individual to know the case against them and to properly address it in any representation they choose to make.

3. No other course of action is appropriate:
   
   a. In misconduct cases, there must be clear evidence that the person’s position has become untenable as a result of the relevant misconduct.

   b. Where the application is based on security clearances, there should be an indication that the position cannot be regularised within a reasonable time.
(c) Where a lack of professional or personal qualities is alleged, where appropriate the application should explain why a period of quarterly reporting or use of the warnings process for reversion/discharge shore in the current unit has been discounted, observing that these are the normal mechanisms for dealing with a person whose performance has fallen short of the required standard.

e. An application for removal from assignment must be accompanied by a copy of a Special (SPEC) OJAR and Representation or Waiver of Representation. Other enclosures relevant to the circumstances detailed in the application should also be included and must be disclosed to the individual.

f. If a CO is in any doubt when considering an application for removal from assignment, or a ‘no fault’ or ‘without prejudice’ reassignment of an officer or rating/other rank, they should seek advice from the NCHQ Casework Cell. Advice on related disciplinary issues should be sought from the relevant regional legal office.

g. Measures Other Than Removal. Where it becomes evident that Removal from Assignment is not appropriate, the CO may wish to consider the following options as a corrective measure for the individual:

(1) Managing within the Unit. This should be the normal course of action. The CO has a variety of management tools available by which to identify the individual’s failings and provide a structured process by which the individual may rectify their performance and the CO may monitor it. This includes judicious use of the reporting system through MPARs and periodic appraisals to Quarterly Reporting, censure action and other warnings.

(2) Directed Leave. The CO can, at his discretion, send an individual on directed leave for a short period of time. This can be used appropriately to manage a situation, such as when a complaint of bullying and harassment has been made. Directed leave should not be given for longer than 4 weeks. If it becomes apparent that an individual will need to be on directed leave for longer than 4 weeks, an application for Suspension from Assignment must be made. Directed leave does not count against Individual Leave Allowance.

(3) Suspension from Assignment. See Para 6007.
Table 60.1 - Removal Criteria

<table>
<thead>
<tr>
<th>Failure Identified</th>
<th>Untenable position with no realistic prospect of recovery</th>
<th>Fault of the Individual</th>
<th>Measures other than removal are inappropriate</th>
<th>Possible Course of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>1. Fault Basis Removal</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>1. No Fault Basis Removal; or 2. Without Prejudice Reassignment</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>1. Suspension from Assignment; and/or 2. Administrative sanctions</td>
</tr>
</tbody>
</table>

h. **Exceptional Force Majeure Removal**

(1) Only when exceptional circumstances make it impracticable to obtain prior approval before a ship or submarine sails may action be taken to effect a removal from assignment or a ‘no fault’ or ‘without prejudice’ reassignment. The fact that action has been taken to effect the removal or reassignment of the individual in this manner is to be reported to NavSec immediately. Details of why it was not practicable to seek prior approval should be included in the application for removal or reassignment on a ‘no fault’ or ‘without prejudice’ basis, which should be submitted at the earliest opportunity. Such a course inevitably tends to pre-empt or limit the decision of a deciding authority in any future disciplinary or administrative action. In all such cases the CO must justify both the urgency and correctness of their action.

(2) There may be exceptional circumstances where a CO decides that the person’s position has become untenable before the adverse consequences (harm, damage etc.) have occurred. Generally speaking, the key issue will be one of evidence to support the assertion that the person’s position has become untenable. The earlier the action is taken, the less likely it is that there will be sufficient auditable evidence. It will be necessary, therefore, to show that the circumstances are exceptional, that the adverse consequences bring high probability/high impact and that the decision to remove the person is proportionate, fair and reasonable.

i. **Conclusion.** The judgement of whether an individual’s position has become untenable is an executive one. No two sets of facts are the same, and the judgement of untenability may be reached at different stages for different circumstances and different individuals. What is required is a careful balancing exercise of relevant factors such as: the rank/rate, status and responsibility of the individual; the operational circumstances; the Service interest; the interests of the individual; damage to Service reputation; the seriousness of the failing, harm, damage or mischief, and whether these have already adversely impacted on the efficiency or operational effectiveness of the unit or are likely to do so impact.

j. Further guidance for COs and for NCHQ staff is at Annex 60A.
6007. Suspension from Assignment

a. **Purpose of Suspension.** Suspension is a measure less than a permanent removal from assignment but greater than directed leave (not being deductible from annual leave allowance) or any similar expedient measure which removes an individual temporarily from a unit. Guidance on these latter measures is to be sought from administrative authorities and the measures are to be fair, reasonable and proportionate at all times. The purpose of suspension, however, is to formalise the arrangements for a temporary removal from assignment either for the needs of the Service or those of the individual, or both. It is not a disciplinary or administrative sanction, but a temporary administrative measure in a sensitive case. It is particularly suited to situations which are likely to worsen for the individual or for the Service, where early intervention is likely to mitigate the adverse effects anticipated and where the interests of the individual and the Service are best temporarily frozen, permitting reinstatement of the individual if the anticipated adverse outcome does not materialise. A period of suspension may, therefore, end with the individual being restored to their original job or being permanently re-assigned.

b. **Grounds and Evidence.** An application for suspension should be founded on the types of circumstances that are grounds for permanent removal, i.e. misconduct, security clearance, professional or personal qualities. The reason for this is that suspension needs to have a rational basis and needs to sit coherently with other measures. Crucially for suspension, however, the circumstances are that it is not clear that an individual’s position has become untenable (if this is the case, it would trigger a removal from assignment application). Furthermore, it is stressed that suspension does not mean or suggest guilt, and it is not an adverse finding against the individual. Where there is just cause, consideration should be given to whether suspension can be avoided by using alternative arrangements such as a temporary change to the individual’s duties or posting within a unit. Although the decision-maker may decide on the need for suspension on a balance of probabilities, it is to be remembered that suspension is a serious measure to be used only exceptionally.

c. **Duration and Termination.** Suspension is a temporary measure taking suitable account of the relevant rank, grade, assignment or appointment of the individual involved. It should be kept under regular review by the Administrative Authority and the Naval Secretary, the latter having the right to take assigning action in the best interests of the Service and the individual at all times. As a guideline, the first review should take place one month after suspension began, with subsequent reviews taking place monthly thereafter. However, review periods may be adjusted to suit the circumstances of each case, providing they are fair and reasonable. Since suspension is a temporary measure and is predicated on an individual potentially being able to return to assignment if the reason for the suspension no longer pertains, no permanent relief action will be taken and, therefore, the unit must be able to accept a gap or seek a short-term manning palliative.
d. **Procedure**

(1) **JRs.** Junior Ratings may be Managed Moved as required either within the squad or to the Recovery Cell pending the investigation.

(2) **Officers and Senior Ratings.** Application is to be made through the Administrative Authority to the Casework Cell in accordance with the general procedure and format for administrative applications detailed at Annex 1E). The application should set out:

(a) The ground(s) on which it is made (eg. misconduct).

(b) The evidential basis.

(c) The reason(s) why the Commanding Officer considers that suspension is a reasonable and proportionate response in the circumstances.

(d) Confirmation that, at the time of making the application, the individual’s position in the unit has not yet become untenable.

(e) The initial period of suspension for which application is made.

(f) The period for which the unit can support a gap if necessary.

(g) Either a representation from the individual or a certificate to the effect that the right to submit a representation has been offered by the Service but declined by the individual. The individual should be apprised of the case to suspend them before the application is finalised and in order to allow them to address the fundamental issues in their representation.

e. **Assigning Action.** Whether assigning action is temporarily required to remove the individual from the books of the unit from which they are suspended will be decided on the facts of each case. In all cases of suspension the option must remain at all times for the individual to be restored to their original position with no adverse impact on their career.

### 6008. Assigning Officers following Courts Martial Sentences

Career Managers should seek the advice of NLS Law3 when signals are received requiring Naval Secretary to implement Courts Martial sentences eg. an officer is to be dismissed from their ship.

### 6009. Assigning Ratings Sentenced to Imprisonment or Detention

Details of ratings sentenced to imprisonment or detention are to be signalled to the relevant CM so that appropriate assigning actions can be taken (see also Margin Usage Guide Part 3 Annex B). The committal date and sentence awarded are also to be quoted. AOs will be issued, retrospectively, where necessary, to remove such ratings from their current assignment and assign them to the Military Corrective Training Centre (MCTC) Colchester.
6010. Assigning Ratings on Completion of Sentence

a. When ratings are due for release from MCTC Colchester, a signal is sent to parent units, info CMs, giving expected release dates and requesting re-joining instructions. Ratings on sea service will normally return to their ships/submarines unless a recommendation to the contrary is made by the Commandant MCTC or an application from the ship/submarine for the rating not to return is approved by Navy Command. The assigning of those ratings not returning to their ships/submarines will be decided after consultation between CM and the Releasing Authority. In all cases AOs will be issued.

b. MCTC, as a Service Establishment, has established lines of communication with ACOS(PCap) and established practices for dealing with release on completion of sentence. In the case of personnel who are continuing in the Service after serving a sentence in one of Her Majesty’s Prisons (HMP), information, such as future release dates, may not be readily available. Assignment orders may, therefore, have to be issued retrospectively.

6011. Assigning Ratings/Other Ranks Disrated, Reverted, Reduced in Rank or Deprived of Specialisation

a. WOs and NCO/Senior Ratings (including Acting and Local Acting Rates) who are disrated, reverted or reduced in rank either for discipline or unsuitability / incompetence will normally be assigned elsewhere unless the CO specifically requests otherwise. COs of ships/submarines and units/establisments (including LFS units) are to signal CMs as soon as disrating or reversion is approved, with any recommendations. CMs will then reassign. Reliefs cannot be provided at less than normal assigning notice although ships may consider taking PERREQ action. CMs are to be notified as early as possible when reversion or disrating is likely to occur.

b. Junior Ratings disrated or reverted or Mnes deprived of specialisation will not normally be assigned elsewhere. If, however, the circumstances are considered exceptional, then a request may be made to the relevant Administrative Authority for approval, with a copy to CMs. If the approval is given, then assigning action will be taken but a relief cannot be provided at less than normal assigning notice.

c. For RM only, the consequences of being reduced in rank or deprived of SQ are explained in BR 1283 (RMIs) Chapter 6.

6012. Action to be taken for Personnel Absent Without Leave

a. An absentee rating is marked 'RUN' by the parent UPO on the 8th day of absence. Personnel marked 'RUN' are to be assigned to MA12 (HMS NELSON) (for margin details, see Annex 3B).

b. Assigning Sections can only carry out this action if informed of the occurrence by the absentee's ship or unit. Often ships and units forget to inform the relevant CM, or inform long after the event, it therefore follows that assigning action will often be taken retrospectively.
c. After 3 months, a Commanding Officer can apply for a rating marked 'RUN' to be ‘discharged’ ie. effectively removed from the ship's records allowing for a relief to be assigned.

d. The deserter's details will be removed from all assigning records at, or shortly after this 3-month point.
SECTION 3 - ASSIGNING FOR WELFARE REASONS

6013. Compassionate and Welfare Assignments (also see Chapter 24)

a. The Royal Navy Royal Marines Welfare (RNRMW) can make a recommendation for assignment action but the decision to approve or not approve a compassionate assignment lies with the CO. When the CM has been informed of the RNRMW recommendation, the position with regard to a relief will be signalled to enable the CO to decide whether or not to approve the recommended assignment. AOs will be issued to implement recommendations for compassionate assignments approved by COs. The individual reassigned for compassionate or welfare reasons will be liable for short notice sea assignment on removal of the restriction.

b. Extensions of compassionate assignment beyond 6 months will be recommended by RNRMW only in exceptional cases in accordance with Chapter 24. There are, however, rare circumstances when a permanent or prolonged assignment of over 6 months to a shore area may be appropriate or advantageous to the Service (e.g. personnel near to the end of a pensionable engagement, or individuals with unique skills). RNRMW will, therefore, consider recommending assignments of over 6 months but have been requested to limit such recommendations to quite exceptional cases and where the individual’s retention can be justified on the grounds of being of special value to the Service.

c. Assignments for welfare reasons for RM personnel may only be authorised by CDO after confirmation by RNRMW. If a position is available in the unit of choice, the individual’s circumstances will not prevent him/her from normal employment and the assignment is for geographical convenience then the individual is to be assigned into that vacant position. However, if there are no positions available or normal employment is not possible for welfare reasons then the individual should be placed in a suitable Margin Position (see Annex 3B) at the unit of choice.

6014. Assigning Parents of Children with Special Educational Needs

a. Personnel with children with special educational needs should be strongly encouraged to register the child with:

Children’s Education Advisory Service
Trenchard Lines
Upavon
PEWSEY
Wiltshire
SN9 6BE

b. Once a child is registered with CEAS, they inform the CM and the fact is recorded on assigning records by the restriction WSEN (Welfare – Special Educational Needs).

c. This information will be taken into account by assigning officers when planning an assignment and CMs will inform CEAS of any new assignment by letter. An example is at Annex 60B.
Assigning Personnel undergoing courses of Assisted Conception Treatment

a. Wherever possible CMs are to provide stability for personnel seeking to access assisted conception services provided by the NHS in the UK for themselves or their spouse, civil partner or partner. It is intended to apply both to Servicewomen seeking assistance for themselves or their partners and to Servicemen whose wives or partners are seeking assistance.

b. An individual wanting to maintain stability to complete assisted conception treatment will need to inform their chain of command and their assigning authority, in confidence, of their situation in order for the CM to take account of the new circumstances and personal priority. It is essential that the individual asking for stability is made aware of any potential career implications that may result from their request (e.g. no concession will be made if a professional development course is missed in order to achieve the required family stability).

c. The length of the period of stability needed will vary with each case and according to the treatment being given. Ideally the period of stability should cover the entire pregnancy and where possible CMs should try to achieve this. However, MOD policy is that the minimum period of stability should cover the time needed for all consultations required before the conception attempt and for one attempt at assisted conception to be completed. This minimum will normally be 6 months.

d. For full details see 2009DIN /01-104.

Career Management Record (CMREC) Assignment Restriction

a. Assignment Monitoring should be applied in cases where equality and diversity related harassment and bullying complaints have been upheld. It involves annotating Service personnel records with a Career Management Record (CMREC) Assignment Restriction to highlight where an individual’s actions or behaviour indicate that they might be unsuitable for some posts, or assignment to the same unit as certain other individuals. Assignment Monitoring will be used in order to:

(1) Protect potentially vulnerable personnel and identify those whose long-term behaviour is of concern.

(2) Prevent complainants and respondents being inadvertently employed in close proximity in future where this is avoidable/desirable; and

(3) Provide the management tools to identify trends and identify those whose long-term behaviour is of concern

(4) Provide a means by which individuals whose career history indicates that they may pose a risk to vulnerable people are not assigned to a post where they will come into contact with such individuals (for example, in training roles) without due consideration and assessment of risk.
b. The CMREC Assignment Restriction will act simply as a flag to CMs to seek further advice on a particular individual; they will not have access to details of individual cases held on JPA.

c. In the event of an assignment order being raised for an individual who has a CMREC Assignment Restriction, the CM should request further information and a recommendation on suitability. The final decision on whether or not to proceed with the assignment will continue to rest with the CM, taking into consideration the balance of risk presented by the particular circumstances.

d. Full details of the Career Monitoring policy can be found in extant DINs.
SECTION 4 - ASSIGNMENT OF SENIOR OFFICERS (1 STAR AND 2 STAR)

6017. Flag and Senior Officers’ Appointment Board (FSOAB)

a. **General.** The FSOAB meets quarterly (Jan, Apr, Jul and Oct) after a corresponding Navy Board to ensure that individuals can be assigned in a timely fashion to meet the notice guidance set out in Chapter 59 Section 11. Each meeting will consider 1* and 2* appointments due to turnover at least 6-7 months in advance, although selection of candidates for Joint competitions, or appointments requiring extensive training or special clearances (e.g. attaché posts) are normally considered 12-18 months in advance.

b. **Membership.** The FSOAB is made up of the Chair and 3 core members:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chair (Voting)</td>
<td>1SL</td>
</tr>
<tr>
<td>Core Members (Voting)</td>
<td>Fleet Commander CFS</td>
</tr>
<tr>
<td>2SL</td>
<td></td>
</tr>
<tr>
<td>Independent Private Sector Rep</td>
<td>NAVSEC</td>
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<tr>
<td>Representative (Non-voting)</td>
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<tr>
<td>Board Adviser (Non-voting)</td>
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6018. **Before the FSOAB**

a. NAVSEC’s staff carries out the preparatory work for the Board. This includes assessing which appointments need to be filled, ensuring the Job Specifications are updated and recommending **fields** for the appointments to be filled. Tribal Chiefs (see Para 6029), employing officers and other stakeholders will normally be consulted as appropriate.
b. Fields are the down-selected list of candidates nominated for discussion by the Board for each appointment. NAVSEC/NA base down-selection on a number of factors including availability dates, competences and appraisal recommendations. No more than 3-4 candidates (both substantive and any selected Pool officers) would be expected to be nominated for each post, although this may vary according to the number of officers who meet the basic criteria required. Occasionally only one officer may be eligible for an appointment, especially at more senior ranks. On certain occasions the FSOAB may consider a nomination for a 2* post or to compete for a post despite the candidate not being in the 2* Pool. FSOAB members are a quorum of the Flag FSB and as such the selection of a candidate represents substantive promotion selection for that specific appointment only. FSOAB members may ask for full documentation to be provided on any officers not down selected for further consideration at the meeting.

c. The appointments to be reviewed at the meeting includes all posts that meet the criteria as set out at Para 6017 sub para a above. Only those appointments which require a decision at that meeting require advance supporting paperwork. The paperwork for the meeting includes:

1. **Covering Letter.** Brief to FSOAB members.
2. **Job Specifications.** For all appointments being considered.
3. **The Field.** Detailing nominated officers and any additional relevant information (including Tribal Chief, employing officer or other stakeholder comments where pertinent) that the members may require to make a decision.
4. **Statements of Service.** For all nominated officers.
5. **Recent ARs.** The last 5 OJARS/reports for each nominated officer (including RCDS/HCSC reports).
6. **Scoring Sheet.**

d. The agenda (a standing agenda is at Para 6022) and supporting paperwork are sent out in soft copy 10-14 days prior to the scheduled meeting to all Board members (including non-voting members). NAVSEC briefs the Chair before each Board. Board members complete the scoring sheet for each appointment and return it to NAVSEC as directed or at least 48 hours prior to the meeting.

6019. **At the FSOAB**

a. The FSOAB normally takes place after the Jan/Apr/Jul/Oct Navy Board meetings. At least 90 minutes are to be allocated for the meeting. Meetings may be arranged to coincide with other NAVB meetings if timings are more convenient or if additional meetings are required.
b. NAVSEC introduces the fields as set out in the supporting paperwork for all 1* and 2* appointments. NAVSEC provides a consolidated scoring sheet recording the votes of each member and highlighting the overall order of preference. The appointments are discussed in the following order:

1. 2* appointments requiring decisions at this Board are considered by fill/training start date (earliest first).

2. Predicted or known 2* appointments, with provisional fields, out to 18 months are discussed, but no decisions made.

3. 1* appointments requiring decisions at this board are considered by fill/training start date (earliest first).

4. Predicted or known 1* appointments, with provisional fields, out to 18 months are discussed, but no decisions made.

c. Once all appointments have been discussed, NAVSEC summarises the decisions made and notes any follow-up actions set by the Board.

6020. Post FSOAB Action

a. A Record of Decisions is promulgated to all Board members within 48 hours of the meeting. The Record includes:

1. A list of appointments considered for decisions.

2. Names of officers selected for those appointments.

3. Names of officers considered but not selected against appointments.

4. The final consolidated scores, but not of individual members’ votes.

5. A list of endorsed decisions.

6. Any additional points as directed by the Board.

b. NAVSEC/NA contacts prospective employers of the selected officer in appointments considered sensitive, and where explanation may avert challenge.

c. NAVSEC/NA informs officers selected as soon as possible after the Board (1SL may inform officers personally for selected 2* appointments).

d. Individuals provisionally selected as naval candidates for competition in the Senior Appointments Committee (SAC), Service Secretaries Meeting (SSM) or MOD Wide Competitions (Open) are also to be informed by NAVSEC/NA of their selection and the procedures and timings for the next stage of the selection process.
e. Where an officer is not selected for any of the appointments that he/she was nominated for at a given board, he/she is informed by NAVSEC/NA before promulgation of the results.

e. For appointments subject to higher level clearances (eg. by PM, SofS, CDS, PUS, NATO etc.) and for officers selected for appointments on promotion to 2 Star (approved by HM the Queen), individuals are informed by NAVSEC/NA that their provisional selection is subject to approval.

g. Once the individual officer has been informed and, where required, employers contacted, and all higher level approvals completed, the announcement of the appointment is made by Flag OAL and/or Signal, and released for public promulgation. For 2* appointments and above NAVB members are informed of the appointments at least 2 days ahead of publication. Confirmed promotions will be announced in the monthly Promotions signal\(^1\).

h. All JPA assignment action is taken by NAVSEC/NA’s office which will then generate publication in the next OAL.

6021. Out of Committee Decisions

a. When a selection for an appointment has to be decided at short notice, NAVSEC initiates an Out of Committee (OOC) selection, either on paper or via VTC.

b. The documentation required is as follows:

(1) **Covering Letter**. Brief to FSOAB members.

(2) **Job Specifications**. For all appointments being considered.

(3) **The Field**. Detailing nominated officers and any additional relevant information (including Tribal Chief, employing officer or other stakeholder comments where pertinent) that the members may require to make a decision.

(4) **Statements of Service**. For all nominated officers.

(5) **Recent ARs**. The last 5 reports (including RCDS/HCSC reports) for each officer.

(6) **Scoring Sheet**.

\(^1\) Signalled on the last Thursday in every month and exceptionally adjusted during leave periods.
c. **Process.** As a minimum, 1SL and 2 core FSOAB members are required for an OOC item although ideally all core members should be consulted. Documentation for the OOC submission is normally sent by e-mail/hard copy as convenient and members asked to vote as normal. For contentious selections VTC may be used, in which case the documentation should be sent by e-mail/hard copy to members prior to the conference. A response deadline is provided in each case.

d. **Results.** Decisions taken OOC are actioned and promulgated in the same way as normal FSOAB decisions as set out at Para 6020 above. OOC decisions are then formally briefed and recorded at the next scheduled FSOAB meeting.

6022. **FSOAB Standing Agenda**

The following is the standing agenda for the FSOAB:

- **Item 1** – Review of Record of Decisions from last meeting.
- **Item 2** – Review of Out of Committee Decisions since last meeting.
- **Item 3** – SAC Issues: 1SL debrief on last SAC meeting & look ahead to next SAC (*if required*).
- **Item 4** – 2* Appointment/Selection Board.
- **Item 5** – 2* Appointment/Nomination 18 month Forecast.
- **Item 6** – SSM Issues: NAVSEC debrief on last SSM & look ahead to next SSM (*if required*).
- **Item 7** – 1* Appointment/Selection Board.
- **Item 8** – 1* Appointment/Nomination 18 month Forecast.
- **Item 9** – Secretary Confirm Decisions.
- **Item 10** – AOB.
- **Item 11** – Date of Next Meeting.
SECTION 5 - ASSIGNING TO PARTICULAR POSITIONS

6023. Lord High Admiral

With the establishment of the Ministry of Defence on 1 Apr 64, the office of First Lord of the Admiralty was abolished, and the functions of the Commissioners were transferred to the Admiralty Board of a tri-Service Defence Council, and the title and honour of Lord High Admiral was re-vested in the Sovereign. On 10 Jun 11 Her Majesty the Queen constituted and appointed His Royal Highness The Prince Philip, Duke of Edinburgh, upon the occasion of His Royal Highness' 90th birthday, the title and honour of Lord High Admiral.

6024. Vice Admiral of the United Kingdom

The Vice Admiral of the United Kingdom (VAdm of the UK) is an honorary office which has generally been held by a senior Admiral. Despite the title, the VAdm of the UK has usually been a full admiral. He is the official deputy to the Lord High Admiral, an honorary (although once operational) office vested in the Sovereign from 1964-2011 and currently held by HRH the Duke of Edinburgh. The VAdm of the UK is appointed by the Sovereign on the nomination of the First Sea Lord, and his name is published in the London Gazette. The VAdm of the UK used to retire at 70 years of age, however, from 2005-2012 the appointment was held concurrently by the serving Commander-in-Chief Fleet. With the disestablishment of the post of Commander-in-Chief Fleet on 2 April 2012 Her Majesty conferred the appointment on Honorary Rear Admiral Sir Donald Gosling KCVO RNR.

6025. Heads of Branch

a. The Heads of Branch (the ‘Tribal Chiefs’) provide a focus for matters affecting the officers and ratings of their branches. Their specific duties include:

(1) Advising the Admiralty Board (at Board or sub-Board level) on major matters of personnel policy affecting officers and ratings of their branches.

(2) Advising the Admiralty Board (at Board or sub-Board level) on matters of policy affecting the professional responsibilities of their branches.

(3) Advising the Naval Secretary on the career management and assignment of branch officers.

(4) Membership of officers’ selection boards for promotion to Rear Admiral, Commodore, Captain and Commander, and RM equivalents.

(5) Liaison with professional institutions and bodies, and providing Naval Service representation to such bodies.
b. The roles of Chief Naval Warfare Officer (CNXO), Chief Naval Engineer Officer (CNEO), Chief Naval Logistics Officer (CNLO), Commandant General Royal Marines (CGRM), Chief Naval Medical Officer (CNMO), Director Naval Dental Services (DNDS) and Director Naval Nursing Services (DNNS) are filled at the discretion of the First Sea Lord and are held in addition to other responsibilities. Director General Naval Chaplaincy Services (DGNCS) is also a de facto Head of Branch. They are normally, but not necessarily, filled by the most senior officer of the relevant branch. Heads of Branch can occasionally be members of the Admiralty Board where the officer concerned is the most appropriate senior member of the branch.

c. To enable the Heads of Branch to discharge their duties, they are to be consulted and advised as appropriate. In order that they may be fully informed on professional matters, Heads of Branch are authorised to establish, at their discretion and in conjunction with the Naval Secretary, advisory groups comprising officers filling specialist assignments. This in no way reduces the right and responsibility of the Heads of Branch to consult departments and authorities through normal administrative channels when appropriate.

d. Heads of Specialisation. There are also a number of Heads of Specialisation, subordinate to the Heads of Branch, who provide a focus for matters affecting the officers and ratings of their specialisations. These posts are filled at the discretion of the First Sea Lord and are held in addition to other responsibilities. They are normally, but not necessarily, filled by the most senior officer of the relevant specialisations. Terms of Reference with respect to responsibilities to the Head of Branch and the Naval Secretary are to be maintained.

6026. Heads of Fighting Arm

Heads of Fighting Arm are responsible to the First Sea Lord for the morale and effectiveness of their Fighting Arm. Rear Admiral Submarines (RASM) is tied to the appointment of COM(OPS); Rear Admiral Fleet Air Arm (RAFAA) is tied to the appointment of COS(AV) and CGRM is Head of Fighting Arm for the Marine Corps (in addition to being Head of Branch). The Fleet Commander recommends a suitable Warfare 2* to First Sea Lord to be Rear Admiral Surface Ships (RASS).

6027. Temporary Sea Assignment in Command

a. A formal assignment in command will not normally be issued unless:

(1) The ship proceeds to sea and the period of temporary command is not less than seven days; or

(2) If the ship does not proceed to sea, the period of temporary command is not less than 30 days.

b. When an Executive Officer is given temporary assignment in Command, it is usually desirable that another officer should, at the same time, be given a temporary assignment as Executive Officer.
Assignment to the Staff of Flag Officer Sea Training

Suitably qualified and experienced officers and Senior Ratings are continually sought for assignments to Flag Officer Sea Training (FOST), in order to train surface units and submarines. Commanding Officers are encouraged to identify such individuals and forward appropriate recommendations via an Annual OJAR/ SJAR. Similarly, officers may indicate a desire to serve in FOST. Candidates should demonstrate a high degree of professional credibility, sound core branch skills, dedication, above average personal qualities, dress and bearing and, above all, a willingness to impart their knowledge and experience.

Assignment to Royal Fleet Auxiliary Ships

When RN officers and Other Ranks are assigned to Royal Fleet Auxiliary (RFA) ships ‘on loan’, the differing organisations require that:

a. They are aware of BR2 (QRRN) Article 3705 on the authority of the Master of an RFA.

b. For other than short periods of training, eg. helicopter crews undergoing training in RFA Argus, they are aware of the need to sign the ship’s articles of agreement.

c. Warfare officers require a Department of Trade Certificate of Competence. If they do not hold one, they are considered to be ‘uncertificated’ and, although they may hold an RN Navigational Watch Certificate and Bridge Warfare Qualification, the Master of an RFA is not permitted to place them in charge of a bridge watch.

Assignment of Royal Naval Reserve Officers

Officers of the RNR are assigned to HM ships for training in accordance with BR60 (Regulations for Royal Naval Reserve).

Attaché and Adviser Assignments

a. Attaché and adviser posts are under the auspices of the Foreign and Commonwealth Office (FCO) and are administered with the MOD by the International Policy and Planning (IPP) directorate. The nomination and clearance procedures are more complicated than for other assignments and may therefore take longer. Procedures are, however, still controlled by the appropriate Career Manager. Further guidance can be found in JSP 468 (Regulations and Procedures for Loan Service).

b. Officers and their dependants should hold full UK passports and officers and be both medically and dentally fit. The actual assignment to the post after completion of courses and briefings is not issued until just before it takes effect.
6032. Instructor Positions - General

a. Between periods of sea service, the only assignments available for the bulk of people are within the various training groups. It is therefore vital that such assignments are recognised and viewed positively by individuals, Commanding Officers and peers alike for the challenge and opportunity that they present, as well as being potentially career enhancing if performed well.

b. Personnel assigned as Instructors do not have to be volunteers for such duties. As a general rule, and a minimum standard, every officer, Rating/Other Rank should be capable of instructing junior rates/ranks of their own Branch. Additionally, for those being considered for Initial Training the text in an individual’s AR must highlight clearly their above average qualities.

c. All personnel assigned to instructor positions are legally mandated to complete the ‘Defence Train the Trainer’ (DTtT) qualification. Ideally this should be completed before taking up the instructor assignment, but when this is not possible, it should be undertaken at the earliest opportunity when in post, i.e. during the first term.

d. Instructional posts require high calibre individuals with the right aptitude. Before assigning individuals to instructor positions Career Managers should be aware of the criteria detailed in JSP 757 Chapter 8 Annex B (Guidance to Reporting Officers on Making Recommendations for Employment on Instructor Duties).

6033. Selection of Instructors for Phase 1 and Phase 2 Training

a. In order to maximise success within the training environment, considerable importance is placed on the selection of the highest quality officers and Ratings/Other Ranks for duties in Phase 1 and Phase 2 training schools. Such an assignment as an instructor is an indication of an individual’s above average qualities.

b. Ratings/Other Ranks should not be assigned to Phase 1 or Phase 2 Instructor positions unless they are competent, qualified, enthusiastic and have a specific recommendation that they have the necessary aptitude and temperament for such an instructional assignment reflected within the text of the individual’s AR. Commanding Officers must pay close attention to the specific recommendations boxes in an individual’s AR and follow the guidance set out in JSP 757. CMs will refer to the AR before taking assignment action and may also contact the Line Manager to gain further assurance that an assignment for Phase 1 or 2 instructional duties is appropriate and recommended.

c. Individuals assigned to Phase 1 or Phase 2 Instructor positions with regular responsibility for and interaction with trainees under the age of 18 years old will be required to complete a Disclosure & Barring Service (DBS) clearance as described in Section 7. CMs should ensure that DBS applications are initiated in good time to allow for the disclosure process and subsequent employer assessment to be completed in advance of the joining date. Refusal by an individual to complete a DBS check may result in administrative action being taken against the individual.
6034. **Driver Positions**

a. Certain positions require the individual filling the position to have a driving skill. This can range from a ‘standard’ driver to Forklift (MHE) or Mobile Crane driver. CMs are, wherever possible, to assign personnel already qualified and holding the appropriate competency to these positions.

b. High level instructions are contained in JSP 800 Vol 5. When a Driver Training Course is required, CMs are to refer to current RNTMs or JPA for details of courses. Personnel can be booked on courses via the CBC.

c. Details for RM driver selection and training can be found at Para 6028. sub para c.

6035. **Recruiting - Service with Captain Naval Recruiting (CNR)**

a. **Assigning.** Officers or Ratings on normal commissions or careers/engagements can be assigned for duties with the Naval Recruiting Service in Armed Forces Careers Offices (AFCOs), Royal Navy Careers Information Offices (RNCIOs), CNR Students’ Presentation and Display Teams and Officer Careers Liaison Centres (OCLCs). A full list of AFCO and RNCIO locations is at Annex 60C.

b. **Loans.** Personnel can volunteer to be lent for duty in an AFCO for periods of between one and six months, subject to the AFCO being able to accommodate them. Reliefs will not be provided. Assigning clearance is not required for loans under one month but clearance must be sought from the respective Area Recruiting Manager (see list at Annex 60C). Applications from Squadd ratings are to be processed initially through their EWO and then forwarded to the appropriate WMO to ensure that the movement of personnel is correctly recorded.

c. Volunteers should be able to project a good image of the Service, be able to converse with young people and their parents about their careers and service experience. Ideally, they should be junior ratings or other ranks of any branch or category. Exceptionally, specially recommended Senior Rates and RM SNCOs under the age of 30 may be considered. Personnel who have submitted notice may volunteer and will be considered by CNR, provided they are specifically recommended.

d. Candidates for loan service with CNR will normally be expected to live at home/with parents as Service accommodation outside of the main Naval areas cannot be guaranteed and SSSA accommodation cannot be provided at CNR’s expense. Home to duty travel will normally be payable up to a maximum of 50 miles per journey.
e. Service details of suitable volunteers who can be spared without relief are to be forwarded by Commanding Officers to the appropriate CM for assigning clearance, with details of:

(1) Three AFCOs in order of preference.

(2) Home town.

(3) Dates of proposed loan.

f. If assigning clearance is given, ACOS(PCap) will forward names to the respective Area Recruiting Manager.

6036. Sports Coaches

a. In order that the Navy can make best use of its few highly qualified sports coaches, the establishment of CNPD allows four Service sports coaches to be attached to the CNPD staff at any one time. These will usually be for rugby, football, sailing and boxing, but the mix can be varied according to the needs at the time and the availability of ratings with suitable coaching qualifications.

b. These coaches, who will normally but not necessarily be from the Physical Training Branch, will be assigned by ACOS(PCap) on the basis of recommendations from CNPD, providing they are available. Names of volunteers with full details of their experience and qualifications may be forwarded to CNPD at any time.

6037. Elite Athlete Scheme

Personnel identified as 'Elite Sportsmen or Women' may be eligible for leave of absence in order to represent the Naval Service at a national or international level. Guidance on the applicability of this scheme and its administration can be found in BR 4006 and JSP 760.

6038. Retinue – Catering Services (Chefs and Stewards)

a. Care must be taken throughout the Service to identify and recommend suitable ratings for retinue service.

b. Ratings due for sea are assigned in their rightful turn whether or not they are in retinue service.

c. Ratings may not be selected for retinue service when serving at sea unless:

(1) They are approaching their normal FAD.

(2) Their relief can be given normal assigning notice (see Chapter 59 Section 11).

(3) They have completed sufficient sea time to support a reasonable period ashore.
d. Suitable ratings may volunteer for retinue service at any time through their Divisional Officer. Divisional Officers should, however, be cautious in their assessment and recommendation for such duties.

e. Flag Officers may select certain members of their retinue in accordance with procedures laid down by MOD(N). ACOS(PCap) will arrange for Service Documents of nominated ratings to be forwarded to Flag Officers for vetting and selection.

f. The personal staffs of Commodores, Captains and Commanding Officers of Shore Establishments are not retinue posts as such, and the allocation of such staffs is the responsibility of individual COs using ratings assigned in normal course to their units.

6039. Volunteers for Special Reconnaissance Regiment, Special Forces, Defence Human Intelligence (DHI), OP SAMSON, 148 (Meiktila) Commando Forward Observation Battery Royal Artillery or the Commando Mobile Air Operations Team

a. The instructions for the recruitment of Naval personnel for Special Employment (SE) are held in current DINs. The allocation of personnel for SE has high priority and volunteers are not to be prevented from putting themselves forward in accordance with the instructions. Accordingly, all nominations for SE should be allowed to complete the interview and be cleared to attend one of the designated courses. CMs are to consult with Branch Managers; when a volunteer is in a shortage category, the following guidelines may be used:

(1) Where a volunteer is at sea but not in a shortage category, they should be spared at the earliest opportunity commensurate with normal assigning notice for a relief. The SE interview should be arranged so that the course start date is within 12 months of the interview. For shore service personnel, the volunteer should be cleared to attend a course no later than 12 months from the date of the next available interview.

(2) Where the volunteer is in a shortage category and at sea, release may be delayed until the first available course after the planned FAD. Personnel on shore service should be cleared to attend a course no later than 12 months from the next available interview.

(3) Where assigning clearance cannot be given for an individual, the REQM is to raise a signal, giving the full justification for non-clearance.

b. Volunteers are strongly recommended to seek CM advice prior to volunteering for Special Employment as there may be wider career implications that should be considered.
6040. Sea Safety Courses - Ships/Submarines

The definitive regulations appertaining to Sea Safety Training Courses can be found in BR 2170 and current DINs. Guidance can also be sought from the Course Booking Cell Team Leader (93 825 4085). However, the practical assigning implication and mandatory requirements for ships and submarines are as follows:

a. **Ships.** The Basic Sea Safety Course (BSSC) and Intermediate Sea Safety Course (ISSC) are mandatory for sea service. The One Day Sea Safety Course (ODSSC) is for personnel who are due to embark for periods of 7 – 30 days (total) in any 4-year period but will not be liable to form part of a sea or harbour DC&FF party. The requirement and perishability of the BSSC, ISSC and ODSSC Courses are:

1. **BSSC**
   
   (a) BSSC is to be completed successfully before taking up First Sea Assignment (FSA). The course is programmed and booked by the respective training pipeline managers.
   
   (b) BSSC is valid for 4 yrs. This period applies to any courses commencing from 8 Jan 07; earlier courses were valid for 2 years.
   
   (c) Ratings removed from the course or deemed to be ‘unsafe’ on completion are not to be assigned to a seagoing unit, notwithstanding that this may result in a gapped position. In the first instance, arrangements for the rating to retake the course are to be made.

2. **ISSC**

   (a) ISSC is valid for 4 years. Some career courses will have ISSC programmed as part of the training pipeline or the course is arranged by CMs via the Course Booking Cell.
   
   (b) Where, for whatever reason, personnel are unable to attend the planned ISSC, or the timeframe does not allow a course to be re-booked and completed prior to joining, the unit is to be informed, by signal, and appropriate action taken on receipt of the reply.
   
   (c) Waivers will only be granted in exceptional circumstances by the Fleet MEO. For details see BR2170.

3. **ODSSC.** Embarked Military Forces, residual RNR and any other personnel due to embark for periods of 7–30 days (total) in any 4-year period are to attend the ODSSC prior to their first embarkation and re-qualify every 4 years as required.
b. **Submariners.** Firefighting Courses and Submarine Escape Tank Training (SETT) are mandatory for all personnel joining submarines and failure on either course may preclude service in submarines. The requirements for, and perishability of the courses are:

(1) **NBCD 12R(SM) Basic Firefighting Course**

(a) NBCD 12R(SM) is to be successfully completed by all personnel within six months of joining a submarine or conducting SMQ Dry (when applicable). If less than 12 months has been spent ashore since leaving a seagoing submarine where the qualification was held, the requirement may be waived.

(b) The above 12 months waiver is valid for only one through assignment after which the individual must re-qualify, regardless of time spent ashore.

(2) **SETT**

(a) SETT is to be successfully completed by all personnel before a first sea assignment to a submarine.

(b) For subsequent assignments to sea, SETT is a mandatory course which will be booked by the CM as part of the individual’s overall PJT package.

(c) Should a SETT re-qualification be required during a submarine sea assignment (including FOST SM Sea, SCU Sea etc.), it is the responsibility of the individual to:

   i. Identify the requirement, and

   ii. Book a course through the appropriate CM.

(3) **NBCD 9(SM) Attack Party Leader’s Course.** NBCD 9(SM) is to be completed by all Cat A2 Watch-keepers before their first sea assignment in that position (the course is usually completed as part of NPSupC before a first sea assignment as a Cat A2 watch-keeper and therefore negates the requirement for a separate course). If less than 12 months has been spent ashore since leaving a seagoing submarine where the qualification was held, the requirement may be waived.

(4) **NBCD 25(SM) Advanced Firefighting Course**

(a) NBCD 25(SM) is to be completed by Cox’ns, CMEMs and CPO Ops within 3 months of joining a submarine iaw the Unit Establishment List.

(b) The qualification is valid for 5 years, irrespective of subsequent assigning.
(5) **NBCD 26(SM) Firefighting Continuation Team Training Course**

(a) NBCD 26(SM) is to be completed annually by all ratings in a sea assignment and is to be arranged by the Submarine through direct liaison with the firefighting schools.

(b) The qualification is valid for 12 months only.

6041. **Senior/Leading Rates' Leadership Courses**

a. Senior and Leading Rates' Leadership Courses (SRLC and LRLC) are conducted by the Royal Naval Leadership Academy at HMS COLLINGWOOD. The demand for courses often exceeds available places.

b. Personnel are automatically assigned to LCs as part of their career progression. However, occasionally individuals may apply by e-mail to the relevant CM through the Divisional System.

c. Full details on course booking, eligibility and prioritisation for places can be found in the current RNTM. See Chapter 21 Section 6.
SECTION 6 - ROYAL MARINE ASSIGNMENTS

6042. Key Staff Assignments (RM Officers)

Certain key RM staff assignments at OF3 and OF4 levels require High Calibre Officers (HCOs) due to their demanding nature and pivotal role in maintaining the Operational Capability (OC) of the RM. These assignments also provide HCOs with the opportunity to show their competence and potential, and provide the experience necessary as a foundation for further promotion. A list of these key assignments is at Annex 60D. Officers will be selected for these key staff assignments through the RM Assignments Board (RMAB) process. They will be guided in their selections by consideration of the following criteria:

a. **Command and Leadership Skills.** For those assignments that have a command element, consideration will be given to an individual’s ability to lead Royal Marines in war and peace, and the possession of the mental and physical robustness to withstand the strains of command. In the case of RM Band Service officers, this consideration should take into account the ability of an officer to lead members of the RM Band Service in all environments that they are likely to encounter.

b. **Professional Skill.** The professional knowledge, ability and experience commensurate with the demands of each assignment.

c. **Merit.** Merit is the principal criteria in the RMAB process to ensure that the opportunities to gain the requisite experience presented by key assignments are provided to officers with the appropriate reach and potential for promotion.

d. Full details of the eligibility, selection criteria and process are detailed at Annex 60D.

6043. Special Assigning for RMOR

a. **Specialisation Advisers.** Specialisation Advisers (SA) are, in the main, based in the lead training schools for their Specialisation, however, some may be based at NCHQ, CAF and RMB Stonehouse. CDO maintains a close liaison with SA who provide advice on the suitability of men for particular assignments and on the upgrading of training requirements within their Specialisation. SA do not assign or promote - they advise; assignment and promotion remain the responsibility of ACOS (PCap).

b. **Selection for Special Assignments.** Volunteers for specially selected jobs will be trawled for by CDO as required. On receipt of names, and in consultation with the prospective employer, a suitable candidate will be chosen to fill the post. For the duration of the tenure the position will belong to the candidate’s specialisation, since that specialisation will still require a promotion behind, the candidate will still be considered for promotion within specialisation and return to it on completion of the tour.
c. **Personal Staff to Senior Officers.** With some exceptions, retinue staff to Senior Officers are almost exclusively Staff Car Drivers and these are now very few in number. Volunteers are sought by the usual process when positions are due to become vacant. An initial sift by CDO will result in a short list being forwarded to the respective Senior Officer for final selection. Assignment duration will normally be linked to the Senior Officer’s assignment.

d. **Drum Major Selection and Employment.** CDO is responsible for the selection and employment of Drum Majors in consultation with the Principal Director of Music (PDM). Candidates will be trained at the RM School of Music.

e. **Licence Acquisition (TF 18).** It is now Corps policy to ensure that where possible all recruits on completion of their King’s Squad passout will gain Cat B and Cat C + E licences at the Defence School of Transport (South) (DST(S)), based at CTCRM, before they join their first unit. Failure to do so will disadvantage the individual and may have an effect on the OC of the unit or wider RN/RM.

6044. **Selection and Assigning for Command and Specialist (SQ) Training**

a. CDO is responsible for selecting SNCOs, NCOs and Mnes to attend command, specialist and technical training courses. Numbers for command, specialist courses are derived from the Authorised Numbers generated by SO1 Requirements (RM)/Structure Policy Advisory Group (SPAG).

b. On the day of completion of Command and SQ training courses, SNCOs, JNCOs and Mnes will be assigned in line with RM manning priorities. On completion of Command training it may be necessary to return the individual to their previous unit until the respective SQ training course has been completed or relevant position is available at their new rank.

c. **General Provisions**

(1) On completion of recruit training, Mnes will normally be assigned to one of the Bde Units as GD riflemen, except for Buglers and Musicians.

(2) During their first tour, GD Mnes are strongly encouraged to volunteer for SQ training although they may opt to remain in the GD specialisation. At the 18-month point, unless already selected for specialist training, GD Mnes will become eligible for the Direct Specialisation Scheme (DSS).
(3) DSS Mnes on completion of their Return of Service (RoS) (2 years from qualification) may either remain in their DSS specialisation or volunteer for another SQ. DSS ranks considering volunteering or transferring to an alternative SQ must submit their ‘Employee Preferences’ at the 12 month point from completion of the SQ course leaving 12 months for the transfer to be planned. Guaranteed transfers are at Mne/LCpl level only to the first available SQ course subject to meeting all the pre-requisites. Any rank who has accepted attendance on either JCC or SQ2 course will forfeit their DSS transfer rights. Once the DSS competence has expired, DSS rights cannot be applied to any subsequent SQ preference change. DSS Mnes who remain in their DSS specialisation after the completion of the RoS will be considered to be volunteers. Guidance can be found in RMOR Career Handbook.

(4) Second tour GD Mnes will be assigned to second tour GD(D) PiDs in 3 Cdo Bde and Non-3 Cdo Bde units in accordance with the RM manning priority.

d. Applications and Recommendations for Training

(1) **Recruits.** During recruit training, personnel are to be informed of the specialisations open to them and encouraged to volunteer. They are to complete a specialist and training preference form, which will be used by the RMCA at the individual interviews conducted during training.

(2) **JNCOs and Mnes.** Those who do not hold a SQ are strongly encouraged to volunteer for such training. Volunteers for SQ training should talk to their respective RMCA or SA and then apply for courses on JPA through their Employee Preferences / Sea Preferences. All are to note that career aspirations for an individual will not be drawn through onto the Appraisal Report (AR) from Sea Preferences; individuals are to ensure that this detail is recorded in the relevant section within their Preferences.

(3) A recommendation for an individual's suitability for Command or SQ training is to be forwarded to PCAP(RM) as follows:

   (a) **Appraisal Report.** Whenever an AR is raised.

   (b) **Employee Preferences/Sea Preferences.** Whenever amended or updated preferences are submitted by an individual, they should be noted within the unit and then processed in JPA to the relevant PCAP(RM) CM desk. Failure to do this will mean the individual's name is not added to the list for their preference specialisation and they may not be assigned correctly.

   (c) **RMCA Interviews.** During their personal interview, the RMCA will assess the suitability of personnel for SQ training. The RMCA will discuss the choice of specialisation, the availability of training with each recruit and aim to manage expectations accordingly.
e. Selection Process

(1) Command Course Training. The RMORs’ Promotions Office holds annual Promotion Selection Boards (PSBs). Each PSB consists of a chairman plus two other members; either two officers of at least OF2 rank or one officer and one WO1. The PSBs are chaired by CDO for all selections to promotion to WO2 and CSgt and SO2 RCMRM1 for selection for promotion to Sgt and Cpl. The PSBs select personnel for Junior, Senior and Advanced Command courses from specialisation command course selection lists, derived from ARs with a positive recommendation for promotion, in addition to taking into consideration qualifications and seniority, but with the principal criterion being merit.

(2) SQ Courses. PCAP(RM) selects personnel for SQ courses from requests submitted via the JPA Preferences. Consideration is given to suitability, seniority, education, availability and the date at which they became a volunteer.

   (a) Vehicle Mechanic Training (VM3). Personnel who volunteer for VM3 training must attend an in-unit workshop assessment to gauge suitability for the VM specialisation. The individual must be able to fulfil the ROS requirement (see Chapter 54) before being considered for this training.

   (b) RN Establishments and Ship Detachments - Selection for VM Training. Volunteers for VM3 training who are serving in RN Establishments and ships’ detachments are to arrange for attendance at a RM workshop assessment at the earliest opportunity, who will assess their suitability and take the necessary action.

   (c) Armourer (ARM), Metalsmith (MESM), RM Communication Technician (RMCT) and Telecommunications Technician (TT). Personnel who volunteer for ARM/MESM training should have attended and passed a workshop assessment, whilst those volunteering for RMCT and TT are required to undertake an acquaint. There are also Nationality constraints for those volunteering for RMCT.

   (d) Assault Engineer (AE). Personnel who volunteer for AE training must attend, pass and receive a recommendation from an AE aptitude course. PCAP(RM) will conduct the final selection process and load to course to meet the SOTR. AE aptitude courses are held at CTCRM and run by IS Coy.

   (e) Mountain Leader (ML). Personnel who volunteer for ML3 training must attend, pass and receive a recommend from a ML aptitude course. PCAP(RM) will conduct the final selection process and load to course to meet the SOTR. ML aptitude courses are held at CTCRM and run by ML & ISTAR Coy.
(f) **Physical Training Instructor (PTI).** Personnel who volunteer to become a PT2 must have a positive recommendation, which is subsequently endorsed by the PSB, in order to attend an aptitude course. PCAP(RM) will conduct the final selection process and load to course to meet the SOTR.

(g) **Special Forces Communicator (SFC).** Personnel who volunteer for SFC training must request attendance by submitting an Application (Ap4) to the latest SF DiN.

f. **Return of Service (ROS) for Training.** Individuals must be able to fulfil the ROS requirement before volunteering or being considered for any Further Training. ROS policy can be found in Chapter 54 and in the RMOR Career Handbook.

6045. **Provisions for the RM Band Service**

a. **Musicians and Buglers.** Assigning within the RM Band Service will be dictated by the need for suitability and continuity to produce a cohesive ensemble. In conjunction with this is the opportunity to give a wide variety of employment to all ranks as dictated by rank structures in the Band's unit establishment list.

b. **Tenure of Assignments.** Musical Instructors, persons in key assignments throughout the Band Service and superior instrumentalists, will normally be given a 3-year tenure of assignment. The key assignments are:

   (1) Corps Bandmaster.

   (2) Corps Bugle Major.

   (3) Corps Drum Major.

   (4) Higher Training Instructor.

   (5) Assistant SO(M).

   (6) Bandmasters of Bands.

   (7) Recording/Sound Engineer RMBS.

   (8) Stage Manager Band Service.
SECTION 7 – CRIMINAL RECORD CHECKS REQUIRED BY LAW AND MOD POLICY

POINT OF CONTACT - NAVY SEC-2 DISCIPLINE 1

6046. Introduction and Important Caveat

a. The material in this Section and that in the References at Para 6047 sub para a below are under review following the recent full introduction of the Protection of Freedoms Act (POFA) 2012. Tri-Service policy guidance and Naval process guidance will be revised when MOD Central Policy Branch guidance is forthcoming on a number of remaining issues. In the interim further guidance on current best practice can be obtained from NAVY SEC-2 DISCIPLINE 1.

b. POFA introduced a range of new measures aimed at scaling back the criminal records and barring systems in England and Wales to more proportionate levels whilst ensuring that necessary levels of protection continue for those that need it. The disclosure of an individual’s criminal record is just one measure to ensure the protection of the vulnerable and the Government expects of the employers and volunteer organisations to take reasonable steps to mitigate risk and not rely solely on the disclosure process. The legislation protects individual’s civil liberties against unnecessary disclosure of sensitive personal data and reaffirms that it is an offence to seek access to an individual’s criminal record without justification. Commanding Officers are therefore encouraged to conduct regular reviews of establishment posts to ensure that only those posts that meet the current criteria set out in References at Para 6047.a sub para (1) and sub para (2) are marked with the appropriate criminal record check competence requirement.

c. Many background processes have changed as a result of the introduction of the POFA that will not be visible to MOD as the employer, however, there are two changes that are immediately evident and need to be understood by everyone involved. Firstly, the Disclosure and Barring Service (DBS) has replaced the Criminal Record Bureau (CRB); hence any reference in related documentation to DBS in connection with the clearance of those working with vulnerable individuals in England and Wales. Secondly, the employer no longer receives a separate copy of the individual’s Certificate of Disclosure and we are now entirely dependent on the applicant providing us with a certified copy of their certificate in order for the final decision on suitability to be made as required by safeguarding legislation. Reference at Para 6047.a sub para (4) explains the process to be followed.

d. It is also worth clarifying a common misunderstanding about the certificate received by the applicant from the DBS. This is a Certificate of Disclosure and does not constitute approval to work with vulnerable individuals until its contents have been processed by NCHQ. This is the case for all disclosure certificates whether or not they contain adverse information. Personnel at unit level do not have authority to confirm clearance, even if the disclosure is apparently clear of recorded offences or cautions.
6047. References and Further Information

a. The following are References for this subject:

1. JSP 893 - Policy on Safeguarding Vulnerable Groups
2. DIN 2012DIN01-197
3. DIN 2012DIN01-261
4. RNTM 218/13
5. BRd 2 (QRRN) Chapter 65
6. DBS Code of Practice
7. Recruiting Instruction 24/13 A
8. BRd 3(1) Chapter 6 Section 11

b. Further information can be obtained as follows:

1. On the MOD DBS policy and RN process from the RN Criminal Record Check Policy Focal Point, NAVY SEC-2 DISCIPLINE 1 on 93832 5738 (023 9262 5738).

2. On specific applications from the Naval Service Nominating Authority, NAVY SEC-4 SYVETT MAIL on 93832 8667 (023 9262 8667) Rm 48, West Battery, Whale Island.

3. Details of the roles and responsibilities of individuals associated with the disclosure application process are at Annex 60H.

6048. Protecting Vulnerable Groups in Scotland

a. The Protection of Vulnerable Groups (Scotland) Act 2007 (PVGA) operates in broadly the same way as the legislation applicable in England and Wales. It does however use subtly different criteria to define those at risk and also requires the data subject (applicant) to become member of the Protection of Vulnerable Groups Scheme.

b. Reference at Para 6047.a sub para (1) contains further detail on the Scottish clearance process. Applications are available for those who meet the criteria in the normal way through the Naval Service Nominating Authority, see Para 6047.
6049. Personnel Requiring a Criminal Record Check

a. References at Para 6047.a sub para (1) and sub para (2) contain the criteria for assessing whether a post requires a criminal record check in order to comply with Safeguarding legislation and/or MOD policy. There are branches and trades where all personnel are required to hold continuous in-date clearance and other posts that require the post holder to hold clearance merely for their tenure in that post. The following list covers the most common positions that will require and justify the disclosure of their criminal record:

(1) All Royal Naval Medical Service (RNMS) personnel, support staff, social workers and all Service personnel seconded to the NHS for training or other purposes.

(2) All RNR Medical Officers, QARNNS(R) Officers and RNR Nurses.

(3) All positions involved with the Careers Service including presentation teams and AIB members.

(4) All Welfare/Legal (when acting as family lawyers) positions.

(5) All positions involved with Cadet/Combined Cadet Forces.

(6) Some RN/RM Police.

(7) Some RN/RM PTs.

(8) All Chaplains/Officiating Chaplains/Honorary Officiating Chaplains and CSW staff.

(9) Some Instructional Staff (Service/MoD Civilian and Contractor supplied) responsible for training under 18 trainees at Phase 1 and Phase 2 Training Establishments in England and Wales.

b. Contracted Staff. Where contracted staff are employed in positions which have been identified as requiring a criminal record check, it is the responsibility of the supplying contractor to ensure the necessary checks have been carried out. Commanding Officers of units should satisfy themselves that this has been done before contracted personnel take up employment within the unit. Where necessary, contract amendment action should be taken to reflect this requirement.
c. **Instructional Staff at Phase 1 & 2 Training Establishments.** An amendment to the Rehabilitation of Offenders Act (Exceptions) Order 1975 allows, but does not legally oblige, the MoD to conduct DBS checks on those personnel in, or being assigned to, positions whose normal duties involve caring for, training, supervising or being solely in charge of Service personnel under 18, and the supervisors/managers of those positions. Currently, MoD policy in this respect is that such checks will only be made on qualifying staff in Phase 1 and Phase 2 Training Establishments in England and Wales. Limiting application of checks in this way keeps the need for additional checks to a minimum without unduly compromising the level of risk to which Service personnel under the age 18 are exposed.

6050. **Level and Type of Criminal Record Check**

a. All RN/RM disclosure applications are to be at ‘Enhanced Disclosure’ level.

b. The type of clearance requested is to be specified on the application request form (see Annex 60E). There are two types of clearance: those who have qualifying contact with ‘Children’; and, those who have qualifying contact with both ‘Children and Vulnerable Adults’. It is also important to provide an accurate job description detailing the likely interaction with vulnerable individuals as this will be used by police forces to decide what information is relevant to disclosure.

c. The country in which the work is undertaken is to be specified on the application request form (see Annex 60E). This will inform the Naval Service Nominating Authority which application pack(s) to forward to the applicant. Where qualifying employment is likely to be undertaken in both Scotland and England/Wales then both countries will need to be selected on the request as clearance is not currently portable between the respective safeguarding systems.

6051. **Assessment of Certificates of Disclosure**

a. The assessment of all criminal record disclosures is performed by authorised headquarters staff. This ensures that good control is exercised over this important and sensitive process, that suitability decisions are consistent, and that competence data is recorded correctly.

b. On receipt by the applicant the Certificate of Disclosure is to be forwarded to the Naval Service Nominating Authority irrespective of the contents (see Reference at Para 6047.a sub para (4) for further guidance). Disclosures containing adverse information are then forwarded to Navy Sec-2 Discipline section for assessment, and where necessary, staffed through the RN Criminal Record Check Panel.

6052. **Application Procedure**

The procedures to be followed by Career Managers and Recruiters to ensure that criminal record checks are completed in a timely and correct manner in compliance with Safeguarding legislation and MoD policy are summarised in the following Annexes:
a. The ‘Recruitment’ clearance process is illustrated by the flow chart at Annex 60G (also see Reference at Para 6047.a sub para (7) for further detail). Should the gap between obtaining clearance and the candidates start date exceed 6 months then guidance is to be sought from the Criminal Record Check Policy Focal Point on the validity of the clearance and any requirement to obtain a fresh disclosure.

b. The ‘In-Service’ clearance process is illustrated by the flow chart at Annex 60F. Career Managers are to note that they are responsible for the prompt submission of application requests in order to ensure that clearance is obtained prior to the applicant assuming duties with vulnerable individuals. Career Managers are also responsible for ensuring that renewals are initiated in good time for continuous clearance to be ensured where necessary.

6053. Suitability Decisions and Competence Recording

a. Responsibility and authority for making suitability decisions rests with certain authorised staff within the Navy Headquarters. The Naval Service Nominating Authority is authorised to award clearance for disclosures received confirming the absence of any relevant police/conviction information. The Navy Sec-2 Discipline section is authorised to award clearance for disclosures received containing minor, dated and unrepeated offences. All other disclosures are referred to the RN Criminal Record Check Panel.

b. The Focal Points will ensure that applicants and appropriate staff are informed of the outcome of suitability decisions. Where permission to work with a vulnerable group has been refused then the applicant may if they wish appeal the decision via the Service Complaints procedure.

c. The Naval Service Nominating Authority is responsible for the recording of clearance competences on JPA.

6054. Portability of Criminal Record Checks

a. An in-date criminal record clearance can be considered valid for a new posting if the employment involves the same vulnerable group and the level of interaction with the vulnerable group is very similar. A fresh disclosure will otherwise need to be submitted to cover the new posting. Focal points can advise on this matter if required.

b. Clearances are not portable between assignments in Scotland and assignments in England/Wales or vice versa.

6055. Renewal of Criminal Record Clearances

a. Reference at Para 6047.a sub para (1) stipulates that Criminal Record clearances within the MoD are valid for a maximum period of five years. If continued clearance is required, it is both the individual’s and the respective Career Manager’s responsibility to ensure that a renewal is initiated 6 months prior to the expiry date of the current clearance.
b. Where there are grounds for concern about the suitability of an individual to continue to hold clearance for work with vulnerable groups then a fresh disclosure should be initiated by the Career Manager. For example, this might be prompted by a new relevant conviction. Such an instance will also prompt consideration of action to restrict the individual’s interaction with vulnerable individuals while their suitability is being confirmed.

6056. Unit/Ship Criminal Record Disclosure Officer
All units/ships which employ personnel in regulated or non-regulated positions are to appoint a Unit Criminal Record Disclosure Officer (UCRDO), of rank not less than Chief Petty Officer/RM Colour Sgt. They are to be responsible to their Commanding Officer, or equivalent, for maintaining a register of all positions (Service, MoD Civilian and contractor-provided personnel), regulated or non-regulated for which the personnel employed are required to hold a Criminal Record Clearance and pursuing any non-conformances (See Reference at Para 6047.a sub para (4).

6057. Amending JPA Post Competences
Commanding Officers are responsible for conducting regular reviews of post competences to ensure that all of the applicable posts are flagged with the requirement for Criminal Record Checks. Where such a competence is to be removed an email should be sent to the Criminal Record Check Policy Focal Point so that endorsement can be forwarded to the ACOS(PCap) Establishments Team.
ANNEX 60A

REMOVAL FROM ASSIGNMENT – CAREER MANAGER ACTIONS

1. Personnel are not to be removed from an assignment by ‘painless’ extraction, but only formally and in strict compliance with the regulations set out in Para 6006. Rapid action may be needed on occasion, but the requirement for speed should never be permitted to cause unfairness. Insofar as the individual to be landed is concerned, their career will inevitably be interrupted. It may be, particularly in disciplinary cases, that proper investigation reveals no case to answer, or that only minor charges are capable of proof. In such circumstances an individual could have reasonable grounds for complaint about an over-hasty decision to approve their removal from a key career assignment. Furthermore, to land an individual almost invariably causes assigning turbulence in the plot concerned and therefore adversely affects other individuals.

2. In all cases where removal from assignment is considered, there should be a clear, written audit trail of the decision making process, supported by an AR where possible. The aim should be to provide a clear factual record for the decision to land an individual, to rebut any subsequent challenge. If it is not possible to provide such an audit trail, the correctness of any decision to land will inevitably be cast into doubt.

3. Applications to land individuals usually require rapid staffing, however it is very important that an issue of such importance is handled correctly. To reflect the points above, the following procedures are to be followed:

   a. On learning that an application to land is under consideration, ensure that the local command is aware of the guidance in Para 6006 and has considered all other options (e.g. warnings or application for Quarterly Reporting).

   b. Make it clear that a written application will be required (e-mail or signal is acceptable) direct to the NCHQ Casework Cell. The subject officer/rating should be made fully aware of the Command intent throughout the process and be offered their right to submit a representation against the application to remove. If they decline the right, a statement of waiver is to be signed and is to accompany the application.

   c. The application should normally be accompanied by an AR, although there will be occasions when the AR will have to follow the decision to land, and then tie up the assignment as a termination report. The AR should be as full as possible to assist the CM in placing the individual in their next assignment. If the application is based on professional or personal shortcomings, it will be expected to demonstrate an audit trail of appraisals, warnings etc. It should be noted that an adverse inspection report (by FOST for example) does not of itself justify landing an individual, although it may add weight to an application. In all cases where it is proposed that a pregnant Servicewoman is moved from her post because of her pregnancy a review is to be carried out by the appropriate manning policy desks. Finally, ensure that the local commander is aware that the application for landing is subject to approval. NavSec has delegated authority to ACOS(PCap) to approve the landing of Lt Cdrs and below provided that those officers are not in command.
Where Command input is required (for CO, XO of DD/FF or unusual case), this is to be sought by the NCHQ Casework Cell. The local commander should inform the individual that an application is being made, but should avoid precipitate action on the assumption that the application will be approved. Consideration should be given to seeking CNLS Law 3 advice at this stage.

d. Consider the re-assignment of the individual in the event of their landing being approved, consider arrangements for a relief. At this stage it is helpful to ask the local commander whether the billet can be gapped.

e. If, on receipt of an application, there is insufficient evidence to justify landing, do not hesitate to say so. Frequently, cases gain a momentum which is difficult to stop. If as a CM you believe that there is sufficient material, then make your recommendations as appropriate. In either event ensure your views are recorded in the audit trail.

f. Submit the application to ACOS(PCap) for approval. For landings requiring NavSec approval, the application should still be submitted through ACOS(PCap). The application should include a draft letter for signature to promulgate the recommended decision. If landed, the draft letter must include instructions regarding the individual’s next assignment. It may be desirable to send the individual on leave for 3-4 days, having been given an order by a superior officer in the discharging unit to report to their CM at a specific time. Ensure that the individual’s whereabouts on leave is made known to the CM.

g. Inform the local commander of ACOS(PCap)/NavSec decision. The signed letter may be emailed or may form the text of a signal, according to circumstances.

4. The NCHQ Casework Cell when staffing the application is to ensure that Fleet Pol Sec is kept aware of the salient aspects of the case where a removal from assignment involves one or more of the following factors:

   a. Removal relating to a CO or OIC.
   b. Operational sensitivities (most likely to arise where a unit is deployed in theatre).
   c. Potential embarrassment to the RN.
   d. The circumstances surrounding the case are already in the public domain.

   This link will provide for accurate and pertinent detail to be made available to inform Ministerial submissions as required.

5. If a decision is taken to land an individual, then the RN has a duty of care towards the individual. CMs need to play their part in discharging the duty of care by coordinating other stakeholder engagement. The following serves as a useful checklist for ensuring that the officer’s potential needs are met:

   a. Contacting the individual as soon as practicable after their landing to discuss their future assigning.
b. Arranging a suitable ‘holding’ assignment to reflect the precise circumstances of the case.

c. Re-assuring the individual concerned and indicating suitable sources of advice as appropriate.

d. Briefing the new ‘employing officer’ of the circumstances in sufficient detail to enable them to discharge their responsibilities to the individual, but avoiding prejudice against the individual concerned.

e. Prompt identification and allocation of a new Divisional Officer.

f. Engagement with the Welfare Services.

g. Engagement with the Naval Chaplaincy.

h. Engagement with the Command Secretariat for Policy Secretariat (including allocation of a Media Shield, if appropriate).

i. If returning from an operational theatre:
   
   1) Access to decompression.
   
   2) Access to Trauma Risk Management.

j. An interview with the CM, or SO1 Branch CM (if appropriate, or sought by the individual). This should include the following:

   1) Confirmation that the individual has sighted and signed his/her Special OJAR.

   2) Confirmation in writing by the subject officer that he/she has been made aware of his/her right to submit a representation.

   3) Confirmation of his/her next assignment.

   4) Confirmation by the subject officer that he/she is aware of his/her new Divisional/Regimental chain of command.

k. If sought by the subject officer, a Key Stage Career Interview.

l. Continued contact with the subject officer until he/she joins his/her new unit.

m. Emphasising to all concerned that NavSec/ ACOS(PCap) staff are neutral in the management of the incident(s) which gave rise to the decision to land and their subsequent investigation.
ANNEX 60B

PRO-FORMA FOR LETTER TO CEAS INFORMING OF PLANNED ASSIGNMENT OF A PARENT OF A CHILD WITH SPECIAL EDUCATIONAL NEEDS

Children’s Education Advisory Service
Trenchard Lines
Upavon
Pewsey
Wiltshire
SN9 6BE

ASSIGNMENT OF A PARENT OF A CHILD WITH SPECIAL EDUCATIONAL NEEDS

Reference:

A. CEAS/ .............. (Reference of assignment restriction)

1. (Rank/rate, Initials, surname, service number) .................. currently serving in (name of unit) .................. who is a parent of a child whose name is included in the register of children with special educational needs has been detailed to join (name of ship, submarine, establishment or unit) .................. on date) .................. Their address from that date will be:

...................................
...................................
...................................

2. The assignment is to Local Foreign/Loan/Exchange* Service and they can elect to be accompanied by their spouse. (Delete entire sentence if not applicable).

[Career Manager]
For ACOS(PCap)
## SERVICE WITH CAPTAIN NAVAL RECRUITING

1. Armed Forces Careers Offices (AFCOs) and Royal Navy Careers Information Offices (RNCIOs) are located as follows:

<table>
<thead>
<tr>
<th>Office</th>
<th>Contact</th>
<th>Area Recruiting Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eastern England</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brighton</td>
<td>01273 325386</td>
<td>02392 294255</td>
</tr>
<tr>
<td>Cambridge</td>
<td>01223 315118</td>
<td>01582 726115</td>
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<tr>
<td>Canterbury</td>
<td>01227 457848</td>
<td>0207 3053223</td>
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<tr>
<td>Chatham</td>
<td>01634 813860</td>
<td>0207 3053223</td>
</tr>
<tr>
<td>Chelmsford</td>
<td>01245 355134</td>
<td>01733 568833</td>
</tr>
<tr>
<td>Derby</td>
<td>01332 348120</td>
<td>0115 947 3629 x 8109</td>
</tr>
<tr>
<td>Guildford</td>
<td>01483 302304</td>
<td>02392 294255</td>
</tr>
<tr>
<td>Ilford</td>
<td>0208 8518 5855</td>
<td>0207 3053223</td>
</tr>
<tr>
<td>Ipswich</td>
<td>01473 254450</td>
<td>01733 568833</td>
</tr>
<tr>
<td>Leicester</td>
<td>0116 254 323</td>
<td>0115 947 3629 x 8109</td>
</tr>
<tr>
<td>Lincoln</td>
<td>0152 252 5661</td>
<td>0115 947 3629 x 8109</td>
</tr>
<tr>
<td>London</td>
<td>0207 305 3414</td>
<td>0207 3053223</td>
</tr>
<tr>
<td>Luton</td>
<td>01582 721501</td>
<td>01582 726115</td>
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<tr>
<td>Norwich</td>
<td>01603 620033</td>
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<tr>
<td>Oxford</td>
<td>01865 553431</td>
<td>01582 726115</td>
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<td>02392 294255</td>
</tr>
<tr>
<td>Southampton</td>
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<td>02392 294255</td>
</tr>
<tr>
<td>Reading</td>
<td>01189 585642</td>
<td>01582 726115</td>
</tr>
<tr>
<td><strong>Wales &amp; Western England</strong></td>
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<td></td>
</tr>
<tr>
<td>Birmingham</td>
<td>0121 633 4995</td>
<td>0121 633 6420</td>
</tr>
<tr>
<td>Bournemouth</td>
<td>01202 311224</td>
<td>0117 926 0233</td>
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<td>Bristol</td>
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</tr>
<tr>
<td>Cardiff</td>
<td>02920 726813</td>
<td>01743 232541</td>
</tr>
<tr>
<td>Coventry</td>
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<td>0121 633 6420</td>
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<tr>
<td>Exeter</td>
<td>01392 274040</td>
<td>01752 604563 x 6517</td>
</tr>
<tr>
<td>Gloucester</td>
<td>01452 521676</td>
<td>0121 633 6420</td>
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<td>Plymouth</td>
<td>93784 6513</td>
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<tr>
<td>Redruth</td>
<td>01209 314143</td>
<td>01752 604563 x 6517</td>
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<tr>
<td>Shrewsbury</td>
<td>01743 232541</td>
<td>01743 232541</td>
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<tr>
<td>Stoke</td>
<td>01782 214688</td>
<td>0121 633 6420</td>
</tr>
<tr>
<td>Office</td>
<td>Contact</td>
<td>Area Recruiting Manager</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Swansea</td>
<td>01792 654208</td>
<td>01743 232541</td>
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<tr>
<td>Taunton</td>
<td>01823 354430</td>
<td>0117 926 0233</td>
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<tr>
<td>Wolverhampton</td>
<td>01902 715395</td>
<td>0121 633 6420</td>
</tr>
<tr>
<td>Wrexham</td>
<td>01978 263334</td>
<td>01743 232541</td>
</tr>
<tr>
<td><strong>Northern England</strong></td>
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<tr>
<td>Carlisle</td>
<td>01228 523958</td>
<td>0161 835 2923</td>
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<tr>
<td>Darlington</td>
<td>01325 461850</td>
<td>0191-232-7048</td>
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<tr>
<td>Hull</td>
<td>01482-325902</td>
<td>0114 -272-1476</td>
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<tr>
<td>Leeds</td>
<td>0113-243-2914</td>
<td>0114 -272-1476</td>
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<tr>
<td>Liverpool</td>
<td>0151-236-1566</td>
<td>0151-236-1566 x 8221</td>
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<tr>
<td>Manchester</td>
<td>0161-835-2923</td>
<td>0161-835-2923</td>
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<tr>
<td>Middlesbrough</td>
<td>01642 242773</td>
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<td>Preston</td>
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<td>Sheffield</td>
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<td>0114 -272-1476</td>
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<td>St Helens</td>
<td>01744-739527</td>
<td>0151-236-1566 x 8221</td>
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<tr>
<td><strong>Scotland &amp; Northern Ireland</strong></td>
<td></td>
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<tr>
<td>Aberdeen</td>
<td>01224 639999</td>
<td>94747 4302</td>
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<td>Belfast</td>
<td>9491 43131</td>
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<tr>
<td>Dundee</td>
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<td>94747 4302</td>
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<tr>
<td>Dunfermline</td>
<td>01383 625283</td>
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<tr>
<td>Edinburgh</td>
<td>0131 221 1111</td>
<td>94747 4302</td>
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<tr>
<td>Glasgow</td>
<td>94561 5701</td>
<td>94561 5700</td>
</tr>
<tr>
<td>Inverness,</td>
<td>01463 233668</td>
<td>94561 5700</td>
</tr>
</tbody>
</table>
2. Points of contact for the Students' Presentation Teams or OCLCs are the Regional Business Managers as follows:

   South East (London)   020 7305 3415
   East Central (Peterborough)  01733 352502
   South West (Plymouth)    01752 604563 x 6531
   West Central (Birmingham)  0121 634 8519
   Northern West England (Liverpool)  0151 236 1566 x 8240
   Northern East England (Newcastle)  0191 232 7048
   Scotland & Northern Ireland (Rosyth)  01383 425526
ANNEX 60D

RM KEY STAFF ASSIGNMENTS – ELIGIBILITY AND SELECTION PROCESS

1. Certain key RM staff assignments at OF3 and OF4 levels require High Calibre Officers (HCOs) due to their demanding nature and pivotal role in maintaining the Operational Capability of the RM. These key staff assignments are listed at Table 60D-1. This listing will be reviewed on an annual basis. Officers will be selected for these key staff assignments through the RM Assignments Board (RMAB) process.

2. Eligibility
   Because of the diverse nature of the assignments that the RMAB will consider there are no specific eligibility criteria for officers considered at the RMAB. However, as part of the RMAB process, SO1RM OCM or OCM RM2 will conduct an initial sift of potential candidates for each assignment, see Para 5 sub para a for detail.

3. Timings
   The RMAB will sit as required by SO1 RM and will consider those assignments which will become available in the period approximately 3 to 12 months from the date of the RMAB. In exceptional circumstances (outcome of MCB2/other boards; short notice requirement; there is a single outstanding candidate), SO1 RM has the authority to either convene an extraordinary RMAB or personally to conduct a sift and propose a recommendation to CGRM for approval. In such situations, the background to the necessity to circumvent the extant RMAB procedures and the decisions taken will be recorded formally.

4. Membership
   Membership of the RMAB is as follows:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chairman</strong></td>
<td>ACNS Pers RM OF5 (or alternative if no appropriate OF5)</td>
</tr>
<tr>
<td><strong>Board Member</strong></td>
<td>RM OF4/5 (can be OF4 only if OF3 assignments are being considered)</td>
</tr>
<tr>
<td><strong>Board Member</strong></td>
<td>RN OF4/5</td>
</tr>
<tr>
<td><strong>Board Advisor</strong></td>
<td>OCM RM2/OCM SO1RM</td>
</tr>
</tbody>
</table>
5. **RMAB Process**

The RMAB process consists of 3 stages:

a. **Initial Sift.** An initial sift of all RM OF4s and OF3s will be conducted by SO1RM OCM and OCM RM2 who will use as a guide the criteria outlined above. The aim of this sift will be to remove from the process those officers who are patently unsuitable for key assignments and those officers whose removal from their current assignment would be detrimental to their careers. Certain HCOs could be excluded from consideration by SO1 RM if their career profile requires broader employment outwith the RM. Officers on LFS or in CAPPS assignments will only be considered where their Future Availability Date (FAD) aligns with the availability of the assignments under consideration. The guiding principle for the initial sift will be to ensure that consideration is given to the greatest possible number of candidates at the Board stage of the process, whilst ensuring that the number of potential candidates for each assignment remains manageable.

b. **The Board.** Following a briefing by the Board Adviser on the assignments under consideration, the RMAB will read the candidates’ ARs in-session. On completion of reading, the RMAB members vote individually on each of the candidates using the MCB Grading Definitions. Votes are totalled and candidates placed in an OOM. The OOM is considered and agreed. The RMAB Chairman may at this stage seek the advice from the Board Adviser to ensure that there are no personal or domestic factors that will prevent candidates undertaking certain assignments and may adjust the OOM following this advice. The top 3 candidates in the OOM for each assignment will then form the basis of the recommendation for the Approval stage of the process.

c. **Approval.** The chairman will present the RMAB’s OF4 recommendations to CGRM for his consideration and approval. OF3 recommendations will be approved by SO1 RM. Up to a total of 2 reserves will be nominated, to cater for any unforeseen circumstances resulting in nominated individuals being unable to assume their assignments.

6. **Promulgation of Results**

Officers selected for RMAB posts will be informed by their Career Managers.
### Table 60D-1. List of Key RM Staff Assignments

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Number</th>
<th>Selection Process</th>
<th>Specialist Requirement</th>
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<td></td>
</tr>
<tr>
<td>SO2 G3 Ops 3 HQ Cdo Bde RM</td>
<td>Op</td>
<td>1</td>
<td>RMAB</td>
<td>GS</td>
</tr>
<tr>
<td>SO2 G3 Plans 3 HQ Cdo Bde RM</td>
<td>Op</td>
<td>1</td>
<td>RMAB</td>
<td>GS</td>
</tr>
<tr>
<td>SO2 G4 Ops HQ 3 Cdo Bde RM</td>
<td>Op</td>
<td>1</td>
<td>RMAB</td>
<td>SCC</td>
</tr>
<tr>
<td>SO2 N3 CAF</td>
<td>Op</td>
<td>1</td>
<td>RMAB</td>
<td>GS</td>
</tr>
<tr>
<td><strong>OF4</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COS 3 Cdo Bde RM</td>
<td>Op</td>
<td>1</td>
<td>RMAB</td>
<td>GS</td>
</tr>
<tr>
<td>DCOS 3 Cdo Bde RM</td>
<td>Op</td>
<td>1</td>
<td>RMAB</td>
<td>GS (Log)</td>
</tr>
<tr>
<td>SO1 Navy Strat</td>
<td>MOD</td>
<td>1</td>
<td>RMAB</td>
<td>GS</td>
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<tr>
<td>SO1 JW FMC Cap Plans</td>
<td>C&amp;A</td>
<td>1</td>
<td>RMAB</td>
<td>GS</td>
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<tr>
<td>COS LLM NCHQ</td>
<td>Sp</td>
<td>1</td>
<td>RMAB</td>
<td>GS</td>
</tr>
<tr>
<td>SO1 Ops Plans A COMOPS</td>
<td>Sp</td>
<td>1</td>
<td>RMAB</td>
<td>GS</td>
</tr>
</tbody>
</table>
ANNEX 60E
SYVETT-003A / CRIMINAL RECORD DISCLOSURE REQUEST

PROTECT STAFF (When Completed)  Rev 01/14

DESPATCHED ON:..........................

**NOMINATION FOR DBS/PVG DISCLOSURE**

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Forename:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank:</td>
<td>Branch:</td>
</tr>
<tr>
<td>Service No:</td>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Current Disclosure Expiry Date:</td>
<td>Date Disclosure Required:</td>
</tr>
<tr>
<td>Assignment Requiring Disclosure &amp; Barring Check:</td>
<td>Unit:</td>
</tr>
<tr>
<td></td>
<td>Position Number:</td>
</tr>
<tr>
<td>Current Location (mailing address):</td>
<td></td>
</tr>
<tr>
<td>Description of Position (to include statement on degree of contact with children (under 18’s) or vulnerable adults and in what environment eg. Classroom, outdoor activities, Phase I/II Training Establishment, Instructor etc.)</td>
<td></td>
</tr>
<tr>
<td>Type of Disclosure Required</td>
<td>(Mark a cross in the boxes required)</td>
</tr>
<tr>
<td>Enhanced with Children &amp; vulnerable adults [ ]</td>
<td>Enhanced with Children [ ]</td>
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<tr>
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<tr>
<td>Scottish PVG Disclosure [ ]</td>
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<tr>
<td>E-mail address</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
</tbody>
</table>

THIS FORM MUST BE COMPLETED IN FULL OR IT WILL BE RETURNED TO CM

This Form must be emailed to NAVY PSYA-SYVETT DBS MAILBOX (MULTIUSER)

For queries relating to Criminal Record Check Clearances please ring 9380 26313
ANNEX 60F

IN-SERVICE ASSIGNMENT CLEARANCE - FLOW CHART

Key

Action Box

Decision Box

Career Manager checks if position needs a Criminal Record Check

No

Yes

Career Manager completes Disclosure Form SYVETT-003A (Annex 60E) and sends to NAVY-PSYA-SYVETT-DBS-MAILBOX (MULTIUSER)

On receipt of SYVETT-003A, Nominating Authority sends out Application Pack to individual via Divisional Officer (for ratings/other ranks) or Commanding Officer (for Officers)

Applicant completes form and returns it to DO/CO together with appropriate ID documentation

Verifying Officer (VO) checks ID documentation and form completed properly

VO returns all documentation to Nominating Authority

Nominating Authority to check all documentation completed fully

Disclosure Certificate produced, Certified copy made at Unit and forwarded to Nominating Authority for suitability assessment. Clearance decision notified and recorded

Nominating Authority sends documents to MOD Registered Body
ANNEX 60G

RECRUITMENT/REJOIN CLEARANCE - FLOW CHART

Key:
- Action Box
- Decision Box

1. Recruiting Officer raises
disclosure and application pack

2. Applicant submits completed
form and produces appropriate ID
documentation

3. Recruiting Officer acts as
Verifying Officer (VO) and checks ID documentation
and form completed properly

4. VO forwards application to MOD Registered Body
and informs Nominating Authority

5. Applicant provides Recruiting Officer with Disclosure Certificate
   - Certified copy is made and forwarded to NCHQ
   - Nominating Authority informed

6. Suitability decision is made and Recruiting Officer is informed
ANNEX 60H

CRIMINAL RECORD CHECK PROCESS ROLES/RESPONSIBILITIES

1. Career Manager – responsible for:
   - ensuring that requests for clearance (SYVETT-003A) are properly completed and dispatched to NAVY PSYA-SYVETT DBS MAILBOX (MULTIUSER) in time so that the assignee is cleared to undertake the assignment on joining; and
   - submitting renewal requests in time to ensure continuity of clearance where required.

2. AFCO Recruiter – responsible for:
   - following the application process and engaging with the appropriate focal point as described in Recruiting Instruction 24/13 A; and
   - act as Verifying Officer;

3. Verifying Officer (VO) – responsible for:
   - ensuring the Disclosure Application form is completed properly; and
   - conducting verification of identity checks.

4. Divisional Officer(DO)/Commanding Officer(CO)/Appropriate Person(AP) – responsible for:
   - ensuring the Disclosure Application Pack is passed to applicant with haste;
   - ensuring application process is completed within one calendar month;
   - acting as Verifying Officer; and
   - ensuring the Naval Service Nominating Authority is informed of any potential delay in the process.

5. Naval Service Nominating Authority – responsible for:
   - raising Disclosure Application Pack once SYVETT-003A is received and sending to applicant through DO/CO or Appropriate Person for serving personnel;
   - ensuring returned Application Form is completed properly;
   - returning any incomplete forms to correct individual;
   - ensuring application details are recorded on the local spreadsheet/database;
ensuring complete Application Pack is sent to the MOD Registered Body;

• ensuring local spreadsheet/database is updated with Clearance details once received from MOD Registered Body/Navy Sec-2 Discipline; and

• ensuring correct individuals are notified of ‘green light’ decisions.

6. Navy Sec-2 Discipline – responsible for:

• ensure documentary evidence is requested from applicants in cases of ‘amber light’ decisions;

• updating Navy Sec-2 Discipline spreadsheet/database;

• confirming clearance within delegated authority;

• engaging with RN Criminal Record Check Panel for decisions on suitability for cases that fall outside of delegated authority;

• ensuring appropriate individuals are notified of panel decision;

• on receipt of any appeal against refusal to grant clearance, put together brief and case commentary/history for Deciding Officer; and

• notifying appropriate individuals of appeal decision.

7. Applicant – responsible for:

• completing the application form accurately and without unnecessary delay;

• engaging with their Verifying Officer; and

• providing a certified copy of the Disclosure Certificate immediately on receipt to their local Unit Criminal Record Check Officer.

8. Unit Criminal Record Check Officer – responsible for:

• maintaining the Unit Criminal Record Check Register;

• hastening applicant for their Disclosure Certificate;

• making a certified copy of the Disclosure Certificate and forwarding it in a secure manner to the Nominating Authority; and

• engaging with Career Managers to address any non-compliances identified on the Unit Criminal Record Check Register.
CHAPTER 61

ASSIGNMENT PROCESS

POINT OF CONTACT – PART 7

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6102. Nominee Identification
6103. The Nomination Process
6104. Refusal of a Nomination/Assignment

SECTION 2 - ASSIGNMENT PROCESS

6105. Notification of Assignment Intention
6106. Execution of Assignments
6107. Assignment Orders (AOs)
6108. Amendments to AOs
6109. Joining Dates
6110. Movements
6111. Pre-joining Training (PJT) and Competences
6112. Action on Receipt of an Assignment Order
6113. Course Booking
6114. Assignments to and from Ships Deployed

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6116. Leave on Assignment
6117. Timing of Reliefs for Key Officers in Ships
6118. Turnovers

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6120. Exchange/Swap Assignments (Ratings/RMOR)
6121. Final Tour of Duty (FTOD)

ANNEX

Annex 61A  Assignment Intent
CHAPTER 61
ASSIGNMENT PROCESS

SECTION 1 - ASSIGNMENT NOMINATION PROCESS (OFFICERS)

6101. Senior Officers
The assignment process for officers at 1 Star or 2 Star rank is at Chapter 60 Section 4.

6102. Nominee Identification

a. Career Managers (CM) have details of each position from a Unit Establishment List, requirement for higher training or a letter of authority for some special or temporary posts. The detail against each position will include the required rank, branch and specialisation plus any other competences including the following competence types: Additional, Educational and Professional. As each post requires filling through completion of the incumbent's assignment, sickness or other cause, or as new posts are created, it is the responsibility of the CM to identify and nominate a suitable individual to fill that position. The CM is aware of the range of officers available and takes into account the personal factors affecting each officer which are known through interviews, letters and JPA Assigning Preferences. To this the CMs must add an assessment of the appropriate seniority, ability and experience, often having discussed these matters with the receiving unit and the relevant higher administrative authority. The CM then matches individuals to positions reflecting the principles of assigning set out in Para 5902.

b. If a CM is unable to fill a position with a suitably qualified and experienced person of the right rank, consideration should be given to use of the Acting Higher Rank or Rate (see Para 6503, Para 6603 for Officers, Para 6914 for Ratings) and Para 9128 for Other Ranks) or use of Reserve Personnel under Full Time Reserve Service (FTRS) or Additional Duties Commitment (ADC) (see Chapter 59 Annex 59H) as a short-term manning measure.

6103. The Nomination Process

a. CMs invest considerable effort to match individuals to jobs and seek to assign individuals into posts in which they are expected to do well. Once a suitable officer has been identified, the CM will contact the officer’s future 1RO and provide/resolve the following:

   (1) Joining and vice dates (see Para 6114).

   (2) Relevant prior experience which supports the nomination.

   (3) Training which will be required before the officer joins the new unit and that which will be undertaken in-post.

   (4) Security clearances, including Criminal Record checks, required for the position (see Chapter 7).
(5) If AHR will be required to meet the Unit Establishment List requirement.

(6) If the nominated officer will be serving on an EOS (see Para 5811).

(7) Whether the nominated officer is subject to Special Reporting (e.g. Quarterly Reports) – see Para 5729.

(8) Any known welfare, medical or disciplinary issues which the employing officer will need to be aware of in order that they can fulfil their duty of care, whilst taking account of the nominated officer’s right to confidentiality.

b. The CM has a range of options for conducting the dialogue with the future 1RO and will select the most appropriate depending upon the circumstances. The options include the telephone, an e-mail or exceptionally a letter. It is the responsibility of the 1RO to discuss the nomination with the 2RO/Line Manager and resolve any subsequent issues with the CM.

c. Some assignments make particular demands on certain personal qualities. Special nomination arrangements are therefore made for assignments to the Royal Household, the Cabinet Office, Ministers' offices and some Flag Lieutenant/Military Assistant posts. Personnel who are to be nominated for any posts which are regarded as sensitive are required to undergo social media checks in accordance with Chapter 21 Annex N. For further details of both the special nomination arrangements and required social media checks see Chapter 59 Annex 59E.

d. Once the nomination has been agreed between the CM and 1RO, an Assignment Order will be issued by the CM via JPA workflow, without recourse to formal written nomination. The practice of issuing a Nomination Letters to senior and Commanding Officers is no longer mandated. Issue of the JPA Assignment Order will allow the receiving unit HR cell to access the nominated officer’s JPA record to view competencies and leave address/contact details. The officer will be directed to contact the 1RO to request joining instructions in the Assignment Order. There are occasions when telephone calls or signals are used in addition to the JPA electronic workflow such as when changes at short notice are required for operational, compassionate, sickness or other reasons.

6104. Refusal of a Nomination/Assignment

a. Officers are not permitted to select or decline assignments but CMs invariably give due consideration to personal wishes before deciding on a particular assignment.
b. CMs will nominate a suitable officer to fill a billet. In the vast majority of cases
the nomination is accepted. If the employing officer has misgivings, CMs will re-
consider the matter, but employing officers have limited discretion to reject the
nomination. In particular it should be noted that an employing officer may
legitimately refuse a nomination only if:

(1) Nominees are not qualified for the position because they are not of the
rank or branch or specialisation or lack a qualification or competence
specified in the Establishment List; or

(2) The employing officer, or an intermediate line manager, has served with
the nominee previously and in consequence the employing officer believes
that they will be unable to manage the nominee fairly.

c. Other reasons, such as the nominee being over-zone, or not of the preferred
seniority, or previous assigning history, or not being the best officer available in the
view of the employing officer, will not normally justify rejection. For common
assignments, employing officers should expect the nomination of an officer of any
branch to which the assignment is open iaw the CAPPs list (see Para 5913).
Rejection of an otherwise eligible officer to secure an officer of a particular branch,
or to secure a 'mix' of officers of different branches, will not normally be considered.

d. In no circumstances will a rejection be entertained on grounds of gender,
sexual orientation, maternity, race or ethnic origin. In order that the MOD can
demonstrate its undoubted commitment to Equality and Diversity in personnel
management, employing officers will be required to state in writing their reasons for
rejecting a nomination.

e. Employing officers should be aware that under-bearings limit the flexibility of
CMs and that the rejection of a fully qualified nomination is likely to result in the
gapping of the post in question.
SECTION 2 – ASSIGNMENT PROCESS

6105. Notification of Assignment Intention
If an individual is on a course or in a short assignment, and wishes to claim relocation expenses in advance of the issue of an Assignment Order for a permanent assignment, they must provide written evidence from their CM that it is the intention that they will be assigned to that particular position. The format and details on the discretionary use of this notification is at Annex 61A.

6106. Execution of Assignments
The organisation and responsibilities for ensuring that personnel join their ship/submarine, unit or establishment at the right time and place and are correctly prepared for service in that position are explained in the following paragraphs.

6107. Assignment Orders (AOs)

a. Career Managers issue Assignment Orders (AO) on behalf of ACOS(PCap). An AO is an Executive Order to both the person named in the AO and their current superior officer; it is also the authority to move that individual using Service resources. Where necessary, an AO will contain amplifying instructions appropriate to the assignment and compliance with these is implicit in the execution of the AO.

b. An AO is a directive and not a document issued for discussion and should be read carefully. Divisional Officers are to explain where necessary all the implications of a particular assignment.

6108. Amendments to AOs
There is normally a lapse of time between the issue of an AO and its execution. It may therefore require amendment for a variety of reasons and can be amended by the issue of a further AO. In the event of a short notice amendment being required, it will be signalled followed by the issue of a confirmatory AO amendment.

6109. Joining Dates
If an individual is joining a Unit in the UK, minor adjustments of up to 28 days either side of joining dates given in the AO may be agreed directly between discharging and receiving units without seeking the permission of the CM providing that it does not break relevant Assigning Notice. CMs should, however, be kept informed of agreed new joining dates in order to issue an amending AO.

6110. Movements

a. When an individual is detailed to join a unit outside the UK, the discharging unit, on receipt of the AO, will book all the passage requirements with the Defence Passenger Reservation Centre (DPRC) who will forward the necessary tickets and information to the discharging unit. Personnel detailed for LFS, all Falkland Island (FI) units, short notice assignments, including Emergency Relief Pool (ERP) activation, and small units without normal UPO facilities, will have AOs copied to the movement section within the JFC Global Admin Unit. The travel cell will book the passage requirements and forward/signal the appropriate movements information to the current unit. When an individual receives an AO to return to the UK from overseas, the responsibility for booking the passage rests with the discharging unit.
6111. Pre-joining Training (PJT) and Competences

a. PJT and Competence requirements are shown against the Position in JPA. CMs are responsible for ensuring that officers and non-Squadded ratings and RMOR joining units on Sea, Local Foreign, Exchange or Loan Service are assigned to courses to achieve the specified competencies before joining. Responsibility for Squadded ratings lies with CMC CMs. Assignments will not normally be cancelled as a result of a failed PJT, however, under the PJT Pass/Fail criteria and associated administrative procedure, where Health and Safety at Work (HASAW) regulations are involved, the assigning implications will be assessed following the Training Establishment’s recommendation.

b. For personnel assigned to shore service who require PJTs or Competences, it is the responsibility of the receiving unit to book the training, which should not be undertaken until they have joined. Similarly, all receiving units (sea and shore) are responsible for any changes they require to PJT/Competence requirements as a result of changes to the Establishment List made after AOs have been issued.

6112. Action on Receipt of an Assignment Order

a. **By the Individual.** Individuals will receive all AOs (new, amended, or cancelled) via JPA workflow. Once they have read and understood the order they are to acknowledge the workflow immediately. They should contact their UPO to arrange any travel requirements and ensure they are in all respects prepared for the assignment and to meet the availability date (Ready-to-Move-Date) as appropriate. Passport formalities and medical requirements are to be completed at an early stage where required (for LFS, see Para 5911)

b. **By the Receiving Unit**

(1) The AO detailing the individual to join the Receiving Unit is to be checked to ensure that no special instructions have been omitted and that all details including PJTs and Competence requirements are correct. Joining instructions are to be despatched to the person normally one month before joining.

(2) On receipt of an AO nominating a relief for a rating serving on sea service or LFS, an Availability for next assignment Date (AVDATE) signal is to be sent to the CM. The AVDATE should be received by CMs at least 4 months before the rating is due to leave the unit, to enable the CM to give at least 3 months’ notice of the next assignment. See Chapter 59 Section 10 for detail of AVDATES.
c. **Failure to Meet an Assignment.** If for any reason an individual is not able to join, meet an availability date for passage or attend PJTs as detailed by an AO, then the facts are to be reported by signal, quoting the date of the AO, to FLEET HQ (fao relevant CM) and the Receiving Unit. If an individual fails to report within 48 hours of their assignment date, the receiving unit is to inform CM by signal, copy to the discharging unit. Similarly, CM and the Receiving Unit are to be signalled by the Training Establishment if a Service Person fails to arrive as detailed for a PJT course.

### 6113. Course Booking

a. The RN Course Booking Cell (CBC) is tasked to provide a single point of contact for all CMs and Manpower Coordinators in sea-going units for the booking all RN Phase III core competence uplift training (Pre-Joining Training (PJTs) and Targeted Employment Modules (TEMs) identified as Competence requirements against positions detailed in Unit Establishment Lists), ensuring this training is delivered in line with strategic manning priorities as directed by NAVY PCAP-OPS.

b. CMs remain the first point of contact for all Professional Qualifying courses and career management issues including the booking of Leadership Courses (LRLC/SRLC). Requests for these courses should be relayed direct to the relevant CM via e-mail/telephone (not the CBC).

c. CMs’ access to the CBC is via a dedicated course booking form utilising standard e-mail or via telephone if required. The Separated Service Planning Tool (SSPT) is the primary tool for manpower coordinators in sea going units to book their personnel onto non-career courses. SSPT now provides a direct link between EWOs/DEPCOs and the CBC, thereby negating the need for separate Course Booking Forms to be sent to the WMO/CMs.

d. DEPCOs are to liaise closely with DOs and Line Managers to ensure all course bookings and cancellations are reflected in individuals’ Personal Employment Plan providing the earliest notice to the Course Booking Cell to allow reallocation of spaces.

### 6114. Assignments to and from Ships Deployed

a. Normally, CMs will plan to assign individuals to avoid unnecessary air passage. There are, however, occasions when personnel have to join and leave despite the unit being deployed.

b. There may be occasions where COs wish to request a Closed Notice Period. Applications, which should be on a ‘whole unit’ basis and at least 6 months in advance, are to be made to ACOS(PCap) in writing or by signal.

c. If an individual is assigned to join overseas and it becomes apparent that the joining date is not practicable and requires amendment, then the Receiving Unit is to inform ACOS(PCap) by signal FAO relevant CM, with DPRC LONDON as information addressee, quoting full details of the individual concerned including their Ready-to-Move (RTM) date.
d. Assignments of key personnel during an operational deployment may be subject to the constraints of the Core Team Concept (see Para 5950). CMs should liaise as required in order to satisfy the requirements of the Core Team. If an assignment does not comply with these requirements, it should be referred to the appropriate SO1 CM for OF3s and below, or DACOS Career Management for OF4s, for approval.
SECTION 3 - JOINING AND LEAVING

6115. Timings

a. **Officers’ Joining.** Unless otherwise instructed, officers assigned to ships or shore establishments in the UK are to join by 0900 on the day promulgated on the AO; officers assigned to shore courses should refer to the relevant joining instructions for that establishment. Although convention has hitherto dictated that officers should normally join a new assignment on a Tuesday, the optimum day and date should be agreed with employing officers. For officers assigned, or joining ships deployed, frequency of flights and use of trooping flights should be taken into consideration when establishing the ‘ready to move’ date.

b. **Ratings Joining.** Unless otherwise instructed, ratings assigned to ships or shore establishments in the UK are to join by 0800 on the day promulgated on the AO; ratings assigned to shore courses should refer to the relevant joining instructions for that establishment.

c. **Overseas Joining.** Personnel selected for overseas assignment are expected to make their travel arrangements via the RN Overseas UPO to meet the agreed joining date. More information on Overseas Assignments can be found at Para 5911.

d. **Personnel Leaving.** Personnel are to be sent on leave, to next assignment or both after a satisfactory turnover of duties. Training courses normally finish when an individual leaves the training establishment on cessation of instruction or examination.

e. **Medical Requirements.** Commanding Officers are to ensure a robust joining/leaving routine\(^1\) is in place that specifically includes the requirement for all Officers/SRs/JRs to attend the Unit Medical Centre/Sickbay within 48 hrs of joining and no less than 14 days prior to leaving the Unit. Notwithstanding the above, it is an individual responsibility to ensure that the joining/leaving routine is followed and that personnel are in date for all medical and dental requirements prior to leaving a unit.

6116. Leave on Assignment

All Leave matters are covered in JSP 760 which is the Authority. Before proceeding on leave following an assignment, personnel are to ensure that their CM has an up to date record of contact addresses and telephone numbers.

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\(^1\) BR9600 Ch5 0504
6117. Timing of Reliefs for Key Officers in Ships

a. The timing of the assignment of a relief for an officer in a ship depends on a variety of factors e.g. Core Team Concept, officer availability, timing of other reliefs and the wishes of the Commanding Officer.

b. Subject to consideration of these factors, CMs should work to the following guidelines:

(1) **Commanding Officer.** A Commanding Officer’s relief should join during a suitable break in the operational tempo of the unit and ideally prior to any period of FOST training.

(2) **Executive Officer.** For ships in a refit period, the new XO should join no later than 3 months before Ship’s Staff Move Onboard (SSMOB) date. Ships in build will normally require the XO 46 weeks before the acceptance date/contractor sea trials. In the case of operational units, the timing of the Executive Officer’s handover should follow the same guidance as that for Commanding Officers. There will obviously have to be close dialogue between respective Career Managers to ensure that there is limited impact on a unit’s OC.

(3) **Heads of Department.** Reliefs should preferably join well clear of key dates of refit, trials and OST. MEO and WEO should not be relieved at the same time. Again, in the interests of the ship’s OC, it is preferable that HoDs join prior to OST.

6118. Turnovers

Unless otherwise specified by the Unit Establishment List in JPA, the planned time for turnovers should not exceed 4 working days for officers and senior rates and 2 working days for junior rates. In all cases, the costs of turnover should be borne by the employer. Extended turnover periods can only be authorised by ACOS(PCap). Authorised extended turnover periods are shown in calendar days in the Miscellaneous/UIN column of JPA. Turnovers recommended in the Notes or Job Remarks do not generate a personnel liability uplift and therefore should not be actioned.
SECTION 4 – SPECIAL CASES

6119. Through Assignments

a. Individuals may be 'Through Assigned' from one ship/submarine or unit to another to complete their sea service when, for example, a ship/submarine pays off or changes to shore service or going into refit. Personnel can also be through assigned to complete their training or gain professional qualifications. See Para 5943.a(3)(b) for Assigning Notice for Through Assignments.

b. 'Through Assignees’ may be unable to take any leave between assignments. Outstanding leave is to be carried forward to the second (or subsequent) ship/submarine and granted on completion of sea service but within current leave entitlement.

6120. Exchange/Swap Assignments (Ratings/RMOR)

a. Ratings may be allowed to exchange or swap assignments if there is no appreciable loss of operational capability and the exchange or swap does not lead to wasteful or unfair assigning. A rating who reaches the top of the sea roster cannot, by finding another to take the assignment, defer liability for sea service. Even if an exchange or swap were approved, the rating would remain liable for the next sea assignment. A rating on sea service will not be permitted to exchange assignments with a rating on shore service. RMOR exchanges should be with another individual of the same substantive rank and SQ if applicable.

b. Ratings/RMOR seeking to exchange or swap their assignments should normally:

   (1) Be on or due the same type of service.

   (2) Have similar time to serve in current assignment.

   (3) Be the same rate.

   (4) Be of similar experience.

c. Procedure - Non-Squadded Rates/RMOR. Where ratings/RMOR are in positions which they wish to exchange, both are to notify their respective Line Managers. The ratings'/RMORs' line managers are to e-mail the CM giving details of the ship/submarine/unit, the names of ratings/RMOR who wish to exchange and indicate an agreed date for the exchange to take place. Approval by both COs and CM is required. If the criteria at Para 6119. sub para b above are met and all parties agree with the exchange, then AOs will be issued.

d. Squadded Rates. The procedure for swap drafts for ratings within a squad is at SSDIs Article 4.18.
6121. Final Tour of Duty (FTOD)

The Final Tour of Duty (FTOD) provision is to assist eligible Service personnel in their final tour of duty who are not in the geographical area in which they have formally expressed a preference to serve, with meeting the costs of settling themselves and/or their immediate family at a Selected Place of Residence (SPR) in the UK. JSP 752 Chapter 7, Section 4 provides comprehensive guidance on this subject and highlights the requirement that all naval personnel wishing to express a preference for a FTOD location must do so formally using JPA Form F024.
NOTIFICATION OF ASSIGNMENT INTENT

1. The notification format below is to be used by a Career Manager when assigning action for a permanent assignment on completion of a course (or other short assignment) cannot be taken officially at the stage that the individual wishes to move, even though their subsequent assignment is known. It is to be used with great discretion as, on the basis of this letter, individuals may be able to claim several thousands of pounds or enter into legal obligations which would be hard to break if, subsequently, they were assigned elsewhere. The letter must not be used for personnel undergoing basic training courses until such time that their continuation in Service can be guaranteed. It is recommended that this letter be used only following a specific request from the individual concerned. The letter must be based on definite assigning plans; hence the wording in Para 1 of the letter is 'will be assigned' rather than 'the intention is to assign'.

FORMAT OF LETTER GIVING NOTIFICATION OF ASSIGNMENT INTENTION

Area Manager/DHE

NOTIFICATION OF ASSIGNMENT – [ASSIGNEE NAME AND SERVICE NUMBER]

Reference:

A. JSP 752

1. The above named individual, currently serving in .......... (unit or type of training), will be assigned to ..........(unit) for .......... (type of duties) for a period of ........ commencing ..........(date). This assignment will be announced in OAL XX/ZZ dated XX/YY/ZZ.

2. Formal assigning action will be taken in due course. Meanwhile, this letter may be used as the necessary authority for the payment of any relocation benefits in accordance with Reference A.

Cdr RN
SO1 CM for (Branch and Arm)

Information:
Subject Assignee
CHAPTER 62
BRANCH STRUCTURES AND BRANCH MANAGEMENT

CONTENTS

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ANNEXE

Annex 62A  Structure Policy Advisory Groups (SPAG)
CHAPTER 62

BRANCH STRUCTURES AND BRANCH MANAGEMENT

POINT OF CONTACT – PART 7

6201. Organisation

The management and structural control of Branch Structures is the business of ACOS(PCap) in consultation with FOST. Branch Managers (BM) are responsible for ensuring that each Specialisation is carefully managed such that sufficient personnel are available to meet the current Live Liability (see Para 0303), and the predicted future Liability, known as the Planning Liability (previously called the Headmark) (see Para 0304), of the Naval Service, within allocated resources. Their primary purpose is to develop, maintain and monitor the implementation of plans and policies for the management of personnel within the Branch/Specialisations for which they are responsible. In order to do this effectively they require a thorough and detailed knowledge of their portion of the Liability, their branch strategy and strength.

a. BMs for each branch provide advice to Career Managers (CM) on branch structure matters. They also play a key role in the management of the strategic function of Naval manpower management and, thus, retain line responsibility to ACOS(PCap).

b. Chapter 3 describes the process of personnel planning and explains how the personnel Liability is derived and how strength is matched to that Liability. Career Management (in this Part, starting at Chapter 58), looks at the short term ‘personal’ personnel planning. BMs straddle these areas as depicted pictorially below:

Figure 62-1. Manpower Planning Process Timeline
c. The overall responsibility for RNR Branch Management is undertaken by BM(Reserves), while all RNR personal administration functions are undertaken by NPT(Reserves). This also includes mobilisation, employment and career management. Promotion is undertaken by the Promotions Cell. Due to the nature of employment of Reservists and the current branch structure, RNR Branch Management differs from that of the Regular Service. Each RNR Branch is allocated a Specialist Advisor, whose role is to manage his or her branch in accordance with current Commodore Maritime Reserves (CMR) requirement figures and to ensure that training applicable to his/her specific branch is undertaken. NPT(Reserves) assists in this process by acting as the liaison between RNR Units, BM and CMR, thus enabling the correct Strength v Liability to be maintained. The exception to this is the RMR where, in the main, BM RM is responsible for maintaining the RMR branch structure.

6202. Naval Manning Principles

Requirement Management is underpinned by the following Naval Manning Principles:

a. The Justification for Uniformed Personnel. The justification for uniformed personnel is limited by financial constraint. In broad terms posts should be complemented with civilians unless there is a demonstrable need for a Service incumbent for operational reasons stated in Defence Planning Assumptions or there are unacceptable implications for Service careers or branch structures. All uniformed Naval personnel are therefore justified on one of the following grounds:

(1) Sea Bill. Those required for the maritime force to be deployed on peacetime military operations or exercise or during crisis, e.g. in ships, submarines, front line air squadrons, RM Commando units, Naval Parties, seagoing staffs and Joint operational units.

(2) Shore Bill. The essential HQ and shore back up to the maritime force (in theatre or remote) that is required to support operational capability, sustainability and other Service functions (including Margins and provision for Harmony). This also includes the uniformed Naval elements of training, acquisition, logistical and technical support and HQ staffs. Examples are:

(a) Central and Naval staffs.
(b) PJHQ and other Joint and Tri-Service staffs.
(c) Navy Command HQ staff.
(d) DE&S units.
(e) Naval Bases, air stations and other shore support establishments.
(f) Recruiting and training establishments.
(g) Overseas HQ commitments, including NATO and EU staffs.
b. **Manning Priorities.** In matching Strength to Liability and to limit the impact of gapping to preserve military capability, priority for manning is given to certain operational units and essential shore support functions. The Strategic Manpower Priorities List for the Naval Service is reviewed annually by the Manning Priorities Steering Group (chaired by ACOS(PCap)) and promulgated by DIN. The DIN details those RN seagoing, RM operational units, and support requirements that have priority over other employers, together with the minimum acceptable level of manning appropriate to each. BMs may be called upon to assist the manning priority process by providing detailed information to guide CNPers CMs on the strategic and tactical placing of gaps.

c. **The Supply and Growth of Manpower.** With a few notable exceptions, the skill and experience required of Naval personnel demands that they be grown from the lowest level. Apart from some exceptions, all Officers and Ratings/ORs join ‘at the bottom’, within set age limits, and remain for as long as their commission or engagement allows, while progressing up the rank scale. Education and training is provided to satisfy the requirements of rank, specialisation and specific sea going Positions, and individual careers are managed so as to provide a broadening of experience within the rank and capability of each individual. This demands that each Specialisation is structured in a way that enough Positions are provided at lower ranks to provide personnel with the time, training and experience to move to the next higher rank, taking account of the inevitable loss of some people from the Service.

d. **Promotion to Requirement.** Officers and Ratings/ORs are promoted or advanced to meet the Liability. Should the Liability change, so too will the numbers and specialisations of those required to be promoted or advanced. For both Officers and Ratings/ORs, the basis of promotion is selection on merit through a selection board process. Detail on promotions is at Part 8 of this BR.

6203. **Employment of Women**

There is no gender discrimination in the Naval Service. Servicewomen can serve in a wide range of roles, including Mine Clearance Divers and in Submarines. Women are able to serve in the Royal Marines General Service and Special Forces Arms, in common with the employment of women in Army Infantry Regiments and Special Forces. Certain constraints are placed on deployment of women to match the accommodation available at sea, although this will be reviewed as the numbers of female entrants increases.

6204. **Terms and Conditions of Service**

a. Terms of Service are essentially the agreement between the Naval Service and an individual. They relate to career rights (e.g. length of service, commissions, engagements, career management, promotion and advancement, discharge rights and retirement) and are described in detail in the respective Chapters of BRd 3(1).
b. Conditions of Service equate to those working and living standards and guidelines set for the benefit of Naval personnel. In particular, they address financial conditions such as pay, pensions and allowances and non-financial conditions such as leave, accommodation, lifelong learning, recreation, uniform, health and catering standards which can be changed by design or force of circumstances bearing in mind the possible effects on those serving and their subsequent behaviour. 2SL’s Personnel Functional Standards (PFS) (see Chapter 22) refer to these and others. The responsibility for defining appropriate Conditions of Service rests with Hd NPS.

6205 Harmony

Harmony for Naval personnel is provided through measurement of individual Separated Service. This is a component of PFS, full details of which are at Chapter 22. Key points are as follows.

a. In order to provide equitable conditions of service throughout the Naval Service, the time that individuals spend separated is measured and recorded. Separated Service is defined as “absence from normal place of duty or lack of freedom to enjoy leisure at the normal place of duty/residence at place of duty”. The Separated Service threshold is set at a cumulative total of 660 days in a rolling 3-year period and is the point at which mandated shore time must be applied, as managed by CNPers or, for personnel on Sea Service, the relevant Waterfront Manning Organisation. Guidelines have been established for a position to be defined as Sea Service, which are principally that the post has a routine expectation for the incumbent to be separated for more than 122 days per annum. Further detail can be found in Chapter 59 and Para 5908.

b. Separated Service policy has replaced the previous practice of successive Sea and Shore assignments (which did not apply to Officer appointing or to the Royal Marines) according to Sea: Shore ratios and the more sea-heavy trigger points for Minimum Time Ashore (MTA). Nevertheless, for Senior Ratings, the PPO ensures a reasonable balance of Sea and Shore service. The ratios and MTA factors that used to apply for all Ratings, but which now only provide a guide to what is considered reasonable, are as follows:

<table>
<thead>
<tr>
<th>Sea : Shore Ratio</th>
<th>MTA Factor (Sea time/Shore time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able Rates</td>
<td>80 : 20</td>
</tr>
<tr>
<td>Leading Rates</td>
<td>70 : 30</td>
</tr>
<tr>
<td>Petty Officers</td>
<td>60 : 40</td>
</tr>
<tr>
<td>Chief Petty Officers</td>
<td>55 : 45</td>
</tr>
<tr>
<td>Warrant Officers</td>
<td>50 : 50</td>
</tr>
</tbody>
</table>

Note. Officers and RM personnel did not have Sea:Shore ratios but are now governed by the Separated Service threshold outlined above.
6206. Squad System Manning

The Squad System was introduced for most ABs from Oct 03 and for most LHs from Apr 04. Individuals are assigned to form "Squads", based at the Waterfront (or Typed Air Station). Each rating is assigned to a particular ship or unit, but that unit will be assigned more Positions (and therefore personnel) than are required to man the unit at sea. For most specialisations and vessel types, the Squad Manning factor is 1.33, rounded up or down (i.e. for every 3 Positions required at sea, a fourth is added to the establishment). The extra manpower provided is calculated to enable Units to operate with a full complement and, at the same time, provide individuals with the time needed to undertake other activities. These include taking leave, undergoing training or augmentation duties. Movement of people between the onboard tasks and other activities is managed by the Waterfront Management Organisations (WMOs), in conjunction with the unit’s staff (notably the Executive Warrant Officer (EWO)). Individuals in the Squad may remain assigned to a Front-Line unit for long periods, typically 4 years. This aims to maximise team coherence, minimise the training burden, and allow individuals some geographic and professional stability and some scope to plan their own lives. Full details on the Squad System and how it is managed and administered can be found in Squad System Desk Instructions.

6207. Mobility and Stability

While it is Navy Board policy that personnel should be able to exercise freedom of choice about where to live, manning principles take account of the geographic distribution of sea and shore positions, aiming to ensure opportunities for a degree of family stability.

6208. Branch Structural Shape

'Bottom-fed' manpower structures tend to be broadly pyramidal in shape. People are needed to populate the lowest level, from whom enough can be retained and trained to be willing and capable for promotion to the next level. Empirical data and evidence derived from manpower planning models, including the Sustainable Experience Profiles (SEP), are used to produce bespoke structural ratios for each Specialisation. Indications of structural weakness include insufficient suitable personnel being presented to Promotion Boards, shortages at individual Rank levels and excessive wastage. The requirement that can be sustained depends on a number of factors, including: average length of time in a Rank; scope for ‘Sideways’ or ‘Direct’ Entry into the Specialisation; qualifications needed for the next higher Rank; and wastage levels. The PPO recognises the need to modify personnel policy to reflect changes in the demand from employers, but also places constraints on the rate of structural change in order that policies and personnel Terms and Conditions of Service can be developed efficiently. If, through requirement change, tolerable adjustment of the manning levers is insufficient to deliver sustainability, then structural change may be necessary.

a. Based on the ratios described above, BMs are required to manage the shape and size of their Specialisations. As a part of this work, they need to maintain:

(1) Sustainable structures, such that manpower for higher ranks can be "grown" from more junior levels. A sustainable structure is defined as:

"An enduring structure which, given recognised constraints and limitations, can maintain a coherent flow to match strength to requirement, with appropriate application of the available manning levers..."
And

Retains a degree of flexibility and resilience to cope with both internal and external change events as well as retaining the ability to grow and decay as required."

(2) **Acceptable Sea/Shore balances** (non-squad system personnel). Previous Sea:Shore ratios (MTA) no longer apply as a formal measure for any Rating/OR/Officer categories, however, personnel are still entitled to a balance of employment between sea and ashore. Therefore, Positions ashore for them must exist to provide them with the necessary Shore service. This is provided through the requirement for personnel to provide essential HQ and shore back up to the maritime force, to support operational capability, sustainability and other Service functions.

(3) **Sufficient Donor Positions** to meet planned Crisis manpower requirements. There is an enduring need for personnel to occupy Positions that, in a Crisis, can be gapped to provide manpower to meet the Crisis requirements. Such “Donor” Positions are maintained in sufficient numbers to meet foreseen requirements, broken down by Rank and Specialisation. Employers must provide their share of Donor Positions, as required by the PPO. ACOS(PCap) monitors requirements for, and controls availability of, Donor Positions. Further detail on how Donor Positions are identified and managed can be found in Part 2 Annex 2D.

b. BMs provide advice, through PPlan, to assist ACOS (PCap) in setting target numbers for the manning regulators (promotions, changes of commission/Engagement/Career, etc) for each Specialisation. As members of the following promotion/selection boards they further ensure that personnel of the required standard are selected, within the target numbers that have been specified:

(1) Senior Upper Yardmen (SUY).
(2) Warrant Officers 1st Class (WO1).
(3) Warrant Officers 2nd Class (WO2). (See footnote 1)
(4) Chief Petty Officers.
(5) Petty Officers.
(6) Leading Hands.
(7) Extended Career (EC).
(8) Officer IC to CC and CC to FTC transfers.

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1 The WO2 rank was formally discontinued for the RN (not RM) in Apr 14. From this date, further promotions to WO2 ceased for all branches except for RMs and, for a short transitional period, Engineer Submariners.
6209. Impact of Establishment Changes

a. As explained at Chapter 2, BMs scrutinise employers' proposals for changes to their Establishments that would affect the Liability. This process is known as “Carding”. Early dialogue with the respective BM responsible for individual manpower categories will provide an indication of whether ACOS(PCap)'s approval is likely to be straightforward, require more complex management, or will be challenged. Employers should always discuss their plans for organisational change with their TLB Manpower Manager. It is clearly in everyone’s interest that proposals for change are aimed to attract approval by ACOS(PCap), to help their speedy endorsement and implementation, while assisting the maintenance of robust manpower structures.

b. Full details on the Establishment Amendment process can be found in Para 0204 sub para c and Annex 2E.

6210. Solving Structural Problems

a. Where difficulties in Specialisation structures are identified, an holistic approach - involving BMs and PPlan - is adopted to examine the problem through analysis of statistical data and use of personnel modelling techniques. From the results, it is possible to determine the action necessary to restore the Specialisation to long term stability. Whilst short term manning problems should not be allowed to affect the search for a long-term solution, sometimes short-term measures, such as Financial Retention Incentives, are required in order to stabilise the Specialisation whilst longer term measures are implemented and take effect. An initial procedure is to identify/confirm whether:

(1) The sea requirement is correctly specified.

(2) The shore requirement is correctly specified.

(3) The margins have been correctly calculated.

(4) There are sufficient Positions to fill Crisis Donor Billets.

(5) The requirement can be modified to re-satisfy the following criteria in priority order:

(a) There is a sound Specialisation structure.

(b) There is an acceptable sea/shore balance.

(c) Career progression for the individual is facilitated.
b. If all the above criteria are met, and modelling suggests that a sustainable structure would not be achieved, then further action may be required. BMs should then identify and advise on, or initiate, any necessary corrective action, which may require further studies to be conducted. Substantial change may require staffing up to approval by the Navy Board. This work is conducted through the Navy Board Personnel Change Programme (NBPCP).

c. There are marked structural imbalances in both the officer and rating/OR cadres. In the recent past, the trend of establishment change requests has been to reduce junior ranks/rates whilst growing the senior levels - that is unsustainable. For officers the structural imbalance starts at Lt Cdr/Maj and for ratings at PO/Sgt. The PPO will look favourably at changes that seek to address such imbalances.

d. The Royal Marines ‘Sea’ requirement is defined as that for 3 Commando Brigade RM, Special Forces (SF), RM Assault Squadrons and other operational Positions. The ‘Shore’ requirement is all those elements of the Royal Marines Corps that comprise the RM support area. The RM does not use sea/shore ratios as a formal planning and deployment tool.

6211. Operational Performance Standards

a. **Operational Performance Statements.** The standards to be achieved by personnel at each rank are laid down in the Operational Performance Statements (OPS) for each Specialisation. The ownership of these OPS (JSP 822 Part 3, Chapter 2) lies jointly with the relevant Capability Team and BMs, as does the responsibility for ensuring that the OPS remain current. BMs, as the custodians of sustainable, populated and trained manpower structures, may seek reviews of the OPS by the end users if requirements change eg. if the resultant demand is likely to be unsustainable.

b. **Structure Policy Advisory Groups.** Through chairing of the appropriate Structure Policy Advisory Group (SPAG), BMs monitor training performance and achievement of standards and facilitate the exchange of information between key stakeholders. Further detail on SPAGs is at Annex 62A.

6212. Competences

Within the JPA environment a Competence is defined as:

*Any measurable behaviour required by an organisation, job or position that a person may demonstrate in the work context. A competence can be a piece of knowledge, a skill or an attribute*

a. The key references for the naming and use of Competences within JPA are:

(1) JSP 754 (Tri-Service Regulations for Pay and Charges).

(2) JSP 758 (Tri-Service Regulations for the Naming of Training Courses) (through its linkage with the Competences that may be awarded on completion of a course).
(3) JSP 759 (Developing and Naming Competencies within the JPA context).

b. **Competence Sponsors.** The Competence pre-requisites for each Position are listed in JPA. Ownership of these Competences, like OPS, is held by the FCIGs but their sponsorship and maintenance is the responsibility of the key Subject Matter Expert. In most cases and notably for Branch-specific Competences, the respective BM is the Sponsor. The identity of the Sponsor is recorded in JPA against each competence.

c. **Competences and Pay.** Accurate and timely provision and recording of certain Competences is vital, because of their effect on personnel pay. BMs can set Pay Bar Qualification Points (QPs) which can affect Yearly Incremental Progression (YIP) if authorised by the Naval 'Pay Colonel': Hd NPS PPA. These are tools to fine tune Branch structures. In addition, some Competences directly affect pay, notably in awarding Specialist Pay. The details of the Competences concerned are detailed in the following Chapters of JSP 754 (Tri-Service Regulations for Pay and Charges): QPs are at Chapter 3; and Specialist Pay is covered at Chapter 6.

d. **Competence Control.** JSP 759 and the JPA on-line Business Process Guides describe the process for control of Competences, including their creation, maintenance, amendment and end-dating. (Competences are never deleted from JPA, but end-dating makes them unusable for awarding to personnel or as a requirement placed against a Position.) Personnel seeking the creation or change to a Competence should follow the JSP and on-line instructions. The authority for making such changes in JPA rests with designated Competence Controllers; for the Naval Service they are within the staff of ACOS (PCap) and can be contacted through their Group mailbox at the following email address: NAVY PERS-Competences Mailbox (Multiuser).

e. **Awarding and End Dating Competences in an Individual’s Service Record.** This function is conducted in JPA by designated personnel with the JPA responsibility of Course Administrator. The process for seeking and making such awards is laid down in JSP 759.
ANNEX 62A

STRUCTURE POLICY ADVISORY GROUPS (SPAG)

1. SPAGs (which may alter in name and structure from Branch to Branch) play a vital role in the manning function of the Naval Service in assuming the corporate responsibility for the Branches, Arms and Specialisations. The SPAGs obtain a consensus view and agreement to proceed on a wide range of issues from the members who represent the major stakeholders of Naval manpower.

2. SPAGs consider the structural and manning components of each Branch, Arm and Specialisation against the present and future requirements of employers of uniformed personnel, and inform the decision process necessary to deliver and maintain the required trained strength at each level of the structure. This involves reviewing planning assumptions, such as VO and other wastage rates, and target figures for recruiting, extraction, promotion and transfer. Training Margin, training capacities, pipeline times and constraints on the flow of trainees are also used in forecasting future strengths. The SPAG acts as auditor for manpower planning, manning policies and implementation against liability.

3. SPAG business is central to the work of a Branch Manager (BM) and the output from the meetings feeds into a number of key committees:
   - Capability teams;
   - Risk and performance management;
   - the Planning Round; and,
   - MDTs.

4. The frequency of SPAGs is a function of the workload generated by a particular Branch but they should be held at least once per year. Each SPAG has its own TORs that reflect the differing needs of the groups. Membership of each SPAG will vary slightly depending on Branch and Arm, however, the core membership will normally consist of:

Chairman: CNPS DACOS BM

Members: Representatives, as appropriate, at SO1/SO2 desk level from:

- Fleet Commander/DE&S (or other employer);
- training school;
- capability team (as appropriate);
- CNPS PPlan SWPO or PPlan SWPR (as appropriate);
- CNPers career management;
- HRTSG; and
- invited attenders (as appropriate depending on agenda).
5. A typical agenda is likely to include the following:

- branch/specialisation(s) overview;
- global manpower update;
- training school update;
- career management Issues; and
- capability team/future equipment issues.
CHAPTER 63
SECURITY VETTING POLICY

POINT OF CONTACT- PART 7

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CHAPTER 63
SECURITY VETTING POLICY

SECTION 1 – PERSONNEL SECURITY VETTING

6301. Introduction

a. Protective security policy\(^1\),\(^2\) emphasises the need for a systematic vetting regime to manage the issue and withdrawal of national security clearances and to facilitate effective security risk management. The following Sections outline the principles and procedures that govern security vetting within the Naval Service to enable those personnel employed in security, recruitment and manning roles to manage vetting risks and issues efficiently and effectively.

b. Security vetting does not, on its own, provide a guarantee of an individual's integrity and trustworthiness. Since both individuals and their circumstances change, a security clearance is only as good as the background records and investigations on which it is based at the time the review process is carried out. It is therefore essential that personnel security continues after initial clearance is approved and that any new information or concerns that may affect the reliability of a person are brought promptly to the attention of the Command Chain and Navy Command (NC) Security authorities. This is achieved through a combination of aftercare and security review procedures.

c. Our vetting regime is to be guided by 4 key principles of transparency, proportionality, confidentiality and timeliness. Personnel subject to vetting action that could affect their employability will be fully engaged with the vetting process and have the right to appeal against any decisions. The vetting process is never to be used as an alternative means of dismissing personal from the Service where other administrative or disciplinary action is more appropriate.

6302. Content

Navy Command security vetting policy outlined in the following Sections provide practical direction to personnel. Section 2 articulates the requirement for security vetting within the Naval Service and explains the key vetting principles. Section 3 details responsibility for the granting of security clearances and residency waivers. Section 4 explains adverse vetting assessment procedures and provides information regarding the membership and workings of the Personnel Security Panel (PSP) and Vetting Aftercare systems. Section 5 details responsibilities and procedures relating to appeals against vetting decisions. Finally, Section 6 specifies the roles and responsibilities of individuals and the Chain of Command in ensuring that vetting procedures are carried out expeditiously and in a way that allows them to enable rather than constrain the delivery of maritime power.

\(^1\) HMGS Security Policy Framework v8.0.
\(^2\) JSP 440 - The Defence Manual of Security.
6303. **Scope**

The security vetting principles and procedures detailed in this policy instruction apply to regular and reserve personnel serving in the Naval Service, including Reserve Forces and Royal Fleet Auxiliary or as adult staff members of the Sea or Royal Marine Cadet Organisations.
SECTION 2 – SECURITY VETTING PROCEDURES WITHIN THE NAVAL SERVICE: REQUIREMENTS, RESPONSIBILITIES AND PRINCIPLES

6304. Security Vetting – The Naval Service Requirement

a. In recognition of the operational needs of the Naval Service, the technical sophistication of Naval Service platforms and equipment and the unpredictability of future maritime tasks, all Naval Service personnel are security vetted to a minimum of Security Check (SC) level. However, personnel filling certain appointments where there is a need for frequent unsupervised access to Top Secret (TS) information may require a higher level of clearance, specifically Developed Vetting (DV). A further enhanced level of security clearance, informally referred to as “DV Plus” will be introduced in 2014 for some specific and highly sensitive posts, for example related to Defence Intelligence and Nuclear business. SC, DV and DV+ comprise a system of security clearances that contribute to the maintenance of effective personnel security in the Naval Service. The administration and implementation of this system must be governed and enacted in a manner which is robust, transparent, equitable and confidential, and coherent with the processes employed by United Kingdom Security Vetting (UKSV).

b. Security clearances for Naval Service personnel are processed and issued by UKSV in accordance with the procedures detailed in this Chapter. Procedures for the granting of security clearances and waivers relating to nationality and residency are detailed at Section 3.

6305. Developed Vetting

a. While the entry-level vetting requirement of SC for the Naval Service can be justified on the basis of operating environment, what is less certain is the justification of the requirement for DV which is considerably more costly and involves a greater degree of discretion in its application. Line Management is responsible for determining and thereafter reviewing the justification for post holders to hold DV, which once approved by Navy PSyA-Pers Sy SO1C, etc, will be added to the competency requirements of the JPA Position ID (PID). JPA therefore constitutes the NC Developed Vetting Master List (DVML) and will inform NAVSEC/ACOS(PCap) staff when a DV is required for an appointment.

b. However, in the face of ever increasing financial pressure on the DBS-NSV budget there remains an ongoing requirement to rigorously revalidate the justification for posts to require DV at least annually. To this end an interactive NC DVML (extracted periodically from and compared with JPA) is being developed which Line Managers will be required to access and certify correct or amend on JPA to accurately reflect the requirement. Failure to do so may result in the DV Competency requirement being arbitrarily removed from the JPA PID.

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3 Criteria for determining if post requires DV are contained in JSP 440, Part 2, Leaflet 7, Paragraphs 46-52.
4 Establishment Amendment Form (JPA A001) iaw. JSP 755 Chapter 2, Section 2.
5 The majority of RNR personnel are held under generic PIDs which only segregate between Officer and Rating at Organisation level.
6306. Aftercare

a. Security vetting on its own does not provide a guarantee of an individual’s enduring trustworthiness, integrity and reliability as individual circumstances and behaviours may change over time. It is fundamentally important that personnel security measures continue after a security clearance is granted to allow new information to be collated, analysed and acted upon by the security vetting authorities. The responsibility for raising and sharing this information lies with both the Subject and their line management and is achieved primarily through the Change in Personal Circumstances Questionnaire (CPC), Security Appraisal Form (SAF) and Aftercare Incident Report (AIR) processes. Where a CPC, SAF or AIR bring into doubt the suitability of an individual to hold (or to continue to hold) a security clearance, management procedures may be initiated.

b. Where concerns have been raised, the Subject will be advised accordingly by PSyA Personnel Security (Pers Sy) staff and afforded appropriate opportunity to address the issues. Depending upon the seriousness of the concern, PSyA Pers Sy advice could take the form of an advisory telephone call or letter through to a face-to-face interview coupled with directed written advice. In the event that the advice proffered is ignored consideration will be given to issuing a Formal Security Warning (FSW) dependent upon the nature of the issue. It may also be necessary to initiate appropriate vetting aftercare arrangements. If this level of intervention and monitoring fails to resolve security concerns, it may become necessary for PSyA Pers Sy staff to consider (in consultation with UKSV) the denial, withdrawal or suspension of an individual’s security clearance. In such circumstances, ‘Presumptions of Unfitness’ (POU) to hold security clearance will be identified and the case will be considered by the Personnel Security Panel (PSP). Further information regarding adverse assessment procedures, the PSP and aftercare are provided in Section 4.

6307. Security Vetting - Personal Responsibility

Individuals have a responsibility for maintaining the appropriate level of security clearance and failure to fulfil this obligation may have an adverse effect on a subject’s role, responsibilities and military operations. The vetting system is not configured to handle frequent and numerous requests for timeline extensions or waivers. Consequently, all Naval Service personnel must ensure that they supply information requested by vetting authorities as honestly and expeditiously as possible, whether their role in the system is as a subject, a line manager/commander or as a referee. It should be noted that failure to comply with a request for further information constitutes a POU to hold security clearance and therefore could result in immediate suspension or withdrawal of an individual’s clearances. Additionally, line management and Security Risk Managers must be mindful of the security risk posed by vetting apathy and be prepared to support vetting endeavours, initiatives and where necessary formal security action. More detailed responsibilities can be found at Section 6.

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6 JSP 440, Part 2, Leaflet 7, Paragraph 147 provides examples of concerns, but these are not exhaustive.
6308. **Principle 1 – Transparency**

a. The effectiveness of security vetting procedures and security clearances depends upon open and honest communication between all individuals and/or organisations involved in the vetting process (subject to the need to maintain vetting confidentiality).

b. All of the processes associated with security vetting in the Naval Service are open, auditable and transparent and will be enacted in accordance with principles and procedures laid down in this Directive and JSP 440. PSyA Pers Sy/SYVETT staff and Establishment/Unit Security Officers (E/USOs) can provide further information regarding security clearance and vetting procedures on request.

c. As explained further in Section 4, those who are subject to Aftercare and/or adverse assessment procedures which could ultimately lead to PSP referral, will be informed in writing and/or at interview how the security vetting system works and the potential ramifications of such action. The only exception will be cases in which it is deemed appropriate to withhold notification to the Subject for national security reasons; this decision rests with Navy PSyA and will be auditable.

d. Subjects may appeal against a decision to deny or withdraw security clearance. The security vetting system within the Naval Service allows for internal appeal through the Admiralty Board and thereafter, if the PSP decision has been upheld, access to an external appeals process via the Cabinet Office Security Vetting Appeals Panel (SVAP).

6309. **Principle 2 – Proportionality**

Security vetting procedures provide assurances regarding the trustworthiness, integrity and reliability of serving (or potential) Naval Service personnel and also assist security risk management reporting. However, any adverse assessment procedures, PSP referrals/recommendations or aftercare programmes will be applied proportionately to ensure they are legitimate and strictly to a level required to protect sensitive information and critical assets.

6310. **Principle 3 – Confidentiality**

a. The principle of vetting confidentiality will be applied in respect of all vetting casework. This principle dictates that vetting information is to be handled in a way that does not normally involve its disclosure outside the security community and that it is treated on a strict need-to-know basis. Occasions will, however, arise where effective security risk management necessitates the release of vetting information outside the appropriate security staffs. Such circumstances will be dealt with by PSyA Pers Sy staff on a case-by-case basis and the need-to-know principle will be strictly enforced in respect of any information that is released, thus maintaining an appropriate balance between confidentiality and security risk management/operational imperatives. Information to which vetting confidentiality applies will only be reported by PSyA Pers Sy staff to the Chain of Command where there is a clear concern that a serious criminal offence (such as espionage) has

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7 This does not include information specific to individuals which remains vetting-in-confidence at all times.
8 HMG’s Security Policy Framework (Security Policy No. 3 - Personnel Security).
been committed or there has been compromise to Defence capabilities or operations. In all such cases, the final decision to divulge information lies with Navy PSyA, who must balance the conflicting interests of confidentiality against disclosure on a case-by-case basis. Again, such a decision must be wholly justifiable and auditable, demonstrating that the correct balance has been achieved and that the credibility of the vetting system has not been undermined.

b. Appropriate measures are always to be taken to protect the confidentiality of security vetting information in transit. Vetting files and correspondence are to receive appropriate protective markings and descriptors (minimum of 'OFFICIAL SENSITIVE PERSONAL', with handling Instruction 'Vetting-In-Confidence') and are to be transported or transmitted commensurately. Wherever possible, files and correspondence containing information subject to vetting confidentiality are to be passed by hand. If this is not possible, such material is to be despatched ‘Personal For’ named addressees only. Copies are not to be retained of material e.g. security questionnaires that have been submitted to the UKSV by anyone other than the individual; these can be accessed by those with a need to know via the National Security Vetting Solution (NSVS) case management system. Similarly casework papers relating to contentious SC cases, all DV cases, and/or Aftercare will be stored in NSVS or retained by the UKSV on NSVS registered security files (or combination of both). Access to these files will be controlled by the Head of UKSV and will be restricted to authorised UKSV personnel, PSyA Pers Sy staff and to members of the PSP where applicable.

6311. **Principle 4 – Timeliness**

Timely interaction and engagement is particularly critical where there is a risk that delays will impinge upon operational capability. Responsibility lies with Subjects, Line Management, ACOS(PCap) Career Managers and Sponsors of applications for national security vetting (predominantly the Navy PSyA-SYVETT team) to ensure that unnecessary delays do not occur. Timeliness is also paramount during the appeals process to ensure that vetting decisions are prompt and cases do not become protracted causing undue pressure on both the Subject and the Service.
SECTION 3 – SECURITY CLEARANCES AND WAIVERS

6312. Authority
Personnel holding appointments detailed in this Section are authorised to grant security clearances and waivers in accordance with the direction provided below.

6313. Clearances
SC and DV clearances for all Naval Service personnel, regardless of rank, are processed and issued by UKSV on the Service’s behalf. For contentious cases (e.g. where there might be Nationality or Residency related concerns, or checks reveal that the Subject has a criminal record), UKSV will refer the case to PSyA Pers Sy staff (predominantly Navy PSyA-Pers Sy SO1) for a decision on whether or not a clearance should be granted and if so what caveats are to be put in place.

6314. Waivers
JSP 440 provides specific criteria defining the eligibility of certain groups of individuals to hold a security clearance. Where operational circumstances require, waivers from the eligibility criteria may be granted as follows:

a. **Nationality Waivers.** For entry into the Naval Service a candidate must satisfy one of the nationality criteria\(^9\) laid out in Para 0730.

b. In exceptional circumstances, a waiver of the recruitment eligibility criteria may be granted by the Head Naval People Strategy (Head NPS) (on behalf of the Secretary of State for Defence) to candidates who are Commonwealth citizens or citizens of the Republic of Ireland at the time of their application but were born outside the country of which they are now a citizen or have formerly held a different nationality. The authority for issuing such nationality waivers on recruitment rests with NAVY PERS-CNPS DANDI SO1, however the residency requirements referred to below must also be met.

c. Some Branches/Specialisations are open to British citizens only as all personnel in these Branches/Specialisations are required to be cleared to DV and/or there is a significant likelihood that personnel will require access to STRAP material. Nevertheless, circumstances may arise where non-British nationals serving with the Naval Service will require a security clearance from which they would normally be precluded (e.g. a non-British national recruited on the basis that they met the residency criteria, but subsequently requiring a DV clearance). Waiving the nationality requirements in such circumstances will be considered on a case-by-case basis by Navy PSyA-Pers Sy SO1C to whom UKSV will refer all such cases.

d. **Residency Waivers.** The residency criteria and supporting documentation required for recruits to the Naval Service are detailed at Annex 63A. A residency waiver will also be sought by UKSV where the criteria is not met by serving personnel, e.g. where DV subsequently required. Authority to waive these residency requirements at SC and DV\(^10\) levels rests with Navy PSyA-Pers Sy SO1C.

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\(^9\) Asylum Seekers are not eligible for entry into the Naval Service.

\(^10\) JSP 440 stipulates a minimum 10 years UK residency required for DV. Waiver will therefore only be considered in exceptional circumstances and is very unlikely to be considered/granted for less than 6 years UK residency.
e. Personnel under the age of 21 or with less than 12 months service. With the exception of recruits aged 18 to 20 years who are applying for entry to a Branch or Specialisation that is block-cleared to DV-level, personnel under the age of 21 or who have less than 12 months service will not normally be eligible to occupy a DV post. All requests for DV clearance for such personnel will be returned to the Sponsor by UKSV. However, if the application for DV clearance does not relate to block cleared specialisations, the request will be returned by UKSV for the Sponsor/Career Manager to justify the need to have the subject DV cleared. Once this justification has been received, UKSV will refer the case to PSyA Pers Sy staff to confirm the validity of the requirement. DV clearances awarded to personnel aged 18 to 20 years employed within a DV block-cleared Branch or Specialisation will be subject to a 3-year review.

6315. Initial Clearance on Entry into Service

There are occasions when an individual will be given an offer of service with an entry in to service date that does not provide sufficient time for the security clearance process to be completed. Where an individual is entering a Branch or Specialisation which requires SC clearance, providing that the individual has submitted a completed security questionnaire and signed Application Form for Service in Her Majesty’s Naval Service (AFCO Form 4), NC PSyA has delegated responsibility to NAVY CNR-AIB TSO (for Officer Entrants), NAVY CNR-OPS RA CA2 (for RN/RM Regular recruits), NAVY MR-HQ AO (for RNR recruits) and NAVY MR-HQ RMR SO2 (for RMR recruits) to temporarily waive the SC requirement to enable recruits to enter Phase One training. As most SC cases are processed within 30 days, this will normally allow sufficient time for individuals to obtain SC clearance before commencement of Phase Two training. Where issues have arisen during the SC process and a subject has not been issued security clearance prior to Phase Two training, the receiving Phase Two training establishment can either refuse to accept the Subject or take them at risk. This protocol is equally applicable to personnel entering a Branch or Trade requiring DV clearance.

6316. Reactivating, Transferring and Sharing Clearances

a. Some individuals joining the Naval Service, either as regular staff or as reservists, may have previously held a valid security clearance. All requests to reactivate a security clearance or to transfer it from another employer are to be submitted to UKSV by the ‘new’ employer within 12 months from the Service person’s last day in the Service. Note: Ex Regulars transferring to or re-entering the Reserves will NOT have any extant security clearance automatically transferred to their new employment.

b. It is also possible for a security clearance to be shared, e.g. a security cleared MOD civilian or defence contractor may also be a member of the reserve forces, in which case his/her existing security clearance can be shared and utilised for both requirements.

c. All requests to reactivate a security clearance, transfer it from or share it with another employer are to be submitted to UKSV on a Transfer Request Form available from the UKSV website.

11 In signing AFCO Form 4 the applicant is also certifying that they understand and accept the supporting guidance/conditions contained in the accompanying AFCO Form 5, i.e. that they have been permitted entry into service on the condition that if they fail to obtain SC clearance they will be discharged. This is also made clear in the “Potential Entrant – Offer of Entry” letter.
6317. Temporary Clearance Action

a. SC Extensions/Waivers. Where SC has recently expired, providing a re-application for security clearance has been initiated with NAVY PSYA – SYVETT DBS (MULTIUSER) it may be possible for a temporary extension of the old clearance to be arranged while the new application is being processed by UKSV. Each case will be assessed on merit. Failing this, providing a re-application for security clearance is underway and no security concerns have been identified, Navy PSyA-Pers Sy SO1C is authorised to issue a provisional/temporary SC waiver (Emergency Unsupervised Access (EUA) letter) to enable the applicant to remain in post.

b. DV Extensions/Waivers. UKSV will only consider a temporary extension of DV clearance if all of the following criteria are satisfied:

1. Previous DV has only recently expired.
2. An on-line application for a DV review has been completed by the individual and submitted to NSVS by Sponsor.

c. NAVY PSyA-Pers Sy SO1 C is the sole authority for the granting of Emergency Unsupervised Access (EUA) (access to TOP SECRET) to Navy Command personnel, and may grant to meet extreme operational requirements, predominantly in overseas theatres of operations, where:

1. An on-line application for DV has been completed and accepted by UKSV (NSVS).
2. Initial NSVS automated checks highlight no security concerns.
3. The receiving unit whose post requires the incumbent to hold DV clearance has completed a Security Risk Estimate (SRE)/Risk Balanced Case (RBC)\textsuperscript{12} and implemented appropriate mitigation to reduce security risk to an acceptable level.
4. The unit RBC has been reviewed and assured by PSyA staff.

It should be noted that where STRAP access is required EUA is an emergency process only. Only in the most exceptional circumstances to meet critical operational needs in theatre, may an individual holding EUA be considered for induction to STRAP. Permission must first be sought from the Corporate STRAPSO\textsuperscript{13} in all cases before induction to STRAP can take place.

\textsuperscript{12} See NC Security Risk Management Framework Document (v5.0).
\textsuperscript{13} Authoritative guidance for this procedure is contained in MOD STRAP LEAFLET NO 6, Para 7.
6318. Loan/Local Foreign Service (LFS) Appointments

a. **Summary.** All Service personnel must be volunteers for Loan/Local Foreign Service (LFS) and the footnote addresses current policy\^14, in addition to which reference should be made to Para 5911, Annex 59B, Annex 59B Appendix 1 and Annex 59C.

b. **Loan Foreign Service**

   (1) Notwithstanding the fact that each single Service manages the selection of prospective LFS personnel differently, policy dictates that where there are local or cultural sensibilities some LFS posts require married accompanied service whilst others may be designated for unaccompanied service only. In addition some volunteers may not be deemed suitable due to the necessary consideration of factors such as the nationality of the volunteer or a close family member.

   (2) Navy PSYA will determine if the LFS Assignment is not tenable at an early stage, however, this may not necessarily occur until award of security clearance review, e.g. information might not come to light until the end of a Security Vetting process. A Security Clearance may be awarded for the Volunteer but this does not necessarily mean that the Volunteer is suitable for the LFS Assignment.

c. **Assigning Principles**

   (1) The Assigning Principles for Loan Foreign Service for the RN/RM are contained in Chapter 59. It is essential that before a nomination is made and an Assignment Order approved Navy PSYA (SO3C Aftercare) NAVYPSYA-AFTERCARESO3C@mod.uk is consulted at the earliest opportunity to enable suitability from a security perspective to be ascertained. Details required are as follows:

   - Volunteer Name
   - Service Number
   - Proposed Assignment Location and JPAN
   - Proposed Dates

   (2) Early engagement with Navy PSYA will assist in highlighting significant factors which would greatly decrease a volunteer’s expectations for an Approved Assignment. Appendix 1 to Annex 59B outlines the reasons for non-recommendation for LFS. This list is not exhaustive. If a Volunteer is deemed unsuitable, the relevant Career Management organisation will be informed by Navy PSYA but not of the reasons why, however, if the Volunteer wishes to know the reason for non-recommendation they are to request this through NAVY PSYA-SO3 AFTERCARE. There is no appeals procedure for non-recommendation of LFS.

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\(^{14}\) JSP 468 Pt 1 – Loan and Secondment of Service Personnel to Commonwealth and Foreign Forces.
(3) If Navy PSYA is content for the LFS assignment to proceed, the security clearances required for the appointment will also be assessed and advised (for the whole of the assignment). It should be noted, however, that United Kingdom Security Vetting (UKSV) staff do not travel and it can be costly for personnel to return to UK for Vetting Interviews, potentially causing an unnecessary burden to the new unit.

6319. **International Loan/Exchange Personnel – Security Clearance**

a. JSP 440 (Part 2, Leaflet 7, Paragraph 173) highlights the key considerations to be taken into account before the establishment of an Exchange, Loan or Embedded post at Defence Establishments, including HM Ships. In particular, appropriate consultation must be undertaken to determine the suitability of permitting foreign nationals in such positions, not only from the aspect of access to UK classified information but also the requirement to prevent access to particularly sensitive areas and to classified information provided to the UK MoD by international partners (i.e. Five Eyes) which must not be accessed by Exchange, Loan or Embedded personnel unless prior written approval of the partner/country owning the information is held.

b. The appointment of an Exchange, Loan or Embedded person should normally be formalised following the negotiation of a Memorandum of Understanding or similar Arrangement which, amongst other aspects, should detail the security clearance requirements for the appointment. Prior to assignment of the Exchange, Loan or Embedded personnel, the relevant Career Manager is to ensure that a Security Clearance certificate for the individual concerned is provided by the individual’s parent government department to the MoD host, which for Naval assignments should be forwarded to NAVY PSYA-CI SO2.
SECTION 4 – ADVERSE ASSESSMENT PROCEDURES, THE PERSONNEL SECURITY PANEL AND VETTING AFTERCARE

6320. Managing/Monitoring Potential Security Risk

Security vetting on its own does not provide a guarantee of an individual’s enduring trustworthiness, integrity and reliability as individual circumstances and behaviours may change over time. It is therefore fundamentally important that personnel security measures continue after a security clearance has been granted to allow new information to be collated, analysed and acted upon by the security vetting authorities. The main vehicles for maintaining such oversight between security vetting or, where appropriate, Aftercare reviews are:

a. Change of Personal Circumstances (CPC) forms.
b. Security Appraisal Forms (SAF).
c. Aftercare Incident Reports (AIR).
d. Financial Questionnaires.

6321. Security Advice and Formal Security Warnings

a. Where there are concerns that an individual’s behaviour or lifestyle may impact on their suitability to retain a security clearance, UKSV will notify Navy PSyA through PSyA Pers Sy staff. Following further investigation, if UKSV’s concerns are justified then PSyA Pers Sy staff will initiate appropriate action which in the majority of cases will result in individuals being notified of the concerns raised. Normally the Subject will already be aware, for example having previously been advised in writing by UKSV of the need for further reviews. However if the concerns were new, the Subject would be informed either by telephone call, letter or face-to-face interview depending upon the seriousness of the matters at issue; this ensures the Subject understands why their behaviour is causing concern and the potential ramifications. Where appropriate, the Subject may be informed that they will be subject to a further aftercare review after a set period of time in order to ensure that appropriate progress is being made. If the reviews indicate that the Subject is not heeding advice then review frequency may be increased or the matter escalated further by PSyA Pers Sy staff. Throughout this advisory process the principles of transparency, proportionality and vetting confidentiality will be rigorously applied.

b. In cases where advisory action fails to lead to an appropriate outcome, or in cases of significant concern, an individual may be issued with a Formal Security Warning (FSW). The issue of a FSW affords an individual a final chance to resolve the concerns of the security authorities in an effort to avoid the need for their case to be referred to the Personnel Security Panel (PSP).

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15 To whom this Directive applies.
16 Time period to be set by NC PSyA Pers Sy staff and usually ranges between 12 and 24 months.
c. The administration and delivery of advisory calls, interviews and correspondence, including FSW, will vary according with the rank of the Subject as follows:

(1) For all ranks up to and including Lt Cdr – Navy PSyA-Pers Sy SO1C.

(2) For Cdrs – Navy PSyA.

(3) For Capts and above – ACOS(PCap) via the PSP (where appropriate).

d. Following the delivery of advisory interviews or FSWs, in providing a Subject with any written correspondence detailing why their behaviour is causing concern and the potential ramifications, PSyA Per Sy staff are to ensure that:

(1) The letter is to be signed and dated by the individual administering the advisory/FSW interview.

(2) The Subject is to also sign and date the letter to acknowledge receipt and that they understand its contents. The signature is normally to be obtained during the interview. If, for whatever reason, that is not possible, the Subject is to return to Navy PSyA-Pers Sy SO1C a signed and dated copy of the letter as soon as practicable after the interview.

e. In circumstances where the Subject is overseas and can only be notified of security advice or issued with a FSW in writing, the Subject is to return a signed and dated copy of the letter to Navy PSyA-Pers Sy SO1C as soon as possible to acknowledge both receipt and that its contents have been understood.

6322. Personnel Security Panel System

a. If a Subject fails to resolve security concerns identified to them by means of advisory letter/interview or FSW, or if circumstances arise where the severity is such that there is no requirement or insufficient time to follow the advisory interview/letter, or FSW routes, PSyA Pers Sy staff may refer the case to higher authority for a decision to be made on denial, withdrawal or suspension of security clearance or the instigation of further vetting aftercare action.

b. When denial, withdrawal or suspension of a security clearance is being considered, Navy PSyA-Pers Sy SO1C will refer the case to the Personnel Security Panel (PSP) and/or the appropriate authority, as detailed at Annex 63B and Annex 63C. The PSP comprises of 2 co-members: one will be a security specialist (normally Navy PSyA) and the second will be a personnel management expert from the NC Personnel/Career Management staff (normally DACOS CM). This combination of experience and specialisation will allow a balanced assessment to be made of the case, ensuring that the needs of the individual are considered appropriately alongside those of the Naval Service and national security.

17 JSP 440, Part 2, Leaflet 7, Paragraphs 96-110 outlines factors affecting suitability to hold a security clearance.
c. If a PSP member is unable to conduct their duties due to long-term absence, a suitable replacement is to be identified and co-opted to the Panel. A similar procedure should be adopted in circumstances where a Panel member is ineligible to consider a case because of prior knowledge of it or a personal knowledge of the Subject. In such instances, the replacement Panel member must be of at least OF5 level. All PSP members must declare at the earliest possible opportunity any grounds that will definitely or are likely to render them ineligible to assess a particular case to the PSP Secretariat (Navy PSyA-Pers Sy SO1C) or to their co-member.

d. In normal circumstances, UKSV will provide all of the information relevant to a case to the PSP Secretariat who will compile and submit a synopsis for the PSP’s consideration. UKSV may also have made their own recommendations on the action required, with which the PSP Secretariat may or may not agree. In the event that a recommendation is to be made to withdraw or deny a security clearance the PSP secretariat will, in consultation with UKSV staff, identify the reasons affecting suitability to hold security clearance and make a written recommendation to the PSP as to the length of time for which the Subject’s clearance should be withdrawn or denied. This recommendation is to be based on the circumstances of each vetting case under review and the Service need. If PSyA Pers Sy staff decide that further information is required in order for a balanced decision to be made on the case, they will task UKSV to carry out additional enquiries in accordance with their established procedures.

6323. Denial or Withdrawal

a. When considering a referred case, PSP members must judge whether or not the subject has demonstrated a Presumption of Unfitness (POU)\(^\text{18}\) to receive or continue to hold a security clearance. Where PSP members have serious doubts about one or more of the facts upon which a case for the denial or withdrawal of a security clearance is based, they should reject that case. PSP members are to conduct their initial review of the case independently of each other and are then to append their written adjudication to the case file and return it to the PSP Secretariat within 10 working days of receipt.

b. Where the PSP members agree on either accepting or rejecting the PSP Secretariat recommendation, then the PSP Secretariat will immediately initiate the necessary action (i.e. informing the subject of the withdrawal, suspension or retention of their security clearance) through the appropriate\(^\text{19}\) authority.

c. Where members of the PSP disagree in their adjudication of a case, the PSP Secretariat will arrange for the panel to convene at the earliest opportunity to discuss the matters at issue. In the event that the PSP subsequently reach agreement, the PSP Secretariat will take the necessary action as outlined above. In the event that the PSP continues to disagree, then the case for denial or withdrawal of a security clearance is to be rejected and (where appropriate) the subject informed accordingly.

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\(^{18}\) A non-exhaustive list is at JSP 440, Part 2, Leaflet 7, paragraphs 96-110.
\(^{19}\) See Annex 63C Para 4.
6324. Operational Impact of Denial and Withdrawal

In considering all cases which come before them and in making a decision, PSP members must consider the need to balance the operational impact of denying or withdrawing a security clearance against the risk caused by permitting the individual initial or continued access to protectively marked material and assets. In cases where an individual who comes to the attention of a PSP has access to information provided by other Government Departments (e.g. GCHQ), PSP members must take this into account in their deliberations and apply an additional risk weighting when making their decision.

6325. Suspension

a. The PSP Secretariat is to consider and recommend to Navy PSyA suspension of an individual’s security clearance, without prejudice, when:

   (1) A recommendation to withdraw that Subject’s security clearance is being drafted for consideration by a PSP.

   (2) The Subject is being investigated for a serious criminal or disciplinary offence.

   (3) The Subject is the subject of administrative action which may lead to discharge.

   (4) The Subject is due to be court-martialled.

   (5) Subject is believed to be involved in drug abuse.

   (6) The Subject denies UKSV the opportunity to assess their suitability to hold a security clearance e.g. by repeatedly failing to provide adequate information about their circumstances.

   (7) Other serious circumstances exist which may be considered a POU but which require further enquiries or investigation.

b. The PSP Secretariat is to initiate a review of each suspension of security clearance at intervals not exceeding 3 months. The Subject will normally be advised by the PSP Secretariat through the appropriate authority formally in writing about a suspension of clearance, its justification and the decision authority. In rare cases, however, it might be deemed appropriate to withhold notification to the Subject for national security reasons. Such cases must be referred by the PSP Secretariat to Navy PSyA for a decision and will be subject to audit.
6326. **Subject Notification of PSP Decisions**

When the PSP decides to deny or withdraw an individual’s security clearance, a member of the Panel which made the decision is to notify the Subject in an interview and in writing of the PSP decision; the reasons on which it was based; the implications of that decision and the Appeals procedure open to the Subject. PSyA Pers Sy staff are to be present to support the PSP member conducting the interview. Written notification will normally be handed to the Subject at the withdrawal interview which the Subject is to sign, date and return to the PSP Secretariat within 10 working days to indicate that they understand and accept the content.

6327. **Case File Diaries**

If a case is referred to the PSP, the PSP Secretariat is to immediately initiate a Case File Diary and attach this to the Subject’s Vetting File as the top enclosure. The Diary should be used to record case progress and provide an auditable record that can be produced independently of the Case File. A template of a Case File Diary is at Annex 63D.

6328. **Vetting Aftercare**

a. In some cases where an individual’s professional or personal conduct causes concern in relation to their suitability to obtain or retain a security clearance, PSyA Pers Sy staff may not deem it proportionate to initiate procedures to withdraw, deny or suspend their clearance immediately. Rather, they may choose to place the individuals on the UKSV SC or DV Risk Register, as appropriate, and then manage the security risk posed by the individual. This risk management process is known as “Aftercare”. It may be applied in respect of concerns which arise during the initial vetting process, during vetting reviews, or as a result of the submission of an Aftercare Incident Report (AIR).

b. Individuals for whom aftercare procedures are deemed appropriate will normally undergo additional reviews of their suitability to hold their current level of security clearance. For example, an individual who has been granted SC clearance valid for 10 years, but who has financial problems, may have their financial situation reviewed 18 months after their clearance has been granted. After each review, UKSV will make an assessment of the risk that the individual poses to the Naval Service. UKSV will pass that assessment to PSyA Pers Sy staff for consideration. Such reviews will continue until concerns about the individual have dissipated or they have left the Service. Subjects will normally be advised formally in writing of aftercare measures which apply to them and the rationale. On occasion, however, PSyA Pers Sy staff may deem it appropriate to withhold notification to the Subject for national security or other reasons. The decision to withhold notification rests in all cases with NC PSyA and is subject to audit.

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20 JSP 440, Part 6, Section 3, Chapter 1 refers.
c. Where aftercare does not meet the desired objectives, consideration will be given to initiating the PSP process as described above. However, the majority of individuals subject to aftercare action are removed from the risk management process in due course, having successfully addressed their issues. For some personnel, the Assignment Restriction process outlined below may also be an appropriate risk management mechanism, used to ensure that an individual is not assigned to a post that is incompatible with the risk that they may pose.

6329. Assignment Restrictions (AR)

An AR is a referral mechanism to ensure that PSyA Pers Sy staff are consulted before DACOS (CM)’s Career Managers assign individuals with security concerns or where security conflicts of interest could arise. An AR may be recommended by UKSV and/or implemented by PSyA Pers Sy staff by inserting a ‘flag’ in the individual’s ‘Assignment Restriction’ field on JPA. This flag is only visible to DACOS(CM) and PSyA Pers Sy staff and does not disclose the nature of the restriction. Navy PSyA-Pers Sy SO1C is responsible for setting AR review periods and authorising AR removal where applicable:

a. AR based on Nationality. For some assignments, it is imperative that the Subject and close members of their family are solely British nationals. UKSV and PSyA Pers Sy staff are authorised to place an AR on those individuals who do not meet these criteria. Similarly, UKSV will inform Navy PSyA-Pers Sy SO1C about any new recruit holding dual or non-UK nationality where an AR is deemed necessary. UKSV may therefore refer cases to Navy PSyA-Pers Sy SO1C for AR purposes where:

(1) Spouse or partner is not solely a UK national.

(2) Siblings and/or surviving parents are not solely UK nationals.

(3) Subject has distant surviving relatives who are not solely UK nationals.

(4) Spouse/partners’ surviving parents are not solely UK nationals.

b. AR based on Security Concerns. Where UKSV staff consider that a potential security issue exists and may warrant AR action, PSyA Pers Sy staff will be contacted and retain authority for imposing an AR. Examples where an AR would be raised include:

(1) Where police/unit investigative action is ongoing.

(2) Where the NSVS Vetting Medical Advisor is reviewing medical or psychological problems.

(3) Where significant financial issues are being reviewed by UKSV.

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21 Previously known as a ‘STOP Notice’ or ‘Top Enclosure Card’.
22 The Job Eligibility Matrix at para 0759 of Ch 7 provides an indication of Branch Nationality restrictions, Chapter 7.
23 Where an AR is imposed for nationality reasons, a review date of 5 years is generally applied (e.g. to allow for naturalisation).
(4) Where there are suspected paramilitary, terrorist or subversive connections.

(5) Where family members reside permanently overseas.

(6) Where UKSV inquiries are pending to establish whether issues of security concern exist.

(7) Where Navy PSyA has cause for concern in a security context.

c. **AR Review.** Navy PSyA is to ensure that reviews of AR are carried out at appropriate intervals to ensure validity. When reviews of individual cases are due, Navy PSyA-Pers Sy SO1C is to liaise with UKSV and ascertain whether the reasons for AR imposition remain valid. Where the AR can be removed, PSyA Pers Sy staff are to ensure that an individual’s JPA record and NSVS vetting records are amended accordingly.
SECTION 5 – PROCEDURES FOR APPEALS AGAINST VETTING DECISIONS

6330. Internal Appeal

a. There is no right of appeal against a decision to deny initial SC (or DV) on recruitment, i.e. where the applicant not yet in-Service, recommended by UKSV and denied by PSyA-Pers Sy SO1C (Annex 63B refers). In–Service personnel denied security clearance (SC or DV), however, do have the right to appeal against the decision. In these circumstances the avenue of appeal is through the PSP in the first instance, and if still aggrieved the Admiralty Board.

b. For in-Service security clearances denied or withdrawn by the PSP the Subject will usually be advised of the reasons in person by Navy PSyA, with the decision being confirmed in writing by Navy PSyA Pers Sy Staff (PSP Secretariat) on behalf of the PSP. The decision letter will re-iterate the reasons upon which the decision is based and its implications, and provide an indication of the circumstances and whether or when a re-application for DV clearance would be entertained. (Denial of SC is likely to result in Administrative Discharge since, as a minimum, SC security clearance is mandatory for Naval Service). Should the Subject wish to appeal against denials/withdrawals decided by the PSP, the only internal avenue of appeal is through the Admiralty Board (AB) where two AB members24 will make a decision on the appeal.

c. For appeals to either PSP and/or the Admiralty Board, Subjects must register their intent to appeal with the PSP Secretariat in writing within 5 working days of receipt of formal notification of withdrawal/denial, and submit their appeal in writing no later than 28 days after the date of the decision letter. If the Subject considers that circumstances justify an extension to that deadline, they are to discuss the situation with the PSP Secretariat as soon as possible, but no later than 5 working days before the expiry of the 28 day deadline.

d. On receipt of an appeal, the PSP Secretariat will undertake any necessary preparatory work before forwarding it with relevant supporting documentary evidence to either the PSP for initial clearances) or CNLS Casework Section who will staff it for the AB. Thereafter, the PSP Secretariat/CNLS should ensure that the PSP/AB adjudicates and responds to the Subject as soon as is reasonably possible, eg. once the CNLS Casework Section has assembled all of the necessary paperwork to prove an auditable trail and as time and availability of AB members permits. During the appeals process the Subject will be provided with appropriate documentation, eg. copies (redacted as required) of all PSyA Pers Sy staff briefing material submitted to the AB, as a matter of course, ie. in accordance with best practice appeals procedure, but the disclosure will not include any legal advice or third party data. The Appellant then has 10 working days to respond to such disclosure unless an extension has been requested and agreed. When considering an appeal, the PSP/AB will follow the same rationale and procedures outlined in Para 6322 and Para 6323 for considering the denial or withdrawal of a security clearance.

24 Note: 2SL cannot sit on security vetting related AB panels as, in the event of subsequent appeal to the SVAP, the SVAP recommendation will be forwarded to 2SL for consideration.
Under current policy, the AB has the discretion to consider oral representations prior to making their decision, but the opportunity should not be assumed. If the original PSyA-Pers Sy SO1C/PSP decision is upheld on appeal, the PSP Secretariat/AB will inform the Subject in writing of that decision and the reasons for it.

6331. External Appeals – Procedures for Review by the Security Vetting Appeals Panel

a. When the internal appeal process has been exhausted, the Subject may appeal to the Cabinet Office Security Vetting Appeals Panel (SVAP). The SVAP is an independent body sponsored by the Intelligence and Security Secretariat (Security Policy Division) of the Cabinet Office. The SVAP exists to provide an independent avenue of appeal for MOD staff and contractors whose security clearance has been denied or withdrawn and to make recommendations to the appropriate TLB Principal Personnel Officer, in the case of the Naval Service 2SL/CNPT. An individual must register their intent to appeal to the SVAP, in writing, within 15 working days of the date of the letter notifying them that the AB has rejected their appeal. Full details regarding procedures for applying to the SVAP will be provided to the Subject by Navy PSyA-Pers Sy SO1C. In short, however, when appealing to the SVAP the Subject must submit an initial letter of appeal which contains relevant background information (including date of birth, Department (i.e. RN), unit, length of service etc) and specify the grounds for the appeal. The SVAP Secretariat may obtain further details of the case, should they be required, through Navy PSyA-Pers Sy SO1C as the designated RN POC.

b. Following receipt of an initial letter of appeal, the SVAP Secretariat will provide additional guidance to the Subject on how they should proceed with their appeal. In brief, the SVAP Secretariat will decide whether the case falls within the remit of the Panel and will then advise the Subject accordingly. Where appropriate, a provisional hearing date will be set and the Subject will be asked to provide a written statement of their case within a deadline set by the SVAP Secretariat. The Naval Service will be invited to respond to the Subject’s submission and the latter will be allowed to see the Naval Service’s response and to offer further comment should they so wish. Once the SVAP has gathered all required evidence, the Subject and any nominated third party will be invited to attend an informal confidential hearing during which the SVAP will consider the case. Two Naval Service representatives will also attend, normally Navy PSyA and Navy PSyA-Pers Sy SO1C.

c. When the Appeal has been heard, the SVAP will inform the Subject and 2SL/CNPT of its recommendations by letter. The decision as to whether or not to accept a SVAP recommendation to grant or restore a security clearance rests solely with 2SL/CNPT. 2SL/CNPT will inform the Subject and the SVAP of this decision in writing within 15 working days of receiving the SVAP recommendations. This decision cannot be appealed further.
6332. Welfare of the Vetting Subject

a. Assistance to the Subject. As part of the Appeal process, the Subject will be given the opportunity to nominate a third party to assist them throughout the course of the appeal process. The third party is to be of equivalent rank or above (normally Line Management) and may attend any interviews with the Subject, but in the capacity of observer only. Those assisting the Subject must be Ministry of Defence employees, i.e. either Civil Servants or members of the Armed Forces and must not have any direct interest in the outcome of the appeal or any associated appeal. They may be Trade Union representatives, provided that they are also MoD employees. The appeals process is an internal administrative one and not a court. Consequently those assisting the Subject are not acting in the capacity of a legal representative or as the Subject's advocate; they may not directly address appeal panels or question witnesses and will not be recognised as representatives of the Subject by either AB or SVAP appeal panels or the Secretariats that support them. This does not preclude the Subject from seeking independent legal advice in the preparation of their appeal should they wish to do so, but it will be at their own expense and they should appreciate that such legal representatives will not be permitted to be present at any oral hearing.

b. SCART. On initiation of the appeal process Navy PSyA is to inform the RN Sensitive Case Advice Reaction Team (SCART) that there is an ongoing personnel security issue involving the subject which may result in associated welfare issues.
SECTION 6 – SECURITY VETTING PROCEDURES – INDIVIDUAL AND CHAIN OF COMMAND RESPONSIBILITIES

6333. Individual and Chain of Command Responsibilities

Naval Service personnel must be aware of the following responsibilities to ensure that security vetting procedures are an effective enabler to maritime operations:

a. All personnel are to:

   (1) Monitor the status of their own security clearances on JPA\textsuperscript{25} to ensure they remain extant, advising NAVYPSYA-SYVETT DBS MAILBOX MULTIUSER in good time when due for renewal/review.

   (2) Respond positively and promptly to any request from UKSV or PSyA Pers Sy staff for supplementary information in support of security vetting e.g. completion of Financial Questionnaires.

   (3) Advise UKSV of any significant changes in personal circumstances (such as marriage, divorce, cohabitation with a partner, diagnosis of a long term medical condition, bankruptcy or windfalls) on a Change of Personnel Circumstances Questionnaire (available on UKSV website).

b. It is an annual mandatory requirement for all DV holders to complete Pt A of a Security Appraisal Form (SAF) and submit this to their Line Managers/Reporting Officer for endorsement within 15 working days of the DV holder’s Common Reporting Date. For further information, contact Unit Security Staff or PSyA Pers Sy staff.

c. Line managers/reporting officers are to complete and submit Pt B of SAFs received in respect of individuals who are (or have been) subordinate to them within 15 working days of receipt.

d. All personnel (either as subjects or referees) are to make themselves available as quickly as possible for interview by UKSV vetting officers if requested.

e. Commanders at all levels are to release personnel from duty, as required, to attend interviews with UKSV Vetting Officers and/or PSyA Pers Sy staff.

f. Where security concerns arise, Commanders at all levels are to liaise with their Unit Security Staff to instigate Aftercare Incident Report (AIR) action where applicable. Where Unit Security Staff are not available, line management are to instigate AIR action in accordance with the directions in JSP 440\textsuperscript{26}.

g. PSyA Pers Sy staff are to ensure that Personnel Security Casework e-referred to them by UKSV is dealt with in a timely fashion.

\textsuperscript{25} At least annually, as part of the mandatory checks of personal data.
\textsuperscript{26} JSP 440, Part 2, Leaflet 7, Paragraph 159-163.
ANNEX 63A

RESIDENCY REQUIREMENTS FOR NAVAL SERVICE RECRUITS

1. For security clearance to be issued, all candidates should have resided continuously in the UK (including Northern Ireland) or Eire immediately before their application. The specific length of this residency requirement is determined by the security clearance required for the Branch or specialisation for which the candidate is applying, as follows:
   a. SC clearance - 5 years.
   b. DV clearance - 10 years.

2. Failure to meet the minimum residency requirements undermines the ability of United Kingdom Security Vetting (UKSV) to conduct comprehensive security checks and would present an increased security risk to the Naval Service. It is, however, recognised that in order to meet specific recruiting targets, it may in exceptional circumstances, be viable to accept an increased level of risk provided the risk is outweighed by a specific need and can be appropriately managed.

3. In line with direction in JSP 440 (Part 2 -Leaflet 7), Service Lead Commands are authorised to risk manage their residency requirements for initial entry recruits. As such, Navy PSyA has given UKSV dispensation to automatically process applications from Sole or Dual UK/ROI Nationality candidates as follows:
   a. For SC - where Sole/Dual UK/ROI applicants have either:
      (1) Lived in the UK or Eire continuously for at least the last three years immediately prior to application or;
      (2) Lived in the UK or Eire for a total of four years out of the last five (which might, for example, allow candidates that have travelled/worked/studied abroad for no more than twelve months in the last five years to qualify for minimum residency).
   b. For DV - where applicants have 9 years UK/Eire residence within the last 10 years (Periods up to 56 days may be disregarded):

   Note. Candidates from Commonwealth countries MUST have resided in the UK for a minimum of 5 years prior to application. No exceptions are allowed to this rule.

4. Individuals who fail to meet the above abated residency requirements but are nevertheless viewed by recruiting staff as good candidates, are to be referred to Navy PSyA-Pers Sy SO1C for residency waiver consideration; however candidates must still meet the stipulated nationality requirements.

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1 JSP 440, Part 6, Section 2, Chap 7.
2 In all cases periods of up to 28 days spent out of the UK/Eire, e.g. to allow for foreign holidays, may be disregarded.
3 With supporting documentation as specified in Appendices 2 & 3 to Annex 63A.
5. It is the responsibility of Naval Regional Commander’s staff to verify that candidates meet these minimum residency requirements set by the Naval Service. This includes checking individual passports to verify movements and confirm residency dates.

6. A residency waiver effectively underwrites security clearance until the minimum UK residency requirement will be met and UKSV can undertake a full security check. The supporting documentation/evidence specified in the Appendices to this Annex is therefore required to enable Navy PSyA-Pers Sy SO1C to assess the security risk that would be borne by Navy PSyA if a residency waiver is granted.

7. A Candidate Vetting flow chart is detailed at Appendix 1 to this Annex, which recruiting staff may use as a guide. Specific guidance relating to eligible candidates who have undertaken full-time education or worked overseas is contained at Appendix 2 to this Annex; and guidance in relation to those who have taken a gap in UK/Eire full time study to travel or study abroad is contained at Appendix 3 to this Annex.

8. The advice contained within this Annex is not exhaustive and it is recognised that candidates will present circumstances that have not been covered here. In such cases, recruiting staff should consult Navy PSyA-Pers Sy SO1C for further guidance.
APPENDIX 1 TO ANNEX 63A

CANDIDATE VETTING FLOWCHART

START - Does candidate meet Branch/Specialisation nationality requirements?

Yes

Does candidate meet Naval Service residency requirements?

Yes

Proceed with application

No

Is the candidate currently in full-time education/employment overseas, or have they been in the last year?

Yes

Advise the candidate to apply after 3 yrs (SC) or 9 yrs (DV)

No

No

Is the candidate applying for a Shortage Category Branch/Specialisation?

Yes

Refer the case to Navy PSyA Per Sy SO1C

No

Has the candidate been travelling or backpacking abroad during or post FT education?

No

No

Refer the case to Navy PSyA Per Sy SO1C

Yes

No

Yes

Refer the case to Navy PSyA Per Sy SO1C

Note - Commonwealth candidates must meet the 5 yr minimum residency criteria

Consider offering other Branch/Specialisation (if appropriate)

No
APPENDIX 2 TO ANNEX 63A

CRITERIA FOR CONSIDERING APPLICATIONS FOR RESIDENCY WAIVERS FOR UK/EIRE CITIZENS/EXPATRIATES WHO HAVE RESIDED AND/OR UNDERTAKEN FULL-TIME EDUCATION OR EMPLOYMENT OVERSEAS

1. Sole/Dual UK/ROI nationality applicants/candidates who do not meet the minimum Naval Service security clearance residency requirements of 3 years for SC or 9 years (DV) because they have been living, educated or working overseas can be considered for a security clearance residency waiver providing he/she can supply the following documentary evidence to support their application:

   a. A written reference from the head teacher of their school or employer, stating:

      (1) The candidate’s period of enrolment at the school or period of employment.

      (2) Evidence of educational qualifications attained (where appropriate).

      (3) An assessment of the subject’s trustworthiness, integrity, reliability and conduct.

      Note. The candidate would usually be expected to have attended a school in the European Economic Area or a Commonwealth country, unless they are/were residing overseas as a consequence of one or more of their parents being employed directly by HMG or a UK Government Contractor.

   b. A police certificate from the host nation police service outlining what, if any, convictions the candidate has obtained.

   c. A copy of the photograph page of their passport.

   d. A Copy of their Birth Certificate.

   e. AFCO Form 101.

   f. Details of all residential addresses whilst overseas and all foreign travel in the last 3 years, accompanied by photocopies of any visa or entry/exit stamps in their passport.

   g. Suitable character references e.g. from recognised professionals: Teachers, Police, Civil Servants etc.

2. If any of the above documents are not originally produced in English, the candidate is responsible for ensuring that an accurate translation is submitted along with a copy of the original document.

3. Security clearance residency waivers are considered on a case-by-case basis. Meeting the criteria detailed above does not guarantee that PSyA Pers Sy staff will issue a residency waiver.
APPENDIX 3 TO ANNEX 63A

CRITERIA FOR CONSIDERING APPLICATIONS FOR RESIDENCY WAIVERS FOR UK/EIRE CANDIDATES WHO HAVE TRAVELLED ABROAD EITHER DURING OR AFTER FULL TIME EDUCATION

1. The criteria listed below is to be used for Sole/Dual UK/ROI nationality candidates who do not meet the minimum Naval Service residency requirements of 3 years continuous (or 4 out of last 5 years) UK residency prior to application for SC, or 9 years for DV, due to travelling abroad either during or after full time education e.g. taken a ‘Gap Year’.

   **Note.** Periods of less than 28 days per year can be discounted.

In order to be considered for a security clearance Residency Waiver, the candidate must supply the following documentation:

a. A detailed itinerary of where they travelled/studied outside the UK/Eire during this period.

b. Details of where they resided, including names and addresses of any private residences used.

c. Name, address and telephone numbers of any travelling/studying companions.

d. For those candidates who also worked overseas during their ‘gap year’, full details of the employer, the period of employment and the nature of job.

e. A copy of their Birth Certificate.

f. Where a candidate has lived overseas in a country for 6 months or longer, a police certificate from the host nation police service outlining what, if any convictions the candidate has obtained. If not produced in English, the candidate is to submit the original certificate accompanied by a translation, certified by a professional translator.

g. A copy of the candidate’s passport page showing any visa or entry/exit stamps.

h. A completed AFCO 101 form.

2. Security clearance residency waivers are considered on a case-by-case basis. Meeting the criteria detailed above does not guarantee that PSyA Pers Sy staff will issue a Residency Waiver.
## ANNEX 63B

### AUTHORITY FOR THE DENIAL, WITHDRAWAL AND SUSPENSION OF SECURITY CLEARANCES

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Action</th>
<th>Candidate</th>
<th>Minimum Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Denial of SC</td>
<td>On recruitment only</td>
<td>UKSV (through Navy PSyA-Pers Sy SO1C)</td>
</tr>
<tr>
<td>2</td>
<td>Withdrawal of SC</td>
<td>Cdr and below</td>
<td>PSP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Capt and above</td>
<td>ACNS (CAP)/COS HQ (through the PSP)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>On Discharge SHORE or SNLR.</td>
<td>Navy PSyA-Pers Sy SO1C</td>
</tr>
<tr>
<td>3</td>
<td>Denial/Withdrawal of DV</td>
<td>On initial application</td>
<td>UKSV (through Navy PSyA-Pers Sy SO1C) PSPACNS (CAP)/COS HQ (through the PSP)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cdr and below</td>
<td>Navy PSyA-Pers Sy SO1C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Capt and above</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>On Discharge SHORE or SNLR.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Suspension of Clearance</td>
<td>Lt Cdr and below</td>
<td>Navy PSyA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cdr</td>
<td>PSP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Capt and above</td>
<td>ACNS (CAP)/COS HQ (through the PSP)</td>
</tr>
<tr>
<td>5</td>
<td>Restoration of Withdrawn DV Clearance/Initial DV Clearance following Denial</td>
<td>All categories of personnel</td>
<td>As per Serial 3</td>
</tr>
<tr>
<td>6</td>
<td>Restoration of Suspended Clearance</td>
<td>All categories of personnel</td>
<td>As per Serial 4</td>
</tr>
</tbody>
</table>
## ANNEX 63C

### AUTHORITY FOR THE IMPOSITION OF AFTERCARE MEASURES

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Action</th>
<th>Candidate</th>
<th>Minimum Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Post Clearance Aftercare</td>
<td>Lt Cdr and below</td>
<td>Navy PSyA-Pers Sy SO1C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cdr - Capt</td>
<td>Navy PSyA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cdre and above</td>
<td>ACNS(CAP/COS HQ (through the PSP))</td>
</tr>
<tr>
<td>2</td>
<td>Assignment Restriction</td>
<td>For security reasons</td>
<td>Navy PSyA-Pers Sy SO1C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For nationality reasons</td>
<td>Navy PSyA-Pers Sy SO1C</td>
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</tbody>
</table>
## ANNEX 63D

### CASE FILE DIARY

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<th>Date</th>
<th>Weekly Progress Report</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Case File Ref: ................................................................. Sheet No ....... of ....
CHAPTER 65

PROMOTION POLICY – GENERAL

POINT OF CONTACT – PART 8

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Para
6501. Purpose
6502. Substantive Promotion
6503. Non-substantive Promotion
6504. Promotion from Non-commissioned to Commissioned Rank
6505. Appraisal
6506. Authority for Promotions
6507. Diversity and Inclusion
6508. Definition of Merit
6509. Detailed Regulations

ANNEX

Annex 65A Relative Rates Table
Appendix 1 Royal Naval Reserve Relative Rates Table
CHAPTER 65

PROMOTION POLICY – GENERAL

6501. Purpose

The aim of both promotion and advancement is to keep the Royal Navy and Royal Marines manned at the right levels to meet its commitments within the overall numbers authorised by Parliament. Promotion is not a right. Promotion on merit is a system employed throughout the Naval Service to sustain a robust and effective regime for the command, leadership, discipline, inspiration, motivation, management and administration of a diverse structure of officers, warrant officers, ratings and other ranks, augmented by MOD civil servants and contractors. It also supports the requirement to maintain a hierarchy of appropriate status and authority to exercise responsibility for war-fighting and decision-making, or procurement, development, custody or operation of a wide range of complex equipment, materiel and procedures. The definition of ‘Merit’ is given at Para 6508.

6502. Substantive Promotion

All promotion is based on requirement and opportunities will therefore vary between branches, specialisations and sub-specialisations. Promotion beyond Lieutenant RN or Captain RM in the officer corps and beyond Able Rate/Marine for ratings and other ranks respectively is predominantly by selection. Any promotion prior to this, whilst still based on merit, is non-competitive, being subject to seniority and/or time in service, satisfactory performance and completion of mandatory training and other requirements. Once selected, some personnel may be assigned to relevant professional and/or command/leadership courses, with promotion taking place on a Common Promotion Date (CPD), usually 12 months following selection subject to being qualified in all other respects.

6503. Non-substantive Promotion

Both selective and non-selective promotion is normally to the next higher substantive rank but, to provide an element of flexibility, non-substantive promotion to the Acting Higher Rate/Rank (RN) or Local/Local Acting Rank (RM) may be authorised exceptionally to enable suitably qualified individuals to fill positions on a temporary basis that are designated for a higher rank. See Para 6603 (Officers) and Para 6915 (Ratings and Other Ranks) for more details.

6504. Promotion from Non-Commissioned to Commissioned Rank

Promotion from warrant officer or rating/other rank to commissioned rank is via the RN Upper and Senior Upper Yardman (SUY) schemes or RM Corps and Senior Corps Commission (SCC) schemes. Suitable candidates must be recommended by their Commanding Officers via the appraisals process (Commissioning Report), selected by the Admiralty Interview Board (AIB) and, for SUY/SCC candidates, extracted by the relevant branch/specialisation based upon the requirements of the Service (see Chapter 50).

6505. Appraisal

Promotion, together with commission transfer, career extension and command selection, and including promotion to commissioned rank, is underpinned by appraisal using the appropriate JPA Appraisal proforma. The importance of timely, accurate and honest appraisal reports for maintaining a fair and effective promotion system cannot be over-emphasised. Further details are contained in JSP 757 and at Chapter 57.
6506. Authority for Promotions

Authority for promotion in the Naval Service is vested in the Admiralty Board, on behalf of HM The Queen (for Officers) and the Defence Council (for Warrant Officers, Ratings and Other Ranks). As its Principal Personnel Officer, the Second Sea Lord delegates Admiralty Board authority for promotion to one star rank and below to the Assistant Chief of Naval Staff (Personnel)/Naval Secretary (ACNS(Pers)/NavSec); further delegated through ACOS(PCap) for policy development to the Deputy Assistant Chief of Staff (Branch Management) (DACOS(BM)) and implementation to the Deputy Assistant Chief of Staff (Promotions) (DACOS(Prom)). Promotion Boards are managed by DACOS(Prom) via the Officers Promotion Section or the Ratings and Other Ranks Promotion Section as appropriate.

6507. Diversity and Inclusion

The requirements of Diversity and Inclusion at Chapter 30 apply fully to the conduct of Promotion Boards and all others involved in the promotion process (including Reporting Officers). All candidates must be given the equality of opportunity to be selected and promoted against criteria set or considered by the Promotion Boards as prescribed by the regulations contained in relevant chapters of this publication. Deliberations by boards must be on the basis of merit alone and criteria to score against merit are to be used. Although the Armed Forces are exempt from age and disability discrimination legislation, the Naval Service has an aspiration to comply with the spirit of the law in this respect.

6508. Definition of Merit

Merit is defined as suitability, capacity and having sufficient experience to be employed in at least the next higher rank alongside a proven track record of caring for and developing subordinates. Factors such as consistency of success, especially in the face of particular challenge; leadership and management acumen; judgement and the ability to make things happen, especially through innovation, effective management of risk and exploitation of opportunity; ability to think on a level above peer group; potential flair for command, future employability, in specialist and/or broader appointments, all constitute merit.

6509. Detailed Regulations

All Naval Service personnel are expected to have knowledge of the promotion and advancement rules. Decisions in individual cases submitted to ACOS PCap will be based on this expectation. Although the general principles for promotion are common, career structures for officers, ratings and other ranks have evolved separately. As such, specific regulations for the promotion and advancement of Officers, Ratings and Other Ranks are contained in the following Chapters:

a. Chapter 66 RN and RM Officers.
b. Chapter 67-90 Ratings.
c. Chapter 91 RM Other Ranks.
This table refers to relative rates for discipline and privilege purposes and in no way reflects upon rates of pay.

<table>
<thead>
<tr>
<th>Rate</th>
<th>Abbreviation</th>
<th>Relative Rate</th>
<th>Lowest rate to which person may be disrated or reverted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
<td>WO1ET(ME)</td>
<td>Warrant Officer 1</td>
<td>ET(ME)1*</td>
</tr>
<tr>
<td>Warrant Officer Class 2</td>
<td>WO2ET(ME)</td>
<td>Warrant Officer 2</td>
<td>ET(ME)1</td>
</tr>
<tr>
<td>Chief Petty Officer Engineering Technician (Marine Engineering)</td>
<td>CPOET(ME)</td>
<td>Chief Petty Officer</td>
<td>ET(ME)1</td>
</tr>
<tr>
<td>Petty Officer Engineering Technician (Marine Engineering)</td>
<td>POET(ME)</td>
<td>Petty Officer</td>
<td>ET(ME)1</td>
</tr>
<tr>
<td>Leading Engineering Technician (Marine Engineering)</td>
<td>LET(ME)</td>
<td>Leading Hand</td>
<td>ET(ME)1</td>
</tr>
<tr>
<td>Engineering Technician (Marine Engineering) 1</td>
<td>ET(ME)1</td>
<td>Able Rate</td>
<td>ET(ME)1</td>
</tr>
<tr>
<td>Engineering Technician (Marine Engineering) 2</td>
<td>ET(ME)2</td>
<td>Able Rate</td>
<td>ET(ME)1</td>
</tr>
</tbody>
</table>

Note: For submariners, substitute (MESM) for (ME).

<table>
<thead>
<tr>
<th>Rate</th>
<th>Abbreviation</th>
<th>Relative Rate</th>
<th>Lowest rate to which person may be disrated or reverted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
<td>WO1ET(ME)</td>
<td>Warrant Officer 1</td>
<td>ET(ME)1*</td>
</tr>
<tr>
<td>Warrant Officer Class 2</td>
<td>WO2ET(ME)</td>
<td>Warrant Officer 2</td>
<td>ET(ME)1</td>
</tr>
<tr>
<td>Chief Petty Officer Engineering Technician (Marine Engineering)</td>
<td>CPOET(ME)</td>
<td>Chief Petty Officer</td>
<td>ET(ME)1</td>
</tr>
<tr>
<td>Petty Officer Engineering Technician (Marine Engineering)</td>
<td>POET(ME)</td>
<td>Petty Officer</td>
<td>ET(ME)1</td>
</tr>
<tr>
<td>Leading Marine Engineering Artificer/Technician</td>
<td>LMEA/LET(ME)</td>
<td>Leading Hand</td>
<td>ET(ME)1</td>
</tr>
<tr>
<td>Marine Engineering Artificer Apprentice</td>
<td>MEA APP</td>
<td>Able Rate</td>
<td>ET(ME)1</td>
</tr>
</tbody>
</table>

Note: For Marine Engineering Submariners, substitute (MESM) for (ME).

<table>
<thead>
<tr>
<th>Rate</th>
<th>Abbreviation</th>
<th>Relative Rate</th>
<th>Lowest rate to which person may be disrated or reverted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
<td>WO1MEM(M)</td>
<td>Warrant Officer 1</td>
<td>ET(ME)1*</td>
</tr>
<tr>
<td>Chief Petty Officer Marine Engineering Mechanic (M)</td>
<td>CPOMEM(M)</td>
<td>Chief Petty Officer</td>
<td>ET(ME)1</td>
</tr>
<tr>
<td>Petty Officer Marine Engineering Mechanic (M)</td>
<td>POMEM(M)</td>
<td>Petty Officer</td>
<td>ET(ME)1</td>
</tr>
</tbody>
</table>

Note: MEM(L)s conform to the pattern for MEM(M)s with the suffix (L) substituted for (M).

<table>
<thead>
<tr>
<th>Rate</th>
<th>Abbreviation</th>
<th>Relative Rate</th>
<th>Lowest rate to which person may be disrated or reverted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical (ML); Electrical (EL)</td>
<td>**Mechanical (M); **Electrical (L)</td>
<td>**Warrant Officers in Mechanic category only</td>
<td></td>
</tr>
</tbody>
</table>
## CHAPTER 75 – WEAPONS ENGINEERING

<table>
<thead>
<tr>
<th>Engineering Technician (Weapon Engineering) (ET(WE))</th>
<th>Direct Entry &amp; Former Junior Rate WEMs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
<td>WO1ET(WE) Warrant Officer 1 ET(WE)1*</td>
</tr>
<tr>
<td>Warrant Officer Class 2</td>
<td>WO2ET(WE) Warrant Officer 2 ET(WE)1*</td>
</tr>
<tr>
<td>Chief Petty Officer Engineering Technician (Weapon</td>
<td>CPOET(WE) Chief Petty Officer ET(WE)1</td>
</tr>
<tr>
<td>Engineering)</td>
<td></td>
</tr>
<tr>
<td>Petty Officer Engineering Technician (Weapon</td>
<td>POET(WE) Petty Officer ET(WE)1</td>
</tr>
<tr>
<td>Engineering)</td>
<td></td>
</tr>
<tr>
<td>Leading Engineering Technician (Weapon Engineering)</td>
<td>LET(WE) Leading Hand ET(WE)1</td>
</tr>
<tr>
<td>Engineering Technician (Weapon Engineering) 1</td>
<td>ET(WE)1 Able Rate</td>
</tr>
<tr>
<td>Engineering Technician (Weapon Engineering) 2</td>
<td>ET(WE)2 Able Rate</td>
</tr>
</tbody>
</table>

*Note: For Weapon Engineering Submariners, substitute (WESM) for (WE)*

<table>
<thead>
<tr>
<th>Engineering Technician (Weapon Engineering) (ET(WE))</th>
<th>Ex-Artificer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
<td>WO1ET(WE) Warrant Officer 1 ET(WE)1*</td>
</tr>
<tr>
<td>Warrant Officer Class 2</td>
<td>WO2ET(WE) Warrant Officer 2 ET(WE)1*</td>
</tr>
<tr>
<td>Chief Petty Officer Engineering Technician (Weapon</td>
<td>CPOET(WE) Chief Petty Officer ET(WE)1</td>
</tr>
<tr>
<td>Engineering)</td>
<td></td>
</tr>
<tr>
<td>Petty Officer Engineering Technician (Weapon</td>
<td>POET(WE) Petty Officer ET(WE)1</td>
</tr>
<tr>
<td>Engineering)</td>
<td></td>
</tr>
<tr>
<td>Leading Weapon Engineering Artificer/Technician</td>
<td>LWEA/LET(WE) Leading Hand ET(WE)1</td>
</tr>
<tr>
<td>Weapon Engineering Artificer Apprentice</td>
<td>WEA APP Able Rate</td>
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</table>

*Note: For submariners, substitute (WESM) for (WE)*

### Weapon Engineering Mechanic - WEM

<table>
<thead>
<tr>
<th>Weapon Engineering Mechanic - WEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
</tr>
<tr>
<td>Chief Petty Officer Weapon Engineering Mechanic</td>
</tr>
<tr>
<td>Petty Officer Weapon Engineering Mechanic</td>
</tr>
</tbody>
</table>

*Note: With exception of WO1 add either suffix (O) or (R)*

*Note: For submariners, add either (WEM)(R)(SM) or (WEM(O)(SM) for former WSM)*

## CHAPTER 76 – AIR ENGINEERING

### Air Engineering Technician – AET – Direct Entry & Former Junior Rate AEMs

<table>
<thead>
<tr>
<th>Air Engineering Technician – AET – Direct Entry &amp; Former Junior Rate AEMs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
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<tr>
<td>Warrant Officer Class 2</td>
</tr>
<tr>
<td>Chief Petty Officer Air Engineering Technician</td>
</tr>
<tr>
<td>Petty Officer Air Engineering Technician</td>
</tr>
<tr>
<td>Leading Air Engineering Technician</td>
</tr>
<tr>
<td>Air Engineering Technician 1</td>
</tr>
<tr>
<td>Air Engineering Technician 2</td>
</tr>
</tbody>
</table>

### Air Engineering Artificer - AEA – Ex Artificer

<table>
<thead>
<tr>
<th>Air Engineering Artificer - AEA – Ex Artificer</th>
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</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
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<tr>
<td>Warrant Officer Class 2</td>
</tr>
<tr>
<td>Chief Petty Officer Air Engineering Artificer/Technician</td>
</tr>
<tr>
<td>Petty Officer Air Engineering Artificer</td>
</tr>
<tr>
<td>Leading Air Engineering Apprentice/Technician</td>
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<td>Air Engineering Artificer Apprentice</td>
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</table>
## Air Engineering Mechanic - AEM

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<th>Code</th>
<th>Rate</th>
<th>Rank Description</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
<td>WO1(AEM)</td>
<td>Warrant Officer 1</td>
<td>AET1*</td>
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</tr>
<tr>
<td>Chief Petty Officer Air Engineering Mechanic</td>
<td>CPOAEM</td>
<td>Chief Petty Officer</td>
<td>AET1</td>
<td></td>
</tr>
<tr>
<td>Petty Officer Air Engineering Mechanic</td>
<td>POAEM</td>
<td>Petty Officer</td>
<td>AET1</td>
<td></td>
</tr>
</tbody>
</table>

*Note: with the exception of WO and AB rates, the appropriate AV, M, L or R suffix should be added to the rate designator.*

### Notes:
* Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830)
+ See Para 7002 and Para 7006

## CHAPTER 77 - WARFARE BRANCH

### Abovewater Warfare Weapons – AWW

<table>
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<th>Rank Description</th>
<th>Code</th>
<th>Rank Description</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
<td>WO1(AWW)</td>
<td>Warrant Officer 1</td>
<td>AB(WS)1*</td>
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<tr>
<td>Chief Petty Officer (Abovewater Warfare Weapons)</td>
<td>CPO(AWW)</td>
<td>Chief Petty Officer</td>
<td>AB(WS)1</td>
</tr>
<tr>
<td>Petty Officer (Abovewater Warfare Weapons)</td>
<td>PO(AWW)</td>
<td>Petty Officer</td>
<td>AB(WS)1</td>
</tr>
<tr>
<td>Leading Seaman (Abovewater Warfare Weapons)</td>
<td>LS(AWW)</td>
<td>Leading Hand</td>
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</tr>
<tr>
<td>Able Seaman (Warfare Specialist) 1</td>
<td>AB(WS)1</td>
<td>Able Rate</td>
<td></td>
</tr>
<tr>
<td>Able Seaman (Warfare Specialist) 2</td>
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<td>Able Rate</td>
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</table>

### Abovewater Warfare Tactical - AWT

<table>
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<th>Rank Description</th>
<th>Code</th>
<th>Rank Description</th>
<th>Code</th>
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<tbody>
<tr>
<td>Warrant Officer Class 1</td>
<td>WO1(AWT)</td>
<td>Warrant Officer 1</td>
<td>AB(WS)1*</td>
</tr>
<tr>
<td>Chief Petty Officer (Abovewater Warfare Tactical)</td>
<td>CPO(AWT)</td>
<td>Chief Petty Officer</td>
<td>AB(WS)1</td>
</tr>
<tr>
<td>Petty Officer (Abovewater Warfare Tactical)</td>
<td>PO(AWT)</td>
<td>Petty Officer</td>
<td>AB(WS)1</td>
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<td>Leading Seaman (Abovewater Warfare Tactical)</td>
<td>LS(AWT)</td>
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<tr>
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### Underwater Warfare - UW

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<td>PO(UW)</td>
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<td>LS(UW)</td>
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<td>AB(WS)1</td>
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<td>AB(WS)1</td>
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<td>Able Seaman (Warfare Specialist) 1</td>
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### Seaman – Sea

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<td>Warrant Officer 1</td>
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<td>CPO(SEA)</td>
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<td>PO(SEA)</td>
<td>Petty Officer</td>
<td>AB(SEA)1</td>
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# Mine Warfare – MW

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<td>Warrant Officer 1</td>
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<td>Chief Petty Officer (Mine Warfare)</td>
<td>CPO(MW)</td>
<td>Chief Petty Officer</td>
<td>AB(MW)1</td>
<td>Ability Rate</td>
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<td>Petty Officer (Mine Warfare)</td>
<td>PO(MW)</td>
<td>Petty Officer</td>
<td>AB(MW)1</td>
<td>Ability Rate</td>
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<td>Leading Seaman (Mine Warfare)</td>
<td>LS(MW)</td>
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<td>AB(MW)1</td>
<td>Ability Rate</td>
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<td>Able Seaman (Mine Warfare) 1</td>
<td>AB(MW)1</td>
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<td>AB(MW)1</td>
<td>Ability Rate</td>
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<td>Able Seaman (Mine Warfare) 2</td>
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# Hydrography and Meteorology – HM

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<td>AB(HM)1</td>
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# Survey Recorder - SR

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<td>Warrant Officer 1</td>
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<td>Chief Petty Officer (Survey Recorder)</td>
<td>CPO(SR)</td>
<td>Chief Petty Officer</td>
<td>AB(SR)1</td>
<td>Ability Rate</td>
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<td>Petty Officer (Survey Recorder)</td>
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<td>Petty Officer</td>
<td>AB(SR)1</td>
<td>Ability Rate</td>
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<td>Leading Seaman (Survey Recorder)</td>
<td>LS(SR)</td>
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<td>AB(SR)1</td>
<td>Ability Rate</td>
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# Weapon Analyst - WA

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<td>CPO(WA)</td>
<td>Chief Petty Officer</td>
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<td>Ability Rate</td>
</tr>
<tr>
<td>Petty Officer (Weapon Analyst)</td>
<td>PO(WA)</td>
<td>Petty Officer</td>
<td>WA1</td>
<td>Ability Rate</td>
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<td>LWA</td>
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## CHAPTER 78 - WARFARE BRANCH - DIVERS

### Diver – D

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<td>Warrant Officer Class 1</td>
<td>WO1(D)</td>
<td>Warrant Officer 1</td>
<td>AB(D)1*</td>
<td>Ability Rate</td>
</tr>
<tr>
<td>Chief Petty Officer (Diver)</td>
<td>CPO(D)</td>
<td>Chief Petty Officer</td>
<td>AB(D)1*</td>
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<tr>
<td>Petty Officer (Diver)</td>
<td>PO(D)</td>
<td>Petty Officer</td>
<td>AB(D)1*</td>
<td>Ability Rate</td>
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<tr>
<td>Leading Seaman (Diver)</td>
<td>LS(D)</td>
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Sideways Entry will reverts to Able Rate BD1 in source spec

## CHAPTER 79 - WARFARE BRANCH - SUBMARINE SERVICE

### Sensors – SSM

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<td>Warrant Officer 1</td>
<td>AB(SSM)1*</td>
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<tr>
<td>Chief Petty Officer (Sensors SM)</td>
<td>CPO(SSM)</td>
<td>Chief Petty Officer</td>
<td>AB(SSM)1</td>
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<tr>
<td>Petty Officer (Sensors SM)</td>
<td>PO(SSM)</td>
<td>Petty Officer</td>
<td>AB(SSM)1</td>
<td>Ability Rate</td>
</tr>
<tr>
<td>Leading Seaman (Sensors SM)</td>
<td>LS(SSM)</td>
<td>Leading Hand</td>
<td>AB(SSM)1</td>
<td>Ability Rate</td>
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<td>Able Rate</td>
<td>AB(SSM)1</td>
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### Tactical – TSM

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<td>Warrant Officer 1</td>
<td>AB(TSM)1*</td>
<td>Ability Rate</td>
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<tr>
<td>Chief Petty Officer (Tactical SM)</td>
<td>CPO(TSM)</td>
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<td>AB(TSM)1</td>
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<td>Petty Officer</td>
<td>AB(TSM)1</td>
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<td>Leading Seaman (Tactical SM)</td>
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### CHAPTER 80 - WARFARE BRANCH – RN POLICE

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### CHAPTER 81 - WARFARE BRANCH - FLEET AIR ARM

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<tr>
<th>Rank Description</th>
<th>Warrant Officer Class 1</th>
<th>Chief Petty Officer</th>
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<th>Naval Airman (METOC) 1</th>
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*Note: ** either NA(METOC)1 or AB1 in source spec (if a transferee)

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<td>WO1(ACMN)</td>
<td>CPOACMN</td>
<td>POACMN</td>
<td>LACMN</td>
</tr>
<tr>
<td>Warrant Officer Class 1</td>
<td>AB1 in source spec+</td>
<td>AB1 in source spe+</td>
<td>AB1 in source spe+</td>
<td>AB1 in source spe+</td>
</tr>
<tr>
<td>Chief Petty Officer Aircrewman</td>
<td>AB1 in source spe+</td>
<td>AB1 in source spe+</td>
<td>AB1 in source spe+</td>
<td>AB1 in source spe+</td>
</tr>
<tr>
<td>Petty Officer Aircrewman</td>
<td>AB1 in source spe+</td>
<td>AB1 in source spe+</td>
<td>AB1 in source spe+</td>
<td>AB1 in source spe+</td>
</tr>
<tr>
<td>Leading Aircrewman</td>
<td>AB1 in source spe+</td>
<td>AB1 in source spe+</td>
<td>AB1 in source spe+</td>
<td>AB1 in source spe+</td>
</tr>
</tbody>
</table>
### Aircraft Controller - AC

<table>
<thead>
<tr>
<th>Rank</th>
<th>Code</th>
<th>Rank</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
<td>WO1(AC)</td>
<td>Warrant Officer 1</td>
<td>NA(AC)1*</td>
</tr>
<tr>
<td>Chief Petty Officer Aircraft Controller</td>
<td>CPOAC</td>
<td>Chief Petty Officer</td>
<td>NA(AC)1 **</td>
</tr>
<tr>
<td>Petty Officer Aircraft Controller</td>
<td>POAC</td>
<td>Petty Officer</td>
<td>NA(AC)1 **</td>
</tr>
<tr>
<td>Leading Aircraft Controller</td>
<td>LAC</td>
<td>Leading Hand</td>
<td>NA(AC)1 **</td>
</tr>
<tr>
<td>Naval Airman Aircraft Controller 1</td>
<td>NA(AC)1</td>
<td>Able Rate</td>
<td></td>
</tr>
<tr>
<td>Naval Airman Aircraft Controller 2</td>
<td>NA(AC)2</td>
<td>Able Rate</td>
<td></td>
</tr>
<tr>
<td>Probationary Aircraft Controller</td>
<td>PAC</td>
<td>Able Rate</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** ** either NA(AC)1 or AB1 in source spec (if a transferee)

### Airman - SE

<table>
<thead>
<tr>
<th>Rank</th>
<th>Code</th>
<th>Rank</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
<td>WO1(SE)</td>
<td>Warrant Officer 1</td>
<td>NA(SE)1*</td>
</tr>
<tr>
<td>Chief Petty Officer Airman (Survival Equipment)</td>
<td>CPOA(SE)</td>
<td>Chief Petty Officer</td>
<td>NA(SE)1</td>
</tr>
<tr>
<td>Petty Officer Airman (Survival Equipment)</td>
<td>POA(SE)</td>
<td>Petty Officer</td>
<td>NA(SE)1</td>
</tr>
<tr>
<td>Leading Airman (Survival Equipment)</td>
<td>LA(SE)</td>
<td>Leading Hand</td>
<td>NA(SE)1</td>
</tr>
<tr>
<td>Naval Airman (Survival Equipment) 1</td>
<td>NA(SE)1</td>
<td>Able Rate</td>
<td></td>
</tr>
<tr>
<td>Naval Airman (Survival Equipment) 2</td>
<td>NA(SE)2</td>
<td>Able Rate</td>
<td></td>
</tr>
</tbody>
</table>

### CHAPTER 82 - WARFARE BRANCH - PHYSICAL TRAINING

#### Physical Training - PT

<table>
<thead>
<tr>
<th>Rank</th>
<th>Code</th>
<th>Rank</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
<td>WO1(PT)</td>
<td>Warrant Officer 1</td>
<td>AB1 in source spec*+</td>
</tr>
<tr>
<td>Chief Petty Officer Physical Trainer</td>
<td>CPOPT</td>
<td>Chief Petty Officer</td>
<td>AB1 in source spec+</td>
</tr>
<tr>
<td>Petty Officer Physical Trainer</td>
<td>POPT</td>
<td>Petty Officer</td>
<td>AB1 in source spec+</td>
</tr>
<tr>
<td>Leading Physical Trainer</td>
<td>LPT</td>
<td>Leading Hand</td>
<td>AB1 in source spec+</td>
</tr>
</tbody>
</table>

### CHAPTER 83 - WARFARE BRANCH – COXSWAIN SUBMARINE

<table>
<thead>
<tr>
<th>Rank</th>
<th>Code</th>
<th>Rank</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
<td>WO1(COXN)(SM)</td>
<td>Warrant Officer 1</td>
<td>AB1 in source spec*+</td>
</tr>
<tr>
<td>Chief Petty Officer Coxswain (SM)</td>
<td>CPO(COXN)(SM)</td>
<td>Chief Petty Officer</td>
<td>AB1 in source spec+</td>
</tr>
</tbody>
</table>

### CHAPTER 84 - WARFARE BRANCH - COMMUNICATIONS TECHNICIAN

#### Communications Technician - CT

<table>
<thead>
<tr>
<th>Rank</th>
<th>Code</th>
<th>Rank</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
<td>WO1(CT)</td>
<td>Warrant Officer 1</td>
<td>ABCT*</td>
</tr>
<tr>
<td>Warrant Officer Class 2</td>
<td>WO2(CT)</td>
<td>Warrant Officer 2</td>
<td>ABCT*</td>
</tr>
<tr>
<td>Chief Petty Officer Communications Technician</td>
<td>CPOCT</td>
<td>Chief Petty Officer</td>
<td>ABCT</td>
</tr>
<tr>
<td>Petty Officer Communications Technician</td>
<td>POCT</td>
<td>Petty Officer</td>
<td>ABCT</td>
</tr>
<tr>
<td>Leading Seaman Communications Technician</td>
<td>LSCT</td>
<td>Leading Hand</td>
<td>ABCT</td>
</tr>
<tr>
<td>Able Seaman Communications Technician</td>
<td>ABCT</td>
<td>Able Rate</td>
<td></td>
</tr>
<tr>
<td>Probationary Communications Technician</td>
<td>PCT</td>
<td>Able Rate</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Sideways Entry may revert to Able Rate BD1 in source spec

**Notes:**
* Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830)
+ See Para 7002 and Para 7006
CHAPTER 85 – LOGISTICS BRANCH

Supply Chain Specialisation

<table>
<thead>
<tr>
<th>Position (Supply Chain)</th>
<th>Rank</th>
<th>Specialisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Logistician</td>
<td>WO1 SC</td>
<td>Warrant Officer 1 Logistician 1*</td>
</tr>
<tr>
<td>Chief Petty Officer Logistician</td>
<td>CPO SC</td>
<td>Chief Petty Officer Logistician 1</td>
</tr>
<tr>
<td>Petty Officer Logistician</td>
<td>PO SC</td>
<td>Petty Officer Logistician 1</td>
</tr>
<tr>
<td>Leading Logistician</td>
<td>LSC</td>
<td>Leading Hand Logistician 1</td>
</tr>
<tr>
<td>Logistician (Supply Chain) 1</td>
<td>SC1</td>
<td>Able Rate</td>
</tr>
<tr>
<td>Logistician (Supply Chain) 2</td>
<td>SC2</td>
<td>Able Rate</td>
</tr>
</tbody>
</table>

Writer Specialisation

<table>
<thead>
<tr>
<th>Position (Writer)</th>
<th>Rank</th>
<th>Specialisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Logistician (Writer)</td>
<td>WO1 WTR</td>
<td>Warrant Officer 1 Logistician 1*</td>
</tr>
<tr>
<td>Chief Petty Officer Logistician (Writer)</td>
<td>CPO WTR</td>
<td>Chief Petty Officer Logistician 1</td>
</tr>
<tr>
<td>Petty Officer Logistician (Writer)</td>
<td>PO WTR</td>
<td>Petty Officer Logistician 1</td>
</tr>
<tr>
<td>Leading Logistician (Writer)</td>
<td>LWT</td>
<td>Leading Hand Logistician 1</td>
</tr>
<tr>
<td>Logistician (Writer) 1</td>
<td>WTR1</td>
<td>Able Rate</td>
</tr>
<tr>
<td>Logistician (Writer) 2</td>
<td>WTR2</td>
<td>Able Rate</td>
</tr>
</tbody>
</table>

Catering Services Specialisation

<table>
<thead>
<tr>
<th>Position (Catering Services)</th>
<th>Rank</th>
<th>Specialisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Logistician (Catering Services)</td>
<td>WO1CS</td>
<td>Warrant Officer 1 Logistician 1*</td>
</tr>
<tr>
<td>Chief Petty Officer Logistician (Catering Services)</td>
<td>CPO CS</td>
<td>Chief Petty Officer Logistician 1</td>
</tr>
<tr>
<td>Petty Officer Logistician (Catering Services)</td>
<td>PO CS</td>
<td>Petty Officer Logistician 1</td>
</tr>
<tr>
<td>Leading Logistician (Chef) or (Steward)</td>
<td>LCH or LSTD</td>
<td>Leading Hand Logistician 1</td>
</tr>
<tr>
<td>Logistician (Chef)1 or (Steward)1</td>
<td>CH1 or STD1</td>
<td>Able Rate</td>
</tr>
<tr>
<td>Logistician (Chef)2 or (Steward)2</td>
<td>CH2 or STD2</td>
<td>Able Rate</td>
</tr>
</tbody>
</table>

CHAPTER 86 – LOGISTICS BRANCH - FAMILY SERVICE

Family Services FS - (General Services only)

<table>
<thead>
<tr>
<th>Position (Family Services)</th>
<th>Rank</th>
<th>Specialisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Petty Officer (Family Services)</td>
<td>CPO(FS)</td>
<td>Chief Petty Officer AB1 in source spec+</td>
</tr>
<tr>
<td>Petty Officer (Family Services)</td>
<td>PO(FS)</td>
<td>Petty Officer AB1 in source spec+</td>
</tr>
</tbody>
</table>

Notes:
* Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830)
+ See Para 7002 and Para 7006.

CHAPTER 87 - MEDICAL BRANCH - MEDICAL ASSISTANT & TECHNICIAN

Medical Technician – MT

<table>
<thead>
<tr>
<th>Position</th>
<th>Rank</th>
<th>Specialisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
<td>WO1(MT)</td>
<td>Warrant Officer 1 MT*</td>
</tr>
<tr>
<td>Warrant Officer Class 2</td>
<td>WO2(MT)</td>
<td>Warrant Officer 2 MT*</td>
</tr>
<tr>
<td>Chief Petty Officer Medical Technician</td>
<td>CPOMT</td>
<td>Chief Petty Officer MT</td>
</tr>
<tr>
<td>Petty Officer Medical Technician</td>
<td>POMT</td>
<td>Petty Officer MT</td>
</tr>
<tr>
<td>Leading Medical Technician</td>
<td>LMT</td>
<td>Leading Hand MT</td>
</tr>
<tr>
<td>Medical Technician</td>
<td>MT</td>
<td>Able Rate</td>
</tr>
<tr>
<td>Probationary Medical Technician</td>
<td>PMT</td>
<td>Able Rate</td>
</tr>
</tbody>
</table>

Medical Assistant – MA

<table>
<thead>
<tr>
<th>Position</th>
<th>Rank</th>
<th>Specialisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
<td>WO1(MA)</td>
<td>Warrant Officer 1 MA1*</td>
</tr>
<tr>
<td>Chief Petty Officer Medical Assistant</td>
<td>CPOMA</td>
<td>Chief Petty Officer MA1</td>
</tr>
<tr>
<td>Petty Officer Medical Assistant</td>
<td>POMA</td>
<td>Petty Officer MA1</td>
</tr>
<tr>
<td>Leading Medical Assistant</td>
<td>LMA</td>
<td>Leading Hand MA1</td>
</tr>
<tr>
<td>Medical Assistant 1</td>
<td>MA1</td>
<td>Able Rate</td>
</tr>
<tr>
<td>Medical Assistant 2</td>
<td>MA2</td>
<td>Able Rate</td>
</tr>
</tbody>
</table>
# CHAPTER 88 - MEDICAL BRANCH – DENTAL

## Dental Hygienist – DH

<table>
<thead>
<tr>
<th>Rank</th>
<th>Code</th>
<th>Warrant Officer</th>
<th>Other Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
<td>WO1(DH)</td>
<td>WO1(DH)</td>
<td>DH1*</td>
</tr>
<tr>
<td>Chief Petty Officer Dental Hygienist</td>
<td>CPODH</td>
<td>CPODH</td>
<td>DH1</td>
</tr>
<tr>
<td>Petty Officer Dental Hygienist</td>
<td>PODH</td>
<td>PODH</td>
<td>DH1</td>
</tr>
<tr>
<td>Leading Dental Hygienist</td>
<td>LDH</td>
<td>LDH</td>
<td>DH1</td>
</tr>
<tr>
<td>Dental Hygienist 1</td>
<td>DH1</td>
<td></td>
<td>Able Rate</td>
</tr>
<tr>
<td>Dental Hygienist 2</td>
<td>DH2</td>
<td></td>
<td>Able Rate</td>
</tr>
</tbody>
</table>

## Dental Nurse - DN

<table>
<thead>
<tr>
<th>Rank</th>
<th>Code</th>
<th>Warrant Officer</th>
<th>Other Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
<td>WO1(DN)</td>
<td>WO1(DN)</td>
<td>DN1*</td>
</tr>
<tr>
<td>Chief Petty Officer Dental Nurse</td>
<td>CPODN</td>
<td>CPODN</td>
<td>DN1</td>
</tr>
<tr>
<td>Petty Officer Dental Nurse</td>
<td>PODN</td>
<td>PODN</td>
<td>DN1</td>
</tr>
<tr>
<td>Leading Dental Nurse</td>
<td>LDN</td>
<td>LDN</td>
<td>DN1</td>
</tr>
<tr>
<td>Dental Nurse 1</td>
<td>DN1</td>
<td></td>
<td>Able Rate</td>
</tr>
<tr>
<td>Dental Nurse 2</td>
<td>DN2</td>
<td></td>
<td>Able Rate</td>
</tr>
</tbody>
</table>

# CHAPTER 89 - MEDICAL BRANCH – QARNNS

## Naval Nurse - NN

<table>
<thead>
<tr>
<th>Rank</th>
<th>Code</th>
<th>Warrant Officer</th>
<th>Other Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1</td>
<td>WO1(NN)</td>
<td>WO1(NN)</td>
<td>NN*</td>
</tr>
<tr>
<td>Chief Petty Officer Naval Nurse</td>
<td>CPONN</td>
<td>CPONN</td>
<td>NN</td>
</tr>
<tr>
<td>Petty Officer Naval Nurse</td>
<td>PONN</td>
<td>PONN</td>
<td>NN</td>
</tr>
<tr>
<td>Leading Naval Nurse</td>
<td>LNN</td>
<td>LNN</td>
<td>NN</td>
</tr>
<tr>
<td>Naval Nurse</td>
<td>NN</td>
<td></td>
<td>Able Rate</td>
</tr>
<tr>
<td>Student Naval Nurse</td>
<td>SNN</td>
<td></td>
<td>Able Rate</td>
</tr>
</tbody>
</table>

**Notes:**

* Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830)
+ See Para 7002 and Para 7006.
### ANNEX 65A-1

**ROYAL NAVAL RESERVE**

**RELATIVE RATES TABLE**

This table refers to relative rates for discipline and privilege purposes and in no way reflects upon rates of pay.

<table>
<thead>
<tr>
<th>Rate</th>
<th>Abbreviation</th>
<th>Relative Rate</th>
<th>Lowest Rate to which person may be disrated or reverted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Warrant Officer ET(ME)1(RES) (see Note 2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Warrant Officer ET(ME)1(RES) (see Note 2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chief Petty Officer ET(ME)1(RES)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Petty Officer ET(ME)1(RES)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Leading Hand ET(ME)1(RES)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Able Rate N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Able Rate N/A</td>
</tr>
</tbody>
</table>

**Notes:**

1. For Submariners, substitute (MESM) for (ME).
2. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).
<table>
<thead>
<tr>
<th>Rate</th>
<th>Abbreviation</th>
<th>Relative Rate</th>
<th>Lowest Rate to which person may be disrated or reverted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Technician (Marine Engineering) (ET(ME)) – Ex - Artificer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warrant Officer Class 1 (Reserve)</td>
<td>WO1ET(ME)(RES)</td>
<td>Warrant Officer</td>
<td>ET(ME)1(RES) (see Note 2)</td>
</tr>
<tr>
<td>Warrant Officer Class 2 (Reserve)</td>
<td>WO2ET(ME)(RES)</td>
<td>Warrant Officer</td>
<td>ET(ME)1(RES) (see Note 2)</td>
</tr>
<tr>
<td>Chief Petty Officer Engineering Technician (Marine Engineering)(Reserve)</td>
<td>CPOET(ME)(RES)</td>
<td>Chief Petty Officer</td>
<td>ET(ME)1(RES) (see Note 2)</td>
</tr>
<tr>
<td>Petty Officer Engineering Technician (Marine Engineering)(Reserve)</td>
<td>POET(ME)(RES)</td>
<td>Petty Officer</td>
<td>ET(ME)1(RES)</td>
</tr>
<tr>
<td>Leading Marine Engineering Artificer/Technician (Reserve)</td>
<td>LMEA/LET(ME)(RES)</td>
<td>Leading Hand</td>
<td>ET(ME)1(RES)</td>
</tr>
<tr>
<td>Marine Engineering Artificer Apprentice (Reserve)</td>
<td>MEA APP (RES)</td>
<td>Able Rate</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Notes:**

1. For Submariners, substitute (MESM) for (ME).
2. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).

<table>
<thead>
<tr>
<th>Marine Engineering Mechanic – MEM</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1 Reserve</td>
<td>WO1(MEM)(RES)</td>
<td>Warrant Officer 1</td>
<td>ET(ME)1(RES) (see Note 2)</td>
</tr>
<tr>
<td>Chief Petty Officer Marine Engineering Mechanic (M) (Reserve)</td>
<td>CPOMEM(M)(RES)</td>
<td>Chief Petty Officer</td>
<td>ET(ME)1(RES)</td>
</tr>
<tr>
<td>Petty Officer Marine Engineering Mechanic (M) (Reserve)</td>
<td>POMEM(M)(RES)</td>
<td>Petty Officer</td>
<td>ET(ME)1(RES)</td>
</tr>
</tbody>
</table>

**Notes:**

1. MEM(L)s conform to the pattern for MEM(M)s with the suffix (L) substituted for (M).
2. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).
### Marine Engineering Branch – Specialist Qualifications

<table>
<thead>
<tr>
<th>Mechanical (ML)(RES)</th>
<th>Electrical (EL)(RES)</th>
<th>Mechanical (M)(RES) (Warrant Officers in Mechanic Category only)</th>
<th>Electrical (L)(RES) (Warrant Officers in Mechanic Category only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rate</th>
<th>Abbreviation</th>
<th>Relative Rate</th>
<th>Lowest Rate to which person may be disrated or reverted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Warrant Officer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ET(WE)1(RES) (see Note 2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Warrant Officer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ET(WE)1(RES) (see Note 2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chief Petty Officer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ET(WE)1(RES)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Petty Officer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ET(WE)1(RES)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Leading Hand</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ET(WE)1(RES)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Able Rate</td>
</tr>
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<td></td>
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<td>Able Rate</td>
</tr>
<tr>
<td></td>
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<td>N/A</td>
</tr>
</tbody>
</table>

**Notes:**

1. *For Submariners, substitute (WESM) for (WE).*
2. *Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*
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</thead>
<tbody>
<tr>
<td><strong>Engineering Technician (Weapon Engineering) (ET(WE)) – Ex - Artificer</strong></td>
<td></td>
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</tr>
<tr>
<td>Warrant Officer Class 1 (Reserve)</td>
<td>WO1ET(WE)(RES)</td>
<td>Warrant Officer</td>
<td>ET(WE)1(RES) (see Note 2)</td>
</tr>
<tr>
<td>Warrant Officer Class 2 (Reserve)</td>
<td>WO2ET(WE)(RES)</td>
<td>Warrant Officer</td>
<td>ET(WE)1(RES) (see Note 2)</td>
</tr>
<tr>
<td>Chief Petty Officer Engineering Technician (Weapon Engineering)(Reserve)</td>
<td>CPOET(WE)(RES)</td>
<td>Chief Petty Officer</td>
<td>ET(WE)1(RES) (see Note 2)</td>
</tr>
<tr>
<td>Petty Officer Engineering Technician (Weapon Engineering)(Reserve)</td>
<td>POET(WE)(RES)</td>
<td>Petty Officer</td>
<td>ET(WE)1(RES)</td>
</tr>
<tr>
<td>Leading Weapon Engineering Artificer/Technician (Reserve)</td>
<td>LWEA/LET(WE)(RES)</td>
<td>Leading Hand</td>
<td>ET(WE)1(RES)</td>
</tr>
<tr>
<td>Weapon Engineering Artificer Apprentice (Reserve)</td>
<td>WEA APP (RES)</td>
<td>Able Rate</td>
<td>N/A</td>
</tr>
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</table>

**Notes:**
1. For Submariners, substitute (WESM) for (WE).
2. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).

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</thead>
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<tr>
<td><strong>Weapon Engineering Mechanic – WEM</strong></td>
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</tr>
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<td>Warrant Officer Class 1 Reserve</td>
<td>WO1(WEM)(RES)</td>
<td>Warrant Officer 1</td>
<td>ET(WE)1(RES) (see Note 3)</td>
</tr>
<tr>
<td>Chief Petty Officer Weapon Engineering Mechanic (Reserve)</td>
<td>CPOWEM(RES)</td>
<td>Chief Petty Officer</td>
<td>ET(WE)1(RES)</td>
</tr>
<tr>
<td>Petty Officer Weapon Engineering Mechanic (Reserve)</td>
<td>POWEM(RES)</td>
<td>Petty Officer</td>
<td>ET(WE)1(RES)</td>
</tr>
</tbody>
</table>

**Notes:**
1. With exception of WO1, add either suffix (O) or (R).
2. For Submariners, add either WEM(R)(SM) or WEM(O)(SM) for former (WSM).
3. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).
### Engineering Technician (Communication Information Systems) (Reserves) (ET(CIS)(RES))

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<tr>
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<tbody>
<tr>
<td>Warrant Officer Class 1 (Reserve)</td>
<td>WO1ET(CIS)(RES)</td>
<td>Warrant Officer</td>
<td>ET(CIS)1(RES) (see Note)</td>
</tr>
<tr>
<td>Chief Petty Officer Engineering Technician (Communication Information Systems) (Reserve)</td>
<td>CPOET(CIS)(RES)</td>
<td>Chief Petty Officer</td>
<td>ET(CIS)1(RES)</td>
</tr>
<tr>
<td>Petty Officer Engineering Technician (Communication Information Systems) (Reserve)</td>
<td>POET(CIS)(RES)</td>
<td>Petty Officer</td>
<td>ET(CIS)1(RES)</td>
</tr>
<tr>
<td>Leading Engineering Technician (Communication Engineering Systems) (Reserve)</td>
<td>LET(CIS)(RES)</td>
<td>Leading Hand</td>
<td>ET(CIS)1(RES)</td>
</tr>
<tr>
<td>Engineering Technician (Communication Information Systems) 1 (Reserve)</td>
<td>ET(CIS)1(RES)</td>
<td>Able Rate</td>
<td>N/A</td>
</tr>
<tr>
<td>Engineering Technician (Communication Information Systems) 2 (Reserve)</td>
<td>ET(CIS)2(RES)</td>
<td>Able Rate</td>
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### AIR ENGINEERING BRANCH

**Air Engineering Technician – AET – Direct Entry and former Junior Rate AEMs**

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<tr>
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</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1 (Reserve)</td>
<td>WO1(AET)(RES)</td>
<td>Warrant Officer</td>
<td>AET1(RES) (see Note)</td>
</tr>
<tr>
<td>Warrant Officer Class 2 (Reserve)</td>
<td>WO2(AET)(RES)</td>
<td>Warrant Officer</td>
<td>AET1(RES) (see Note)</td>
</tr>
<tr>
<td>Chief Petty Officer Air Engineering Technician (Reserve)</td>
<td>CPOAET(RES)</td>
<td>Chief Petty Officer</td>
<td>AET1(RES)</td>
</tr>
<tr>
<td>Petty Officer Air Engineering Technician (Reserve)</td>
<td>POAET(RES)</td>
<td>Petty Officer</td>
<td>AET1(RES)</td>
</tr>
<tr>
<td>Leading Air Engineering Technician (Reserve)</td>
<td>LAET(RES)</td>
<td>Leading Hand</td>
<td>AET1(RES)</td>
</tr>
<tr>
<td>Air Engineering Technician 1 (Reserve)</td>
<td>AET1(RES)</td>
<td>Able Rate</td>
<td>N/A</td>
</tr>
<tr>
<td>Air Engineering Technician 2 (Reserve)</td>
<td>AET2(RES)</td>
<td>Able Rate</td>
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</tr>
</tbody>
</table>

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</thead>
<tbody>
<tr>
<td>Air Engineering Artificer – AEA – Ex Artificer</td>
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<td>Warrant Officer Class 1 (Reserve)</td>
<td>WO1(AET)(RES)</td>
<td>Warrant Officer 1</td>
<td>AET1(RES) (see Note)</td>
</tr>
<tr>
<td>Warrant Officer Class 2 (Reserve)</td>
<td>WO2(AET)(RES)</td>
<td>Warrant Officer 2</td>
<td>AET1(RES) (see Note)</td>
</tr>
<tr>
<td>Chief Petty Officer Air Engineering Artificer/Technician (Reserve)</td>
<td>CPOAEA/AET(RES)</td>
<td>Chief Petty Officer</td>
<td>AET1(RES)</td>
</tr>
<tr>
<td>Petty Officer Air Engineering Artificer/Technician (Reserve)</td>
<td>POAEA/AET(RES)</td>
<td>Petty Officer</td>
<td>AET1(RES)</td>
</tr>
<tr>
<td>Leading Air Engineering Artificer/Technician (Reserve)</td>
<td>LAEA/AET(RES)</td>
<td>Leading Hand</td>
<td>AET1(RES)</td>
</tr>
<tr>
<td>Air Engineering Artificer Apprentice (Reserve)</td>
<td>AEA/APP(RES)</td>
<td>Able Rate</td>
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</table>

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**Air Engineering Mechanic – AEM**

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</thead>
<tbody>
<tr>
<td>Warrant Officer Class 1 (Reserve)</td>
<td>WO1(AEM)(RES)</td>
<td>Warrant Officer 1</td>
<td>AET1(RES) (see Note 2)</td>
</tr>
<tr>
<td>Chief Petty Officer Air Engineering Mechanic (Reserve)</td>
<td>CPOAEM(RES)</td>
<td>Chief Petty Officer</td>
<td>AET1(RES)</td>
</tr>
<tr>
<td>Petty Officer Air Engineering Mechanic (Reserve)</td>
<td>POAEM(RES)</td>
<td>Petty Officer</td>
<td>AET1(RES)</td>
</tr>
</tbody>
</table>

**Notes:**

1. With the exception of WO1, the appropriate (AV), (M), (L) or (R) suffix should be added to the rate designator.
2. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).
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<tbody>
<tr>
<td><strong>WARFARE BRANCH</strong></td>
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<tr>
<td>Maritime Trade Operations (Reserves) – MTO(RES)</td>
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</tr>
<tr>
<td>Warrant Officer Class 1 (Reserve)</td>
<td>WO1(MTO)(RES)</td>
<td>Warrant Officer 1</td>
<td>AB(MTO)1(RES) (see Note)</td>
</tr>
<tr>
<td>Chief Petty Officer (Maritime Trade Operations)(Reserve)</td>
<td>CPO(MTO)(RES)</td>
<td>Chief Petty Officer</td>
<td>AB1(MTO)(RES)</td>
</tr>
<tr>
<td>Petty Officer (Maritime Trade Operations)(Reserve)</td>
<td>PO(MTO)(RES)</td>
<td>Petty Officer</td>
<td>AB1(MTO)(RES)</td>
</tr>
<tr>
<td>Leading Seaman (Maritime Trade Operations)(Reserve)</td>
<td>LS(MTO)(RES)</td>
<td>Leading Hand</td>
<td>AB(MTO)1(RES)</td>
</tr>
<tr>
<td>Able Seaman (Maritime Trade Operations)1(Reserve)</td>
<td>AB(MTO)1(RES)</td>
<td>Able Rate</td>
<td>N/A</td>
</tr>
<tr>
<td>Able Seaman (Maritime Trade Operations)2)(Reserve)</td>
<td>AB(MTO)2(RES)</td>
<td>Able Rate</td>
<td>N/A</td>
</tr>
</tbody>
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<tr>
<td><strong>Seaman (Reserves) – SEA(RES)</strong></td>
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<tr>
<td>Warrant Officer Class 1 (Reserve)</td>
<td>WO1(SEA)(RES)</td>
<td>Warrant Officer</td>
<td>AB(SEA)1(RES) (see Note)</td>
</tr>
<tr>
<td>Chief Petty Officer (Seaman)(Reserve)</td>
<td>CPO(SEA)(RES)</td>
<td>Chief Petty Officer</td>
<td>AB(SEA)1(RES)</td>
</tr>
<tr>
<td>Petty Officer (Seaman)(Reserve)</td>
<td>PO(SEA)(RES)</td>
<td>Petty Officer</td>
<td>AB(SEA)1(RES)</td>
</tr>
<tr>
<td>Leading Seaman (Seaman)(Reserve)</td>
<td>LS(SEA)(RES)</td>
<td>Leading Hand</td>
<td>AB(SEA)1(RES)</td>
</tr>
<tr>
<td>Able Seaman (Seaman)1(Reserve)</td>
<td>AB(SEA)1(RES)</td>
<td>Able Rate</td>
<td>N/A</td>
</tr>
<tr>
<td>Able Seaman (Seaman)2(Reserve)</td>
<td>AB(SEA)2(RES)</td>
<td>Able Rate</td>
<td>N/A</td>
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<tr>
<td><strong>Mine Warfare (Reserves) – MW(RES)</strong></td>
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<tr>
<td>Warrant Officer Class 1 (Reserve)</td>
<td>WO1(MW)(RES)</td>
<td>Warrant Officer 1</td>
<td>AB(MW)1(RES) (see Note)</td>
</tr>
<tr>
<td>Chief Petty Officer (Mine Warfare)(Reserve)</td>
<td>CPO(MW)(RES)</td>
<td>Chief Petty Officer</td>
<td>AB(MW)1(RES)</td>
</tr>
<tr>
<td>Petty Officer (Mine Warfare)(Reserve)</td>
<td>PO(MW)(RES)</td>
<td>Petty Officer</td>
<td>AB(MW)1(RES)</td>
</tr>
<tr>
<td>Leading Seaman (Mine Warfare)(Reserve)</td>
<td>LS(MW)(RES)</td>
<td>Leading Hand</td>
<td>AB(MW)1(RES)</td>
</tr>
<tr>
<td>Able Seaman (Mine Warfare)1(Reserve)</td>
<td>AB(MW)1(RES)</td>
<td>Able Rate</td>
<td>N/A</td>
</tr>
<tr>
<td>Able Seaman (Mine Warfare)2(Reserve)</td>
<td>AB(MW)2(RES)</td>
<td>Able Rate</td>
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<tr>
<td><strong>Note.</strong> Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).</td>
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<tr>
<td><strong>Cyber (Reserves) – Cyber(RES)</strong></td>
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<tr>
<td>Warrant Officer Class 1 (Reserve)</td>
<td>WO1(Cyber)(RES)</td>
<td>Warrant Officer 1</td>
<td>AB(Cyber)1(RES) (see Note)</td>
</tr>
<tr>
<td>Chief Petty Officer (Cyber)(Reserve)</td>
<td>CPO(Cyber)(RES)</td>
<td>Chief Petty Officer</td>
<td>AB(Cyber)1(RES)</td>
</tr>
<tr>
<td>Petty Officer (Cyber)(Reserve)</td>
<td>PO(Cyber)(RES)</td>
<td>Petty Officer</td>
<td>AB(Cyber)1(RES)</td>
</tr>
<tr>
<td>Leading Seaman (Cyber)(Reserve)</td>
<td>LS(Cyber)(RES)</td>
<td>Leading Hand</td>
<td>AB(Cyber)1(RES)</td>
</tr>
<tr>
<td>Able Seaman (Cyber)1(Reserve)</td>
<td>AB(Cyber)1(RES)</td>
<td>Able Rate</td>
<td>N/A</td>
</tr>
<tr>
<td>Able Seaman (Cyber)2(Reserve)</td>
<td>AB(Cyber)2(RES)</td>
<td>Able Rate</td>
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<td>--------------------------------------------------------</td>
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<tr>
<td><strong>Intelligence (Reserve) – (INT)(RES)</strong></td>
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<td>Warrant Officer Class 1 (Reserve)</td>
<td>WO1(INT)(RES)</td>
<td>Warrant Officer 1</td>
<td>AB(INT)1(RES) (see Note)</td>
</tr>
<tr>
<td>Chief Petty Officer (Intelligence)(Reserve)</td>
<td>CPO(INT)(RES)</td>
<td>Chief Petty Officer</td>
<td>AB(INT)1(RES)</td>
</tr>
<tr>
<td>Petty Officer (Intelligence)(Reserve)</td>
<td>PO(INT)(RES)</td>
<td>Petty Officer</td>
<td>AB(INT)1(RES)</td>
</tr>
<tr>
<td>Leading Seaman (Intelligence)(Reserve)</td>
<td>LS(INT)(RES)</td>
<td>Leading Hand</td>
<td>AB(INT)1(RES)</td>
</tr>
<tr>
<td>Able Seaman (Intelligence)1(Reserve)</td>
<td>AB(INT)1(RES)</td>
<td>Able Rate</td>
<td>N/A</td>
</tr>
<tr>
<td>Able Seaman (Intelligence)2(Reserve)</td>
<td>AB(INT)2(RES)</td>
<td>Able Rate</td>
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</tbody>
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<tr>
<td><strong>Information Operations (Reserve) – INFO OPS(RES)</strong></td>
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</tr>
<tr>
<td>Warrant Officer Class 1 (Reserve)</td>
<td>WO1(INFO OPS)(RES)</td>
<td>Warrant Officer 1</td>
<td>AB(INFO OPS)1(RES) (see Note)</td>
</tr>
<tr>
<td>Chief Petty Officer (Information Operations)(Reserve)</td>
<td>CPO(INFO OPS)(RES)</td>
<td>Chief Petty Officer</td>
<td>AB(INFO OPS)1(RES)</td>
</tr>
<tr>
<td>Petty Officer (Information Operations)(Reserve)</td>
<td>PO(INFO OPS)(RES)</td>
<td>Petty Officer</td>
<td>AB(INFO OPS)1(RES)</td>
</tr>
<tr>
<td>Leading Seaman (Information Operations)(Reserve)</td>
<td>LS(INFO OPS)(RES)</td>
<td>Leading Hand</td>
<td>AB(INFO OPS)1(RES)</td>
</tr>
<tr>
<td>Able Seaman (Information Operations)1(Reserve)</td>
<td>AB(INFO OPS)1(RES)</td>
<td>Able Rate</td>
<td>N/A</td>
</tr>
<tr>
<td>Able Seaman (Information Operations)2(Reserve)</td>
<td>AB(INFO OPS)2(RES)</td>
<td>Able Rate</td>
<td>N/A</td>
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</tr>
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<tbody>
<tr>
<td><strong>Media Operations (Reserve) – Media(RES)</strong></td>
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</tr>
<tr>
<td>Warrant Officer Class 1</td>
<td>WO1(MEDIA)(RES)</td>
<td>Warrant Officer 1</td>
<td>AB in source spec.</td>
</tr>
</tbody>
</table>

**Notes:**

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2. Providing the source branch exists in the RNR, if not to be referred to NPT(Res) for a decision on a suitable branch.

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</tr>
</thead>
<tbody>
<tr>
<td><strong>Media Operations Photographer (Reserve) – PHOT(RES)</strong></td>
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<td></td>
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</tr>
<tr>
<td>Warrant Officer Class 1 (Reserve)</td>
<td>WO1(PHOT)(RES)</td>
<td>Warrant Officer</td>
<td>AB in source spec. (see Notes)</td>
</tr>
<tr>
<td>Chief Petty Officer (Photographer)(Reserve)</td>
<td>CPO(PHOT)(RES)</td>
<td>Chief Petty Officer</td>
<td>AB in source spec. (see Note 2)</td>
</tr>
<tr>
<td>Petty Officer (Photographer)(Reserve)</td>
<td>PO(PHOT)(RES)</td>
<td>Petty Officer</td>
<td>AB in source spec. (see Note 2)</td>
</tr>
<tr>
<td>Leading Seaman (Photographer)(Reserve)</td>
<td>LS(PHOT)(RES)</td>
<td>Leading Hand</td>
<td>AB in source spec. (see Note 2)</td>
</tr>
</tbody>
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</thead>
<tbody>
<tr>
<td><strong>Hydrography and Meteorology (Reserve) – HM(RES)</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Warrant Officer Class 1 (Reserve)</td>
<td>WO1(HM)(RES)</td>
<td>Warrant Officer 1</td>
<td>AB(HM)1(RES) (see Note)</td>
</tr>
<tr>
<td>Chief Petty Officer (HM)(Reserve)</td>
<td>CPO(HM)(RES)</td>
<td>Chief Petty Officer</td>
<td>AB(HM)1(RES)</td>
</tr>
<tr>
<td>Petty Officer (HM)(Reserve)</td>
<td>PO(HM)(RES)</td>
<td>Petty Officer</td>
<td>AB(HM)1(RES)</td>
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**Note.** Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).

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**Notes:**

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2. Sideways Entry will revert to Able Rate in source specialisation providing the source branch exists in the RNR, if not to be referred to NPT(Res) for a decision on a suitable branch.
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**Notes:**
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2. Providing the source branch exists in the RNR, if not to be referred to NPT(Res) for a decision on a suitable branch.

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<td>ABCT(RES)</td>
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**Note.** Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).
### FLEET AIR ARM

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### Naval Airman Meteorology & Oceanography (Reserve) – METOC(RES)

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**Notes:**

1. Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).

2. Either NA(METOC)1 or AB1 in source specialisation (if transferee); providing the source branch exists in the RNR, if not to be referred to NPT(Res) for a decision on a suitable branch.
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**Notes:**

1. *Except for disrating by Summary Trial for which the lowest level is CPO (see JSP 830).*
2. *Sideways entry may revert to Able Rate in source specialisation.*
3. *See BRd 3(1) Para 7002 and Para 7006.*
CHAPTER 66
OFFICER PROMOTIONS

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CHAPTER 66
OFFICER PROMOTIONS

Reference:
Promotions DIN released annually in March/April.

SECTION 1 – INTRODUCTION

6601. The Promotion System
The officer promotion system is controlled centrally, relies on objective reporting over an individual’s career to allow consideration for progressive promotion, and has many safeguards. A promotion system is necessary to ensure that:

a. Personnel of the appropriate quality are assigned to positions of responsibility.

b. High-quality recruits to the Naval Service are attracted and retained.

c. A fair chance of promotion in the Service is given, and is seen as being given, to those concerned.

6602. Promotion Types
In the initial stages of an officer’s career, automatic, non-selective, substantive promotion is used to ensure proper remuneration tied to rank and length of service or seniority in the rank. Selective substantive promotion is used thereafter as responsibilities increase, based on open zones which enable outstanding officers to achieve very rapid progress but which also allow for experienced officers to be promoted later at each rank. The selection process is formal, objective and thorough. Timed substantive promotion to Lieutenant Commander is granted to Surgeon Lieutenants and Surgeon Lieutenants (D) following the introduction of Common Terms of Service (CTOS) in Apr 03.

6603. Non-substantive Promotion
This is available to Career Managers as a short-term palliative to meet a Service requirement that cannot be satisfied by substantive means. There are two types of non-substantive promotion, as briefly outlined below.

a. Acting Higher Rank (AHR). This may be used to fulfil short-term Service requirements which cannot be met by those who already hold the substantive rank or for those who have been selected for it competitively and are required to serve in the AHR until the effective date of substantive promotion (see Para 6620). Officers awarded the AHR receive the pay of the higher rank but do not accrue seniority in the higher rank. Personnel must be in date for the Royal Navy Fitness Test (RNFT) to be awarded the AHR.

b. Local Rank. Granted occasionally for representational or traditional purposes. Local rank may be higher or lower than substantive rank, and pay remains at the substantive rank level.
6604. **Substantive Promotion**

There are three types of substantive promotion:

a. **Selective.** Selective promotions are competitive within each branch at each rank, across defined zones of seniority (see Annex 66B).

b. **Non-selective.** Non-selective promotions are automatic, based on seniority in the rank and/or time in service, and satisfactory performance. (See Section 3, starting at Para 6628)

c. **Exceptional.** A mechanism exists for out-of-zone promotions to Lieutenant Commander, Commander, Captain and Commodore and equivalents (see Para 6607).
SECTION 2 - SELECTIVE PROMOTION

6605. Introduction

The common principles covering the selection process for all promotions are detailed below. Specific instructions for selective promotion to Flag, General, 1 Star and Captain/Colonel rank, the selection of Chaplain of the Fleet and Principal Chaplains, Full Term Commission (Aviator) officers, and Medical, Dental, Medical Services and QARNNS officers and Reserves officers can be found at Annex 66A.

6606. Zones for Promotion

a. Details on zones for selective promotion up to and including substantive 2 Star rank can be found at Annex 66B.

b. In-zone officers not recommended for promotion, temporarily physically or medically unfit, or awaiting Court Martial or other disciplinary proceedings will be considered by Selection Boards but, if selected, their promotion may be deferred or cancelled depending upon the outcome of the prevailing circumstances. JPA recorded RNFT status will not affect a RN Officer’s ability to be selected for promotion; see Para 6627.

c. RM Officers are an exception to this rule. To be considered by Selection Boards, RM Officers are required to hold a valid RM Basic Fitness Test (BFT) pass (recorded on JPA) or hold an approved permanent waiver or a temporary operational/medical extension or waiver at the Common Reporting Date.

6607. Selective Promotion Out of Zone

Promotion Selection Boards will consider, very exceptionally, any Captain/Colonel, Commander/Lieutenant Colonel, Lieutenant Commander/Major or Lieutenant/Captain who, although above or below the zone, is recommended by the Commanding Officer as being especially worthy of out of zone promotion. A ‘Special’ OJAR is to be raised for officers so recommended and supported by the appropriate intermediate authorities. The completed OJAR is to be forwarded to the Assistant Chief of Naval Staff (Personnel)/Naval Secretary (ACNS(Pers)/NavSec) who will instruct the Deputy Assistant Chief of Staff Promotions (DACOS (Prom)) accordingly. If the application is successful, the officer will be placed before the next relevant annual Promotion Board and will compete against the other candidates presented to the Board. Should the officer be selected, then the promotion will be confirmed at the Common Promotion Date (CPD) provided the officer meets the required criteria at Para 6622. Navy Board Members who identify individuals with exceptional talent who are in zone for promotion may advise the ACNS(Pers)/NavSec who will instruct the DACOS (Prom) to pass these individuals directly to the Final Selection Board.

6608. Notification at Zone Exit

a. Following their final in-zone Selection Board, all officers will receive a personal letter stating whether or not they have been selected for promotion. This letter will be despatched from Naval Secretary's Department in advance of the announcement date.
b. Letters will normally be sent to officers’ present assignments via their CO. Officers who wish letters to be sent to another address (e.g., home address) are to inform their Career Manager at least 3 weeks prior to the formal announcement.

c. Officers on commissions other than a Full Commission Stage/Full Term Commission/Full Career Commission/Full Commission or RNR/RMR officers who are not selected for promotion at their last opportunity will, if subsequently transferred to a longer commission, become eligible again for consideration providing they fall within the appropriate new promotion zone. This does not apply to those on extensions of service on their current commissions.

6609. Promotion Requirement

a. Promotion Boards are required to select suitable officers for promotion primarily on the basis of merit (see Para 6508) subject to the defined numerical, branch and specialisation, and, for promotion to OF5 and above, Career Fields (CFs) set annually for each rank and branch. Competition within each branch is across the whole of the zone and not confined to peer-groups of similar seniority and background. Profiles of seniority on promotion will vary according to rank and zone length, but in general there will be small numbers at the extremes, and a gradual rise and fall around the mid-zone.

b. Smoothed Promotion to Requirement (SPR) was introduced on 1 Apr 99 to cater for the officers’ 3TC structure and to provide a means of reacting swiftly to the predominantly short-notice changes to the manpower requirement for each rank. Promotion targets, in the form of Maximum Authorised Numbers (MAUN), are based on the Planning Liability (see Para 0304), and fluctuations are smoothed over a rolling 3-5 year period. The aim is to give some predictability and to maintain as steady a flow as possible into the higher ranks.

c. Board members are informed of the MAUN by branch, specialisation and, where required, Career Field. However, Promotion Boards are not obliged to select the number authorised if there are insufficient candidates of the required quality. Where there are additional mandated specialisation, structural and/or reserved rights requirements, selections are required to be made on merit from the list of A-graded candidates (see Para 6610) only. If the quality is such that the board is unable to satisfy the definitive requirement, the Senior Board Adviser (see Para 6616 sub para c) will be consulted before a decision is taken.

6610. Promotion Categories

The following definitions are used during the promotions process:

a. A. Officers who, in comparison with others of their branch and rank:

   Either: are ready in all respects for substantive promotion and employment in their Branch, Career Field or broader employment this time;

   Or: are considered worthy of promotion and employment in their stated deep specialist field only, should the opportunity arise.
b. **B.** Officers who, in comparison with others of their branch and rank, do not merit promotion this time but who stand every possibility, on current reporting, of being assessed A at the next board.

c. **B.** Officers who, in comparison with others of their branch and rank, do not merit promotion this time but who are judged to have the potential to become serious contenders for promotion in the next two years.

d. **C.** Officers who are not currently showing the potential for promotion in the next two years.

e. **C.** Officers who are nearing retirement for whom, for the period of their remaining service, no opportunities for employment in the higher rank currently exist, but who would otherwise have been graded A–B+. This category will normally only be used by the FSB.

f. Grading for the Flag, 1 Star and OF5 boards is defined in Annex 66A.

**6611. Promotion Guidelines**

a. Officers are considered for promotion on the basis of their whole record and Selection Boards are not bound to accept the recommendation of a current reporting officer. If any candidate receives less than a YES recommendation for promotion, the board is free to select that officer if they feel that other considerations outweigh the recommendation. If the recommendation is IK the board will base its judgement on earlier reports; in this way no officer is unfairly treated because of discontinuity of reporting. It also avoids unlawful discrimination against females who have taken maternity leave. However, under no circumstances will the board upgrade an officer to A who clearly does not merit promotion.

b. **Reports on Officers in NATO/EU Staff and Exchange Appointments, and on Secondment.** Officers assigned to NATO/EU staffs, exchange assignments and those on secondment may well only be reported on by Foreign and Commonwealth officers or private sector civilians, many of whom are not familiar with the Naval reporting system. Experience of non-UK service and non-MOD civilian reporting officers is that they do not always focus on the attributes of specific interest to selection boards, nor do they always follow the guidance on reporting provided. Furthermore, the fact that some of these assignments are high profile, politically sensitive and demanding may not be represented adequately by reporting officers. As the UK’s foreign and security posture shifts from Campaign to Contingent operations, UK international Defence Engagement has never been more important. This globally strategic influence is increasingly achieved by UK Defence personnel serving abroad, especially in NATO, European Union and Loan Foreign Service appointments in general. Naval Service personnel who undertake these assignments should be given particular credit for service abroad and this should count towards merit for promotion.
6612. Convictions for Offences and Censures

a. **Discrimination.** The fact that officers have been convicted of offences or awarded censures is recorded in promotion files until they are ‘spent’ in accordance with the Rehabilitation of Offenders Act 1974 (ROA74) (as amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012) and MOD policy. Board members are required not to discriminate unlawfully against candidates, in accordance with MOD Diversity and Inclusion policy (see Chapter 30).

b. **Offences.** Sentences passed by Service and civilian courts are subject to statutory and MOD-directed rehabilitation periods. The general purpose of the ROA74 (as amended) and MOD policy is to enable all but the most serious criminal offender to live down their criminal record after a specified time. Convictions by civilian courts, courts martial and, in some cases summary trials, are recorded in promotion files, as are the dates on which they will be spent. Once spent, references to offences are expunged from promotion files by the Officer Promotions Section.

c. **Censures.** Censures may be awarded either as a Naval Penalty following conviction by a civilian court or by Higher Authorities in circumstances which do not warrant criminal or disciplinary proceedings or sanctions. They are recorded in promotion files together with the dates on which they will be spent. Censures awarded as a Naval Penalty will be spent after the statutory or MOD-directed rehabilitation period has elapsed. All other censures will be spent after five years or earlier if so directed by the Higher Authority awarding the censure. Once spent, references to censures are expunged from promotion and archived files by the Promotions Section.

d. **Diversity and Inclusion.** Board members are also required to give due consideration and weight to comments within appraisal reports that indicate any failings in an officer’s attitude towards the principles and practices of diversity and inclusion. Any indication that performance has fallen short in this area will not be regarded lightly (see Chapter 30).

6613. Promotion Documentation

All Selection Boards will be provided with the following documentation on all candidates who will be within the promotion zone on the appropriate effective dates of promotion, along with any officers who have been recommended for over- or under-zone promotion:

a. **Official Record.** The Official Record, often referred to as the promotion file, is a folder containing all ARs and other reports and admissible documentation on an officer written during a specified period for consideration by promotion boards.

b. **Curriculum Vitae (CV).** The CV, a standard print taken from JPA and legacy NMMIS data immediately prior to the Selection Board, is included in the Official Record. In addition to key personal data, it contains the officer’s rank and assigning history, academic and professional qualifications including staff training completed.
c. **Profile Sheet.** A Profile Sheet accompanies every Official Record and provides a historical record of the Annual Reports raised on the officer through their career, and catalogues the assessments awarded and recommendations for promotion given on each, and the vote awarded by the last Selection Board.

6614. Promotion Selection Process

a. For promotions to Commander/Lieutenant Colonel and above, there are normally two formal Promotion Selection Boards for each rank and branch:

(1) **Preliminary Selection Board (PSB).** PSB members read, independently, the promotion files (see Para 6617) of all candidates and vote independently on each candidate’s potential for promotion (see Para 6618). In session and following discussion, each officer is awarded an assessment based upon the corporate view of the PSB. The list of officers graded A is forwarded to the FSB in seniority order for promotion to Commander/Lieutenant Colonel and merit order for promotion to Captain/Colonel and above; the remainder, voted B+, B and C, are listed for the record in seniority order. For promotion to OF5 and above, the PSB will select promotable (A graded) candidates by branch.

(2) **Final Selection Board (FSB).** Conducting its business solely in session for promotion to OF4 and pre-reading for OF5 and above, the FSB reads the promotion files of all candidates graded A by the PSB and votes on each candidate’s potential for promotion. Having generated an initial Order of Merit (OOM) and considered the detailed promotion requirement (see Para 6609), the FSB selects the required number of officers of the desired quality for promotion.

b. **APB.** For promotions to OF3, a single Annual Promotion Board (APB) only is convened for each branch whose tasks are an amalgam of those of the PSB and FSB.

c. **Pre-Board Review (PBR).** For Warfare Branch and Engineering Branch promotions to Lieutenant Commander, Commander and Captain, and Royal Marine promotions to Lieutenant Colonel, a PBR of all eligible candidates is carried out. The purpose of the PBR is to reduce the pre-reading load on the APBs and the PSBs, and the baseline for the PBR is the final outcome of the previous year’s APB and FSB as appropriate, at which time all candidates were awarded an A, B+, B or C grading.

d. The PBRs are carried out by the Branch Secretaries (in the ACOS(PCap) Promotions Section), whose task is to take the previous year’s APB or FSB final statement, review the files of all in-zone officers and recommend (List 1) the required number of candidates, approximately five times the promotion target, for consideration by the APB or PSB. Those candidates appearing before the board for the last time, who do not make List 1, will be separately identified and read by the PSB.
e. Those candidates not recommended for consideration by the PSB will appear as List 2 and are likely to be those for whom there are insufficient reports available to assess the true potential of the candidate, those not yet recommended for promotion and those not yet sufficiently professionally qualified or broadened. The PSB members will then each audit 25% of List 2 and call forward, and collectively read and discuss in-session the files of those they consider may be worthy of a higher grade than a B or C.

f. Because of their much smaller branch/corps size, the PBR is not part of the promotions process for Logistics, Medical, Dental, Medical Services, QARNNS Officers and the Maritime Reserves.

g. In order to keep the APB members’ reading load within manageable bounds and to avoid reverting to a PSB/FSB combination, a 3 List process is conducted during the PBR.

(1) List 1 to be read by all Board members is defined as candidates considered to be graded A or B+ i.e. promotable now or within a year and will include all candidates graded A and B+ at the previous year’s Board. There will be no cap on the numbers but likely to be about 3 times the MAuN. Those candidates appearing before the Board for the last time who do not make List 1 will be separately identified and read by the PSB.

(2) List 2 is defined as candidates who are filtered in but likely to be graded B or C at the Board. PSB members will each audit 25% of List 2 and call forward and collectively read and discuss at the Board the file of those they consider may be worthy to be on List 1.

(3) List 3 is defined as candidates who have been filtered out and is to be audited by the Branch secretary and a Career Manager. These candidates will not be viewed by a board member and will be graded C. The Career Manager may pull forward to List 1 or 2 any candidate who is considered to be qualified or an outstanding prospect.

(4) Filtered in is currently defined as follows:

(a) An OPG of B or higher.

(b) Promotion recommendation by the 2RO to be at least YES for One Up.

(c) If in first assignment to have had at least 2 reports.

To be filtered in, an officer must satisfy all of the above criteria.

(5) Conversely filtered out is defined as any one or more of the following:

(a) An OPG of B- or less.
(b) Promotion recommendation by the 2RO for One Up is DEV or less.

(c) If in first assignment to be in receipt of only 1 report.

These criteria will be adjusted as the full effect of the Revised Officer Entry Scheme (ROES) is felt.

6615. Promotion Board Members

a. Branch Promotion Boards are convened to select officers for promotion to Lieutenant Commander/Major, Commander/Lieutenant Colonel and Captain/Colonel. They consist of four or more members, one of whom is a non-branch member. For promotion to 1 Star and 2 Star rank, cross-branch boards are convened and for promotion to OF5 the FSB is made up from representatives of each Career Field (CF). For board membership, the rule of thumb for PSBs is two ranks up on the rank being considered for the Chairman and one rank up for the branch and non-branch members. For APBs and FSBs, it is three ranks and two ranks up respectively.

b. DACOS (Prom) is responsible for assigning board members and this is done in accordance with instructions approved by the Navy Board. The requirements for each rank and branch are specific and it is also DACOS (Prom)’s duty to make sure the spread of expertise is such that each arm and specialisation is adequately represented and, where possible, members are assigned from diverse backgrounds.

<table>
<thead>
<tr>
<th>Promotion Board</th>
<th>APB Membership</th>
<th>PSB Membership</th>
<th>FSB Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lt RN/Capt RM to Lt Cdr/Maj</td>
<td>Chair: Branch Capt/Col</td>
<td>Chair: Branch Capt/Col</td>
<td>Chair: 1 Star</td>
</tr>
<tr>
<td></td>
<td>Branch CM Cdr/Lt Col</td>
<td>Branch Capt/Col</td>
<td>Branch Capt/Col</td>
</tr>
<tr>
<td></td>
<td>Branch Cdr/Lt Col</td>
<td>Branch Capt/Col</td>
<td>Branch Capt/Col</td>
</tr>
<tr>
<td></td>
<td>Non-Branch Cdr/Lt Col</td>
<td>Non-Branch Capt/Col</td>
<td>Non-Branch Capt/Col</td>
</tr>
<tr>
<td></td>
<td>Sec: PROMBS</td>
<td>Sec: PROMBS</td>
<td>Sec: PROMBS</td>
</tr>
<tr>
<td>Lt Cdr/Maj to Cdr/Lt Col</td>
<td>Chair: Branch Capt/Col</td>
<td></td>
<td>Chair: NavSec (&amp; Pers/Trg CF rep)</td>
</tr>
<tr>
<td></td>
<td>Branch CM Cdr/Lt Col</td>
<td></td>
<td>Member 1 1* Cap &amp; Acq CF rep</td>
</tr>
<tr>
<td></td>
<td>Branch Cdr/Lt Col</td>
<td></td>
<td>Member 2 1* Def Engt CF rep</td>
</tr>
<tr>
<td></td>
<td>Non-Branch Cdr/Lt Col</td>
<td></td>
<td>Member 3 1* Mgt of Def CF rep</td>
</tr>
<tr>
<td></td>
<td>Sec: PROMBS</td>
<td></td>
<td>Member 4 1* Ops CF rep</td>
</tr>
<tr>
<td>Cdr/Lt Col to Capt RN/Col</td>
<td>Chair: Branch 1 Star</td>
<td></td>
<td>Member 5 1* Ops Spt CF rep</td>
</tr>
<tr>
<td></td>
<td>Branch Capt/Col</td>
<td></td>
<td>Member 6 1* Pers &amp; Trg CF rep</td>
</tr>
<tr>
<td></td>
<td>Branch Capt/Col</td>
<td></td>
<td>Independent Member (1*SCS)</td>
</tr>
<tr>
<td></td>
<td>Non-Branch Capt/Col</td>
<td></td>
<td>Sec: DACOS PROMS</td>
</tr>
<tr>
<td></td>
<td>Sec: PROMBS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Table 66-1. Promotion Board Membership (Continued)

<table>
<thead>
<tr>
<th>PSB Membership</th>
<th>FSB Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capt RN/Col to Cdre/Brig</td>
<td>Chair: ACNS(Pers)/NavSec CNXO CNEO CNLO CGRM MDGN/2* Med Sec: DACOS (Prom)</td>
</tr>
<tr>
<td></td>
<td>Chair: CNS/1SL FSOAB FSOAB Ind Member Sec: ACNS(Pers)/NavSec</td>
</tr>
<tr>
<td>Cdre/Brig to RAdm/Maj Gen</td>
<td>Chair: ACNS(Pers)/NavSec CNXO CNEO CNLO CGRM MDGM/2* Med Sec: DACOS (Prom)</td>
</tr>
<tr>
<td></td>
<td>Chair: CNS/1SL 3 x 3* Branch CNOs FSOAB Ind Member Sec: ACNS(Pers)/NavSec</td>
</tr>
</tbody>
</table>

#### 6616. Promotion Board Advisers

a. The appropriate Branch/Career Manager at a minimum SO1 level will act as the Board Adviser. Their role is to provide an initial briefing to cover: the promotion target and any branch and specialisation considerations defined in the detailed promotion requirement (see Para 6609); relevant assigning factors such as continuity of reporting; further advice on reserved rights issues and the career management perspective.

b. There is a fine balance to be achieved between expecting Board Advisers to be present throughout FSBs, and APBs if not already there by right, to discharge these duties and gain the necessary background to fulfil their downstream responsibilities for career management and interviews, whilst maintaining the desired separation between promotion and assigning functions. However, rather than legislate on this issue, Naval Secretary has directed that Board Advisers’ appearances, while at the discretion of the Board Chairman, should be sufficient for them to discharge their career management function.

c. Hitherto the Boards have not required a great deal of branch structural advice due to the relative simplicity of the MAUN target. The future will be different insofar as there are more likely to be conflicts between selecting candidates purely on merit and satisfying mandated structural guidelines (and therefore a greater call on the Board Advisers). To meet this increased challenge and mindful of the likely difficulties that some boards will have balancing the requirements specified, ACOS(PCap) is the Senior Board Adviser at all Boards on an ‘as required’ basis.
6617. Promotion Board Records

a. On completion of the PSB, the Branch Secretary will prepare a closing statement for signature by the Chairman. This document will contain the name, initials, branch and specialisation of the candidates graded A, B+, B and C who will be listed in seniority order; also included will be the names of the candidates appearing before and read by the Board for the last time. The closing statement will include confirmation that the Board was conducted in accordance with the Board Instructions and the 2010 Equalities Act. Once completed and signed, the Branch Secretary will forward it to DACOS (Prom) for action and retention as the formal historical record of the board.

b. On completion of the APB and FSB, the Branch Secretary will prepare a closing statement for signature by the Chairman. This document will contain the name, initials, branch and specialisation of the officers selected and A, B+, B, C+ and C graded officers not selected in seniority order. Once completed and signed, the Branch Secretary will forward it to DACOS (Prom) for action and retention as the formal historical record of the Board.

6618. Data Protection Act (DPA) and Selective Promotion Boards

The data contained in the historical record of the Board and any other information generated during the Board process as it affects an individual is disclosable under the DPA, but only after the announcement of the promotion selections has been made. Given that the Board's decision is a corporate one and that minutes of the proceedings are not taken, it follows that individual board members' votes and personal notes may not be truly representative of the final outcome. It is for this reason that the Branch Secretary destroys all records and data other than the closing statements signed by the PSB, APB and FSB Chairmen. (Also see DPA at Bookmark.)

6619. Promulgation

Provisional selective promotions are announced on the RN Intranet website on dates promulgated in the annual promotions, transfers and command selections DIN. Following the announcement, they are released to the media for publication in newspapers and on the world-wide web. Non-selective promotions are not normally announced but a warning notice will be promulgated on the RN Intranet two months before the promotion date. Selections for substantive promotion to Surgeon Commander, Surgeon Commander (D), Commander MS and QA, Commander RNR, Lieutenant Colonel RMR, Captain, Colonel, Surgeon Captain, Surgeon Captain (D), Captain MS and QA, and Commodore and Brigadier are announced on the RN Intranet on the last Thursday of each month and released to the media at the same time once the individual and selected senior officers have been told. Promotions to Flag and General rank are released to the media once the individual and selected senior officers have been told. All selective and non-selective promotions are confirmed in the London Gazette.
Effective Dates of Promotion

a. Annual selective promotions will be effective as follows:

(1) To Lieutenant Commander and Major - on 1 October.

(2) To Commander and Lieutenant Colonel - on 30 June of the year following the announcement notification.

(3) To Captain, Colonel, Commodore and Brigadier – on taking up assignment in the higher rank.

(4) To Commander, Captain and Commodore in the Medical, Dental, Medical Services, QARNNS branches and the Maritime Reserves - on taking up assignment in the higher rank.

(5) To 2 Star rank and above - as determined by the Naval Secretary in consultation with the First Sea Lord.

b. The December promotion date for all officers of the ranks of Lieutenant Commander, Major, Commander, Lieutenant Colonel, Captain and Colonel was removed in 2000. Since 2001, no officer selected for promotion from these ranks has had a last promotion opportunity in December. To ensure that no officer is disadvantaged, those with a seniority prior to 1 Jul 01 (excluding Medical, Dental and QARNNS officers) and who would have had a last opportunity of promotion in December, will continue to be considered with those being considered for substantive promotion for the last time in the following June.

Provisional Selection

The procedure for provisional selection and promotion to Commander and Lieutenant Commander (and RM equivalents) is designed to increase efficiency by allowing properly planned assignments. This aim will normally be met by timing the assignments of provisionally selected officers to posts complemented for the higher rank to take effect as closely as possible to the due day for confirmation of their promotion. Should circumstances arise that make it necessary to assign an officer to a post complemented for the higher rank before confirmation of the promotion, the grant of AHR will be decided by Naval Secretary at the time the assignment is made, and will not depend on representations being made by the officer or any administrative authority.

Confirmation of Selective Promotion

Confirmation of selective promotion is subject to continued eligibility, for which officers selected must:

a. Continue to be recommended for promotion. This will be assumed unless an adverse ‘Special’ Report is raised and received in Naval Secretary’s Department before the effective date of promotion.

b. Not have requested Early Termination.
c. Not be awaiting medical review (see Para 6626). Eligibility in each case will be decided on its merit.

d. Be in date for the RNFT or hold a valid BFT pass on the effective date of promotion or be in possession of an approved waiver (see Para 6627).

e. Not be awaiting Court Martial or other disciplinary proceedings. Eligibility in each case will be decided on its merit.

6623. Candidates Refusing Promotion

a. Officers who, following selection for promotion, refuse such promotion will be deselected. Officers will not be considered at the next annual promotion selection board following promotion refusal. Officers will be presented to promotion selection boards thereafter providing that they continue to meet the eligibility criteria.

b. Exceptionally, applications can be made by officers who wish to be considered at the next board as a candidate for promotion. Such applications should be made through the officer’s Chain of Command to DACOS Promotions (copy to the appropriate Career Manager) who may authorise presentation at the next promotion board without penalty. Recommendations should be forwarded by the Chain of Command and demonstrate that there has been a change in circumstances; in the case of notice givers, approval would be subject to withdrawal of that notice.

c. Officers wishing to withdraw from the promotion pool/shortlist to OF5, 6 or 7 are to request to do so in writing to the Naval Assistant, copy to DACOS (Promotions) and their Career Manager. They will be removed from the pool/shortlist and the First Sea Lord and Naval Secretary informed. As a consequence, they will not be considered by the next promotion board. Should they subsequently wish to be considered for promotion and they remain eligible, they are to submit a formal letter to that effect through their Chain of Command to the Naval Assistant (copy to DACOS (Promotions) and the appropriate Career Manager).

6624. Career Intermissions and Unpaid Leave

Career Intermissions and unpaid leave will cause seniority to be adjusted by the period of that leave and can, therefore, affect zone entry. Once in zone, officers on unpaid leave will continue to be considered for promotion. RNR officers on List 6 are not eligible for promotion.

6625. Early Termination

In-zone RN officers whose applications for Early Termination have been approved by their Career Manager will remain eligible for consideration for selective promotion providing that they are still serving on the day after that on which the Final Selection Board sits. RM Officers who apply for Early Termination will not be considered by promotion and transfer boards whilst that application remains active. If officers re-enter the Naval Service, and they are still within the appropriate promotion zone, they will be considered at the next opportunity.
6626. Medical Fitness

a. Officers who are medically downgraded, and those who are likely to be categorized as permanently unfit for sea service or be restricted otherwise medically in the future, will normally remain eligible for selective and non-selective promotion. The following principles apply:

b. **Personnel with a Permanently Reduced JMES.** All individuals who have been awarded a permanently reduced JMES code by NSMBOS or by ROHC will be assessed by the NSMEB for their suitability for promotion as part of their determination in retaining an individual in service. This determination will take into account age, past experience, seniority, the nature and extent of the medical limitations, and types of assignment for which the individual might be required to undertake in the current rank and higher ranks if selected for promotion or due for advancement. By default the assessment will assume that retention in service will also include the potential for service at the next higher rank/rate. If the NSMEB are unable to offer continued employment in a higher rank or rate then the individual will be deemed medically unfit for promotion.

c. **Personnel with a Temporary JMES.** Individuals in a temporary JMES should undergo medical assessment by an accredited GMP or Consultant Occupational Physician.

(1) Where there is an expectation that the individual will regain MFD status within the next 12 months, the Medical Officer should deem the individual medically fit for promotion.

(2) Where an expectation that a temporary JMES would be removed and the individual regains a previous permanent JMES within 12 months, then individuals should be assessed as per their previous NSMEB determination (see para 6626 sub para b above).

(3) Where a Servicewoman is pregnant and has the JMES code of E6, her fitness for promotion should be assessed in light of her previous JMES, providing that there is an expectation that this will be regained following the pregnancy and period of maternity leave. If previously MFD then she should be considered fit for promotion. If she was previously in a permanently reduced JMES, she should be assessed as per her previous NSMEB determination (see para 6626 sub para b above).

If temporarily downgraded prior to the pregnancy then an assessment must be made as to the likelihood of being upgraded within 12 months of a return from maternity leave and if it is likely, then the individual should be deemed fit for promotion. If it is not deemed likely, then the individual will need to be referred to NSMBOS for a permanent medical category to be awarded and their eligibility is to be determined by NSMEB.
(4) Where it is likely that the individual will need a permanently reduced JMES, the Medical Officer should deem the individual unfit for promotion subject to the subsequent NSMBOS/ROHC and NSMEB recommendations. If the individual is subsequently given a permanently reduced JMES by the NSMBOS or ROHC and the NSMEB determines fitness for promotion, then seniority and pay should be back-dated to the original date of intended promotion.

(5) Any doubtful case is to be referred to the NSMEB.

6627. Physical Fitness
For all types of RN promotions, in date for RNFT means that the test should be undertaken at least annually. The results are to be recorded on JPA but a ‘fail’ will no longer restrict an individual from substantive promotion, provided they remain engaged with remedial training. The individual’s CO is to determine whether there has been sufficient engagement with remedial training with the usual baseline being an average of 3 periods of training per week or as advised by PT staff. All personnel are to satisfy this RNFT requirement on the Common Promotion Date/Due Date for which selected or the Due Date for non-selective promotion.

a. Selective Substantive Promotion. Having been selected, officers need to be in date for the RNFT or have a valid BFT pass recorded on JPA or hold a waiver (permanent or pregnancy/maternity) or a temporary extension, recorded on JPA, on the effective date of promotion.

b. Non-Selective Substantive Promotion. Officers entitled to non-selective promotion on a date determined by their seniority and/or qualifications will not be promoted unless they are in date for the RNFT or have a valid BFT pass recorded on JPA, or hold a waiver (permanent or pregnancy/maternity) or a temporary extension recorded on JPA, on the due date for promotion.

c. Acting and Local Higher Rank. Officers identified for assignments in the acting or local higher rank (AHR/LHR) will not be awarded the higher rank unless they are in date for RNFT or have a valid BFT pass recorded on JPA or hold a waiver (permanent, pregnancy/maternity) or a temporary extension recorded on JPA, on the date of assignment in the higher rank.

d. Effective Date of Promotion If Not In Date for RNFT/BFT. If an officer is not in date for RNFT/BFT on the due date for promotion, the CO is to give the officer one month from the due date in which to undertake the RNFT or pass the BFT, but with the warning that deselection is a possibility if that deadline is not achieved. Thereafter, the following rules apply:

(1) If the officer undertakes the RNFT or passes the BFT in the time permitted, the individual is to be promoted, post Due Date, to the date after becoming qualified if still eligible in all other respects.
(2) If the officer fails to undertake the RNFT or pass the BFT in the time permitted, the CO is to determine whether there are any mitigating circumstances (eg. operational, medical or welfare reasons). If so, the CO may approve a time extension of up to two months. If an extension is agreed and the officer undertakes the RNFT or passes the BFT in time, the individual is to be promoted, post Due Date, to the date after becoming qualified if still eligible in all other respects. If there are considered to be no mitigating circumstances for an officer’s failure to become qualified, the CO should recommend his/her deselection to the Naval Secretary and initiate Quarterly Reports in accordance with Chapter 57 Section 6.

e. **Application for Permanent Waivers.** Permanent waivers arising from the NSMBOS and NSMEB (see Para 2910) will be issued automatically by the NSMEB.

f. **Application for Temporary Extensions (Medical) or (Operational).** Applications for a temporary extension are to be made by letter to the individual’s Commanding Officer. They should provide clear evidence why the officer will be unable to take the RNFT in time for their due promotion date. Temporary extensions are normally valid for 3 months from the date of issue. Officers in possession of a temporary extension are expected to take and pass the RNFT by the date stated; those prevented from doing so due to circumstances beyond their control may be granted a further extension by the Commanding Officer. Each extension must be justified in the form of written evidence provided by the applicant to the applicant's Commanding Officer.
SECTION 3 - NON-SELECTIVE PROMOTION

6628. Introduction
The timing of non-selective promotion is decided by seniority, service or completion of training. In the early stages, non-selective promotion is complicated by different rules for branches and age on entry. Full details of pay are contained in JSP 754 and training in BR 8374.

6629. Unsatisfactory Performance
Commanding Officers are to consider very carefully the performance of all Midshipmen and Sub Lieutenants (and equivalents) with a view to their suitability for non-selective promotion to Sub Lieutenant and Lieutenant respectively and, for those with reserved rights, Lieutenant to Lieutenant Commander (and equivalent). For officers on the Trained Strength whose performance is not satisfactory, thus making them unsuitable for promotion, Commanding Officers should not hesitate to recommend Quarterly Report action in accordance with the normal adverse report procedure (see Para 5745) or Command Report for Maritime Reservists (these are raised at appropriate intervals to take account of a reservist’s training commitment but otherwise are the same as a Quarterly Report). This performance review must be carried out in sufficient time to enable Quarterly Report action, if merited, to be taken before non-selective promotion is due. Details of Quarterly Report action and delayed promotion are in Chapter 57. Officers under training are governed by the process of Training Warnings described in Chapter 57 Section 7.

6630. Conditions
Non-selective substantive promotion is subject to eligibility criteria and the following additional conditions:

a. Recommended for promotion. This will be assumed unless an adverse Special Report (see Para 5744) is raised and received in Naval Secretary’s Department before the effective date of promotion.

b. Not under Character and Leadership Warning (see Para 6643) or on Quarterly Report (see Para 6644).

c. Not awaiting medical review (see Para 6626 and Para 6645). Eligibility in each case will be decided on its merit.

d. In date RNFT or hold a valid BFT pass on the effective date of promotion or in possession of an approved waiver (see Para 6627 and Para 6645).

e. Not awaiting Court Martial or other disciplinary proceedings. Eligibility in each case will be decided on its merit.

f. For the Maritime Reserves, successful completion of mandated training (Training Matrices).
6631. **Notice of Promotions Due**

   A rolling three month warning notice is produced by the Officer Promotions Section monthly of anticipated non-selective promotions due following an eligibility check coordinated by NAVY PERS-CM OF WAR UTSO3. This is placed on the RN Intranet website (under Officers Promotions section) and the ‘What’s New’ page. Commanding Officers of affected officers are to contact the Officer Promotions Section and appropriate Career Manager if an officer does not meet the prescribed conditions above, in particular RNFT currency and Commanding Officer’s recommendation, but loss of seniority for back-classing may also be relevant.

6632. **Notice of Promotions Made**

   The Officer Promotions Section will input the promotion into JPA 10 days before the due date if there has been no such contact. The notice of promotion will then be sent to the London Gazette for insertion.

6633. **Promotion up to Lieutenant RN pre and post 1 Sep 13 - Direct Entry Warfare, Engineer, Logistics and Medical Services Officers**

   a. **From 1 Sep 13.** Regardless of an individual’s age or educational qualifications held on entry, all Direct Entry Warfare, Engineer and Logistics officers will join BRNC Dartmouth as a Midshipman. On completion of 12 months’ service from their date of entry, officers who have successfully completed Initial Naval Training (Officers) (INT(O)) will be promoted to Sub Lieutenant. Individuals who fail to complete INT(O) within a year of joining the RN will not be promoted at this point and, instead, will become eligible for confirmation as a Sub Lieutenant once the training has been completed successfully (see Para 6641 for the rules relating to backdated awards of pay and seniority). Thereafter, officers will be eligible for promotion to the rank of Lieutenant on attaining 30 months’ seniority as a Sub Lieutenant. Promotion beyond the rank of Lieutenant is by selection.

   b. **Pre 1 Sep 13.** For Direct Entry RN officers who entered prior to 1 Sep 13, the standard path to the rank of Lieutenant was to attain 2 years’ seniority as a Midshipman and then 3 years’ seniority as a Sub Lieutenant (a total of 5 years in all). However, officers could be awarded up to 3½ years’ seniority on entry, depending on educational qualifications held (see also Para 4803), thereby reducing the amount of time spent as a Midshipman or Sub Lieutenant – this is shown at Table 66-2 below.
<table>
<thead>
<tr>
<th>Years of Service (Note 1)</th>
<th>Basic Educational Qualifications (Note 2)</th>
<th>HNC or equivalent</th>
<th>Foundation Degree or equivalent</th>
<th>Graduate or equivalent</th>
<th>Masters Degree or equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Entry</td>
<td>Midshipman</td>
<td>Midshipman with one year’s seniority</td>
<td>Sub Lt</td>
<td>Sub Lt with one year’s seniority</td>
<td>Sub Lt with 18 months seniority</td>
</tr>
<tr>
<td>1 year</td>
<td>Midshipman with one year’s seniority</td>
<td>Sub Lt</td>
<td>Sub Lt with one year’s seniority</td>
<td>Sub Lt with 2 years’ seniority</td>
<td>Sub Lt with 30 months seniority</td>
</tr>
<tr>
<td>18 months</td>
<td></td>
<td></td>
<td></td>
<td>Lieutenant</td>
<td></td>
</tr>
<tr>
<td>2 years</td>
<td>Sub Lt</td>
<td>Sub Lt with one year’s seniority</td>
<td>Sub Lt with 2 years’ seniority</td>
<td>Lieutenant</td>
<td></td>
</tr>
<tr>
<td>3 years</td>
<td>Sub Lt with one year’s seniority</td>
<td>Sub Lt with 2 years’ seniority</td>
<td></td>
<td>Lieutenant</td>
<td></td>
</tr>
<tr>
<td>4 years</td>
<td>Sub Lt with 2 years’ seniority</td>
<td></td>
<td></td>
<td>Lieutenant</td>
<td></td>
</tr>
<tr>
<td>5 years</td>
<td>Lieutenant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. Any seniority adjustment which has a negative effect on an officer’s seniority incurs a commensurate increase in the ‘Years of Service’ required to achieve the next rank. The basic date of seniority as a Lieutenant is the promotion date. The effect of any seniority gain was to advance subsequent pay and promotion dates; it had no retrospective effect for pay purposes. To conform with the standard progression, pre-3TC officers who had more than three years’ seniority in the rank of Sub Lieutenant on 31 Mar 99 had their seniority adjusted and were promoted to Lieutenant on 1 Apr 99.

2. To ensure that RN officers entering BRNC prior to 1 Sep 13 as Midshipmen (with basic educational qualifications (up to and including ‘A’ level standard)) cannot be overtaken by their peers entering after 1 Sep 13, transitional promotion arrangements will apply to officers who entered between Jan 11 and May 13. These are shown below.
### Promotion up to Captain RM pre and post 1 Sep 13 - Royal Marines Officers

a. **Post 1 Sep 13.** Regardless of an individual’s age or educational qualifications held on entry, all Direct Entry RM officers will join CTCRM Lympstone as a Second Lieutenant and will remain in the rank until successful completion of the RM officer initial training course, at which point they will be promoted to Lieutenant RM with seniority backdated to 12 months from their date of entry (see Para 6641 for the rules relating to backdated awards of pay and seniority for RM officers who fail to complete their initial training on time). Thereafter, RM officers will be eligible for promotion to the rank of Captain RM on attaining 30 months’ seniority as a Lieutenant RM. Promotion beyond the rank of Captain RM is by selection.

b. **Pre 1 Sep 13.** Prior to 1 Sep 13, Direct Entry RM officers joined CTCRM with the rank of Second Lieutenant irrespective of educational qualifications on entry. Antedated seniority was applied for pay purposes but was not reflected in an individual’s rank until they completed their initial training satisfactorily. The standard path to the rank of Captain RM was to attain 2 years’ seniority as a Second Lieutenant and then 3 years’ seniority as a Lieutenant RM (a total of 5 years in all). However, RM officers could be awarded up to 3½ years’ seniority on entry, depending on educational qualifications held (see also Para 4803), thereby reducing the amount of time spent as a Second Lieutenant or Lieutenant – this is shown at Table 66-3 below.

<table>
<thead>
<tr>
<th>Entry Date</th>
<th>Seniority as Midshipman for promotion to Sub Lieutenant</th>
<th>Expected date of promotion to Sub Lt</th>
<th>Seniority as a Sub Lieutenant for promotion to Lieutenant</th>
<th>Expected date of promotion to Lieutenant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 11</td>
<td>24 months</td>
<td>(1 Jan 13)</td>
<td>34 months</td>
<td>1 Nov 15</td>
</tr>
<tr>
<td>May 11</td>
<td>24 months</td>
<td>(1 May 13)</td>
<td>34 months</td>
<td>1 Mar 16</td>
</tr>
<tr>
<td>Sep 11</td>
<td>24 months</td>
<td>(1 Sep 13)</td>
<td>32 months</td>
<td>1 May 16</td>
</tr>
<tr>
<td>Feb 12</td>
<td>22 months</td>
<td>1 Dec 13</td>
<td>32 months</td>
<td>1 Aug 16</td>
</tr>
<tr>
<td>May 12</td>
<td>21 months</td>
<td>1 Feb 14</td>
<td>32 months</td>
<td>1 Oct 16</td>
</tr>
<tr>
<td>Sep 12</td>
<td>18 months</td>
<td>1 Mar 14</td>
<td>32 months</td>
<td>1 Nov 16</td>
</tr>
<tr>
<td>Nov 12</td>
<td>18 months</td>
<td>1 May 14</td>
<td>31 months</td>
<td>1 Dec 16</td>
</tr>
<tr>
<td>Feb 13</td>
<td>17 months</td>
<td>1 Jul 14</td>
<td>30 months</td>
<td>1 Jan 17</td>
</tr>
<tr>
<td>May 13</td>
<td>16 months</td>
<td>1 Sep 14</td>
<td>29 months</td>
<td>1 Feb 17</td>
</tr>
</tbody>
</table>
### Table 66-3. Direct Entry pre 1 Sep 13 - Standard Progression to Captain RM

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Basic Educational Qualifications (Note 1)</th>
<th>HNC or equivalent</th>
<th>Foundation Degree or equivalent</th>
<th>Graduate or equivalent</th>
<th>Masters Degree or equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under a year</td>
<td>Second Lieutenant</td>
<td>Second Lieutenant</td>
<td>Second Lieutenant</td>
<td>Second Lieutenant</td>
<td></td>
</tr>
<tr>
<td>1 year</td>
<td>Second Lieutenant</td>
<td>Second Lieutenant</td>
<td>Second Lieutenant</td>
<td>Second Lieutenant</td>
<td></td>
</tr>
<tr>
<td>18 months</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Captain</td>
</tr>
<tr>
<td>2 years</td>
<td>Lieutenant with one year’s seniority</td>
<td>Lieutenant</td>
<td>Lieutenant with 2 years’ seniority</td>
<td>Captain</td>
<td></td>
</tr>
<tr>
<td>3 years</td>
<td>Lieutenant with one year’s seniority</td>
<td>Lieutenant</td>
<td>Captain</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 years</td>
<td>Lieutenant with 2 years’ seniority</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 years</td>
<td>Captain</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note.** To ensure that officers entering CTCRM prior to 1 Sep 13 as Second Lieutenants (with basic educational qualifications (up to and including A level standard)) could not be overtaken by their peers entering after 1 Sep 13, transitional promotion arrangements will apply to officers who entered between Jan 11 and May 13. These are shown below.

<table>
<thead>
<tr>
<th>Entry Date</th>
<th>Seniority as 2Lt for promotion to Lieutenant</th>
<th>Expected date of promotion to Lieutenant</th>
<th>Seniority as Lt for promotion to Captain</th>
<th>Expected date of promotion to Captain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 11</td>
<td>24 months</td>
<td>(1 Sep 13)</td>
<td>32 months</td>
<td>1 May 16</td>
</tr>
<tr>
<td>Sep 12</td>
<td>18 months</td>
<td>1 Mar 14</td>
<td>32 months</td>
<td>1 Nov 16</td>
</tr>
</tbody>
</table>

### 6635. Promotion to Lieutenant RN/Captain RM pre and post 1 Sep 13 - Upper Yardman/Corps Commission Candidates

Since the introduction of ROES, the seniority levels and promotion timescales for UY/CC and SUY/SCC individuals based on their previous experience have been revised. An individual is not considered eligible to be a UY until they are on the trained strength. While it is possible for an individual to be selected as an Officer while under Phase 1 or Phase 2 Training, they would be considered to be a Direct Entry officer.

### UY/SUY and CC/SCC Seniority Levels on Commissioning after 1 Sep 2013

The revised seniority levels on commissioning through the UY/SUY or CC/SCC schemes, applicable to all individuals commissioned after 1 Sep 13, are as follows:
### Royal Navy

<table>
<thead>
<tr>
<th>Reckonable Service for Engagement Purposes</th>
<th>RN Rank/Seniority on Entry (X, E, L and MS)</th>
<th>Time to Promotion to Lieutenant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 3 years</td>
<td>Sub Lieutenant with 6 months’ seniority</td>
<td>24 months</td>
</tr>
<tr>
<td>UY Ratings below WO1 with over 3 years</td>
<td>Sub Lieutenant with 12 months’ seniority</td>
<td>18 months</td>
</tr>
<tr>
<td>SUY Ratings below WO1</td>
<td>Sub Lieutenant with 12 months’ seniority and on promotion to Lieutenant awarded an additional 6 month’s seniority</td>
<td>18 months</td>
</tr>
<tr>
<td>WO1s (except CWOs and SUY(WO))</td>
<td>Sub Lieutenant with 18 months’ seniority and on promotion to Lieutenant awarded an additional year’s seniority</td>
<td>12 months</td>
</tr>
<tr>
<td>CWOs/ SUY(WO)s</td>
<td>Lieutenant with 1 year’s seniority</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Royal Marines

<table>
<thead>
<tr>
<th>Reckonable Service for Engagement Purposes</th>
<th>RM Rank on Entry.</th>
<th>RM Rank on Completion YO Training</th>
<th>Promotion to Captain RM</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC Officer</td>
<td>2nd Lieutenant</td>
<td>Lieutenant (back dated to 12 months from joining date)</td>
<td>26 months from passing out</td>
</tr>
<tr>
<td>SCC Ratings below WO1 with over 3 years</td>
<td>Lieutenant with 6 months’ seniority and on promotion to Captain awarded an additional year’s seniority</td>
<td>N/A</td>
<td>24 months from commissioning.</td>
</tr>
<tr>
<td>WO1s (except Corps RSMs and SUY(WO))</td>
<td>Lieutenant with 18 months’ seniority and on promotion to Captain awarded an additional year’s seniority</td>
<td>N/A</td>
<td>12 months from commissioning.</td>
</tr>
<tr>
<td>Corps RSMs and SUY(WO)</td>
<td>Captain with 1 year’s seniority</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
UY/SUY and CC/SCC Seniority Levels on Commissioning after 1 May 18

The revised seniority levels on commissioning through the UY/ SUY or CC/ SCC schemes, applicable to all individuals commissioned after 1 May 18 are as follows:

**Royal Navy**

<table>
<thead>
<tr>
<th>Reckonable service after achieving GTS</th>
<th>RN rank/seniority on entry (X, E, L and MS)</th>
<th>Time to promotion to Lieutenant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Trained Strength</td>
<td>Midshipman (considered direct entrant)</td>
<td>42 months</td>
</tr>
<tr>
<td>UY Ratings with under 2 years</td>
<td>Sub Lieutenant</td>
<td>30 months</td>
</tr>
<tr>
<td>UY Ratings below WO1 with over 2 years</td>
<td>Sub Lieutenant with 12 months seniority</td>
<td>18 months</td>
</tr>
<tr>
<td>SUY Ratings below WO1</td>
<td>Sub Lieutenant with 12 months seniority and on promotion to Lieutenant awarded an additional 6 month’s seniority</td>
<td>18 months</td>
</tr>
<tr>
<td>WO1s (except CWOs and SUY(WO))</td>
<td>Sub Lieutenant with 18 months seniority and on promotion to Lieutenant awarded an additional year of seniority</td>
<td>12 months</td>
</tr>
<tr>
<td>CWOs/ SUY(WO)s</td>
<td>Lieutenant with 1 year of seniority</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Royal Marines**

<table>
<thead>
<tr>
<th>Reckonable service after achieving GTS</th>
<th>RM rank on entry.</th>
<th>RM Rank on Completion YO Training.</th>
<th>Promotion to Captain RM.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC Officer</td>
<td>2nd Lieutenant</td>
<td>Lieutenant (back dated to 12 months from joining date)</td>
<td>26 months from passing out</td>
</tr>
<tr>
<td>SCC Ratings below WO1 with over 2 years</td>
<td>Lieutenant with 6 months’ seniority and on promotion to Captain awarded an additional year of seniority</td>
<td>N/A</td>
<td>24 months from commissioning.</td>
</tr>
<tr>
<td>WO1s (except Corps RSMs and SUY(WO))</td>
<td>Lieutenant with 18 months’ seniority and on promotion to Captain awarded an additional year of seniority</td>
<td>N/A</td>
<td>12 months from commissioning.</td>
</tr>
<tr>
<td>Corps RSMs and SUY(WO)</td>
<td>Captain with 1 year of seniority</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Notes:

1. Any seniority adjustment which has a negative effect on an officer’s seniority will incur a commensurate increase in the ‘Years of Service’ required to achieve the next rank.

2. RN UY officers joined with a rank that reflected their antedated seniority eg. 3 years’ antedated seniority equated to a Sub Lieutenant with one year’s seniority, whereas RM CC officers all joined in the rank of 2nd Lieutenant and would only wear the rank that reflected their seniority after two years’ service and on satisfactory completion of Phase 2 training.

6636. Medical and Dental Officers

a. **Rank on Entry.** Rank on entry for a Medical or Dental officer is laid down in Chapter 48.

b. **Non-Selective Promotion.** Non-selective promotion to Surgeon Lieutenant Commander/Surgeon Lieutenant Commander (D) is as follows:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Post 1 Apr 03</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surg Lt/ Surg Lt(D)</td>
<td>Medical Officers - automatic on date of full registration with the GMC. Dental Officers - automatic on date of successful completion of 1 year VDP training.</td>
</tr>
<tr>
<td>Surg Lt Cdr/ Surg Lt Cdr(D)</td>
<td>Automatic on attaining: 5 years’ seniority in the substantive rank of Surg Lt 5 years’ seniority in the rank of Surg Lt (D) (Acting &amp; Substantive time to count).</td>
</tr>
</tbody>
</table>

c. Promotion beyond the rank of Surgeon Lieutenant Commander/Surgeon Lieutenant Commander (D) is by selection.

d. **Additional Seniority.** This may be awarded for previous medical experience. Eligibility for this award is laid down in JSP 527 Chapter 1 Section 4 (new reference tbc).

6637. Queen Alexandra’s Royal Naval Nursing Service Officers

a. **Rank on Entry.** Rank on entry for QARNNS officers is laid down in Chapter 48.

b. **Non-Selective Promotion.** Promotion to Lieutenant is automatic on attaining four years’ seniority in the rank of Sub Lieutenant. Thereafter, promotion is by selection.

c. **Additional Seniority.** Additional seniority may be awarded for previous medical experience. Eligibility for this award is laid down in JSP 950 Part 1, Leaflet 10-1-9.
6638. **Bursars**

A small number of officers awarded bursaries in 1996 and later, and who entered the Naval Service after 1 Apr 99, retain the reserved rights pertaining to the commission awarded, i.e. seniority credits from training and, dependent upon commission, automatic promotion to Lieutenant Commander/Major RM and rank related retirement age.

6639. **Senior Upper Yardmen and Senior Corps Commission Officers**

The promotion of SUY and SCC officers is covered in Chapter 50 and at Para 6635 above.

6640. **RNR Officer Candidates and Upper Yardmen**

a. On passing the AIB, and subject to final selection by the Commander Maritime Reserves (CMR), RNR officer candidates and Upper Yardmen will be promoted to the rank of Midshipman but will not wear rank insignia and will be addressed as Officer Cadets until completion of initial training at BRNC (Phase 1A training). Promotion thereafter will be as follows:

   1. Midshipmen will be promoted to Sub Lieutenant following successful completion of Fleet Board at the end of Phase 1B training.

   2. Promotion from Sub Lieutenant to Lieutenant is subject to successful completion of branch-specific training and on attaining a minimum of 3 years’ seniority as a Sub Lieutenant.

b. Entry in a higher substantive rank may be authorised exceptionally for professionally qualified officers such as Medical and Merchant Navy officers.

6641. **Delays in Initial Training – Impact on Promotion Progression**

a. **Entry post 1 Sep 13 – RN Officers**

   1. **Phase 1 Training.** RN officers who fail to complete their Phase 1 training (INT(O)) within 12 months of joining the Service will not be promoted to Sub Lieutenant at this point. Instead, they will be promoted once the training is successfully completed, at which point they will be entitled to apply for backdated pay and seniority to a date 12 months from entry if their failure to complete the training on time is deemed to be attributable to the Service or is for non-Service reasons outside their control eg. medical, welfare or compassionate. Requests for redress should be forwarded through the CO to the Officer Terms of Service Manager who, in turn, will consult the Officer Promotions Section. All cases will be considered on their individual merits.
(2) Phase 2 Training. As above, time lost by RN officers during Phase 2 training as a result of Service reasons or non-Service reasons outside their control eg. medical, welfare or compassionate reasons, will not normally result in an adjustment to an individual's seniority. However, seniority adjustments will be applied to RN officers for back-classing, examination failure, repeated elements of professional training or warning during Phase 2 training and these will affect an officer's promotion (ie. the additional period of time will not count for seniority purposes) and also impact on pay if applied to the IBD. Any seniority adjustment will result in the implementation of a Specially Determined Rate of Pay (SDRP); once the SDRP is lifted, the officer will revert to normal incremental progression and the seniority will be adjusted accordingly.

b. Entry Post 1 Sep 13 – RM Officers. RM officers who fail to complete their initial training at CTCRM on time will be eligible to apply through their CO to the Officer Terms of Service Manager for backdated pay and seniority (to the 12 month point from entry) if the delay in completing the training is deemed to be attributable to the Service or is for non-Service reasons outside the individual's control. All cases will be considered on their individual merits.

c. Entry Pre 1 Sep 13 – RN and RM Officers

(1) Time lost by RN and RM officers during initial training as a result of Service reasons or non-Service reasons outside their control eg. medical, welfare or compassionate reasons, will not normally result in an adjustment to an individual's seniority. Where doubt exists about the applicability of a penalty, Commanding Officers should consult the Officer Terms of Service Manager in the first instance.

(2) Seniority penalties will be applied to RN and RM officers in cases of back-classing, back-batching, examination failure, repeated elements of training or warning during initial training and these will have an effect on promotion (the additional period of training time will not count for seniority purposes) and pay if applied to the IBD. Any seniority adjustment will result in the implementation of a SDRP; once the SDRP is lifted, the officer will revert to normal incremental progression and their seniority will be adjusted accordingly.
6642. Seniority Adjustments Following Branch/Specialisation Transfer

a. Rates of pay are linked to rank and IBD. As such, any adjustments made to an officer's seniority on transfer, as described below, will also have an effect on pay if applied to the IBD. Adjustments to seniority will affect promotion.

(1) Untrained Strength. If an officer under training transfers from one branch/specialisation to another, whether because of failure in the original branch/specialisation or by choice, promotion to Lieutenant RN may be deferred. Officers who have already attained the rank of Lieutenant RN may have their seniority adjusted. The need for any deferment or adjustment is determined by the officer's position in relation to that of their new peers in the branch/specialisation into which they are transferring, and is to ensure, in so far as is possible, that training that does not form part of the training pattern in the new branch does not count towards promotion. See Para 5107 b sub para (2) for further information. A sizeable seniority adjustment for an officer on the Initial Commission Stage (ICS) may result in the loss of the opportunity for selective promotion to Lieutenant Commander/Major as long as the officer remains on the commission.

(2) Trained Strength. For an officer on the trained strength transferring from one branch or specialisation to another, promotion may be deferred and/or seniority adjusted. This may result in the implementation of an SDRP, as described in Para 6641 sub para c. The need for any deferment, adjustment or SDRP is determined by the officer's position in relation to that of officers who joined the Service at the same time in the branch or specialisation into which they are transferring, and is to ensure, in so far as is possible, that any training which does not contribute directly to the officer's new branch or specialisation does not count towards an accrual of seniority.

b. The seniority of an officer transferring from or to a branch where seniority is granted for a degree or relevant civilian experience or both may be adjusted by more than 1 year.

6643. Training Warnings

Officers under training will not be promoted on their due date if they are under Phase 1 (Tier 3) or Phase 2 (Admiralty Board level) Character and Leadership (C&L) Warning (see Para 5740). Officers who are removed from C&L Warning due to an improvement in their performance will be promoted with effect from, and with seniority of, the date of the Commanding Officer’s recommendation for removal from C&L Warning if this is later than the non-selective date. Officers who fail to achieve a satisfactory standard will be compulsorily withdrawn from training under the normal procedures detailed in Chapter 57.
6644. **Quarterly Report**

Officers due for non-selective promotion will not be promoted on their due date if they are under Quarterly Report (or Command Report for the Maritime Reserve). Officers who are removed from Quarterly Report due to an improvement in their performance will be promoted with effect from, and with seniority of, the date of the Commanding Officer’s recommendation for removal from Quarterly Report if this is later than the non-selective date. Officers who fail to achieve a satisfactory standard will be liable to discharge under normal procedures. See also Chapter 57.

6645. **Medical and Physical Fitness**

   a. Officers placed in a reduced medical category remain eligible for non-selective promotion so long as they are retained in the Service (see Para 6627).

   b. Officers are required to be in date RNFT or hold a valid BFT pass on the effective date of substantive promotion or in possession of an approved waiver (see Para 6627).
SECTION 4 - ACTING RANK ASSIGNMENTS

6646. Introduction
The following regulations cover the award of acting higher rank (AHR) to officers, as distinct from the award of substitution pay. They do not apply to Acting Lieutenants who have not been confirmed in rank because they have not acquired the necessary qualifications, or to Acting Sub Lieutenants. In general, the AHR is appropriate when an officer is assigned to perform the full duties of a post at a higher rank because no officer of the required substantive rank and branch is available to do so. This may occur in a period of manpower shortage or when a holder of an assignment dies or is placed in a reduced medical category which will prevent the performance of the full duties of the post for a minimum of three months. Award of the AHR attracts the pay of the higher rank but does not accrue seniority in the higher rank. Substitution pay may be appropriate if an officer is required to perform the duties of a higher rank, normally without being assigned to the post, for a minimum of 21 consecutive days and for periods up to 6 months (see JSP 754 for full details and for extensions beyond six months). Relative rank and order of command regulations for AHR officers are shown in BR 2 (QRRN).

6647. Assigning Notice
Assignments at normal notice in the AHR will be decided by the Career Management Authority before publication.

6648. Local Assignments and Transfer
The senior officer present in an area has authority to fill vacant posts immediately for Service reasons, keeping the Assistant Chief of Naval Staff (Personnel)/Naval Secretary (ACNS(Pers)/NavSec) informed. If the granting of AHR is involved in filling an urgent vacant post, ACNS(Pers)/NavSec’s approval is required beforehand unless the officer is due substantive promotion within three months.

6649. Selection Criteria for Granting Acting Higher Rank

a. In making selections for AHR, Career Managers should maintain similar principles to those which apply in the case of officers selected for promotion ie. they should be prepared to accept a degree of assigning inconvenience to ensure that a worthy candidate can take up the assignment. The selection of officers for appointment in the rank of Acting Captain, Acting Commander and Acting Lieutenant Commander (other than those already provisionally selected for promotion) should normally be made from officers who have a high probability of achieving substantive promotion to the next higher rank during the AHR appointment. Overzone officers who narrowly missed promotion to Lieutenant Commander and Commander should only be considered where there is a particular service requirement to which that officer brings the necessary skills. Normally the Career Manager should nominate a minimum of two potential candidates to the appropriate SO1 Career Manager. A note is to be made in the PF of an unsuccessful candidate to generate an audit trail and record the AHR selection process. Occasions will arise when only one suitable candidate can be found to fill a particular specialist post.
b. It is most important that ACOS(PCap)’s approval for AHR is obtained when the best candidate to fill an important post at AHR satisfies the approval criteria at Para 6649 sub para c but does not completely satisfy the AHR selection criteria in Para 6649 sub para a above.

c. AHR may only be granted if all of the following conditions are met:

(1) The post is complemented for the higher rank without alternative. Where the complement allows for alternative ranks, the acting assignment will be in the lowest rank allowed.

(2) No suitable officer of the correct substantive rank is available. ‘Suitable’ is defined as complying with the Rank/List/Spec/Sub-Spec criteria in the relevant JPA Position and meeting the terms of Para 6649 sub para d below.

(3) The period of tenure is expected to exceed three months (this rule need not apply when an officer is due substantive promotion within this time).

(4) The officer concerned must be capable of undertaking satisfactorily the full range of tasks of the post to be filled.

(5) The relevant SO1 Branch Manager and NAVY PERS-PPLAN SWPO SO1 advice and approval has been obtained in writing except:

(a) Where an officer has been provisionally selected for promotion to the next higher rank.

(b) When the period of AHR is less than one year prior to automatic promotion due to preserved rights from previous commissions.

It should be noted that advice may depend upon a comparison of the liability and the strength for the category concerned in the period for which AHR is proposed. As a general rule, those graded A, but not selected at the last Board, are highly likely to be promoted next Board and therefore are unlikely to impact the MAuN. Those who are graded B and below are not likely to be promoted next time and therefore this will have a negative effect on the MAuN the following year. The Naval Personnel Team may still choose to accept a reduction in the MAuN to grant AHR, particularly if the individual has a unique competence. Where agreement cannot be reached between the Career Manager and the Branch Manager, DACOS Career Management, DACOS Branch Management and DACOS PPLAN will adjudicate.

(6) Suitability for promotion on the most recent Appraisal Report must have been assessed as ‘Yes’ or higher. AHR will only be granted one step above the substantive rank held.

(7) The officer is in date for RNFT on JPA.
6650. Acting Higher Rank - Level of Approval

Final approval of AHR is given as follows:

a. **Acting Commodore.** Approval is given solely by the 1SL. When it is deemed necessary to employ a Captain as an Acting Commodore, NA will engage with DACOS Career Management, DACOS Branch Management and Naval Secretary prior to seeking formal approval from 1SL.

b. **Acting Captain.** Approval is given solely by the 1SL. When it is deemed necessary to employ a Commander as an Acting Captain, NA will engage with DACOS Career Management, DACOS Branch Management and Naval Secretary prior to seeking formal approval from 1SL.

c. **Acting Lieutenant, Acting Lieutenant Commander and Acting Commander.** AHR approval is normally given by the relevant SO1 Career Manager providing that the various criteria in Para 6649 sub para c above are met. Should a case fail to satisfy the AHR selection criteria, approval is to be given by DACOS Career Management.

6651. Acting Higher Rank - Procedures to be followed by the Career Manager

a. **When appropriate:**

(1) When it is intended to assign an officer to a post which is complemented for higher rank without alternative, consideration should always be given to the need to grant AHR. The case should be tested against the principles and criteria identified in the preceding paragraphs. If, having carried out this test, it is considered that AHR is justified, the structural agreement of a Branch Manager and the approval of the relevant authority (see Para 6649 sub para b) are to be sought before the appointment is made. Force majeure should be avoided. For officers already in post (see Para 6657), the agreement is to be sought before the award of AHR is confirmed.

(2) Proposals for award of AHR are to be submitted on the proforma at Annex 66C. The proforma is to be passed via the relevant desk officers for agreement and advice; if agreed at that level, the form is then to be attached to the officer's personal file and passed to the approving authority (see Para 6650). Completed proformae are to be retained with the relevant personal files. A note is to be made in the P/File of an unsuccessful candidate to generate an audit trail and record the AHR selection process.

b. **When not appropriate:**

(1) Experience has shown that much correspondence is generated in cases where AHR is considered to be inappropriate. It is important, therefore, that these cases are well documented in the relevant officers' personal files; the position should be made clear (in writing) to both the officer concerned and their Commanding Officer.
In certain cases it may be justifiable to appoint an officer to a post complemented for higher rank (without alternative) and not grant AHR; for example:

(a) When it is for less than three months.

(b) When there is clear evidence that the complement is to be downgraded or rank ranged to a lower rank in the near future (Career Managers should ask Commanding Officers to initiate EAF action to change the Unit Establishment List whenever their knowledge of the post indicates that a lower rank alternative would be suitable).

There will be cases where AHR cannot be granted because the criteria in Para 6649 sub para c have not been met in full. For example, there is a suitable officer of the correct rank available but the Commanding Officer is not prepared to accept the individual or the only officer available does not have the necessary knowledge or experience to carry out all of the duties involved (ie. they are not qualified) and it would be inappropriate to give the individual AHR. In these cases, Career Managers are to proceed carefully, having consulted DACOS Career Management, with one of the following options:

(a) Inform the Commanding Officer that the post will have to be gapped (in which case the Commanding Officer may be able to consider the use of substitution pay for an officer within the unit filling another of the complemented posts (see Para 6651 b sub para (4) below)).

(b) Offer to appoint an officer of lower rank as a Temporary Augmentee to undertake part of the duties of the higher rank but leaving the higher rank post empty. In any such case, the Commanding Officer is to be reminded of the need produce a revised set of TORs to give the officer only those tasks which are appropriate to the individual’s knowledge or experience. The officer is to be informed in writing of the reason why AHR has not been granted and the Appointment Order is to indicate specifically that AHR will not be granted. A copy of the Appointment Order is to be retained in the officer’s personal file. When assigned as a temporary augmentee, neither AHR nor substitution pay are appropriate.

(c) If the Commanding Officer indicates that they will amend the Unit Establishment List to downgrade the post to a lower rank or to allow for the lower rank as an alternative, written evidence of this should be provided before an assignment is issued. The downgrading must be fair and realistic; an officer should not be disadvantaged thereby and they must not be asked to undertake duties which are beyond their rank or experience. The Commanding Officer would be expected to review the position’s Terms of Reference and Job Description. The officer is to be informed in writing of the reason why AHR has not been granted and the Appointment Order is to indicate specifically that AHR will not be granted.
(4) It will be clear that officers are not to be put in the position of having to fill a post without holding the appropriate rank. Career Managers are to ensure that the Nomination correspondence to the Commanding Officer explains the situation and states clearly that AHR will not be granted. A copy of this is to be filed in the officer’s personal file.

6652. Acting Higher Rank in Common Appointments

Although the same criteria apply to AHR for Common Appointments (CAPPS) as for other positions, DACOS PPLAN will not be willing to agree to the award of AHR unless the availability of qualified officers from all relevant specialisations has been carefully checked. Career Managers planning to nominate an officer who would require AHR to meet the rank criterion of a common appointment must discuss the subject thoroughly with NAVY PERS-CM CAPPS SO1 and NAVY PERS-PPLAN SWPO SO1 in advance of the CAPPS committee’s consideration of the position.

6653. Upgrading of Post to a Higher Rank

a. If a position is upgraded to a higher rank without alternative and it is intended that the same officer should continue to hold this position until a substantive relief can be assigned, consideration should be given to granting the AHR to the present holder, providing the period exceeds three months due to the needs of assigning notice. If, however, it is considered that the present holder is not suitable to carry out the higher rank duties and it is intended to relieve the individual on this count, AHR is not to be granted. In the latter example, the officer should be re-appointed no later than three months after the post is upgraded even if it means the post being gapped.

b. If, however, the present holder is due substantive promotion to the higher rank, and is judged competent to carry out the higher rank duties without further training, and it is intended that the individual remains in post on this account, AHR will be granted at the discretion of the ACNS(Pers)/Naval Secretary.

6654. Downgrading of Post to a Lower Rank

If a post which is held by an officer granted AHR is downgraded to a lower rank, the officer will be reassigned in the substantive lower rank from the effective date of the revision to the Unit Establishment List.

6655. Sickness while Holding the Acting Higher Rank

An officer who is medically unfit for duty for reasons beyond his/her own control while holding AHR may continue to hold the rank for a maximum of four months from the date of being downgraded. An officer who is still sick after four months will be reverted automatically to substantive rank. When fit for duty and if not given an immediate effective assignment, the officer will be eligible to resume the former AHR and pay for any periods of courses, passage, leave, etc. to which they would have been entitled. Where sickness is for reasons within the officer’s own control, the AHR is relinquished from the date of ceasing duty in the assignment.
6656. **Relinquishment**
Officers retain AHR until reassigned in the lower rank, or until review by ACNS(Pers)/NavSec if an officer receives an adverse report or is placed on Quarterly Report. JSP 754 contains full details of the circumstances and dates covering the relinquishment of an AHR.

6657. **Pay**
Substitution pay (SUPA) is neither a CM retention tool nor a substitute for AHR. SUPA is not an entitlement, but may be paid to an officer or other rank (OR) who is required temporarily to undertake the full range of duties and responsibilities of a post established for an officer, OR, or civil servant of a rank/grade higher than his/her own which is vacant. It follows that an individual shall not be assigned on a full time basis into a position and claim SUPA for fulfilling the duties of that position. SUPA can be utilised by the employer when an individual from elsewhere in the organisation conducts all the duties to cover a gapped position in the higher rank. The regulations for pay for AHR, for successive assignments in the AHR, and SUPA are in JSP 754.

6658. **Provisional Selection**
The procedure for provisional selection and promotion to Commander and Lieutenant Commander (and equivalents) is designed to increase efficiency by allowing properly planned assignments. This aim will normally be met by timing the assignments of provisionally selected officers to posts complemented for the higher rank to take effect as closely as possible to the due day for confirmation of their promotion. Should circumstances arise that make it necessary to assign an officer to a post complemented for the higher rank before confirmation of the promotion, the grant of AHR will be decided by ACNS(Pers)/NavSec at the time the assignment is made, and will not depend on representations being made by the officer or any administrative authority.

6659. **Local Higher Rank**

a. On occasion, particularly when working with foreign nations or external organisations, which do not recognise or do not understand the capabilities of RN officers of junior rank, it may be appropriate to grant Local Higher Rank (LHR). This would be particularly apposite if the officer concerned was required to deal extensively with the Armed Forces of countries where officers of broadly the same equivalent rank to British officers were markedly different in terms of prestige, capability or authority. LHR would be similarly apposite when a RN officer was required to work extensively with predominantly civilian organisations with little previous familiarity with the Armed Forces. Accordingly, in circumstances where an officer of the appropriate rank is filling a position (and AHR or substitution pay is not payable), it is possible to grant LHR, provided the following conditions are satisfied:

1. LHR is considered by the local commander to be essential to enable those external authorities with which the officer is required to deal in the course of his/her duties to understand and appreciate the status and capability of the officer concerned. It is envisaged that the external authorities will normally be civilian organisations or non-British military organisations with limited previous contact with the RN. LHR may be granted for the whole or part of an assignment.
(2) LHR is no more than one step above the substantive or Acting Higher rank of the officer concerned.

(3) In exceptional cases, ACNS(Pers)/NavSec may authorise LHR two steps above the substantive rank of the officer concerned, or one step above any held.

(4) The application is approved at the appropriate level:

(a) For OF5 and OF6, application should be made in writing to the Naval Assistant, who will pass it via ACNS(Pers)/NavSec to 1SL, who has authority to approve.

(b) For OF4 and below, application should be made in writing to the respective SO1 Career Manager, who has authority to approve.

b. All applications should deal with the points above, including the duration for which it is required. Officers who are granted LHR will be entitled to wear the uniform of the local rank granted. They will be entitled to the pay, allowances and general service conditions only of their substantive rank (or AHR). LHR will not attract any pension enhancement or confer any other benefit, save that an officer will be entitled to the same uniform grants as those given AHR for the purposes of striping up (and down). LHR will not incur any return of service liability.

c. LHR ceases on the day after the requirement for it lapses, or the day after a post holder ceases to hold the assignment for which it was granted.

d. Employing officers should be careful to note the difference between AHR and LHR. AHR applies where the post is complemented for an officer of a higher rank because the duties are such that an officer of higher rank should carry them out, but no officer of the correct substantive rank is available. In these circumstances, because the officer is carrying out the duties of a higher-ranking officer, it is right that he/she should receive the financial rewards which accompany AHR. In contrast, LHR may apply in the following circumstances:

(1) An officer is required to fill a position established for a higher rank but is ineligible for AHR (Paid), as outlined in Para 6649. In this instance, the individual may be awarded LHR until such a time that LHR is no longer required, the position is vacated, or the individual becomes eligible for AHR (Paid).

(2) Where the duties of the post can be carried out by an officer of the rank for which the post is complemented, but it is necessary to give the post holder a higher rank so that his/her status and abilities will be more clearly understood by those with whom he/she has dealings in the course of his/her duties.

e. For the purposes of appraisal, officers holding LHR should be assessed in their substantive rank.
6660. Local Lower Rank

Occasionally, for reasons of tradition, certain command posts will be filled by an officer of a higher substantive rank, who will wear the uniform of and be addressed as an officer of lower rank. Local Lower Rank (LLR) will be authorised by ACNS(Pers)/NavSec. Officers holding LLR will take precedence according to their seniority in their substantive rank. Otherwise LLR will be held under the same conditions as LHR. In particular, such officers will be paid and assessed in their substantive rank.

6661. Resettlement and Terminal Leave

a. An officer leaving the Service involuntarily for reasons other than misconduct, eg. being retired on age grounds or being made compulsorily redundant, continues to hold AHR during the period of Graduated Resettlement Time and Terminal Leave (see JSP 754).

b. An officer vacating an assignment on submitting his/her notice relinquishes AHR on the date of ceasing duty in that assignment. Officers will not be eligible for AHR whilst on Terminal Leave.

6662. Honorary Rank on Retirement

a. An officer who has held Acting Higher Rank (AHR) may, on retirement, be awarded that rank in an honorary capacity at the Naval Secretary's discretion provided they have held the AHR for a minimum period of two years immediately prior to retirement.

b. This honorary rank will entitle the officer to use the title of the higher rank in civilian life and to wear the uniform of that rank on occasions of ceremony. It does not give entitlement to the higher rank if they are required to return to full service for any reason.

c. An officer wishing to apply for the award of honorary rank must do so in writing to the Naval Secretary, requesting use of the title of the higher rank. The Naval Secretary may, at his or her discretion, approve or decline the request.
ANNEX 66A

SELECTIVE PROMOTION

1. **Admiral of the Fleet**
   
   Admirals of the Fleet are selected by Her Majesty. Such promotions are not normally made in peacetime and, if they are, they will be in an honorary capacity.

2. **Flag and General Officers and One Star Officers**
   
   a. Selections for promotion to 3 Star and 4 Star rank are made by the Chief of the Naval Staff/First Sea Lord (CNS/1SL) after consultation with Her Majesty, and senior MOD and Service colleagues.

   b. Selections for promotion to 1 and 2 Star rank are made by CNS/1SL and the Flag and Senior Officers Appointments Board (FSOAB) (see Para 6017) following the Flag and 1 Star Preliminary Selection Boards (PSB), which sit annually in May. The PSB, which is chaired by ACNS (Pers)/NavSec, consists of CNXO, CNEO, CNLO, CGRM and CNMO. Zones for promotion are at Table 66B-4 and Table 66B-5.

   c. While the majority of Flag promotions invariably will be targeted at the most senior officers, provision exists for earlier selection if considered appropriate by CNS/1SL. The aim is to make promotions to Flag and General Officer rank at a steady rate in order to maintain an even flow through the Flag and General Officer List. Promotion to Flag rank is made on merit (see Para 6508) regardless of branch. However, in considering application of this principle, CNS/1SL and Navy Board do take into account the requirement to achieve a balance of promotions to Flag rank across skill sets that will increasingly be reflected by Career Fields.

   d. Flag and 1 Star PSBs follow the general principles and procedures of selective promotion defined in Chapter 66. Candidates will be assessed as 'Promotable' (P) or 'Not Yet Promotable' (NYP). The P cadre represents candidates previously graded A and suitable B+ individuals with NYP the lower graded B+, B and C candidates. Being graded NYP early on in rank is an inevitable part of the journey towards the P Cadre. NA will debrief individuals on their assessment as part of the normal Career Interview process.

   e. Officers assessed as 'Promotable' who are not selected for a suitable position and consequent substantive promotion within the promotion year will be considered afresh by the next board. Should the FSB subsequently choose not to include them in the list of P graded candidates, a formal statement will be made in the FSB Chairman's report recording the reasons for any grading re-assessments and the candidate informed accordingly.

   f. On promotion, officers will be employed on Senior Officer Compulsory Retirement (SOCR) terms i.e. unless selected for a further assignment or promotion, compulsory uncompensated early retirement will follow on completion of the appointment or 3 years in rank (whichever is greater) (see Para 5428).
g. Following the alignment of RM ranks on 1 Jul 99 there is only one route to 2 Star rank via the substantive rank of Brigadier.

h. Officers appearing before the PSB for the last time who have not been assessed as ‘Promotable’ are informed by the Naval Assistant.

3. Captain/Colonel Rank (OF5)

a. Zones for promotion from OF4 to OF5 are at Table 66B-3. Conduct of the OF4 to OF5 Preliminary and Final Selection Boards was revised in 2017 to support selection by Career Field (CF) whilst still maintaining sustainable branch structures and branch influence in the promotion system. In short, the PSBs will be held by branch to select promotable candidates on merit for consideration by an overarching single FSB who will look holistically to ensure the right numbers are selected on merit not only by branch but also by CF, similar to the One and 2 Star FSB process. FSB members will normally be the 1 Star Career Field Champions and Chaired by ACNS (Pers)/NavSec.

b. The PSB will concentrate on selecting the most suitable promotable candidates by Branch on Merit to put forward to the FSB. The PSB will grade iaw Para 6610. Merit in a Career Field unrelated to their Branch should not be overlooked; considerations should be noted and discussed in session so that the most suitable candidates are forwarded to the FSB. The FSB will be cognisant of branch but aim to select primarily on Merit by Career Field.

c. At the FSB, rather than creating a ‘pool’, candidates will be assessed as ‘Promotable’ (P) or “Not Yet Promotable” (NYP). The P cadre represents A and suitable B+ graded candidates with NYP the lower graded B+, B and C candidates (see Para 6610) with the difference that, at this level, candidates nearing retirement who are worthy of appointment and promotion in their niche specialisation/Career Field, and for which there is a stated requirement, may be awarded an A(Spec) grade. Their substantive promotion will nonetheless be conditional on their continued employment in that specialist area until retirement).

d. Officers assessed as ‘Promotable’ who are already in the AHR will be substantively promoted on 1 Jul of the promotion year providing they are properly established in a complement position and there are no short term plans to relieve them. However, P graded officers who are deployed in the AHR in short term positions will not normally be entitled to substantive promotion.

e. Officers assessed as ‘Promotable’ who are not selected for a suitable position and consequent substantive promotion within the promotion year will be considered afresh by the next board. Should the FSB subsequently choose not to include them in the list of P graded candidates, a formal statement will be made in the FSB Chairman’s report recording the reasons for any grading re-assessments and the candidate informed accordingly.
f. Those officers identified as being ‘Promotable’ will be informed by the DACOS Career Management (Capt/Col) or Naval Assistant (Cdre/Brig). Officers appearing before the Board for the last time who have not been short-listed will be informed by the DACOS CM or NA as appropriate.

g. As promotion will be dictated by the requirement, matching the needs of vacant posts with the skills and experience of the individual will be a major factor in determining who is actually promoted. In every case, CNS/1SL will consider individual nominations and the outcome will not be predictable or immediate. However, the final decision to promote and appoint will be a strategic one insofar as wider Service requirements and normal career management considerations will be the key criteria. Accordingly, officers assessed as ‘Promotable’ by the FSB are not guaranteed promotion. Depending on the requirement and type of appointment, promotion is only guaranteed following final confirmation of appointment in the higher rank. Furthermore, for those competing against other Service or civilian candidates, promotion to substantive rank will be conditional upon winning the post.

h. The following specific rules apply to officers assessed promotable for substantive promotion to OF5:

(1) The number of selections will be sized to allow a suitable range of Career Fields, competences and backgrounds to be made available to CNS/1SL to appoint, however, with such flexibility and the considerable number of tri-Service competition posts at this level, the requirement will fluctuate during the year and therefore candidates assessed as ‘Promotable’ must not assume they will be elevated to the next higher rank.

(2) Promotion to OF5 becomes effective only on taking up appointment in the higher rank. Should the post be disestablished under re-organisation or re-structuring at any stage before the arrival of the incumbent, then that officer will remain on the list of promotable candidates, even if an assignment order has been issued.

(3) Individuals assessed as ‘Promotable’, who are assigned to Op Tours, will be substantively promoted if the Op Tour preparation, deployment and POTL total 12 months or longer. To avoid any career disadvantage, the substantive rank will be applicable from the first day of the preparation period. Such promotions will count against the MAuN for that year.

(4) Officers with less than three years seniority and who are subsequently selected for assignment in the higher rank will be assigned in the Acting Higher Rank until qualified by the seniority of three years for substantive promotion. Confirmation of promotion will be in accordance with Para 6622.

(5) Last Shot officers who are assessed ‘Promotable’ will remain as candidates after the end of the promotion year providing that they still meet the promotion criteria at Para 6622 and can take up an assignment in the higher rank by the time they reach Termination Date -2½ years. This exception is to provide NA with a level of assigning flexibility and will be controlled by the Naval Assistant’s office.
4. Medical, Dental, Medical Services, QARNNS and RNR/RMR Officers

a. To satisfy the unpredictable nature of the OF4 and OF5 requirements in the Medical, Dental, Medical Services (MS) and QARNNS branches, and in the RNR/RMR, and to ensure that the potential for promotion of all eligible candidates is properly recognised, a process similar to that used for promotion to OF5 is used. For promotions to OF4, Promotion Boards consider the eligible OF3 populations and produce a list of ‘Promotable’ candidates. PCAP DACOS CM, as advised by Hdn RNMS, HNDS, the senior MS officer, HNSS and CMR as appropriate, will utilise this list to run suitable candidates for appointments that need to be filled in the forthcoming year. The lists generated by the Promotion Boards, which will not be published, will be valid from 1 Jul of the year of the Board to 30 Jun of the year following the Board. Promotions to OF5 will be considered alongside the other Branches as described in Para 3 above.

b. Those officers identified as being ready in all respects now and assessed ‘Promotable’ may be individually informed by PCAP DACOS (Career Management) for OF3s and OF4s on request.

c. Officers assessed ‘Promotable’ by the Promotion Board are not guaranteed promotion. Depending on the requirement and type of appointment, promotion is only guaranteed following final confirmation of appointment in the higher rank. Furthermore, for those competing against other Service or civilian candidates, promotion to substantive rank will be conditional on winning the post. Officers short-listed, who are not selected for promotion by 30 Jun of the year following the Board, will be reconsidered by the next Board providing they remain eligible.

d. As promotion will be dictated by the requirement, matching the needs of vacant posts with the skills and experience of the individual will be a major factor in determining who is actually promoted. All selections for OF5 assignment and promotion to Surg Captain, Surg Captain (D), Captain MS, Captain QARNNS and Captain RNR/Colonel RMR will be submitted to CNS/1SL for approval. Promotion to OF4 and OF5 will be effective from the date of assignment in the higher rank.

e. Zones for promotion for Medical, Dental and QARNNS Branches are at Table 66B-8. Zones for promotion to OF5 and OF6 for Medical Services officers are at Table 66B-3 and Table 66B-4.

f. Zones for promotion to OF5 and OF6 for RNR and RMR officers are at Table 66B-6 and Table 66B-7.

5. Chaplain of the Fleet and Deputy Chaplain of the Fleet

Chaplain of the Fleet is a promoted rank and is accorded 2* status. The Deputy Chaplain of the Fleet is the promoted rank of ‘Principal Chaplain Royal Navy’ on JPA and operates at 1*/OF5 level. Selection is by the appropriate Preliminary Selection Board, followed by the FSOAB, with Sending Church consultation as appropriate. Principal Denominational Chaplains (PDCs) are not promoted posts and are selected by the Sending Church in consultation with the Chaplain of the Fleet.
6. Full Commission Stage (Aviator) Officers

a. Lieutenants RN and Captains RM on FCS(A) remain eligible for promotion to Lieutenant Commander and Major respectively and will compete alongside other Lieutenants RN and Captains RM on a Career Commission Stage (CCS), Career Commission (CC), Full Commission Stage (FCS) or Full Term Commission (FTC). If selected, they may elect either to remain on FCS(A) or, subject to manning requirements, transfer back to the relevant CCS/CC or FCS/FTC. Officers selected for promotion are required to notify their Career Manager in writing of their intentions within 20 days of the promotion signal.

b. Lieutenant Commanders and Majors RM on FCS(A) are eligible for promotion to Commander and Lieutenant Colonel respectively, and will compete alongside other Lieutenant Commanders and Majors RM on a CCS/CC and FCS/FTC. If selected, they can accept promotion and will be transferred back to the relevant CCS/CC or FCS/FTC. Officers who elect to remain on FCS(A) and decline promotion will not be considered at the annual promotion selection board following refusal. Officers will subsequently be presented to promotion selection boards providing they continue to meet the eligibility criteria. Officers selected for promotion are required to notify their Career Manager and Officer Promotions Section in writing of their intentions within 20 days of the promotion signal.
ANNEX 66B
OFFICER PROMOTION ZONES

1. Zones for promotion are defined as follows:
   a. **Zone Entry.** Entry is typically based on an officer’s seniority in their current rank.
   b. **Zone Exit.** Exit is predominantly based on the time that an officer has left to serve on their current commission, excluding any extensions of service (EOS) but including any Commission Extension (CE) which revises the individual’s Engagement Expiry Date (EED). The Terminal Expiry (Tx) date is the end of the current active commission; dependent on the officer’s age and commission, the Terminal Expiry date may also be the rank related retirement age (RRRA) or normal retirement age (NRA) (including those selected under the RA55 scheme).
   c. **Exceptions.** The exceptions, which may be based on age or seniority, are specified in the Tables below. The published zones also take into account the reserved rights of those who were already serving on or before 31 Mar 99, where the new zones may have resulted in the loss of promotion opportunities.

2. The zones for substantive promotion to the higher rank are listed in Table 66B-1 to Table 66B-8 below. Unless otherwise specified, there is no requirement to be on a particular commission for promotion to a particular rank.

3. Officers who were serving in the Armed Forces on or before 31 Mar 99 and are now on a Full Term Commission (FTC) will, if promoted beyond Lt Cdr/Maj, assume commission titles according to their new rank-related retirement ages.

4. For RM officers, the Tables reflect seniority criteria applicable after rank alignment on 1 Jul 99 (see Glossary). The promotion zone transitional arrangements associated with the RM Retirement Age alignment with the RN are as shown.
Table 66B-1. To Lt Cdr RN (X, E, L, MS) and Major RM

Reference point for zone calculation: 1 Oct of the year of the Board.

Promotion zone entry point for all – 4 years’ seniority as a Lt RN or Capt RM.

<table>
<thead>
<tr>
<th>Commission</th>
<th>Military service pre 1 Apr 99</th>
<th>Selected under RA55 scheme</th>
<th>Retirement age in higher rank</th>
<th>Promotion Zone End</th>
</tr>
</thead>
<tbody>
<tr>
<td>IC 8, 12</td>
<td>Yes</td>
<td>No</td>
<td>50</td>
<td>Tx date minus 3 years or age 47, whichever is earlier</td>
</tr>
<tr>
<td>ICS 12</td>
<td>Yes</td>
<td>Yes</td>
<td>55</td>
<td>Tx date minus 3 years or age 52, whichever is earlier</td>
</tr>
<tr>
<td>CC 16, 18, 20</td>
<td>No</td>
<td>N/A</td>
<td>55</td>
<td>Tx date minus 3 years or age 52, whichever is earlier</td>
</tr>
<tr>
<td>CCS 20</td>
<td>Yes</td>
<td>No</td>
<td>50</td>
<td>Tx date minus 3 years (age 47)</td>
</tr>
<tr>
<td>FTC or FCS</td>
<td>Yes</td>
<td>No</td>
<td>50</td>
<td>Tx date minus 3 years (age 47)</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>55</td>
<td>Tx date minus 3 years (age 52)</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>N/A</td>
<td>55</td>
<td>Tx date minus 3 years (age 52)</td>
</tr>
</tbody>
</table>

Notes:

1. All SCC Captains RM who are qualified SBS go out of zone at Tx-1 (rather than Tx-3).

2. In the case of former ratings and other ranks with military service pre 1 Apr 99 who are unable to complete an Initial Commission (IC) in full on promotion from the ranks and, as such, are permitted to serve to their former Terminal Expiry date if later than 50 (in accordance with Para 5428), the additional period beyond 50 is treated as an EOS and does not extend the promotion zone. However, if such individuals are selected for the RA55 scheme, and therefore serve to the end of their IC or age 55, whichever is earlier, this will become their Terminal Expiry date for the purposes of calculating the end of their promotion zone (Tx-3).

3. Commission Extension (CE). This is a change in EED that extends the current commission stage and, as a consequence extends the promotion and/or transfer eligibility window. Zones will be based on the revised Termination Date (ie officers selected for CE60 zone exit will be Tx-3).
Table 66B-2. To Cdr RN (X, E, L, MS) and Lt Col RM

Reference point for zone calculation: 30 Jun of the year following the Board.

Promotion zone entry point for all – 3 years’ seniority as a Lt Cdr or Major RM.

<table>
<thead>
<tr>
<th>Commission</th>
<th>Military service pre 1 Apr 99</th>
<th>Selected under RA55 scheme</th>
<th>Retirement age in higher rank</th>
<th>Promotion Zone End</th>
</tr>
</thead>
<tbody>
<tr>
<td>IC 12</td>
<td>Yes</td>
<td>No</td>
<td>53</td>
<td>Tx date minus 3 years or age 47, whichever is earlier</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Tx date minus 3 years or age 52, whichever is earlier</td>
</tr>
<tr>
<td>ICS 12</td>
<td>Yes</td>
<td>Yes</td>
<td>55</td>
<td>Tx date minus 3 years or age 52, whichever is earlier</td>
</tr>
<tr>
<td>CC 16, 18, 20</td>
<td>No</td>
<td>N/A</td>
<td>55</td>
<td>Tx date minus 3 years or age 52, whichever is earlier</td>
</tr>
<tr>
<td>CCS 20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTC or FCS</td>
<td>Yes</td>
<td>No</td>
<td>53</td>
<td>Tx date (age 50)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>55</td>
<td>Tx date minus 3 years (age 52)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td>55</td>
<td>Tx date minus 3 years (age 52)</td>
</tr>
</tbody>
</table>

**Notes:**

1. Majors RM who are qualified SBS may volunteer to serve on an EOS from age 50 to a maximum age of 53. Any such EOS will not extend an individual's eligibility zone for consideration for promotion to Lt Col RM.

2. In accordance with Para 6620 sub para b, any Lt Cdr or Major with a seniority date prior to 1 Jul 01 who would have had a last opportunity of promotion in December (under previous rules) will continue to be considered with those being considered for substantive promotion for the last time in the following June.

3. **Commission Extension (CE).** This is a change in EED that extends the current commission stage and, as a consequence extends the promotion and/or transfer eligibility window. Zones will be based on the revised Termination Date (ie. officers selected for CE60 zone exit will be Tx-3).

Table 66B-3. To Capt RN (X, E, L, MS) and Col RM

Reference point for zone calculation: 30 Jun of the year following the Board.

<table>
<thead>
<tr>
<th>Commission</th>
<th>Promotion Zone Entry</th>
<th>Promotion Zone End</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTC or FCS</td>
<td>3 years' seniority as a Cdr RN or Lt Col RM</td>
<td>Tx date minus 3 years (age 52)</td>
</tr>
<tr>
<td>RN Chaplain</td>
<td>10 years’ officer service</td>
<td>Tx date minus 3 years (age 52)</td>
</tr>
</tbody>
</table>
Notes:

1. In accordance with Para 6620 sub para b, any Cdr or Lt Col with a seniority date prior to 1 Jul 01 who would have had a last opportunity of promotion in December (under previous rules) will continue to be considered with those being considered for substantive promotion for the last time in the following June.

2. With the exception of Chaplains, officers will be considered by the Selection Board for the first time provided they have 2 years’ seniority on 30 June of the year of the Board.

3. In the case of Chaplains, officer service includes time spent as a Chaplain in the Army and/or RAF; the zone end is flexible providing a Chaplain has sufficient service remaining to complete the appointment as Principal Chaplain.

4. Officers on CE60 who are subsequently promoted to OF5 will revert to RA55 or promotion date plus 3 years, whichever is longer.

Table 66B-4. To Cdre RN (X, E, L, MS) and Brig RM

Reference point for zone calculation: 30 Jun of the year of the Board.

<table>
<thead>
<tr>
<th>Commission</th>
<th>Promotion Zone Entry</th>
<th>Promotion Zone End</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTC or FCS</td>
<td>3 years’ seniority as a Capt RN or Col RM</td>
<td>Tx date minus 3 years (age 52)</td>
</tr>
</tbody>
</table>

Note. Officers will be considered by the Selection Board for the first time provided they have 2 years’ seniority on 30 June of the year of the Board.

Table 66B-5. To Rear Admiral RN (X, E, L, MS) and Maj Gen RM

Reference point for zone calculation: 30 Jun of the year of the Board.

<table>
<thead>
<tr>
<th>Commission</th>
<th>Promotion Zone Entry</th>
<th>Promotion Zone End</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTC or FCS</td>
<td>2 years’ seniority as a Cdre RN or Brig RM</td>
<td>Tx date minus 3 years (age 52)</td>
</tr>
<tr>
<td>RM (former GL or SD)</td>
<td>On promotion to Brigadier (applies to individuals previously promoted to Colonel on or after 1 Jul 97)</td>
<td>Tx date minus 3 years (age 52)</td>
</tr>
</tbody>
</table>

Note. Officers will be considered by the Selection Board for the first time provided they have one year’s seniority on 30 Jun of the year of the Board.
Table 66B-6. RNR Promotion Zones

Reference points for zone calculation:

Promotion to Lt Cdr RNR - 1 Oct of the year of the Board.
Promotion to Cdr and Capt RNR - 30 Jun of the year following the Board.
Promotion to Cdre RNR – 30 Jun of the year of the Board.

<table>
<thead>
<tr>
<th>Next Rank</th>
<th>Promotion Zone Entry</th>
<th>Promotion Zone End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lt Cdr RNR</td>
<td>6 years’ seniority as a Lt RNR</td>
<td>Age 52</td>
</tr>
<tr>
<td>Cdr RNR</td>
<td>4 years’ seniority as a Lt Cdr RNR</td>
<td>Age 52</td>
</tr>
<tr>
<td>Capt RNR</td>
<td>4 years’ seniority as a Cdr RNR</td>
<td>Age 52</td>
</tr>
<tr>
<td>Cdre RNR</td>
<td>3 years’ seniority as a Capt RNR</td>
<td>Age 52</td>
</tr>
</tbody>
</table>

Table 66B-7. RMR Promotion Zones

Reference points for zone calculation:

Promotion to Maj RMR - 1 Oct of the year of the Board.
Promotion to Lt Col and Col RMR - 30 Jun of the year following the Board.
Promotion to Brig RMR – 30 Jun of the year of the Board.

<table>
<thead>
<tr>
<th>Next Rank</th>
<th>Promotion Zone Entry</th>
<th>Promotion Zone End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maj RMR</td>
<td>4 years’ seniority as a Capt RMR</td>
<td>Tx date minus 3 years</td>
</tr>
<tr>
<td>Lt Col RMR</td>
<td>4 years’ seniority as a Maj RMR</td>
<td>Tx date minus 3 years</td>
</tr>
<tr>
<td>Col RMR</td>
<td>4 years’ seniority as a Lt Col RMR</td>
<td>Age 52</td>
</tr>
<tr>
<td>Brig RMR</td>
<td>3 years’ seniority as a Col RMR</td>
<td>Age 52</td>
</tr>
</tbody>
</table>
### Table 66B-8. Promotion Zones for Medical, Dental and QARNNS Branches

Reference point for zone calculation (Lt Cdr and above): from 1 July of the year of the Board to 30 Jun of the following year.

<table>
<thead>
<tr>
<th>Branch</th>
<th>Next Rank</th>
<th>Promotion Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Surg Cdr</td>
<td>From: 6 years' seniority as a Surg Lt Cdr To: 2 years before retirement date on date of assignment in higher rank (Note 2 to Note 3)</td>
</tr>
<tr>
<td>Medical</td>
<td>Surg Capt</td>
<td>From: 5 years' seniority as a Surg Cdr To: 2 years before retirement date on date of assignment in higher rank (Note 2)</td>
</tr>
<tr>
<td>Medical</td>
<td>Surg Cdre</td>
<td>From: 3 years' seniority as a Surg Capt To: 2 years before retirement date on date of assignment in higher rank (Note 2)</td>
</tr>
<tr>
<td>Medical</td>
<td>Surg RAdm</td>
<td>From date of promotion to Surg Cdre (Note 4)</td>
</tr>
<tr>
<td>Dental</td>
<td>Surg Cdr D</td>
<td>From: 6 years' seniority as a Surg Lt Cdr D To: 2 years before retirement date on date of assignment in higher rank (Note 2 to Note 3)</td>
</tr>
<tr>
<td>Dental</td>
<td>Surg Capt D</td>
<td>From: 5 years’ seniority as a Surg Cdr D To: 2 years before retirement date on date of assignment in higher rank (Note 2)</td>
</tr>
<tr>
<td>Dental</td>
<td>Surg Cdre D</td>
<td>From: 3 years' seniority as a Surg Capt D To: 2 years before retirement date on date of assignment in higher rank (Note 2)</td>
</tr>
<tr>
<td>Dental</td>
<td>Surg RAdm D</td>
<td>From date of promotion to Surg Cdre D (Note 4)</td>
</tr>
<tr>
<td>QARNNS</td>
<td>Lt Cdr</td>
<td>From: 4 years' service in the rank of Lt To: 2 years before retirement date on 1 Oct in year of Board</td>
</tr>
<tr>
<td>QARNNS</td>
<td>Cdr</td>
<td>From: 6 years' service in the rank of Lt Cdr To: 2 years before retirement date on date of assignment in higher rank (Note 2)</td>
</tr>
<tr>
<td>QARNNS</td>
<td>Capt</td>
<td>From: 4 years’ service in the rank of Cdr To: 2 years before retirement date on date of assignment in higher rank (Note 2)</td>
</tr>
<tr>
<td>QARNNS</td>
<td>Cdre</td>
<td>From date of promotion to Capt</td>
</tr>
<tr>
<td>QARNNS</td>
<td>RAdm</td>
<td>From date of promotion to Cdre</td>
</tr>
</tbody>
</table>
Notes:

1. These promotion zones apply to all Medical, Dental and QARNNS officers from 1 Apr 03, regardless of whether or not they transfer to the new commission structure.

2. Officers will be considered by the Selection Board for the first time providing they have 6 years (Surg Lt Cdr and Lt Cdr QA), 5 years (Surg Cdr), 4 years (Cdr QA) and 3 years (Surg Capt) seniority by 30 Jun of the year following the Board.

3. While eligible for selection, Medical and Dental officers who are still on the unaccredited pay spine will not be entered into the Pool for substantive promotion to Surg Cdr/Surg Cdr (D) until they are accredited (MRCGP for GMPs and ASCAB for all Consultants (including Occupational Medicine)) and have also been assessed as an ‘A’ grade candidate by the Board for the current promotion year.

4. Promotions to Flag rank are conditional on officers having sufficient service remaining to complete two assignments in the higher rank.
**ANNEX 66C**

**OFFICERS - APPLICATION FOR ACTING HIGHER RANK**

(Parts 1-3 to be completed by the Career Manager)

### PART 1: OFFICER DETAILS

<table>
<thead>
<tr>
<th>Name and Initials</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Number</td>
<td></td>
</tr>
<tr>
<td>Rank</td>
<td></td>
</tr>
<tr>
<td>Seniority</td>
<td></td>
</tr>
<tr>
<td>Commission</td>
<td></td>
</tr>
<tr>
<td>Branch</td>
<td></td>
</tr>
<tr>
<td>Specialisation</td>
<td></td>
</tr>
<tr>
<td>Sub-Specialisation</td>
<td></td>
</tr>
</tbody>
</table>

### PART 2: POSITION DETAILS

<table>
<thead>
<tr>
<th>Unit</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
<tr>
<td>Liability Driving (Y/N)</td>
<td></td>
</tr>
<tr>
<td>Complemented/Alternative Rank</td>
<td></td>
</tr>
<tr>
<td>Branch</td>
<td></td>
</tr>
<tr>
<td>Specialisation</td>
<td></td>
</tr>
<tr>
<td>Sub-Specialisation</td>
<td></td>
</tr>
<tr>
<td>Start Date for AHR</td>
<td></td>
</tr>
<tr>
<td>Estimated Date of Relinquishing AHR</td>
<td></td>
</tr>
</tbody>
</table>

### PART 3: CRITERIA (see Para 6648)

<table>
<thead>
<tr>
<th>1. Is post complemented for higher rank without alternative?</th>
<th>See Note 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Is a suitable officer of the correct substantive rank available?</td>
<td>See Note 2</td>
</tr>
<tr>
<td>3. Will officer be in post for more than 3 months?</td>
<td></td>
</tr>
<tr>
<td>4. Is officer capable of undertaking satisfactorily the full range of tasks required by the post?</td>
<td>See Note 3</td>
</tr>
<tr>
<td>5. Was suitability for promotion on most recent appraisal assessed as Yes or above?</td>
<td></td>
</tr>
<tr>
<td>6. Is the officer in date for the RNFT?</td>
<td></td>
</tr>
<tr>
<td>7. Supporting statement - to include comments on all points above</td>
<td></td>
</tr>
</tbody>
</table>

**UNCONTROLLED WHEN PRINTED**
Notes: (to be deleted once read):

1. a. After a check of the position details in JPA, the CM should liaise with the Employer and Branch Manager to determine whether the position could be rank ranged or de-enriched to the lower rank. In general, the Officer Cadre is top heavy and any action to de-enrich a position would be supported in full.

   b. Confirmation that the organisation is operating outside the gapping levels prescribed in the latest Manning priorities DIN. If it within the prescribed limits then there is no obligation to fill.

2. Normally the Career Manager should nominate a minimum of two potential candidates to the appropriate Approving Officer.

   There needs to be analysis of the availability of all the alternative personnel that could fill this post and the reasons why they cannot be moved/used.

3. Care should be taken when considering B+ and below for AHR because by definition they are ‘Officers who, in comparison with others of their branch and rank, do not justify promotion this time but who stand every possibility, on current reporting, of being assessed A at the next board’ (Para 6610 sub para b). It follows that if they perform unsatisfactorily in the AHR or act in a way that causes injury, harm or death to others (eg. Haddon-Cave) then the CM/Approving Officer’s decision and rationale may be held to account. This may be an issue when considering AHR for OP Tours where the risk may be higher.

PART 4: SO1 CAREER MANAGER CHECK

1. Comments:  
   
   To check that all points are answered

2. Higher approval required?  
   YES/NO

3. Recommended?  
   YES/NO

Signature:  
Date:
PART 5: NPT BRANCH MANAGER - SCRUTINY AND ADVICE

1. Comments

Delete text in red when read

Branch Manager should be able to demonstrate that granting the AHR will not result in the strength exceeding the Planning Liability in the current/future years.

Predicted Strength at CPD will be equal to

Start strength (inc. AHR, FTRS filling regular billets)

Negatives
- outflow (VO)
- outflow (TX)
- outflow (R)
- outflow (Med)
- outflow (prom to next rank)

Positives
+ inflow (prom in from next rank ie. agreed MAuN – if applicable)

All outflow between now and CPD
All inflow between now and CPD
Repeat until date of AHR relinquish.

This can be compared with the latest Planning Liability at the CPD to determine whether there is headroom for AHR.

2. Recommended?

Signature
Date
PART 6: NAVY PCAP-PPLAN SWPO SO1 - SCRUTINY AND ADVICE

1. Comments
To advise the impact on MAUN and Liability

2. Recommended?

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

PART 7: APPROVING OFFICER DECISION

* Approved
* Not approved

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>
CHAPTER 67

RATINGS POLICY - SELECTIVE PROMOTION

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RATINGS POLICY - SELECTIVE PROMOTION

SECTION 1 - BACKGROUND

6701. Background to Selective Promotion

a. In the non-technician, Engineering Technician and (from 1 Nov 06), Communications Technician specialisations, ratings join the Service in their basic branch designators (BD), whatever their age, and progress through the rate/rank structure from Able Rating to Warrant Officer 1 (WO1) in accordance with the qualifications dictated by individual specialisation requirements shown in Chapter 74 to Chapter 91.

b. Due to the training and attainment of qualifications required early in a rating’s career, there is a need to differentiate between those qualified in their specialist area to conduct the full range of specialist and technical duties of the Able Rate and those still under training. Accordingly, the expertise of Able Ratings is recognised by use of the basic and trained BD, such as AB(WS)2 and AB(WS)1. Throughout this Chapter, 'BD2' and 'BD1' are used respectively. Able Ratings should be addressed as ET, Diver etc. as appropriate. In the remaining technician specialisations, only promotion to the rank of WO1 is by selection. Advancement to AB1, and to rates up to and including CPO in the case of Medical Technicians and legacy Communications Technicians, is time and qualification based. Further information can be found in Chapter 68.

c. Promotion is based on the concept of ‘select-train-promote’, achieved by Selection Boards selecting qualified ratings to be assigned to professional and/or leadership courses in the intervening period prior to a Common Promotion Date (CPD):

(1) For promotion up to and including Petty Officer level, there can be up to 3 Boards per year (31 Mar, 31 Jul and 30 Nov), depending on individual branch/specialisation requirements, with the CPD falling 12 months after the Board Date. Successful completion of the Leading Rates Leadership Course (LRLC) and Senior Rates Leadership Course (SRLC) (including the reduced syllabus courses run for ratings who are not Medically Fully Deployable (P2)) is mandatory for promotion to LH and PO respectively.

(2) For promotion to CPO and WO1, ratings are selected for promotion on a CPD of the next 31 March but one, eg. the 2016 PO-CPO Board will select individuals for promotion on CPD 31 Mar 18.

d. Notwithstanding the receipt of an Assignment Order, actual attendance on training courses prior to the CPD will be subject to Service requirements. All fully qualified individuals will be confirmed in the higher rate on their nominated CPD, however, on successful completion of the training, ratings will become eligible to fill an established post in the higher rate on an acting basis. Individuals who are not able to complete the training by their CPD will be treated in accordance with the rules set out in Para 6714.
SECTION 2 - PRE-SELECTION BOARD ISSUES

6702. Preparation for Selection Boards – Promotion Authority

Assistant Chief of Staff (People Capability) (ACOS(PCap)) provides the Secretary for all Selection Boards and maintains Promotion Dossiers. The latter will be maintained for all personnel on the trained strength of the RN and will form the basis for consideration by Selection Boards. Dossiers will be raised on receipt of an individual’s first Appraisal Report and will contain Appraisal Reports along with copies of professional and leadership course reports, as applicable. The same dossiers will also be used by Engagement Stage 3 (ES3) Boards where ratings are eligible for such consideration.

6703. Eligibility for Selective Promotion

a. The eligibility criteria shown below are common throughout the Ratings Corps, however, individual branch/specialisation Chapters (74-91) may include additional requirements or contain further clarification. Should conflict exist between this Chapter and regulations in other Chapters of Part 8, the information in this Chapter is to take precedence.

b. It is an individual rating’s responsibility to ensure that JPA correctly reflects all competencies achieved by their Common Reporting Date (CRD) or Streamlined Eligibility Date (SED). Individuals are advised to check the relevant branch flowcharts at Chapters 74-91 or contact the Ratings’ Promotion Section for advice. Divisional Officers are to conduct routine checks accordingly. Ratings must satisfy the following criteria and will not be presented to Promotion Selection Boards if JPA records do not reflect attainment of the qualifications/competencies where applicable:

(1) **Professional Knowledge.** Must have passed a Provisional Examination (PE) (or equivalent) for the higher rate, where applicable.

(2) **Seniority.** Seniority requirements for promotion up the rate of PO can differ by specialisation – see the individual branch chapters for more detail. For promotion to CPO and above, individuals must normally have a minimum of 36 months’ seniority in the rate from which to be selected 12 months prior to the CPD. For example, for a PO to be eligible for consideration (by a Board sitting in October 2016) for promotion to CPO on a CPD of 31 Mar 18, a rating must have 36 months’ seniority on or by 31 Mar 17. Exceptionally, in the case of promotion to WO1, substantive WO2s, and those selected for WO2 but have yet to reach their CPD, will be eligible for consideration regardless of the seniority held in their rate.

(3) **Promotion Recommendation.** To be considered for promotion, ratings must have received a ‘Yes’ or higher recommendation for promotion 1 Rank Up on their SJAR. The Ratings’ Promotion Section will conduct a search on First, Second and Third Reporting Officers’ recommendations for ‘Promotion – 1 Rank Up’ to identify which candidates are eligible. Reporting Officers must appreciate that the Recommendations matrix provides for assessments on ‘suitability’ for promotion regardless of eligibility, ensuring promotion potential assessments are based purely on ‘merit’.
Qualified ratings who do not wish to be considered for promotion are to sign a statement to that effect on their Appraisal Report. Where an otherwise fully eligible candidate receives an SJAR assessment of ‘Insufficient Knowledge’ in their latest report, presentation before the next Board will be determined by the Ratings’ Promotion Section using the previous report recommendation. In those branches where streamlined promotion is adopted, the SEDs of 31 Mar, 31 Jul and 30 Nov in any year will apply – see also Para 6703 sub para c. If a streamlined promotion candidate has been awarded a positive recommendation for promotion (as above) in the last SJAR and, since that report, has become eligible in all other respects for selection, he/she will be placed before the Selection Board.

(4) **Leadership Training.** To be considered for promotion, candidates must have successfully completed the relevant Leadership Course for their current rate. For example, a rating must have completed a LRLC to be considered for PO and an SRLC to be considered for CPO. Details should be recorded on JPA as competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’ and ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’ or similar.

(5) **Notice.** To be considered for promotion, candidates who have submitted their Notice to leave must still be serving on the day after the relevant Promotion Board sits. (see Para 6705).

(6) **Engagement.** To be considered for promotion, candidates must be serving on an Engagement Stage 1 or 2, Full Career or Open Engagement (OE1), or an Engagement Stage 3, Extended Career or Second Open Engagement (2OE) that expires after the CPD in question. For example, to be considered by the November 2016 Board (selecting for 30 Nov 17), individuals must be serving on an ES1/ES2/FC/OE1 or ES3/EC/2OE that is due to expire on or after 1 Dec 17.

(7) **Specialist/Long Training.** To be considered for promotion, candidates must not have started training for Communications Technician, Medical Technician, Naval Nurse, Dental Hygienist or a sideways entry specialisation. POs who have commenced technician training courses, or the course to become a Naval Nurse, are not considered for promotion to CPO in their source specialisation. POs selected for promotion who are candidates for such training, will be given the option of refusing promotion in order to await their respective training. If a PO, who has refused promotion, is subsequently removed from a technician training course, the facts are to be reported to the SO1 Ratings’ Promotions for a decision about the rating’s future promotion.

(8) **Operational Performance Statement (OPS) Check.** Under streamlined promotion, the OPS Check is a part practical, part oral procedural test to check that minimum baseline standards are being maintained by ABs and LHSs. Ratings are required to undertake an OPS Check at some point each year and to keep in-date on an annual basis.
With the introduction of SJAR, two new ‘Annual OPS Check’ competencies have been created on JPA, namely ‘CMS Annual OPS Check AB1(Navy)’ and ‘CMS Annual OPS Check LH(Navy)’, each with a Pass, Waiver or Fail category and End Date. For ABs and LHs in the Engineering and Medical branches, the appropriate JPA ‘Annual OPS Check’ field must be entered on JPA by unit HR personnel by subsequent CRDs and SEDs as required in the branch instructions. For branches that require a ‘one-off OPS Check’, the appropriate JPA competency that gives them that ‘one-off OPS check’ will continue to be applied.

(9) Other Criteria. To be considered for promotion, candidates must comply with any other pre-selection criteria contained in the individual specialisation flow diagrams for that rate by the CRD or SED.

c. JPA Records. As the Ratings’ Promotion Section will only present to Selection Boards those individuals who are eligible according to JPA, Reporting/Divisional Officers and individuals must input promotion eligibility data on JPA by the individual’s CRD and, where streamlined promotion is in force, at the latest by the appropriate SED of 31 Mar, 31 Jul or 30 Nov. For LET/POET GS/SM Selection Boards, the 31 Jul SED is 30 Sep (see also RNTM 144/13).

d. When establishing and verifying eligibility for consideration by promotion Selection Boards, the Ratings’ Promotion Section will react only to data input on JPA by CRDs and SEDs. The relevant branch Chapters detail the specific JPA data entries to be made, primarily in the JPA competencies area, when an individual achieves a particular promotion eligibility requirement. If the relevant JPA fields are not correctly completed, eligible ratings risk not being presented to Boards. In some instances the JPA competencies area offers more than one competency for essentially the same course and/or qualification. This is often simply a consequence of titles changing over the years. In this event, the Ratings’ Promotion Section will conduct an eligibility search for all JPA competencies that relate to a particular course or qualification. There is, therefore, no need for ratings to make arrangements to replace their existing JPA competency with the current one.

e. The policy changes detailed above enable rapid and accurate assessment on JPA of a rating’s eligibility for promotion at any time. However, the timely and accurate input of data is crucial to the success of the process and unit Commanders are to take action to ensure that promotion eligibility data is correctly entered on JPA. Where data presented on JPA is inaccurate, and as a consequence a rating who would otherwise be eligible for consideration for promotion by a Selection Board is not considered, that data must be corrected, and administrative action taken to redress the issue.
Table 67-1. Naval Ratings – Report Dates and Board Seasons

<table>
<thead>
<tr>
<th>Rate/Rank</th>
<th>Common Reporting Date</th>
<th>Promotion Selection Board Window (for next rank)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able Rating</td>
<td>30 November</td>
<td>March, July and November</td>
</tr>
<tr>
<td>Leading Hand</td>
<td>31 January</td>
<td>March, July and November</td>
</tr>
<tr>
<td>Petty Officer</td>
<td>31 March</td>
<td>September - October</td>
</tr>
<tr>
<td>Chief Petty Officer (Technical)</td>
<td>30 September</td>
<td>February - March</td>
</tr>
<tr>
<td>Chief Petty Officer (Non-Technical)</td>
<td>30 September</td>
<td>February – March</td>
</tr>
<tr>
<td>Warrant Officer 1</td>
<td>31 July</td>
<td>N/A</td>
</tr>
<tr>
<td>Junior Rating ES3</td>
<td>As above</td>
<td>October – November</td>
</tr>
<tr>
<td>Senior Rating ES3</td>
<td>As above</td>
<td>April</td>
</tr>
</tbody>
</table>

6704. Eligibility for Promotion in Source Specialisation Whilst on a Specialist/Long Training Course

a. Selection Boards will not consider ratings undergoing specialist training to be a Communications Technician, Medical Technician, Naval Nurse, Dental Hygienist or any other that necessitates a change in arm or specialisation (including those that are sideways entry). Ratings who have commenced the UY(E) University of Portsmouth Degree training course will not be considered.

b. Volunteers for specialist training will continue to be considered for promotion in their source specialisation. If they are selected and pass the requisite professional and leadership courses before starting their specialist training, they will be promoted to the higher rate (on an acting basis) if employed in a position that requires the higher rate and/or will be confirmed on the CPD (if reached before commencing their specialist training). However, if on the day that an individual starts a specialist training course they have not yet obtained the qualifications needed for promotion (or they are qualified but have not reached the CPD), they will:

   (1) If selected for promotion in their source specialisation, forfeit their selection and will not be considered further for the duration of the course.

   (2) If not selected for promotion in their source specialisation, not be considered for promotion in their source specialisation for the duration of the course.

c. If, having elected to start a specialist training course instead of awaiting promotion, an individual subsequently opts to leave the course or fails it, the facts are to be reported to SO1 Ratings’ Promotion for a decision about the rating’s future promotion. Each case will be considered on its merits, however, the defining principles will be as follows:
(1) If an individual opts out of or fails the course prior to the CPD for which selected, the promotion should stand. Promotion to the higher rate (and therefore seniority) will count from the CPD if all the required qualifications have been attained.

(2) If opting out or failing outside the timeframe, the promotion should be forfeited, and the rating reconsidered at the next Board if qualified in all respects for the higher rate.

d. **Artificer Candidates.** Rules for former Artificer Candidates undertaking the Artificer Qualifying Course are archived in BR1066 Change 19 (available via application to NPGO).

### 6705. Selection for Promotion with Less than Two Years to Serve

a. To be eligible for consideration by a Selection Board, ratings must be serving on an ES1/ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD. For example, to be considered by the November 2017 Board (selecting for CPD 30 Nov 18), individuals must be serving on an ES1/ES2/FC/OE1 or ES3/EC/2OE OE1, FC, 2OE or EC that is due to expire on or after 1 Dec 18. Exceptionally, ratings with a Terminal Expiry (TX) date that falls before the CPD may be considered if the Manning situation requires such action, but this will not be the norm and promotion in such cases will be dependent on the selected individual agreeing to extend to complete 2 years in the higher rate.

b. If an individual who has submitted their Notice to leave the Service is selected for promotion, it will be conditional on the individual choosing to withdraw their Notice and that withdrawal being approved by the Career Manager.

c. Individuals who on promotion have less than 2 years to serve may, on or after selection, apply to ACOS(PCap) for an extension of service on Form S61 (clearly annotated ‘Application for Extension of Service for Promotion’). This will allow the completion of a full assignment in the higher rate and safeguard a final pension in the rate to which promoted. An extension of service will usually run from the date that a rating assumes the higher rate, whether acting or confirmed (in JPA terminology – known as acting (paid) rank) as a result of selection (i.e. on direct assignment to a higher position). Extensions of service will not normally exceed 2 years beyond an individual’s current Termination Date, however, the Career Manager in consultation with the Branch Manager may agree a longer extension in order for an individual to complete one full tour at the higher rank (including any training requirement for the post and resettlement training entitlement (sea assignment only)). The Branch Manager is to be informed of all extensions of more than 2 years, prior to Career Manager approval, and is to be approached in all instances where uncertainty exists. All such extensions are voluntary and subject to service requirement. In no circumstances will individuals be permitted to serve beyond the maximum retirement age of 55 years. For reference, promoted individuals who wish to leave on their Termination Date, even if shortly after a CPD, are entitled to do so.
d. Individuals serving on an extension of active service or active service engagement are not eligible for consideration for promotion.

6706. Selection by Board

a. This is the normal process for identifying individuals who are suitable for further training/promotion. Selection Boards will be convened by ACOS(PCap), on behalf of the Second Sea Lord (2SL), in accordance with the table below - a standard Board having a Chairperson and three members as a minimum. WOs and CPOs play a full part in the selection process where allowed. Composition of Boards is as shown in the table below which shows the minimum rank for each Board position.

<table>
<thead>
<tr>
<th>Promotion</th>
<th>Chairperson</th>
<th>Member 1</th>
<th>Member 2/Member 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB1-LH</td>
<td>Lt Cdr*</td>
<td>Lt/WO1</td>
<td>WO2/CPO</td>
</tr>
<tr>
<td>LH-PO</td>
<td>Lt Cdr*</td>
<td>Lt Cdr/Lt/WO1</td>
<td>WO1/WO2</td>
</tr>
<tr>
<td>PO-CPO</td>
<td>Cdr/Lt Cdr*</td>
<td>Lt Cdr</td>
<td>Lt Cdr/Lt/WO1</td>
</tr>
<tr>
<td>CPO/WO2-WO1</td>
<td>Captain</td>
<td>Cdr*</td>
<td>Cdr/Lt Cdr</td>
</tr>
</tbody>
</table>

* Usually a Branch or Career Manager (BM/CM)

The Chairperson will usually be the senior member on the Board. Members 1 and 2 will be drawn from the relevant branch/specialisation and will usually be a trainer and employer. Member 3 will be drawn from a different specialisation.

b. In order to meet unexpected shortfalls arising after the Board has convened, a limited number of reserve selections may also be made at the same time as the main selections.

c. Observers (at CPO level and above) are welcomed at these Boards in order to gain a wider appreciation of the process. A maximum of two individuals is permitted and places may be requested through the WO1 Ratings’ Promotion Section.
SECTION 3 - POST-SELECTION BOARD ISSUES

6707. Promulgation of Names of Successful Candidates

a. The names of successful candidates will be promulgated, alphabetically, by signal shortly after each Selection Board. Wherever possible, ACOS(PCap) aims to assign successful candidates to appropriate leadership and professional courses in the period up to the CPD and then, as soon as possible afterwards, into a post in the higher rate. ACOS(PCap) will endeavour to assign all ratings to relevant courses on an opportunity basis but the needs of the Service remain paramount. Every effort will be made by ACOS(PCap) to link a professional and leadership course (if necessary) as a training package. Whilst allocation to a Professional Qualifying Course (PQC) will normally be undertaken automatically by ACOS(PCap), attendance on a leadership course is, by its nature, more volatile and successful candidates should be encouraged to state their availability or preference via JPA. This further identifies that arrangement of suitable training is the common responsibility of ACOS(PCap), the selectee and their CO.

b. The selections are intended to meet the expected vacancies arising during the period leading up to the CPD. To meet unexpected shortfalls, a limited number of Reserve selections will be made but will not be announced unless subsequently called forward. Reserves who are not called forward will be considered for re-selection at the subsequent Boards if still eligible for promotion; any previous reserve selection will be lost. If a sudden vacancy occurs prior to the CPD and after the Board for the next CPD has already convened, such a vacancy will necessarily be filled, temporarily, by use of the acting higher rate.

6708. Promotion Authorisation Request Procedure

a. The Promotion Authorisation Request (PAR) process for ratings selected for promotion to LH and above is summarised below:

<table>
<thead>
<tr>
<th>RPS Issues Promotion Signal</th>
<th>RPS signals selectees’ current Units requesting</th>
<th>Units conduct ‘Requestment style check’ of</th>
<th>RPS substantively promote all</th>
<th>Where selectees subsequently become eligible for substantive promotion. Units are to send a PAR signal to the RPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion following Board</td>
<td>'Requestment style check' of substantive promotion of selectees wef CPD</td>
<td>Units to check eligibility for substantive promotion of selectees wef CPD</td>
<td>RPS substantively promote all eligible selectees</td>
<td>RPS establish on JPA if selectees are fully qualified (eg PQC complete). If not, the Career Mgr, Requirement Mgr and TOS Team will advise and, if necessary, the RPS will deselect and instruct Units to revert individuals accordingly.</td>
</tr>
</tbody>
</table>

Processes:
- **Selected for promotion**
- **CPD - 2 months**
- **CPD**
- **CPD + 2 weeks**
- **Between CPD and CPD + 12 months**
- **CPD + 12 months (and at 3 monthly intervals thereafter)**
b. Two months prior to the CPD, the Ratings' Promotion Section will signal units to verify the eligibility of ratings selected for substantive promotion on that CPD. It is important that units conduct normal ‘Requestmen style checks’ (see sub para (1) to sub para (12)), including obtaining the CO’s approval, on all selected ratings. Units are then required to inform the Ratings' Promotion Section, by signal, within 2 weeks of the CPD, of any rating that does not meet the requirements listed at sub para (1) to sub para (12). Furthermore, action in accordance with Para 6711 should be commenced if the reason for the withholding of promotion is considered applicable. Where the rating subsequently becomes eligible for substantive promotion between that date and the nominated CPD+12 months and meets the requirements listed at sub para (1) to sub para (12), the rating's unit at the time is to signal the Ratings' Promotion Section accordingly using the PAR format. Individuals will be eligible for promotion to the higher rate if they:

(1) Are professionally qualified.

(2) Are educationally qualified.

(3) Have passed the Naval Swimming Test (save for females with no sea service liability).

(4) Have completed the required Service Qualification.

(5) Have been declared medically fit (pregnancy does not debar female ratings from promotion or advancement).

(6) Have more than 6 months service following a Career Check.

(7) Have the experience and personal attributes required and pass leadership training.

(8) Have the power to command subordinates.

(9) Are recommended as suitable to carry out the duties of the higher rate.

(10) Meet particular branch/specialisation requirements, eg. sea service.

(11) Are in date for RNFT.

c. At CPD+2 weeks, if no negative communication has been received, the Ratings’ Promotion Section will substantively promote those qualified and eligible with effect from their CPD and will update JPA records accordingly.
6709. Duties and Responsibilities of the Higher Rate

a. The explanation of duties and responsibilities of the higher rate occurs either at the Royal Naval Leadership Academy HMS COLLINGWOOD, as part of the Leadership Course, or at the School conducting the PQC (whichever comes last).

b. The CO (or Head of Department) may wish to remind newly promoted ratings of the duties and responsibilities of their new rate. The opportunity to do this could be when they pay their joining call on the CO/Head of Department.

c. Prior to assuming the next rate, all personnel have a responsibility to ensure they meet the normal promotion criteria (e.g. medical/physical fitness, Career Checks – see Para 6708).

d. Certificate of Promotion. Leading Hand, Petty Officer and Chief Petty Officer Certificates of Promotion are managed by the Command Warrant Officers and are available for duplication from the Navy Command Executive Team (NCXT) Web Site. For units unable to access the RN Web, hard copies are available from: The Command Warrant Officers, MP 3-1, Leach Building, Whale Island, Portsmouth, PO2 8BY.

e. COs may use their discretion when arranging the occasion for presentation, but are to ensure that these certificates are presented in a timely fashion and manner which appropriately reflects the individual’s achievements through their selection for promotion, and provides inspiration to others.

6710. Promotion to Warrant Officer 1

a. Candidates selected for promotion to WO1 will be offered the opportunity to serve for an additional 10 years beyond their OE1/FC/ES2, on an Engagement Stage 3 (ES3) (for Medical Branch and QARNNS candidates the entitlement is to serve on ES3 for an additional 5 years past their OE1/FC/ES2). Where a candidate, including Medical Branch and QARNNS, is already serving on OE2/EC/ES3 or an EOS, they will be invited to re-engage on ES3 to complete the balance of 10 years additional service calculated from the expiry date of their original OE1/FC/ES2. Where a candidate has already served for 10 additional years or more past the expiry date of their OE1/FC/ES2 on any combination of OE2/EC/ES3 or EOS, there is no automatic entitlement to further ES3 on selection for promotion to WO1. Any offer of extended service is conditional on a rating accepting the promotion to WO1. There is no requirement for ratings to re-engage on an ES3 as a condition of promotion to WO1. This includes RM other ranks with a RN specialisation (e.g. Catering Services, Aircrew (CDO) and Medical Assistant (CDO)).

b. After all WO1 Selection Boards have finished sitting, the procedure will be as follows:

(1) A provisional list of selected candidates, originated by the Ratings’ Promotion Section, will be issued in signal form. The signal will also specify those candidates who will be offered the option of re-engaging on a 10 year ES3.
(2) COs are required to inform Ratings Career Managers and the Ratings’ Promotion Section by signal, as early as possible but not later than the date shown in the provisional list of selected candidates, that:

(a) The candidate has accepted, and is currently fit for, promotion; or

(b) The candidate has accepted promotion but is currently temporarily medically unfit for promotion; or

(c) The candidate does not wish to accept promotion;

and, if offered re-engagement on a 10 year ES3 (where not already serving on an ES3/EC/2OE) and has accepted promotion, that:

(d) The candidate has accepted, and is currently fit for, ES3; or

(e) The candidate has accepted ES3 but is currently temporarily medically unfit to re-engage on ES3; or

(f) The candidate does not wish to accept ES3 (this does not debar promotion).

(3) Where re-engagement has been accepted, a Form S61, approved by the CO and quoting this Article as authority for re-engagement and certifying medical fitness after a full examination, is to be forwarded to the Ratings’ Promotion Section.

c. In order to reduce the volume of signal traffic, the abbreviation ‘AOPS’ may be used to indicate acceptance of promotion and ES3, ‘AOP’ for acceptance of promotion only or ‘NI’ if the rating has refused promotion. If it is a positive response, confirmation of an individual’s current medical fitness is to be stated.

d. Following acceptance, promotion will be authorised by the Ratings’ Promotion Section no later than their CPD. Ratings appointed to a WO1 position before their CPD will be granted the acting higher rate and paid as a WO1 from the date that the Assignment Order takes effect.
6711. Withholding of Promotion after Selection

a. If, after a rating’s name has appeared on a promotion list, a CO considers that, because of a Career Check (Para 6718 sub para a) or some other serious reason, he/she is no longer recommended and that promotion should be withheld, the following procedures are to be followed:

(1) An Appraisal Report (Special Circumstances) is to be raised on JPA giving reasons for recommending that a rating’s promotion should be withheld. Simultaneously, a letter outlining the circumstances and confirming the raising of the appraisal is to be sent to the Navy Command Headquarters Casework Cell, copy to the Ratings’ Promotion Section.

(2) The Casework Cell will approve the recommendation (or not, as appropriate), informing the Ratings’ Promotion Section of the decision.

(3) If the recommendation to withhold promotion is approved, the rating’s selection will remain in abeyance and direction may be given by the Navy Command Headquarters for the vacancy created to be filled from the reserve list.

(4) A rating, whose promotion has been withheld, may be recommended for promotion by the CO at any time within 6 months of the date on which the withholding of promotion was approved, or of the effective date of the Promotion Order, whichever is the earlier. This requires approval by Navy Command Headquarters.

(5) If the recommendation in Para 6711 a sub para (4) is approved, the effective date of promotion will be the date of the CO’s recommendation or the CPD, whichever is later.

(6) If, 6 months after the date of the approval to withhold promotion or the CPD, the CO is still not prepared to recommend the rating’s promotion, the selection for promotion will be cancelled.

(7) When a rating, whose promotion has been withheld, is subsequently recommended for promotion or when promotion is finally refused, a further Appraisal Report is to be rendered. This will be extracted by the Ratings’ Promotion Section for inclusion in the rating’s promotion dossier.

b. An individual will not be eligible for substantive promotion until the CO subsequently recommends the individual for such promotion. If eventually recommended and if qualified in all other respects, the individual will be substantively promoted and entitled to seniority and pay from the date of the CO’s recommendation for promotion. If however, 6 months after the date of the approval to withhold promotion or the CPD, the CO is still not prepared to recommend the rating’s promotion, the selection for promotion will be cancelled. Accordingly, the Ratings’ Promotion Section will deselect the rating.
6712. Candidates Refusing Promotion

a. Ratings/Other Ranks who, following selection for promotion, refuse such promotion (including a refusal to attend the necessary training courses) will be deselected. Ratings/Other Ranks will not be considered at the next annual promotion selection board following promotion refusal. Ratings/Other Ranks that belong to branches who convene more than one promotion selection board per year will not be presented to the next two promotion boards that follow their deselection. Ratings/Other Ranks will be presented to promotion selection boards thereafter providing that they continue to meet the eligibility criteria.

b. Exceptionally, applications can be made by personnel who wish to be considered at the next board as a candidate for promotion. Such applications should be made through COs to SO1 RN/RM Promotions who may, in exceptional cases, authorise presentation at future promotion boards without penalty. Recommendations should be forwarded by Unit COs and demonstrate that there has been a change in circumstances; in the case of notice givers, approval would be subject to withdrawal of that notice.

c. Ratings, selected for promotion, who are candidates for long training courses (see Para 6704), are to be given the option of refusing promotion in order to await technician training. In the event of a rating, who has refused promotion, subsequently being removed from these courses, the facts are to be reported to SO1 Ratings’ Promotions for a decision as to the rating’s future promotion.

d. If an individual declines promotion to WO1 after accepting the promotion under the procedure in Para 6710, the CO is to inform the Ratings’ Promotion Section.

e. If an individual submits their Notice for premature release (including applications to leave at an optional exit point) during the period between their selection for promotion and being confirmed in rate, they will automatically be presumed to have refused promotion and their selection will be cancelled. If an individual is fully qualified and is carrying out the duties of the higher rate on an acting basis, invariably, they will be allowed to retain the acting higher rate until leaving the Service providing that a higher rate position continues to be filled.

f. The Divisional Officer of ratings who have either refused promotion or have submitted their Notice for premature release during the period between their selection for promotion and being confirmed in rate is to signal the Rating’s Career Manager, Branch Manager and Ratings’ Promotion Section stating the individual’s service details and the reason for their deselection.
6713. Promotion Whilst on Unpaid Leave or a Career Intermission

a. Qualified ratings who, whilst fully eligible for consideration, commence unpaid leave or a career break before or during the time a Selection Board convenes, will remain eligible for selection. If unpaid leave is anticipated for more than 3 months (a Career Intermission), a Special Report is to be raised unless a routine report has been submitted within the last 3 months (to ensure completeness of reporting).

b. Time spent on unpaid leave or a Career Intermission does not count for promotion purposes. A rating’s seniority in the rate will be post-dated by an amount equal to the time spent away. The adjusted seniority date is to be confirmed on JPA after the rating’s return from unpaid leave or a Career Intermission.

c. If a CPO is selected for WO1 during a period of unpaid leave or career Intermission, the Ratings’ Promotion Section will write to the candidate to obtain a Statement of Acceptance/Intent on return from unpaid leave. This statement will be held until confirmed on JPA within 2 weeks of the rating’s return to duty. If the unpaid leave or Career Intermission starts during the year after selection and extends beyond the CPD, the effective date for promotion and seniority will be the date of return subject to normal regulations.
SECTION 4 - FACTORS IMPACTING UPON THE TIMING OF PROMOTION

6714. Ratings Selected for Promotion Since CPD 31 Mar 09

a. **Fully Qualified for the Higher Rate.** Ratings who, according to JPA, have completed the mandated career (also referred to as professional) and leadership training (if required), are in-date RNFT or hold an approved waiver – see Para 6716 - and are eligible for promotion in all other respects will be substantively promoted on their nominated CPD by the Ratings’ Promotion Section. Individuals who qualify fully for the higher rate in advance of their nominated CPD will continue to have the opportunity of filling a position in the higher rate on an acting basis prior to their formal promotion, subject to being in date for RNFT. Such time will not count for promotion seniority purposes. For guidance in relation to those ratings who are not fully qualified for the higher rate on their CPD, refer to the rest of this Article.

b. **Not Fully Qualified for Promotion on CPD but Completed a Leadership Course – Entitlement to Confirmation in Higher Rate from CPD.** Ratings who, according to JPA, have completed leadership training but not completed career training by their nominated CPD due to Service reasons, defined as:

   (1) Operational Reasons – exigencies of the Service including the short-notice deployment of a ship to an operational theatre and military aid to the civil authorities.

   (2) Manning Constraints – for example, where a ship/unit cannot release an individual to attend a training course due to manpower shortages.

   (3) The Service’s inability to provide the training required in time, e.g. due to a lack of available places or delays in attending or completing a training course arising from the restructuring of the professional training pipeline.

or as a result of pregnancy and Maternity Leave (as defined in JSP 760) will if qualified and considered fit for promotion in all other respects (eg. RNFT, Medical), be promoted by the Ratings’ Promotion Section on the CPD (see Para 6708 for details of the Promotion Authorisation Request (PAR) procedure to be adopted).

c. **Not Fully Qualified for Promotion on CPD but Completed a Leadership Course – Non-entitlement to Confirmation in Higher Rate from CPD.** Ratings who, according to JPA, have completed leadership training but not completed career training by their nominated CPD due to:

   (1) Non-Service Reasons Outwith an Individual’s Control, defined as:

      (a) Being withdrawn prior to or during a training course on compassionate or welfare grounds.

      (b) Being placed in a reduced medical category as a result of injuries sustained:

         i. In preparation for or during a Leadership Course.
ii. In preparation for or during a Royal Navy Fitness Test.

iii. Whilst participating in representative sport.

iv. Whilst on duty.

(c) Being placed in a reduced medical category as a result of illness.

will not qualify for substantive promotion on the CPD. Such ratings will, however, if completing the outstanding training within 12 months of their CPD, be substantively promoted on the day after completing their training, if eligible for promotion in all other respects, and be entitled to backdated promotion (pay and seniority) to their CPD. On qualifying fully, a PAR signal (see Para 6708) should be sent to the Ratings’ Promotion Section by the rating’s unit (via the CO) seeking JPA action to reflect the higher rate and to apply the award of backdated promotion.

(2) Non-Service Reasons Within an Individual’s Control, defined as:

(a) A period of approved unpaid leave.

(b) An approved career break.

(c) If being back-classed for academic reasons or having failed a professional course, they are given another chance.

(d) If, having been denied promotion on their CPD for service reasons listed at Para 6714 b sub para (1), they fail to complete the first course(s) to which assigned after the CPD (assuming that they are given every opportunity to complete the course and their failure does not lead to deselection) but complete the course(s) at the second attempt within the 12 months allowed.

(e) Being subject to a Career Check.

(f) Removal from a Professional or Leadership Course on grounds of misconduct or for other disciplinary reasons; the outright failure of, or refusal to attend, such courses; failure of a Leadership Course twice for commitment/attitude/preparation (CAP) reasons.

will not qualify for substantive promotion on the CPD. Such ratings will however, if completing the outstanding training within 12 months of their nominated CPD, be substantively promoted, if eligible for promotion in all other respects on the day after becoming fully qualified for promotion. However, such individuals will not be entitled to promotion backdated to the CPD. On qualifying fully, a PAR signal (see Para 6708) should be sent to the Ratings’ Promotion Section by the rating’s unit (via the CO) seeking JPA action to reflect the higher rate.
d. **Not Fully Qualified for Promotion on CPD and Not Completed Leadership Course**

(1) **Pregnancy or Maternity Leave.** Ratings who, according to JPA, complete the mandated career training but not leadership training, or indeed neither, by their CPD as a consequence of pregnancy or maternity leave will be entitled to receive the acting higher rate from their CPD. A PAR signal should be sent by the rating’s unit, via the CO, to the Career Manager or Career Management Cell (as appropriate) for action, copy to the Ratings’ Promotion Section. If, after their CPD, leadership training is completed prior to career training, the rating will, if eligible for promotion in all other respects, be substantively promoted and be entitled to pay and seniority backdated to their CPD.

(2) **Service Reasons.** Ratings who, according to JPA, complete the mandated career training but not leadership training, or indeed neither, by their CPD as a consequence of Service reasons (as defined at Para 6714 sub para b) will not qualify for substantive promotion or the acting higher rate on the CPD. Such ratings will however, on completion of the outstanding training within 12 months of their CPD, be eligible for substantive promotion if eligible for promotion in all other respects and be entitled to apply to the Ratings’ Promotion Section for backdated promotion to their CPD. Where, after the CPD, leadership training is completed prior to career training, the individual will, if eligible for promotion in all other respects, be eligible for substantive promotion and be entitled to backdated promotion to their CPD.

(3) **Non-Service Reasons Outwith an Individual’s Control.** Ratings who, according to JPA, complete the mandated career training but not leadership training, or indeed neither, by their CPD as a consequence of non-Service reasons outwith their control (as defined at Para 6714 c sub para (1)) will not qualify for substantive promotion or the acting higher rate on the CPD. Such ratings will however, if completing the outstanding training within 12 months of their CPD, be substantively promoted if eligible for promotion in all other respects and be entitled to backdated promotion to their CPD. Where, after the CPD, leadership training is completed prior to career training, the individual will, if eligible for promotion in all other respects, be substantively promoted and be entitled to backdated promotion to their CPD.

(4) **Non-Service Reasons Within an Individual’s Control.** Ratings who, according to JPA, complete the mandated career training but not leadership training, or indeed neither, by their CPD as a consequence of non-Service reasons within their control (as defined at Para 6714 c sub para (2)) will not qualify for substantive promotion or the acting higher rate on the CPD. Such ratings will, however, if completing all the outstanding training within 12 months of their CPD, be substantively promoted if eligible for promotion in all other respects and be entitled to pay and seniority in the higher rate from the day after becoming fully qualified for promotion. Where, after the CPD, leadership training is completed prior to career training, the individual will, if eligible for promotion in all other respects, be substantively promoted and entitled to seniority from the day after becoming qualified for promotion.
(5) If, having failed to complete the mandated career or leadership training, or both, by their CPD, a rating qualifies fully within 12 months of the CPD, PAR signal action (see Para 6708) should be taken by units to reflect the higher rate and to award backdated promotion where appropriate.

e. **Failure to Complete the Required Training within 12 months of CPD**

(1) Ratings who:

(a) Were substantively promoted on their CPD but had not completed the required professional training due to Service reasons or pregnancy/maternity leave (see Para 6714 sub para b).

(b) Had completed their leadership training by their CPD but were unable to complete the required professional training for non-Service reasons, as shown at Para 6714 c sub para (1) and sub para (2).

(c) Had not completed a leadership or professional course, or both, by their CPD (Para 6714 sub para d).

must complete any outstanding training within 12 months of their CPD or be reverted (where applicable) and deselected (see Para 6719) on the instruction of the Ratings’ Promotion Section. However, the Ratings’ Promotion Section may, where requested by an individual’s chain of command, delay the taking of such action for a further six months if it is clear that the mandated training has not been completed for Service reasons (Para 6714 sub para b) or non-Service reasons outwith an individual’s control (Para 6714 c sub para (1)) and it is anticipated that the outstanding training will be completed within the discretionary period. In addition to this, a further six months may, exceptionally, be granted where pregnancy and maternity leave have prevented the completion of training; when calculating training time, periods when an individual is pregnant or on maternity leave are discounted. SO1 Ratings’ Promotion may authorise a six-month extension for ratings selected for POET(ME/MESM), POET(WE/WESM), LET(ME/WE), LET(MESM/WESM) and LAET(M/AV) if their attendance on the Professional Qualifying Course has been delayed for Service reasons. In every case, ratings who complete the outstanding training within the extra time awarded will be entitled to have their promotion backdated to the CPD for which selected. Appropriate PAR signal action (see Para 6708) should be taken to inform the Ratings’ Promotion Section.

UNDER NO CIRCUMSTANCES WILL RATINGS BE PROMOTED TO THE HIGHER RATE IF THEY HAVE NOT COMPLETED A LEADERSHIP COURSE.

(Rules relating to the promotion of ratings selected for CPDs before 31 Mar 09 are archived in BR1066 Change 19)
6715. **Medical Fitness**

a. Ratings/ORs who are medically downgraded, and those who are likely to be categorized as permanently unfit for sea service or be restricted otherwise medically in the future, will normally remain eligible for selective and non-selective promotion. The following principles apply:

b. **Personnel with a Permanent JMES.** All individuals who have been awarded a permanently reduced JMES code by NSMBOS or by ROHC will be assessed by the NSMEB for their suitability for promotion as part of their determination in retaining an individual in service. This determination will take into account age, past experience, seniority, the nature and extent of the medical limitations, and types of assignment for which the individual might be required to undertake in the current rank and higher ranks if selected for promotion or due for advancement. By default the assessment will assume that retention in service will also include the potential for service at the next higher rank/rate. If the NSMEB are unable to offer continued employment in a higher rank or rate, then the individual will be deemed medically unfit for promotion.

c. **Personnel with a Temporary JMES.** Individuals in a temporary JMES should undergo medical assessment by an accredited GMP or Consultant Occupational Physician.

(1) Where there is an expectation that the individual will regain MFD status within the next 12 months, the Medical Officer should deem the individual medically fit for promotion.

(2) Where an expectation that a temporary JMES would be removed and the individual regains a previous permanent JMES within 12 months, then individuals should be assessed as per their previous NSMEB determination (see Para 6715 sub para b above).

(3) Where a Service woman is pregnant and has the JMES code of E6, her fitness for promotion should be assessed in light of her previous JMES, providing that there is an expectation that this will be regained following the pregnancy and period of maternity leave. If previously MFD then she should be considered fit for promotion. If she was previously in a permanently reduced JMES, she should be assessed as per her previous NSMEB determination (see Para 6715 sub para b above). If temporarily downgraded prior to the pregnancy then an assessment must be made as to the likelihood of being upgraded within 12 months of a return from maternity leave and if it is likely, then the individual should be deemed fit for promotion. If it is not deemed likely, then the individual will need to be referred to NSMBOS for a permanent medical category to be awarded and their eligibility is to be determined by NSMEB.
(4) Where it is likely that the individual will need a permanently reduced JMES, the Medical Officer should deem the individual unfit for promotion subject to the subsequent NSMBOS/ROHC and NSMEB recommendations. If the individual is subsequently given a permanently reduced JMES by the NSMBOS or ROHC and the NSMEB determines fitness for promotion, then seniority and pay should be back-dated to the original date of intended promotion.

(5) Any doubtful case is to be referred to the NSMEB.

6716. Physical Fitness - Completion of the Royal Naval Fitness Test

a. All serving Naval personnel under the age of 55 are required to be in date for the annual RNFT, or hold an approved waiver, in order to be promoted. The rule covers every type of promotion (selective or non-selective; acting higher rate; that following disrating or reversion). An RNFT attempt is valid for 12 months from the date of the Test; in order to be in date for promotion, an individual must have attempted the RNFT in the preceding 12 months. A ‘fail’ does not restrict an individual from promotion provided they remain engaged with remedial training. The individual’s CO is to determine whether there has been sufficient engagement with remedial training with the usual baseline being an average of 3 periods of training per week or as advised by PT staff. Failure to satisfy this requirement will, invariably, lead to a delay in a rating’s career progression and could, ultimately, result in discharge SHORE action being pursued (see Chapter 54). Exceptionally, RNFT waivers may be granted to ratings who are in a permanently reduced medical category (following review by a NSMEB) and have been declared ‘unfit RNFT’. Ratings who are pregnant or on maternity leave when due promotion will also be exempt from the need to be in date at that time whilst temporary RNFT waivers may also be awarded occasionally in the circumstances shown at Para 2911. Wherever any doubt exists about RNFT policy or these regulations, refer to Chapter 29.

b. Individuals who do not satisfy the stated fitness criteria are to be treated in accordance with Para 6716 sub para f.

c. Awards of the Acting Higher Rate. In order to assume the acting higher rate, ratings must be in date for the RNFT or hold an approved waiver. Qualified individuals who are pregnant or on maternity leave on the day that they are due advancement or promotion to the acting higher rate will be exempt from the requirement to be in date for the RNFT.

d. Individuals who are in date for the RNFT on assuming the acting higher rate will also need to be in date RNFT or have an approved waiver or be pregnant/on maternity leave on the day that they are eligible for confirmation in the higher rate, in accordance with Para 6716 sub para a and sub para b.

e. Re-promotion Following Disrating or Reversion – Requirement to be in Date for RNFT. Ratings are to be in date RNFT or have an approved waiver in order to be restored to the next higher rate following disrating or reversion.
f. **Promotion and RNFT – Eligibility Grid.** JPA recorded RNFT status will not affect an individual’s ability to be selected for transfer or promotion. For promotion, individuals are required to remain in date for RNFT which now means that the test should be undertaken at least annually. The results are to be recorded on JPA but a ‘fail’ will no longer restrict an individual from substantive promotion provided they remain engaged with remedial training. The individual’s CO is to determine whether there has been sufficient engagement with remedial training with the usual baseline being an average of 3 periods of training per week or as advised by PT staff. All personnel are to satisfy this RNFT requirement on the Common Promotion Date/Due Date for which selected or the Due Date for non-selective promotion. The following sub-paragraphs are to be used to determine the impact that the RNFT has on the timing of a rating’s promotion.

(1) **A rating is fully qualified (passed appropriate leadership and career courses) for the higher rate and is considered ready for promotion on the CPD for which selected.**

If an individual is in date for RNFT, holds an approved permanent waiver, is pregnant/on maternity leave or otherwise exempt, he/she will be promoted by the Ratings’ Promotion Section with effect from CPD. However, if this does not apply, the CO is to give the rating one month from the CPD in which to undertake the RNFT, but with the warning that deselection is a possibility if this deadline is not achieved:

(a) If the rating undertakes the RNFT in the time permitted, the individual is to be promoted, post CPD, on the day after becoming qualified if still eligible in all other respects.

(b) If the rating fails to undertake the RNFT in the time permitted, the CO is to determine whether there are any mitigating circumstances (eg. operational, medical or welfare reasons). If so, the CO may approve a time extension of up to two months. If an extension is agreed and the rating undertakes the RNFT in time, the individual is to be promoted, post CPD, on the day after becoming qualified if still eligible in all other respects. If there are considered to be no mitigating circumstances for a rating’s failure to become qualified, the CO should recommend his/her deselection to the Ratings’ Promotion Section and initiate a Formal Warning in accordance with BRd 3(1) Chapter 57 Section 8.

(2) **A rating is eligible (passed appropriate leadership but not career courses due to Service reasons) for the higher rate and is considered ready for promotion on the CPD for which selected.**

If an individual is in date for RNFT, holds an approved permanent waiver, is pregnant/on maternity leave or otherwise exempt he/she will be promoted by the Ratings’ Promotion Section with effect from CPD. However, if this does not apply, the CO is to give the rating one month from the CPD in which to undertake the RNFT, but with the warning that deselection is a possibility if this deadline is not achieved:
(a) If the rating undertakes the RNFT in the time permitted, the individual is to be promoted, post CPD, on the day after becoming qualified if still eligible in all other respects.

(b) If the rating fails to undertake the RNFT in the time permitted, the CO is to determine whether there are any mitigating circumstances (eg. operational, medical or welfare reasons). If so, the CO may approve a time extension of up to two months. If an extension is agreed and the rating undertakes the RNFT in time, the individual is to be promoted, post CPD, on the day after becoming qualified if still eligible in all other respects. If there are considered to be no mitigating circumstances for a rating’s failure to become qualified, the CO should recommend his/her deselection to the Ratings’ Promotion Section and initiate a Formal Warning in accordance with BRd 3(1) Chapter 57 Section 8.

(3) A Rating is not qualified for the higher rate on the CPD for which selected (eg. not passed leadership and/or professional training).

If an individual is in date for RNFT, holds an approved permanent waiver, is pregnant/on maternity leave or otherwise exempt his/her selection for promotion will remain valid for the notified CPD. However, if this does not apply, the CO is to give the rating one month from the CPD in which to undertake the RNFT, but with the warning that deselection is a possibility if this deadline is not achieved:

(a) If the rating undertakes the RNFT in the time permitted, the promotions office is to be notified and the CPD adjusted to the day after becoming qualified if still eligible in all other respects.

(b) If the rating fails to undertake the RNFT in the time permitted, the CO is to determine whether there are any mitigating circumstances (eg. operational, medical or welfare reasons). If so, the CO may approve a time extension of up to two months. If an extension is agreed and the rating undertakes the RNFT in time, the promotions office is to be notified and the CPD adjusted to the day after becoming qualified if still eligible in all other respects. If there are considered to be no mitigating circumstances for a rating’s failure to become qualified, the CO should recommend his/her deselection to the Ratings’ Promotion Section and initiate a Formal Warning in accordance with BRd 3(1) Chapter 57 Section 8.

On subsequently qualifying fully for the higher rate, the rules at Para 6716f sub para (1) will apply.
6717. **Educational Qualifications**

a. It is the Rating’s responsibility to ensure that they are educationally qualified in accordance with Para 9613 and that JPA correctly reflects the achieved competency prior to the award of substantive promotion. Ratings are to satisfy the Education For Promotion (EFP) requirements on the Common Promotion Date for which selected.

1. A rating is fully qualified (passed appropriate leadership and career course) for the higher rate and is considered ready for promotion on the CPD for which selected.

If an individual is EFP qualified, he/she will be promoted by the Ratings’ Promotion Section with effect from CPD. However, if this does not apply, the CO is to give the rating three months from the CPD in which to become EFP qualified, but with the warning that de-selection is a possibility if this deadline is not achieved:

(a) If the rating becomes EFP qualified in the time permitted, the CO is to decide whether to backdate his/her promotion to the CPD. This judgement is to be based on the individual’s previous efforts to gain the requisite educational qualifications and, if agreed, the promotion is to be backdated accordingly. If not, the individual is to be promoted, post CPD, on the day after becoming EFP qualified if still eligible in all other respects.

(b) If the rating fails to gain the necessary educational qualifications in the time permitted, the CO is to determine whether there are any mitigating circumstances (eg. operational, medical or welfare reasons). If so, the CO may approve a time extension of up to three months. Beyond this, cases should be referred to SO1 Ratings’ Promotions for consideration. If an extension is agreed and the rating gains the qualifications in time, the CO is to decide whether to backdate the promotion to the CPD. If agreed, the rating’s promotion is to be backdated accordingly; if not, the individual is to be promoted on the day following qualification. If there are considered to be no mitigating circumstances for a rating’s failure to become EFP qualified in the 3 months (or longer) allowed, the CO should recommend his/her deselection to the Ratings’ Promotion Section.

2. A rating is eligible (passed appropriate leadership course but not career courses) for the higher rate and is considered ready for promotion on the CPD for which selected. The CO is to give the rating three months from the CPD in which to become EFP, but with the warning that deselection is a possibility if this deadline is not achieved:
(a) If the rating becomes EFP qualified in the time permitted, the CO is to decide whether to backdate his/her promotion to the CPD. This judgement is to be based on the individual’s previous efforts to gain the requisite educational qualifications and, if agreed, the promotion is to be backdated accordingly. If not, the individual is to be promoted, post CPD, on the day after becoming EFP qualified if still eligible in all other respects.

(b) If the rating fails to gain the necessary educational qualifications in the time permitted, the CO is to determine whether there are any mitigating circumstances (eg. operational, medical or welfare reasons). If so, the CO may approve a time extension of up to three months. Beyond this, cases should be referred to SO1 Ratings’ Promotions for consideration. If an extension is agreed and the rating gains the qualifications in time, the CO is to decide whether to backdate the promotion to the CPD. If agreed, the rating’s promotion is to be backdated accordingly; if not, the individual is to be promoted on the day following qualification. If there are considered to be no mitigating circumstances for a rating’s failure to become EFP qualified in the 3 months (or longer) allowed, the CO should recommend his/her deselection to the Ratings’ Promotion Section.

(3) Not qualified for the higher rate on the CPD for which selected (eg not passed leadership and/or professional training), a rating attains the required qualifications within 12 months of the CPD and is considered eligible for backdated promotion.

If, on qualifying fully for the next higher rate, a rating is EFP qualified he/she is to be promoted by the CO with an effective date of promotion backdated to the CPD for which selected. However, if this does not apply, the CO is to give the rating three months from the date of qualifying for the higher rate in which to become EFP, but with the warning that deselection is a possibility if this deadline is not achieved:

(a) If the rating becomes EFP qualified in the time permitted, the CO is to decide whether to backdate his/her promotion to the CPD. This judgement is to be based on the individual’s previous efforts to gain the requisite educational qualifications and, if agreed, the promotion is to be backdated accordingly. If not, the individual is to be promoted, post CPD, on the day after becoming EFP qualified if still eligible in all other respects.
(b) If the rating fails to gain the necessary educational qualifications in the time permitted, the CO is to determine whether there are any mitigating circumstances (eg. operational, medical or welfare reasons). If so, the CO may approve a time extension of up to three months. Beyond this, cases should be referred to SO1 Ratings’ Promotions for consideration. If an extension is agreed and the rating gains the qualifications in time, the CO is to decide whether to backdate the promotion to the CPD. If agreed, the rating’s promotion is to be backdated accordingly; if not, the individual is to be promoted on the day following qualification. If there are considered to be no mitigating circumstances for a rating’s failure to become EFP qualified in the 3 months (or longer) allowed, the CO should recommend his/her deselection to the Ratings’ Promotion Section.

6718. Disciplinary Matters

a. Career Check. Where a Career Check is a qualification for promotion, a minimum of six months must have elapsed since a rating’s last Career Check on the due date.

b. Following reversion, the Career Check requirement for eligibility to be considered at the next Selection Board is a minimum of six months (Para 7007 refers).

c. Following disrating from a substantive or acting rate, the Career Check requirement is extended to a minimum of 12 months before a rating may be re-advanced (Para 7002 refers).

d. Suspended Sentence. Ratings under suspended sentence who require the requisite Career Check for promotion may, if recommended, be promoted on the date they would normally be eligible.

e. Disrating or Revision. If, after having been selected for promotion, ratings are disrated or reverted before their actual promotion to the confirmed rate has taken place, their selection for promotion will be forfeited. After re-promotion or re-advancement, they may subsequently become eligible for selection again.

f. Recording of Convictions for Offences and Censures on Promotion Files. Records of convictions by Service and civilian courts, together with details of sentences or Naval Penalties awarded, are to be retained on promotion files until they are ‘spent’ in accordance with the Rehabilitation of Offenders Act 1974 and MOD Policy. Once ‘spent’, all reference to these offences are to be expunged from promotion files by the Ratings’ Promotion Section.
6719. **Loss of Entitlement to Promotion – Reversion and Deselection**

a. Promotion will not be an issue in the following cases where, instead, ratings will be reverted (if applicable) and deselected:

1. If outright failing a professional or leadership course, in accordance with Para 6912 sub para a.

2. If removed from, or withdrawn prior to, a professional or leadership course due to misconduct or other disciplinary reasons.

3. If a second attempt of a professional or leadership course authorised in accordance with Para 6912(c) is subsequently failed.

4. If refusing to attend a professional or leadership course.

5. If submitting Notice to leave the Service after being selected for promotion.

6. If failing to complete a course(s) within 12 months of the CPD or cancelling/being withdrawn from a professional or leadership course within 2 months of the start date (unless due to medical or operational reasons).

7. If failing to undertake the RNFT.

b. **Authority Requirements for Reversion.** The principles regarding the authority required to approve reversion at Para 7003 sub para f are unchanged and apply if a rating is to be reverted following signalled instruction from the Ratings’ Promotion Section or because the CO considers the rating unable to perform his/her duties adequately.

   However, Para 7003 sub para f has been amended to permit COs of Lieutenant Commander rank and above to revert, without recourse to higher authority, ratings who hold substantive rank but who have not yet completed 12 months in the rank since the completion of professional training.

c. **Deselection – Appeals.** If, after a rating has been deselected, it is found that there are mitigating reasons, Service or otherwise, that may have precluded deselection a case may be made, in writing, through COs to SO1 Ratings’ Promotions who may, in exceptional cases and following consultation with the Branch Manager, authorise the re-instatement of the selection, with or without penalties.

d. **Complaints Procedure.** Ratings who are reverted and/or deselected may exercise their right to make a formal Service Complaint in accordance with JSP 831.
CHAPTER 68

RATINGS POLICY - NON-SELECTIVE PROMOTION (ADVANCEMENT)

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CHAPTER 68

RATINGS POLICY - NON-SELECTIVE PROMOTION (ADVANCEMENT)

6801. Background to Non-selective Promotion

a. Currently, the following groups of ratings are subject to non-selective promotion:

(1) Ratings advanced to Able Rating BD1.

(2) Ratings up to Leading Hand in the Aircraft Control Specialisation and Chief Petty Officer (CPO) in the Engineering Technician (ex-Artificers), Medical Technician and Communications Technician (direct entrants pre 1 Nov 06 and sideways entrants pre 1 Sep 07) specialisations.

(3) Ratings up to Chief Petty Officer in the Engineering Technician specialisations who are Fast Track Ratings.

(4) Ratings advanced to Leading Hand who are part of the Accelerated Apprentice (AA) scheme.

(5) Ratings advanced to Leading Hand and/or Petty Officer who are part of the Undergraduate Apprenticeship Scheme (UGAS).

b. The above ratings will be advanced in rate, having served the requisite time period and fulfilled any other requirements as laid down in Chapter 74 to Chapter 90. For ratings with legacy rights to time based advancement, completion of the Senior Rates Leadership Course (SRLC) remains a requirement for advancement to CPO. Medical and Communications Technicians are required to undertake the Leading Rates Leadership Course (LRLC) as soon as possible after advancement to Leading Technician.

6802. Inability to Satisfy Criteria for Advancement to Leading Hand and Above by Due Date

a. On attaining the qualifications needed for advancement to AB1, units are to signal a Promotion Authorisation Request (PAR) on behalf of ratings to the parent ACOS(PCap) Career Management Cell (CMC)/Ratings Career Manager such that the substantive rate can be input on JPA.

b. Medical Technicians, Communications Technicians or Engineering Fast Track Ratings who are unable to obtain the mandated qualifications (including professional and/or leadership) in branch Chapters for advancement to Leading Hand and above by their due date by time (i.e. having satisfied the service qualification) may, subject to the rules below, be entitled to receive the acting higher rate (and/or subsequent backdated advancement) on completion of the service qualification period (adjusted to take account of any accelerated advancement). Additionally, Engineering Fast Track Ratings who have completed Leadership Course (LC) by due date may be advanced substantively in line with their Select, Train and Promote peers.
(1) If Service reasons, defined as:

(a) Operational reasons – exigencies of the Service including the short notice deployment of a ship to an operational theatre and military aid to the civil authorities.

(b) Manning constraints – for example, where a ship/unit cannot release an individual to attend a training course due to manpower shortages.

(c) The Service’s inability to provide the training required in time, eg. due to a lack of available places or delays in attending or completing a training course arising from the restructuring of the professional training pipeline are deemed to be the cause, or if the failure to qualify is attributable to pregnancy or maternity/paternity/adoption leave (as defined in JSP 760), individuals will be entitled to receive the acting higher rate with effect from their due date by time, subject to agreement by the appropriate authority (see Para 6802 sub para c).

(2) If Non-Service reasons outwith an individual’s control, defined as:

(a) Being withdrawn prior to or during a training course on compassionate or welfare grounds.

(b) Being placed in a reduced medical category as a result of injuries sustained:

i. In preparation for or during a Leadership Course.

ii. In preparation for or during a Royal Navy Fitness Test.

iii. Whilst participating in representative sport.

iv. Whilst on duty.

(c) Being placed in a reduced medical category as a result of illness are deemed to be the cause, individuals will not qualify for advancement on their due date by time. Such ratings will, however, if completing the outstanding training within 12 months of their due date, be advanced on completing the training (if eligible in all other respects) and be entitled to receive backdated advancement (pay and seniority) from their due date, subject to agreement by the appropriate authority (see Para 6802 sub para c).

(3) If Non-service reasons within an individual’s control, such as:

(a) An approved period of unpaid leave.

(b) An approved career break.
(c) Being back-classed for academic reasons or having failed a Professional Course, they are given another chance.

(d) Being subject to a Career Check.

(e) Removal from a Professional or Leadership Course on grounds of misconduct or for other disciplinary reasons; the outright failure of, or refusal to attend, such courses; failure of a Leadership Course twice for commitment/attitude/preparation (CAP) reasons are deemed to be the cause, individuals will not qualify for backdated advancement to their due date by time. Such ratings will instead be advanced when fully qualified for promotion, subject to satisfying all other advancement criteria set out in the appropriate Chapters (see also Para 6802 sub para c).

c. Authority to Advance

(1) **Advancement to Leading Hand and Petty Officer.** For advancement to LH and PO, Commanding Officers (COs) are empowered to decide whether a rating qualifies for the award of the acting higher rate in accordance with the criteria set out at Para 6802 sub para b. If a rating is considered to warrant the acting higher rate and is eligible in all other respects, a PAR signal is to be sent to the rating’s Career Manager or CMC (as appropriate), copy to the Ratings’ Promotion Section, asking for appropriate JPA action to be taken to reflect the award of the acting higher rate. The acting higher rate will be for a maximum of 12 months, after which time ratings will, exceptional reasons apart (see Para 6803 sub para a) for action to be taken, relinquish the rate if they have failed to attain the outstanding qualification(s). Individuals who qualify fully for the higher rate during the 12 month period, whether awarded the acting higher rate or not, are to be confirmed immediately if meeting all other advancement criteria; in such cases, COs are to send a PAR signal to the Ratings’ Promotion Section, copy to the Rating’s Career Manager/CMC, seeking JPA action to reflect the higher rate and to apply the award of backdated advancement if appropriate. In addition, the acting higher rate may be relinquished if professional, disciplinary or CAP reasons apply.

(2) **Advancement to Chief Petty Officer.** Authority for awarding the acting higher rate lies with the Ratings’ Terms of Service Team (NAVY NPS-STRATPOL TERMS OR SO3C). Cases involving the time based advancement of ratings to CPO must be referred in writing to the Ratings Terms of Service Manager in the first instance. On receipt of approval, if appropriate, COs are to submit a PAR signal to the rating’s Career Manager, copy to the Ratings’ Promotion Section, asking for appropriate JPA action to be taken to reflect the award of the acting higher rate. The acting higher rate will be for a maximum of 12 months, after which time ratings will, exceptional reasons apart (see Para 6803 sub para a), relinquish the rate if they have failed to attain the outstanding qualifications (eg. PE, completion of Task Book; Leadership Course). The acting higher rate may also be relinquished if professional, disciplinary or CAP reasons apply.
Every effort is to be made to enable ratings to qualify fully at the earliest date. Individuals who qualify for the higher rate during the 12 month period will be confirmed immediately - COs are to send a PAR signal to the Ratings’ Promotion Section, copy to the rating’s Career Manager/CMC, seeking JPA action to reflect the higher rate.

(3) On completing outstanding training within 12 months of the due date, applications for backdated advancement, if appropriate, should be submitted through COs to the Ratings Terms of Service Manager and should contain evidence of a rating’s efforts to qualify by their due date by time. All cases will be considered on their individual merits and, where warranted, backdated advancement will be approved. In such cases, COs are to send a PAR signal to the Ratings’ Promotion Section, copy to the rating’s Career Manager/CMC, seeking JPA action to reflect the higher rate. However, retrospective action will not be permitted if, through their actions (see Para 6802. sub para b (3)), ratings are clearly responsible for their failure to satisfy the advancement criteria, either by the due date or in the 12 months that follow. Such individuals will be advanced, instead, on the day that they eventually qualify for the higher rate.

d. For AA trainees refer to the AA Warnings and Failure Policy detailed at Annex 68N.

6803. Inability to Satisfy Criteria for Advancement to Leading Hand and Above by Due Date + 12 months

a. Ratings who fail to qualify fully within 12 months of their due date by time for advancement will typically lose any entitlement to backdated advancement when they finally become eligible for confirmation in the higher rate. However, if 12 months after their due date, a rating believes that their continued failure to meet the criteria is attributable to Service reasons (Para 6802.b sub para (1)) or non-Service reasons outside their control (Para 6802.b sub para (2)), they will be able to apply through their CO to the Navy Command Headquarters Terms of Service Team (marked for the attention of the Ratings Terms of Service Manager) for an extension of the retrospective advancement qualification period and retention of the acting higher rate if applicable. The Terms of Service Team may award extensions of up to 6 months at a time. Applications should be accompanied by a copy of the individual’s Full Service Documents. Individuals who qualify fully within the extra time, if granted, will be entitled to pay and seniority backdated to their due date by time. However, this redress will not be available to those ratings who: fail to complete the training within the extended period, have an application for an extension rejected or are not entitled to an extension at all (eg. if they are directly responsible for the time taken to satisfy the criteria). In these cases, ratings will be advanced on, and have seniority of, the day on which they finally qualify for the higher rate.

b. When a rating finally completes the outstanding training, COs are to send a PAR signal to the Ratings’ Promotions Section, copied to the appropriate Career Manager, on their behalf seeking JPA action to reflect the higher rate and the award of backdated advancement only if prior approval has been granted by the Terms of Service Team.
6804. Medical Fitness

a. Ratings/ORs who are medically downgraded, and those who are likely to be categorized as permanently unfit for sea service or be restricted otherwise medically in the future, will normally remain eligible for selective and non-selective promotion. The following principles apply:

b. **Personnel with a Permanent JMES.** All individuals who have been awarded a permanently reduced JMES code by NSMBOS or by ROHC will be assessed by the NSMEB for their suitability for promotion as part of their determination in retaining an individual in service. This determination will take into account age, past experience, seniority, the nature and extent of the medical limitations, and types of assignment for which the individual might be required to undertake in the current rank and higher ranks if selected for promotion or due for advancement. By default the assessment will assume that retention in service will also include the potential for service at the next higher rank/rate. If the NSMEB are unable to offer continued employment in a higher rank or rate, then the individual will be deemed medically unfit for promotion.

c. **Personnel with a Temporary JMES.** Individuals in a temporary JMES should undergo medical assessment by an accredited GMP or Consultant Occupational Physician.

   1. Where there is an expectation that the individual will regain MFD status within the next 12 months, the Medical Officer should deem the individual medically fit for promotion.

   2. Where an expectation that a temporary JMES would be removed and the individual regains a previous permanent JMES within 12 months, then individuals should be assessed as per their previous NSMEB determination (see Para 6804 sub para b above).

   3. Where an individual is pregnant and has the JMES code of E6, their fitness for promotion should be assessed in light of their previous JMES, providing that there is an expectation that this will be regained following the pregnancy and period of maternity leave. If previously MFD then they should be considered fit for promotion. If the individual was previously in a permanently reduced JMES, they should be assessed as per their previous NSMEB determination (see Para 6804 sub para b above). If temporarily downgraded prior to the pregnancy then an assessment must be made as to the likelihood of being upgraded within 12 months of a return from maternity leave and if it is likely, then the individual should be deemed fit for promotion. If it is not deemed likely, then the individual will need to be referred to NSMBOS for a permanent medical category to be awarded and their eligibility is to be determined by NSMEB.
(4) Where it is likely that the individual will need a permanently reduced JMES, the Medical Officer should deem the individual unfit for promotion subject to the subsequent NSMBOS/ROHC and NSMEB recommendations. If the individual is subsequently given a permanently reduced JMES by the NSMBOS or ROHC and the NSMEB determines fitness for promotion, then seniority and pay should be back-dated to the original date of intended promotion.

(5) Any doubtful case is to be referred to the NSMEB.

6805. Physical Fitness – Completion of the Royal Naval Fitness Test

a. All serving Naval personnel under the age of 55 need to be either in date for the annual RNFT, or hold an approved waiver, in order to be promoted. The rule covers every type of promotion (selective or non-selective (advancement); acting; that following disrating or reversion). In date for RNFT means that the tests should be undertaken at least annually. The results are to be recorded on JPA but a ‘fail’ will no longer restrict an individual from advancement provided they remain engaged with remedial training. The individual’s CO is to determine whether there has been sufficient engagement with remedial training with the usual baseline being an average of 3 periods of training per week or as advised by PT staff. An RNFT attempt is valid for 12 months from the date of the Test and, to be in date for advancement, an individual must have attempted the RNFT in the preceding 12 months. A failure to satisfy this requirement will invariably lead to a delay in a rating’s career progression. Exceptionally, RNFT waivers may be granted to ratings who are in a permanently reduced medical category (following review by a NSMEB) and have been declared ‘unfit RNFT’, whilst ratings who are pregnant or on maternity leave when due advancement will also be exempt at that time. The Service may also award temporary RNFT waivers occasionally in the circumstances shown at sub para c. Where doubt exists concerning RNFT policy and these regulations, refer to Chapter 29.

b. Ratings are only to be awarded the substantive higher rate on their due date for advancement (by time) if they satisfy all the criteria for the higher rate and are in date for the RNFT, hold an approved waiver or are pregnant/on maternity leave. Where this does not apply, ratings are, as a rule, to be given 3 months by COs to remedy the situation:

(1) If the rating undertakes the RNFT in the time permitted, the individual is to be advanced to the date after becoming qualified if still eligible in all other respects.

(2) If the rating fails to undertake the RNFT in the time permitted, the CO is to determine whether there are any mitigating circumstances (eg. operational, medical or welfare reasons). If so, the CO may approve a time extension of up to two months. If an extension is agreed and the rating undertakes the RNFT in time, the individual is to be advanced to the date after becoming qualified if still eligible in all other respects. If there are considered to be no mitigating circumstances for a rating’s failure to become qualified, the CO should initiate a Formal Warning in accordance with BRd 3(1) Chapter 57 Section 8.
c. **Awards of the Acting Higher Rate.** In order to assume the acting higher rate, ratings must be in date for the RNFT or hold an approved waiver. Qualified individuals who are pregnant or on maternity leave on the day that they are due advancement to the acting higher rate will be exempt from the requirement to be in date for the RNFT.

d. Individuals who are in date for the RNFT on assuming the acting higher rate will also need to be in date RNFT or have an approved waiver or be pregnant/on maternity leave on the date that they are eligible for confirmation in the higher rate.

e. Re-advancement following disrating or reversion – requirement to be in date for RNFT. Ratings are to be in date RNFT or have an approved waiver in order to be restored to the next higher rate/rank.

**6806. Disciplinary Matters**

a. **Career Check.** Where time from a Career Check is a qualification for advancement, 6 months must have elapsed since a rating’s last Career Check immediately prior to the due date.

b. Following reversion, the Career Check requirement for eligibility to be considered at the next Selection Board is a minimum of 6 months (Para 7007 refers). Similarly there is a minimum of 6 months Career Check requirement for re-advancement.

c. Following disrating from a substantive or acting rate, the Career Check requirement is extended to a minimum of 12 months before a rating may be re-advanced (Para 7002 refers) except where Para 6915 sub para l applies for the granting of the acting higher rate.

d. **Suspended Sentence.** Ratings under suspended sentence who require the requisite Career Check for advancement may, if recommended, be advanced on the date they would normally be eligible.
6807. Engineer General Service Branch Fast Track Scheme

a. The intent to introduce a Fast Track (FT) scheme under Faraday was announced in 2013. In order to cover the intervening period prior to introduction of the FT, an Interim Fast Track (IFT) scheme was introduced. IFT is covered in more detail at Annex 68E and IFT will continue to operate for those EGS ratings currently on the scheme and will remain subject to the extant IFT terms and conditions. The introduction of a FT scheme is an important element of the EGS Branch career pipeline, managing the talent of suitable individuals by selecting those ratings who are sufficiently motivated and demonstrate the necessary standards of leadership, engineering and academic ability. The FT scheme gives EGS ratings the opportunity to accelerate their progression and be advanced based on time and qualification, affording individuals an accelerated advancement route. Selection will be via a three stage process with three entry points: initially at ET to LET, then at LET to POET and finally at POET to CPOET. This takes account of individuals who develop at differing rates and gives a flexible career path to ensure that career progression through training and employment is better matched to the abilities of our technicians.

b. Selection

1. Individuals on the FT scheme will be subject to non-selective promotion through time and qualification, based on an advancement ‘Due Date’ calculated from when an individual joined the FT scheme. A selection process will be conducted prior to an individual being accepted for entry onto the FT scheme.

   a. ET to LET. The first selection opportunity will be on completion of Phase 2 Training (ET CC). This will provide the opportunity for the individual to demonstrate that they have the necessary academic ability and leadership potential to succeed on the FT scheme, and are capable of operating as a competent Leading Hand in a short timeframe. If selected, an individual will remain on the FT scheme until completion of their LET QC and LRLC. An ET selected in Phase 2 Training (ET CC) will be awarded a Due Date for advancement to LET of 24 months from the Fast Track Start Date (FTSD). The FTSD given below for an ET in Phase 2 are determined by the stage of the training year they have reached when they are selected for the FT scheme, and will be used in the subsequent calculation for future Due Date:

   i. Individuals who are selected from Phase 2 Training between 1 Apr and 31 Jul will be awarded a FTSD of the 31 Jul.

   ii. Individuals who are selected from Phase 2 Training between 1 Aug and 30 Nov will be awarded a FTSD of the 30 Nov.

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1 Selection Board during ET Career Course (CC) (Phase 2 Training) for FT ET – LET, a termly Selection Board for FT LET – POET and for FT POET - CPOET.
iii. Individuals who are selected from Phase 2 Training between 1 Dec and 31 Mar will be awarded a FTSD of the 31 Mar.

(When selected to be recorded on JPA as ‘Professional Fast Track LET Navy’.)

(b) **LET to POET.** An individual who possesses the necessary academic ability and leadership skills to succeed on the FT scheme, and be capable of operating as a competent Petty Officer in a short timeframe. The second selection opportunity will be on completion of Phase 3 Training (LET QC); this selection point will consider individuals who are currently on the FT scheme to LET and any individual who has demonstrated the necessary academic ability and leadership skills during their ET sea-time and/or while on LET QC. An ET/LET selected in Phase 3 Training (LET QC) will retain the seniority date as a LET, with a Due Date for advancement to POET of 24 months from their Fast Track Start Date. (When selected to be recorded on JPA as ‘Professional Fast Track POET Navy’.)

(c) **POET to CPOET.** An individual who possesses the necessary academic ability and leadership skills to succeed on the FT scheme, and be capable of operating as a competent Chief Petty Officer in a short timeframe.

The selection opportunity will be on completion of POET QC; this selection point will consider individuals who are currently on the FT scheme to POET and any individual who has demonstrated the necessary academic ability and leadership skills during their LET sea-time and/or while on POET QC. A LET/POET selected to the FT scheme will be awarded a Due Date for advancement to CPOET of 36 months from their FTSD. The FTSD will be determined by the point at which they are selected and will be used in the subsequent calculation for future Due Date. (When selected to be recorded on JPA as ‘Professional Fast Track CPOET Navy’.)

(2) The pre-selection process will be co-ordinated by the Accelerated Technician Authority, ATA, and will seek to establish a candidate’s qualifications, technical ability, potential and suitability for FT. The process for Phase 2 selection for FT to LET will include a FT Selection Interview, FTSI, on an individual’s training and experience to date and an academic examination, in order to determine their suitability based on aspirations, maturity, communication skills and potential to cope with the training and employment necessary in the FT Scheme’s compressed timescale. Candidates who are successful will then be presented to the termly FT Selection Board (FTSB), which will select individuals onto the FT scheme.
(3) The service eligibility criteria required to be considered either as a FT to LET, FT to POET or FT to CPOET is detailed within the Advancement Flowcharts at Para 6808 sub para h. The key academic and CLM requirements to be taken into consideration during the pre-selection process are as follows:

**Table 68-1. Key Selection Criteria (except CIS Specialist)**

<table>
<thead>
<tr>
<th>Selection Point</th>
<th>Key Selection Criteria</th>
<th>Applicability</th>
</tr>
</thead>
</table>
| **FT Phase 1**  | 1. Educational Qualifications - Maths and English GCSE Grade C and above or equivalent.  
2. Completed FT academic assessment.  
3. Above average score or training school equivalent during Phase 2 Module Assessments.  
4. Potential for Command, Leadership and Management in the next higher rate.  
5. Passed Pre-Selection Interview.  
6. Recommended from Phase 2 Training to be a FT to LET. | 1. All ET2s who volunteer for FT during Phase 2 Training. |
| **During ET CC** |  |  |
| **FT Phase 2**  | 1. Educational Qualifications - Maths and English GCSE Grade C and above or equivalent  
2. Above average score or training school equivalent during Phase 3 Module Assessments.  
3. Potential for Command, Leadership and Management in the next higher rate, including RNLA assessment.  
4. Recommended from Phase 3 Training to be a FT to POET and/or recommended from sea.  
5. Passed Pre-Selection Interview. | 1. All LETs who volunteer for FT during LET QC Training or have a FT positive recommend from sea for FT to POET. |
| **During LET QC** |  |  |
| **FT Phase 3**  | 1. Educational Qualifications - Maths and English GCSE Grade C and above or equivalent  
2. Above average score or training school equivalent during POET QC Module Assessments.  
3. Potential for Command, Leadership and Management in the next higher rate, including RNLA assessment.  
4. Recommended from POET QC Training to be a FT to CPOET and/or recommended from sea.  
5. Passed Pre-Selection Interview. | 1. All POETs who volunteer for FT during POET QC Training or have a FT positive recommend from sea for FT to CPOET. |
| **During POET QC** |  |  |
Table 68-2. Key Selection Criteria (CIS Specialist)

<table>
<thead>
<tr>
<th>Selection Point</th>
<th>Key Selection Criteria</th>
<th>Applicability</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT Phase 1</td>
<td>1. Education Qualifications – English, Computer Science and vocational.</td>
<td>All ET2 (CIS stream) who volunteer for CIS Spec FT during Phase 2 Training.</td>
</tr>
<tr>
<td>During ET CC WE108</td>
<td>2. Above average score or training school equivalent during Phase 2 Module Assessments.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Potential for Command, Leadership and Management at the next higher rate.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Pass Pre-Selection Interview.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Recommend from Phase 2 Training to be FT to LET (DO, CTU, ISTU).</td>
<td></td>
</tr>
<tr>
<td>FT Phase 3</td>
<td>1. Educational Qualifications – Maths and English GCSE Grade C and above, or equivalent.</td>
<td>All POET(CIS) Specialists who volunteer for FT during POET QC Training and a</td>
</tr>
<tr>
<td>During POET QC WE205</td>
<td>2. Above average score or training school equivalent during POET QC Module Assessments.</td>
<td>FT positive recommend from sea for FT to CPOET.</td>
</tr>
<tr>
<td></td>
<td>3. Potential for Command, Leadership and Management at the next higher rate, including RNLA assessment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Recommend from POET QC Training to be FT to CPOET and a sea recommend for CPO (2 ranks up yes).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Passed Pre-Selection Interview.</td>
<td></td>
</tr>
</tbody>
</table>

c. Fast Track Recommendation From Sea. On successful completion of the Provisional Examination (PE) for LET, POET or CPOET, the Head of Department is to take into consideration whether the individual has demonstrated suitable levels of competence during their routine employment and their performance during the PE merits a recommendation as a potential FT POET or CPOET candidate. The recommendation is to be recorded on JPA as ‘ProfessionalIFast Track POET RecommendINavyI’ or ‘ProfessionalIFast Track CPOET RecommendINavyI’, with supporting comments included by the 1 and 2 RO in their next SJAR. The FT sea recommendation from the SJAR will form a part of the selection process for POET or CPOET FT and should include comments against the following attributes:

(1) Engineering Aptitude (not applicable to CIS Specialist).
(2) Technical Competence.
(3) Professional effectiveness and initiative.
(4) Work ethic and capacity to complete sea competency elements within compressed time scales.
(5) Any demonstrated academic ability to cope with an accelerated career progression.
(6) Potential to be a senior rating; reliability; power of communication; potential for CLM in the Next Higher Rank, NHR, and at POET and CPOET rates; confidence to take on additional challenges and the ability to think on a level above the peer group.
d. **Transfer to Fast Track – Minimum Assignment Notice.** The FT scheme accelerates individuals through the advancement system and may require shorter than the minimum assignment notice. All individuals on the FT scheme will be required to volunteer to waive their minimum assigning notice period for courses and employment associated with their advancement. This will be acknowledged by successful candidates when they sign the Part A of the Certificate of Understanding; accepting the terms of service of FT scheme, including waiving their rights to promotion under the selective promotion route and to the full assignment notice period. Should an individual be removed from the FT scheme then Part B of the Certificate of Understanding will be used in transferring individuals back onto the standard selective promotion route and the normal assignment notice period. The Certificate of Understanding can be found at Annex 68B and signed copies will be retained by both the ATA and the individual.

e. **Attending a QC**

(1) The planning and enrolling of individuals onto a QC will be completed by the ATA in liaison with the relevant Career Management Cell (CMC) or Career Management (CM). In general, FT personnel will be provisionally allocated a QC start date at, or shortly after, completing their current QC. Attendance on a QC will be dependent upon the completion of all of the relevant advancement criteria detailed in Flowcharts at Para 6808 sub para h. Frequent liaison between the employing ship and the ATA will ensure that Training Schools, CMs, CMCs and employing ships are able to plan effective movement of FT personnel.

(2) Given the nominal LET and POET QC start dates, mandatory pre-course learning is to be commenced no later than on achieving 8 months’ sea service for an FT ET and 14 months sea service for an FT LET. This will allow sufficient time to complete pre-course learning prior to attending the respective QC. The mandatory pre-course learning is detailed in BR 2000(3)(1) Chapter 4 ME and BR 2000(4)(1) Chapter 4 WE (pre-course learning is not applicable to CIS Specialists).

f. **Streaming.**

(1) FT ETs will be streamed earlier than individuals that are not on the FT scheme, by submitting a preference on JPA.
MEGS FT ETs should, where possible, achieve sea employment in all Groups (ML/EL) should be achieved prior to submitting Streaming Preference on JPA. After 6 months’ sea service, an individual will be allocated a stream by the ATA in consultation with Ships’ Staff. Once streamed, employment on board, where possible, is to be within the allocated stream. This will enable the FT individual to gain as much experience as possible whilst in the compressed sea employment prior to being assigned to LET QC.

WEGS FT ETs will be streamed on selection for Fast Track to LET.

g. **Provisional Examinations, PE.** Provisional Examinations are detailed in BR 2000(3)(3) Chapter 7 ME and BR 2000(4)(3) Chapter 6 WE.

h. **Advancement Flowcharts.** The following rules apply to personnel selected for the EGS Fast Track scheme from Sep 15.

### Engineering Technician 1 (Fast Track) (not including CIS Specialist) – Pre-Advancement Requirements

- a. Completed RALEIGH – Phase 1 Training.
- b. Completed ET(ME), ET(WE) or ET(WE)(CIS) Career Course (ET CC), recorded on JPA as ME|Engineering Technician (ME) Initial Career (ME150|Navy) or ‘WE|ET(WE)Career (WE 107)|Navy’ or ‘WE|ET(WE)CIS Career (WE 108)|Navy’.
- c. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as ET, authorised by HOD and recorded on JPA as ‘Professional|Engineering Technician (GS)|Navy’, with a Proficiency Level of ‘ET1 Sea 1’. To be completed within 4 months’ sea service.
- d. At least 6 months since last Career Check (if any) on date due advancement.
- e. Recommended for advancement to ET1 by HOD. Promotion Authorisation Request (PAR) forwarded to Flotilla parent Career Management Cell (CMC).

### Advanced to ENGINEERING TECHNICIAN 1st Class

### Engineering Technician 1 (Fast Track) – CIS Specialist Pre-Advancement Requirements

- a. Completed RALEIGH - Phase 1 Training.
- b. Completed ET(WE)(CIS), recorded on JPA as ‘WE|ET(WE)CIS Career (WE 108)|Navy’.
c. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as ET, authorised by HOD and recorded on JPA as ‘Professional| Engineering Technician (GS)|Navy’, with a Proficiency Level of ‘ET1 Sea 1’. To be completed within 4 months’ sea service.

d. At least 6 months since last Career Check (if any) on date due advancement.

e. Recommended for advancement to ET1 by HOD. Promotion Authorisation Request (PAR) forwarded to Flotilla parent Career Management Cell (CMC).

Leading Engineering Technician (Fast Track) (not including CIS Specialist) – Pre-Advancement Requirements

a. Completed CBRNDC TB within 12 months of joining unit and recorded on JPA as ‘Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy’ (2).

b. Serving on a ES1/FC/OE1 that expires after the nominated Due Date for Advancement.

c. Educationally qualified for promotion (EFP) in accordance with Para 9613 and recorded on JPA as ‘Educational|RN/RM QELH/Cpl|Navy’.

d. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as ET 1, authorised by HOD and recorded on JPA as ‘Professional| Engineering Technician (GS)|Navy’, with a Proficiency Level of ‘ET1 Sea 2’. To be completed within 9 months’ sea service as an ET (7), (15).

e. Streaming Preference submitted and showing on JPA (5).

f. Passed Provisional Exam for LET(ME/WE) within 12 months of joining unit and recorded on JPA as ‘Professional| Provisional Examination for LET ET(ME/WE)|Navy with a Proficiency Level of ‘Pass’ (6), (7).

g. 24 months’ seniority from Fast Track Start Date, including a minimum of 9 months’ sea service as an ET.

h. Recommended for advancement on Appraisal Report at Due Date (15).

i. Completed Leading Rates’ Leadership Course (LRLC); recorded on JPA as ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’ (Para 6909) (11).

j. Passed LET(ME/WE) Qualifying Course (QC) by nominated Due Date; recorded on JPA as ‘ME|LET(MEGS) Common QC:ME151|Navy’ or ‘WE|LET(WE) Weapons Career (WE 211)|Navy’ or ‘WE|LET(WE) Sensors Career (WE 212)|Navy’ or ‘WE|LET(WE) CIS Career (WE 213)|Navy’ (8), (9), (10), (14), (15).
k. In date RNFT or waiver obtained at Due Date; recorded on JPA as ‘CMS|Fitness Test|Navy’ (Para 6806) (4).

l. At least 6 months since last Career Check (if any) on date due for Advancement (if later).

**Advanced to**

LEADING ENGINEERING TECHNICIAN - not selected for Fast Track to POET
If not selected for Fast Track to POET, Transfer back to Selective Promotion Flowchart for ICF ET and selective promotion rules in Chapter 67

**Advanced to**

LEADING ENGINEERING TECHNICIAN – selected for Fast Track to POET
If selected at Fast Track Selection Board for POET, awarded an Advancement Due Date to POET of 24 months from the LET Seniority Date (Note 1)

**Leading Engineering Technician (Fast Track) – CIS Specialist Pre-Advancement Requirements**

a. Completed CBRNDC TB within 16 months of joining unit and recorded on JPA as 'Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy'.

b. Serving on a ES1/FC/OE1 that expires after the nominated Due Date for Advancement.

c. To be educationally qualified for promotion (EFP) in accordance with Para 9636 and recorded on JPA as 'Educational|RN/RM QELH/Cpl|Navy'.

d. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as ET 1, authorised by HOD and recorded on JPA as 'Professional|Engineering Technician (GS)|Navy', with a Proficiency Level of 'ET1 Sea 2'. To be completed within 12 months’ sea service as an ET.

e. Passed Provisional Exam for LET(WE) CIS Specialist within 12 months of joining unit and recorded on JPA as 'Professional|Provisional Examination for LET ET(ME/WE)|Navy with a Proficiency Level of 'Pass'.

f. 24 months seniority from Fast Track Start Date, including a minimum of 9 months' sea service as an ET.

g. Recommended for advancement on Appraisal Report at Due Date.

h. Completed Leading Rates Leadership Course (LRLC); recorded on JPA as 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy'.

i. Passed LET(WE) CIS Spec Qualifying Course (QC) by nominated Due Date; recorded on JPA as 'WE|LET(WE) CIS Career (WE 206)|Navy'.

UNCONTROLLED WHEN PRINTED
j. In date RNFT or waiver obtained at Due Date; recorded on JPA as 'CMS|Fitness Test|Navy'.

k. At least 6 months since last Career Check (if any) on date due for Advancement (if later).

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Advanced to

LEADING ENGINEERING TECHNICIAN (CIS Specialist)

Petty Officer Engineering Technician (Fast Track) (not applicable to CIS Specialist) – Pre-Advancement Requirements

a. Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date for Advancement.

b. Educationally Qualified for Promotion (EFP) in accordance with Para 9613 and recorded on JPA as 'Educational|RN/RM QEPO/Sgt|Navy'.

c. Completed Professional Qualifications SOC and MEOOW2C within 12 months’ sea service; recorded as JPA competency 'Professional|Switchboard Operating certificate (DB33)|Navy' and 'Professional|Marine Engineer Officer of the Watch 2 Certificate (MEOOW2C)|Navy' (ME Only) (12).

d. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as a LET, authorised by HOD and recorded on JPA as 'Professional|Engineering Technician (GS)|Navy' with a Proficiency Level of 'LET Sea'. To be completed within 15 months’ sea service as a LET (7), (12), (13).

e. Provisional Exam for POET recorded on JPA as ‘Professional| Provisional Examination for POET|Navy’, with a Proficiency Level of ‘Pass’. This is to be completed within 18 months of joining unit (6), (7), (15).

f. 24 months' seniority including a minimum of 18 months’ sea service as a LET.

g. Recommended for advancement on Appraisal Report at Due Date (15).

h. Completed Senior Rates’ Leadership Course (SRLC); recorded as JPA competency ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’ (Para 6909) (11).

i. Passed POET(ME/WE) QC by nominated Due Date; recorded on JPA (8), (9), (10), (13), (15).

j. At least 6 months since last Career Check (if any) on due date for Advancement (if later).

k. In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement; recorded on JPA as ‘CMS|Fitness Test|Navy’. (Para 6806) (4).
**Advanced to**

**PETTY OFFICER ENGINEERING TECHNICIAN - not selected for Fast Track to CPOET**
If not selected for Fast Track to CPOET, Transfer back to Selective Promotion Flowchart for ICF ET and selective promotion rules in BRd 3 Chapter 67

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**Advanced to**

**PETTY OFFICER ENGINEERING TECHNICIAN – selected for Fast Track to CPOET**
If selected at Fast Track Selection Board for POET, awarded an Advancement Due Date to POET of 36 months from their FTSD (1)

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**Petty Officer Engineering Technician (Fast Track) CIS Specialist – No criteria currently available (to be reviewed)**

**Chief Petty Officer Engineering Technician (Fast Track) (not including CIS Specialist) – Pre-Advancement Requirements**

a. Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date for Advancement.

b. Educationally Qualified for Promotion (EFP) in accordance with Para 9613 and recorded on JPA as ‘Educational|RN/RM QEPO/Sgt|Navy’.

c. Professional Qualifications MEOOW1 Certificate to be completed within 12 months’ sea service; recorded as JPA competency ‘Professional|Marine Engineer Officer Of The Watch Certificate (MEOOWC)|Navy’ (ME Only) (16).

d. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as a POET, authorised by HOD and recorded on JPA as ‘Professional|Engineering Technician(GS)|Navy’ with a Proficiency Level of ‘POET’. To be completed within 18 months of joining unit (16), (17).

e. Provisional Exam for CPOET recorded on JPA as ‘Professional| Provisional Examination for CPOET|Navy’, with a Proficiency Level of ‘Pass’. To be completed within 24 months of joining unit (6), (7), (15).

f. A minimum of 24 months’ sea service as a POET.

g. Recommended for advancement on Appraisal Report at Due Date (15).

h. Passed CPOET(ME/WE) QC by nominated Due Date; recorded on JPA as ME|CPOET(ME) Career (ME155)|Navy’ or ‘WE|CPO(WE) Career (WE 320)|Navy’ (9), (10), (15), (16), (17).

i. At least 6 months since last Career Check (if any) on due date for Advancement (if later).
Notes:

1. FT Selection Panels and Boards will be co-ordinated by the ATA within each training school and will be convened throughout each term. ETs selected during Phase 2 Training will be awarded an appropriate Fast Track Start Date of 31 Mar, 31 Jul or 30 Nov. The date due advancement by time to LET, subject to meeting the eligibility criteria will be 24 months from this date. Selection for FT from LET to POET will be selection by a termly Selection Board, with a date due advancement to POET, subject to meeting the eligibility criteria of 24 months from the seniority date as a LET. Selection for FT from POET to CPOET will be selection by a termly Selection Board, with a date due advancement to CPOET, subject to meeting the eligibility criteria, of 36 months from their FTSD that is determined by the point at which they are selected and will be used in the subsequent calculation for future Due Date.

2. On completion of the ET2 Career Development Journal (CDJ) mandated tasks and being recommended, ratings will be advanced to ET1 and issued their CBRN DC Task Book (to be completed prior to undertaking the Provisional Examination for LET).

3. Competence as an ET1 is achieved on successful completion of the ICF mandated competencies within the sea employment space, evidenced within the individual’s CDJ. This is to be completed within 9 months’ sea service as an ET.

4. RNFT. Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate due date for advancement. See Para 6806 for the required JPA competence.

5. Stream Preference of either ET(ME) EL or ML, or ET(WE) CIS Tech, CIS Spec or S or W, as appropriate is to be submitted into JPA, within the section Personal Preference Comments 1.
Notes:

6. Prior to undertaking the Provisional Examination the following pre-requisites are to have been achieved:
   
   a. Competent in current rate – Completed all mandated ICF competences, evidenced within the individual’s CDJ.
   
   b. Recommended by Commanding Officer.

7. Where an individual has completed an OPS designed Qualifying Course, the OJT Task Book and the OPS Assessment is the technical eligibility criteria for the next higher rate. There is no requirement to complete the CDJ and the Provisional Examination for the next higher rate. The OPS Assessment is to be completed within 9 months’ Sea Service for an ET and 15 months’ sea service as a LET. The relevant JPA competencies are as follows:
   
   a. ET(WE)(CIS) - Professional|OPS for AB(CIS)(LQ50)|Navy|
   
   b. ET(WE) - Professional|OPS for ET(WE) DQ40|Navy|
   
   c. LET(WE)(CIS) - Professional|OPS for LS(CIS) QQ40|Navy|
   
   d. LET(WE) - Professional|OPS for LET(WE)|Navy|
   
   e. LET(ME) - Professional|OPS for LET(ME) DQ40|Navy

8. Pre-course Learning is to be completed no later than on completion of 8 months’ sea service.

9. Suitability of individuals to retake failed elements of the QC, or the requirement to be back classed, or remain as a Fast Track, will be determined by the Commanding Officer of the relevant Training School in consultation with EGS Branch Managers. A repeat failure of part/all of the course will result in the individual being deselected from FT, however, will remain on the QC, but not on the Fast Track scheme (normal QC failure rules apply). Suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.

10. Unsuitable Candidates. Where, during the period of the Qualifying Course, candidates are found to be unsuitable for advancement to the next higher rate, they may be withdrawn from training by the Commanding Officer of the relevant Training School. In such cases, individuals will be deselected from Fast Track and the Qualifying Course and will continue to serve in their current rate. They will transfer from Fast Track back to Selective Promotion as the eligibility route for future selection.
Notes:

11. **Failure to Complete Professional and/or Leadership Course.** Refer to Para 6803 for rules on the impact on a rating’s advancement if he/she fails to complete QC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of service reasons (outwith own control) or non-service reasons (within own control).

12. Competence as an LET(ME) is achieved on successful completion of the SOC, MEOOW2 within 12 months and the ICF mandated competencies within the sea employment space, evidenced in the individual’s CDJ within 15 months’ sea service as a LET.

13. Competence as an LET(WE)/LET(WE)(CIS) is achieved on successful completion of the ICF mandated competencies within the sea employment space, evidenced within the individual’s CDJ. This is to be completed within 15 months’ sea service as a LET.

14. **Refusal to Undertake QC.** Individuals, who refuse to undertake the QC will be deselected from Fast Track, continue to serve in their current rate and transfer back to Selective Promotion.

15. If for any reason an ET, LET or POET does not achieve the eligibility criteria and subsequent recommendation for advancement, a review will be undertaken by the Fast Track Manager on a case by case basis for suitability to remain as a Fast Track. Individuals who are removed from FT will transfer back to the Selective Promotion rules.

16. Competence as a POET(ME) is achieved on successful completion of the MEOOW1 within 12 months and the ICF mandated competencies within the sea employment space, evidenced within the individual’s CDJ within 18 months’ sea service as a POET.

17. Competence as a POET(WE)/POET(WE)(CIS) is achieved on successful completion of the ICF mandated competences within the sea employment space, evidenced within the individual’s CDJ. This is to be completed within 18 months’ sea service as a POET.

i. **Leadership Training**

(1) All FT personnel are to complete LRLC or SRLC, as appropriate, as part of their NHR. Preparation for and completion of these courses is essential and although the responsibility rests firmly with the individual to be fully prepared, it is to be supplemented with appropriate coaching and mentoring by their Head of Department.
(2) There may be occasions where a FT individual is at their Due Date for advancement by time, but has not completed their QC so will not meet the advancement criteria. In consultation with the ATA, an application for the Acting Higher Rate (AHR) will be considered against the 'Inability to Satisfy Criteria for Advancement' - see Para 6802 and Para 6803.

j. **Fast Track Failure Policy and De-Selection from Scheme.** Once selected, an individual will remain on the FT scheme unless their progress, performance or standards are deemed insufficient or they voluntarily choose to remove themselves. Where an individual has not been able to maintain FT accelerated training delivery they will be de-selected from the FT scheme, revert back to the standard selective promotion route, and continue training and employment as necessary to meet the service requirement. The FT scheme failure and de-selection policy is detailed at Annex 68D.

k. **SJAR Reporting Requirements**

(1) Annual SJARs remain a mandatory requirement for all FT individuals and should comment on their current performance, CLM, employment and training achievements. Within the SJAR, Reporting Officers should report whether or not an individual continues to maintain a recommendation for the FT scheme and, if appropriate, the individual's potential for the next FT stage. The SJAR must contain evidence to support these recommendations.

(2) Recommendations from sea for FT candidature for ETs should be considered for all personnel who have completed the Provisional Examination with a strong pass and demonstrated the technical ability and CLM attributes at the NHR.

l. **Management of the EGS Fast Track System.** Management of the EGS FT will be conducted by the Branch Management that will act as the Fast Track Authority (FTA), and the Training Schools the ATA for their respective sub branch. The CM EGS JR WO1 will oversee all FT activities and manage the whole scheme on behalf of the FTA. The CM EGS JR WO1 and relevant ATA will be the focal point for any advice and issues relating to all FT personnel, including suitability to remain on the FT scheme. The ATA will be responsible for the co-ordination of the selection process, FT activities within the training schools and monitoring the progress of FT personnel.

m. **Fast Track Authority.** The FTA will be responsible for the FT scheme within EGS and will manage all policy changes to the scheme and where appropriate will be involved in individual casework with the ATA. For ME this will be BM MEGS SO2 and for WE this will be BM WEGS SO2.
n. **CM EGS JR WO1**

1. The CM EGS JR WO1 will conduct management activities to provide cohesive oversight of the entire FT scheme across both ME and WE sub branches. They will work to ensure the operation and delivery of the Fast Track scheme meets the requirement of the FTA and will monitor both the flow of the scheme at all levels and monitor the output of the FT scheme.

2. The CM EGS JR WO1 will be responsible for implementation of any policy changes, and will work with the CMCs and CMs to oversee correct career management of FT personnel, with ATA to ensure correct selection and tracking activities, and with sea units to oversee employment of FT individuals. The CM EGS JR WO1 will also be involved in all instances of failure, recommendation for and removal from the scheme, of any FT individuals.

o. **Accelerated Technician Authority.** The ATA will manage the FT scheme on behalf of the FTA, be based within HMS SULTAN and HMS COLLINGWOOD and will be responsible for all FT activities, to include the following: organisation and management of the Fast Track Selection Interview (FTSI) and the Fast Track Selection Board (FTSB) for the Phase 2, LET QC and POET QC Selections; career planning and tracking FT activities; all FT associated JPA activities; management of failure within and removal from FT scheme. They will also receive and manage training returns from sea units. TORs for the ATA can be found at Annex 68A.

p. **Programming of FTSIs.** FTSIs will be convened at a periodicity determined by the ATA. Timings, schedules and attendees for all boards will be published giving sufficient notice for candidates to prepare for the interview.

q. **Phase 2 Training Selections - ET**

1. The FT Scheme has been introduced for ET trainees during Phase 2 Training where an individual who wishes to be considered or is recommended by their Divisional Officer will be put forward as a candidate for the FTSI.

2. The ATA will manage all selection interviews; Table 2 provides an overview of the processes required to ensure only suitable candidates are presented. This will apply to ME and WE Phase 2 courses and will be refined within each training establishment to ensure that interviews are available regularly in order that all ETs have the opportunity to be considered for selection.

3. The selection process relies on those candidates who are identified, or volunteer themselves, being suitably informed and mentored by the ATA and their Divisional Staff in preparation for all aspects of the selection process and individuals needs to be successful on the FT scheme.
### Table 68-2. ET FT Selection Overview

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>- An introductory brief will be presented</td>
</tr>
<tr>
<td><strong>Candidate Identification</strong></td>
<td>- Potential FT ratings identified by DO and/or individual volunteers&lt;br&gt;- Academic workbook issued - detail of maths exam to be taken before Selection Board (not applicable to CIS Specialist FT)&lt;br&gt;- Interview with DO&lt;br&gt;- List of potential FT candidates forwarded to ATA</td>
</tr>
<tr>
<td><strong>Candidate Examinations</strong></td>
<td>- Candidates undertake academic assessment (not applicable to CIS Specialist FT)&lt;br&gt;- Candidates receive Fast Track Selection FTSI brief from DO/ATA</td>
</tr>
<tr>
<td><strong>Fast Track Selection Interview</strong></td>
<td>- Candidates sit FTSI – up to 1 hour&lt;br&gt;- Candidates informed of result of FTSI</td>
</tr>
<tr>
<td><strong>Fast Track Selection Board</strong></td>
<td>- Successful candidates will be transferred to the FT scheme and career managed separately under Advancement promotion regulations&lt;br&gt;- Successful candidates complete transfer paperwork</td>
</tr>
</tbody>
</table>

### Phase 3 Training Selections - LETQC

1. The FT Scheme will be re-introduced to ET trainees during LETQC where an individual who wishes to be considered, and is recommended by their Divisional Officer, will be put forward as a candidate for FTSI.

2. Those ET1s who were identified as potential FT candidates during sea employment and received a JPA recommendation from their previous unit will automatically be considered providing they have maintained this recommendation during the early part of LETQC. The ATA and Training Officer will advise any candidate who has previously been recommended, but does not now meet the criteria to be presented to the panel.

### Table 68-3. LETQC FT Selection Overview

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>- An introductory FT brief will be presented</td>
</tr>
<tr>
<td><strong>Candidate Identification</strong></td>
<td>- FT recommendation from sea&lt;br&gt;- Potential FT ratings volunteer or identified by DO&lt;br&gt;- Interview with DO&lt;br&gt;- List of potential FT candidates forwarded to ATA</td>
</tr>
<tr>
<td><strong>Fast Track Selection Interview</strong></td>
<td>- Successful candidates will be transferred to the FT and career managed separately under Advancement promotion regulations</td>
</tr>
</tbody>
</table>
s. **FTSI/B Selection Announcements.** Announcements of successful candidates will be made when all candidates have completed their respective interviews and boards. Successful candidates will be transferred to the FT scheme. The ATA at HMS SULTAN/HMS COLLINGWOOD will also add a Fast Track competence ‘Professional | Fast Track LET | Navy’, ‘Professional | Fast Track POET | Navy’ or ‘Professional | Fast Track CPOET | Navy’ as appropriate to successful candidates JPA records.

t. **FT ET Employment Guidance**

1. Due to the short time at sea there will be a necessity for FT ETs to join and be released from units at a greater frequency than normal assignment cycles. To minimise disruption, this will be managed by both the relevant CM or CMC and the Unit management.

2. All FT ETs will be employed in specific billets alongside their selective counterparts, but due to FT ETs undertaking shorter sea assignments they must gain a wide experience of different Sections and Streams in a shorter period. FT ETs should be placed into specific billets which have less impact on OC by the frequent movements incurred. Consideration will be given to how many FT ETs are employed within a Group, Department or Unit; especially when the unit may have a programme that requires a certain amount of stability or personnel and level of OC.

3. Unit HODs and training Co-ordinators are to ensure that adequate employment and training opportunities are afforded the FT individual to meet their necessary training achievements. FT ETs will be expected to carry out the same role as non FT ETs however the scheme will expose individuals to higher level of responsibility at an earlier career point, which will require a degree of mentoring from unit staff. With the LET fulfilling positions as either a Deputy or Section Head and POET fulfilling positions of a Section Head, consideration will be taken by the ATA to manage any potential impact on a Ships' operational capability when assigning a FT LET and POET to, and from, a platform.

4. Where a ship's programme changes or a FT individual cannot be suitably employed (such as ships in Upkeep) and the individual will be unable to achieve their advancement criteria, Ships Staff are to liaise with the ATA to discuss alternative employment options.

5. The ATA will actively track, manage and, where necessary, advise units on FT training. Any unit unable to facilitate the necessary training is to contact the ATA at the earliest point.

u. **Fast Track Progress Review Process**

1. The ATA Manager will maintain a spreadsheet that details at exactly which point of the scheme an individual is, their next training target and progress towards it.
(2) Within the first week of arrival at a unit, FT personnel are to meet with the department Training Coordinator to discuss and agree timescales for achievement of advancement pre-requisites. These agreed dates are to then be recorded as Personal Objectives in JPA and copied to the relevant ATA representative.

(3) Thereafter, Training Coordinators are to conduct monthly progress reviews with each FT technician during which training progress, forthcoming deadlines and possible programme risks are to be discussed. Due to the exigencies of operational programmes the assessment of an individual's progress will, to a certain extent, remain subjective at unit level however the formal review process will allow the opportunity to refine and record training deadlines accordingly and feedback to the ATA. The proforma at Annex 68K captures the full progress review process. It is recommended that completed proformas are copied to the ATA frequently as part of continual liaison but as a minimum must be submitted as follows:

(a) No less than every two months.

(b) On the issue, escalation or removal of any FT progress warning.

v. Fast Track Progress Warnings

(1) The process for warning an individual of potential removal from the FT Scheme is discrete from the RN's standard formal warning routine for ratings on the trained strength since it relates solely to either:

(a) Failure to meet required training timelines for FT advancement.

(b) Failure to retain Command recommendation for advancement on the scheme.

(2) Due to the compressed timescales necessitated by this advancement scheme, the duration between warning review and possible escalation is equally compressed to typically no more than one month and comprises two tiers: Level 1 DO's Warning and Level 2 HOD's Warning. A flowchart of the FT warnings process is detailed at Annex 68L. In all cases, units are recommended to liaise with the ATA to ensure fleet-wide consistency for management of training risk within the scheme.

(3) Should an individual move assignments whilst on FT warning the despatching unit is to write to the new unit to hand over the Warning.

(4) In recognition of the need for timely action within this advancement pipeline, the FT Progress Warnings process does not require the raising of supporting appraisal reports, instead the proforma at Annex 68M is to be utilised.
(5) Removal from the Fast Track Scheme should not be interpreted as professional inadequacy since there may be many reasons why an individual is not able to sustain the required progress against the perceived potential assessed in the Training Schools. Removal from FT will lead to individuals being subject to the standard Select, Train and Promote process.

w. Career Management

(1) Career management of FT individuals will be conducted by the relevant CMs or CMCs following guidance in BRd 3(1) and BR 2000 series to ensure correct and appropriate employment is sought to facilitate the necessary FT training. Oversight of this will be conducted by the EGS CM SO2 and where needed the CM EGS JR WO1CM EGS JR WO1. The ATA, in liaison with the relevant CMs or CMCs, will direct when a FT ET or LET is to be assigned to sea and issue a planned return date to the qualifying course for the next higher rate. The ATA will be responsible for overseeing all aspects of the training and advancement for their respective cadre, with assigning of FT ratings being carried out by the relevant CMs or CMCs.

(2) ATAs, the CMs and the CMCs will work closely to ensure there is minimal delay between assigning from course to sea, and sea to course.

(3) When considering assignments in response to any Manning OPDEF or Squad Trawl, CMs must highlight any FT ratings in order that the training implementations can be considered. FT ratings should still be considered for employment under these circumstances, provided that the impacts to training are minimised or mitigated by changes to career achievement points and dates agreed with CM EGS JR WO1.

(4) Where an individual, whether for Service or Non Service reasons, does not meet the timeline or criteria to return to the next higher rate qualifying course, then the place will be allocated to another FT rating or selectively promoted rating as directed by ATA. Where this occurs for Service Reasons, such as a unit being unable to release the individual due to operational requirements, then the FT rating will not be disadvantaged and will be booked on the next available course and any impact on achieving advancement will be recognised using AHR or remuneration through back pay.

6808. Engineering Submarine Branch Fast Track Scheme

a. Manpower sustainability within the Engineering Technician (ET) branch structure requires the ability for talented individuals to progress through their early careers at a rate appropriate to their capabilities. The Fast Track (FT) scheme fulfils this function, delivering the joint benefits of quicker delivery to Leading Hand of suitable individuals and recognition that these individuals have the ability to progress to more demanding employment more quickly.

b. The FT scheme is open to both ET(MESM) and all specialisations of ET(WESM).
c. **Selection.** Selection for the FT scheme will normally take place during specialist training. (Note 1). Exceptionally, candidates may be selected from sea following a recommendation from their Commanding Officer (2), (3).

d. **Fast Track Selection Board**

(1) The Fast Track Selection Board (FTSB) will consist of three members and must have a Lt Cdr as the chairman. The other members will be a Lt and WO1/WO2 (4).

(2) The FTSB interview will seek to establish a candidate’s ability, commitment and suitability for the Fast Track Scheme. Candidates will be questioned on aspects of their training to date and previous experience to determine suitability based on maturity, communication skills and potential for further training (3).

(3) Individuals on the FT scheme will be subject to non-selective promotion and given an advancement due date. This date is nominally 24 months from selection on to the FT scheme (5), (6).

e. **Successful Candidates.** Successful candidates will be informed by the relevant FTSB and be awarded the JPA competency SM|Fast Track ET|Navy by Unit HR staff. Individuals are responsible for ensuring the competency is on JPA (7).

f. **Career Management**

(1) Once selected for Fast Track candidates will be booked on the first LETQC at a pre-determined period after the FTSB (8)(9). Candidates will be expected to have completed the pre-course requirements detailed in Annexe G, Annex H, Annex I and Annex J by the course start date.

(2) The FT scheme decreases waiting time in the promotion system, and as such an applicant requires to waive their minimum assigning notice period for courses associated with the LET advancement.

(3) All ESM FT candidates will be managed by NAVY PERS-ESM ATA.

g. **Streaming.** ET(WESM)TWS will be streamed by the WESM Senior Rates Career Manager prior to attending LETQC. Individuals are to ensure their preference is annotated on JPA.

h. **Professional Development**

(1) The professional development of MESM’s and WESM’s will differ, due to the nature of the training required prior to attending LETQC. All FT candidates will be required to complete SMQ(Dry) and (Wet).
(2) WESM’s will be assigned to a sea going platform for 12 months from completion of SMQ(Dry). During this period they must complete SMQ(Wet), Part 1\(^3\) of the WESM Taskbook, the FT Taskbook and gain a recommend from the WEO for LETQC.

(3) MESM’s will be assigned to the Submarine Disposal Group (SDG), whilst waiting for the earliest opportunity to complete SMQ(Wet)\(^4\). During the assignment FT candidates will complete a Professional Development Phase (PDP) under the Command of SOSM(R).

(a) A Category B Nuclear Watchkeeper or above from SDG will be nominated to act as the FT Training Master (TM). The TM will ensure that all FT candidates gain valuable engineering, basic submarine practice and Safe Systems of Work experience.

(b) During this phase FT candidates will be able to conduct maintenance cycles and lay-up routines under the guidance of the TM. In addition there will be opportunities to gain valuable experience through employment on platforms in RAMP. Example of tasks that can be conducted in a decommissioned submarine:

   i. Removal and replacement of various pumps.
   ii. Breaker cleaning and testing.
   iii. Steam valve repacking.
   iv. DC machine cleans.

(c) Although FT candidates will not receive the same exposure to a sea going submarine and not qualified to keep watches on an operational plant, they will be required to demonstrate the practical skills delivered on ET ICC and understand Safe Systems of Work.

(d) FT candidates will have to complete a Taskbook and undergo an assessment based on the period spent in PDP. The assessment is to ensure the candidate have gained sufficient experience of engineering practices and a working knowledge of the philosophy that underpin Safe Systems of Work, thus ensuring their suitability to commence LETQC. The chair will be a Category A Nuclear Watchkeeper, the other board member being qualified at Category B Nuclear Watchkeeper.

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\(^3\) Advanced to ET1. SWS having qualified in one watchkeeping position, TWS successful ET2 Safety Ops Check.
\(^4\) On successful completion of SMQ(Wet), FT ET(MESM) to be advanced to ET1.
i. Failures and Removal from Fast Track Scheme

(1) FT candidates may be removed from the scheme at any time. If removed from the scheme individuals will lose the right to advancement and career progression will be in accordance with BRd3 Para 7409 and Para 7508. Promotion will be by selection only. Ratings may be removed from the Fast Track scheme under the following circumstances:

(a) FT recommendation is removed by the Commanding Officer.
(b) FT candidate fails to progress as expected (10).
(c) FT candidate fails to meet the standard expected of a potential LET.
(d) FT candidate requests to return to the general population.
(e) FT candidate fails to successfully complete LETQC (11).
(f) FT candidate submits application for Early Termination.

(2) FT candidates that fail to meet the criteria (10) and qualifying courses (11) will lose their FT status and return to a submarine as an ET1. Future promotion will be by the normal selection process.

(3) If a candidate is removed from the scheme, the Unit HR are to end date the FT competency.

FAST TRACK ET(MESM) FLOWCHART

ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE) 2

ET(MESM)1 Advancement Criteria

a. Selected for the Fast Track Scheme.
b. Completed ET ICC.
c. Qualified SMQ(Wet).
d. Recommended for advancement.
e. In date RNFT, remain engaged in remedial training or waiver obtained on date due advancement (12).
f. At least 6 months since last Career Check (if any) on date due advancement.
Advanced to
ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE) 1

LET(MESM) Advancement Criteria

a. Completed FT Taskbook.
b. Passed PDP assessment board.
c. Educationally qualified for promotion (EFP) in accordance with Para 9613 and recorded on JPA as ‘Educational|RN/RM QELH/Cpl|Navy’.
d. Recommended for advancement to LET.
e. Completed Leading Rates Leadership Course (LRLC); recorded on JPA as ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’ (Para 6909) (13).
f. Passed all aspects of LETQC (11).
g. At least 6 months since last Career Check (if any) on date due advancement.
h. In date RNFT, remain engaged in remedial training or waiver obtained on date due advancement (12).

Advanced to
LEADING ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE)

FAST TRACK ET(WESM) FLOWCHART

ENGINEERING TECHNICIAN (WEAPON ENGINEERING SUBMARINE) 2

ET(WESM) Advancement Criteria

a. Selected for FT scheme.
b. Completed ET ICC.
c. Completed type specific submarine training.
d. Qualified SMQ(Wet).
e. Completed the ET2 Safety Ops Check.
f. In date RNFT, remain engaged in remedial training or waiver obtained on date due advancement (12).

g. At least 6 months since last Career Check (if any) on date due advancement.
Recommened for advancement.

Advanced to
ENGINEERING TECHNICIAN (WEAPON ENGINEERING SUBMARINE) 1

LET(WESM) Advancement Criteria

a. Completed FT Taskbook.

b. Awarded OPS for ET1 recorded as ‘Professional|OPS for ET(WESM)|Navy’.

c. Educationally qualified for promotion (EFP) in accordance with para 9636 and recorded on JPA as ‘Educational|RN/RM QELH/Cpl|Navy’.

d. Recommended for advancement to LET.

e. Completed Leading Rates’ Leadership Course (LRLC); recorded on JPA as ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’ (Para 6909) (13).

f. Passed all aspects of LETQC (11).

g. At least 6 months since last Career Check (if any) on date due advancement.

h. In date RNFT, remain engaged in remedial training or waiver obtained on date due advancement (12).

Advanced to
LEADING ENGINEERING TECHNICIAN (WEAPON ENGINEERING SUBMARINE)
Notes:

1. Selection for MESM will be during ET ICC at the Defence School of Maritime Training (DSMarE) and WESM’s will be selected from RNSMS or TTF. Suitable candidates will be identified either by course managers or as volunteers.

2. The Divisional Officer of personnel who gain a FT recommend from sea is to inform the Branch Manager MESM SO2/ WESM SO2 at the earliest opportunity.

3. Individuals from sea will not attend a selection board and will require a SPEC SJAR Report stating suitability for the FT scheme and LET training. This report will be presented to the FTSB.

4. The boards are to be chaired by DSMarE-MESM SE NNPPI for MESM candidates and NAVY OP TRG-RNSMS OIC WST for all WESM candidates.

5. WESM’s will be advanced on completion of LETQC, TWS/CIS training package at RNSMS and SWS on completion of either Nav Sup/MC Sup at TTF.

6. MESM’s will be advanced on successful completion of LETQC and NPSC.

7. Due date for advancement will be 24 months from date that JPA competency was awarded.

8. CMC to assign MESM’s to attend LETQC 8 months after their FTSB.

9. CMC to assign WESM’s to attend LETQC 12 months after joining their FSD.

10. WESM rating fails to complete Taskbook and achieve WEOs recommend within 15 months of completing SMQ(Dry). MESM rating failure to complete Taskbook and displaying insufficient knowledge at the PDP assessment.

11. LETQC includes NPSC for MESM and TWS, CIS, SWS career courses for WESM. On successful completion of all qualifying courses the FT candidate will have their Increment Basic Date and Seniority Date adjusted to the advancement due date.
Notes:

12. **RNFT.** Ratings are to be in date RNFT, proactively engaged in remedial fitness training or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate due date for advancement. See Para 6806 for the required JPA competence.

13. **Failure to Complete Professional and/or Leadership Course.** Refer to Para 6803 for rules on the impact on a rating’s advancement if he/she fails to complete QC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of service reasons (outwith own control) or non-service reasons (within own control).

6809. **Probationary Leading Hands**

a. The rank of Probationary Leading Hand (P/LHs) is applicable to those recruited under the AA Scheme and Royal Navy Under-Graduate Apprenticeship Scheme (UGAS). (1)

b. All members of these schemes will join the RN as LHs but, to reflect their status as Untrained Strength (UTS), will initially be known as ‘Probationary Leading Hands’. To differentiate them visually from trained LHs they will wear a white flash on their rank slides and a curved white upper sleeve flash on their No. 1 uniform and overalls.

c. The following criteria are applicable to P/LHs:

1. P/LHs cannot exercise military command or issue lawful orders as a LH until they are confirmed in that rate. Nonetheless, any opportunities to experience leadership roles during training should be exploited.

2. **Phase 1 & 2 Training.** During Phase 1 & 2 training, establishments are to manage AA and UGAS personnel as they would any other Phase 1 or 2 trainees.

3. **GS Sea Training.** After Enabling Course, EGS Accelerated Apprentice trainees will start a period of training at sea. During this stage they will not receive the privileges of a LH. Whether embedded as a small group, or as individuals, they remain UTS and require the supervision and care suitable to that status.
Phase 3 Training Courses. P/LHs will remain UTS while on Phase 3 courses. They can therefore only keep establishment and unit duties in a ‘shadow’ role, however this should not preclude them from double-banking LH duties to obtain experience and exposure. They are also subject to the AA warnings and failure policy see Annex 68N. Notwithstanding these distinctions, P/LHs on Phase 3 courses will be administered in the same way as their GTS ET and LH colleagues.

Standards of Conduct and Behaviour. Exemplary conduct, behaviour, performance and dress is expected of P/LHs at all times. This should be reinforced at each stage of training by briefings from local staff and the AA/UGAS management teams. P/LHs may also need to undertake complementary or repeat instruction outside of core working hours. Such requirements will be at the discretion of the local management chain.

Note. The UGAS scheme for MESM is detailed in Chapter 74, and for WESM in Chapter 75.

Accelerated Apprentice (AA) Scheme

a. The AA scheme has been developed to appeal to the growing population of school leavers with Level 3 STEM qualifications (A-levels and vocational). It provides a route to exploit the potential of these individuals by expediting through-flow to LAET/LET by means of a 2-year training programme. It will also add a route of entry which will be attractive to school leavers holding Engineering and Science Level 3 qualifications and is expected to contribute to the recruitment of improved talent to the RN engineering cadre. The scheme provides a bespoke training pipeline for AA personnel which accounts for their already achieved Level 3 qualifications. Once training is complete and the individual becomes a Gain to the Trained Strength (GTS), they leave the AA scheme and are treated as a standard LAET/LET.

b. The scheme is under ACOS (PCap) governed via the NSEPB, chaired by ACOS (PCap). At DACOS level, the scheme is owned by DACOS (BM), who delegates policy authority to the respective Branch Managers (EGS, ESM and AE). For the EGS and ESM cadres, the scheme is managed by personnel formed as an Accelerated Technician Authority (ATA), while for AE it will is the Accelerated Apprentice Air Engineering Recording Authority (AA AE RA). (See Note 1)

c. On joining HMS RALEIGH for New Entry Training, AA recruits will be Probationary Leading Hands (P/LH). They will remain P/LHs until completion of the AA pipeline. Guidance on management of P/LHs can be found at Para 6809. (See Note 2)

d. Selection. Due to both the accelerated nature and limited places available on the AA scheme, the recruitment process is bespoke and selective. AA candidates are recruited into their specific branch as AE, MEGS, WEGS or ESM. There is one AA intake per year for MEGS and WEGS and 2 intakes per year for AE and ESM. (See Note 3)
(1) Recruitment of AA candidates is the responsibility of CNR. During this process the performance of candidates will be collated and recorded by the CNR Accelerated Engineer Coordinator (AEC).

(2) CNR AEC will present candidates’ performance at the Final Selection Board (FSB). This will be attended by the CNR AEC, AA AE RA/ATA of the Branch and a member of the Branch Management team (OR8 or above) and presented with detailed feedback and thus make the final selection. The FSB is to be convened at the end of the recruiting cycle, approximately two months prior to the AA entry, to allow candidates to prepare to join the RN. The FSB also provides an opportunity between CNR and the Branch Management to review and improve the selection criteria and process.

e. **Advancement Flowcharts.** The following rules apply to personnel recruited to the AA scheme. (See Note 4)

**LEADING ENGINEER TECHNICIAN AA (GENERAL SERVICE) FLOWCHART**

Entry to HMS RALEIGH (See Note 5)

| PROBATIONARY LEADING ENGINEER TECHNICIAN  
| (MARINE/WEAPON ENGINEERING GENERAL SERVICE) |

**Leading Engineer Technician AA (General Service) Advancement Criteria**

- a. Compete Phase 1 New Entry Training.
- b. Complete ME160/WE290 Enabling Course.
- c. Pass Basic Sea Survival Course and Able Rates Leadership Course.
- d. Complete AA Sea Phase including Sea Phase Task Book, CBRN DC Task Book and pass AA PE.
- e. Streaming preference submitted. (6)
- f. Passed all aspects of LETQC.
- g. Completed Leading Rates’ Leadership Course (LRLC), recorded on JPA as ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’.
- h. Recommended for advancement.
- i. In date RNFT or waiver (or when eligible for promotion (if later)) (Para 6805). Recorded on JPA as ‘CMS|Fitness Test|Navy’.
- j. At least 6 months since last Career Check (if any) on date due advancement.
Advanced to
LEADING ENGINEER TECHNICIAN (See Note 7)
(MARINE/WEAPON ENGINEERING GENERAL SERVICE)

LEADING ENGINEER TECHNICIAN (SUBMARINE) FLOWCHART

Entry to HMS RALEIGH (See Note 5)

PROBATIONARY LEADING ENGINEER TECHNICIAN
(MARINE/WEAPON ENGINEERING SUBMARINE)

Leading Engineer Technician AA (Submarine) Advancement Criteria

a. Compete Phase 1 New Entry Training.
b. Complete SMQ Dry.
c. Pass Able Rates Leadership Course
d. Complete ME 180 Enabling Course.
e. Streaming preferences submitted.
f. Passed PDP assessment board.
g. Passed all aspects of LETQC.
h. Passed required LET specialist training courses.
i. Completed Leading Rates’ Leadership Course (LRLC), recorded on JPA as ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’.
j. Recommended for advancement.
k. In date RNFT or waiver (or when eligible for promotion (if later)) (Para 6805); Recorded on JPA as ‘CMS|Fitness Test|Navy’.

Advanced to
LEADING ENGINEER TECHNICIAN (See Note 7)
(MARINE/WEAPON ENGINEERING SUBMARINE)
Notes:

1. TORs for the EGS ATA are detailed at Annex 68A and for the AA AE RA can be found at Annex 74B.

2. Details of branch specific pipelines can be found as Annexes to the Engineering Promotion Chapters 74-75.

3. ESM candidates are streamed MESM or WESM following SMQ(Dry).

4. Advancement Flowcharts for AA AE are detailed in Chapter 76.

5. The eligibility criteria to be recruited as an AA include that they join educationally qualified for promotion (EFP) to LET in accordance with Para 9636. Appropriate competences should be recorded on JPA.

6. MEGS only. Stream Preference of either ET(ME) EL or ML, as appropriate, is to be recorded on JPA, within the section Personal Preference Comments 1.

7. On successful completion of the AA pipeline the individual will become a Gain to the Trained Strength and advanced to Leading Engineer Technician. They will then transfer to either the Selective Promotion Flowchart or, if selected, to the Fast Track POET Flowchart.

6811. Undergraduate Apprenticeship Scheme (UGAS)

a. UGAS is an ESM specific scheme designed to accelerate recruits along the MESM or WESM career pipelines to POET. Details of the scheme can be found in Chapters 74 and 75.

b. On joining HMS RALEIGH for New Entry Training, UGAS recruits will be Probationary Leading Hands (P/LH). They advance to substantive LET and to POET at defined points in their training pipeline (See Chapters 74 and 75).
ANNEX 68A

TERMS OF REFERENCE FOR ENGINEERING GENERAL SERVICE ACCELERATED TECHNICIAN AUTHORITY (MEGS AND WEGS)

PREAMBLE

1. Career Management is about assigning the right people, with the right skill-sets, to the right job, at the right time, balancing carefully the needs of the Service and the development of the individual in support of operations, whilst maintaining MC of OC.

2. With the introduction of a number of Accelerated Technician (AT) schemes, and in order to deliver success in the schemes, an increased degree of Career Management and oversight of personnel is required.

3. The Accelerated Technician Authority (ATA) positions are OR7 posts within ACOS(PCap) based in HMS SULTAN and HMS COLLINGWOOD and are responsible for supporting CM ENG SO2 and the WO1 EGS JR CM in the management and oversight of the EGS ratings on an Advancement Scheme (including, but not limited to, Fast Track (FT), Advanced Apprenticeship (AA), and Direct Entry Technician (DET)).

PURPOSES

4. Primary Purpose: To act as a focal point for the stakeholder community as detailed in Figure 1 on all aspects relating to the various EGS Advancement Schemes.

5. Secondary Purposes:

   a. The monitoring and recording of the progress of all EGS individuals on an AT scheme.

   b. Directing and supporting accelerated career scheme activities and requirements within training schools as required.

   c. To monitor AA recruitment through liaison with the CNR Accelerated Engineer Coordinator and select the candidates for the scheme as a member of the Final Selection Board (FSB).

   d. Liaising with CMCs and UPOs to ensure assignment action and UPO administration (pay, advancement, engagement status etc.) are enabled to meet the requirements of various AT schemes.

   e. Acting as a focal point for mentoring and championing the EGS members and potential members of the various AT schemes from application, recruitment and new entry through to specialist training and first complement assignment.

   f. Provide a source of advice and information for potential recruits to the scheme.
ACCOUNTABILITY

6. ATAs are accountable to CM OR ENG SO2 for the following:
   a. The selection of Fast Track ratings within the EGS Branch.
   b. The management of EGS ratings on Advancement Schemes.
   c. Contributing to Engineering Branch development as part of wider Naval personnel development and strategy\(^1\).

AUTHORITY

7. ATAs are authorised to carry out the following:
   a. Represent another member of the ATA Team as delegated.
   b. Liaise with authorities across the MOD and Commands and elsewhere in pursuance of their purposes.

Sign correspondence on matters within their purpose, keeping superiors informed.
   d. Represent CM ENG SO2 as required on matters relating to the Advancement Schemes.

TASKS

8. The principal tasks undertaken by ATAs are as follows:
   a. Coordinate and Attend the FSB. The FSB will be convened roughly 2 months prior to the intake entry date to INT to select the top applicants for the scheme. The board will be convened by the ATA who is to contact BM WO1/2 to provide a board chair. CNR AEC will present the AA applicants to the board.

b. Monitoring and Recording the Progress of all Accelerated Technicians. The ATA will maintain a record of all individuals’ progress towards achieving all training requirements for advancement prior to their AT Advancement Date/Due Date. The ATA will monitor an individual’s progress towards their pre-advancement requirements\(^2\), providing the ATA with confidence that all AT advancement requirements will be achieved on time. Analysis of candidate performance should be undertaken to develop future entry requirements for the scheme, in order that this information can be used to review entry criteria and weightings.

c. Unit Training Co-ordinator Support. The ATA will provide support to unit Training Co-ordinators in order to effectively support AT personnel whilst employed at sea.

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\(^1\) CNEO strategy which includes the personnel pillar, sits within the ES Division.
\(^2\) As detailed in BRd 3(1) Chapter 68.

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February 2020 Version 1
d. **AT Focal Point.** The ATA team will be the focal point for all AT enquires, **supporting** Divisional Staff, Training School Staff and Career Managers in the effective management of all AT personnel.

e. **Fast Track (FT) Selection Process.** The ATA will be responsible for the coordination of the FT Phase 1 (ET – LET), Phase 2 (LET – POET) and Phase 3 (POET-CPOET) selection process. This will include organising all FT activities, such as briefing Qualifying Course, as well as supporting the interview and selection board process under the Maximise Authorised Numbers (MAuN) as set by the Branch Management team for the particular cadre.

**COMPETENCES**

9. In general, the post holder is to be a CPO Engineering Technician of the appropriate Branch.

*Figure 1. Accelerated Technician Authority*
EGS CAREER MANAGEMENT STRUCTURE

Figure 2. Accelerated Technician Authority Team

ATA(SM)
(Advanced Technician Authority SM)
WO1 ESM
Based Primarily in Faslane

CMC FASLANE

WO1 EGS JR CM
(EGS JR Career Management)
WO1 EGS
Based Primarily in West Battery

ATA(WE)
(Advanced Technician Authority WE for GS and SM)
CPOET(WE) EGS/ESM
Location CWD

CMC DEVFLOT

CMC PORFLOT

ATA(ME)
(Advanced Technician Authority ME for GS and SM)
CPOET(ME) EGS/ESM
Location SULTAN

Signature of Job Holder

.................................................................

Signature of CM OR ENG GS SO2

.................................................................
ANNEX 68B

CERTIFICATE OF UNDERSTANDING - PART A

TRANSFER TO THE ENGINEERING GENERAL SERVICE FAST TRACK SCHEME

BEING SUBJECT TO: ADVANCEMENT BY TIME (IN ACCORDANCE WITH BR 3(1) CHAPTER 68) AND POSSIBLE CHANGES IN MINIMUM NOTICE FOR ASSIGNMENT TO SEA AND SHORE

Part 1 – Individual’s Details

<table>
<thead>
<tr>
<th>FULL NAME (in Capitals)</th>
<th>SERVICE No</th>
<th>RATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Selection Point</th>
<th>Date of Selection</th>
<th>Fast Track Start Date/LET Seniority Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET CC/LET QC/POET QC*</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Part 2 – Individual’s Declaration

I understand that during my time on the EGS Fast Track scheme:

a. I will be subject to advancement by time (as detailed in BR 3(1) Para 6808 and Chapter 74/75*) rather than selective promotion and, therefore, I will not be considered at any Selection Boards for Promotion.

b. I may be liable to be assigned to sea or shore units at less than normal assigning notice, as detailed in BR 3(1) Chapter 59 Section 11.

Signed: ___________________________ Date: ______________________

Part 3- Accelerated Technician Authority

The above named rating has been transferred to the EGS Fast Track scheme and will be subject to advancement by time, with the following awarded due date for the next higher rate:

<table>
<thead>
<tr>
<th>Advancement To</th>
<th>Date Due Advancement</th>
</tr>
</thead>
<tbody>
<tr>
<td>LET/POET/CPOET*</td>
<td></td>
</tr>
</tbody>
</table>

* delete as appropriate

Signed: ___________________________ Rate/Rank: ______________________

Name (in capitals): ___________________________ Date: ______________________

---

1 A copy of the Certificate of Understanding Part A is to be retained by the individual.
2 The Certificate of Understanding Part A is to be retained by the ATA for a period of 3 years after the individual leaves the FT scheme.
CERTIFICATE OF UNDERSTANDING - PART B

REMOVAL FROM THE ENGINEERING GENERAL SERVICE FAST TRACK SCHEME

Part 1 – Individual’s Details

<table>
<thead>
<tr>
<th>FULL NAME (in Capitals)</th>
<th>SERVICE No.</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

The Above Named Rating has been removed from the EGS Fast Track scheme and will no longer be subject to time based advancement.

The following seniority date has been determined by the Fast Track Authority and will be recorded in JPA:

<table>
<thead>
<tr>
<th>RATE</th>
<th>SENIORITY DATE</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

Part 2 – Individual’s Declaration³

I understand that on removal from the Fast Track scheme I will:

a. Return to being subject to selective promotion as detailed in BR 3(1) Chapter 67 and Chapter 74/75*.

b. Be liable to be assigned to sea or shore units as detailed in BR 3(1) Chapter 59 Section 11.

Signed: ___________________________ Date: ______________________

* delete as appropriate

Part 3- Accelerated Technician Authority⁴

The Above Named Rating has been transferred to the Selective promotion scheme and will be subject to promotion by Selection from the following date:

Date:

³ A copy of the Certificate of Understanding Part B is to be given to the individual.
⁴ The Certificate of Understanding Part B is to be retained by the ATA for a period of 3 years after the individual leaves the FT scheme.
The following actions have been completed;

- the individual has been fully briefed on implications of removal from Fast Track and has been advised of any ROS associated to the Qualifying Courses that have been completed;

- all Fast Track competences have been removed from JPA; and,

- the Individual’s Seniority Date has been agreed with the FTA and recorded in JPA.

Signed: _______________________________ Rate/Rate: _______________________________

Name: _______________________________ Date: _______________________________
ANNEX 68C

FAST TRACK SELECTION INTERVIEW GUIDE

1. The FTSI will take the following format:
   
a. **Board Introduction**: The FTSI president will introduce the board members and outline the requirements of the board.
   
b. **Self Introduction**: Candidates will be asked to give a short brief on their personal history and career to date.
   
c. **Training and Career Development**: Candidates should be able to demonstrate outline knowledge of the LET / POET Qualifying Courses and an understanding of ET career stream development and promotional prospects. Candidates will also be expected to demonstrate awareness of the role of LET and POET.
   
d. **System and General Technical Knowledge**: Candidates will be expected to demonstrate a good knowledge of basic systems that are taught during Phase 2, using diagrams if appropriate. They must be able to demonstrate an aptitude and understanding of basic engineering principles in both mechanical and electrical disciplines.
   
f. **General Awareness**: Candidates will be expected to have an understanding of the organisational structure of ME or WE departments from ET through to command level. Additionally, they must have an appreciation of the Royal Navy in terms of current and future equipment, platforms and operations.

2. **Examiners’ Guidance**
   
Hints and guidance given to FTSB examiners as to what standards they are looking for.

   a. Guidance for all candidates:
   
   b. Able to communicate orally and in writing.
   
   c. Able to discuss various issues in a clear and logical manner.
   
   d. Good standard of mathematics, broadly equating to GCSE Grade C or above.

3. Questions should be based, where appropriate, around scenarios the individuals would be likely to encounter on board. Use of diagrammatic explanations is acceptable. Allowances should be made for Phase 2s who may not use the correct terminology or lack on board experience.
WE Fast Track Interview Proforma

<table>
<thead>
<tr>
<th>Name &amp; Rate</th>
<th>Course No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Number</td>
<td>Date of Interview</td>
</tr>
<tr>
<td>Age &amp; Date Entered RN</td>
<td>QEPO on JPA</td>
</tr>
<tr>
<td>President</td>
<td>Board Member</td>
</tr>
</tbody>
</table>

1. Training & Career Development - *FT Candidates should be able to demonstrate/show:*

Understanding of FT and non-FT timelines and qualifications up to and including WOET(WE)? What are the Leadership and Management differences between LH and PO? Do they know role of LH as LHOM and with regard to Divisional organisation?

**CIS Specific** – Understand the role of the RIC of communications at sea.

/10

2. Weapon Engineering Department - *FT Candidates should be able to demonstrate/show:*

WE Department Family Tree from CO down and the roles, main tasks Do they have a basic Understanding of board planning, eg. weekly planning cycle, maintenance planning etc. Understanding the terms Operational Notice, Notice for sea and the Operational effect. Understanding of Explosive handling and Explosives Organisation.

What is the Duty watch organisation and responsibilities?

**CIS Specific** - Explain the communication services to be maintained by Ships at sea, understand the requirements for a communications intentions signal (including timeframes) and define OPCALL as well as understand the reporting chain for CIS problems at State 1, 2, & 3.

*What level of detail is the candidate able to articulate? Has effort been made to expand on QC knowledge?*

/10
3. General Technical Knowledge - *FT Candidates should be able to demonstrate/show:*

- Knowledge of weapon systems and their Operational Capabilities
- Knowledge of internal and external communications, their capabilities and primary uses.
- Action Information Organisation (i.e. How weapon and sensor systems interact on board including the Combat System Highway)
- Understanding of the SHIPHAZ Procedures
- Tag out procedures and Preps for Sea routines

**CIS Specific** – Demonstrate knowledge of computer networks and System networking.

- Knowledge of Communication Plans, Strategic, Tactical and Distress communication circuits.
- Explain IS systems in use onboard RN Vessels (e.g. DII/RNCSS) and what the systems are utilised for.
- Understand Basic fault finding of Communications Circuits.
- Knowledge of reversionary modes available to CIS systems.

What level of detail is the candidate able to articulate? Has effort been made to expand on QC knowledge? /10

4. General Naval Knowledge - *FT Candidates should be able to demonstrate/show:*

- Types of vessel used in the RN and primary roles. Areas of tasking undertaken by the RN. Future platforms.

Is the candidate’s information current? Is it evident effort been made to do research? /10

5. Motivation - *FT Candidates should be able to communicate:*

Why do you want to go fast track? Why do you feel you should be given the opportunity to proceed through your career at an accelerated rate ahead of your peers? /10

**Overall Performance on the Board:**

*Use of correct engineering terminology, effective communication skills, military bearing, how they conduct themselves etc.*

**Result:**

*V STRONG/STRONG/SATISFACTORY/FAIL/Demonstrates Potential for LET/POET* /50

Signed:

Board President
**ME Fast Track Interview Proforma**

<table>
<thead>
<tr>
<th>Name &amp; Rate</th>
<th>Official Number</th>
<th>Course No</th>
<th>Date of PSI</th>
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<thead>
<tr>
<th>Age &amp; Date</th>
<th>Age Now – Joined –</th>
<th>QELH on JPA</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entered RN</td>
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<table>
<thead>
<tr>
<th>Education Qualifications</th>
<th>(List qualifications and grades)</th>
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<table>
<thead>
<tr>
<th>Next Assignment</th>
<th>(If Known)</th>
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<table>
<thead>
<tr>
<th>President</th>
<th>Board Member</th>
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</table>

**Training & Career Development:**
Detailed understanding of FT and non-FT timelines and qualifications up to and including WOET(ME) – eg. timescales to PE, Operator Tickets, CDJ completion etc. Candidates should know the CLM and OC delivery difference between LH and PO. Do they know the length of each career course, pre-requisites for promotion, authorisation levels at each rank, BR references, Engineering Training Squadrons etc.

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<tr>
<th>V STRONG/STRONG/SAT/POOR/V POOR</th>
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</table>

**Engineering Department/Support:**
Ability to draw ME Department Family Tree from CO down and talk about roles of all individuals in the tree, detailing main tasks and interaction with other departments. Do they have an understanding how onboard planning is conducted, eg. weekly planning cycle, maintenance planning, FTSP planning/support etc.

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<tr>
<th>V STRONG/STRONG/SAT/POOR/V POOR</th>
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</thead>
</table>

**Mathematics/Problem Solving:**
Engineering Mathematics, test ability to problem solve and apply sound engineering logic/judgement to arrive at sensible answers, eg. a compartment of length A, width B and depth C is filling with sea water at a rate of $\partial m^3$ per/hour. Given sea water density of 1029kg/m$^3$ how deep will the water be after X seconds and how much will this volume of water weigh? If water was added for a further 25% of the total time ($X + 0.25X$ seconds) how much deeper will the water be and how much extras will it weigh?

<table>
<thead>
<tr>
<th>V STRONG/STRONG/SAT/POOR/V POOR</th>
</tr>
</thead>
</table>

**General Technical Knowledge:**
Reflection on material delivered during ETICC, e.g. basic fridge cycle and symptoms of various failures, gas flow though a GT, ICE construction, safety, roundsmanship principles. Do they have a good understanding of system operation in and out of trade, correct use of engineering terms and symbols.

<table>
<thead>
<tr>
<th>V STRONG/STRONG/SAT/POOR/V POOR</th>
</tr>
</thead>
</table>

**MEGS & General Naval Knowledge:**
Types of vessel used in the RN and primary roles. Propulsion and weapon systems fitted, areas of tasking undertaken by the RN. Future platforms. Do they know role of LH as LHOM and with regard to Divisional organisation.

<table>
<thead>
<tr>
<th>V STRONG/STRONG/SAT/POOR/V POOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Performance on the Board:</td>
</tr>
<tr>
<td><em>Must be confident - quiet and shy does not suggest leadership attributes expected at LET/POET.</em></td>
</tr>
<tr>
<td>Result:</td>
</tr>
<tr>
<td>V STRONG/STRONG/SATISFACTORY/FAIL/Demonstrates Potential for LET/POET</td>
</tr>
</tbody>
</table>
ANNEX 68D

FAST TRACK SCHEME - TERMS OF SERVICE AND FAILURE POLICY

1. Fast Track Terms of Service

a. The FT affords significant opportunity in terms of career progression at an earlier stage and that FT personnel will perform at a higher than average level of competence in all aspects of training and employment prior to achieving their next higher rate. The scheme is dependent on both the individual and the unit’s organisation to maintain progress towards the next higher rate and to ensure this occurs the scheme will be externally assured, managed under revised terms of service and clearly defined failure policy.

b. Lack of progress within the scheme has the potential to prevent the achievement of the nominated Due Date and, therefore, it will be expected that FT personnel will be appropriately supported. The individual will be placed on warning in a timely manner to support recovery and indicate not only the failure, but the potential impact to the due date achievement. At all times a FT individual must maintain a positive recommend to remain on the scheme and for the next advancement. Any repeated training failure, CLM or NGT warnings or attitudinal problems will, in all probability, result in removal from the FT scheme.

c. Personnel selected FT during Phase 2 Training who remain on the scheme (subject to completing all eligibility criteria) will be advanced to LET. Further selection for FT to POET will be dependent upon both performances on the LET QC and recommendation to remain FT. The FT selection board during Phase 3 Training will consider all those who retain the FT recommendation from Phase 2 Training and, also, those who have a recommendation from sea post completion of the Provisional Examination (recorded on JPA as ‘Professional I Fast Track POET Recommend I Navy’). Selection for FT to CPOET will be dependent on performance on the POET QC, recommendation for FT, Service History and requirement. The FT selection board during POET QC will consider all those who have a recommendation from sea post completion of the Provisional Examination (recorded on JPA as ‘Professional I Fast Track CPOET Recommend I Navy’).

d. To ensure all FT personnel are fully aware of the changes to their Terms of Service on selection to the FT scheme (including, being advanced in lieu of selective promotion), individuals will sign a Certificate of Understanding (Part A). When signing, they confirm that they understand that, whilst on the FT scheme, they will not be considered at Selective Promotion Boards and also there may be occasions where the minimum time for assignment to sea and shore may not be achieved. On leaving the FT scheme, a Certificate of Understanding (Part B) will be completed and signed by the individual reversing the process, with an individual returning to Selective Promotion and minimal notice for future assignments.
e. FT will incur the same Training Return of Service (TRoS) associated with CC and QC, see Para 5304 and Table 53-C. The TRoS obligation is incurred from the start date of the course and will be applied, subject to Service needs irrespective of the final course outcome. Although TRoS is incurred from the start of the course, the actual return of service will start on completion of LETQC, POETQC or CPOETQC respectively. This will be the case for all FT personnel; individuals who are withdrawn from training, for whatever reason, or who effectively withdraw themselves from training, will have a period of TRoS applied. As a rule this period will be determined by the FTA; taking into consideration the amount of course completed and any other mitigating factors.

2. FT Scheme Failure Policy

a. The failure policy is to be followed for all FT personnel and is aimed at ensuring individuals remain focussed on meeting the required of the FT scheme. Where it is evident that agreed targets will not be achieved, FT personnel are to be placed on warning in a timely manner to re-focus the individual and also highlight to the ATA the potential delay in the individual’s progression.

b. There may be extenuating circumstances, both Service and Non Service reasons, see Para 6802 which may prolong an individual’s time within the training pipeline. Delays may have an effect on the ability to meet progression to LET, POET or CPOET within the expected time and in all circumstances the ATA should be informed at the earliest point.

c. The names of ratings that, for reasons of misconduct, incompetence or lack of diligence, cannot be advanced within the set timescales are to be reported to ATA at the earliest opportunity with a recommendation on whether to be retained or removed from the FT scheme. Ship’s or Training School staff are to seek the advice of the ATA and CM EGS JR WO1 during any escalation of warnings preceding the individual’s due date for advancement.

3. Automatic Removal from the FT Scheme

The following occasions will be considered as reason for automatic removal from FT:

a. Submission of Early Termination request.

b. Failure to pass the necessary PE for a second time.

c. Not being recommended for advancement.

d. Failure of Leadership Course (LRLC or SRLC).

e. Discipline resulting in Disrating or Career Check.

f. Career Break.
4. **De-Selection from the FT Scheme**

   a. Once selected, an individual will remain on the FT scheme unless they;

      (1) Submit formal request to be removed from the scheme to ATA.

      (2) Fail to complete professional qualifications/requirements at sea within the prescribed timescales.

      (3) Demonstrates professional and/or performance-related reasons for unsuitability.

      (4) Are removed from the scheme following escalation of warnings for other professional, CLM or NGT reasons.

   b. On submission of a request for Early Termination an individual will be de-selected from the FT scheme. Unit Staff and Career Managers are to ensure they liaise with the ATA prior to accepting any notice to ensure that the individual is fully briefed on all aspects associated with removal from FT and serving notice, such as TRoS and being employed at sea during the notice period.

   c. When being de-selected from the FT scheme the ATA will ensure the following actions are completed and appropriate details are recorded on the Certificate of Understanding (Part B):

      (1) Individual is to be fully briefed on all aspects of removal and future promotion will be by Selection.

      (2) An SJAR or Insert Slip raised detailing reasons for the de-selection.

      (3) FT Certificate of Understanding (Part B), to be completed by the ATA.

      (4) ATA to remove the JPA FT competence.

      (5) Individual’s seniority date to be agreed with CM EGS JR WO1 and recorded on JPA.

5. **Volunteer for Removal from the FT Scheme**

   a. At any stage of the scheme an individual can volunteer to be removed from FT and revert to selective promotion. The process is detailed below and all individuals should be fully advised of the changes to their career progression when transferred back to the selective promotion route. It is recommended this is carried out by the unit HOD or CM EGS JR WO1.
b. The request by an individual for removal from the FT scheme is to be forwarded to the CM EGS JR WO1 for review and consideration. The CM EGS JR WO1 will provide career advice to the individual including any TRoS requirement in relation to any training courses that have been completed. The process to be followed is indicated below;

1. The FT ET is to submit a formal request detailing the explanation why they wish to be removed from the FT Scheme.

2. If the request for removal is associated with submission of Early Termination the ATA will liaise with CMC Career Manager before advising the HOD on future employment plans.

3. If at sea in a complement billet, the ET or LET is expected to remain in that position.

4. If the request for removal is not associated with an Early Termination but occurs on LETQC or POETQC the individual will continue on the course as subject to selective promotion. All cases will be treated individually and be approved by the CM EGS JR WO1.

c. Individuals removed from the FT will be career managed by their appropriate CMC and be employed according to the Needs of the Service.

6. Failure within Professional Qualifying Courses

a. FT personnel who fail on ET CC, LETQC or POETQC will be managed by the Training Schools QC Failure Policy. All FT individuals are to be considered by the Training School for removal from the FT Scheme on achieving Tier 2 (WE)\(^1\) and Level 2 (ME)\(^2\) Warnings.

b. Back Class for FT personnel is only to be considered for exceptional reasons outside of any professional training failure. Where back class is necessary then the individual case will be reviewed by the Training School, ATA and CM EGS JR WO1 to assess the impacts to the individuals training. Where a FT individual is being back classed then following liaison with the FTA the Training School will review the circumstances of the back classing and consider on a case by case basis if the individual is to remain on the FT scheme.

c. Where FT personnel fail or miss course module(s) then the Training School policy is to be followed in reprogramming modules. Where a module(s) has been missed for Service or Non Service reasons then the ATA is to be notified in all cases. Whether an individual remains on the FT scheme will be reviewed on a case by case basis, with the final decision being made between the Training School, CM EGS JR WO1 and the FTA.

\(^1\) HMS COLLINGWOOD FOAP(T) PCD-1304

\(^2\) HMS SULTAN TSOP:3:3
7. Failure of Leadership Courses

a. As Fast Track ratings it is expected that all FT personnel will allocate sufficient time and preparation to pass the necessary leadership courses that are the standard for the rank which they have been recommended following a successful pass at PE.

b. Those FT personnel who fail to pass LRLC or SRLC may be de-selected from the FT scheme for not meeting the standard of leadership expected at their rank. In exceptional cases and where there is sufficient mitigation and a recommend to return to leadership course by Royal Navy Leadership Academy (RNLA) Staff a de-selection from the FT scheme waiver may be considered. This must be approved by the FTA.

c. On removal from the FT scheme following failure at LRLC or SRLC the individual will be transferred to the selective promotion route at their current rank (ie. on failing LRLC the rating will remain as an ET1). The individual must then seek promotion by selection and will be planned to attend leadership only after further selection for the next higher rate.

8. Fast Track Scheme Rules Regarding Failure

The details given in Table 68D-1 provide reasons for failure and the associated actions to be taken. All instances will be reviewed on a case by case basis by the training School in consultation with the CM EGS JR WO1. Where an individual is removed from the FT scheme, the ATA will complete all relevant actions for the removal of the individual from the FT scheme.

Table 68D-1. Fast Track Scheme Rules Regarding Failure

<table>
<thead>
<tr>
<th>Training Point</th>
<th>Reason for Failure</th>
<th>Actions to be completed on Removal from Fast Track (Note 10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 2 Training ETICC</td>
<td>NGT Failure (See Para 5750) Below 75% average score or training school equivalent during Phase 2 Module Assessments not achieved (Note 1) Back Classed (Note 2) Failure of academic Module(s)</td>
<td>Transferred to Selective Promotion Continue in Phase 2 training (Note 3) Future assignment by CMC</td>
</tr>
<tr>
<td>Sea Employment as ET2 and ET1</td>
<td>Competence as a ET not achieved within 9 months sea service. Failure of the PE (See Para 6912) Removal of FT Recommend (Note 9) Not complete AB to LH CBRNDC Taskbook</td>
<td>Transferred to Selective Promotion Remain at sea as ET Warning levels to be adjusted (Note 4) Assigned by CMC (Note 5)</td>
</tr>
<tr>
<td>Training Point</td>
<td>Reason for Failure</td>
<td>Actions to be completed on Removal from Fast Track (Note 10)</td>
</tr>
<tr>
<td>----------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>LRLC</td>
<td>Failure of LRLC (See Para 6903)</td>
<td>Transferred to Selective Promotion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not to proceed to LETQC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assigned back to CMC and sea as ET1 (Note 7)</td>
</tr>
<tr>
<td>Phase 3 Training LETQC</td>
<td>NGT Failure (See Para 5750) Below 75% average score or training school equivalent during Phase 3 Module Assessments not achieved (Note 1) Back Classed (Note 2) Removal of FT Recommend (Note 9)</td>
<td>Transferred to Selective Promotion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assigned back to CMC as ET1 (Note 8)</td>
</tr>
<tr>
<td>Sea Employment as LET</td>
<td>Competence as a LET not achieved within 15 months sea service. Failure of the PE (See Para 6912) Removal of FT Recommend (Note 9)</td>
<td>Transferred to Selective Promotion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Remain at sea as LET</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Warning levels to be adjusted (Note 4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assigned by CMC (Note 5)</td>
</tr>
<tr>
<td>SRLC</td>
<td>Failure on SRLC (See Para 6903) Pre course documentation in-complete for SRLC (Note 6)</td>
<td>Transferred to Selective Promotion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not to proceed to POETQC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assigned back to CMC as a LET (Note 7)</td>
</tr>
<tr>
<td>POETQC</td>
<td>NGT Failure (See Para 5750) Below 75% average score or training school equivalent during Phase 4 Module Assessments (Note 1) Removal of FT Recommend (Note 9)</td>
<td>Transferred to Selective Promotion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assigned back to CMC as a LET (Note 8)</td>
</tr>
<tr>
<td>Sea Employment as POET</td>
<td>Competence as a POET not achieved within 18 months sea service. Failure of the PE (See Para 6912) Removal of FT Recommend (Note 9)</td>
<td>Transferred to Selective Promotion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Remain at sea as POET</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Warning levels to be adjusted (Note 4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assigned by CM (Note 5)</td>
</tr>
<tr>
<td>CPOET QC</td>
<td>NGT Failure (See Para 5750) Removal of FT Recommend (Note 9)</td>
<td>Transferred to Selective Promotion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assigned back to CM as a POET (Note 10)</td>
</tr>
</tbody>
</table>
Rules Regarding Failure Notes:

1. FT personnel are expected to demonstrate the higher levels of competence at all times. Failure to sustain this level or failure of any re-sit examination will be reviewed by the Training School and CM EGS JR WO1 on a case by case basis and may result in removal from the FT scheme but not necessarily from the qualifying course.

2. Where it is deemed necessary, but only in exceptional circumstances, a FT may be back classed. When back classed the individuals seniority and due dates may be adjusted accordingly as directed by CM EGS JR WO1 and FTA.

3. An individual shall continue in Phase 2 Training following failure at the discretion of the Training Officer.

4. Where warning levels have been issued due to an individual failing to achieve their planned progress on the FT scheme these warnings are to be reviewed upon removal from the FT scheme and transfer to Selective promotion and removed as appropriate. Where a warning is deemed necessary within the selective promotion also then it is to remain. Full clarification from the CM EGS JR WO1 should be sought by units.

5. On removal from the FT scheme and transfer to Selective promotion whilst serving at sea the relevant CM or CMC is to ensure the individual remains in post unless the warning level dictates otherwise. The individual’s seniority will remain that of any previous Due Date and it will be necessary to adjust all future availability dates.

6. Where an individual has failed to prepare for a leadership course which is assessed as being due to Non-Service Reasons within an individual’s control, the individual is to be removed from the FT scheme.

7. On failure at LRLC or SRLC and following removal from FT Scheme it is to be recognised that the individual will have completed less time at sea than those on selective promotion. It is therefore expected that these individuals will be assigned back to sea at the earliest opportunity by the relevant CM or CMC.

8. It is assumed that the failure occurs before any due date for advancement to NHR and by not completing QC the individual is therefore not eligible for advancement. All cases will be dealt with on an individual basis by the FTA and the CM EGS JR WO1.
9. Where an individual is selected for FT, but subsequently does not perform to the required standards on the higher qualifying course their Divisional Officer (ET CC or QC), HOD (Employment) or Training Officer (LETQC, POETQC and CPOETQC) may make a recommendation for the individual to be removed from the FT scheme to the CM EGS JR WO1.

10. On failure and removal from FT the ATA will complete all necessary actions and will also liaise with relevant CM or CMC regarding future employment and assignments. Where necessary the CM EGS JR WO1 will advise on individual cases.
ANNEX 68E
INTERIM FAST TRACK SCHEME

1. The EGS IFT scheme was introduced in advance of the Steady State FT scheme and provided an opportunity for the current strength ETs and LETs to have an accelerated route to POET. Capacity within legacy POET Enabling Training, followed by the POET Qualifying Course (QC) has been utilised to provide the appropriate higher level training before a period at sea to consolidate and acquire experience.

2. With the development and introduction of the Individual Competency Framework (ICF) designed QCs, the legacy training courses are being replaced and the Enabling Training for the IFT scheme removed from the Training Programme. As a result of this, the training pipeline is being amended for those who have been selected for IFT, but have been unable to be assigned or successfully complete the POET Enabling Training. These IFT personnel are being locally managed by the ATA and assigned to a revised training package that utilises LET and POET QC.

3. To remove any confusion between the Interim and Steady State FT schemes where possible the Terms of Service and Failure Policy have been aligned. During the development of the Steady State FT scheme the current IFT policy was reviewed and updated.

4. The policy laid down is applicable to personnel who were selected onto the Interim Fast Track prior to 1 Oct 15. Unlike Steady State FT, where there is a two stage selection process, personnel who are currently on the IFT scheme retain the rights of their due date for advancement up to POET, provided that they are eligible in all respects for advancement.

5. Management of IFT Personnel
A higher degree of external management and oversight of IFT is required to ensure personnel maintain the required standards and maximise the opportunities for sea experience between training courses. The Steady State FT scheme has introduced a CM EGS JR WO1, and an ATA, which will be based in HMS SULTAN and HMS COLLINGWOOD. The CM EGS JR WO1 and relevant ATA are also the focal point for all issues relating to IFT personnel. As the Fast Track Authority (FTA), the ATA will also provide the requisite assurance to Branch Managers of progress of all personnel within the IFT scheme.

6. Transfer to Interim Fast Track – Minimum Assignment Notice
The IFT scheme accelerates individuals to POET and may require shorter than the minimum assignment notice. All individuals on the IFT scheme may be liable to be assigned to sea or shore units at less than normal assigning notice, as detailed in Chapter 59 Section 11. This will be acknowledged by individuals when they sign the Certificate of Understanding (Part A); accepting the Terms of Service detailed for IFT, including waiving their rights to promotion under the selective promotion route and accepting that they may be assigned at less than the normal assignment notice period. Should an individual be removed from the IFT scheme then the Certificate of Understanding (Part B) will be used in transferring individuals back onto the standard selective promotion route and the normal assignment notice period. The Certificate of Understanding for IFT personnel can be found at Annex 68F and signed copies will be retained by both the ATA and the individual.
7. **Interim Fast Track Training Returns**
   The ATA will maintain a record of progress towards achieving the training requirements detailed in the flowcharts. Ship’s Staff will assist with this process by submitting a Training Return to the ATA either 3 monthly or when key milestones are reached/missed. All IFT personnel will be expected to proactively manage and own their training, and present a training plan to the unit Training Co-ordinator detailing when they believe they will achieve the required next higher rate eligibility criteria. An individual’s Training Plan should be reviewed and used to set SJAR Personal Objectives, aligned with the information contained on a unit’s Training Return.

8. **IFT Flow Charts**
   **ENGINEERING TECHNICIAN (MARINE AND WEAPON ENGINEERING) – INTERIM FAST TRACK ADVANCEMENT FLOWCHART FOR INDIVIDUALS WHO HAVE COMPLETED POET ENABLING TRAINING AND POET QC.**

The following rules apply to personnel who have been selected for the Interim Fast Track scheme and have completed POET Enabling Training and POET Qualifying Course.

<table>
<thead>
<tr>
<th>LEADING ENGINEERING TECHNICIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awarded an Advancement Due Date to POET of 24 months from the LET Seniority Date</td>
</tr>
</tbody>
</table>

**Criteria for Advancement to POET (Interim Fast Track)**

- a. Successful completion of POET Qualifying Course recorded on JPA as ME|POET ME Qualifying Course (ME284)|Navy| or WE|POET(WE) Career (WE315)|Navy|. (Note 2)(3)(4)(6).

- b. Hold Professional Qualifications SOC and MEOOW2C to be completed within 18 months’ sea service; recorded on JPA as ‘Professional Switchboard Operating certificate DB33)|Navy’ and ‘Professional Marine Engineer Officer Of The Watch 2 Certificate (MEOOW2C)|Navy’ (Applicable to ET(ME) personnel only).

- c. Completed OJT and Passed OPS Assessment for LET. Recorded on JPA as ‘Professional|OPS for LET(ME) DQ40|Navy’ or ‘Professional|OPS for LET(WE) DQ40|Navy’’. (8).

- d. Completed SRLC. Recorded on JPA as ‘Miscellaneous|Senior Rates Leadership Course|Navy’ (Para 6909). (5)

- e. In date for RNFT or hold approved waiver on date due advancement (Para 6806), recorded on JPA as ‘CMS|Fitness Test|Navy’. (1).

- f. 18 months’ sea service as a LET.

- g. At least 6 months since last Career Check (if any) on date due advancement.

- h. Recommended for advancement to POET on Appraisal Report. (7).
Advanced to
**PETTY OFFICER ENGINEERING TECHNICIAN** (Note 5, Note 7)
Transfer to Selective Promotion Flowchart for ICF ET and back to
selective promotion rules in Chapter 67

<table>
<thead>
<tr>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>RNFT.</strong> Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate due date for advancement. See Para 6806 for the required JPA competence.</td>
</tr>
<tr>
<td>2. Suitability of individuals to retake failed elements of the QC, or the requirement to be back classed, or remain on the IFT scheme, will be determined by the Commanding Officer of the relevant Training School. A repeat failure of part/all of the course will result in the individual being deselected from IFT, however, they will remain on the QC, but not on the IFT scheme (normal QC failure rules apply). Suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.</td>
</tr>
<tr>
<td>3. <strong>Unsuitable Candidates.</strong> Where, during the period of the QC, candidates are found to be unsuitable for advancement to the next higher rate, they may be withdrawn from training by the Commanding Officer of the relevant Training School. In such cases, individuals will be deselected from IFT and the QC and will continue to serve in their current rate. They will transfer from IFT back to Selective Promotion as the eligibility route for future selection.</td>
</tr>
<tr>
<td>4. <strong>Failure to complete Professional and/or Leadership Course.</strong> Refer to Para 6803 for rules on the impact on a rating’s advancement if he/she fails to complete LET/POET QC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of service reasons (outwith own control) or non-service reasons (within own control).</td>
</tr>
<tr>
<td>5. All IFT personnel shall complete SRLC, as appropriate, as part of their next higher rate. Preparation for and completion of these courses is essential and, although the responsibility rests firmly with the individual to be fully prepared, is to be supplemented with appropriate coaching and mentoring by their Head of Department. There may be occasions where an IFT individual is at their Due Date for advancement by time, but has not completed their QC so will not meet the advancement criteria. In consultation with the ATA, an application for the Acting Higher Rate will be considered against the ‘Inability to Satisfy Criteria for Advancement’ as detailed in Para 6803.</td>
</tr>
</tbody>
</table>
6. **Refusal to Complete POET QC.** Individuals who refuse to undertake the QC will be deselected from the IFT scheme, continue to serve in their current rate, and transfer back to Selective Promotion.

7. **If for any reason an LET does not achieve the eligibility criteria and subsequent recommendation for advancement, a review will be undertaken by the CM EGS JR WO1 on a case by case basis for suitability to remain on the IFT scheme.** Individuals who are removed from IFT will transfer back to the Selective Promotion rules.

8. **If the OPS Assessment is passed by a rating who is already qualified for advancement by service, then the seniority date for advancement will be the examination date.**

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9. **ENGINEERING TECHNICIAN (MARINE AND WEAPON ENGINEERING) – INTERIM FAST TRACK ADVANCEMENT FLOWCHART**

The following rules apply to personnel who have not completed POET Enabling Training and POET Qualifying Course.

### ENGINEERING TECHNICIAN 2

**Engineering Technician 1 – Pre-Advancement Requirements**

- **a.** Completed RALEIGH – Phase 1 Training.
- **b.** Completed Phase 2 Training. (1)(2)(8).
- **c.** To be EFP in accordance with Para 9638 and recorded on JPA as 'Educational|RN/RM QEPO/Sgt|Navy'.
- **d.** Display required proficiency in accordance with competencies as laid down in the ICF as ET2, authorised by HOD. To be recorded on JPA as ‘Professional|Engineering Technician (Engineering) (GS)|Navy|ET1 Sea 1’. To be completed within 4 months sea service (applicable to ICF trained ET(ME) personnel only). (3)(4).
- **e.** Completed Task Book for ET(ME) 2 OC (MEMOC Harbour), recorded on JPA as ‘Professional|Achieved MEMOC (Harbour) (DQ50)|Navy’ (Applicable to legacy trained ET(ME) personnel only). (2)(8).
- **f.** Completed OJT TB and OPS Assessment as an ET(WE)(CIS), authorised by the HOD. Recorded on JPA as ‘Professional|OPS for AB(CIS)(QQ50)|Navy’ . To be completed within 12 months’ sea service (ET(WE)(CIS) only). (2)(8).
- **g.** Completed ET(WE) Task Book Section 2A. To be completed within 4 months sea service (ET(WE) only). (2)(8).
h. In date RNFT or waiver obtained at Due Date; recorded on JPA as 'CMS|Fitness Test|Navy' (Para 6806). (5).

i. At least 6 months since last Career Check (if any) on date due advancement.

j. Recommended for advancement to ET1 by HOD. Promotion Authorisation Request (PAR) forwarded to Flotilla parent Career Management Cell (CMC).

Advanced to
ENGINEERING TECHNICIAN 1

Leading Engineering Technician – Pre-Advancement Requirements

a. CBRNDC TB to be completed and recorded on JPA as ‘Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy’. (3).

b. Serving on an ES1/FC/OE1 that expires after the nominated Due Date for Advancement.

c. Display required proficiency in accordance with competencies as laid down in the ICF as ET 1, authorised by HOD and recorded on JPA as ‘Professional|Engineering Technician (GS)|Navy’, with a Proficiency Level of ‘ET1 Sea 2’. To be completed within 12 months’ sea service as an ET (Applicable to ICF trained ET(ME) personnel only). (4).

d. Completed Task Book for ET(ME)1 OC (MEMOC Sea-going) recorded on JPA as ‘Professional|Achieved MEMOC (Full) (DD44)|Navy’ within 12 months’ sea service as an ET (Applicable to legacy trained ET(ME) personnel only) (2)(8).

e. Streaming Preferences submitted and showing on JPA. (6).

f. Provisional Exam for LET(ME) and recorded on JPA as Professional| Provisional Examination for LET ET(ME)|Navy with a Proficiency Level of ‘Pass’. To be completed within 12 months’ sea service (Applicable to ICF trained personnel only). (7)(9).

g. Completed ET(ME or WE or CIS) OJT Task Book and OPS Assessment, recorded on JPA as ‘Professional|OPS for ET(ME) DQ40|Navy’ or ‘Professional|OPS for ET(WE) DQ40|Navy’ or ‘Professional|OPS for AB(CIS)(QQ50)|Navy’. To be completed within 12 months’ sea service (Applicable to legacy trained ET personnel only). (8).

h. Completed COMMS202 Career Course, recorded on JPA as Comms|AB(CIS)1/AB(CISSM)1 Career (Comms 202)|Navy| (Applicable to Ex-CIS personnel only). (10).

i. A minimum of 12 months sea service as an ET.

j. LRLC completed and recorded as JPA competency ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’ (Para 6909). (13).
k. Passed LET QC by nominated Due Date; recorded on JPA as ‘ME|LET(ME) Career (ME 151)|Navy’ or ‘WE|LET(WE) Weapons Career (WE 211)|Navy’ or ‘WE|LET(WE) Sensors Career (WE 212)|Navy’ or ‘WE|LET(WE) CIS Career (WE 213)|Navy’. (8)(9)(11)(12)(17).

l. In date RNFT or waiver obtained at Due Date; recorded on JPA as ‘CMS|Fitness Test|Navy’ (Para 6806). (5).

m. Recommended for advancement on Appraisal Report at Due Date. (14)(17)(18).

n. At least 6 months since last Career Check (if any) on date due for Advancement (if later).

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**Advanced to LEADING ENGINEERING TECHNICIAN**

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**Petty Officer Engineering Technician – Pre Advancement Requirements**

a. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date for Advancement.

b. To be EFP in accordance with Para 9638 and recorded on JPA as ‘Educational|RN/RM QEPO/Sgt|Navy’.

c. Hold Professional Qualifications SOC and MEOOW2C to be completed within 12 months’ sea service; recorded on JPA as ‘Professional|Switchboard Operating certificate (DB33)|Navy’ and ‘Professional|Marine Engineer Officer Of The Watch 2 Certificate (MEOOW2C)|Navy’. To be completed within 12 months’ sea service (Applicable to all LET(ME) personnel only).

d. Display required proficiency in accordance with competencies as laid down in the Individual Competency Framework (ICF) as LET, authorised by HOD. This is to be recorded under ‘Professional|Engineering Technician(Engineering)(GS)|Navy|LET Sea’. To be completed within 18 months’ sea service (Applicable to ICF trained personnel only). (15)(16).

e. Passed Provisional Exam for POET recorded on JPA as ‘Professional|Provisional Examination for POET |Navy|Passed’ (Applicable to all ICF trained personnel only). (7).

f. Completed LET(ME or WE or CIS) OJT Task Book and OPS Assessment, recorded on JPA as ‘Professional|OPS for LET(ME) DQ40|Navy’ or ‘Professional|OPS for LET(WE)|Navy’ or ‘Professional|OPS for LS(CIS) QQ40|Navy’ (Applicable to all legacy trained LET personnel only). (8).
g. 18 months’ sea service as an LET.

h. SRLC completed and recorded as JPA competency ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’ (Para 6909). (13).

i. Passed POET QC by nominated Due Date; recorded on JPA as ME|POET(ME) Career (ME153)|Navy’ or ‘WE|POET(WE) Weapons/Sensors POET(WESM) Career (WE 317)|Navy’ or ‘WE|POET(WE) CIS Career (WE 318)|Navy’. (8)(9)(11)(12)(17).

j. In date RNFT or waiver obtained at Due Date; recorded on JPA as ‘CMS|Fitness Test|Navy’ (Para 6806). (5).

k. Recommended for advancement on Appraisal Report at Due Date. (14)(17)(18).

l. At least 6 months since last Career Check (if any) on due date for Advancement (if later).

Advanced to
PETTY OFFICER ENGINEERING TECHNICIAN
Transfer to Selective Promotion Flowchart for ICF ET and back to selective promotion rules in BRd 3 Chapter 67

Notes:

1. On completion of ET(CC) where an ICF course has been undertaken a Career Development Journal (CDJ) will be issued. An individual who completes an OPS course will be issued the OJT Task Book.

2. ET(ME) personnel who commenced their ET(ME) career course prior to Jan 15 are to have completed and been awarded the following legacy OPS competencies for the eligibility criteria for advancement to ET 1 and LET:

   a. Advancement to ET(ME)1 - Completed Task Book for ET(ME) 2 OC (MEMOC Harbour), recorded on JPA as ‘Professional|Achieved MEMOC (Harbour) (DQ50)|Navy’.

   b. Advancement to LET(ME) - Completed Task Book for ET(ME)1 OC (MEMOC Sea-going) recorded on JPA as ‘Professional|Achieved MEMOC (Full) (DD44)|Navy’ and awarded OPS at ET1 recorded on JPA as ‘Professional|OPS for ET(ME) DQ40|Navy’.

3. On completion of the ET2 Career Development Journal (CDJ) mandated tasks and being recommended, ratings will be advanced to ET1 and issued their CBRNDC Task Book (to be completed prior to undertaking the Provisional Examination for LET or OPS Assessment as an ET).
Notes:

4. Competence as an ICF trained ET1 is achieved on successful completion of the ICF mandated competencies within the sea employment space, evidenced within the individual’s CDJ. This is to be completed within 12 months’ sea service as an ET.

5. **RNFT**. Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate due date for advancement. See Para 6806 for the required JPA competence.

6. **IFT ETs** will be streamed during their sea training phase, earlier than individuals that are not on the IFT scheme. An individual will be allocated a stream by the ATA in consultation with ships staff after 6 months sea service. Once streamed, employment on board, where possible, is to be within the allocated Stream. This will enable the IFT individual to gain as much experience as possible whilst in the compressed sea employment prior to being assigned to LET QC. This process is not applicable to IFT ET(WE)(CIS) personnel who are streamed on entry into the Service.

7. **ICF Trained Individuals** - Prior to undertaking the Provisional Examination the following pre-requisites are to have been achieved:

   a. **Competent in current rate** – Completed all mandated ICF competences, evidenced in the individual’s CDJ.

   b. **Completed a minimum of 12 months’ sea service as an ET or 18 months’ sea service as a LET.**

   c. **Completed CBRN DC Task Book** (PE for LET only).

   d. **Recommended by Commanding Officer.**
Notes:

8. **OPS Trained Individuals** – Where, due to non-availability of ICF designed courses, legacy ET, LET, LCIS, POET or POCIS courses will continue to be used to train IFT personnel. Post completion of the QC, the technical eligibility criteria for the next higher rate will be the associated OPS Assessment in lieu of the Provisional Examination. Where an individual has completed an OPS designed Qualifying Course, the OJT Task Book and the OPS Assessment, there is no requirement to complete the CDJ and the Provisional Examination for the next higher rate. The OPS Assessment is to be completed within 12 months’ Sea Service for an ET and 18 months’ sea service for a LET. The relevant JPA competences are as follows:

   a. ET(WE)(CIS) - Professional|OPS for AB(CIS)(QQ50)|Navy|
   b. ET(WE) - Professional|OPS for ET(WE) DQ40|Navy|
   c. LET(WE)(CIS) - Professional|OPS for LS(CIS) QQ40|Navy|
   d. LET(WE) - Professional|OPS for LET(WE)|Navy|
   e. LET(ME) - Professional|OPS for LET(ME) DQ40|Navy

9. **Pre-course Learning** is to be completed in accordance with the policy of the Training School. Where this is not achieved, the suitability of the individual to undertake the course and also remain on the IFT scheme will be determined by the Commanding Officer of the relevant Training School on a case by case basis.

10. Meeting all the promotion criteria as detailed in Para 7508. Engineering Technician (Weapon Engineering) CIS - Entered as Warfare CIS and transferred to WE Branch in April 2015.

11. Suitability of individuals to retake failed elements of the QC, or the requirement to be back classed, or remain on the IFT scheme, will be determined by the Commanding Officer of the relevant Training School. A repeat failure of part/all of the course may result in the individual being deselected from IFT and the QC and continuing to serve in the lower rate. Suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.
Notes:

12. **Unsuitable Candidates.** Where, during the period of the Qualifying Course, candidates are found to be unsuitable for advancement to the next higher rate, they may be withdrawn from training by the Commanding Officer of the relevant Training School. In such cases, individuals will be deselected from Interim Fast Track and an assessment made on their suitability to remain on Qualifying Course. They will transfer from Interim Fast Track back to Selective Promotion as the eligibility route for future selection.

13. **Failure to complete Professional and/or Leadership Course.** Refer to Para 6803 for rules on the impact on a rating’s advancement if he/she fails to complete PQC and/or LRLC/SRLC before the due date by time or within 12 months of the due date as a result of service reasons (outwith own control) or non-service reasons (within own control).

14. **Advancement Due Dates.** The following Due Dates for Advancement have been applied to individuals selected at the Jan 15 IFT Selection Board and a record of these are held by the Promotions Office and the ATA:

   a. ET 2 under Phase 2 Training at the time of Selection. A Due Date for advancement to LET of 24 months from the date of selection (to include a minimum of 12 months’ sea service). A future due date for advancement to POET of 36 months’ seniority, including a minimum of 18 months’ sea service as an LET.

   b. ET 2 at sea / ET 1 Pre-OPS at time of Selection. A Due Date for advancement to LET of 18 months from the date of selection (to include a minimum of 12 months’ sea service). A future due date for advancement to POET of 36 months’ seniority, including a minimum of 18 months’ sea service as an LET.

   c. ET 1 at OPS at the time of Selection. A Due Date to LET of 31 Mar 16. A future due date for advancement to POET of 36 months seniority, including a minimum of 18 months’ sea service as an LET.

   d. ET 1 / LET on LETQC at the time of Selection. These individuals were selected on merit for LET and, if not already promoted; their original CPD is to be used as their Due Date for advancement. A future due date for advancement to POET of 36 months’ seniority, including a minimum of 18 months’ sea service as an LET.
Notes:

e. LET Pre-OPS at the time of Selection. A Due Date for advancement to POET of 31 Mar 16.

f. LET at OPS at the time of Selection. A Due Date for advancement to POET of 6 months from the date of selection.

15. Competence as an ICF trained LET(ME) is achieved on successful completion of the SOC, MEOOW2 and the ICF mandated competences within the sea employment space, evidenced within the individual’s CDJ. This is to be completed within 18 months’ sea service as a LET(ME).

16. Competence as an ICF trained LET(WE)/LET(WE)(CIS) is achieved on successful completion of the ICF mandated competences within the sea employment space, evidenced within the individual’s CDJ. This is to be completed within 18 months’ sea service as a LET.

17. Refusal to Undertake the QC. If a rating decides to refuse the course, they will be deselected from IFT, continue to serve in their current rate and will transfer to Selective Promotion.

18. If for any reason an ET or LET does not achieve the eligibility criteria and subsequent recommendation for advancement, a review will be undertaken by the CM EGS JR WO1 on a case by case basis for suitability to remain on the IFT scheme. Individuals who are removed from IFT will transfer back to the Selective Promotion rules. Prior to the transfer to selective promotion, a decision will be made by the FTA and CM EGS JR WO1 on the individual’s seniority in current rate and suitability for next higher rate training.
10. Career Management

Individuals on the IFT scheme will continue to be assigned by the relevant CMC, but this will be overseen and directed by the CM EGS JR WO1, supported by the relevant ATA.

11. Attending a QC

a. The planning and enrolment of individuals onto a QC will be undertaken by the ATA, in liaison with the CMC. IFT personnel will be provisionally allocated a LET QC start date shortly after completing Phase 2 Training. An IFT LET will be provisionally booked on POET QC 12 months prior to course start. Attendance on both the LET and POET QC will be dependent upon the achievement of all the relevant advancement criteria detailed at Annex 68B. Frequent liaison between the employing ship and the relevant ATA will ensure that Training Schools, CMCs and employing ships can effectively plan the movement of IFT personnel.

b. With a known approximate LET and POET QC start date, the mandatory pre-course learning detailed at BR 2000 (3)(1) Chapter 4 and (4)(1) Chapter 4 is to be commenced no later than the point of achieving 8 months’ sea service for an ET and 14 months’ sea service for an LET. This will allow sufficient time for completion prior to attending the next higher rate Qualifying Course.

c. Pre-course learning completion requirement is not applicable to IFT personnel who have already completed the POET enabling and POET QC as detailed in the Flowcharts.

12. Leadership Training

a. All IFT personnel shall complete LRLC or SRLC, as appropriate, for advancement to the next higher rate. Preparation for and completion of these courses is essential and, although the responsibility rests firmly with the individual to be fully prepared, is to be supplemented with appropriate coaching and mentoring by their Head of Department.

b. There may be occasions where a IFT individual is at their Due Date for advancement by time, but has not completed the pre-requisite LC or QC so will not meet the advancement criteria. In consultation with the ATA a Commanding Officer may award the individual the Acting Higher Rate, see Para 6802 and Para 6803.

13. Employment

a. IFT personnel will be employed in complement billets as designated by CMC. The compression of the training timeline in comparison to their non IFT counterparts is achieved through a shorter time spent at sea. The timeline does not allow for periods of employment ashore and CMCs will be directed to ensure that IFT personnel are suitably assigned to sea positions on completion of their QC.
b. IFT personnel are to be employed within ship in the same manner as their non IFT counterparts and are to perform all duties and tasks expected of their role. In order to achieve their training requirements an IFT individual is required to maintain high personal motivation and dedication, supported by the ship with suitable opportunities. With a number of LET positions being either a Deputy or Section Head, consideration will be taken by the ATA to minimise, where possible, the effects due to assigning an IFT LET to, and from, a ship.

c. Where a ship’s programme changes, or an IFT individual cannot be suitably employed (such as ships in Upkeep), and the individual will be unable to achieve their advancement criteria, ship’s staff are to liaise with the ATA to discuss alternative employment options.

14. Fast Track Failure Policy and De-Selection from Scheme
Once selected, an individual remains on the IFT scheme (ET to POET), unless their progress, performance or standards are deemed insufficient or they voluntarily remove themselves. Additionally, individuals will be removed from the IFT scheme if selected for the UY(E) scheme. Where an individual has not been able to meet the demands and maintain IFT accelerated training delivery they will be de-selected from the IFT scheme and will revert to the selective promotion regulations. The IFT scheme failure and de-selection policy is detailed at para 25 et seq.

15. SJAR Reporting Requirements
Annual SJARs remain a mandatory requirement for all IFT individuals and should comment on their current performance, CLM, employment and training achievements. Within the SJAR, Reporting Officers should report whether or not an individual remains recommended for IFT and, if appropriate, the individual’s potential for the next IFT stage. The SJAR must contain evidence to support these recommendations.

16. IFT Terms of Service

a. The IFT affords significant opportunity in terms of career progression at an earlier stage and therefore it is expected that IFT personnel will perform at a higher than average level of competence in all aspects of training and employment prior to achieving their next higher rate. The scheme is dependent on both the individual and the unit’s organisation to maintain progress towards the next higher rate and to ensure this occurs the scheme will be externally assured, managed under revised terms of service and clearly defined failure policy.

b. Lack of progress within the scheme has the potential to prevent the achievement of the nominated Due Date and it will be expected that IFT personnel will be appropriately supported, by being placed on warning in a timely manner to support recovery and indicate not only the failure, but the potential impact on the due date achievement. At all times an IFT individual must maintain a positive recommendation to remain on the scheme and for the next advancement. Any repeated training failure, CLM or NGT warnings or attitudinal problems will, in all probability, result in removal from the IFT scheme.
To ensure all IFT personnel are fully aware of the changes to their Terms of Service on selection to the IFT scheme (including, being advanced in lieu of selective promotion), individuals will sign a Certificate of Understanding (Part A). In signing, they confirm their understanding that, whilst on the IFT scheme, they will not be considered at Selective Promotion Boards and that there may be occasions where the minimum notice for assignment to sea and shore may not be achieved. On leaving the IFT scheme, a Certificate of Understanding (Part B) will be completed and signed by the individual which reverses the process (ie. the individual returns to Selective Promotion and minimum notice for future assignments). The IFT Certificate of Understanding is at Annex 68F.

d. IFT will incur the same Training Return of Service (TRoS) associated with CC and QC, see Para 5304 and Table 53-C. The TRoS obligation is incurred from the start date of the course and will be applied, subject to Service needs irrespective of the final course outcome. Although TRoS is incurred from the start of the course, the actual return of service period will start on completion of LETQC or POETQC. This will be the case for all IFT personnel; individuals who are withdrawn from training, for whatever reason, or who effectively withdraw themselves from training, will have a period of TRoS applied. As a rule this period will be determined by the FTA; taking into consideration the amount of course completed and any other mitigating factors.

17. **IFT Scheme Failure Policy**

a. The failure policy is to be followed for all IFT personnel and is aimed at ensuring individuals remain focussed on meeting the requirements of the IFT scheme. Where it is evident that agreed targets will not be achieved, IFT personnel are to be placed on warning in a timely manner to re-focus the individual and highlight to the ATA the potential delay in the individual’s progress.

b. There may be extenuating circumstances, both Service and Non Service reasons, see Para 6802, which may prolong an individual’s time within the training pipeline. Delays may have an effect on the ability to meet progression to LET or POET within the expected time and in all circumstances the ATA should be informed at the earliest point.

c. The names of ratings who, for reasons of misconduct, incompetence or lack of diligence, cannot be advanced within the set timescales are to be reported to ATA at the earliest opportunity with a recommendation on whether to retain or remove them from the IFT scheme. Ship’s or Training School staff are to seek the advice of the ATA and CM EGS JR WO1 during any escalation of warnings preceding the individual’s due date for advancement.

18. **Automatic Removal from the IFT Scheme**

The following occasions will be considered as reason for automatic removal from IFT:

a. Submission of Early Termination request.
b. Failure to pass the necessary PE for a second time.

c. Not being recommended for advancement.

d. Failure of Leadership Course (LRLC or SRLC).

e. Discipline resulting in Disrating or Career Check.

f. Career Intermission.

g. Does not continue to attract a positive recommend for IFT.

19. **De-Selection from the IFT Scheme**

a. Once selected, an individual will remain on the IFT scheme unless they;

   (1) Submit formal request to be removed from the scheme to ATA.

   (2) Fail to complete professional qualifications/requirements at sea within the prescribed timescales.

   (3) Demonstrates professional and/or performance-related reasons for unsuitability.

   (4) Are removed from the scheme following escalation of warnings for other professional, CLM or NGT reasons.

   (5) Selected for UY(E) Scheme (if failing on this scheme acceptance back onto the IFT scheme will be on a case by case basis as determined by the ATA and FTA).

b. On submission of a request for Early Termination an individual will be de-selected from the IFT scheme. Unit Staff and Career Managers are to ensure they liaise with the ATA prior to accepting any notice to ensure that the individual has been fully briefed on all aspects associated with removal from IFT and serving notice, such as TRoS and being employed at sea during the notice period.

c. On being de-selected from the IFT scheme the ATA will ensure the following actions are completed and appropriate details are recorded on the Certificate of Understanding (Part B):

   (1) Individual fully briefed on all aspects of removal and that future promotion will be by Selection.

   (2) Special SJAR or Insert Slip raised detailing reasons for de-selection.

   (3) IFT Certificate of Understanding (Part B) completed by the ATA.
(4) ATA to remove the JPA IFT competence.

(5) Individual’s seniority date to be agreed with CM EGS JR WO1 and recorded on JPA.

20. Volunteer for Removal from the IFT scheme

a. At any stage of the scheme an individual can volunteer to be removed from IFT and revert to selective promotion. The process is detailed below and all individuals should be fully advised of the changes to their career progression when transferring back to the selective promotion route. It is recommended this brief be carried out by the unit HOD or CM EGS JR WO1.

b. The request by an individual for removal from the IFT scheme is to be forwarded to the CM EGS JR WO1 for review and consideration. The CM EGS JR WO1 will provide career advice to the individual, including any TRoS requirement in relation to any training courses that have been completed. The process to be followed is indicated below:

(1) The IFT ET is to submit a formal request detailing why they wish to be removed from the IFT Scheme.

(2) If the request for removal is associated with submission of Early Termination, the ATA will liaise with CMC Career Manager before advising the HOD on future employment plans.

(3) If at sea in a complement billet the ET or LET is expected to remain in that position.

(4) If the request for removal is not associated with an Early Termination, but occurs on LETQC or POETQC, the individual will continue on course but subject to selective promotion. All cases will be treated individually and be approved by the CM EGS JR WO1.

c. Individuals removed from IFT will be career managed by their appropriate CMC and employed according to the Needs of the Service.

21. Failure within Professional Qualifying Courses

a. IFT personnel who fail on ET CC, LETQC or POETQC will be managed by the Training Schools QC Failure Policy. All IFT individuals are to be considered by the Training School for removal from the IFT Scheme on achieving Tier 2 (WE)¹ and Level 2 (ME)² Warnings.

¹ HMS COLLINGWOOD FOAP(T) PCD-1304.
² HMS SULTAN TSOP3:3:3.
b. Back Class for IFT personnel is only to be considered for exceptional reasons outside of any professional training failure. Where back class is necessary then the individual’s case will be reviewed by the Training School, ATA and CM EGS JR WO1 to assess the impacts on the individual’s training. Where a IFT individual is being back classed then, following liaison with the FTA, the Training School will review the circumstances of the back classing and, on a case by case basis, consider if the individual is to remain on the IFT scheme.

c. Where IFT personnel fail or miss course module(s), then the Training School policy is to be followed in reprogramming them. Where a module(s) has been missed for Service or Non Service reasons then the ATA is to be notified in all cases. Whether an individual remains on the IFT scheme will be reviewed on a case by case basis, with the final decision being made between the Training School, CM EGS JR WO1 and the FTA.

22. Failure of Leadership Courses

a. As Fast Track ratings it is expected that all IFT personnel will allocate sufficient time and preparation to pass the necessary leadership courses that are the standard for the rank which they have been recommended following a successful pass at PE.

b. Those IFT personnel who fail to pass LRLC or SRLC may be de-selected from the IFT scheme for not meeting the standard of leadership expected at their rank. In exceptional cases, and where there is sufficient mitigation and a recommendation to return to leadership course by Royal Navy Leadership Academy (RNLA) Staff, a de-selection from the IFT scheme waiver may be considered. This must be approved by the FTA.

c. On removal from the IFT scheme following failure at LRLC or SRLC, the individual will be transferred to the selective promotion route at their current rank (ie. on failing LRLC the rating will remain as an ET1). The individual must then seek promotion by selection and will be planned to attend leadership course only after further selection for the next higher rate.

23. Fast Track Scheme Rules Regarding Failure

The details given in Table 68E-1 provide reasons for failure and the associated actions to be taken. All instances will be reviewed on a case by case basis by the training School in consultation with the CM EGS JR WO1. Where an individual is removed from the IFT scheme, the ATA will complete all relevant actions for the removal of the individual from the IFT scheme.
Table 68E-1. Interim Fast Track Scheme Rules Regarding Failure

<table>
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<tr>
<td></td>
<td></td>
<td>Not to proceed to LETQC</td>
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<td>Transferred to Selective Promotion</td>
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<td>Failure of the PE (Para 6912)</td>
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<tr>
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<tr>
<td></td>
<td></td>
<td>Assigned back to CMC as a LET (Note 7)</td>
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<tr>
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<td>NGT Failure (Para 5750)</td>
<td>Transferred to Selective Promotion</td>
</tr>
<tr>
<td></td>
<td>Back Classed (Note 2)</td>
<td>Assigned back to CMC as a LET (Note 8)</td>
</tr>
<tr>
<td></td>
<td>Removal of IFT Recommendation (Note 9)</td>
<td></td>
</tr>
</tbody>
</table>

**Rules Regarding Failure Notes:**

1. IFT personnel are expected to demonstrate the higher levels of competence at all times. Failure to sustain this level or failure of any re-sit examination will be reviewed by the Training School and CM EGS JR WO1 on a case by case basis and may result in removal from the IFT scheme but not necessarily from the qualifying course.

2. Where it is deemed necessary, but only in exceptional circumstances, an IFT rating may be back classed. When back classed, the individual’s seniority and due dates may be adjusted accordingly as directed by CM EGS JR WO1 and FTA.

3. An individual shall continue in Phase 2 Training following failure is at the discretion of the Training Officer.
Rules Regarding Failure Notes (continued):

4. Where warning levels have been issued due to an individual failing to achieve their planned progress on the IFT scheme these warnings are to be reviewed upon their removal from the IFT scheme and transfer to Selective promotion or be removed as appropriate. Where a warning is deemed necessary within the Selective promotion route then it is to remain in place. Full clarification from the CM EGS JR WO1 should be sought by units.

5. On removal from the IFT scheme and transfer to Selective promotion whilst serving at sea, the CMC is to ensure that the individual remains in post unless the warning level dictates otherwise. The individual’s seniority will remain that of any previous Due Date and it will be necessary to adjust all future availability dates.

6. Where an individual has failed to prepare for a leadership course which is assessed as being due to Non-Service Reasons within an individual’s control, the individual is to be removed from the IFT scheme.

7. On failure at LRLC or SRLC and following removal from IFT Scheme it is to be recognised that the individual will have completed less time at sea than those on Selective promotion. It is therefore expected that these individuals will be assigned back to sea at the earliest opportunity by CMC.

8. It is assumed that the failure occurs before due date for advancement to the next higher rate and therefore, by not completing QC, that the individual is not eligible for advancement. All cases will be dealt with on a case by case basis by the FTA and the CM EGS JR WO1.

9. Where an ET is selected for IFT but subsequently does not perform to the required standards on the higher qualifying course their Divisional Officer (ET CC), HOD (Employment) or Training Officer (LETQC and POETQC) may make a recommendation to the CM EGS JR WO1 for the individual to be removed from the IFT scheme.

10. On failure and removal from IFT the ATA will complete all necessary actions and will also liaise with CMC regarding future employment and assignments. Where necessary, the CM EGS JR WO1 will advise on individual cases.
ANNEX 68F

CERTIFICATE OF UNDERSTANDING - PART A

TRANSFER TO THE ENGINEERING GENERAL SERVICE INTERIM FAST TRACK SCHEME

BEING SUBJECT TO: ADVANCEMENT BY TIME (IN ACCORDANCE WITH BR 3(1) CHAPTER 68) AND POSSIBLE CHANGES IN MINIMUM NOTICE FOR ASSIGNMENT TO SEA AND SHORE

Part 1 – Individual’s Details

<table>
<thead>
<tr>
<th>FULL NAME (in Capitals)</th>
<th>SERVICE No.</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Selection</th>
<th>Interim Fast Track Start Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Part 2 – Individual’s Declaration

I understand that during my time on the EGS Interim Fast Track scheme:

a. I will be subject to advancement by time (as detailed in BR 3(1) Para 6808 and Chapter 74/75*) rather than selective promotion and, therefore, I will not be considered at any Selection Boards for Promotion.

b. I may be liable to be assigned to sea or shore units at less than normal assigning notice, as detailed in BRd 3(1) Chapter 59 Section 11.

Signed: _____________________________ Date: __________________

* delete as appropriate

1 A copy of the Certificate of Understanding Part A is to be retained by the individual.
Part 3- Accelerated Technician Authority

The above named rating has been transferred to the EGS Interim Fast Track scheme and will be subject to advancement by time, with the following awarded due date for the next higher rate:

<table>
<thead>
<tr>
<th>Advancement To</th>
<th>Date Due Advancement</th>
</tr>
</thead>
<tbody>
<tr>
<td>POET</td>
<td></td>
</tr>
</tbody>
</table>

Signed:____________________________ Rate/Rank:________________

Name (in capitals):________________________ Date:________________

---

2 The Certificate of Understanding Part A is to be retained by the ATA for a period of 3 years after the individual leaves the Interim FT scheme.
CERTIFICATE OF UNDERSTANDING - PART B

REMOVAL FROM THE ENGINEERING GENERAL SERVICE INTERIM FAST TRACK SCHEME

Part 1 – Individual’s Details

<table>
<thead>
<tr>
<th>FULL NAME (in capitals)</th>
<th>SERVICE No.</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Above Named Rating has been removed from the EGS Interim Fast Track scheme and will no longer be subject to time based advancement.

The following seniority date has been determined by the Fast Track Authority and will be recorded in JPA:

<table>
<thead>
<tr>
<th>RATE</th>
<th>SENIORITY DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Part 2 – Individual’s Declaration\(^3\)

I understand that on removal from the Interim Fast Track scheme I:

a. Will return to being subject to selective promotion as detailed in BR 3(1) Chapter 67 and Chapter 74/75*.

b. Will be liable to be assigned to sea or shore units as detailed in BR 3(1) Chapter 59 Section 11.

Signed: ___________________________ Date: ________________

* delete as appropriate

Part 3- Accelerated Technician Authority\(^4\)

The Above Named Rating has been transferred to the Selective promotion scheme and will be subject to promotion by Selection from the following date:

Date: ___________________________

The following actions have been completed;

---

\(^3\) A copy of the Certificate of Understanding Part B is to be given to the individual.

\(^4\) The Certificate of Understanding Part B is to be retained by the ATA for a period of 3 years after the individual leaves the Interim FT scheme.
(1) The individual has been fully briefed on implications of removal from Interim Fast Track and has been advised of any ROS associated to the Qualifying Courses that have been completed.

(2) All Interim Fast Track competences have been removed from JPA. The Individual’s seniority date has been agreed with the FTA and recorded in JPA.

Signed: _______________________________ Rate/Rate: __________

Name: _______________________________ Date: ________________
## ANNEX 68G

**ET(MESM) FT TASKBOOK (PDP)**

**Part 1 – Individual’s Details**

<table>
<thead>
<tr>
<th>Full Name (in Capitals)</th>
<th>Service No.</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEMOC Task No</th>
<th>Requirement</th>
<th>MEMOC Pg No</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>Qualify BSQ</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MEMOC PARTS A & B:**

<table>
<thead>
<tr>
<th>MEMOC Task No</th>
<th>Requirement</th>
<th>MEMOC Pg No</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>Shadow a minimum of 2 SDJR duties</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>Conduct rounds as a SDJR. Demonstrate an understanding of the importance of WTL.</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>Assist in the Keep Alive Programme</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>Complete NVQ tasks (2.1 and 2.2) and return to HMS SULTAN</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Conduct electrical maintenance</td>
<td>4.10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Conduct mechanical maintenance</td>
<td>4.13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Operate Maintenance Management System</td>
<td>4.18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1</td>
<td>Participate in bulk liquids embarkation</td>
<td>5.3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.8</td>
<td>Rig and derig electrical shore supply</td>
<td>5.8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.1</td>
<td>Act as a member of the NBC organisation</td>
<td>5.10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MEMOC PART C:**

<table>
<thead>
<tr>
<th>MEMOC Task No</th>
<th>Requirement</th>
<th>MEMOC Pg No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4</td>
<td>Assist with Primary mechanical system maintenance</td>
<td>4.18</td>
</tr>
<tr>
<td>2.5</td>
<td>Assist with Primary electrical system maintenance</td>
<td>4.19</td>
</tr>
<tr>
<td>2.6</td>
<td>Assist with basic fault diagnostics and maintenance of Secondary mechanical systems</td>
<td>4.20</td>
</tr>
<tr>
<td>2.7</td>
<td>Assist with basic fault diagnostics and maintenance of Secondary electrical systems</td>
<td>4.21</td>
</tr>
</tbody>
</table>
Part 2 – Declaration

The tasks listed above have been successfully completed. The FT candidate has demonstrated the following:

a. Gained sufficient experience to progress on to the LETQC.

b. Continues to demonstrate the potential to perform satisfactorily as an LET(MESM) following further training.

c. Is recommended to attend LETQC.

Signed (MEO):________________________  Rank: ________________
Name (in capitals): ____________________  Date: _________________
**ANNEX 68H**

**ET(MESM) FT TASKBOOK (At Sea)**

**Part 1 – Individual’s Details**

<table>
<thead>
<tr>
<th>Full Name (in Capitals)</th>
<th>Service No.</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEMOC Task No</th>
<th>Requirement</th>
<th>MEMOC Pg No</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>Qualify SMQ/BSQ</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>Qualify and keep a minimum of 20 watches as MMSJR</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>Qualify and keep a minimum of 15 duties as Shut Down JR</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Conduct rounds as a MMSJR</td>
<td>3.3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>Conduct daily and weekly Safety Checks</td>
<td>3.4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Operate machinery during machinery breakdown drills</td>
<td>3.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>Complete NVQ tasks (2.1 and 2.2) and return to HMS SULTAN</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Conduct electrical maintenance</td>
<td>4.10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Conduct mechanical maintenance</td>
<td>4.13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Operate the Maintenance Management System</td>
<td>4.18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1</td>
<td>Participate in bulk liquids embarkation</td>
<td>5.3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.8</td>
<td>Rig and derig electrical shore supply</td>
<td>5.8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.10</td>
<td>Carry out Whole Ship evolutions</td>
<td>5.9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.1</td>
<td>Act as a member of the NBC organisation</td>
<td>5.10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## MEMOC PART C

<table>
<thead>
<tr>
<th></th>
<th>Assist with Primary mechanical system maintenance</th>
<th>4.18</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4</td>
<td>Assist with Primary electrical system maintenance</td>
<td>4.19</td>
</tr>
<tr>
<td>2.5</td>
<td>Assist with basic fault diagnostics and maintenance of Secondary mechanical systems</td>
<td>4.20</td>
</tr>
<tr>
<td>2.6</td>
<td>Assist with basic fault diagnostics and maintenance of Secondary electrical systems</td>
<td>4.21</td>
</tr>
<tr>
<td>2.7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part 2 – Declaration

The tasks listed above have been successfully completed. The FT candidate has demonstrated the following:

a. Gained sufficient experience to progress on to the LETQC.

b. Continues to demonstrate the potential to perform satisfactorily as an LET(MESM) following further training.

c. Is recommended to attend LETQC.

Signed (MEO): ________________________ Rank: ________________

Name (in capitals): _____________________ Date: _________________

---

1 It is accepted that due to programme and time constraints not every element of the MEMOC C tasks may be achieved. The MEO must ensure that best endeavours have been made and every opportunity to achieve training is taken.

2 JPA competences for MEMOC(Full) and OPS ET(MESM) to be awarded.
ANNEX 68I

ET(WESM) FAST TRACK APPLICATION

Part 1 – Individual’s Details

<table>
<thead>
<tr>
<th>Full Name (in Capitals)</th>
<th>Service No.</th>
<th>Rate</th>
</tr>
</thead>
</table>

Part 2 – Declaration¹

1. In order to be selected on to the ET(WESM) FT scheme, I can confirm:
   a. I am serving on a regular pensionable engagement with a minimum of 8 years to serve.
   b. Have not submitted a request for Early Termination.
   c. I am not at OPS for ET(WESM)1.
   d. Understand the Return of Service associated with the training under this scheme.
   e. Understand the reasons that can lead to removal from this scheme.

2. I understand that whilst on the WESM FT scheme:
   a. I will be subject to advancement by time as detailed in BRd 3(1)(Para 6809).
   b. I may have to waiver my minimum assigning notice to attend courses (Para 5943).

Signed: _______________________________  Date: ______________

¹ A signed copy of this Annex is to be forwarded to Navy Pers-BM ENG WESM SO2.
# ANNEX 68J

## ET(WESM) FT TASKBOOK

### Part 1 – Individual’s Details

<table>
<thead>
<tr>
<th>Full Name (in Capitals)</th>
<th>Service No.</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task No</th>
<th>Requirement</th>
<th>Target Date</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Qualify SMQ/BSQ</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SWS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S1</td>
<td>Complete Part 1 Section 1 of Taskbook (Whole Ship Tasks)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S2</td>
<td>Complete Part 1 Section 2 of Taskbook (SWS Mandatory Watchkeeping Tasks)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S3</td>
<td>Complete Part 1 Section 3 or 4 of Taskbook (Navigation or Launcher)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S4</td>
<td>Qualify as either MC or Nav Technician and keep a minimum of 20 watches at that position.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TWS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T1</td>
<td>Complete Part 1 Section 1 of Taskbook (Whole Ship Tasks)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T2</td>
<td>Complete Task 1 – 13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T3</td>
<td>Complete ET2 Safety Check</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T4</td>
<td>Complete Part 2 of Tasks 14-38</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T5</td>
<td>Qualify as Fwd Staff and keep a minimum of 20 watches in that position</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CIS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T1</td>
<td>Complete Section 2 Part 1 of Taskbook (Whole Ship Tasks)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T2</td>
<td>Complete Section 2 Part 2 of Taskbook Complete Task 1 – 14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T3</td>
<td>Complete AB2 OPS Check</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Part 2 – Declaration

The tasks listed above have been successfully completed\(^1\). The FT candidate has demonstrated the following:

a. Gained sufficient experience to progress on to the LETQC.

b. Continues to demonstrate the potential to perform satisfactorily as an LET(WESM) following further training.

c. Is recommended to attend LETQC.

Signed (WEO): ________________________ Rank: ________________

Name (in capitals): _____________________ Date: _________________

\(^1\) JPA competence OPS at ET(WESM) to be awarded.
# ANNEX 68K

## EGS FAST TRACK PROGRESS REVIEW PROFORMA

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>SERVICE No.</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE OF SELECTION</th>
<th>FAST TRACK START DATE</th>
<th>REPORT FOR DUTY DATE</th>
<th>DUE DATE FOR ADVANCEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TRAINING MILESTONE TARGETS

To be agreed with Dept Training Coordinator and recorded within JPA Personal Objectives within 1 week of joining unit

<table>
<thead>
<tr>
<th>Training Milestone</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET Sea1 Achievement</td>
<td></td>
</tr>
<tr>
<td>ET Sea2 Achievement</td>
<td></td>
</tr>
<tr>
<td>CDJ Completion</td>
<td></td>
</tr>
<tr>
<td>CBRDNC Taskbook Complete</td>
<td></td>
</tr>
<tr>
<td>Provisional Exam for Next Rate³</td>
<td></td>
</tr>
</tbody>
</table>

### Review Dates

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Dept Training Coord Comments</th>
<th>Training Coord Signature</th>
<th>FT Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month 4</td>
<td>Date:</td>
<td>ET Sea 1 (ME Harbour/WE Safety Check) due: Passed/Progress/Warning issued?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month 8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month 9</td>
<td>Date:</td>
<td>ET Sea 2 (CDJ Complete/ ME Sea Qualified) due: Passed/Progress/Warning issued?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

³ Provisional Exam for Next Rate

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**Effective**
February 2020

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**UNCONTROLLED WHEN PRINTED**
<table>
<thead>
<tr>
<th>Month 10 Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Month 11 Date:</td>
<td><em>Initial PE Target</em></td>
</tr>
<tr>
<td>Month 12</td>
<td><strong>PE for next rate/BRNDC TB complete due:</strong> Passed/Progress/Warning issued?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Command Recommendation for Advancement</th>
<th>Professional QC Booked (Contact ATA)</th>
<th>AO Raised</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DO:</strong></td>
<td><strong>DEPCO:</strong></td>
<td><strong>DEPCO:</strong></td>
</tr>
</tbody>
</table>
ANNEX 68L

EGS FAST TRACK PROGRESS WARNING FLOWCHART

Shortfall identified prior to Monthly Progress Review

Training Coord Action at next Monthly Review
1. Initial Warning issued identifying areas for improvement by next monthly review (record in Progress Review Proforma).
2. Issue highlighted to ATA when sending monthly progress review feedback.

Remedial Actions satisfactorily complete at next monthly review/agreed review date?*

Yes → NFA/Inform ATA

No

Divisional Officer Action: Formal Level 1 FT Progress Warning Issued (Annex C) & forwarded to ATA.

Remedial Actions satisfactorily complete at next monthly review/agreed review date?*

Yes → Removed from FT Progress Warning – Inform ATA

No

HOD Action: Formal Level 2 FT Progress Warning Issued (Annex C) & forwarded to ATA.

Remedial Actions satisfactorily complete at next monthly review/agreed review date?*

Yes → Removed from FT Progress Warning – Inform ATA

No

Unit to recommend removal from FT Advancement Scheme (by HOD email to ATA).

Following BM consultation, ATA to action reversion of SP to Select, Train, Promote Route as required.

* Units are recommended to utilise the monthly progress review cycle as far as practicable for the Warnings process.
# ANNEX 68M

## EGS FAST TRACK PROGRESS WARNING PROFORMA

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Service Number</th>
<th>Parent Unit</th>
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<thead>
<tr>
<th>Training Coordinator</th>
<th>Divisional Officer</th>
<th>HOD</th>
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<table>
<thead>
<tr>
<th>Date Initial Training COORD Warning Issued</th>
<th>Review Date</th>
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<tbody>
<tr>
<td>Date Level 1 Divisional Officer Warning Issued</td>
<td>Review Date</td>
</tr>
<tr>
<td>Date Level 2 HOD Warning Issued</td>
<td>Review Date</td>
</tr>
<tr>
<td>Date Unit Recommendation for Removal from Fast Track Scheme sent to ATA</td>
<td>Include this proforma with submission letter</td>
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### Details of shortcoming that may result in removal from the Fast Track Advancement Scheme

<table>
<thead>
<tr>
<th>Remedial Actions Required by next Review</th>
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<table>
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<tr>
<th>DO/HOD Name</th>
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<th>DO/HOD Signature</th>
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</table>

I acknowledge that I have been placed on DO/HOD warning/recommended *(delete as appropriate)* for removal from the EGS Fast Track advancement scheme due to the shortcomings detailed above. I understand the remedial actions required by the above stated review date and that failure to achieve the required improvement may result in my removal from the EGS Fast Track scheme.

Signed................................................................. Date............................
ANNEX 68N

ACCELERATED APPRENTICE WARNINGS AND FAILURE POLICY

INTRODUCTION

1. The AA procedures will follow Initial Training Warnings (ITW) (see paras 5747-5751) and mirror standard warning policies in place for the Phase/Lead School. Where variations to the general population of trainees exist, they will do so due to the following:

   a. The bespoke courses on the AA pipeline.

   b. The infrequency of AA intakes and thus the limited opportunity to back class AA trainees. This means that failure often holds a more serious implication than it would for an AET/ET and this should be taken into consideration. To monitor this, the ATA/AA AE RA are to be informed at the earliest opportunity of escalation to a Level 2 Warning in either professional performance or NGT.

   c. Conducting Phase 3 courses whilst still on the Untrained Strength (UTS).

2. Throughout this document AA trainees will be classified in the following way:

   a. Phase 1 until completion of Initial Naval Training (INT) at HMS RALEIGH.

   b. AA MEGS and WEGS Phase 2 trainees until completion of Sea Phase, and Phase 3 trainees thereafter.

   c. AA MESM and WESM Phase 2 trainees until completion of SMQ (Dry) and ME 180, and Phase 3 trainees thereafter.

   d. AA AE trainees as Phase 2 trainees until completion of QMQS, and Phase 3 trainees thereafter.

3. A brief on the warning process will be given to all AA trainees at the start of Phase 1 Training. Trainees will sign to acknowledge receipt of this briefing.

PHASE 1 WARNINGS POLICY

4. AA trainees will fall under the same warnings policy as all trainees during INT. It should be noted that the back classing of AA recruits will be by exception and at the BM’s discretion.
PHASE 2 WARNINGS POLICY

5. For the duration of this phase the AA trainees are to be managed as per the Lead Schools' warnings policy with the inclusion of the following considerations:

   a. **Transfer of Warnings.** Additional considerations are to be made on the following courses:

      (1) **Enabling Course.** The Chain of Command will review NGT warnings and reduce them to zero if the trainee has displayed the correct attitude and picked up no further warnings related to NGT – this reduction is at the discretion of the Chain of Command in conjunction with the issuing officer. If not enacted, the trainee will carry the NGT warning to the Sea/Field Phase/SM Shore Phase for review after a minimum of one month and a maximum of 3 months.

      (2) **Sea/Field Phase/SM Shore Phase.** In case of an AA trainee completing Sea/Field Phase/SM Shore Phase with a Level 1 or Level 2 Warning, the warning will be removed. If a trainee completes Sea/FIELD PHASE/SM Shore Phase with a Level 3 Warning in place, then the ATA/AA AE RA will consider implementing the Phase 2 failure policy. If it is deemed that sufficient progress has been made, the Level 3 Warning will be removed, however if it is deemed that the shortcomings have not been met then the trainee will retain the Level 3 Warning to LETQC/LAETQC, where it will be reviewed after 3 months. Throughout this review period further shortcomings will not increase the warning but will be recorded. All evidence gathered will be used at the review date to either remove the warning, if appropriate, or implement the failure policy.

   b. **Task Books.** Formal progress checks are to be conducted to ensure the AA trainees are progressing as expected. Failure to meet these expectations should attract professional training warnings.

   c. **Accelerated Apprentice Provisional Exam (AA PE).** For AA EGS/SM the PE is to be conducted during the Sea Phase/PDP phase. PE failure will attract a professional warning and will be addressed with a re-sit within the remaining Sea Phase timeline. AA trainees will be allowed 2 attempts to pass the PE. If failure occurs on the second attempt, the ATA will liaise with the BM to determine a suitable course of action, which will include a professional warning being issued and may result in implementation of the Phase 2 failure policy.

PHASE 3 WARNINGS POLICY

6. MEGS, WEGS and AE AA trainees are on the UTS until the completion of their Qualifying Course and LRLC. MESM and WESM AA trainees are on the UTS until completion of their specialist maintainer courses, following LETQC and LRLC (whereas their S-T-P counterparts are GTS). While UTS, all AA trainees remain subject to the standard Initial Training Warnings (ITW). In all other respects, they are to be managed in the same way as their S-T-P counterparts.
PHASE 1 FAILURE POLICY

7. AA trainees will be subject to the same failure policy during Phase 1 as all other trainees with the following options are available following the recommendation from the Phase 1 staff:

   a. DUDT.
   
   b. Re-categorise to ET/AET at the BMs discretion.
   
   c. Branch transfer at the BMs discretion. Individuals have no automatic right to be offered a branch transfer when on the UTS and, although they can request a particular branch, availability will depend on the needs of the Service.

8. Medical or Welfare Failure to Complete Training. If, due to medical or welfare reasons, an AA trainee does not complete INT in time for the start of their Phase 2 Training, they are to be managed by the BM/ATA on a case-by-case basis. Options available include the following:

   a. DUDT with the option of re-applying if eligible.
   
   b. Continue INT when fit and do the full Phase 2 courses but remain AA.
   
   c. Holdover until the next AA entry.

PHASE 2 FAILURE POLICY

9. The options as a result of failure on the bespoke elements of the AA pipeline are as follows:

   a. **DUDT.** As all AA trainees will be on the UTS, administration of DUDT can only be undertaken by the CO or Head of a Training Establishment due to MOD policy for Care of Trainees. As such, any AA trainee on Sea Phase recommended for DUDT must be reassigned back to the relevant Phase 2 Training Authority for DUDT action to be enacted.

   b. **Offer of Branch Transfer.** In the case of any AA facing DUDT, the relevant BM will consider whether the individual is suitable for another branch or specialisation. The trainee’s DO must make a firm recommendation before a branch transfer is considered by the BM.

   c. **Offer of Re-Categorisation to AET/ET.** AA trainees do not have the option of being back-classed, owing to the infrequency of AA Enabling Courses (one per annum for GS, 2 per annum for AE & SM). The Phase 2 Training has been designed to be more condensed than the full Phase 2 Career Course, and as such is more challenging. The BM may therefore deem that an AA trainee who has failed the AA Enabling Course, may be successful on the normal Phase 2 Career Course, and therefore may offer the option to re-categorise as an ET in the relevant branch complete the relevant AET/ET career courses.
d. **Retained AA.** Retained by the BM, and continue the AA pipeline on risk or offered an extension of their current phase - both options are by exception.

10. **EGS Sea Phase.** By exception, AA trainees may have an extension of the EGS Sea Phase. The maximum an AA PE can be undertaken is three times.

11. **Failure due to Medical or Welfare Reasons.** If the AA is deemed capable of recovering the following options will be considered on a case-by-case basis:

   a. Holdover until the next AA entry.

   b. Continuance of training with bespoke management by the ATA/AA AE RA to compensate for lost training.

   c. Offer of Re-Categorise to AET/ET within the same Branch.

12. If, for medical reasons, an AA trainee cannot complete Phase 2 Training and is judged to be incapable of recovering to full medical fitness, the MBOS process will be enacted to remove that trainee from training under DUDT procedures.

13. **Able Rates Leadership Course (ARLC).** All AA trainees will need to complete ARLC during Phase 2 and in doing so will be subject to Royal Arthur Squadron’s warning process. This is a standalone process and, as such, any warnings that may be received while on ARLC will not accumulate with existing training warnings from the AA training pipeline. However, if an AA trainee is unable to complete ARLC due to either a compassionate or medical issue, this will be handled on a case by case basis, considering the point at which that individual was removed from course and their success up until that point. The AA Trainee’s DO will be notified of any shortcomings via the end of course report. In the event of a complete ARLC failure, remedial action will be decided by the BM in conjunction with ARLC staff.

**PHASE 3 FAILURE POLICY**

14. If an AA trainee fails a Phase 3 Training course, following normal re-sit opportunities, the ATA/AA AE RA will liaise with the BM and the training establishment to determine a suitable course of action, on a case by case basis. As AA trainees are on the UTS they cannot be ‘Returned to Unit’ (RTU). The options in Para 11 remain extant but considerations should be made for back classing as these are standard S-T-P courses at the end of the pipeline and thus there is increased flexibility. This will be reviewed by the BM on a case by case basis.

15. If an AA trainee cannot proceed on their current LAET/LETQC due to reasons beyond their control eg. medical downgrading, they are to be locally managed to facilitate the completion of the required modules in as timely a manner as possible. This may result in the trainee being back-classed into the next available Qualifying Course.
16. LRLC. If an AA trainee fails the written assessments and presentation elements of LRLC, then that individual will be RTU (Engineering School) and further progress on the AA scheme will be at the discretion of the BM. If an AA fails LRLC at the end of the final week they will continue with professional training on LAETQC/LETQC but must also retake and re-sit the Week 3 assessment. The period at which that individual will be able to return and complete LRLC will be managed by the ATA/AA AE RA in consultation with RNLA and Phase 3 Qualifying Course lead school.

a. Failure of AA MEGS, WEGS and AE trainees to successfully complete LRLC will result in the award of a Level 3 NGT warning. Any LRLC assessment failure as a ‘second’ attempt (eg. whilst continuing with LETQC/LAETQC) will lead to the AA trainee being subject to DUDT procedures.

b. For AA MESM and WESM trainees only, failure of LRLC at the first attempt may result in DUDT at the discretion of the BM. At the BM’s discretion, the AA trainee may continue at risk.
CHAPTER 69
RATINGS POLICY – GENERAL PROMOTION ISSUES

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CHAPTER 69
RATINGS POLICY - GENERAL PROMOTION ISSUES
SECTION 1 - MANAGEMENT RESPONSIBILITIES

6901. Recommendations for Promotion, Advancement, Examination or Course
The rules for promotion and advancement indicate minimum requirements. The recommendation is an important part of the system and, before making recommendations, Line Managers are to satisfy themselves that:

a. **For selective promotion**, ratings have completed all the pre-requisite educational and provisional examinations for their current rate and are ready in all respects to be assigned to qualifying professional and leadership courses in the period prior to the appropriate Common Promotion Date (CPD).

b. **For non-selective promotion** (advancement), ratings have the educational and professional qualifications, experience, time served and personal attributes required, including the power to command subordinates appropriate to their rate.

c. **For examination for higher rate**, ratings have made adequate preparation for the examination and that they have, or show promise of, attaining the qualities of command and personality required in the higher rate.

d. **For a course for the higher rate**, ratings' professional knowledge is such as to justify further training and that they have, or show promise of, attaining the qualities of command and personality required in the higher rate.

6902. Commanding Officer’s Responsibilities

a. **Responsibility for Submission of Appraisal Report Forms.** The Commanding Officer is responsible for ensuring that Appraisal Reports are completed in accordance with the guidance contained in JSP 757 and finalised on JPA within the prescribed timescale. Wherever possible, alignment should be conducted and the Subject’s relative position in the order of merit given in the 2RO’s section of the report. An indication of the size of the peer group concerned should also be given.

b. **Standard of Reporting on Ratings.** To ensure that only the right ratings are promoted or advanced to higher rates, it is essential that, from the earliest stage in their career, the utmost care is taken when making a report or assessment. Each Commanding Officer is responsible for ensuring that a satisfactory standard of reporting is maintained. Heads of Department should assist in this task and personally check all reports and advise and instruct Divisional and other Reporting Officers as required. Inspecting Officers should always satisfy themselves that a proper standard of reporting is maintained in the units they inspect. The Ratings Promotion Section may advise when a special (or late) report may be more advantageous to a rating, particularly when reporting procedures may suffer through a period of short-term assignments.
c. **Backward Ratings.** Ratings in the categories shown below may be discharged SHORE on grounds of inadequacy if they cannot be promoted or advanced within a reasonable period because of incompetence or for reasons within their own control. They are to be reported, with recommendations, to the appropriate authority with power to approve discharge SHORE for consideration of their future. In this context, the length of a reasonable period should be determined by the Commanding Officer having regard to the system of promotion or advancement governing each specialisation, but reports should not normally be delayed beyond the following periods:

1. **Legacy Artificers.** If not recommended for advancement, six months after becoming eligible to be advanced to PO or 12 months after becoming eligible to be advanced to CPO.

2. **Medical Technicians.** After two years as a Leading Medical Technician (unless declined or failed the examination for POMA) or after three years as a PO Medical Technician rate (unless declined or failed the examination for CPOMA).

3. **Engineering Technician and Non-technical Specialisations.** After three years served as an AB2. The manning situation in some branches and specialisations may require similar criteria for ratings above AB2. These are defined in the appropriate Chapters.

d. **Ratings Detached or Loaned.** Where ratings are detached and an Appraisal Report is due, the Commanding Officer of the parent unit remains responsible for ensuring that all necessary action is taken. This also applies to periods of loan temporary duty and passage. Similarly, action is also to be undertaken where a rating undergoes a short-term assignment within or at the end of a standard reporting period and is expected to return to the original parent unit. In all cases where the detachment is for a period of 2-6 months, a Detachment Insert Slip is to be provided. For periods in excess of six months, a full SJAR is required.

e. **Ratings Belonging to Commonwealth Navies.** Recommendations for Commonwealth ratings are to be rendered in the manner shown at Chapter 73.

**6903. Erroneous Promotion or Advancement**

a. If it is discovered that a rating has been wrongly promoted or advanced, eg. because of insufficient qualifications, the following action is to be taken:

If the rating has not become fully qualified and due for promotion or advancement to the rate held by the time the error is discovered, the promotion/advancement is to be cancelled from the date of discovery and a signal sent to the Ratings Promotion Section for corrective action on JPA.

b. Errors that are discovered subsequent to ratings becoming fully qualified and due for promotion or advancement to the current rate are to be reported to the Ratings Promotion Section for corrective action.
c. Increases of pay paid for periods of erroneous promotion or advancement are recoverable in accordance with JSP 754. The Logistics Officer of the ship or establishment is to be consulted in all cases.

d. Time spent in a higher rate in consequence of erroneous promotion or advancement is allowed to count for pension purposes provided that the higher duties and responsibilities were assumed. It does not count towards seniority even when subsequently correctly promoted or advanced. In order, therefore, that the pension entitlement is clearly recorded, both the Ratings Promotion Section and Veterans UK are to be informed in writing.
SECTION 2 - MANDATORY REQUIREMENTS FOR PROMOTION OR ADVANCEMENT

6904. Chemical, Biological, Radiological and Nuclear & Damage Control (including fire-fighting)

a. Chemical, Biological, Radiological and Nuclear (CBRN) and Damage Control (DC) (including firefighting) (otherwise collectively known as CBRNDC) is the responsibility of everyone, regardless of branch, rank or gender. All personnel at sea must have a full understanding of CBRNDC appropriate to their rank or rate, and more importantly, must be in a position to use that knowledge correctly given little or no warning. It should never be forgotten that a state of war or period of tension does not need to exist for a large number of CBRNDC skills to be unexpectedly called into use. Ratings join the Fleet having attended a Basic Sea Safety course on completion of their basic training. Qualifications in CBRNDC are in accordance with BR 2170(1) (Ship CBRNDC Manual - Volume 1 – Damage Control) Chapter 36.

b. In order to achieve a standard level of competency in CBRNDC required of all ratings joining the Fleet, except those detailed at Para 6904 sub para c, the following criteria must be met:

(1) All ratings must be qualified in CBRNDC to the relevant standards laid down in BR 2170(1) Chapter 36. On-job training and continuation training, both in ships and shore establishments, will assist ratings to achieve those standards.

(2) Prior to the first or subsequent sea assignments, all ratings must undertake appropriate Sea Safety training as detailed in BR 2170(1) Chapter 36. This requirement is mandatory.

c. Promotion to Leading Hand. All ratings who proceed to sea immediately after initial training must complete the CBRNDC AB-LH Task Book for promotion to LH, with the exception of Submariners (the requirements are formally examined during Ships’ Boards), Fleet Air Arm ratings, Medical Assistants, Naval Nurses and Dental Hygienists.

d. Ratings (except for those listed above) who do not proceed to sea immediately after initial training and have not been afforded the opportunity to serve at sea due to the exigencies of the Service will, if recommended and fully qualified in all other respects, be required to undertake an CBRNDC examination. The examination is to take the form of a Fleet Board, conducted by the Divisional Officer and a CBRNDCQ. Questions used are to be based on the contents of the AB-LH CBRNDC Task Book. It is recommended that candidates are issued an AB-LH Task Book and use the references detailed for each task as a basis for their Fleet Board preparation. Failure at the first attempt will require the candidate to re-sit the examination when ready. Failure of a second and subsequent attempt will require a re-sit of the examination with a minimum of three months interval between re-sits.
e. Ratings (except those exempt under Para 6904 sub para c) must therefore complete either the CBRNDC AB-LH Task Book or CBRNDC Examination to qualify for promotion to LH. Ratings who are not assigned to sea should be given every encouragement to attend CBRNDC circuit training or duty watch after-hours exercises in ships alongside in order to familiarise themselves with the relevant CBRNDC equipment.

f. On successful completion of the CBRNDC Task Book or the CBRNDC examination, JPA should be updated with the following to reflect the competence - ‘Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy’.

6905. Sea Service

a. Where shown as a qualification for promotion or advancement in the various specialisation flow diagrams, sea service will usually be a position in a programmable, deployable unit that routinely attracts LSA payment. Full guidelines on whether a position counts as Sea Service can be found at Para 5908.

b. Such service must be carried out in the actual rate, ie. the rating must have been carrying out the duties of that rate and wearing the appropriate uniform unless otherwise stated in the specialisation Chapter concerned. For information, this does not apply to sea service undertaken in the acting higher rate (on a local acting basis) which counts as sea service only in the lower rate, eg. sea service as an Acting Leading Seaman counts as sea service as an AB Seaman 1.

c. Sea service in any given rate is the sea service undertaken from the date of promotion or advancement to that rate within the current specialisation.

d. Sea service undertaken in the same rate/different specialisation will not normally count towards time in the new specialisation.

6906. Educational Qualifications
Refer to Chapter 96 Section 6.

6907. Royal Naval Fitness Test
Refer to Chapter 29 Section 3, Para 6716 and Para 6806.

6908. Medical Fitness for Promotion – JMES Criteria

a. Ratings/ORs who are medically downgraded, and those who are likely to be categorized as permanently unfit for sea service or be restricted otherwise medically in the future, will normally remain eligible for selective and non-selective promotion. The following principles apply:

b. **Personnel with a Permanent JMES.** All individuals who have been awarded a permanently reduced JMES code by NSMBOS or by ROHC will be assessed by the NSMEB for their suitability for promotion as part of their determination in retaining an individual in service. This determination will take into account age, past experience, seniority, the nature and extent of the medical limitations, and types of assignment for which the individual might be required to undertake in the current rank and higher ranks if selected for promotion or due for advancement.
By default the assessment will assume that retention in service will also include the potential for service at the next higher rank/rate. If the NSMEB are unable to offer continued employment in a higher rank or rate then the individual will be deemed medically unfit for promotion.

c. **Personnel with a Temporary JMES.** Individuals in a temporary JMES should undergo medical assessment by an accredited GMP or Consultant Occupational Physician.

(1) Where there is an expectation that the individual will regain MFD status within the next 12 months, the Medical Officer should deem the individual medically fit for promotion.

(2) Where an expectation that a temporary JMES would be removed and the individual regains a previous permanent JMES within 12 months, then individuals should be assessed as per their previous NSMEB determination (see Para 6908 sub para b above).

(3) Where a Service woman is pregnant and has the JMES code of E6, her fitness for promotion should be assessed in light of her previous JMES, providing that there is an expectation that this will be regained following the pregnancy and period of maternity leave. If previously MFD then she should be considered fit for promotion. If she was previously in a permanently reduced JMES, she should be assessed as per her previous NSMEB determination (see Para 6908 sub para b above). If temporarily downgraded prior to the pregnancy then an assessment must be made as to the likelihood of being upgraded within 12 months of a return from maternity leave and if it is likely, then the individual should be deemed fit for promotion. If it is not deemed likely, then the individual will need to be referred to NSMBOS for a permanent medical category to be awarded and their eligibility is to be determined by NSMEB.

(4) Where it is likely that the individual will need a permanently reduced JMES, the Medical Officer should deem the individual unfit for promotion subject to the subsequent NSMBOS/ROHC and NSMEB recommendations. If the individual is subsequently given a permanently reduced JMES by the NSMBOS or ROHC and the NSMEB determines fitness for promotion, then seniority and pay should be back-dated to the original date of intended promotion.

(5) Any doubtful case is to be referred to the NSMEB.
SECTION 3 - LEADERSHIP TRAINING

6909. Introduction

a. There are currently two career leadership courses for RN ratings (see also Chapter 21 Section 6):

(1) Leading Rates’ Leadership Course (LRLC). LRLC is a four week course, providing the basic building blocks of leadership training to assist personnel, selected for promotion to LH, in their development and to prepare them for their future roles as superior officers.

(2) Senior Rates’ Leadership Course (SRLC). SRLC is a four week course, built and tailored for Naval use, which develops an individual’s Command, Leadership and Management (CLM) experience, giving a thorough grounding in leadership techniques based on current theory models. These theories are exercised under stressful conditions throughout the course. The SRLC also includes an examinable ‘divisional’ module, recognising that all senior ratings are expected to play a full part in the divisional system of their unit.

b. Both courses are administered and conducted at the Royal Navy Leadership Academy (RNLA) in HMS COLLINGWOOD. They form part of the Navy’s policy on through-career development, ensuring that those entrusted with leadership of our men and women are properly trained to exercise this responsibility. These skills are vital in contributing to the Moral Component of Operational Capability in the Royal Navy and supplement an individual’s skills. As such, the LRLC and SRLC are mandatory requirements under selective promotion and form all or part of the training package for promotion to LH and PO respectively.

c. Under selective promotion, personnel are assigned to the appropriate leadership training by ACOS(PCap) prior to the CPD (but with the timing of attendance on courses dictated by assignment priorities). Any rating who is unable to attend the first leadership course to which assigned is responsible for ensuring that they are re-booked on course and that they complete the training by the CPD. Failure to take this action will result in application of the rules set out at Para 6714 and Para 6802. Cancellation of a course within two months of its commencement for reasons other than operational or medical will be classed as a failure and the appropriate penalties imposed in accordance with Para 6719. If a rating, having been selected for promotion, is considered ready to attend a leadership course at short notice, ACOS(PCap) should be informed of this fact. As ACOS(PCap) is only able to assign ratings to courses from among those who become available between assignments, those remaining have to be spared from current assignments. Commanding Officers should note this and endeavour to spare ratings accordingly so that promotion is not affected. All personnel should be aware that it is considered a joint responsibility of the individual and the Service to ensure timely attendance for leadership course training. The RNLA issues an annual RNTM providing detailed instructions covering personal pre-joining preparations, documentation required, joining instructions and an outline of the course content. All personnel attending a leadership course are to familiarise themselves with the content of the extant RNTM on the LRLC and SRLC issued by the RNLA.
d. **Re-entrants or Service Transfers.** Re-entrants, or personnel transferring from the Royal Marines, Army or RAF will have the Leadership training that they completed during their Service considered at the time of entry into the RN, and will be awarded credits as appropriate. Where a qualification is deemed to be a suitable alternative, and there would be little benefit to either the Service or the individual by their completing either LRLC or SRLC, then a Waiver will be approved by DACOS BM. Any waiver awarded is to be recorded on JPA by BM Coherence WO1.

e. **Attendance on LRLC – Special Rules.** As stated, the successful completion of LRLC is a mandatory pre-promotion requirement for promotion to LH in all specialisations, with the following exceptions:

1. **Direct Entry Medical Technician/Naval Nurse/Dental Hygienists.** These ratings may be advanced to the Acting Leading Hand on completion of specialist training and be subsequently confirmed on completion of LRLC.

2. **Sideways Entry Medical Technicians.** Ratings who have completed the LRLC may be advanced to the confirmed rate on completion of their specialist training. Ratings who have not completed LRLC may be advanced to Acting Leading Hand and subsequently be confirmed on completion of LRLC.

3. **Leading Regulator Candidates.** The LRLC must either be completed prior to the RNPIC or completed within three months of completion of the RNPIC. A further extension of three months may be approved by the Branch Manager for service/medical/compassionate reasons, keeping PM(Navy) informed. Failure to complete the LRLC within this time frame will result in reversion to source branch or specialisation.

4. **Leading Physical Trainer Candidates.** The LRLC must either be completed prior to the LPTQC or completed within three months of completion of the LPTQC. A further extension of three months may be approved by the Branch Manager for service/medical/compassionate reasons, keeping RNPTS informed. Failure to complete the LRLC within this time frame will result in reversion to source branch or specialisation.

5. **Leading Aircrewman/Leading Airman (Photographer) Candidates.** The LRLC must either be completed prior to the LACMN/LA(PHOT) QC or completed within three months of completion of the LACMN/LA(PHOT) QC. A further extension of three months may be approved by the Branch Manager for service/medical/compassionate reasons. Failure to complete the LRLC within this time frame will result in reversion to source branch or specialisation.
6910. **Legacy Rules – Promotion Without a Leadership Course**

Prior to the introduction of selective promotion, ratings could achieve promotion or advancement to the acting higher rate (including Acting CPO) without having to complete leadership training beforehand. Completion of the appropriate course was only required for confirmation in the rate and subsequent consideration for promotion to higher rates. There are some senior ratings at PO level who have yet to complete the SRLC. With many individuals still to undertake the appropriate leadership training, ACOS(PCap) embarked on a programme to assign POs and Acting CPOs to SRLC and Acting LHs to LRLC as places become available. Individuals may assist and facilitate this process by advising ACOS(PCap) of their availability dates for leadership course training. While ratings in the acting higher rate may not be compelled to attend, **refusal to do so (if assigned) will result in their reversion**, although this will not be deemed to be a professional failure. Having been so reverted, however, ratings will then come under selective promotion rules and will have to be selected for promotion before becoming eligible for leadership training and promotion.
SECTION 4 - EXAMINATIONS

6911. Types of Examination

a. Professional Qualifying Examinations (PQEs). PQEs are examinations taken by ratings to qualify professionally for promotion or advancement and may take the form of a written, practical or oral examination, or any combination of the three. They may be conducted by:

(1) Officers of the Professional School - by correspondence or as otherwise arranged.

(2) Officers or Warrant Officers (WOs) of the Fleet, Squadron or Ship.

(3) A Central Examining Authority.

b. Provisional Examinations (PEs). PEs are taken to assess ratings' suitability for promotion to the higher rate and also to determine that they have the potential to qualify on the Professional Qualifying Course (PQC), which is a pre-requisite for promotion. PEs may be written, practical or oral, or any combination of the three, and may be conducted by:

(1) Officers of the Professional School by correspondence, or as arranged.

(2) Officers of the Fleet, Squadron or Ship.

(3) A Central Examining Authority.

Individual specialisations' Chapters show the point at which individuals are entitled to sit PEs.

c. Invigilation of Written PQEs and PEs. Invigilation of a written PQE or PE for the higher rate may be conducted by any officer or rating of CPO status or above as designated by the Examining Board. Under normal circumstances, the invigilator should be at least two rates above the highest level of rating taking the examination.

d. Local Examinations. When, due to the exigencies of the service, it is known that it will not be possible to convene an Examining Board as detailed in the appropriate Chapters, within 4 months of the rating's application for examination, a local examination is to be convened. The Board should be constituted from available officers and/or senior ratings, advice being sought from the Professional School if necessary. The period of 4 months is extended to 6 in those cases where examinations are held at 6-monthly intervals.
e. Should the candidates fail the local examination, they may not re-apply for examination earlier than 4 months from the date of failure, with the exception of EGS PE (see Para 6912 sub para f). Should the candidates pass the local examination, they are considered for promotion purposes to have provisionally passed the examination for which they applied and referred to as the "Date of Passing". Passing a local examination qualifies ratings for promotion to the next higher rate when otherwise eligible.

f. Loss of Paperwork. When candidates have applied for an examination before the last date specified for applications and the application has failed to reach the authorities, or the examination papers have failed to reach the candidates, or the worked papers fail to reach the examining authority in time, or if the candidates are prevented from taking the examination for reasons beyond their control, Lead Schools should apply to the Ratings Promotion Section to ante-date the "Date of Passing" (providing candidates are successful in the immediately following examination) to the date of the examination which was missed. Where it subsequently proves that a rating has achieved a PE pass before attaining one year's seniority in their current rate, where applicable, the basic date of passing is to be adjusted to the later date. In these cases, the Ratings Promotion Section is to be advised when such action is taken.

g. Ratings in Small Vessels and Outstations. Ratings serving in small vessels and outstations should, subject to the exigencies of the Service, be transferred temporarily to their parent base or other large ship/unit in order to have facilities to work towards the necessary examinations to gain the professional qualifications required for the higher rate.

h. Annual OPS Checks. Details of branch specific OPS Check requirements are contained in Chapter 74 to Chapter 90. All personnel are expected to remain at OPS while building up experience towards promotion. Maintenance of OPS is to be monitored through an OPS Check process, success in which is a pre-requisite for promotion to LH and PO. Some ratings may not achieve or maintain OPS or, in some cases, not attempt to progress themselves thereafter for any number of reasons. Individual Branch Chapters are to be consulted to determine the action to be taken in these cases.

i. Engineering Branch Operational Performance Statement Assessments. Engineering Branch OPS Assessments are conducted in accordance with the timescale detailed in the individual Chapter 74, Chapter 75 and Chapter 76 and the relevant competence recorded on JPA.
6912. Failure of Examinations or OPS Assessments

a. **Outright Failure of PQEs Set by Schools or Examining Authority on a PQC.** Ratings will not be promoted to the higher rate or retain the higher rate (if promoted following completion of leadership training) if not successfully completing the mandated professional and/or leadership courses. Ratings who fail outright or who are removed from the relevant Course at the appropriate School are to suffer the following penalties:

1. Deselection from the promotion signal.
2. Reversion from the substantive rate or relinquishment of the acting higher rate (if held) - individuals are to be reverted or lose the acting higher rate from their date of failure.
3. Removal of a PE pass, entailing a possible loss of pay - the pay Qualification Point will be reinserted (see Para 6919).
4. A requirement to spend a minimum of 12 months in the lower rate and the need to re-qualify, by way of a Commanding Officer’s recommendation, for subsequent consideration for promotion to the higher rate.

b. The Commodore of the Training Establishment may defer an individual’s removal from course if considered appropriate, pending extra instruction and immediate re-examination within that establishment and subject to negotiation with the rating’s parent establishment/ship.

c. Exceptionally, if the Commodore of the Training Establishment considers that the degree of failure does not justify the course failure penalties in paragraph 1, but the rating cannot be retained for further training and immediate re-examination in accordance with Para 6912 sub para b, the following procedures are to be followed:

1. The automatic penalties of course failure are not to be applied.
2. The Ratings Promotion Section and the rating’s Commanding Officer are to be informed of the additional training required.
3. The rating is to be assigned back to the training establishment for re-examination at the earliest possible opportunity.
4. The rating is to be formally warned that a second failure of a course will invoke full penalties.

d. Ratings who fail at this second attempt will be subject to the automatic penalties of course failure from the date of the second failure.
e. If, during the waiting period, the rating's Commanding Officer feels that the rating should no longer be recommended for further training, the penalties of course failure are to be applied from the date the Commanding Officer informs the rating of the decision. Ratings who no longer wish to return for a second attempt are to be treated as a course refusal in accordance with Para 6913.

f. **Failure of PEs and PQEs set by Fleet, Squadron, Ship or Central Examining Authority.** Ratings who fail a PE or PQE set by the Officers of the Fleet, Squadron, Ship or Central Examining Authority may be examined at an interval of not less than 4 months or, for Engineering Branches or Logistics Branch Fleet Examinations, as specified by the President of the Board or the Commander Royal Naval Logistics School, at the time of failure. The earliest date for re-examination is to be noted on the rating's history sheet and on the Application for Examination forms. For EGS candidates, Line Managers and HoDs are encouraged to arrange another PE as soon as mutually appropriate, with a minimum period of one month between attempts. Applications should be made to the unit's CO and Flotilla SMEO/SWEO to resit PE after a minimum of one month has elapsed. The decision on whether or not to approve the request will be formulated depending on the nature of the previous failure and the proposed re-assessment time scales.

g. The reasons for judging ratings to have failed are to be noted on the Application for Examination form and also discussed with the candidates.

h. Ratings failing an examination are eligible for re-examination, as specified above, for the first three attempts. They must then wait one year before being allowed a fourth attempt; further cycles of three attempts are then permitted.

i. **Failure of an OPS Assessment Set by Fleet, Squadron, Ship or Central Examining Authority.** For Engineering Branches, ratings who fail an OPS Assessment set by the Officers of the Fleet, Squadron, Ship or Central Examining Authority may be re-examined at an interval no less than that either specified by the President of the Board at the time of failure or that specified by a Warning Officer, noting the recommended review timescales given in Chapter 57. An unsuccessful OPS check is considered a failure and the warning process for reversion to the appropriate rate should commence. Candidates then have two further attempts. On failure of the third attempt the candidate should be reverted to the previous rate.

6913. **Refusal to Take a Professional Qualifying Course or Professional Qualifying Examination for Confirmation**

a. Ratings who refuse to take a PQC or PQE required for promotion will be:

(1) Deselected from the promotion signal.

(2) Reverted from the confirmed rate or relinquish the acting higher rate (if held).
b. An individual’s refusal, together with the date on which they become eligible again, is to be noted on the ratings’ history sheets and reported to the Ratings Promotion Section.

c. When there appear to be valid reasons for a refusal, the case is to be reported to the Ratings Promotion Section for a decision as to whether or not they are sufficiently strong to justify exemption from the above automatic penalties.

d. **Withdrawal from Course.** If, on receipt of instructions detailing ratings to attend a course (professional or leadership), a Commanding Officer considers that a rating can no longer be recommended in accordance with Para 6901, they are to be removed from the course and suffer the penalties listed in Para 6912.

e. If, whilst undergoing a course (professional or leadership), the Commodore of the Training Establishment considers that ratings do not merit retention on course they are to be removed and suffer the penalties listed in Para 6912.

f. Ratings removed from a course for misconduct may not be put on course for at least two years and, immediately preceding the second course, must satisfy the career check requirements for promotion and advancement. Withdrawals in accordance with this clause are to be reported by letter to the Ratings Promotion Section.

6914. **Application for and Reporting of Examinations for Higher Rate**

a. Applications for examination are to be made in duplicate on Forms S442 as required by the various specialisation regulations. Both copies of the relevant Form are to be forwarded to the Administrative Authority or Examining Authority who will then arrange for the examination to be conducted in accordance with the appropriate specialisation regulations.

b. On successful completion of all parts of the examination, the Examining Authority will enter the results on Forms S442 and forward one copy to the candidate’s unit where the required notations are to be made on the rating’s Service Documents and the competences added to JPA by unit HR personnel. After notation, the Form S442 is to be handed to the rating with a copy being forwarded to the Ratings Promotion Section following all examinations.

c. In the case of failures, the original of the form is to be completed and forwarded to the candidate’s ship or establishment for retention with the rating’s divisional documentation for future reference.

d. **Local Examination.** When it is known that a formal examination will not be available within four months of the candidate’s application being made, application is to be made for a local examination using Forms S442 (in triplicate), as required by the various specialisation regulations. All of the application forms are to be clearly marked ‘LOCAL EXAMINATION’. The Commanding Officer is to convene a Local Examination Board if the application is approved.
e. On successful completion of the local examination, the results are to be entered on the forms and the original forwarded to the Advancement Authority. One copy is to be used for notation purposes in accordance with Para 6914 sub para b and then retained with the rating’s Divisional Documents for use by the Board at the formal examination. The third copy is to be handed to the candidate.

f. In the case of failure of the local examination, one copy of the form is to be retained with the rating’s divisional documents for future reference, clearly stating the reason for failure. The remaining copies are to be destroyed following the raising of Form C170.

g. **Special Rules.** Where any specialisation has special rules for applications for examination, these are shown in the various specialisation Chapters concerned.
SECTION 5 - ACTING HIGHER RATE

6915. Use of the Acting Higher Rate

a. The acting higher rate may be used in the following situations:

(1) By anyone who, having been selected for promotion under Common Promotion Date (CPD) rules, is assigned to a position in the higher rate before the CPD in question and is fully qualified for promotion (including satisfying medical and RNFT requirements), having completed all mandated training. Under the selective promotion system, ratings that have been selected for promotion will normally be promoted on a CPD. However, those who subsequently qualify in all respects for the higher rate following selection may be awarded the acting higher rate if assigned to and then carrying out the duties of a position, complemented for the higher rate, prior to the CPD. The individual may retain the acting higher rate until their CPD providing that they remain assigned to the position and continue to carry out the duties of the higher rate. However, if the individual ceases to remain assigned to the position or no longer carries out the duties of the higher rate, for whatever reason, they must lose the award of the acting higher rate immediately. Such awards are made subject to individuals satisfying all other relevant promotion criteria. With the exception of pregnancy, individuals who have assignments to pre-promotion training cancelled or delayed (e.g. due to operational requirements) will not be entitled to any retrospective promotion awards prior to the CPD for which selected.

(2) By non-artificer/technicians who were promoted to the higher rate before the introduction of selective promotion (however, such individuals are being assigned to leadership training where still outstanding – see Para 6910). There will remain a number of personnel who have been advanced under the previous B13 advancement system who have not yet completed the necessary professional or leadership course for confirmation in their current rate. These personnel will remain in the acting higher rate until such time as the necessary courses are completed. Individuals who, following assignment, fail or refuse to attend leadership course will lose the acting higher rate.

(3) By new entry and sideways entry Naval Nurses on completion of their specialist training. Direct entry Naval Nurses (who have not completed LRLC) may be granted the Leading Rate on an acting basis on completion of Phase 1 training due to the compressed nature of the training pipeline and the lack of employment as an Able Rating. Direct Entry Dental Hygienists may be advanced to the Acting Leading Rate in accordance with Para 8801. Confirmation in the higher rate will occur on completion of the LRLC.

(4) In exceptional cases, by branch transferees and those joining sideways entry specialisations.

(5) By artificer/technicians who are qualified by time for advancement to the higher rate but have been unable to complete the required professional or leadership training due to the exigencies of the Service.
(6) On a local acting basis (for those not selected for promotion) – see Para 6916.

(7) On an unpaid basis – see Para 6917.

b. Prior to the introduction of CPD, time in the acting higher rate counted towards any time qualification for the next higher rate. However, the use of the acting higher rate is dependent on a number of factors that are outside an individual’s control. Consequently, to ensure that all individuals selected at the same time for the same CPD are treated in the same manner and are therefore not disadvantaged, only time spent in the confirmed rate will count for advancement/promotion purposes under the CPD scheme.

c. The following procedures for the award of the acting higher rate will apply for those individuals selected and qualified for promotion or those who are due promotion by time and/or qualification:

(1) The Career Manager (CM) or Career Management Cell (CMC) (for squadded ratings) identifies the rating who has been selected for promotion and has completed mandatory training. The CM/CMC will then assign the rating to a higher rate position and change his/her rank to the acting (paid) rank (as referred to in JPA).

(2) Once assigned and rank changed, the CM/CMC will note the status of the acting (paid) rank in the rank review field. This change in rank will trigger the JPAC who will then alter the pay, allowances and IBD to reflect the higher rank.

6916. Acting Higher Rate (on a Local Acting Basis)

a. The award of the acting higher rate on a local acting basis to ratings capable of performing the duties of a higher rate is a system designed to enable an individual to undertake the duties of a higher rate for a temporary period. Such advancement may be authorised (except to the rank of WO – see Para 6916 sub para o) to make good deficiencies in establishments when the higher rate allowed is:

(1) Not borne and the vacancy is not expected to be filled within 21 days.

(2) When a rating is absent from duty for Service reasons or for sickness and it is not expected that the vacancy will be filled within 21 days.

(3) When a rating is absent from a ship or establishment on compassionate leave which is expected to exceed 21 days – subject to ACOS(PCap)’s 1* approval.

(4) Not already covered by excess bearing in any higher rate in the same specialisation.
Time spent in the acting higher rate on a local acting basis counts towards the service qualification period in the substantive rate, e.g. time served by a rating as an Acting PO on a local acting basis counts as leading rate time. Likewise, such time does not count towards seniority in the higher rate, once subsequently gained.

b. A temporary manning standard does not affect the establishment for this purpose except for ships in which equipment has been placed in the state of care and maintenance. In these circumstances, a decision should be sought from ACOS(PCap) (who in turn may seek higher authority) regarding any award of the acting higher rate on a local acting basis which is in excess of the temporary manning standard.

c. Careful discrimination is to be exercised in the selection of ratings for the acting higher rate on a local acting basis, particularly in the technical and medical branches. Commanding Officers are free to select any rating for an award of the acting higher rate on a local acting basis in the individual’s own specialisation; however the following guidelines are to be adhered to:

1. The individual must be capable of performing the higher duties.

2. The individual should have been recommended for promotion 1 Rank Up (Yes, High or Excep) on their last SJAR. Where this is not the case, a SPEC SJAR should be raised recommending the individual for receipt of the Acting Higher Rate and future promotion.

3. The individual is to be in date for the RNFT.

4. Although not mandatory, prior consideration should be given to ratings who have:
   
   (a) Been selected for promotion.

   (b) Passed (or are making good progress towards passing) a PE or alternative.

   (c) Completed the relevant Leadership Course for the higher rate (see Para 6916.d sub para (3)) for mitigation where this is not the case). The individual should not have failed a Leadership Course within the last 12 months.

   (5) The individual must either be JMES Medically Fully Deployable (MFD), or Medically Limited Deployable with an expectation of a likely upgrade to MFD within 6 months. See Para 6908 and Table 69-1 for further explanation.
(6) Commanding Officers have complete discretion as to the standard of conduct which should be required for the award of the acting higher rate on a local acting basis, except after being disrated (see Para 6916 sub para k).

d. **Award Process.** In order to fill a temporary vacancy:

1. The unit is to identify the position that needs to be filled internally.

2. The unit identifies a suitable individual who meets the promotion eligibility criteria.

3. If no suitable Leadership Course qualified rating is available, Commanding Officers can (if required) select someone who has not completed a Leadership Course. However, in so doing, they must include planned action to mitigate the duty of care impact of employing a person at a higher rate who has not completed all the required training; both on behalf of the individual and those whom they will lead. If the period of the award is to exceed six months, the award of the acting higher rate on a local acting basis should be reviewed at the six month point to ensure that the individual is performing well in the temporary vacancy. If the latter does not apply, or the individual is failing to lead successfully, consideration should be given to awarding the acting higher rate on a local acting basis to another individual, preferably one who has completed the relevant Leadership Course. Reporting the award of the acting higher rate on a local acting basis (and any change of individual at the six month review) should be made in accordance with details at Para 6916 d sub para (4)).

4. The unit raises an ‘Acting Promotion Authorisation Request’ by signal or electronically (to the CMC for squadded ABs and Leading Hands; the CM for all other ratings). In cases where ratings are awarded the acting higher rate on a local acting basis exceptionally without having completed a Leadership Course, this must be made clear on the signal/e-mail.

5. Having identified the gapped position on JPA, the CM/CMC assigns the individual to that position, changes the rank to acting rank and inserts a rank review date. This will ensure the individual has the requisite roles and responsibilities commensurate with the new rank on JPA and, additionally, will trigger the process for the JPAC to change the individual’s pay, allowances and IBD to that of the new rank.

e. Awards of the acting higher on a local acting basis rate may be authorised only one step above the substantive rate held in all specialisations.

f. Ratings holding the acting higher rate on a local acting basis are not to be employed on duties of a rate higher than that appropriate to their new position.

g. Ratings holding the acting higher rate on a local acting basis will rank in command with, and have the status and privileges of equivalent ratings (for further information, see BRd 2 QRRN (Command).
h. **Relinquishment of the Acting Rate.** Once the review date is reached (see Para 6916.d sub para (5)), the CM/CMC will assess the need to continue to fill the position on a temporary basis and, thereby, the retention of the ‘acting paid rank’ by the rating. It is a unit’s responsibility to inform the CM/CMC if circumstances alter and justify a change in the individual’s ‘acting (paid) rank’ status before this rank review date. Once informed by the unit, the CM/CMC will make the necessary adjustments to the rating’s rank on JPA. It should be noted that, under JPA, ratings are not reverted when they complete the period of acting higher rate on a local acting basis but relinquish their acting rank (for reversion for unsuitability see Para 6916 sub para i)). A rating is to relinquish the acting higher rate on a local acting basis after any of the following events:

1. If the vacancy ceases to exist.
2. If promoted or advanced to the substantive rate.
3. If reassigned from a ship, unit or establishment, including leave prior to next assignment.
4. If placed on a course (whether within the establishment or elsewhere), from which he/she is expected to return, involving an absence of more than 35 days from the duties for which the acting higher rate on a local acting basis was granted.
5. If absent through sickness or injury for 28 days from the date of cessation of duty.
6. If fails, refuses to attend or is withdrawn (unless due to medical or other Service reasons) from a Leadership Course to which they have been assigned.

i. Commanding Officers in the rank of OF3 or above may order reversion from the acting higher rate on a local acting basis for unsuitability at any time (as opposed to relinquishing the acting higher rate on a local acting basis as at Para 6916 sub para h)) Commanding Officers below that rank are to obtain the approval of the Navy Command Headquarters Casework Cell.

j. For disciplinary purposes, ratings holding the acting higher rate on a local acting basis will be treated in the same manner as those holding substantive rates. In particular, ratings may be disrated to their substantive rate or to an appropriate lower rate either by court-martial or summarily, subject to the regulations applicable to the substantive equivalent to the acting rate held. The same consequential effects will apply (see JSP 830 - Manual of Service Law).
k. A rating holding the acting higher rate on a local acting basis, who is disrated in accordance with Para 6916 sub para j), must attain a minimum of one year’s Career Check free service before being again granted the acting higher rate on a local acting basis or before being promoted to a higher rate under the rules at Para 6720 and Para 7002. An individual disrated from a confirmed rate must also attain a minimum of one year’s Career Check free service being granted the acting higher rate on a local acting basis. If, exceptionally, there are special reasons for granting the acting rate to an individual in any of these three categories with less than one year’s Career Check free service, application is to be made to the Navy Command Headquarters Casework Cell (copy to the Ratings Promotion Section).

l. Regulating Petty Officer and Master-at-Arms (MAA). Where a Regulating Petty Officer (RPO) has been assigned by ACOS(PCap) to fill a MAA position, the draftee may apply in his or her former ship/establishment for the granting of the award of Acting MAA rate on a local acting basis without a signalled prompt from the new unit. In recognition of their special policing powers, the individual may be awarded the rate with an effective date of joining the unit or date of taking passage (eg. in an aircraft) if travelling with other Service personnel. The rating is entitled to wear the uniform of the higher rate from that date. The effective date of relinquishing the higher rate is the day after leaving the establishment position or the date of promotion to substantive MAA, whichever is the earlier. These provisions also apply to ratings that are awarded the rate of Acting RPO on a local acting basis when filling a unit Senior Regulator position.

m. CPO Coxswain (SM). POs who are potential branch transferees from another specialisation and are selected and qualified for transfer to CPO Coxswain (SM) but not yet promoted, who are subsequently assigned to a CPO Coxswain (SM) position, may apply in their former unit for the granting of the award of Acting CPO Coxswain (SM) rate on a local acting basis without a signalled prompt from the new unit. In recognition of their special policing powers, the individual may be awarded the rate on a local acting basis with an effective date of joining the submarine or the date of taking passage (eg. in an aircraft) if travelling with other Service personnel. Ratings are entitled to wear the uniform of the higher rate from that date. The effective date of relinquishing the higher rate is the day after leaving the establishment position or the date of substantive promotion to CPO, whichever is earlier.

n. Joint Service Establishments. Acting rates or ranks under the same conditions as above may also be granted to RN, RAF and Army personnel serving in Joint Service Establishments.

o. Warrant Officer Rank. Under no circumstances will the acting RN ranks of Warrant Officer 2 or Warrant Officer 1 be granted on a local acting basis. CPOs may not be awarded the rank of WO2 or WO1 on a local acting basis and WO2s may not be awarded the rank of WO1 on a local acting basis. CPOs undertaking a WO’s day-to-day duties may attract substitution pay (see JSP 754), where undertaking duties in addition to their own, but they are not authorised or entitled to exceed the disciplinary or structural authority equal to their seniority as a CPO.
6917. Acting Higher Rate (Unpaid) - Addressable Rank

a. Promotion to the acting higher rate (unpaid), commonly known as addressable rank (and referred to on JPA as acting unpaid rank), carries no entitlement to pay, allowances or pension rights of the higher rate and may be given in the following circumstances:

(1) Where it is desired to exceed, temporarily, the authorised establishment for such purposes as special operations and training.

(2) Where it is necessary for attendance on courses or duties with other Services.

(3) Where it is necessary for prestige purposes, or to enable a rating to carry out his/her duties more effectively.

b. Applications should be submitted to the Career Manager for authorisation, who will make the necessary changes on JPA.

c. Duties. Ratings holding the acting higher rate (unpaid) will rank in command with, and have the status and privileges of equivalent ratings (for further information, see BRd 2 QRRN (Command) and BRd 3(1) Part 6 (Uniform Regulations)).

d. Relinquishment. The acting higher rate (unpaid) is to be relinquished when:

(1) The assignment for which the acting higher rate (unpaid) was granted is completed, including discharge to leave prior to next assignment.

(2) The course or duties for which the acting higher rate (unpaid) was granted are concluded. This includes removal from course for either professional or disciplinary reasons.

(3) The rating is promoted or advanced to either the substantive or paid acting higher rate.

(4) The rating is medically downgraded and assigned to the medical margin.

(5) The rating is remanded for trial by Court Martial or tried summarily with an offence under AFA 06 unless their Commanding Officer directs otherwise (under AFA 06, an individual is normally to be charged in their substantive rank).

(6) Warrant Officer Rank. In no circumstances will the acting higher ranks of WO1 and WO2 be granted on an unpaid basis. The WO rank is reserved for those who have been promoted by the Selection Board procedure and individuals receive a Royal Warrant. A CPO undertaking a WO’s day to day duties may attract substitution pay (see JSP 754), where undertaking duties in addition to his/her own, but he/she is not authorised or entitled to exceed the disciplinary or structural authority equal to their seniority as a CPO.
SECTION 6 - MISCELLANEOUS

6918. Transfer Between Specialisations – Counting of Time
See Chapter 51 for more information.

6919. Promotion of Senior Upper Yardmen
Details of the scheme for promotion of Senior Upper Yardmen (SUY) are found in Chapter 50. Accelerated advancement to PO or above is sometimes given to selected candidates to enable them to obtain the necessary experience for SUY.

6920. Promotion or Advancement of Recovered Deserters

a. The following qualifications for promotion or advancement, if gained prior to desertion, are not affected by desertion:
   
   (1) Educational qualifications.
   
   (2) Professional and specialist qualifications, unless they have been made more stringent while in desertion.

b. **Counting of Former Service.** Time spent as a deserter, prior to re-entry on a ship’s books, does not count for advancement, either for the service qualification or for sea service.

c. The period of desertion may not count for promotion or advancement purposes, but time awaiting trial and time in detention or cells imposed on conviction of desertion is allowed.

d. **Removal of ‘R’ Notation.** On removal of the ‘R’ notation, the usual conditions of promotion or advancement and re-promotion or re-advancement in the branch/specialisation and rate, to which the ratings concerned are to be reverted, apply. Time spent before desertion is allowed to count for further promotion or advancement or re-promotion or re-advancement but, as stated, the time spent actually in desertion will not be allowed to count. The date of seniority in the rate and the date of passing, if qualified for the higher rate before desertion, should be adjusted accordingly.

e. **Ratings Disrated on Recovery.** Ratings disrated on recovery will be eligible for re-promotion or re-advancement in accordance with Para 7002. After re-promotion or re-advancement, they will be eligible for further promotion or advancement under the normal rules except that their seniority and, if qualified professionally for the higher rate, their basic date of passing will be the date of recovery from desertion (ie. the date of re-entry on a ship’s books) adjusted for time spent in a lower rate, or rates, after recovery.

f. **Ratings not Disrated.** Ratings who are not disrated on recovery may be advanced or promoted under the normal rules for their specialisation. The seniority and, if qualified professionally for the higher rate, the Basic Date of passing will be the date of re-entry on ships’ books.
g. **Able Rate**

(1) Special reports on the fitness for advancement of all recovered deserters of the BD2 (or equivalent) are to be forwarded to the authorities named at Para 6922.g sub para (2) on the date the rating becomes eligible for advancement under the normal rules after deducting the period actually spent in desertion.

(2) Advancement of recovered deserters to BD1 may be authorised by Commander-in-Chief, Senior Officers of Squadrons, the Captain HMS NELSON and Commandant DCEME HMS SULTAN, without reference to the MOD(N).

(3) To be eligible for advancement on completion of the necessary period of qualifying service, a rating must also be considered fit for advancement and recommended for advancement in accordance with Para 6901. If the rating is not recommended, advancement is to be delayed until the Commanding Officer is able to make the required recommendations.

(4) The advancement of ratings who are recommended by their Commanding Officers later than the date on which they are qualified by service is to be made from the date of the recommendation.

(5) Ante-dating to the date on which ratings qualified for advancement by service, or to any other date, is not permitted unless it is clear that the advancement has been overlooked, or that necessary correspondence has been lost, and that it is known that the ratings would have been recommended on the date to which it is proposed to ante-date them. If the ratings were qualified for advancement before desertion but they were not advanced, through no fault of their own, they may be advanced from their original date of qualifying provided that their record at that time was such that they would have been recommended. However, their date of advancement is then to be immediately adjusted to the date of their re-entry on a ship’s books after recovery from desertion. This date is to be re-adjusted in respect of any subsequent desertion.

(6) Any claim, which a recovered deserter may have had to any accelerated advancement, is to be regarded as forfeited by the desertion.

(7) Time in the same branch, prior to desertion, may count towards the service qualification, and where applicable towards the sea service qualification, but a rating who is transferred from one branch to another may, for this purpose, only count 5 weeks’ service in the previous branch.
6921. Advancement of Prisoners of War and Internees

a. Advancement to AB1

(1) AB2s may be advanced to AB1 while prisoners of war or interned on the date due by service. Professional and specialist qualifications are to be waived if ratings have been unable to obtain them due to their capture or internment.

(2) This advancement will not be allowed where it is established that the rating would not have been advanced on due date because of some known inefficiency. In such cases, the rating’s advancement is to remain in abeyance.

(3) The advancement of ratings taken prisoner or interned will not be permitted at a date earlier than would have been due previously.

(4) Ratings who were fully qualified for advancement on a date earlier than that on which they were taken prisoner or interned but who were actually advanced may be advanced while prisoners of war or interned with effect from their original date.

b. Internees may be advanced from BD2 to BD1 and have their professional and specialist qualifications waived if ratings have been unable to obtain them during the time of internment. They cannot be waived if it is established that there was some known inefficiency prior to internment.

c. Advancement to PO (Artificers). Artificers may be advanced to PO, while prisoners of war or interned, on the date due by service.

d. Promotion above Able Rate (Non-artificer/Technician) and above PO (Artificer/Technician)

(1) Promotion beyond the able rate (non-artificer/technician) and advancement beyond PO (artificer/technician) will not be permitted while a rating is a prisoner of war or interned, except as provided for in Para 6923.d sub para (8).

(2) Promotion or advancement may be authorised after liberation, in accordance with the following rules, provided that the rating is not discharged from the Service on termination of hospital treatment, or foreign service or prisoners of war leave and returned to normal duty with an unbroken record of service:

(a) All the required qualifications for promotion or advancement, (e.g. conduct, service, sea service, professional, specialist and educational) must be fulfilled before the selective promotion or advancement is authorised.
(b) The period of time, since the date of return to duty, taken to complete the necessary qualifications is then to be added to the date of qualification.

(c) Sea going service performed before being taken prisoner or interned will count towards any sea service qualification required.

(3) Eligibility to take examinations for further promotion or advancement, following promotion or advancement achieved in accordance with paragraph 4b, is to be determined as follows:

(a) The date of eligibility to take examinations for further promotion or advancement is to be calculated from the adjusted seniority in rate.

(b) The effective date of passing the examination is to be antedated as in Para 6923.d.(2) sub para (b).

(4) Where a rating was selected before internment, ACOS(PCap) may authorise promotion to the higher rate. Time-based advancement (e.g. to PO or CPO) may be approved by COs provided that the rating concerned:

(a) Applied to take the examination(s) within a reasonable period of return to duty (excluding prisoner of war leave or foreign service leave).

(b) Passed the examination(s) at the first attempt.

(5) Where a rating is eligible for selective promotion, he/she will be considered by the first Selection Board, subject to normal selective promotion procedures. This Board may exceptionally recommend to ACOS(PCap), for confirmation by Second Sea Lord (2SL), any retrospective promotion that it may feel to be justified.

(6) In cases where no professional qualification is required, further promotion or advancement may be authorised with similar retrospective effect as in Para 6923 sub para b.

(7) **Acting Higher Rate.** The acting higher rate held at the time of capture or internment may be retained during captivity and for a period of 61 days after repatriation or of rejoining Ratings ships whichever is earlier. Ratings will then revert to their confirmed rate.

(8) **Ratings Reported Missing or who Die in Captivity**

(a) Ratings who are reported missing, and of whom no more is heard, may be advanced from the due date on official presumption of death, provided that the advancement was due prior to the date on which the rating was reported missing.
(b) Ratings who are first reported missing and who are subsequently reported to be prisoners of war or interned will be dealt with in accordance with paragraphs 1-4g.

(c) Ratings who are reported missing, of whom it is discovered that they died at a later date, and prisoners of war and internees who die in captivity, will be dealt with as in Para 6923.d.(8) sub para (a), except that the period of service performed subsequent to the date on which they were reported missing, taken prisoner of war, or interned, will be taken into account. They will be promoted or advanced to any rate for which they would be qualified by service alone prior to the known or calculated date of their death, it being assumed that they would have obtained the necessary professional qualifications within that period.

(d) Any rating who dies in captivity or is presumed to have died in captivity, whose record of service is such that they would have been selected for promotion, is to be considered by a Selection Board for promotion. This Board may recommend to ACOS(PCap), for confirmation by 2SL, any retrospective promotion that they may feel to be justified.

6922. Special Forces - Shadow Rank Assessment Board
Badged RN/RMSF ranks (either SBS/SAS) are only entitled to SF pension and Terminal Benefits on becoming Permanent Cadre (PC) at six years SF service. If a rank dies or leaves the service for medical reasons prior to achieving PC, his terminal benefits will be based on his assessed Shadow rank, which is that rank he could have been expected to achieve had he remained in his previous SQ. The RM Branch Manager can advise on the SRAB procedures.
CHAPTER 70

RATINGS POLICY - RE-PROMOTION AFTER DISRATING AND REVERSION

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CHAPTER 70
RATINGS POLICY - RE-PROMOTION AFTER DISRATING AND REVERSION

7001. Disrating – General Rules on Re-promotion after Disrating

a. The following rules regarding the re-promotion of individuals following disrating apply to all ratings (and include the re-instatement of promotion to the WO1 rank that was withheld following Promotion Board selection – for WO1 options, see Para 7002 sub para n). For more specific rules on the disrating of ratings, see JSP 830 (Manual of Service Law).

b. Throughout this Chapter, the term re-promotion has been used generically, however, it is accepted that ratings can be ‘advanced’ (by time) up to the rate of Chief Petty Officer (CPO) in some technical specialisations.

c. Authority for Re-promotion. The re-promotion of ratings who have been disrated, either summarily or by court-martial, is at the discretion of either Commanding Officers (COs) or Commanders-in-Chief as determined at the time of the disrating and recorded on the Warrant. See JSP 830.

d. Applications for Re-promotion. All applications for the re-promotion of ratings who were disrated at Court Martial or Summary Hearing (not those reverted by the Higher Authority as a result of an Administrative Action) are to be submitted for consideration by the Assistant Chief of Naval Staff (Personnel) and Naval Secretary (or those to whom he/she has delegated authority). In the case of re-admission to a sideways entry specialisation, applications, giving details of an individual’s suitability for re-entry into the sideways entry specialisation, are to be copied to the appropriate authority at Annex 70A who will make a recommendation about the rating’s re-entry to that specialisation direct to the Navy Command Headquarters Casework Cell for consideration by the authorised Deciding Officer (see Annex 54A).

e. Timing of Applications. These may be made up to three months before ratings are due re-promotion if there is a wish to re-promote them from the date that they first become eligible (in accordance with Para 7001 sub para d). All applications should be accompanied by a Special SJAR and a firm recommendation for promotion. In cases where a disrating was by more than one step, each stage of re-promotion requires approval.

7002. Disrating - Eligibility for Consideration for Re-promotion

a. Career Check Requirement. For re-promotion to all rates following disrating, a minimum period of 12 months, free of a career check, must be served immediately prior to the date of re-promotion, e.g. ratings disrated on 1 June cannot be re-promoted before 2 June of the following year. All calculations are made in calendar months.
b. **Timing of the Re-promotion.** The period of 12 months' service without a career check, required by Para 7002 sub para a, is a minimum requirement to qualify for re-promotion. A CO is not to re-promote ratings disrated for misconduct unless satisfied that a rating is worthy of the higher rate in all respects and is recommended in accordance with Para 6901.

c. **Re-promotion to the Higher Rate.** Requests for the re-promotion of ratings are to be directly to the confirmed rate in which he/she was serving before being disrated unless disrated by more than one step (see Para 7002 sub para l). Following re-promotion to the confirmed rate, the first 12 months is to be counted as a probationary period.

d. **Effective Date of Re-promotion.** All cases of re-promotion will be effective from either the minimum 12 months or the date of the CO's recommendation (if approved), whichever is the later.

e. **Ratings not Recommended for Re-promotion Within Two Years of Disrating.** Former Leading Hand (LH), Petty Officer (PO), CPO (non-technicians), WO2 (technicians) and WO1s who are not recommended for re-promotion within two years of the date of disrating (or one year after first becoming eligible for re-promotion to these rates if disrated by more than one step), will be required to go through the full selection process, as appropriate, and will be required to obtain the necessary recommendations on an SJAR.

f. **Professional Qualifications.** Ratings will not be required to re-qualify or qualify in any new professional qualifications which may have been introduced before re-promotion to the previous rate (but see Para 7002 sub para o for ratings in sideways entry specialisations who are disrated to their source specialisation). In cases where the qualifications are Qualification Points for pay, approval for a waiver will be required from the appropriate Branch Manager.

g. **Educational Qualifications.** Ratings will not be required to qualify educationally, even if not so qualified previously, for re-promotion to a rate previously held on a permanent basis.

h. **Physical and Medical Fitness.** Ratings are to be in date for the Royal Naval Fitness Test (RNFT) in order to be re-promoted. Ratings who have a medical category below the requirements laid down in BR 1750A (Handbook of Naval Medical Standards) and Para 6908 are normally ineligible for re-promotion but the concessions of Para 6717 and Para 6805 are applicable to re-promotion as well as to promotion. The provisions of the aforementioned Paras concerning medical examination of ratings below the necessary medical standard are to be applied to ratings that become due and are recommended for re-promotion whilst in that category. The rating's CO is to be informed as required. Re-promotion made in consequence of reaching the required standard may not be dated earlier than the date of reaching that standard.

i. **Antedating of Re-promotion.** Re-promotion after disrating is not to be antedated unless the rating concerned was fit in all respects and recommended for such re-promotion on an earlier date, and approval has been unavoidably delayed.
j. Notification to Promotion/Advancement Authority. The Ratings Promotion Section is to be notified of all cases of re-promotion (following disrating) as they occur. If the re-promotion has been antedated, a statement of the circumstances is to accompany the notification.

k. Disrating by More than One Step. Ratings disrated by more than one step are eligible under these rules for re-promotion by successive steps through the rates previously held but they must serve for a minimum period of 12 months with no career check in each rate before being promoted.

l. Selection for Promotion to a Higher Rate held prior to Disrating. In the case of promotion, any selection gained for a higher rate prior to disrating (i.e. where such selection had not resulted in actual substantive promotion) will be deemed forfeit and the individual will be expected to go through the selection process again.

m. Adjustment of Seniority and Basic Date. On re-promotion, a rating's seniority is to be adjusted by post-dating the original seniority in the rate by the time served outside that rate. The adjusted seniority date will be recalculated by the Ratings Promotions Section on receipt of a Promotion Authority Request (PAR) signal.

n. Warrant Officers who have been disrated (either summarily or by court-martial) have the option of being discharged ‘Service No Longer Required (SNLR)’ rather than being considered for re-promotion in accordance with the rules above.

o. Ratings disrated to their source specialisation (see Para 7002 sub para p for the rules following disrating from the Aircrewman specialisation). The re-entry of ratings to sideways entry specialisations, having been disrated to their source specialisation, will be subject to the rules above and additionally:

1. Where re-instatement into the sideways entry specialisation is not recommended, thereby resulting in individuals having to remain in their source specialisation, any professional qualifications required for promotion within the source specialisation must be obtained before re-promotion can be considered.

2. Re-instatement into the Coxswain (Submarine) specialisation cannot be considered until the rating has spent one year as a PO in his source specialisation (i.e. one year after re-promotion to PO). Recommendations should be forwarded to the Commander-in-Chief.

p. Aircrewman Specialisation. Aircrew ratings having been disrated to their source specialisation will be subject to the rules above and additionally:

1. Following a sentence of disrating to the Able Rate, the papers relating to the Summary Trial or Court Martial are to be forwarded to the Navy Command Headquarters to decide whether the offence should carry with it the consequential removal of the rating's flying badge.
(2) If the flying badge is removed, the rating will return to his or her source specialisation permanently and be subject to the rules for re-promotion within that specialisation.

(3) If it is decided that the rating should retain the flying badge, and that the rating should therefore be suitable for reinstatement into the Aircrewman specialisation at the end of the one year period (subject to normal good conduct etc), during this years' probation, the rating will:

(a) Hold the able rate in his or her source specialisation.

(b) Be employed in a similar position to a Leading Aircrewman.

(4) At the discretion of the Navy Command Headquarters, such a rating may be eligible for payment of the LH rate of Special Service Pay (Flying) (SSF) provided the rating continues to be employed on duties similar to those undertaken by a Leading Aircrewman. The payment of the higher and lower rate of SSF is to be in accordance with the rules in JSP 754.

(5) Towards the end of a rating's probationary year, the CO will make the usual recommendation, addressed to Navy Command Headquarters, for re-promotion and re-instatement into the Aircrewman specialisation as an Acting Leading Aircrewman. The Navy Command Headquarters will then confirm the rating's suitability for re-instatement and, subject to the normal re-promotion criteria, will approve both re-promotion and re-instatement at the end of the one year period.

q. Complaints. In accordance with JSP 831, individuals retain the right to state a complaint following a decision to withhold their re-promotion following their earlier disrating (or reversion).

7003. Reversion for Unsuitability

a. The regulations below regarding reversion, and re-promotion thereafter, apply to all rates (and include the re-instatement of promotion to the WO rank that was withheld following Promotion Board selection).

b. Circumstances in which Reversion for Reasons of Unsuitability Should be Used. Reversion or discharge SHORE for unsuitability (see Para 7003 sub para c and sub para d respectively) is appropriate only when ratings show a lack of knowledge or ability, deteriorating efficiency or appear unsuitable (other than for reasons coverable by disciplinary action).
c. **Ratings who have Fewer than 20 years’ Reckonable Service (if Serving on an Engagement Stage 2), 18 years’ Reckonable Service (if Serving on a Full Career (FC)) or 22 years’ Reckonable Service (if Serving on an Open Engagement (OE)).** LHs and above who are unable to perform their duties adequately through lack of knowledge or ability, or who show themselves to be unsuitable other than for reasons coverable by disciplinary action, are liable to be reverted to a lower rate. When reversion for unsuitability is being considered on professional grounds, the Operational Performance Statement, where it exists, and pre-joining training, where it is applicable, must be considered together or separately, as appropriate, in order to enable an individual’s professional performance to be assessed against the objectives that were set for the training previously undertaken. WO1s are to be given the option of being discharged SHORE in their existing rate or reversion.

d. **Ratings who have More than 20 years’ Reckonable Service (ES2), 18 years’ Reckonable Service (FC) or 22 years’ Reckonable Service (OE) and are now Serving on an Engagement Stage 3 (ES3), Extended Career (EC) or Extensions of Original Engagements where applicable.** Where LHs and above (including WO1s), who have completed more than 20/18/22 (ES2/FC/OE1) years’ reckonable service, become so inefficient in the discharge of their duties that, if they were still serving on a ES2/FC/OE, the question of their reversion would have to be considered, they are to be warned for discharge SHORE in their existing rate under the procedure in Para 7003 sub para k to sub para o instead of reversion.

e. Reversion for unsuitability is not a punishment and is therefore not to be carried out by Warrant nor included in a punishment return. Reversion must never be used as a means of dealing with an offence. However, the character of an offence or offences for which ratings have been punished may be such as to show that they are professionally unsuitable for the rate which they hold.

f. **Authority Required for Reversion.** Personnel authorised to approve applications for reversion are detailed in Annex 54A. Approval by these personnel is required for all applications for the reversion of ratings who have been confirmed in their rate, other than where the rating has achieved less than 12 months’ seniority in the confirmed rate. Applications are to be submitted to the Navy Command Headquarters Casework Cell, in accordance with the general procedure and format for administrative applications detailed at Annex 1E. Where no reduction in confirmed rate is involved, or where a confirmed rating has less than 12 months’ seniority, reversion may be authorised by the CO, if of the rank of Lieutenant Commander or above, or by the Administrative Authority where the CO is below the rank of Lieutenant Commander. The Commodore of the relevant training establishment may authorise immediate reversion, when outright failure of a professional qualifying course, with penalties, occurs. See Para 6720 and Para 6912.
Sideways Entry Specialisations. Ratings in sideway entry specialisations who are reverted below the lowest rate in their structure must be returned to their source specialisation. However, ratings who are unable to perform the duties of the lowest rate to which they can be reverted may be discharged SHORE. Ratings who do not have a source specialisation to which they can be returned, if they are reverted below the lowest rate in their structure, must either be transferred to another category (if a volunteer for sea service) or discharged SHORE. Re-promotion, for those ratings not discharged, will be in accordance with Para 7007.

Reporting on Individuals During Reversion. Ratings who have been reverted for unsuitability are not to have an annual SJAR raised, however, special SJAR reports should be raised at each six-monthly interval until recommended for re-promotion (maximum four reports).

Suspension of Professional Certificate. Ratings who clearly show that they are no longer fit to hold a Professional Certificate required for promotion to the rate from which they are being reverted, (e.g. a Unit Watchkeeping Certificate), may have this Certificate placed in abeyance while serving in the lower rate.

When the character of a proved offence or any serious failure in performance shows that a rating is clearly unsuitable for his or her rate on professional grounds, or other grounds where disciplinary action would be inappropriate, the case is to be investigated immediately by the CO without recourse to the warning procedure outlined below.

Warnings for Reversion. When reversion/discharge SHORE (hereafter referred to collectively as reversion) is contemplated, the individual is to be interviewed by their Divisional Officer (DO)/Head of Department (HOD). They are to be informed of their shortcomings and the warnings and reversion procedure is to be explained in detail.

The DO/HOD should warn the rating that if no improvement in performance occurs within a specified timescale (i.e. between three and 12 months at the DO/HOD's discretion), the rating will be reported to the CO with a view to reversion. See Para 5756 to Para 5766 for the need for Formal Warning Proforma and Special SJAR actions. Note - if the Overall Performance Grade is recorded as D, incremental pay suspension will be applied to the pay record automatically when the SJAR is finalised.

If, after the specified time, the rank's performance has not improved to the satisfaction of the HOD, he/she should appear before the CO. At this time, the individual is to be allowed to state their case and be offered the assistance of an Officer, who need not necessarily be their Divisional Officer.
n. **Action Required by Commanding Officer.** After investigation of the case, the CO then has three options:

1. Decide that the circumstances do not warrant reversion.
2. Give the rating a further period of warning.
3. Make immediate application for the rating's reversion.

o. **Applications for Reversion.** Applications, where appropriate, are to be submitted to the Navy Command Headquarters Casework Cell for consideration. All applications should be made in accordance with the format and guidance for administrative applications at Annex 1E and must include a Spec SJAR. The Deciding Officer may direct that the rating is to serve a further trial period in the same or another unit, if it is considered that an additional probationary period is justified.

p. **Effective Date of Reversion.** When reversion has been approved, either by the CO or higher authority, the decision is to be communicated to the rating by the CO. The date of such communication is the effective date of reversion.

q. **Limits of Reversion.** Ratings are to be reduced in their own specialisation below the limits laid down in the Relatives Rates Table (see Annex 65A), nor may they be reduced either actually, or relatively, below the rate in which they first entered the Service.

### 7004. Reversion at Own Request

a. A rating may request reversion to the immediate lower rate at any time.

b. **Authority for Reversion at Own Request.** The CO, if of the rank of Lieutenant Commander or above, or by the Administrative Authority where the CO is below the rank of Lieutenant Commander may authorise reversion at own request.

c. **Effective Date of Reversion.** When reversion has been approved by the CO or higher authority, the decision is to be communicated to the rating by the CO. The date of such communication is the effective date of reversion.

d. **Selected for Promotion.** If having been selected for promotion, a rating requests reversion at their own request, the selection for promotion will be forfeited.

e. **Re-promotion to the Higher Rate.** The re-promotion of WO1s, WO2s (technicians), CPO, PO and LH (non-technicians) who are reverted at their own request will be subject to the procedure in Para 7007.
7005. Reversion Due to Failure of Professional Training
The Commodore of the relevant training establishment may authorise immediate reversion when an outright failure of a professional qualifying course, with penalties, occurs. See Para 6716, Para 6802 and Para 6912.

7006. Ratings Refusing Promotion
The procedure to be followed following refusal of promotion (after selection) are detailed in Para 6714.

7007. Reversion – Rules on the Re-promotion of Ratings

a. Ratings who have been reverted for unsuitability, or at their own request, are eligible for re-promotion under the general regulations for promotion and the following supplementary orders.

b. Eligibility for consideration for re-promotion is as follows:

(1) Minimum Period in the Lower Rate. The minimum period in the lower rate before a recommendation for re-promotion to LH, PO and CPO (non-artificer/technician), WO2 or WO1 may be made is six months.

(2) Career Check Requirement. The same rules will apply as for normal cases of promotion under Para 6719 and Para 6806.

(3) Physical and Medical Fitness. Ratings are to be in date for RNFT in order to be re-promoted. Ratings who have a medical category below the requirements laid down in BR 1750A and Para 6908 are normally ineligible for re-promotion but the concessions of Para 6717 and Para 6805 are applicable to re-promotion as well as to promotion. The provisions of the aforementioned Paras concerning medical examination of ratings below the necessary medical standard are to be applied to ratings that become due and are recommended for re-promotion whilst in that category. The rating’s CO is to be informed as required. Re-promotion made in consequence of reaching the required standard may not be dated earlier than the date of reaching that standard.

(4) Professional Qualifications. Professional qualifications already obtained will not have to be passed again for re-promotion unless it is known that before reversion ratings were examined professionally as to their fitness to retain their rate and found wanting. However, before being re-promoted, ratings must obtain all the professional qualifications required for the higher rate at the time of re-promotion, i.e. they must qualify in any examinations they have not already passed, including any higher grade qualification which has superseded a lower grade one. In addition, where a Professional Certificate has been placed in abeyance under the provisions of Para 7003 sub para i, COs are to ensure that ratings are suitable to hold such a Certificate again when recommending them for re-promotion. Recommendations for the re-promotion of such ratings are to include a statement that they are suitable to hold the Certificate again.
(5) **Educational Qualifications.** Ratings will not be required to qualify educationally, even if not so qualified previously, for re-promotion to a rate previously held on a permanent basis.

c. **Re-promotion to the Higher Rate.** All cases of re-promotion are to be directly to the confirmed rate in which the rating was serving before being reverted unless an individual was reverted by more than one step (see Para 7007 sub para d). The first 12 months following re-promotion to the confirmed rate is to be counted as a probationary period.

d. **Reverted by More than One Step.** Ratings reverted by more than one step are eligible under these rules for re-promotion by successive steps through the rates previously held, but they must serve for a minimum period of six months with no career check in each rate before being re-promoted. In this case the period of six months following re-promotion to the confirmed rate is to be counted as a probationary period.

e. **Recommendations for Re-promotion.** Applications are to be submitted, after a minimum of six months in the immediate lower rate or on first recommendation, whichever is later, to the Navy Command Headquarters Casework Cell, in accordance with the general procedure and format for administrative applications detailed at Annex 1E.

f. **Ratings not Recommended for Re-promotion Within Two Years of the Date of Reversion.** They will be required to go through the full selection process and will be required to obtain the necessary recommendations on SJAR. Normal reporting should then commence in accordance with JSP757.

g. **Effective Date of Re-promotion.** The effective date of re-promotion to LH, PO, CPO (non-technician), WO2 and WO1 will be the date of the CO's recommendation stated on the relevant SJAR.

h. **Further Promotion.** After ratings have regained the rate from which they were reverted, they will be promoted in accordance with the ordinary rules for promotion laid down in this BR, however, at least one day must be served in the rate to which they are restored.

i. **Notification to Advancement Authority.** The Ratings Promotion Section is to be notified of all cases of re-promotion (following reversion) as they occur. If the re-promotion has been antedated, a statement of the circumstances is to accompany the notification.

j. **Counting of Time in Higher Rate.** Time served in the substantive rate before reversion will count for further promotion after that rate has been restored. The rating's seniority is to be adjusted by post-dating the original seniority by the time served in a lower rate.
k. **Ratings Reverted to Source Specialisation.** Ratings reverted to their source specialisation are to enjoy the same prospects of promotion afforded to those reverted in their own specialisation, but they will be required to obtain all professional qualifications necessary for promotion within their source specialisation.

l. Re-instatement to a sideways entry specialisation will not normally be appropriate. However, application may be made by the CO to Navy Command Headquarters Casework Cell in accordance with the general procedure and format for administrative applications detailed at Annex 1E, if re-instatement is considered to be suitable after taking into account the rating’s own wishes. In the case of re-admission to a sideways entry specialisation, applications, giving details regarding suitability for re-entry into the sideways entry specialisation, are to be copied to the appropriate authority shown at Annex 70A, who will make a recommendation direct to the Navy Command Headquarters Casework Cell about the rating’s re-entry to that specialisation.
ANNEX 70A

AUTHORITY FOR RE-PROMOTION OR RE-ADVANCEMENT TO A SIDEWAYS ENTRY SPECIALISATION

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RATINGS POLICY - LOANS TO AND FROM COMMONWEALTH NAVIES

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RATINGS POLICY - LOANS TO AND FROM COMMONWEALTH NAVIES

7301. Royal Australian Navy Ratings Serving with the Royal Navy

a. Advancements and reporting procedures are initiated via the Australian Naval Adviser, Australia House, Strand, London WC2.

b. Advancement notification for Royal Australian Navy (RAN) ratings serving with the RN will be forwarded to the Commanding Officer (CO) concerned, who may then advance the rating subject to a local recommendation. The action taken on receipt of the advancement notification is to be reported to Australia House.

c. When routine reports on RAN ratings serving with the RN are required, the necessary forms will be distributed to all COs with RAN ratings under their command.

d. COs should make any recommendations for advancement on the basis of comparison with RN personnel of similar rate.

e. Completed reports should be forwarded direct to Australia House.

7302. Royal New Zealand Navy Ratings Serving with the Royal Navy

a. The applicable (branch dependent) Performance and Career Review Form, RNZN 184, in respect of Royal New Zealand Navy (RNZN) ratings serving with the RN is to be completed in accordance with the guidance contained in RNZN Form 185. RNZN ratings serving with the RN will provide copies of these forms to their Divisional Officer on joining their ship/unit. Completed RNZN Form 184s are to be forwarded direct to the Naval Adviser, New Zealand Defence Staff, New Zealand House, Haymarket, London SW1Y 4TQ.

b. Advancement Rosters are maintained by the Office of the Captain Fleet Personnel and Training, Naval Support Command, Auckland, New Zealand. When a rating becomes due for advancement, the Advancement Authority will issue a RNZN Form 106 authorising the action.

c. Forms RNZN 106 are sent to the Naval Adviser High Commissioner for New Zealand in London who arranges for the necessary transmission of the forms to the ships and establishments concerned. COs may then advance the ratings subject to a local recommendation. The action taken is to be reported, and the forms returned, to the authorities from which they are received.

d. Should a RNZN rating, serving with the RN, apply to take a professional or leadership examination or CBRNDC (Branch Knowledge) examination for either rostered or non-rostered advancement to Leading Hand or above, advice is to be sought from The Head, New Zealand Defence Liaison Staff, New Zealand House. The rating’s Service Documents should be forwarded in every case. This procedure does not apply to an examination, which is the culmination of any course that the rating is undergoing.
7303. Royal Navy Ratings on Loan to Commonwealth Navies

a. The conditions of promotion/advancement of ratings while on loan to Commonwealth Navies are generally similar to those in the RN.

b. Ratings, whose advancement is not subject to selection procedures, are to be advanced as provided for in accordance with Chapter 68. No reversion will take place on return to the RN.

c. A rating on loan to a Commonwealth Navy, who is eligible for consideration for promotion within the RN, will continue to have a selection dossier maintained and Appraisal Reports will need to be raised by the employing Service. The Commodore Naval Personnel (CNPers) will liaise accordingly. If a rating is subsequently selected for training/promotion during the period of loan service, then reference will be made to the Naval Secretary for communication to the Commonwealth authority concerned so that he/she may receive the higher pay etc of his/her new rate. Should the Commonwealth Navy not require the services of the rating in the higher rate, he/she will be returned to the RN. The higher pay is not payable by the Commonwealth Navy where any promotion involves immediate return to the RN.

d. Local Acting Rate. Any local rate conferred on a rating whilst on loan to a Commonwealth Navy is to be noted on their SJAR. A rating so advanced will revert to the former rate on return to the RN.

e. Report of Promotion/Advancement by Commonwealth Authority. On every occasion of an RN rating being promoted or advanced while serving with a Commonwealth Navy, the CO should forward a certificate to CNPers stating under which of the Paras (Para 7303 sub para b or Para 7303 sub para c) the promotion or advancement was made.

f. Return to the RN. The rate held on return to the RN, after service with a Commonwealth Navy, should be verified by the ship or establishment that the rating joins on return. Where advancement has taken place, enquiry should be made of CNPers as to the retention of the higher rate. In doubtful cases, CNPers is to refer the question to the Navy Command Headquarters Terms of Service Team for a decision.

g. Appraisal Reports. CNPers is to ensure that Appraisal Reports are received for ratings serving with Commonwealth Navies.
CHAPTER 74
ENGINEERING BRANCH – MARINE ENGINEERING

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7403. Return from Submarine Service to General Service
7404. Titles and Origins of Marine Engineering Ratings
7405. Non-Advancement and Re-Advancement
7406. Engineering Technician (Marine Engineering) - Promotion Regulations for Individual Competency Framework (ICF) Trained Ratings – Joining after 23 January 2015
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CHAPTER 74
ENGINEERING BRANCH – MARINE ENGINEERING

7401. Recommendations
Officers making recommendations for ratings’ advancement, promotion, examination or courses, are to pay due regard to the conditions set out in Para 6901 and Para 6902 sub para d.

7402. Marine Engineering Examinations in the Fleet
   a. All ME Professional Qualifying Certificate, Advancement Examinations and Operational Performance Statement Assessments are to be conducted in accordance with BR 2000(3)(1) and Chapter 69 Section 4.
   b. Fleet Boards may be convened by Commanding Officers of ships, submarines and establishments who must ensure the correct composition of the Fleet Board.
   c. In the event of failure, see Para 6912 and the relevant failure diagram.
   d. For refusal to take a Professional Qualifying Course or mandatory examinations, see Para 6913.

7403. Return from Submarine Service to General Service
   a. Ratings returning to General Service will retain their existing rate, seniority and, where appropriate, base Service Qualification (SQ). They will be required to gain/endorse the watch-keeping qualifications commensurate with their rate, in accordance with BR 2000 (3)(1) Article 0214.
   b. Where ratings have been disrated/reverted prior to transfer, re-advancement will be in accordance with the rules in Chapter 70. Ratings will also be required to pass the relevant General Service career courses on re-advancement.

7404. Titles and Origins of Marine Engineering Ratings
   a. The ME sub-branch comprises Artificers, Mechanics and Engineering Technicians.
b. **Marine Engineering Artificers.** Individuals comprise the following:

| MEA(ML)/(EL) | Artificers on course numbers 753 (CALEDONIA), 751 (COLLINGWOOD) and MQC 01 (SULTAN) onwards, who received electro-mechanical training followed by specialist mechanical (ML) or electrical (EL) training. They are fully operator trained. |
| MEA | Artificer Apprentices who joined HMS SULTAN after 1 Apr 94 and Artificer Candidates who commenced Artificer training after 1 Sep 95 and who are selected for General Service. These Artificers receive common electro-mechanical training and have no SQ. They are fully operator trained. |
| MEA(MSM)/(LSM) | Artificer Apprentices who joined HMS SULTAN after 1 Apr 94 and Artificer Candidates who commenced Artificer training after 1 Sep 95 and who are selected for Submarine Service. These Artificers receive common electro-mechanical training, followed by specialist mechanical (MSM) or electrical (LSM) training. They are all Nuclear operator qualified. |

c. **Marine Engineering Mechanics.** Individuals comprise the following:

| MEM | (1) Mechanics who entered after 1 Apr 94 but commenced Part II training before 6 Sep 98 were designated MEM and received common electrical and mechanical training during MEM2CC/ MEM1CC/ MEMCC. They were designated (M) or (L) prior to LMEMQC on which they received specialist mechanical and electrical training. They have a full Marine Engineering operator capability. Submarine Service Mechanics were also designated (M) or (L) prior to LMEMQC on which they received specialist mechanical or electrical training. They have a full Marine Engineering operator capability. |
| (2) All Mechanics who commenced Part II training after 6 Sep 98 are designated MEM and receive common electrical and mechanical training during MEICC. Submarine Service Mechanics are designated (M) or (L) prior to LMEMQC, on which they receive specialist mechanical or electrical training. They have a full Marine Engineering operator capability. |
| (3) General Service Mechanics who were designated MEM or MEM(L) and completed the common LMEMQC after 1 Sep 99 are designated LMEM. They have no SQ and have common electro-mechanical training and full operator capability. When promoted, they are designated POMEM, CPOMEM or WO1MEM. They will continue to have no SQ but will be streamed into one of three specialist areas by ADQUAL. |

d. **Engineering Technician (ET).** From April 2006, the ME sub-branch new entry consists of two ET sub-specialisations: Marine Engineering and Marine Engineering Submarine (MESM). All ETs receive common electrical and mechanical training during their ETICC. ET(MESM)s are designated either (M) or (L) whilst on LET(MESM) QC and receive specialist mechanical or electrical training. They have a full ME operator capability.
7405. Non-advancement and Re-advancement

a. Ratings who, for reasons of misconduct, incompetence or want of diligence, cannot be advanced or promoted within a reasonable period are to be reported to the Administrative Authority (Annex 54A) so that further retention in the Service can be considered. In cases which are subject to parliamentary correspondence or enquiry, or if the case involves security matters, recommendations are to be forwarded to the Navy Command Headquarters Casework Cell, through the appropriate Administrative Authority (Annex 54A), accompanied by all relevant Service Documents (including Appraisal Reports). The length of a reasonable period in this context must be determined by a rating’s Commanding Officer, having regard to the system of advancement or promotion governing each branch/specialisation. Recommendation should not normally be delayed beyond completion of the following:

1. If a PQE for CPOMEA (now CPOETME/MESM) is not passed within 12 months of the due date in a sea-going position as a POMEA.

2. If PQE for CPOMEA is failed for the third time.

3. If not recommended for advancement:
   12 months after becoming eligible to be advanced to CPOMEA.

4. ET(ME)2 – MEMOC Harbour Taskbook (previously MEMOC A and B Taskbook) not completed in first 6 months of sea service.

5. ET(MESM)2 - MEMOC – MEMOC Parts A and B not completed in first 15 months of sea service.

6. ET(ME)1 – MEMOC Sea-going Taskbook (previously MEMOC C Taskbook) and OPS Assessment not passed on completing 18 months' sea service as an ET(ME)1.

7. ET(MESM)1 – Full MEMOC Taskbook and OPS Assessment not passed on completing 15 months sea service as an ET(MESM)1.

b. Attention is drawn to Chapter 57 with respect to the formal warning of ratings.

c. Re-advancement/promotion. All ratings’ re-advancement or re-promotion following disrating or reversion will be in accordance with Chapter 70. In general, re-advancement or promotion is time based and does not require re-qualification. Those seeking promotion, or requiring two years or more to regain their previous rate, will need to re-qualify in accordance with the regulations given below.
7406. Engineering Technician (Marine Engineering) – Promotion Regulations for Individual Competency Framework (ICF) Trained Ratings

The following rules apply to personnel who entered the RN as an Engineering Technician (Marine Engineer) and completed an Engineering Technician Initial Career Course (ETICC) on or after 23 Jan 15 and ET(ME) personnel who have completed an Individual Competence Framework (ICF) designed next higher rate Qualifying Course (QC).

ENGINEERING TECHNICIAN (MARINE ENGINEERING) PROMOTION TABLE

INDIVIDUAL COMPETENCE FRAMEWORK

**ET(ME)2 to ET(ME)1**

**Table 74-1. Advancement from ET(ME)2 to ET(ME)1**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed RALEIGH – Phase 1 Training.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on date due advancement.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed ET(ME) Initial Career Course (ETICC).</td>
<td>ME</td>
<td>Engineering Technician (ME) Initial Career (ME150)</td>
<td>Navy</td>
</tr>
<tr>
<td>Display required proficiency in accordance with competencies as laid down in the ICF as ET(ME)2, authorised by HOD.</td>
<td>Professional</td>
<td>Engineering Technician (GS)</td>
<td>Navy</td>
</tr>
<tr>
<td>In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement.</td>
<td>‘CMS</td>
<td>Fitness Test</td>
<td>Navy’</td>
</tr>
<tr>
<td>Complete Mandated CDJ tasks (ETOW2 – To be completed within 6 months sea service).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended for advancement to ET(ME)1 by CO. Promotion Authorisation Request (PAR) forwarded to Flotilla Career Management Cell (CMC).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advanced to – ET(ME)1

**ET(ME)1 to LET(ME)**
Table 74-2. Pre-Selection Requirements for LET(ME) at Common Reporting Date (CRD)/Selection Eligibility Date (SED)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display required proficiency as an ET(ME)1</td>
<td>‘Professional</td>
<td>Engineering Technician (GS)</td>
<td>Navy’</td>
</tr>
<tr>
<td>Completed 12 months Sea service.</td>
<td>CMS</td>
<td>12 Months Sea Time AB</td>
<td>Navy’</td>
</tr>
<tr>
<td>Passed Sea Watch Keeping Qualification.</td>
<td>Professional</td>
<td>ET1 Sea Watchkeeping Qualified</td>
<td>Navy</td>
</tr>
<tr>
<td>Pass the Provisional Exam for LET(ME).</td>
<td>‘Professional Provisional Examination for LET ET(ME)</td>
<td>Navy’</td>
<td>‘Pass’</td>
</tr>
<tr>
<td>Streaming Preference recorded on JPA as ML(M1) or ML(M3) or EL(M2).</td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Serving on an ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD) 1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended for promotion on appraisal report at Selection Eligibility Date (SED).</td>
<td></td>
<td></td>
<td>7</td>
</tr>
</tbody>
</table>

---

1 BRd 3(1) Para 6703 b sub para 7.
Table 74-3. Pre-Promotion Requirements for LET(ME)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Leading Rates’ Leadership Course (LRLC) by nominated CPD.</td>
<td>Miscellaneous</td>
<td>Leading Rates Leadership Course (RNLA 102)</td>
<td>Navy</td>
</tr>
<tr>
<td>Passed LET (ME) Qualifying Course* (QC) inc Streamed and craft package training by nominated CPD +12 months.</td>
<td>ME</td>
<td>LET (MEGS) Common QC:(ME151)</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td>Plus:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>M1 Power &amp; Propulsion:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ME</td>
<td>LET(MEGS) Power &amp; Propulsion QC: ME151A</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td>&amp; M1 Power &amp; Propulsion:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ME</td>
<td>LET(MEGS) QC - Fitting &amp; Machining (ME293)</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td><strong>M2 Controls &amp; Distribution:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ME</td>
<td>LET(MEGS) Controls &amp; Distribution QC: ME151B</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>M3 Ships Services:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ME</td>
<td>LET(MEGS) Ships Services QC: ME151C</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td>&amp; ME</td>
<td>LET (MEGS) QC Welding and Pipework (ME294)</td>
<td>Navy</td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>‘CMS</td>
<td>Fitness Test</td>
<td>Navy’</td>
</tr>
</tbody>
</table>

2 Pre course learning is to be conducted iaw BR 2000(3)(1) Issue Dec 2015 Chap 4 Para 0405 – for LET(ME) & POET(ME).
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be educationally qualified for promotion (EFP) iaw Para 9613.</td>
<td>• Educational</td>
<td>RN/RM English Level 1</td>
<td>Navy</td>
</tr>
<tr>
<td>Or</td>
<td>• Educational</td>
<td>RN/RM English Level 2</td>
<td>Navy</td>
</tr>
<tr>
<td>Or</td>
<td>• Educational</td>
<td>RN/RM English Proxy A*- C</td>
<td>Navy</td>
</tr>
<tr>
<td>&amp;</td>
<td>• Educational</td>
<td>RN/RM Mathematics Proxy A*- C</td>
<td>Navy</td>
</tr>
<tr>
<td>Or</td>
<td>• Educational</td>
<td>RN/RM Mathematics Level 1</td>
<td>Navy</td>
</tr>
<tr>
<td>Or</td>
<td>• Educational</td>
<td>RN/RM Mathematics Level 2</td>
<td>Navy</td>
</tr>
</tbody>
</table>

Promoted to – Leading Engineering Technician (Marine Engineering)

**LET(ME) to POET (ME)**

**Table 74-. Pre-Selection Requirements for POET(ME) at CRD**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display required proficiency as an LET(ME).</td>
<td>'Professional</td>
<td>Engineering Technician(GS)</td>
<td>Navy'</td>
</tr>
<tr>
<td>Hold an MEOOW2 qualification.</td>
<td>'Professional</td>
<td>Marine Engineer Officer Of The Watch 2 Certificate (MEOOW2C)</td>
<td>Navy'</td>
</tr>
<tr>
<td>Hold a Switchboard Operator's Certificate.</td>
<td>'Professional</td>
<td>Switchboard Operating Certificate (DB33)</td>
<td>Navy'</td>
</tr>
<tr>
<td>Pass the Provisional Exam for POET(ME).</td>
<td>'Professional</td>
<td>Provisional Examination for POET ET(ME)</td>
<td>Navy'</td>
</tr>
<tr>
<td>Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended for promotion on appraisal report at SED.</td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Completed 12 months Sea service.</td>
<td>CMS</td>
<td>12 Months Sea Time LH</td>
<td>Navy'</td>
</tr>
</tbody>
</table>
Table 74-5. Pre-Promotion Requirements for POET(ME)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Senior Rates Leadership Course (SRLC) by nominated CPD.</td>
<td>Miscellaneous</td>
<td>Senior Rates Leadership Course (RNLA 103)</td>
<td>Navy</td>
</tr>
<tr>
<td>Passed POET (ME) Qualifying Course(^3) (QC) inc Streamed training by</td>
<td>ME</td>
<td>POET (MEGS) Common Qualifying course (ME153)</td>
<td>Navy</td>
</tr>
<tr>
<td>nominated CPD +12 months.</td>
<td>Plus, one of the following:</td>
<td>Pass</td>
<td>8 - 14</td>
</tr>
<tr>
<td></td>
<td><strong>M1 Power &amp; Propulsion:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ME</td>
<td>POET(MEGS) Power &amp; Propulsion QC:ME153A</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>M2 Controls &amp; Distribution:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ME</td>
<td>POET(MEGS) Controls &amp; Distribution QC:ME153B</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>M3 Ships Services:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ME</td>
<td>POET(MEGS) Ships Services QC:ME153C</td>
<td>Navy</td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>&quot;CMS</td>
<td>Fitness Test</td>
<td>Navy&quot;</td>
</tr>
<tr>
<td>To be educationally qualified for promotion (EFP) iaw Para 9613.</td>
<td>• Educational</td>
<td>RN/RM English Level 2</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Educational</td>
<td>RN/RM English Proxy A*- C</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td>&amp;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Educational</td>
<td>RN/RM Mathematics Level 2</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Educational</td>
<td>RN/RM Mathematics Proxy A*- C</td>
<td>Navy</td>
</tr>
</tbody>
</table>

\(^3\) Pre course learning is to be conducted iaw BR 2000(3)(1) Issue Dec 2015 Chap 4 Para 0405 – for LET(ME) & POET(ME).
Promoted to – Petty Officer Engineering Technician (Marine Engineering)

**POET(ME) to CPOET (ME)**

Table 74-6. Pre-Selection Requirements for Chief Petty Officer (ME) at CRD

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display required proficiency as POET(ME).</td>
<td>'Professional Engineering Technician(GS)</td>
<td>Navy'.</td>
<td>POET Sea 3, 4</td>
</tr>
<tr>
<td>Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD</td>
<td>'Professional</td>
<td>Engineering Technician(GS)</td>
<td>Navy'</td>
</tr>
<tr>
<td>Minimum of 3 years seniority as a PO, 12 months prior to the CPD.</td>
<td>'Professional</td>
<td>Marine Engineer Officer Of The Watch Certificate (MEOOWC)</td>
<td>Navy'</td>
</tr>
<tr>
<td>Hold an MEOOW1 qualification.</td>
<td>'Professional</td>
<td>Marine Engineer Officer Of The Watch Certificate (MEOOWC)</td>
<td>Navy'</td>
</tr>
<tr>
<td>Pass the Provisional Exam for CPOET.</td>
<td>'Professional</td>
<td>Provisional Examination for CPOET ET(ME)</td>
<td>Navy’</td>
</tr>
<tr>
<td>Recommended for promotion on appraisal report at SED.</td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Completed 12 months Sea service.</td>
<td>CMS</td>
<td>12 Months Sea Time PO</td>
<td>Navy’</td>
</tr>
</tbody>
</table>

Table 74-7. Pre-Promotion Requirements for CPOET(ME)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passed CPOET (ME) Qualifying Course (QC) by nominated CPD +12 months.</td>
<td>ME</td>
<td>CPOET (MEGS) QC: ME155</td>
<td>Navy</td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>'CMS</td>
<td>Fitness Test</td>
<td>Navy’</td>
</tr>
</tbody>
</table>

Promoted to – Chief Petty Officer Engineering Technician (Marine Engineering)

**CPOET(ME) to WO1ET (ME)**

---

4 Para 6703 b sub para 6.
5 Para 6703 b sub para 2.
### Table 74-8. Pre-Selection Requirements for Warrant Officer First Class (ME) at CRD

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display required proficiency as CPOET(ME).</td>
<td>‘Professional</td>
<td>Engineering Technician(GS)</td>
<td>Navy’</td>
</tr>
<tr>
<td>Serving on FC/OE1 or EC/2OE or ES2/ES3 which expires after the CPD.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum of 3 years seniority as a CPO, 12 months prior to the CPD.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass the Provisional Exam for WO1ET (ME).</td>
<td>‘Professional</td>
<td>Provisional Examination for WO1 ET(ME)</td>
<td>Navy’</td>
</tr>
<tr>
<td>Recommended for Promotion on Appraisal Report at Common Reporting Date.</td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Completed 12 months Sea service.</td>
<td>CMS</td>
<td>12 Months Sea Time CPO</td>
<td>Navy’</td>
</tr>
</tbody>
</table>

### Table 74-9. Pre-Promotion Requirements for WO1ET (ME)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passed WO1 ET (ME) Qualifying Course (QC) by nominated CPD +12 months.</td>
<td>Professional</td>
<td>Marine Engineer Warrant Officer Charge Qualification (WOCQ(ME)</td>
<td>Navy</td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>‘CMS</td>
<td>Fitness Test</td>
<td>Navy’</td>
</tr>
<tr>
<td>EFP in accordance with Para 9613.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Promoted to – Warrant Officer First Class Engineering Technician (Marine Engineering)

**CPOMEM to WO1MEM(QC)**

---

Para 6703 b sub para 6.
Table 74-10. Pre-Selection Requirements for Warrant Officer First Class (MEM)(QC) at CRD

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold an MEOOW1 qualification.</td>
<td>'Professional</td>
<td>Marine Engineer Officer Of The Watch Certificate (MEOOWC)</td>
<td>Navy'</td>
</tr>
<tr>
<td>Serving on FC/OE1 or EC/2OE or ES2/ES3 which expires after the CPD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum of 3 years seniority as a CPO, 12 months prior to the CPD.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 2 FS (or equivalent) in English and Mathematics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass the Provisional Exam for WO1ET (ME).</td>
<td>'Professional</td>
<td>Provisional Examination for WO1 ET(ME)</td>
<td>Navy'</td>
</tr>
<tr>
<td>Recommended for Promotion on Appraisal Report at Common Reporting Date.</td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Completed 12 months Sea service.</td>
<td>CMS</td>
<td>12 Months Sea Time CPO</td>
<td>Navy'</td>
</tr>
</tbody>
</table>

Table 74-11. Pre-Promotion Requirements for WO1MEM (QC)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passed CPOET (ME) Qualifying Course (QC) by nominated CPD +12 months.</td>
<td>ME</td>
<td>CPOET (MEGS) QC: ME155</td>
<td>Navy'</td>
</tr>
<tr>
<td>Passed WO1 ET (ME) Qualifying Course (QC) ME156 by nominated CPD +12 months.</td>
<td>Professional</td>
<td>Marine Engineer Warrant Officer Charge Qualification (WOCQ(ME))</td>
<td>Navy</td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>'CMS</td>
<td>Fitness Test</td>
<td>Navy'</td>
</tr>
<tr>
<td>EFP in accordance with Para 9613.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Promoted to – Warrant Officer First Class Marine Engineering Mechanic (Qualifying Course)
Notes:

1. **Failure to Achieve the Eligibility Criteria for Advancement from ET(ME)2 to ET(ME)1.** For an ET(ME) 2 who is not achieving the eligibility criteria and, therefore, the subsequent recommendation for advancement, see rules at Chapter 749.

2. **RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD. See ‘BRd 3(1) June 2016 Version 9 Para 6716’.

3. **Display Required Proficiency in Current Rate.** In accordance with competencies laid down in the ICF Competency Matrix and the ICF Competency Levels; achieved within the sea employment space, evidenced within the individual’s CDJ, authorised by HOD.

4. **Competent ET(ME)1s who are assigned to an operational ship with a different equipment fit to that in which the competence was gained.** Competent ET(ME)1s who are assigned to an operational ship with a different equipment fit to that in which the competence was gained must be endorsed by the MEO within 6 months’ sea service (BR 2000(3)(1) Article 0214).

5. **Provisional Examinations.** (BR 2000 (3)(1)):

   a. Prior to undertaking the Provisional Examination, the following pre-requisites are to have been achieved:

      (1) Competent in current rate – Completed all mandated ICF competencies, evidenced within the individual’s CDJ.

      (2) Completed 12 months sea service in current rank, JPA competence recorded iaw Para 5908 and Para 6905.

      (3) Recommendation by Commanding Officer.

   b. On completion of any sitting of a PE, in addition to the competence, the result is to be recorded as either ‘Pass’ or ‘Fail’ in JPA. Failure to record the result will result in automatic sift out action by SCIO for promotion boards.
Notes:

c. Recommendation from sea for FT candidate from LET to POET should be considered for all personnel who have completed the PE for LET with a good pass and demonstrate the technical ability and CLM attributes of a potential senior rating. The recommendation is to be recorded on JPA as ‘ProfessionalFast Track ET CandidateNavy’, with supporting comments included by the 1RO and 2 RO in their next SJAR.

d. If an individual is unable to achieve 12 months sea service prior to attempting their PE due to Service Reasons beyond their control, eg. assigned to a ship in build; they may apply to sit the PE provided that their CO/MEO considers that the individual demonstrates sufficient equivalent experience and meets the technical requirements of the next higher rate. This will be considered by exception via the respective Branch Manager SO2 and, if approved, will allow the individual, if successful at the PE, and qualified in all other respects by CRD, to be presented to the next promotion board and considered for selection to the next higher rank. This does not, however, remove the requirement to complete 12 months’ sea service prior to promotion (CPD), noting that the rules within Chapter 67 remain extant.

6. ET(ME) Stream Preference. The Streaming Preference is to be recorded on JPA as follows:

a. Log on to JPA Self Service.

b. Select - Extra Information Types.

c. Select - Employee Preferences and in the First ‘Comments’ box enter either:

(1) Stream ML (M1) or ML (M3)

or

(2) Stream EL (M2).

d. Click Apply.

(a) The 1RO is to provide supporting evidence in the individual’s SJAR of suitability for the stream.

(b) Do Not enter the streaming preference in any other field. IE Job 1st Preference box as SCIO will not pull the preference through to the promotions board.
Notes:

7. **Recommendation for Promotion.** Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation. For promotion up to the rate of PO, Streamlined Eligibility Dates (SED) of 31 Mar, 31 Jul and 30 Nov in any year will apply. If a streamlined promotion candidate has been awarded a positive recommendation for promotion (as above) in the last SJAR and, since that report, has become eligible in all other respects for selection, he/she will be placed before the Promotion Board.

8. **Failure to Complete Professional and/or Leadership Course.** Reference should be made to Para 6714 and 6703 b sub para 4 for rules on the impact on a rating's promotion if he/she fails to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).

9. **Pre-course Learning.** Pre-course learning is to be completed in accordance with the policy of the relevant Training School. Where this is not achieved, the suitability of the individual to undertake the course will be determined on a case by case basis by the Commanding Officer HMS SULTAN.

10. **The suitability of individuals to retake failed elements of the QC or the requirement to be back-classed.** The suitability of individuals to retake failed elements of the QC or be back-classed will be determined by the Commanding Officer HMS SULTAN. A repeat failure of part/all of the course may result in the individual being deselected, continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.

11. **Unsuitable Candidates.** Where, during the period of the Qualifying Course, candidates are found to be unsuitable for promotion to the next higher rate, they may be withdrawn from training by the Commanding Officer HMS SULTAN. In such cases, individuals will be deselected and will continue to serve in the lower rate. They will be eligible for future selection in normal course.
Notes:

12. **Personnel who do not have sufficient length of service remaining to meet the requirement of any Return of Service (RoS) attached to a Qualifying Course (QC).** Personnel must agree on Form S61(Para 5304 sub para f) to serve any extension of service (EoS) that may be required to cover the length of the course and associated ROS. Acceptance of the EOS will be required prior to commencement of the relevant QC.

13. **Refusal to Undertake the QC.** If successful ratings decide to refuse the course, they will be deselected and continue to serve in their current rate.

14. **Qualifying Courses and PE Failures.** For rules regarding failure, see Para 6912.

15. **Award of General Service Marine Engineering Charge Certificate.** The General Service Marine Engineering Charge Certificate will be awarded on successful completion of the WO1QC.

16. **Route to Warrant Officer Marine Engineering Mechanic (Qualifying Course).** Any EGS Mechanic who wishes to access WOETQC in order to achieve the WOCQ of their specialisation will be first required to pass the same Provisional Examination (PE) for Warrant Officer as their ET peers in accordance with the BR 2000 syllabi. To ensure currency and parity in technical and managerial performance, the PE for any Mechanic candidate is to be convened with either a ship-borne or Flotilla engineering SO1 as the Chair. Line Managers of prospective Mechanic candidates are to liaise with Flotillas accordingly. It is anticipated that this scheme will principally attract Chief Petty Officer Mechanics who will clearly be able to broaden their evidence of potential for promotion and future employability if they hold a WOCQ. The route is, however, available to any existing WO1 Mechanic who wishes to pursue the opportunity of holding technical charge in a sea or shore appointment. Under this scheme a Mechanic who has passed the PE for WO1ET, and subsequently been selected for promotion to OR9, will be required to complete both CPOETQC and WOETQC\(^{10}\). This is to ensure all ICF training objectives are satisfied prior to award of the WOCQ.

\(^{10}\) Dependent upon career course content there may be scope to tailor the training package to ensure no repetition of ICF learning objectives between CPO and WO courses. This will be considered on an individual basis by the lead training schools and BM team.
7407. **ET(ME) Fast Track Scheme**

The Fast Track (FT) scheme will afford individuals an accelerated advancement route. Selection will be via a two-stage process with two available entry points; initially at ET and subsequently at LET. This takes account of individuals who develop at differing rates and gives a flexible career path to ensure that career progression through training and employment is better matched to the abilities of our technicians. For full details on the FT scheme, see Para 6808.

7408. **The ME Accelerated Apprenticeship Scheme**

From Nov 16 MEGS Accelerated Apprentices (AA) will join HMS RALEIGH as a Probationary Leading Hand (see Para 6809) until they become a Gain to the Trained Strength (GTS) as an LET on completion of a bespoke training pipeline (see Annex 74F). Once GTS, the AA will be subject to the normal selection process of a LET. The first intake for ESM AA will join HMS RALEIGH in Nov 18; they will be streamed MESM or WESM post SMQ(Dry). The MESM AA pipeline follows that of the UGAS but will finish on completion of the First Shore Training Phase (see Annex 74B). Further detail on the AA scheme can be found at Para 6810. The AA Warnings and Failure policy is laid down at Annex 68A.

7409. **Engineering Technician (Marine Engineering) - Promotion Regulations for Non-ICF Trained Ratings April 2006 to 22 January 2015**

The following rules apply to personnel who have not been trained via an ICF course and legacy Mechanics. On completion of an ICF, qualifying course personnel will transfer to the ICF trained promotion flowchart as detailed at Para 7406.

**ENGINEERING TECHNICIAN (MARINE ENGINEERING) PROMOTION TABLE OPS**

**ET(ME) 2 to ET(ME) 1**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Part 1 New Entry Training and Part 2 Career Course (MIECC). On completion rating issued ETME Task book.</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on date due advancement.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed Task Book for ET(ME) 2 OC (MEMOC Harbour).</td>
<td>'Professional</td>
<td>Achieved MEMOC (Harbour) (DQ50)</td>
<td>Navy'</td>
</tr>
<tr>
<td>In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement.</td>
<td>'CMS</td>
<td>Fitness Test</td>
<td>Navy'</td>
</tr>
<tr>
<td>Recommended for advancement to ET(ME)1 by CO.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Advanced to - ET(ME) 1**

**ET(ME)1 to LET(ME)**
### Table 74-13. Pre-Selection Requirements for LET(ME) at Common Reporting Date (CRD)/Selection Eligibility Date (SED)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Task Book for ET(ME) 1 OC (MEMOC Sea Going).</td>
<td>Professional</td>
<td>Achieved MEMOC (Full) (DD44)</td>
<td>Navy'</td>
</tr>
<tr>
<td>Awarded OPS at ET1.</td>
<td>Professional</td>
<td>OPS for ET(ME) DQ40</td>
<td>Navy'</td>
</tr>
<tr>
<td>Complete CBRNDC Task Book.</td>
<td>'Professional</td>
<td>Completion of CBRNDC Task Book (All Ratings) (9J94)</td>
<td>Navy'</td>
</tr>
<tr>
<td>Completed 12 months Sea service.</td>
<td>CMS</td>
<td>12 Months Sea Time AB</td>
<td>Navy'</td>
</tr>
<tr>
<td>Streaming Preference recorded on JPA as ML(M1) or ML(M3) or EL(M2).</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Serving on an ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended for promotion on appraisal report at Selection Eligibility Date (SED)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

11 Para 6703 b sub para 6.
12 Para 6703 b sub para 3.
### Table 74-14. Pre-Promotion Requirements for LET(ME)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Leading Rates’ Leadership Course (LRLC) by nominated CPD.</td>
<td>‘Miscellaneous</td>
<td>Leading Rates Leadership Course (RNLA 102)</td>
<td>Navy</td>
</tr>
<tr>
<td>Completed LET(ME) QC by nominated CPD +12 months.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>‘CMS</td>
<td>Fitness Test</td>
<td>Navy’</td>
</tr>
<tr>
<td>To be educationally qualified for promotion (EFP) iaw Para 9613.</td>
<td>• Educational</td>
<td>RN/RM English Level 1</td>
<td>Navy Or • Educational</td>
</tr>
</tbody>
</table>

Promoted to – Leading Engineering Technician (Marine Engineering) - See Note 11

LET(ME) to POET (ME)
### Table 74-15. Pre-Selection Requirements for POET(ME) at CRD

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed LET(ME) Task Book.</td>
<td></td>
<td></td>
<td>9, 11</td>
</tr>
<tr>
<td>Hold an MEOOW2 qualification.</td>
<td>'Professional</td>
<td>Marine Engineer Officer Of The Watch 2 Certificate (MEOOW2C)</td>
<td>Navy</td>
</tr>
<tr>
<td>Hold a Switchboard Operator’s Certificate.</td>
<td>'Professional</td>
<td>Switchboard Operating Certificate (DB33)</td>
<td>Navy</td>
</tr>
<tr>
<td>Pass OPS assessment.</td>
<td>'Professional</td>
<td>OPS for LET(ME) DQ40</td>
<td>Navy</td>
</tr>
<tr>
<td>Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.</td>
<td></td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>Completed 12 months Sea service.</td>
<td>'CMS</td>
<td>12 Months Sea Time LH</td>
<td>Navy</td>
</tr>
</tbody>
</table>

### Table 74-16. Pre – Promotion Requirements for POET(ME)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Senior Rates’ Leadership Course (SRLC) by nominated CPD.</td>
<td>'Miscellaneous</td>
<td>Senior Rates Leadership Course (RNLA 103)</td>
<td>Navy</td>
</tr>
<tr>
<td>Passed POET (ME) Qualifying Course (QC) inc Streamed training by nominated CPD +12 months.</td>
<td>'ME</td>
<td>POET (MEGS) Common Qualifying course (ME153)</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td>Plus one of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>M1 Power &amp; Propulsion:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>'ME</td>
<td>POET(MEGS) Power &amp; Propulsion QC:ME153A</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td><strong>Or</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>M2 Controls &amp; Distribution:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>'ME</td>
<td>POET(MEGS) Controls &amp; Distribution QC: ME153B</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td><strong>Or</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>M3 Ships Services:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>'ME</td>
<td>POET(MEGS) Ships Services QC:ME153C</td>
<td>Navy</td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>'CMS</td>
<td>Fitness Test</td>
<td>Navy</td>
</tr>
</tbody>
</table>
### Table 74-17. Pre-Selection Requirements for Chief Petty Officer (ME) at CRD

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Post Course Study Guide.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum of 3 years seniority as a PO, 12 months prior to the CPD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hold an MEOOW1 qualification.</td>
<td>‘Professional</td>
<td>Marine Engineer Officer Of The Watch Certificate (MEOOWC)</td>
<td>Navy</td>
</tr>
<tr>
<td>Completed 12 months Sea service.</td>
<td>‘CMS</td>
<td>12 Months Sea Time PO</td>
<td>Navy</td>
</tr>
<tr>
<td>Pass OPS Assessment.</td>
<td>‘Professional</td>
<td>OPS for POET(ME) DQ40</td>
<td>Navy</td>
</tr>
<tr>
<td>Recommended for promotion on appraisal report at CRD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table 74-18. Pre-Promotion Requirements for CPOET(ME)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passed CPOET (ME) Qualifying Course (QC) inc Streamed training by nominated CPD +12 months.</td>
<td>ME</td>
<td>CPOET (MEGS) QC: ME155</td>
<td>Navy</td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>‘CMS</td>
<td>Fitness Test</td>
<td>Navy</td>
</tr>
</tbody>
</table>

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13 Para 6703 b sub para 6.
14 Para 6703 b sub para 3.
15 Para 6703 b sub para 3.
Promoted to – Chief Petty Officer Engineering Technician (Marine Engineering)

CPOET(ME) to WO1ET (ME)

Table 74-19. Pre-Selection Requirements for Warrant Officer First Class (ME) at CRD

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If CPOET(ME), a minimum of 3 years seniority in the rate 12 months prior to the CPD. If legacy WO2ET (ME), there is no minimum seniority requirement.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass the Provisional Exam for WO1ET (ME).</td>
<td>‘Professional</td>
<td>Provisional Examination for WO1ET</td>
<td>Navy’</td>
</tr>
<tr>
<td>Recommended for promotion on appraisal report at SED 17.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed 12 months Sea service.</td>
<td>CMS</td>
<td>12 Months Sea Time CPO</td>
<td>Navy’</td>
</tr>
</tbody>
</table>

Table 74-20. Pre-Promotion Requirements for WO1ET (ME)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>For CPOET(ME)s, completed WO1ET (ME) QC by nominated CPD+12 months.</td>
<td>Professional</td>
<td>Marine Engineer Warrant Officer Charge Qualification (WOCQ(ME))</td>
<td>Navy</td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement</td>
<td>‘CMS</td>
<td>Fitness Test</td>
<td>Navy’</td>
</tr>
<tr>
<td>EFP in accordance with Para 9636.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Promoted to – Warrant Officer First Class Engineering Technician (Marine Engineering)

16 Para 6703 b sub para 6.
17 Para 6703 b sub para 3.
Notes:

1. **For rules regarding failure.** See Chapter 74 Fig 74-1.

2. **RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD. See Para 6716.

3. **OPS as an ET(ME)1.** OPS as an ET(ME)1 is achieved on successful completion of both the ET(ME)1 OC (MEMOC Sea-going) Task Book and the formal OPS Assessment. Full MEMOC to be completed within 24 months' sea service. The Assessment is to be constituted in accordance with BR 2000(3) (oral aspects only). OPS is to be achieved within 48 months from completion of Phase 2 training.

4. **Competent ET(ME)1s who are assigned to an operational ship with a different equipment fit to that in which the competence was gained.** Competent ET(ME)1s who are assigned to an operational ship with a different equipment fit to that in which the competence was gained must be endorsed by the MEO within 6 months’ sea service (BR 2000(3)(1) Article 0214). Ratings who fail to gain this endorsement will lose the OC qualification and suffer any corresponding pay effects in accordance with JSP 754 until endorsement has been achieved.

5. **ET(ME) Stream Preference.** The Streaming Preference is to be recorded on JPA as follows:

   a. Log on to JPA Self Service.

   b. Select - **Extra Information Types.**

   c. Select - **Employee Preferences** in the First ‘Comments’ box enter either:

      (1) Stream ML (M1) or ML (M3) or Stream EL (M2).

   d. Click Apply.

      (1) The 1RO is to provide supporting evidence of suitability for the stream in the individual’s SJAR.

      (2) **Do Not** enter the streaming preference in any other field. IE Job 1st Preference box as SCIO will not pull the preference through to the promotions board.
Notes:

6. **Failure to complete Professional and/or Leadership Course.** Reference should be made to Para 6714 and 6703 b sub para 4 for rules on the impact on a rating’s promotion if he/she fails to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).

7. **The suitability of individuals to retake failed elements of the QC or to be back-classed.** The suitability of individuals to retake failed elements of the QC or be back-classed will be determined by the Commanding Officer HMS SULTAN. A repeat failure of part/all of the course will result in the individual being deselected; continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.

8. **Refusal.** As is customary in a selection process, successful ratings will have the opportunity of refusing the course. Those doing so will be deselected and continue to serve in their current rate.

9. **Task Books/Study Guides.** Task Books/ Study Guides associated with the higher rate QC are to be completed within 36 months from CPD of the current rate.

10. **Personnel who do not have sufficient length of service remaining to meet the requirement of the return of service attached to a QC.** Personnel may be offered an extension of service (EoS) or Extended Career (EC). Acceptance of the EoS or EC will be required prior to commencement of QC.

11. **OPS Assessment for LET(ME).** OPS assessments for LET(ME) will be constituted in accordance with BR 2000 (3)(3) Chapter 3 (oral aspects only). The date of the OPS Assessment for LET(ME) will be the date of completion of the OPS Assessment having already been awarded the Switchboard Operator’s Certificate and Marine Engineer Officer of the Watch 2 qualification. **OPS is to be achieved within 36 months from CPD.**

12. **Training Return of Service (ROS) for POET(ME)QC.** 24 months training ROS for POET(ME)QC applies (See Chapter 53).

13. **OPS Assessment for POET(ME).** Constituted in accordance with BR 2000 (3)(3) Chapter 4 (oral aspects only). The date of the OPS Assessment for POET(ME) will be the date of completion of the OPS Assessment having already been awarded the professional operator qualification (MEOOWC). **OPS is to be achieved within 36 months from CPD.**
Notes:

14. **Provisional Examinations.** (BR 2000 (3)(1)):

   a. Prior to undertaking the Provisional Examination, the following pre-requisites are to have been achieved:

      (1) Competent in current rate – Completed all mandated competencies iaw ICF Competency Matrix and the ICF Competency Levels, evidenced within the individual’s CDJ.

      (2) Completed 12 months sea service in current rank, JPA competence recorded iaw Para 5908 and Para 6905.

      (3) Recommendation by Commanding Officer.

   b. If an individual is unable to achieve 12 months sea service prior to attempting their PE due to Service Reasons beyond their control, eg. personnel assigned to a ship in build, they may apply to sit the PE provided they have the experience and meet the technical requirements of the next higher rate. This will be authorised by exception via the respective Branch Manager SO1 and will allow the individual, if successful at the PE, and qualified in all other respects by CRD, to be presented to the next promotion board and considered for selection to the next higher rank. This does not, however, remove the requirement to complete 12 months sea service prior to promotion (CPD), noting that the rules within Chapter 67 remain extant.

15. **PE.** For rules regarding failure, see Para 6912 sub para f.

16. **Seniority.** The effective date of promotion will be the CPD having successfully completed the WO1QC. CPOETs who are unable to complete the WO1QC by the CPD for which selected may be entitled to promotion at CPD or backdated promotion on completing the course in accordance with Para 6716.

17. **Failure.** If a candidate fails the WO1QC, then his/her suitability to retake the course or elements therein will be considered by the Commanding Officer HMS SULTAN. A repeat failure of all/part of the course will result in the rating’s de-selection and continuance in the rate of CPOET. Suitability for future WO1QC will be through the selection process and will be dependent on the rating's performance, as shown in an Appraisal Report.
Notes:

18. **Unsuitable Candidates.** Where, during the course of the WO1QC, candidates are found to be unsuitable for promotion to WO1ET, they may be withdrawn from training by the Commanding Officer HMS SULTAN. In such cases, individuals will be deselected and will continue to serve as CPOETs. They will be eligible for future selection in normal course.

19. **Award of General Service Marine Engineering Charge Certificate.** The General Service Marine Engineering Charge Certificate will be awarded on successful completion of the WO1QC.
Figure 74-1 – Rules Regarding Failure

ET(ME)

- ET(ME)2 Operating Certificate (MEMOC in harbour) in first 6 months sea service.
- Not recommended for advancement to ET(ME)1 after 3 years served at ET2.

ET(ME)1 Operating Certificate (MEMOC Full) and OPS Assessment within 48 months from rating ET(ME)2.

LET Qualifying Course

Action in accordance with Chapter 51 Section 2 or Chapter 57 Section 7.

Action in accordance with Chapter 54 Section 7 and Chapter 57 Section 8. Para 6902 sub para c and Para 6912 sub para i.

Action in accordance with Para 6912 sub para i.

LET(ME)

- LET(ME) Task Book.
- Qualification (MEOOW2) within a reasonable period set by MEO with regard to ships' programme.
- OPS Assessment within 36 months from CDP to LET

POET Qualifying Course

Action in accordance with Para 6912 sub para i.

Action in accordance with Para 6912 sub para a to sub para e.

POET(ME)

- POET Professional Operating Qualification (MEOOWC) within a reasonable period set by MEO with regard to ships' programme.
- OPS Assessment within 36 months from CPD to POET.

Action in accordance with Para 6912 sub para i.

a. This article applies to all Marine Engineering Mechanics (MEMs) entered after 1 Apr 79 and MEM(M)s entered before 1 Apr 79. It reflects the changes to training and advancement introduced by Marine Engineering Branch Development. These changes apply to all operator trained MEMs, except where specified otherwise. All MEMs’ re-advancement following disrating/reversion will be in accordance with Chapter 70. Those ratings seeking promotion, or requiring two or more years to regain their previous rate, will do so in accordance with the regulations given below.

b. The rules for advancement/promotion are contained in the following Sections, along with Explanatory Notes and Rules for Failure where appropriate.

PROMOTION FROM POMEM TO WO1MEM (GENERAL SERVICE)

PETTY OFFICER MARINE ENGINEERING MECHANIC

Chief Petty Officer MEM – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a POMEM 12 months prior to the CPD.

b. Hold Marine Engineering Officer of the Watch Certificate (MEOOWC).

c. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (6)).

d. Completed Senior Rates’ Leadership Course (SRLC) (Para 6703 b sub para (4)).

e. Recommended for promotion on Appraisal Report at SED.

Chief Petty Officer MEM – Pre-Promotion Requirements

f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

g. In date for RNFT, or waiver granted on date due promotion and recorded on JPA as ‘CMS|Fitness Test|Navy’.

Promoted to

CHIEF PETTY OFFICER MARINE ENGINEERING MECHANIC

Warrant Officer 1 MEM – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a CPOMEM 12 months prior to the CPD.

b. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at SED.
Warrant Officer 1 MEM – Pre-Promotion Requirements

d. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

e. Educationally qualified for promotion in accordance with Para 9613. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competence recorded on JPA.

f. In date for RNFT, or waiver granted on date due promotion and recorded on JPA as ‘CMS|Fitness Test|Navy’.

Promoted to
WARRANT OFFICER 1 MARINE ENGINEERING MECHANIC

7411. Promotion from POMEM(L) to WO1MEM(L) – General Service

PETTY OFFICER MARINE ENGINEERING MECHANIC (L)

Chief Petty Officer MEM(L) – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a POMEM 12 months prior to the CPD (Para 6703b sub para (2)).

b. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (6)).

c. Hold appropriate Professional Qualifying Certificates:

(1) Certificate of Competence (Para 7413).

(2) GS only: Switchboard Operator’s Certificate in accordance with BR 2000 (3)(3).

d. Completed POMEMQC (ratings with a Basic Date after 1 Sep 95).

e. Certificate of Competence (Para 7413).

f. Completed Senior Rates’ Leadership Course (SRLC) (Para 6703 b sub para (4)).

g. Recommended for promotion on Appraisal Report at Common Reporting Date (CRD).
Chief Petty Officer MEM(L) – Pre-Promotion Requirements

h. In date RNFT or waiver obtained on date due promotion.

i. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
CHIEF MARINE ENGINEERING MECHANIC (L)

Warrant Officer 1 MEM(L) – Pre-Selection Requirements

a. Minimum of 3 years' seniority as a CPOMEM 12 months prior to the CPD.

b. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (6)).

c. Recommended for promotion on Appraisal Report at CRD.

d. In date RNFT or waiver obtained at CRD.

Warrant Officer 1 MEM(L) – Pre-Promotion Requirements

e. In date for Royal Navy Fitness Test (RNFT) or waiver obtained on date due promotion and recorded on JPA as ‘CMS|Fitness Test|Navy’.

f. Educationally qualified for promotion in accordance with Para 9636. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competence recorded on JPA.

g. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
WARRANT OFFICER 1 MARINE ENGINEERING MECHANIC (L)

7412. Engineering Technician (Marine Engineering Submarine) – Entry from April 2006 – Promotion Flowchart

[The following rules apply to New Entry personnel who entered the Service from April 2006 and legacy Mechanics post higher rate or enabling QCs, who transferred to ET as part of the Branch Development process].

ET(MESM) PROMOTION FLOWCHART
ET(MESM)1 – Advancement Criteria

a. Completed Part 1 New Entry training & Part 2 Career Course (ET(MESM)ICC) (see Notes 1, 19).

b. Completed SMQ.

c. Completed Task Book for ET(MESM)2 (MEMOC A and B) (2). Recorded as JPA competence ‘Professional|Achieved MEMOC(SM) (Parts A and B) (DQ50)|Navy’.

d. Recommended for ET1 by HOD (3).

e. At least 6 months since last career check (if any) on date due advancement.

f. In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement: recorded on JPA as ‘CMS|Fitness Test|Navy’ (see Note 17).

Advanced to
ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE) 1

LET(MESM) – Pre-Selection Requirements

a. Awarded OPS at ET(MESM)1. Recorded as JPA competency ‘Professional|OPS for ET(MESM)|Navy’ (see Notes 4, 5).

b. Recommended for promotion on Appraisal Report at SED (Para 6703 b sub para (4))

c. Serving on a ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD) (Para 6703 b sub para (7)).

d. 24 month training ROS for LETQC.

LET(MESM) – Pre-Promotion Requirements

e. Completed LET(MESM) Qualifying Course by nominated CPD+12 months (see Notes 6, 7, 8, 18).

f. Completed NPSC.

g. Completed Leading Rates Leadership Course (LRLC) by nominated CPD and recorded in JPA as ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’ (Para 6703 b sub para (5)) (see Note 18).

h. In date for RNFT, or waiver granted on date due promotion: recorded on JPA as ‘CMS|Fitness Test|Navy’ (Para 6703 b sub para (9)) (see Note 17).

i. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).
j. To be educationally qualified for promotion (EFP) in accordance with Para 9636 and recorded in JPA as ‘Educational|RN/RM QELH/Cpl|Navy’.

<table>
<thead>
<tr>
<th>Promoted to</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEADING ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE)</td>
</tr>
</tbody>
</table>

**POET(MESM) – Pre-Selection Requirements**

a. Completed LET(MESM) Task Book (see Note 9).

b. Hold Professional Qualifying Certificates (Submarine Control Console Operator (SCCOP), Cat C Watch Keeper and Shut Down Supervisor).

c. Awarded OPS at LET(MESM). Recorded as JPA competency ‘Professional|OPS for LET(MESM) DQ40|Navy’ (see Note 10).

d. Recommended for promotion on Appraisal Report at SED. (Para 6703 b sub para (4))

e. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

f. 36 months training ROS for POETQC applies (see Chapter 53) (see Note 11).

**POET(MESM) – Pre-Promotion Requirements**

g. Completed POET(MESM) Qualifying Course by nominated CPD+12 months (see Notes 6, 7, 18).

h. Completed NPOC.

i. Completed Senior Rates Leadership Course (SRLC) by nominated CPD and recorded in JPA as ‘Miscellaneous|Senior Rate Leadership Course (RNLA 103)|Navy’ (Para 6703 b sub para (5)) (see Note 18).

j. In date for RNFT, or waiver granted on date due promotion: recorded on JPA as ‘CMS|Fitness Test|Navy’ (17) (Para 6703 b sub para (9) (see Note 17)

k. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

l. To be EFP in accordance with Para 9636 and competence recorded on JPA “Educational|RN/RM QEPO/Sgt|Navy”.

<table>
<thead>
<tr>
<th>Promoted to</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETTY OFFICER ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE)</td>
</tr>
</tbody>
</table>
CPOET(MESM) – Pre-Selection Requirements

a. Completed Post Course Study Guide (see Note 9).

b. Hold Professional Qualifying Certificates Cat B Watch Keeper with 6 months operating expertise as a NRPO/NMCDO and/or NMETOW but qualified as both.

c. Passed OPS Assessment and recorded on JPA as Professional|OPS for POET(MESM) DQ31|Navy (see Note 12).

d. 12 months sea service as a POET(MESM), recorded as ‘CMS|12 Months Sea Time PO|Navy’.

e. Minimum of 3 years’ seniority as a POET 12 months prior to the CPD (Para 6703 b sub para (3)).

f. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

g. Recommended for promotion on Appraisal Report at SED (Para 6703 b sub para (4)).

CPOET(MESM) – Pre-Promotion Requirements

h. Completed NPSupC.

i. Qualified professionally (qualified Cat A2 Watch Keeper).

j. In date for RNFT, or waiver granted on date due promotion: recorded on JPA as ‘CMS|Fitness Test|Navy’ (17) (Para 6703 b sub para (9) (see Note 17).

k. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to

CHIEF PETTY OFFICER ENGINEERING TECHNICIAN
(MARINE ENGINEERING SUBMARINE)

WO1ET(MESM) – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as CPOET(MESM) 12 months prior to CPD – this includes all substantive WO2ET(MESM)s.

b. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD (Para 6703 b sub para (4)).
WO1ET(MESM) – Pre-Promotion Requirements

d. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

e. In date for RNFT, or waiver granted on date due promotion: recorded on JPA as ‘CMS|Fitness Test|Navy’ (Para 6703 b sub para (9) (see Note 17).

f. EFP in accordance with Para 9636.

Promoted to
WARRANT OFFICER 1 ENGINEERING TECHNICIAN
(MARINE ENGINEERING SUBMARINE)
Notes:

1. All new entrants are rated Engineering Technician (Marine Engineering Submarines) 2 (ET(MESM)2) on entry.

2. The ET(MESM) Task Book (MEMOC) will be issued on completion of Part 2 training (ET(MESM) career course).

3. On completion of ET(MESM) Task Book (Parts A and B), and on being recommended, ratings will be advanced to ET(MESM)1. Failure to complete ET(MESM) Task Book parts A and B within 15 months sea service should result in individuals being placed on warnings for discharge shore in accordance with Chapter 54 Section 7, unless extenuating circumstances exist.

4. Full MEMOC C is no longer required prior to undertaking OPS Assessment for ET(MESM). Prior to undertaking OPS Assessment for ET(MESM) the candidate must have completed: MEMOC(SM) Parts A and B Taskbook (tasks 2.1 to 2.3 and 4 to 8) and either any Cat D at sea watchkeeping position and Shutdown Watchkeeper or Submarine Control Console Junior Rate and Submarine Control Console Watchkeeper. The Assessment is to be constituted in accordance with BR 2000(3) series (oral aspects only). Failure to achieve OPS (competence in the current rate) at ET1 within 18 months sea service as an ET(MESM)1 should result in individuals being placed on warnings for discharge shore in accordance with Chapter 54 Section 7, unless extenuating circumstances exist. Full MEMOC C should be completed prior to assignment to LET(MESM) QC.

5. ET(MESM)1s who have been awarded a OPS and who are assigned to an operational submarine with different equipment fit to that in which the OC was gained need to re-qualify in the part of the ship to which they are assigned. Ratings who fail to gain this endorsement will lose the ET(MESM)1 OPS qualification and suffer any corresponding pay effects in accordance with JSP 754.

6. Selection Boards will be convened up to 3 times a year and the results of successful candidates announced on completion. ACOS(PCap) will assign selected personnel to Qualifying Courses (QC) starting in the next training term but one.

7. The suitability of individuals to retake failed elements of the QC, or to be back classed, will be determined by the Commodore DCTT. A repeat failure of part/all of the course will result in the individual being deselected; continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.
Notes:

8. Personnel selected for LET(MESM) QC will be streamed for either mechanical or electrical training, by a Selection Board whilst on the QC, with the following factors taken into consideration:

   a. **Aptitude.** The Selection Board will have access to the ratings’ technical and academic performance on their Part II training phase and performance whilst on the Common elements of the LET(ME) QC will be considered.

   b. **Commanding Officer’s Recommendation.** Commanding Officers will be required to make a recommendation for sub-specialisation based on current performance and previous reports. Implicit in this requirement will be the need for Divisional Officers to comment, where appropriate, on a rating’s aptitude for sub-specialisation training and employment in their SJAR.

   c. **Personal Preference.** Ratings will be required to state their preference for sub-specialisation. However, the needs of the Service are paramount and selection of first preference sub-specialisation cannot be guaranteed.

   d. **Service Requirement.** The ESM Branch Manager will advise the Selection Board of streaming requirements.

After selection, ratings will complete the appropriate training as part of their training pipeline. Ratings who do not wish to accept their nominated stream will be considered to have refused the higher rate QC and will remain at the lower rate.

9. The Task Books/Study Guides associated with the higher rate training pipeline are to be completed within 12 months’ sea service after the QC.

10. The OPS Assessment for LET(MESM) will be constituted in accordance with BR 2000(3) series (oral aspects only). The date of the OPS award for the LET(MESM) will be the date of completion of the OPS Assessment having already passed the professional operator qualifications (SCCOP, Cat C and shut down supervisor qualification). OPS is to be achieved within 18 months’ sea service.

11. Personnel who do not have sufficient length of service remaining to meet the requirement of the return of service attached to the POETQC may be offered an extension of service (EoS) or Extended Career (EC). Acceptance of the EoS or EC will be required prior to commencement of POETQC.
**Notes:**

12. The OPS Assessment for POET(MESM) will be constituted in accordance with BR 2000 (3) series (oral aspects only). The date of the OPS award for the POET(MESM) will be the date of completion of the OPS Assessment having already passed the professional operator qualification (Cat B qualification to be achieved within 12 months’ sea service).

The following is applicable only to ex-mechanics (all rates) transferring to ET(MESM):

   a. The minimum level of professional watch keeping requirement for the next higher rate is as stated at Table 74-3.

   b. Ex POMEM prior to branch transfer. Cat D POMEMs will be required to undertake NPSC as part of the POET training pipeline. Cat C POMEMs will not be required to achieve OPS at POET before being eligible for promotion to CPOET – see Para 7407, Note 12.

   c. Ex CPOMEM prior to branch transfer. Cat D CPOMEMs will be required to undertake NPSC as part of the POET training pipeline. Before their second full sea assignment after being rated CPOET(MESM), ex-CPOMEMs will undertake NPOC.

13. **Refusal.** As is customary in a selection process, successful ratings will have the opportunity of refusing the course. Those doing so will be deselected and continue to serve as a CPOET.

14. **Unsuitable Candidates.** Where, during the course of the WO2QC, candidates are found to be unsuitable for promotion to WO2ET, they may be withdrawn from training by the Commodore DCTT. In such cases, individuals will be deselected and will continue to serve as CPOETs. They will be eligible for future selection in normal course.

15. **Award of Submarine Service Marine Engineering Charge Certificate.** The Submarine Service Marine Engineering Charge Certificate will be awarded the NCOW Certificate on successful completion of the NCOW training.

16. Deliberately left blank.
Notes:

17. **RNFT.** Ratings are to be in date RNFT, proactively engaged in remedial fitness training or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD (see Para 6718 and Para 6703 b sub para (9) for the required JPA competence).

18. **Failure to complete Professional and/or Leadership Course.** Refer to Para 6716 for rules on the impact on a rating’s promotion if he/she fails to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).

19. **ET(MESM) – Rules Regarding Failure.** See Fig 74-3.
Fig 74-2. ET(MESM) – Rules Regarding Failure

**MESM**

SMQ/ET(MESM) Career Course.

- ET(MESM)2 Operating Certificate (MEMOC A and B) in first 15 months sea service.
- Recommendation for advancement to ET(MESM)1.

OPA Assessment within 18 months sea service as an ET1

**LET(MESM)**

- LET(ME) Task Book.
- Professional Operating Qualification and OPS Assessment within 18 months sea service from promotion to LET.

**POET(MESM)**

POET Professional Operating Qualification within 12 months sea service and OPS Assessment within 36 months of the CPD for PO.

Action in accordance with Chapter 51 Section 2 or Chapter 57 Section 7.

Action in accordance with Chapter 54 Section 6 and Chapter 57 Section 8. Para 6902 sub para c and Para 6912 sub para i.

Action in accordance with Para 6912 sub para i.

Action in accordance with Para 6912 sub para a to sub para e.

Action in accordance with Para 6912 sub para a to sub para e.

Action in accordance with Para 6912 sub para i.
7413. **Marine Engineering Mechanics Submarine Service - Operator Trained**

a. This article applies to all MEMs entered after 1 Apr 79 and MEM(M) and Nuclear Stream MEM(L)s entered before 1 Apr 79. It reflects the changes to training and advancement introduced by Marine Engineering Branch Development. These changes apply to all operator trained MEMs, except where otherwise specified. All MEMs’ re-advancement following disrating will be in accordance with Chapter 70. Those ratings seeking promotion, or requiring two or more years to regain their previous rate, will do so in accordance with the regulations given below.

b. The rules for advancement are contained in the following Sections, along with Explanatory Notes and Rules for Failure as appropriate.

c. Ex-MESM mechanics should not be penalised financially for electing not to transfer to the ET structure. To that end the LET(MESM)(OPS) and POET(MESM)(OPS) may, exceptionally, be awarded to ex-LMEMs and ex-POMEMs ‘for pay purposes only’ providing that the criteria laid out below are met:

(1) Personnel who on Vesting Day held the LMEM(SM) or POMEM(SM) OPS competence are to be awarded the LET(MESM) or POET(MESM) Competence with effect from 31 Mar 07.

(2) Ex-LMEMs who did not hold the relevant LMEM(SM) competence but have operated at sea as a Cat D\(^{18}\) and Shutdown Watchkeeper\(^{19}\) may be awarded the LET(OPS) from the date of achieving their last professional watchkeeping qualification or on passing their PQE for POMEM, whichever is the earlier.

(3) Ex-LMEM(SM)s who were promoted to POMEM(SM) after Vesting Day may be awarded the POET(OPS) from the point of qualification as Cat C/Ship Control Console Operator or Shutdown Supervisor/Duty Forward Technical Senior Rate\(^{20}\), whichever is the later.

(4) Ex-POMEMs who did not hold the relevant POMEM(SM) competence but have operated at sea may be awarded the POET(OPS) from the point of qualification as Cat C/Ship Control Console Operator or Shutdown Supervisor/Duty Forward Technical Senior Rate\(^{21}\), whichever is the later.

(5) In order to prevent individuals being incorrectly presented to promotion boards, the following caveat is to be put as a note against the award of either the LET(SM) OPS or POET(SM) OPS by Unit HR/CMC:

> ‘This has been awarded to an Ex-MEM for pay purposes only; this note is only to be removed, and ANR made eligible for promotion, on the authority of RM SO2 MESM 93832 8788’.

---

\(^{18}\) MMS LL, TCPO, DGRM Wkr, AMS2 Wkr.

\(^{19}\) Or forward watchkeeper and Duty Forward Technical Junior Rate.

\(^{20}\) ie. Cat C and Shutdown Supervisor for an aft watchkeeper or Ship Control Console Operator and Duty Forward Technical Senior Rate for a forward watchkeeper.

\(^{21}\) ie. Cat C and Shutdown Supervisor for an aft watchkeeper or Ship Control Console Operator and Duty Forward Technical Senior Rate for a forward watchkeeper.
d. Once an Ex-MEM has trained and achieved OPS as an ET at either the LET or POET level the note against the award of competence may be removed and the individual made eligible for promotion to the next rank. This is only to be executed on the authority of RM SO2 MESM.

<table>
<thead>
<tr>
<th>Title</th>
<th>Section Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion to POET(MESM) from legacy LMEM</td>
<td>I</td>
</tr>
<tr>
<td>(All MEMs entered after Apr 79, as well as MEM(M)s and Nuclear Stream MEM(L)s entered before Apr 79).</td>
<td></td>
</tr>
<tr>
<td>Promotion to WO1MEM from POMEM</td>
<td>II</td>
</tr>
<tr>
<td>(All MEMs entered after Apr 79, as well as MEM(M)s and Nuclear Stream MEM(L)s entered before Apr 79).</td>
<td></td>
</tr>
<tr>
<td>Promotion to WO2ET from Legacy CPOMEM</td>
<td>III</td>
</tr>
<tr>
<td>(All MEMs entered after Apr 79, as well as MEM(M)s and Nuclear Stream MEM(L)s entered before Apr 79).</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION I – PROMOTION FROM LEGACY LMEM TO POET(MESM)**

[The interim rules for personnel who completed legacy Career/Qualifying Courses prior to Branch Development and the introduction of the ET have been archived with the Navy Command Headquarters Terms of Service Team]

**SECTION II – PROMOTION FROM POMEM(SM) TO WO1MEM (SM)**

**PETTY OFFICER MARINE ENGINEERING MECHANIC SM**

**Chief Petty Officer MEM – Pre-Selection Requirements**

a. Minimum of 3 years' seniority as a POMEM 12 months prior to the CPD. (Para 6703 b sub para (3))

b. Qualify Cat C and MRSDS/SCCOP. (1) For options for further nuclear training (see Note 2)

c. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (7))

d. Completed Senior Rates Leadership Course (SRLC). (Para 6703 b sub para (5))

e. Recommended for promotion on Appraisal Report at SED.

**Chief Petty Officer MEM – Pre-Promotion Requirements**

f. In date for RNFT, or waiver granted on date due promotion: recorded on JPA as ‘CMS|Fitness Test|Navy’ (17). (Para 6703 b sub para (9))
At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER MARINE ENGINEERING MECHANIC SM

Warrant Officer 1 MEM – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a CPOMEM 12 months prior to the CPD.

b. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at SED.

Warrant Officer 1 MEM – Pre-Promotion Requirements

d. Educationally qualified for promotion in accordance with Para 9636. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competence recorded on JPA.

e. In date for RNFT, or waiver granted on date due promotion: recorded on JPA as ‘CMS|Fitness Test|Navy’ (see Note 17) (Para 6703 b sub para (9).

f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
WARRANT OFFICER 1 MARINE ENGINEERING MECHANIC SM
Notes:

1. The majority of ratings, on completion of POMEM Qualifying Course, will be assigned to a Cat C position and complete Nuclear Propulsion Systems Course (NPSC) as a PJT. Where a requirement exists, ratings assigned to a Submarine Control Console Operating Panel (SCCOP) position will complete the appropriate PJT (ME412). Failure to qualify as Cat C or SCCOP by the end of a 6 month period in a sea-going unit will result in disrating action being taken in accordance with Para 7005.

2. Following qualification as Cat C Watchkeeper and Shut Down Supervisor (MRSDS) and dependent on achieving the appropriate recommendations, ratings have the opportunity to undertake further nuclear training and qualify as a Cat B and Cat A2 Watchkeeper. Noting that Senior Rate Marine Engineering Mechanics (SRMEM) will now complete the same operator training as artificers, the selection process for mechanics to undertake further nuclear training has been rationalised as detailed below:

a. On satisfactory completion of the NPSC, the Course Manager, HMS SULTAN, is to record in the rating’s appraisal report their suitability for further nuclear training and also annotate the rating’s record of Nuclear training (S1245A) accordingly.

b. SRMEM who have been employed as a qualified Cat C Watchkeeper for a minimum of 6 months in a sea-going position and qualified as a Manoeuvring Room Shutdown Supervisor for at least three months are eligible for selection for Nuclear Propulsion Operators Course (NPOC) and the CPOET(MESM) Career Course.

c. The recommendation to undertake NPOC and the CPOET(MESM) Career Course is made by the Commanding Officer, (provided the rating has gained the recommendation for further nuclear training from NPSC Course Manager - recommendation recorded on the ratings record of nuclear training (S1245A)).

d. The NPOC selection procedure for personnel who have completed NPIC (or NPSC without receiving a recommendation for further nuclear training on course) is as follows:

(1) A Commanding Officer’s letter of recommendation is to be sent to HMS SULTAN (for attention of the Senior Engineer Nuclear (SEN)), copy to the appropriate Flotilla Waterfront Organisation (FWO), requesting the convening of an NPOC Selection Board.
Notes:

(2) The NPOC Selection Board will be presided over by a suitably qualified Nuclear Marine Engineer Officer (from the staff of HMS SULTAN) nominated by SEN HMS SULTAN. The Board syllabus will be provided prior to the Board and is also available on request from the SEN.

(3) The following Service Documents are to be forwarded to HMS SULTAN (for attention of the SEN) for scrutiny by the Board:

(a) Copies of Appraisal Reports from the last 3 years.

(b) S1245A - Record of Nuclear Training.

(c) Other documents relevant to academic qualifications and standards.

(4) The result of the Selection Board will be communicated by letter to the rating’s Commanding Officer, with a copy sent to FWO and ACOS(PCap). Successful candidates are then to raise an electronic Form “Application for a Particular Course or Assignment” which can be found at the following link: Defence Intranet | Library | Course Assignment Application Form.

e. Selection of the SRMEM to attend NPOC and the CPOET(MESM) Career Course will be made by ACOS(PCap) on receipt of an application in accordance with the requirement. The application must also state whether the rating wishes to complete their MTA before going back to sea service as a trainee Cat B or whether they wish to forfeit MTA and complete NPOC and the CPOET(MESM) Career Course as soon as possible. The application should be submitted prior to leaving sea service so that long term planning can be achieved.

f. On satisfactory completion of the NPOC and the CPOET(MESM) Career Course, the Course Manager, HMS SULTAN, is to record suitability for further nuclear training in the rating’s appraisal report and sign Form S1245A. Promotion is not conditional on achieving a Cat B nuclear watchkeeping qualification.

g. Confirmed CPOMEMs who have been employed as a qualified Cat B Watchkeeper for a minimum of six months in a sea going position and have qualified in both Cat B watchkeeping positions are eligible for selection for the NPSupC.
Notes:

h. The recommendation to undertake NPSupC is made by the Commanding Officer on the ratings Appraisal Report (provided the rating has gained the recommendation for further nuclear training from NPOC Course Manager) and recorded on the ratings record of nuclear training (S1245A).

i. Selection to attend NPSupC will be conducted by a Selection Board (at ACOS(PCap)) and will comprise three officers, at least two of whom will be ME Submarine Service Officers. It will sit annually in the autumn and follow the Promotion Board for the selection of WO2ET(MESM)s. Following selection for NPSupC, ratings are to submit an application stating their preferred Submarine Class in priority order. The application must also state whether the rating wishes to complete their MTA before going back to sea service as a trainee Cat A2 or whether they wish to forfeit MTA and complete NPSupC as soon as possible. The application should be submitted prior to leaving sea service so that long term planning can be achieved.

SECTION III – PROMOTION FROM LEGACY CPOMEM(SM) TO WO21ET (MESM)

CHIEF PETTY OFFICER MARINE ENGINEERING MECHANIC (SUBMARINE)

[The following are interim rules for personnel who completed legacy Career/Qualifying Courses prior to branch development and the introduction of the ET. Since Oct 09, NPSupC/WO2 Boards have considered all CPO Mechanics who meet the pre-selection criteria for WO2ET(MESM) at Para 7408 and who wish to transfer to the ET(MESM) specialisation, for selection to NPSupC (see Note 1). Promotion thereafter to WO1ET will be in accordance with Para 7407. Those who do not wish to transfer to become a Technician are considered for the NPSupC course only and will remain subject to the promotion system to WO1 Mechanic, as described at Para 7411 Section II (see Note 2 and Note 3) below]

<table>
<thead>
<tr>
<th>Selected for</th>
<th>NPSupC</th>
</tr>
</thead>
</table>

CPOET(MESM) – Pre-Transfer Requirements

Completed NPSupC. (5)

<table>
<thead>
<tr>
<th>Transferred to</th>
<th>CHIEF PETTY OFFICER ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE)</th>
</tr>
</thead>
</table>

[The seniority date for a transferee is the date on which the above criteria are fulfilled. Promotion thereafter as per Para 7407]
Notes:

1. Following the selection signal for NPSupC, all selected CPO Mechanics are required to advise the Career Manager in writing, prior to commencement of the course, whether they wish to take up the offer of transfer or wish to remain in the Mechanic stream.

2. Ratings who do not wish to take up the offer of transfer will undertake the duties of a Category A2 Watchkeeper as a CPO(MEM). It must be noted that individuals who elect to decline the offer of a transfer to the ET specialisation before the course are not able to rescind the decision once they commence the course and will have no further opportunity to transfer.

3. Ratings have the opportunity of refusing to attend the course and/or the offer to transfer to the ET specialisation. This will be possible up until the day before the course commences.

4. Personnel who fulfil all other pre-selection criteria may be selected for NPSupC with less than 3 years seniority as a CPO. They may still elect to transfer to the ET specialisation prior to starting course, see Note 1, and will then be substantively promoted on fulfilling the pre-promotion criteria laid out above.

5. Individuals who accept the offer of a transfer to the ET specialisation will be rated CPOET(MESM) on the day following successful completion of the NPSupC. From commencement of the course, they will forfeit their rights to selection to WO1(MEM) as laid out in Para 7411.

6. Any rating who qualifies as a Category A2 Watchkeeper but fails to meet any of the other remaining criteria will remain as a CPOET until these are met. They may, however, be eligible to receive substitution pay for the higher rate in accordance with JSP 754 (Tri Service Regulations for Pay and Charges) Chap 3 Section 8.

7. If, having completed NPSupC and transferred to the ET specialisation, a rating fails to qualify as a Category A2 Watchkeeper and is therefore deemed unsuitable for promotion to WO2 under this scheme by their Commanding Officer, they will remain as a CPOET, will forfeit this offer of promotion to WO2 and will be subject to normal selection rules for promotion to WO2 in the future.
7414. Petty Officer Marine Engineering Mechanics (MESM) converted to POET (MESM)

POMEMs who have chosen to convert to POET will be promoted to CPOET as follows:

**PETTY OFFICER ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE)**

### CPOET(MESM) – Pre-Selection Requirements

- **a.** Completed Post Course Study Guide.
- **b.** Qualified Cat C and SDS.
- **c.** 12 months’ sea service as a POET(MESM)/POMEM.
- **d.** Minimum of 3 years’ seniority as a POET (Including time spent as a POMEM) 12 months prior to the CPD (Para 6703 b sub para (3))
- **e.** Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (7))
- **f.** Recommended for promotion on Appraisal Report at SED.

### CPOET(MESM) – Pre-Promotion Requirements

- **g.** In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due promotion: recorded on JPA as ‘CMS|Fitness Test|Navy’.
- **h.** At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

**Promoted to:**

**CHIEF PETTY OFFICER ENGINEERING TECHNICIAN (MARINE ENGINEERING SUBMARINE)**

**Notes:**

1. In order to ensure that POETs who have converted from the mechanic stream in the rate of PO are not disadvantaged against their POMEM counterparts; Cat B qualified POETs converted from MEM may be rated local acting CPOET if qualified in all respects, when employed in an OR7 position in accordance with Para 6915 sub para d.

2. **Rules Regarding Failure.** The following rules regarding failure are only applicable for the legacy mechanic rate. On selection for promotion for a higher ET Qualifying Course, the failure policy will be in accordance with the ET rules regarding failure.
7415. **Certificates of Competence for Non-operator Trained Ratings**

a. Certificates of Competence are required as a pre-requisite for certain stages of promotion by non-operator trained ratings.

b. These Certificates are annotations on ratings’ History Sheets by Marine Engineer Officers stating that such ratings are professionally competent to undertake and perform the duties of the rate to which they are being promoted.

c. They are normally to be signed just prior to a rating being promoted but also be completed for ratings on assignment who are otherwise fully qualified for promotion and could expect to be promoted within three months of being assigned. If the Certificate is not signed for a rating so qualified on assignment, an explanation must be given on the Appraisal Report.

7416. **Undergraduate Apprentice Scheme (UGAS) (MESM) – New-to-Service Promotion Flowchart**

a. The following rules apply to New-to-Service candidates who enter the Service under UGAS(MESM). The rules for In Service UGAS(MESM) applicants accepted onto UGAS(MESM) can be found at Para 7417.

b. Details of UGAS(MESM) are laid down in the scheme CONOPS held by the UGAS(MESM) Manager. An overview of the scheme is included at Annex 74A and the scheme CONOPS at Annex 74B.

c. New to Service UGAS(MESM) ratings join the service as probationary Leading Engineering Technicians and are advanced as follows:
LET Substantiation Criteria

a. Educationally qualified for promotion in accordance with Para 9636. Achieved minimum NAMET 5:5 or Level 1 Functional Skills (or equivalent) in English and Mathematics and competence "Educational|RN/RM QELH/Cpl|Navy|" recorded on JPA.

b. Completed Leading Rates Leadership Course (LRLC) (Para 6703 b sub para (5)) (see Note 1).

c. Completed LET (MESM) Qualifying Course (see Note 1).

d. RNFT status is in accordance with RN policy for promotions (see Note 2).

e. At least 6 months since last Career Check (if any) on date due advancement.

f. Passed LET Propulsion Electrical Maintainers Course or LET Propulsion Mechanical Maintainers Course.

g. Recommended for advancement to LET.

h. Started ME301 Nuclear Propulsion Systems Course.

Substantiated as LET(MESM)

POET Advancement Criteria

a. EFP in accordance with Para 9636. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at SED and competence "Educational|RN/RM QEP/O/Sgt|Navy|" recorded on JPA.

b. Completed POET(MESM) Qualifying Course (see Note 1).

c. Completed NPOC (see Note 1).

d. Completed Senior Rates Leadership Course (SRLC) (Para 6703 b sub para (5)) (see Note 1).

e. RNFT status is in accordance with RN policy for promotions (see Note 2).

f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

g. Qualified Category D Watchkeeper.

h. Qualified and served at least 6 months as a Category C Watchkeeper.

i. Qualified and served at least 3 months as a Shutdown Supervisor.
j. Recommended for advancement to POET.

k. Qualified Category B Watchkeeper.

Advanced to
POET(MESM)

Thereafter promotion will be in accordance with ET(MESM) regulations at Para 7406.

*Note:*

1. **Failures and Removal.** Failure of any one of the UGAS(MESM) pipeline courses or training targets will be dealt with in accordance with the UGAS(MESM) Failure Criteria laid down in the scheme CONOPS which can include removal from the scheme. On removal from the scheme, ratings are transferred to an appropriate point in the standard ET(MESM) pipeline. Probationary LETs will be re-rated at ET1s. Ex UGAS(MESM) candidates will then only be eligible for promotion to LET or POET on selection in accordance with Para 7406 and will have no further opportunity to be considered for UGAS(MESM).

2. **RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate SED/CRD/CPD (see Para 6718 and Para 6703.b(9) for the required JPA competence).

### 7417. Undergraduate Apprentice Scheme (UGAS) (MESM) – In-service Promotion Flowchart

a. The following rules apply to In-Service UGAS(MESM) applicants accepted onto UGAS(MESM). In-service candidates join the scheme at a point commensurate with their training/experience. Their rate is the higher of the following factors:

   1. The rate held immediately prior to joining UGAS(MESM).

   2. The rate commensurate with their starting point in the UGAS(MESM) pipeline (see Note 1).

b. Details of UGAS(MESM) are laid down in the scheme CONOPS held by the UGAS(MESM) Manager. An overview of the scheme is included at Annex 74A and the scheme CONOPS at Annex 74B.

c. In Service UGAS(MESM) ratings are advanced as follows:

**ET2(MESM)**
ET1 Advancement Criteria

a. Completed SMQ (see Note 2).

b. Recommended for advancement to ET1.

c. RNFT status is in accordance with RN policy for promotions (see Note 3).

d. At least 6 months since last Career Check (if any) on date due advancement.

Advanced to
ET1(MESM)

LET Advancement Criteria

a. Educationally qualified for promotion in accordance with Para 9636. Achieved minimum NAMET 5:5 or Level 1 Functional Skills (or equivalent) in English and Mathematics and competence "Educational|RN/RM QELH/Cpl|Navy|" recorded on JPA.

b. Completed Leading Rates Leadership Course (LRLC) (Para 6703 b sub para (5)) (see Note 2).

c. Completed LET (MESM) Qualifying Course (see Note 2).

d. RNFT status is in accordance with RN policy for promotions (see Note 3).

e. At least 6 months since last Career Check (if any) on date due advancement.

f. Passed LET Propulsion Electrical Maintainers Course or LET Propulsion Mechanical Maintainers Course.

g. Recommended for advancement to LET.

h. Started ME301 Nuclear Propulsion Systems Course.

Advanced to
LET(MESM)

POET Advancement Criteria

a. EFP in accordance with Para 9636. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at SED and competence "Educational|RN/RM QEPO/Sgt|Navy|" recorded on JPA.

b. Completed POET(MESM) Qualifying Course (see Note2).

c. Completed NPOC (see Note 2).
d. Completed Senior Rates Leadership Course (SRLC) (Para 6703 b sub para (5)) (see Note 2).

e. RNFT status is in accordance with RN policy for promotions (see Note 3).

f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

g. Qualified Category D Watchkeeper.

h. Qualified and served at least 6 months as a Category C Watchkeeper.

i. Qualified and served at least 3 months as a Shutdown Supervisor.

j. Recommended for advancement to POET.

k. Qualified Category B Watchkeeper.

<table>
<thead>
<tr>
<th>Advanced to POET(MESM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thereafter promotion will be in accordance with ET(MESM) regulations at Para 7406.</td>
</tr>
</tbody>
</table>

Notes:

1. Promotion. In Service applicants remain eligible for selective promotion to LET until they become a UGAS(MESM) Candidate. Once selected as a UGAS(MESM) candidate they will not be presented to an LET Promotion Board although any extant selection for promotion will remain valid if it occurs earlier than advancement under UGAS(MESM).

2. Failures and Removal. Failure of any one of the UGAS(MESM) pipeline courses or training targets will be dealt with in accordance with the UGAS(MESM) Failure Criteria laid down in the scheme CONOPS which can include removal from the scheme. On removal from the scheme, ratings are transferred to an appropriate point in the standard ET(MESM) pipeline. Probationary LETs will be re-rated at ET1. Ex UGAS(MESM) candidates will then only be eligible for promotion to LET or POET on selection in accordance with Para 7406 and will have no further opportunity to be considered for UGAS(MESM).

3. RNFT. Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate SED/CRD/CPD (see Para 6718 and Para 6703.b(9) for the required JPA competence).
7418. **Submarine Service - Career on a Page**

a. The purpose of the Career on a Page is to provide a quick look at possible career progression to enable informed decisions to be made. Timelines are indicative averages and are always subject to change. Master documents should always be consulted to ensure that the latest information is available.

b. Ratings are advised to liaise with their Reporting Officer regarding any decisions concerning their careers prior to contacting the Branch or Career Manager. Career Managers for Senior Ratings are located at HMS EXCELLENT, West Battery; Junior Ratings Career Managers are located in the Naval Base Career Management Cells (CMC).

c. Information pertaining to Ratings training pipeline is contained within the Marine Engineering branch (SM) Career on a Page. Information relating to allowances and benefits available during a career is shown in the Table below.

d. Ratings seeking promotion to the Officer Corps can do so via the Upper Yardman (UY) or Senior Upper Yardman (SUY) schemes, details of which may be found in Chapter 50.

e. **Optional Exit Points,** Ratings in receipt of RRP(SM) may be eligible to submit an Optional Exit Point application which will enable them to leave the service at an earlier point than their current Termination Date, without any loss of RRP; full details may be found in Annex 54K.

### Table 74-3 Marine Engineering Branch – Branch Managers, Career Managers and General Information

<table>
<thead>
<tr>
<th>Branch Manager (MESM)</th>
<th>Career Manager (MESM) (Senior Rate)</th>
<th>Career Manager (MESM) (Junior Rate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVY PCAP-BM ENG MESM SO2</td>
<td>NAVY PCAP-CM OR ENG MESM1</td>
<td>CMC Devonport</td>
</tr>
<tr>
<td>NAVY PCAP-BM ENG SM SO3</td>
<td></td>
<td>CMC Faslane</td>
</tr>
</tbody>
</table>

**Career and Promotion References**

BRd 2000(3) Marine Engineering Training & Examinations Part (1) (2) (4)

**General Information**

BRd 1900: Submarine Instructions
JSP 419: Adventurous Training in the UK Armed Forces
JSP 464: Tri-Service Accommodation Regulations (TSARs) (Forces Help to Buy Scheme)
JSP 752: Tri-Service Regulations for Expenses and Allowances
JSP 754: Tri-Service Regulations for Pay
JSP 760: Tri-Service Regulations for Leave and Other Types of Absences
JSP 765: MOD Compensation Schemes Statement of Policy
JSP 905: Armed Forces Pension Scheme 2015 and Early Departure Payments Scheme 2015

Additional information:

www.gov.uk/armed-forces-pension-calculator
The Helm (Personnel Support Brief)
Officers and Ratings Career Progression Charts
www.ticketsfortroops.org.uk
www.defencediscounts.org.uk

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22 Ratings must be over the age of 17 and below the age of 30 for Warfare, 35 for Engineers and 32 for LOGS. Candidates are required to have 5 GCSEs grade A-C of non-overlapping subjects including English and Maths.

23 Ratings must be over the age of 26 (30 for Engineers) and have a minimum of 4 years to serve as an officer from the day that officer training commences. Candidates are required to have English and Maths GCSEs to allow papers to be raised and 2 other non-overlapping GCSEs or equivalents prior to final selection board.
Figure 74-4. Marine Engineering (SM) Branch – Career on a Page

**Entry Phase 1 Training**
- 10 Weeks - HMS RALEIGH

**ETME Phase 2 Training**
- 33 Weeks - HMS SULTAN

**SM Qualification (Dry)**
- 11 Weeks - HMS DRAKE/NEPTUNE

**SM Qualification (Wet)**
- 2 - 10 Weeks - At Sea

**MEMCC A&B**
- Min 12 Months Sea Service

**MEMOC Cat C & Cat D / SSC WK**
- 15 Months to achieve OPS

**LET(MESM) QC (inc NPSC)**
- 16 Months + LRLC 3 Weeks RNLNA

**LET(MESM) OPS**
- 13 Months - Cat C, SDS & SCC OP

**POET(MESM) QC (inc NPSC)**
- 15 Months + SRLC 5 Weeks RNLNA

**POET(MESM) OPS**
- 12 Months to achieve Cat B

**CPOET(MESM) QC**
- 20 Weeks (inc NP SupC)

**CPOET(MESM) Cat A2 Qualification**

**Vol 1 ET**
Figure 74-5. Marine Engineering (SM) Branch - UGAS Career on a Page

Under Graduate Apprenticeship Scheme
Marine Engineering (SM)

Entry Phase 1 Training as probationary LET (MESM)
10 Weeks - HMS RALEIGH

SM Qualification (Dry)
11 Weeks - HMS DRAKE NEPTUNE

SM Qualification (Wet)
2 - 10 Weeks - At Sea - HMS DRAKE
Subject to platform availability

LET (MESM) QC (inc NPSC)
15 Months + LRLC 3 Weeks RNLA

Sea Experience
Qualify BSQ and CAT D Watchkeeper
CAT C Watchkeeper
Electrical or Mechanical systems Maintainer, Maneuvering Room Shut Down Supvr
Approx 9 Months

POET (MESM) QC (inc NPCC)
15 Months + SRLC 5 Weeks RNLA

Sea Assignment
Qualify and serve as POET (MESM)
CAT B Watchkeeper, Electrical or Mechanical systems Maintainer, Shut Down Supvr and Section Head.
(Advanced to POET MESM on Qualification of CAT B Watchkeeper)
Minimum time 36 Months

Portsmouth University - 12 Months
Pre-requisites - Maths Module (June)
Academic year starts in September

Timings are guidelines only

Start GFRP (Sm) Pay Eligible for SM Golden Halo
NVQ L3 Nuclear Submarines Engineering Systems
2 Years RoS from completion of course
NVQ L3 Extended Diploma in Engineering Maintenance
CMI L3 Certificate in Management & Leadership
Gained Trained Strength
Forces Help To Buy Available (JSP 484)
Minimum time served (2 yrs from GTS) by Early Termination (ET) (option to submit 12 months notice from this point onwards), if notice is submitted via ET, RRP will cease

CMI L5 Certificate in Management & Leadership Engineering Foundation Degree
3 Years RoS from completion of course

BEng (Hons)

Note: At the end of the scheme, candidates have the following options:
1. If an AIB pass has been achieved and candidates are selected, join BRNC as a prospective MESM Engineering Officer.
2. Request to transfer to the standard ET career pipeline and continue progression with the ET (MESM) career
3. Leave the Service
ANNEX 74A

UNDER-GRADUATE APPRENTICESHIP SCHEME MARINE ENGINEER (SUBMARINES),
UGAS(MESM) OVERVIEW

1. The Undergraduate Apprenticeship Scheme (UGAS) aims to significantly accelerate the advancement of appropriately able and specifically recruited ET candidates to qualify and serve as POET Operator and Maintainers on submarines. During SMQ training, the scheme will stream candidates as either Marine Engineer (Submarines) technicians under UGAS(MESM) or Weapon Engineer (Submarines) technicians under UGAS(WESM).

2. UGAS has two different categories of membership, ‘new-to-service’ and ‘in-service’. The scheme is primarily designed to attract new-to-service members, although it has invited applications from in-service candidates. Opportunities for in-service personnel to apply are promulgated by RNTM when in-service places become available.

3. UGAS(MESM) involves a commitment of approximately 8½ years from new-to-service candidates which can be summarised as follows:
   a. Four years (approx) of Initial Training, SMQ, LET(MESM) and POET(MESM) career/specialist courses. It also includes some sea experience as a qualified LET(MESM), i.e. qualified Category C Watchkeeper.
   b. Approximately 3½ years sea-service, which must include a minimum of 3 years qualified service as a POET (MESM), i.e. qualified Category B Watchkeeper.
   c. One year in-service BEng(Hons) Engineering Degree at the University of Portsmouth.

4. At the end of the scheme, candidates have the following options:
   a. Request to transfer to the standard ET career pipeline and continue progression with the ET(MESM) cadre.
   b. If an AIB pass has been achieved during the engagement and they are selected, join BRNC as a prospective MESM Engineer Officer.
   c. Leave the Service in accordance with the Tailored Career Contract. Note the BEng degree does not incur a Return of Service for UGAS(MESM) candidates.

5. Candidates are required to inform their Career Manager of their end of scheme option prior to the start of their University degree.

6. Recruitment of UGAS(MESM) Candidates
   a. The recruitment process for UGAS candidates is detailed at Para 0914. Candidates join as ESM and are streamed MESM or WESM during SMQ training.
   b. New-to-service members join the Service on a Tailored Career Agreement (Example at Annex 74C).
7. **Assignment of UGAS(MESM) Candidates**

a. UGAS(MESM) candidates are assigned by the same career management authorities that assign ET(MESM)s, although UGAS(MESM) managers will liaise with CMs to advise on scheme requirements. Examples of UGAS(MESM) career pipelines, which can be used to inform assignment decisions, are at Annex 74D.

b. All UGAS(MESM) candidates complete the following initial career pipeline before specialising as Mechanical or Electrical specialisms.

<table>
<thead>
<tr>
<th>Course No</th>
<th>Title</th>
<th>Establishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Phase 1 Training</td>
<td>HMS RALEIGH</td>
</tr>
<tr>
<td>2</td>
<td>SMQ</td>
<td>HMNB Clyde/Devonport as appropriate</td>
</tr>
<tr>
<td>3</td>
<td>Submarine Disposal Group</td>
<td>HMNB Devonport</td>
</tr>
<tr>
<td>4 ME176</td>
<td>Leading Engineering Technician (MESM) Qualifying Course LET(MESM)QC (preceded by electrical and workshop safety modules)</td>
<td>HMS SULTAN</td>
</tr>
<tr>
<td>5</td>
<td>Leading Rates Leadership Course</td>
<td>RNLA</td>
</tr>
</tbody>
</table>

8. Towards the end of LETQC, UGAS(MESM) candidates will indicate their preference in the normal manner and are streamed Electrical or Mechanical by the Career Manager and follow the associated career pipeline below.
### Table 74A-2. Electrical Stream Candidates

<table>
<thead>
<tr>
<th>Course No</th>
<th>Title</th>
<th>Establishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 ME256</td>
<td>Leading Engineering Technician (MESM) Propulsion Electrical Maintainer</td>
<td>HMS SULTAN</td>
</tr>
<tr>
<td>7 ME301 A/V</td>
<td>Nuclear Propulsion Systems Course (NPSC) – Astute/Vanguard Class</td>
<td>HMS SULTAN</td>
</tr>
<tr>
<td>8 ME301 L A/V</td>
<td>Nuclear Propulsion Systems Course - Vanguard/Astute Class Electrical Modules</td>
<td>HMS SULTAN</td>
</tr>
<tr>
<td>9 -</td>
<td>Sea Assignment to qualify BSQ, Cat D,SDWKR, Cat C and MRSDS (approx 8 months).</td>
<td>Submarine</td>
</tr>
<tr>
<td>10 ME264</td>
<td>Petty Officer Engineering Technician (MESM) Qualifying Course POET(MESM)QC</td>
<td>HMS SULTAN</td>
</tr>
<tr>
<td>11 -</td>
<td>Senior Rates Leadership Course</td>
<td>RNLA</td>
</tr>
<tr>
<td>12 ME267 A</td>
<td>Petty Officer Engineering Technician (MESM) – Foundation Degree Elective Course (Electrical)</td>
<td>HMS SULTAN</td>
</tr>
<tr>
<td>13 ME265</td>
<td>Petty Officer Engineering Technician (MESM) – Advanced Propulsion Electrical Maintainer + APD/CAMS</td>
<td>HMS SULTAN</td>
</tr>
<tr>
<td>14 ME304Y A/V</td>
<td>Nuclear Propulsion Operators Course (NPOC) Astute/Vanguard Class</td>
<td>HMS SULTAN</td>
</tr>
<tr>
<td>15 ME303 A5V</td>
<td>Primary Instrumentation Course (Vanguard Class)/(Astute Class – ACTS81)</td>
<td>HMS SULTAN</td>
</tr>
<tr>
<td>16 -</td>
<td>Sea assignment to qualify and serve as a Cat B (approx 42 months including min 36 months qualified as a Cat B)</td>
<td>Submarine</td>
</tr>
<tr>
<td>17 -</td>
<td>Portsmouth University Top Up Degree Course</td>
<td>Portsmouth University</td>
</tr>
</tbody>
</table>
Table 74A-3. Mechanical Stream Candidates

<table>
<thead>
<tr>
<th>Course No</th>
<th>Title</th>
<th>Establishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>ME256 Leading Engineering Technician (MESM) Propulsion Mechanical Maintainer</td>
<td>HMS SULTAN</td>
</tr>
<tr>
<td>7</td>
<td>ME301 A/V Nuclear Propulsion Systems Course (NPSC) – Astute/Vanguard Class</td>
<td>HMS SULTAN</td>
</tr>
<tr>
<td>8</td>
<td>ME258 or 259 Mechanical Craft Training - Fitting and Turning (258) or Pipework and Welding (259)</td>
<td>HMS SULTAN</td>
</tr>
<tr>
<td>9</td>
<td>- Sea Assignment to qualify BSQ, Cat D, SDWKR, Cat C and MRSDS (approx 8 months).</td>
<td>Submarine</td>
</tr>
<tr>
<td>10</td>
<td>ME264 Petty Officer Engineering Technician (MESM) Qualifying Course POET(MESM)QC</td>
<td>HMS SULTAN</td>
</tr>
<tr>
<td>11</td>
<td>- Senior Rates Leadership Course</td>
<td>RNLA</td>
</tr>
<tr>
<td>12</td>
<td>ME267 B Petty Officer Engineering Technician (MESM) – Foundation Degree Elective Course (Mechanical)</td>
<td>HMS SULTAN</td>
</tr>
<tr>
<td>13</td>
<td>ME266 Petty Officer Engineering Technician (MESM) – Advanced Propulsion Mechanical Maintainer</td>
<td>HMS SULTAN</td>
</tr>
<tr>
<td>14</td>
<td>ME309 A1/A9 Adquals (Diesels and Refrigeration)</td>
<td>HMS SULTAN</td>
</tr>
<tr>
<td>15</td>
<td>ME304Y A/V Nuclear Propulsion Operators Course (NPOC) Astute/Vanguard Class</td>
<td>HMS SULTAN</td>
</tr>
<tr>
<td>16</td>
<td>- Sea assignment to qualify and serve as a Cat B (approx 42 months including min 36 months qualified as a Cat B))</td>
<td>Submarine</td>
</tr>
<tr>
<td>17</td>
<td>- Portsmouth University Top Up Degree Course</td>
<td>Portsmouth University</td>
</tr>
</tbody>
</table>

9. Monitoring and Management of UGAS(MESM) Candidates

a. The Accelerated Technician Authority (ATA(SM)) will monitor the progress of UGAS(MESM) candidates through liaison with Divisional Officers, CMCs and line managers. UGAS(MESM) candidates remain subject to the normal warning procedures regarding lack of progress. However, DOs/LMs should contact the ATA(SM) if a scheme candidate becomes subject to such procedures, as additional UGAS actions may be required.

b. UGAS(MESM) candidates are accelerated to POET upon qualification as a Category B Watchkeeper. It is incumbent upon Divisional Officers/Line Managers to provide scheme candidates with appropriate mentoring and to ensure candidates undertake a wide range development opportunities which support their ultimate aim of becoming Senior Ratings.

c. In the event that a DO/LM has concerns regarding a candidate’s continued suitability for UGAS(MESM), they should contact the ATA(SM) as soon as is practicable to agree an appropriate course of action.
d. The ATA(SM) manage the scheme to the requirements of the MESM Branch Managers. The team is responsible for the scheme’s Concept of Operations, including its terms and conditions and Units/DOs/LMs should contact the ATA(SM) for specific advice about the scheme as the need arises.

10. UGAS Warning System

a. In addition to the conventional warning procedure contained within Chapter 57, UGAS Engineering Technicians (ETs) also become subject to the UGAS Warning System once they complete Phase 1 training. This warning system is designed to explain the process and consequences that might arise should an individual continue to fail to meet the high professional and personal standards expected of a UGAS candidate. It ensures that the candidate’s shortfalls and recovery requirements are clearly identified, understood and acknowledged by the individual, while allowing an appropriate period of time to effect the required improvement.

b. DOs, training providers and line managers of UGAS ETs are to inform ATA(SM) of any concerns with individual’s performance and any instance where a conventional warning has been issued. The ATA(SM) will determine if additional UGAS associated action is required.

c. In order to de-risk the scheme and allow re-allocation of spaces on downstream courses, the UGAS Warning System allows removal of candidates who are deemed unsuitable if they are unlikely to achieve POET in a timely manner, for either technical/academic or CLM failings.

d. UGAS warnings follow a 3 tier structure (Verbal, Written and Final). All warnings are issued on the UGAS warning proforma and recorded by the ATA(SM). UGAS Final Warnings can, in accordance with the tailored career agreement, result in a candidate’s removal from the scheme. If warranted, the ATA(SM) may issue higher level warnings without first issuing any lower tier warnings. Appeals against warnings are considered by the Branch Manager.

e. **Issue of Verbal Warning.** If a UGAS candidate’s performance\(^1\) fails to meet UGAS standard, the ATA(SM) may initiate a formal review of the candidate’s performance. This may result in a Verbal Warning to the candidate which will detail the problem(s); the proposed solution; the timescale for review; the future process; and the likely consequences where improvement is not forthcoming.

f. **Verbal Warning Review.** The usual period of review for a Verbal Warning is 3 months. At the end of the review period, the ATA(SM) will formally review the candidate’s performance to determine if the requisite improvement has been made. The ATA(SM) will either remove the Verbal Warning from the candidate’s UGAS record or escalate the warning to a Written Warning. In exceptional circumstances, the ATA(SM) may extend the review period for the Verbal Warning. Further failings in a candidate’s performance may also warrant escalation to an immediate Written Warning.

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\(^1\) Exam failures, continued record of just passes, poor study application etc
g. **Issue of Written Warning.** If escalation is required, the ATA(SM) will issue a Written Warning to the candidate which will reiterate the on-going problem; the proposed solution; the timescale for review; the future process and the likely consequences, if improvement is not forthcoming. The narrative will substantiate the escalation of the UGAS warning by elaborating on the Subject's prevailing weaknesses and/or unsatisfactory professional effectiveness. The candidate is to certify in writing that they understand why the UGAS Warning has been escalated and the advice given. The Written Warning will be retained by the ATA(SM) and a copy provided to the candidate.

h. **Written Warning Review.** The usual period of review is the longer of the end of the UGAS phase that the candidate is currently pursuing or 3 months. At the end of the review period, the ATA(SM) will again formally review the candidate's performance to determine if the requisite improvement has been made. The ATA(SM) will either remove the Written Warning from the candidate's UGAS record or escalate the warning to a Final Warning. In exceptional circumstances, the ATA(SM) may extend the review period for the Written Warning. Further failings in a candidate’s performance may also warrant escalation to a Final Warning.

i. **Issue of Final Warning.** If further escalation is required, the ATA(SM) will issue a Final Warning to the candidate which will reiterate the on-going problem; the proposed solution; the timescale for review; the future process and the likely consequences if improvement is not forthcoming. The narrative will substantiate the escalation of the UGAS warning by elaborating on the Subject's prevailing weaknesses and/or unsatisfactory professional effectiveness. The candidate is to certify in writing that they understand why the UGAS Warning has been escalated and the advice given. The Final Warning will be retained by the ATA(SM) and a copy provided to the candidate.

j. **Final Warning Review.** The usual period of review is the longer of the end of the UGAS phase that the candidate is currently pursuing or 3 months. At the end of the review period, the ATA(SM) will again formally review the candidate’s performance to determine if the requisite improvement has been made. The ATA(SM) will either:

1. Remove the Final Warning from the candidate’s UGAS record,
2. Retain the Final Warning and re-issue it to the candidate informing them of the extension to the Final Warning, giving reason for the decision and the date on which the review of the Final Warning will be made,
3. Remove the candidate from the UGAS scheme in accordance with the candidate’s Tailored Agreement.
11. Contact details for the ATA(SM) are:

ATA(SM)
01436 674321 Ext 5310/93255 5310
Accelerated Technician Authority (SM)
Rm 46 Argyll Building
HMNB Faslane
G84 8HL
NAVY PCAP-CM ATA ESM
1. **Introduction**

a. The intent of the UGAS(MESM) is to mitigate shortfalls of RPOs/MCDOs/METOWs\(^1\) and submarine electrical and mechanical maintainers at Petty Officer level. It will achieve this by taking very able new-to-service candidates, with high academic achievement, and accelerate them along the MESM ET career path in 6 phases, as follows:

(1) **Initial Training Phase.** Scheme members will conduct Phase 1 new entry training at HMS RALEIGH as probationary LET(MESM)s and will then be assigned to the Submarine Qualification (SMQ) organisation to complete general submarine training, some of which may be in an operational submarine. This could\(^2\) lead to the award of the Submarine Badge (Dolphins). During SMQ, candidates will be streamed MESM or WESM. On successful completion of SMQ(Dry) (including Firefighting and submarine escape training), candidates will be awarded the ‘HM Submarines’ cap tally. At this point they will be designated as Phase 3 trainees although they will remain on the Untrained Strength. This phase will take approximately 6 months in total, including an engineering safety course at HMS SULTAN and a developing leadership course at HMS COLLINGWOOD.

(2) **First Shore Training Phase.** Candidates will then then be assigned to HMS SULTAN to attend:

- (a) ME176 Leading Engineering Technician’s (LET) Qualification Course for submariners (LETQC(SM)) (preceded by a craft and electrical safety modules).

- (b) ME256 LET Propulsion Electrical Maintainer Course or ME257 LET Propulsion Mechanical Maintainer Course.

- (c) Leading Rates Leadership Course (LRLC).

- (d) ME301 Nuclear Propulsion Systems Course (NPSC).

- (e) Appropriate Craft/Adqual courses\(^3\)/FAST courses.

\(^1\) Reactor Panel Operator/Main Control Desk Operator/Marine Engineering Technician of the Watch.

\(^2\) As a minimum new to service UGAS candidates are required to complete SMQ (Dry) prior to LETQC.

\(^3\) e.g. ME258 or ME259 Mechanical Craft courses.
This phase of training will take approximately 15 months. Subject to satisfying service and eligibility criteria, candidates will be substantiated as Leading Engineering Technician at the end of NPSC\(^4\). On successful completion of the LETQC, they will be awarded an Advanced Apprenticeship in Engineering and on successful completion of the whole LET training pipeline they will join the trained strength (GTS).

(3) **Sea Training Phase.** UGAS(MESM) will then be assigned to an operational submarine to qualify/re-affirm their submarine qualification (BSQ) and train and qualify as:

(a) Category D Watchkeeper.

(b) Category C EPO/SCPO/MMSS\(^5\).

(c) Manoeuvring Room Shut Down Supervisor.

They must be carefully managed in order to conduct maintenance and repair tasks under supervision; gaining experience in operations, maintenance, section management and repair. This ‘journeyman’ phase of their career should take no more than 12 months and should aim to include a minimum 6 months qualified as a Category C Watchkeeper and 3 months qualified as a Shut Down Supervisor\(^6\). Unforeseen changes to submarine programmes or personal circumstances could extend this period.

(4) **Second Shore Training Phase.** After their sea training phase candidates will return to HMS SULTAN to attend the following courses:

(a) ME264 Petty Officer Engineering Technician Qualifying Course (POETQC(SM))\(^7\).

(b) ME265 POET Advanced Propulsion Electrical Maintainer Course or ME266 POET Advanced Propulsion Mechanical Maintainer Course.

(c) ME304 Nuclear Propulsion Operators Course (NPOC).

(d) Senior Rates Leadership Course (SRLC).

(e) ME267 Foundation Degree module.

(f) ME303/436 engineering administration courses.

(g) Appropriate Adqual courses\(^8\).

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\(^4\) UGAS(MESM) candidates who joined prior to 1 Sep 18 are advanced to substantive LET at the start of NPSC.


\(^6\) Any shortfall in these experience levels must be completed post POET training before the individual qualifies as a Category B watchkeeper.

\(^7\) This course is due to be replaced by the Project Faraday POETQC(SM) – course ME178.

\(^8\) eg. ME303 courses – Diesel Maintainer, Primary Instrumentation Maintainer, Refrigeration and ACP Maintainer.
This phase will last approximately 13 months, during which candidates will complete the Engineering Foundation Degree. This phase also includes the Due Date for advancement to POET for UGAS(MESM) personnel, which is the first day of the NPOC (ME304) subject to candidates having completed both POETQC (ME264) and SRLC. The standard advancement regulations for Engineering Fast Track Ratings (Chapter 68) will apply to UGAS candidates with the following exceptions and clarifications:

(a) The inability of UGAS candidates to attend all POET career training and qualify as a POET watchkeeper before their Due Date, because of their training pipeline design, is considered to be due to service reasons outside their control. Hence UGAS candidates should be considered for advancement to Acting POET on their Due Date.

(i) The advancement qualification period for UGAS candidates is 12 months from their Due Date. For this period UGAS candidates will retain an entitlement for backdated advancement when they finally become eligible for confirmation as a POET. Failure to meet the advancement criteria beyond this period is to be dealt with in accordance with the normal regulations.

(j) UGAS candidates are only eligible for advancement to Acting POET (ie. are not entitled to substantive promotion) prior to qualifying as a POET watchkeeper (ie. the entitlement of Engineering Fast Track Ratings who have completed Leadership Course (LC) by their due date to be advanced substantively in line with their Select, Train and Promote peers does not apply to UGAS candidates). Substantiation as POET is subject to the extant UGAS advancement criteria.

(k) On 2 Sep 19, the timing of the Due Date for advancement to POET was changed. UGAS candidates who, on that date, were already beyond their Due Date for advancement to POET will have no entitlement to any retrospective or backdated advancement prior to 2 Sep 19. The standard advancement qualification period for such candidates will end 12 months after the first day of NPOC (ME304).

(5) **Sea Delivery Phase.** Candidates will be assigned to an operational submarine to conduct onboard training to qualify as a Category B Watchkeeper (RPO/MCDO/METOW) and electrical or mechanical systems maintainer, shutdown supervisor and deputy section head. Upon qualification as a Category B Watchkeeper, and subject to standard promotion eligibility criteria, they will be substantiated as Petty Officer Engineering Technician. Service as a Section Head will be at the discretion of the Marine Engineering Officer but UGAS(MESM) candidates are expected to achieve Section Head within one year of qualifying as a Category B Watchkeeper. This phase of their career will last approximately 38-44 months but must include a minimum of 36 months’ qualified Category B service during which they will complete or be deemed to have completed any RoS outstanding for LET and POET QCs.
(6) **University Degree Phase.** The exact timing of the end of the sea delivery phase will be based around a number of factors: the need to serve a minimum of 36 months as a qualified Category B operator; any leave outstanding and the pre-requisites\(^9\) required before candidates start\(^10\) the 3rd year of the University of Portsmouth/Upper Yardman (Engineer) degree course to top up the Foundation Degree to BEng(Hons). Whilst reading for their degree, candidates will remain serving in the RN under Thunderer Squadron. There is no RoS for attaining the BEng. Prior to the start of studies at the University of Portsmouth, candidates will be required to indicate to the career management authorities which of the paths at Sub Para b below they will choose upon the posting of their degree results.

b. **Options Upon Completion of the Scheme.** On completion of their one year of university study, New-to-Service UGAS(MESM) members will have the following 3 choices:

1. Transfer to the standard ET career pipeline where further progression will be subject to the normal rules for promotion.

2. If an AIB pass has been achieved and they have been selected, join BRNC as a prospective MESM Engineer Officer (see Annex 74A Para 4 sub para a).

3. Leave the Service in accordance with the Tailored Career Contract.

c. **UGAS(MESM) is therefore a minimum**\(^11\) 8.5 year engagement which is planned to generate a MESM POET Cat B Watchkeeper/maintainer approximately 3.5 years from entry to complete a minimum of 36 months qualified service as a RPO or METOW. The duration of their sea assignment is variable to allow scheme members to serve a minimum of 36 months qualified before departure from their submarine to match the September start to the academic year and July pre-degree mathematics module.

d. This scheme will not replace the ET MESM Fast Track/restructured ET pipeline, but should be seen as running in parallel and could be continued or stopped as required. It is therefore NOT an immediate solution to the Cat B operator shortage but allows greater future MESM flexibility and adaption to successor submarine requirements.

e. It is envisaged that the cohort of UGAS(MESM) will be small (e.g. 12 M and 12 L to qualify as a Cat B per year) and therefore it does not set a precedent for the way all submariners are recruited, managed or employed. Nevertheless, there are areas where these individuals will need to be treated differently from standard Service entrants and they will need to be carefully, and on occasion preferentially, managed as they progress along the scheme’s pipeline.

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\(^9\) June Maths module is a pre-requisite for the UY degree scheme.

\(^10\) Academic year starts in September.

\(^11\) This is a minimum because it is not possible to align exact qualification and training times, sea draft duration and Portsmouth University Degree start dates at this range.
2. Recruitment

a. The scheme targets recruitment from a demographic of high achievers with proven academic ability. Potential candidates will be drawn from civilian personnel who already hold a minimum of level 3+ STEM qualifications (eg. A Levels, BTech, HNC/D NVQ level 3). Although candidates are badged as ETs, and mixed with conventional ETs during training, the scheme is separate from the current ET system and candidates are managed by the ATA(SM) in conjunction with the CMCs and senior rating CMs.

b. The following premise underpins the scheme. A high quality candidate is recruited to an approximate 8½ year engagement with the offer of paid nuclear training and education that delivers an in-service engineering degree at the end of the scheme. The candidate’s remuneration and reward rises rapidly to a significant figure at the 6-year point and continues during their final year on the scheme where they complete the UY degree at Portsmouth University. During the scheme this quality individual could attend an AIB to widen the available options open to them upon graduation.

c. The important factor is that the choice belongs to the individual; this is a recruiting lure. In return, the Service expects significant application from the individual during shore and sea training followed by approximately 4 years sea service, of which 3 years will be as a qualified RPO/MCDO or METOW.

d. **Entry Requirements.** Full UGAS(MESM) entry requirements may be found on the Royal Navy Website in the ‘Careers’ section. In summary, UGAS(MESM) entry requirements are as follows:

1. Age on entry of 18 – 34 years.
2. Be a British Citizen and not hold dual nationality.
3. Score 90 or more on the Recruit Test (not on CNR website).
4. Hold the following qualifications (equivalent qualifications are acceptable and UGAS(MESM) applications can be made before exam results are known):
   a) 5x GCSE at grade 9 - 4, including Maths, English and at least one science-based subject.
   b) Level 3 qualifications achieving a minimum of 48 UCAS points derived from Science, Technology, Engineering and Maths subjects.
   c) Equivalent Level 3 or higher STEM qualifications (BTEC, HNC etc) are also acceptable. Full details are included in the UGAS CONOPS held by the ATA(SM).

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12 Aged 18-29, 3 A levels (Math, science, other), RT score >= 80 other equivalent L3 STEM qualification
13 Such short-term engagements suit the expectation of Gen Z (future recruiting demographic) A Vision for a Future Model of Manning Submarines Adm Mathias. Dated Mar 15
3. Terms and Conditions of Service

a. **New To Service Candidates.** The approximate 8½ year engagement is non-NEM compliant, but candidates will be engaged using a tailored career agreement (example at Appendix to this Annex). However, SM programmes, training delays and the exigencies of Service life may delay progress along the UGAS(MESM) career pipeline. Therefore, it may be necessary to extend the Tailored Career Agreement to allow sufficient time for candidates to obtain the minimum 36 months qualified sea service and align the end of this to the start of the degree phase. This is a function of the UGAS(MESM) Manager.

b. **In-Service Candidates.** In Service candidates who have been selected onto the scheme, will be required to progress their training. Internal candidates should complete their initial career course and then attend SMQ. Any opportunities to consolidate ET initial career training should be taken prior to their assignment to LETQC (ie. similar to Fast Track). Internal candidates will remain on their extant engagement (EC, ES1) but will also be issued with a signed agreement (Appendix 1 to Annex 74B) outlining their agreed progress through the scheme.

c. All candidates will be given a competence marker (UGAS) on their JPA record to denote their membership of the scheme.

d. UGAS(MESM) candidates are badged as probationary LETs and are trained alongside normal ETs and FTs.

e. **Failures.** Failures or voluntary withdrawals during training are required to complete any RoS incurred during training and will be offered progression along the normal ET route. The only exception is for new-to-service candidates who withdraw from the scheme before qualification as a Category C Watchkeeper. These individuals will be considered on an individual basis as they can only serve their RoS as a Cat D but will not have attended ETICC. Dependent upon where they are in the UGAS(MESM) training pipeline, candidates may not be able to serve as a Category D Watchkeeper unless they complete ETICC. It may be in the interests of the Service to waiver the RoS requirement and allow them to leave the Royal Navy.

f. UGAS(MESM) will train only V and A class POETs. Training and sea experience at LET can be delivered for any existing SM platform.

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14 In certain circumstances, candidates may be offered an opportunity to extend their engagement by 1 year to complete their training/sea assignments and attend Portsmouth University 1 year later than originally planned.
4. Training

a. The UGAS scheme attempts to utilise existing courses within DSMarE and avoid the need to develop new courses or re-sequence the existing training plan. There is a requirement, however, to conduct some engineering safety training, to ensure all new-to-service candidates can safely attend the practical modules of LETQC and subsequent specialist training. The training route is at Annex 74D.

b. SMQ(Dry) is a valuable qualification that will set an SM context before commencing specialist shore training and education. It is a de-risking activity that gives candidates a first exposure to submarines before the Service invests significant elements of shore training in them\(^\text{15}\).

5. Employment Onboard

a. Despite having received maintainer education and training, UGAS(MESM) experience levels will be low when they qualify as a Category B Watchkeeper. Therefore, given their limited experience profile as a maintainer, each operational crew will be expected to sustain only one UGAS(MESM) individual per watchkeeper union approximately 16 per year. Candidates will need to be carefully managed on and across platforms in order to maximise their experience profile and opportunity to learn. With the MEO’s approval, they can operate as a section head\(^\text{17}\). At this point, the submarine may be able to tolerate another UGAS(MESM) member.

While constrained in its numbers, the scheme will alleviate forecast gapping at sea and bring relief to Shut Down Supervisor and Category B RPO alongside watchbills. UGAS(MESM) individuals will be able to perform operations and maintenance, but are not able to immediately act as a Section Head or mature diagnostician.

b. Experience will need to be built in the first year onboard as a POET, however the quality of the individual supports the case for rapid learning abilities, whilst allowing for later selection as Upper Yardman or Nuclear Supervisory Rating (Category A2).

6. Management of the Scheme

a. The UGAS Scheme Manager function is undertaken by the ATA(SM). Administration includes:

   (1) Liaison and communication inform the actions of CNR staff, Career Managers, SubFlot and training deliverers et al to ensure flow along this novel career pipeline is as effective and efficient as possible.

   (2) The ATA(SM) is required to carry out the following functions:

      (a) Communicate, encourage and mentor candidates and, where necessary, interview them during recruiting and training.

\(^{15}\) Note qualifying SMQ(Wet)/BSQ is not compulsory prior to starting LETQC
\(^{16}\) i.e. 1 x RPO/MCDO AND 1x METOW per year.
\(^{17}\) Full POET maintainer status will be gained on MEO recommendation for and appointment as a Section Head.
(b) Liaise with CMC, training providers and CM to expedite rapid progress of candidates through training and education and ensure advancement.

(c) Liaise with CM to ensure appropriate first drafts as LETs to maximize their 12-month sea training phase.

(d) If necessary, manage any extension of their Tailored Career Agreement to allow sufficient time to obtain the minimum 36 months qualified sea service and align the end of this to the start of the degree phase.

(e) Maintain overview of resource implications eg. UY scheme cost, SUL MWS capacity, margin during training and UY degree.

(3) The RoS for the in-service degree is to be waivered and this agreement is written into the Tailored Career Agreement for new-to-service candidates and the UGAS(MESM) agreement for in-service candidates.

(4) The Foundation Degree (FD) awarded during POETQC needs to be protected from reviews and any aspirations to steer training towards a higher apprenticeship that would see the FD negated.

b. Interviews. UGAS applicants will undergo an interview to determine suitability for the scheme, which will be conducted by the ATA(SM) or CNR staff.

In exceptional circumstances, candidates may be offered an opportunity to extend their engagement by 1 year to complete their training/sea assignments and attend Portsmouth University 1 year later than originally planned.
APPENDIX 1 TO ANNEX 74B

ACCEPTANCE OF GENERAL TERMS AND CONDITIONS OF SERVICE ON TRANSFER TO THE UNDERGRADUATE APPRENTICESHIP SCHEME MARINE ENGINEER (SUBMARINES), UGAS(MESM)

Reference:
Navy Pers letter xxxxxxxxx dated xxxxxx.

1. I have read and understood the reference which details the Terms and Conditions of Service applicable to my entry/re-entry in to the Royal Navy on a Tailored Career.

2. I accept/do not accept (delete as appropriate) the Terms and Conditions of Service in accordance with the reference.

Signed: .................................................................

Name: .................................................................

Rank: .................................................................

Date: .........................................................................

Once completed, return to:
UGAS(MESM) Manager/Career Manager SSMP 7,
Rm 216 Building 1/150
Murray’s Lane,
HMNB Portsmouth
PO1 3NH

DIIF: NAVY PERS-SSMP7 | NavyPersSSMP7@mod.uk.

A copy will be lodged with Terms of Service Team, Navy Command Headquarters, MP G2, West Battery, Whale Island, Portsmouth, PO2 8DX.
ANNEX 74C

EXAMPLE UGAS TAILORED CAREER AGREEMENT (NEW TO SERVICE CANDIDATES)

Note. This form is to be read in conjunction with its associated S3049 UGAS (DATE) - Notice/Attestation Form for entry/re-entry into or continuation in the Naval Service to serve on a TAILORED CAREER For The RN Under Graduate Apprenticeship Scheme – RN UGAS.

OFFER OF A TAILORED CAREER TO:

NAME: ...............................................................

GENERAL TERMS AND CONDITIONS FOR NEW ENTRANTS OR RE-ENTRANTS JOINING THE ROYAL NAVY’S UNDERGRADUATE APPRENTICESHIP SCHEME - (RN UGAS)

It should be noted that:

Any offer made is dependent upon you meeting the required medical/fitness standards and security clearance/nationality status requirements for entry.

This letter outlines the main terms and conditions which will apply. You will also be subject to the terms and conditions in other publications and should note that terms and conditions are liable to change. Significant changes will usually be published through internal briefs and temporary memoranda, but Joint and Single Service references are changed regularly and you may not specifically be made aware of changes which affect you. You will be treated in accordance with the terms and conditions extant at the relevant time and should ensure you remain up to date on policy which affects you. If in doubt please make enquiry through your Divisional line management.

1. Date of Entry
   You will join HMS RALEIGH on (DATE) in order to undertake Phase 1 training as a member of the Royal Navy’s Undergraduate Apprenticeship Scheme (herein after known as UGAS).
2. Career

a. You will initially enter on a Tailored Career (TC) of 8½ years. At this range it is expected that you will start your degree in (DATE), with your service expected to end on (DATE) (after the posting of your graduation results from the University of Portsmouth/Upper Yardman (Engineer) degree course). However, the length of this TC may need to be altered due to the uncertainties of submarine operations (which can delay sea training), the exact timing of training courses starting more than 3 years in the future, your own abilities, unforeseen changes in your personal circumstances and the need to align the end of your sea service with the start of the university academic year. This could require that your TC is marginally shortened or extended. Any such extension will be agreed with you as a normal aspect of managing a TC.

b. UGAS is designed to accelerate individuals through the RN’s general engineering and submarine training and education programme in approximately 4 years, in order to serve as a qualified Petty Officer Engineering Technician for a minimum of 36 months in either the ET(MESM) or ET(WESM) sub specialisation. Qualified POET service is defined as either:

(1) **ET(MESM):** Category B Nuclear Watchkeeper (Reactor Panel Operator\(^2\)/Main Control Desk Operator\(^3\), or Marine Engineering Technician of the Watch\(^4\)), or

(2) **ET(WESM):** Qualified Tactical Weapon System (TWS) or Strategic Weapon System (SWS) Maintainer and watchkeeper.

During the first part of your service you will be streamed by the RN as either UGAS(MESM) or UGAS(WESM) to serve in the ET(MESM) or ET(WESM) sub specialisations respectively. Once streamed, you will have no right to transfer to the other sub specialisation. If you choose to stay in the RN at the end of UGAS, you still will not have a right to transfer to another specialisation.

c. At the end of the Scheme, you will have a choice of:

(1) Requesting to continue in the RN as an ET(MESM) or ET(WESM) on an Engagement Stage 2 which will extend your career to 20 years’ service or age 40, whichever is later.

(2) Entering the Officer Corps as a MESM or WESM sub-specialist on the Upper Yardman or Senior Upper Yardman schemes (dependent upon age), subject to passing the Admiralty Interview Board\(^6\) (AIB) and being selected.

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\(^1\) This could occur in the preceding academic year.

\(^2\) ASTUTE Class.

\(^3\) VANGUARD Class’

\(^4\) VANGUARD Class’

\(^5\) ASTUTE Class’

\(^6\) The AIB is normally sat prior to the start of the Upper Yardman Degree Course.
3. Rate, Seniority and Pay
You will enter the Royal Navy in the rank of probationary Leading Hand with a seniority of (DATE) and will be referred to as Leading Engineering Technician MESM. Your Incremental Basic Date will be (DATE) and your pay will be OR4-1 Supp 3.

4. Discipline
You will be subject to normal disciplinary regulations in accordance with the Armed Forces Act 2006 and any disciplinary action which would normally result in reversion or disrating may cause the termination of your TC. You will also be subject to compulsory drug testing in accordance with current guidelines.

5. Deploy ability
Although you will have the same worldwide deployment liability as a regular Service Person, as a member of the UGAS, you have been recruited specifically for service in submarines.

6. Statutory Discharge and Notice Period
  a. On entry to the RN, if you are a new recruit with no former RN service, you will have a statutory right to give 14 days’ notice of your wish to leave within your first 6 months of service, providing that you have completed a minimum of 4 weeks’ service (excluding any leave periods or time forfeited). Thereafter, your on-going training and education will attract a return of service (RoS) to reflect the RN’s significant investment in ensuring that you are able to serve as a qualified POET(MESM) or POET(WESM) for a minimum of 3 years before you start your BEng degree. The current RoS for training courses that form part of the UGAS training pipeline are detailed at Para 19. Your ability to usefully serve a RoS is dependent upon how far you have progressed along the UGAS pipeline such that you are able to qualify to serve as a technician in a submarine. Therefore and at the discretion of the Branch Manager your RoS may be waived.

  b. When not subject to a RoS, you will be eligible to submit 12 months’ notice of your wish to leave the Royal Navy; however, if you take this option, you will be removed from the UGAS and placed at an appropriate point in the standard Engineering Technician (MESM or WESM as appropriate) career pipeline to serve out the outstanding period. However, this is also dependent upon how far you have progressed along the UGAS pipeline such that you are able to qualify to serve as a technician on a submarine; therefore and at the discretion of the Branch Manager, your 12 months’ notice may be waived.
7. **Transfer to another Branch or Specialisation**

There will be no opportunity to transfer to another branch or specialisation whilst you are on the Scheme, unless it is in the interests of the service.

8. **Entry to the Officer Corps**

If you pass an Admiralty Interview Board (AIB) whilst on the scheme and are subsequently selected for the Officer Corps, you will not be allowed to enter BRNC until you have completed your sea delivery phase as a qualified POET(MESM) or POET(WESM). It should be noted that Upper Yardman (Engineer) officers similarly cannot join BRNC until they have successfully completed the BEng degree course at the University of Portsmouth.

9. **Advancement**

Subject to meeting your training targets and the mandated advancement criteria set out in this letter, including passing an annual Royal Naval Fitness Test, you will become eligible for consideration for accelerated advancement to the rates of substantive Leading Engineering Technician and Petty Officer Technician during your time on the UGAS. Thereafter, your advancement will be in accordance with the standard promotion criteria detailed in BRd 3(1) Part 8, with selection based on merit, qualification, recommendation and requirement. In addition, you may be eligible for promotion to the acting higher rate on a local acting basis if there is a Service need, eg. a vacancy at the higher rate within your role/organisation.

10. **Transfer to a Longer Career or Extension to your Tailored Career**

   a. If your training is delayed such that you are unable to complete your sea delivery phase and university phase within this TC, the following rules will apply:

      (1) If your training is delayed for Service reasons (eg. due to submarine programmes), an appropriate extension to your TC will be offered. If you elect to refuse an extension, you will lose your entitlement to attend university if you fail to complete the sea delivery phase.

      (2) If your training is delayed due to personal reasons, an extension of service may be offered. If an extension is not offered or if an extension offer is refused, you will lose your entitlement to attend university if you fail to complete the sea delivery phase.

   b. You will not be eligible to transfer to another Engagement Stage or be considered for an Extended Career until you have completed the sea delivery phase. At this point, subject to satisfactory service, you can request to transfer to an ES2 in order to extend your service to be able to complete a total of 20 years or serve until age 40 (whichever is the later). Thereafter, further extensions of service or transfers to longer engagements may be offered if there is a Service requirement. Service on a TC is permitted up to the day before an individual’s 55th birthday or up to 11 years’ service in total and is totally dependent on the needs of the Service.

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7 For example, CO’s recommendation, in-date RN Fitness Test, passed appropriate training courses.
11. UGAS – Outline Career Description

a. Your training and career pipeline will be as follows:

(1) **Initial Training Phase (Common).** You will complete Phase 1 new entry training at HMS RALEIGH (indicative salary £31,000) and will then be assigned to the Submarine Qualification (SMQ) organisation to complete general submarine training, some of which maybe be in an operational submarine. Subject to service opportunities (eg. submarine availability), you may qualify as a submariner and gain your Submarine Dolphins during this phase. This phase of your training will take approximately 6 months in total, (indicative salary will be £31,000). Part-way through this phase you will be streamed UGAS(MESM) or UGAS(WESM) and will attend an engineering safety course at HMS SULTAN and a developing leadership course at HMS COLLINGWOOD.

(2) If you are streamed UGAS(MESM), on completion of the Initial Training Phase:

   (a) **First Shore Training Phase.** You will be assigned to HMS SULTAN to complete any enabling training required before attending the Leading Engineering Technician’s (LET) Qualification Course for submariners (ME 176 LETQC(SM)), ME257 Mechanical or ME256 LET Propulsion Electrical Maintainer, the Leading Rates Leadership Course (LRLC), and ME301 Nuclear Propulsion Systems Course (NPSC) and appropriate Craft and Adqual courses\(^8\). This phase of training will take approximately 15 months. You will be advanced to the rate of substantive Leading Engineering Technician at the end of NPSC, subject to satisfying service and eligibility criteria. On successful completion of the LETQC, you will be awarded an Advanced Apprenticeship in Engineering.

   (b) **Sea Training Phase.** You will then be assigned to an operational submarine to qualify or re-affirm your submarine qualification and train and qualify as a Category D Watchkeeper, Category C Electrical Panel and Main Machinery Space Operator and Manoeuvring Room Shut Down Supervisor. At this point, you will be eligible for submarine pay\(^9\) and Category C nuclear pay\(^10\) (indicative total salary £36,000). On qualifying as a submariner you are also eligible for a £5,000 Golden Hello. You will conduct electrical maintenance and repair tasks under supervision; gaining experience in operations, maintenance, section management and repair. This ‘journeyman’ phase of your career path should take no more than 12 months and must include a minimum 6 months qualified as a Category C Watchkeeper and 3 months qualified as a Shut Down Supervisor. Unforeseen changes to submarine programmes or your own personal circumstances could extend this period.

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\(^8\) For example ME258 or ME259 Mechanical Craft courses.
\(^9\) RRP(SM).
\(^10\) RRP(NP).
(c) **Second Shore Training Phase.** After your sea training phase you will return to HMS SULTAN to attend the ME264 Petty Officer Engineering Technician Qualifying Course (POETQC), the ME265 POET Advanced Propulsion Electrical Maintainer Course or ME266 POET Advanced Propulsion Mechanical Maintainer Course, the ME304 Nuclear Propulsion Operators Course (NPOC), the Senior Rates Leadership Course (SRLC), the ME267 Foundation Degree module and appropriate specialist training modules. Completion of these courses will conclude your shore based training on the UGAS(MESM); this phase can last approximately 13 months. During this phase, you will complete your Engineering Foundation Degree.

(d) **Sea Delivery Phase.** You will be assigned to an operational submarine to conduct onboard training to qualify as a Category B Watchkeeper (Reactor Panel Operator/Main Control Desk Operator or ME Technician of the Watch) and electrical or mechanical systems maintainer, shutdown supervisor and deputy section head. Upon qualification as a Category B Watchkeeper, subject to eligibility criteria, you will be considered for advancement to Petty Officer Engineering Technician. Service as a Section Head will be at the discretion of the Marine Engineering Officer but UGAS(MESM) candidates are expected to achieve Section Head status within a year of qualifying as a Category B Watchkeeper. This phase of your career will last approximately 38-44 months but must include a minimum of 36 months’ qualified Category B service (indicative salary £42,500 - £48,500 per annum) and will see you complete any RoS outstanding for LET and POET training.

(e) **University Degree Phase.** The exact timing of the end of your sea delivery phase will be based around a number of factors: the need to serve a minimum of 36 months as a qualified Category B operator; any leave you have outstanding and the pre-requisites you need to complete before you start the 3rd year of the University of Portsmouth/Upper Yardman (Engineer) degree course to top up your Foundation Degree to BEng(Hons). Whilst reading for your degree, you will still be serving in the RN and will, therefore, continue to be subject to the Armed forces Act 2006. There is no RoS for attaining your BEng. Before you start your first term at the University of Portsmouth, you must inform the RN career management authorities which of the paths at Para 3 you will follow upon completion of your final examinations and the posting of your degree results.

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11 For example ME303 courses – Diesel Maintainer, Primary Instrumentation Maintainer, Refrigeration and ACP Maintainer.
12 Dependent upon class of submarine.
13 Maths module currently delivered in June is a pre-requisite for the UY degree scheme.
14 Academic year starts in September.
(3) If you are streamed UGAS(WESM), on completion of the Initial Training Phase:

(a) **First Shore Training Phase.** Lasting approximately 2 years, you will be assigned to HMS COLLINGWOOD to attend the Leading Engineering Technician Qualifying Course (LETQC). Subject to satisfying service and eligibility criteria, you will be advanced to LET(WESM) at the end of specialist maintainer training (either TWS or SWS dependent upon streaming). On successful completion of LETQC, you will be awarded an Advanced Apprenticeship in Engineering.

(b) **Sea Training Phase.** You will then be assigned to an operational submarine to re-affirm your submarine qualification and train/qualify in an appropriate WESM watchkeeping position. You will also conduct electrical or mechanical maintenance and repair tasks under supervision, gaining experience in operations, maintenance, section management and repair. This 'journeyman' phase of your career path should take no more than 12 months and must include a minimum 6 months qualified.

(c) **Second Shore Training Phase.** After your sea training phase, you will return to HMS COLLINGWOOD to attend the Petty Officer Engineering Technician Qualifying Course (POETQC). You may also attend additional specialist training dependent on WESM Streaming at either the RNSMS or the Trident Training Facility. Completion of these courses will conclude your shore based training for UGAS (WESM). This phase will last approximately 40 weeks, during which time you will complete your Foundation Engineering Degree.

(d) **Sea Delivery Phase.** This phase of your career will last a minimum of 36 months qualified as a POET (WESM) maintainer in either the TWS or SWS sub departments, during which time you will be assigned to an operational submarine to conduct onboard training to qualify within your specialisation and working towards Deputy Section Head. Upon qualification as TWS Senior Rate or Ship board for SWS personnel, subject to eligibility criteria, you will be considered for advancement to POET. Service as a Section Head will be at the discretion of the Weapon Engineering Officer but UGAS (WESM) candidates are expected to achieve Section Head within one year of qualifying.
(e) **University Degree Phase.** The exact timing of the end of your sea delivery phase will be based around a number of factors: the need to serve a minimum of 36 months as a qualified POET (WESM) maintainer; any leave you have outstanding and the pre-requisites you need to complete before you start the 3rd year of the University of Portsmouth/Upper Yardman (Engineer) degree course to top up your Foundation Degree to BEng(Hons). Whilst reading for your degree, you will still be serving in the RN and will, therefore, continue to be subject to the Armed forces Act 2006. There is no RoS for attaining your BEng. Before you start your first term at the University of Portsmouth, you must inform the RN career management authorities which of the paths at Para 3 you will follow upon completion of your final examinations and the posting of your degree results.

b. **The UGAS Manager:** ATA ESM WO1, Rm 46, Argyll Building, HMS NEPTUNE, HMNB CLYDE, G84 8HL | Mil: 93255 5310 | BT: 01436 674321 x 5310 | DIIF: NAVY PCAP-CM ATA ESM | NAVYPCAP-ATAESM@mod.gov.uk who should be contacted if you have any queries.

c. **Removal from the Scheme.** Your Career/UGAS Manager may remove you from the UGAS if you fail to meet your training targets in a timely manner or you are deemed unsuitable for further training. In such circumstances, you will be transferred to an appropriate point in the standard ET(MESM) career pipeline and your case will be dealt with in accordance with the normal rules which can include discharge. If you are retained, you will still be subject to the normal notice period or any RoS you have accrued in return for the qualifications achieved and training received. If you become unsuitable for service in submarines, you will be transferred to an appropriate point in the standard ET(ME) career pipeline and your case will be dealt with in accordance with the normal rules which can include branch transfer or discharge. Probationary LETs will be re-rated ET1.

### 12. Return of Service for Training

a. **The aim of the UGAS is to secure 36 months’ qualified sea service from individuals as a qualified POET(MESM) or POET(WESM).** This requires the RN to make a substantial training and educational investment in you. Certain elements of this training will attract a RoS, as laid out below and, consequentially, you will not be eligible to submit your notice to leave the RN during the course or the associated ROS, with the exception of the last 12 months of any RoS, i.e. the last year of a RoS and the 12-month notice period can run concurrently. Your ability to usefully serve a RoS is dependent upon whether you have progressed along the UGAS pipeline far enough to able to qualify to serve as a technician on a submarine; therefore, and at the discretion of the Branch Manager, your RoS/notice period may be waived if you have not progressed sufficiently.

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15 Maths module currently delivered in June is a pre-requisite for the UY degree scheme.
16 Academic year starts in September.
17 Eg Exam failures and low academic performance.
Table 74C-1. Return of Service for Training

<table>
<thead>
<tr>
<th>Course</th>
<th>RoS</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>UGAS(MESM) LET Qualifying Course (ME176)</td>
<td>24  months</td>
<td>Liability is incurred at the start of LET QC but the RoS starts at the end of the LET pipeline, i.e. end of ME301 Nuclear Propulsion Systems Course</td>
</tr>
<tr>
<td>UGAS(MESM) POET Qualifying Course (ME264)</td>
<td>36  months</td>
<td>Liability is incurred at the start of POET QC but the RoS starts at the end of the POET pipeline i.e. end of ME304 Nuclear Propulsion Operators Course</td>
</tr>
<tr>
<td>UGAS(WESM) LET Qualifying Course</td>
<td>24  months</td>
<td>Liability is incurred at the start of LET QC but the RoS starts at the end of the LET pipeline, i.e. end of POET(WESM) Specialist Maintainer Training Course</td>
</tr>
<tr>
<td>UGAS(WESM) POET Qualifying Course</td>
<td>36  months</td>
<td>Liability is incurred at the start of POET QC but the RoS starts at the end of the POET pipeline i.e. end of POET(WESM) Specialist Maintainer Training Course</td>
</tr>
</tbody>
</table>

b. Towards the end of a successful completion of the sea delivery phase, you will be enrolled on the University of Portsmouth degree course, however, the RoS which is typically associated with Upper Yardman (Engineer) (UY(E)) officers undertaking the BEng course is not applicable to UGAS(MESM/WESM) candidates on the basis that it forms an integral part of the UGAS(MESM/WESM) offer. Your entitlement to attend the University of Portsmouth/ UY (E) degree course is conditional upon you completing the sea delivery phase (ie. providing a minimum 36 months’ sea service as a qualified POET(MESM) or POET(WESM) Watchkeeper).

c. During the University phase, you will continue to be paid your RN salary and enjoy standard Service entitlements common to UY(E) officer candidates at the University of Portsmouth. As a result, you will not be subject to tuition fees or any RoS for the degree that you obtain. Your UGAS commitment will conclude 30 days after your degree results are posted and will be reflected in your TC final end date.

13. Leave Entitlement/Career Intermissions

Entitlement to Annual Leave will be in accordance with JSP 760 Chapter 1, whereas your entitlement to Maternity/Paternity/Parental Leave will be in accordance with JSP 760 Chapters 20-23. You will have no entitlement to a Career Intermission on this TC. However, should you take Maternity/Paternity/Parental Leave and delay your progression you will require an extension to your TC; noting that attendance upon the university phase is still conditional on completion of the sea delivery phase (ie. a minimum of 36 months’ qualified sea service as a qualified POET(MESM) or POET(WESM)).

ANY LEAVE NOT TAKEN BEFORE COMPLETION OF THIS AGREEMENT WILL BE FORFEITED.

14. Appraisal Reporting

Appraisal Reports are to be completed at normal reporting cycles in accordance with JSP 757.

15. Honours and Awards

You will be entitled to receive honours and awards, including campaign medals, as long as you meet the same eligibility criteria as a regular Service Person.
16. Medical/Dental Care
   You will be entitled to full medical/dental care.

17. Accommodation
   You will be entitled to Service Family Accommodation or Single Living Accommodation, as appropriate.

18. Continuity of Education Allowances (CEA)
   You will only be entitled to CEA where you have the same worldwide deployment liability as a regular Service Person and also meet the criteria in JSP 752 Chapter 9. You will need to obtain a CEA Eligibility Certificate (see Para 6).

19. Relocation Allowances (DA/RE)
   You will only be entitled to relocation allowances where you have the same worldwide deployment liability as a regular Service Person and also meet the criteria in JSP 752 (see Para 6).

20. Pension Scheme
   If you are a re-entrant then you are advised to contact the JPAC Enquiry Centre at Mail Point 465, Kentigern House, 65 Brown Street, GLASGOW G2 8EX (telephone: 0141 224 3600) prior to accepting these terms for detailed advice on your entitlement to a pension or the impact on your pension if already awarded. In accordance with Treasury rules, those in receipt of an Armed Forces pension are liable to have that pension abated on re-employment in the Forces. Where an individual has taken resettlement commutation and their pension in payment is subject to abatement in whole or in part, a reduction equal to the annual amount of pension commuted will be made from their pension where there is sufficient remaining or partly from pension, partly from pay, where there is insufficient pension remaining. Where the pension is fully abated, the commutation reduction will be taken wholly from pay.

21. Reserve/Recall Liability
   For new entrants with no former service, you will have a reserve liability if you complete a minimum of 2 years’ service. For those with former service, your reserve liability may be affected, and further details can be found in BR 61 Chapter 2 (Officers) or Chapter 3 (Other Ranks). If you complete 20 years’ total qualifying service (previous military service may count towards this) for pension (via a TC extension and/or transfer to another engagement) then that liability will be in the Recall Reserve. See also BRd 3(1) Part 7 Chapter 54 Section 9 Para 5464 and Annex 54I.

22. Resettlement/GRT/Terminal Leave
   Your entitlement to resettlement/GRT/Terminal Leave is governed by the length of the TC. The normal minimum length of service to qualify for GRT is 6 years unless someone is medically discharged. Your Resettlement entitlement is detailed in JSP 534. Terminal Leave entitlement is as set out in JSP 760 and normally comprises one day per month of service up to a maximum of 14 days.
23. Sponsors:

Submarine Engineers’ Branch Manager
NAVY PCAP-BM ENG SM SO1
Naval Personnel Team (Engineering)
Navy Command Headquarters
West Battery MP 2.1 Whale Island
Portsmouth

ATA (SM) WO1
NAVY PCAP-CM ATA ESM
Room 46
Argyll Building
HMS NEPTUNE
HMNB Clyde
G84 8HL
93255 5310
01436 674321 x 5310

938328791
02392628791
# ANNEX 74D

## UGAS(MESM) PIPELINE

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Continue as POET (MESM) NPSupC and Cat A2</td>
</tr>
<tr>
<td>2.</td>
<td>Leave the RN</td>
</tr>
<tr>
<td>3.</td>
<td>AIB, BRNC and MESM Officer</td>
</tr>
<tr>
<td>4.</td>
<td>Portsmouth University UY Scheme - 1 year</td>
</tr>
<tr>
<td>5.</td>
<td>POET(MESM) Sea Assignment - min 3 years qualified</td>
</tr>
<tr>
<td>6.</td>
<td>ME303 Primary Instrumentation - 4 wks</td>
</tr>
<tr>
<td>7.</td>
<td>ME304Y Nuclear Propulsion Operator Course - 10 wks</td>
</tr>
<tr>
<td>8.</td>
<td>ME33L (APD) and ME440 (CAMS) - 2 wks</td>
</tr>
<tr>
<td>9.</td>
<td>ME265 Advanced Propulsion Electrical Maintainer - 16.5 wks</td>
</tr>
<tr>
<td>10.</td>
<td>ME267A Foundation degree - 4.5 wks</td>
</tr>
<tr>
<td>11.</td>
<td>ME264 POETQC inc SRLC - 23.7 wks</td>
</tr>
<tr>
<td>12.</td>
<td>Sea assignment - 7-12 mths</td>
</tr>
<tr>
<td>13.</td>
<td>ME301L TV/A - upto 3.4 wks FAST training if required</td>
</tr>
<tr>
<td>14.</td>
<td>ME258/259 Craft Training - 11 wks FAST training if required</td>
</tr>
<tr>
<td>15.</td>
<td>ME301 Nuclear Propulsion Systems Course - 11.4 wks</td>
</tr>
<tr>
<td>16.</td>
<td>ME256 Propulsion Electrical Maintainer - 15.5 wks</td>
</tr>
<tr>
<td>17.</td>
<td>ME257 Propulsion Mechanical Maintainer - 14.4 wks</td>
</tr>
<tr>
<td>18.</td>
<td>ME176 LETQC inc LRLC - 22.2wks - Streamed Mechanical or Electrical</td>
</tr>
<tr>
<td>19.</td>
<td>Pre-LETQC preparation - 13 wks including Leadership course and ME180 Safety Training</td>
</tr>
<tr>
<td>20.</td>
<td>SMQ (Dry) - 11 wks - Streamed MESM or WESM</td>
</tr>
<tr>
<td>21.</td>
<td>Initial Training HMS Raleigh - 10 wks</td>
</tr>
<tr>
<td>22.</td>
<td>Recruit: 18-34 year old, L3 Technical qualifications, STEM A levels/Highers, Required UCAS points</td>
</tr>
</tbody>
</table>

*Effective February 2020*
ANNEX 74E

UGAS UNIVERSITY PHASE

1. The last phase (University Phase) of UGAS involves eligible candidates topping up the Fd Eng gained during POET training to a BEng(Hons) degree. Dependent upon a candidate’s Tailored Career (TC), the required degree top up course may be provided in-service or by attendance at the University of Portsmouth (UoP).

2. Separate arrangements are made for UGAS candidates who pass AIB and are selected to become commissioned officers. These candidates are to be transferred to UY RA and AIB to be managed through UoP and onto BRNC as part of normal business. Membership of UGAS ceases upon transfer.

3. If the degree provision is made in-service, the following process applies:

<table>
<thead>
<tr>
<th>Timing</th>
<th>Action</th>
</tr>
</thead>
</table>
| 6 months before sea delivery phase is completed | (1) ATA(SM) liaises with CM to assign UGAS POET to the relevant in-service course.  
(2) ATA(SM), icw UGAS POET, liaises with BM/CM to determine and set the TC end date. UGAS membership ceases 30 days after the candidate’s degree result is published. The TC end date should be set at a later date that will accommodate candidates opting to leave the RN at the end of UGAS. It must allow sufficient service to cover outstanding GRT entitlement (iaw JSP534) and terminal leave. At the end date candidates opting to remain in the RN will be transferred to the appropriate ES engagement. |
| As required before start of in-service degree course | (3) Assignment Orders issued. |
| Before start of in-service degree course | (4) New-to-Service candidates only:  
Inform CM of intentions at end of the degree phase:  
a. Request to remain as a technician – ATA(SM) and CM arrange for transfer to ES2 on cessation of UGAS membership (30 days after degree results are posted).  
b. Enter BRNC as an Engineering Officer (if AIB passed and selected) – ATA(SM) arranges transfer to UY scheme,  
c. Leave the RN – ATA(SM)/CM will have set Tailored Career termination date at Action (2). |
| As promulgated | (5) Attend in-service degree course. |
| 30 days after degree results posted | (6) UGAS membership ceases 30 days after UoP post degree results.  
(7) For candidates remaining in the RN, assignment as directed by CM. |
| As set at Action (2) | (8) Tx date for UGAS candidates opting to leave the RN. |
If the provision is made at UoP, the following process applies for a degree course that starts in September of year ‘XX’:

<table>
<thead>
<tr>
<th>Timing</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>January of year ‘XX’</td>
<td>(1) ATA(SM) directs CMC/West Battery Career Manager to assign UGAS POET to Thunderer Squadron from mid Jun XX (exact date varies) in time to conduct Thunderer Sqn joining routine and Jul pre-degree maths bridging module (exact dates of joining and modules set by Thunderer Sqn).</td>
</tr>
<tr>
<td></td>
<td>(2) ATA(SM), icw UGAS POET, is to liaise with BM/CM to determine and set the TC end date. UGAS membership ceases 30 days after the candidate’s degree result is published. The TC end date should be set at a later date that will accommodate candidates opting to leave the RN at the end of UGAS. It must allow sufficient service to cover outstanding GRT entitlement (iaw JSP534) and terminal leave. At the end date candidates opting to remain in the RN will be transferred to the appropriate ES engagement.</td>
</tr>
<tr>
<td></td>
<td>(3) ATA(SM) passes names/details of UGAS POETs attend UoP to Thunderer Sqn, SUL &amp; MWS UY RAs (for info) and UoP Technology Admissions Office.</td>
</tr>
<tr>
<td></td>
<td>(4) UGAS POETs directed by ATA(SM) to complete UoP on-line application. See para 6.</td>
</tr>
<tr>
<td>February - March ‘XX’</td>
<td>(5) Assignment Orders issued. UGAS POETS arrange their accommodation in HMS NELSON WO &amp; SR Mess, SFA or other.</td>
</tr>
<tr>
<td>June ‘XX’</td>
<td>(6) Join Thunder Sqn as directed in Assignment Order and attend maths bridging module.</td>
</tr>
<tr>
<td></td>
<td>(7) New-to-Service candidates only:</td>
</tr>
<tr>
<td></td>
<td>Inform CM of intentions at end of UoP degree:</td>
</tr>
<tr>
<td></td>
<td>a. Request to remain as a technician – ATA(SM) and CM arrange for transfer to ES2 on cessation of UGAS membership (30 days after degree results are posted – approximately July XX+1).</td>
</tr>
<tr>
<td></td>
<td>b. Enter BRNC as an Engineer Officer (if AIB passed and selected) – ATA(SM) arrange transfer to UY scheme.</td>
</tr>
<tr>
<td></td>
<td>c. Leave the RN – ATA(SM)/CM will have set Tailored Career termination date at Action (2).</td>
</tr>
<tr>
<td>Sept ‘XX’</td>
<td>(8) Proceed on leave as directed by Thunderer Sqn.</td>
</tr>
<tr>
<td>Jun ‘XX+1’</td>
<td>(9) Start degree top-up course.</td>
</tr>
<tr>
<td></td>
<td>(10) Complete degree course.</td>
</tr>
<tr>
<td></td>
<td>(11) UoP post degree course results.</td>
</tr>
<tr>
<td>Jul ‘XX+1’</td>
<td>(12) UGAS membership ceases 30 days after UoP post degree results.</td>
</tr>
<tr>
<td></td>
<td>(13) For candidates remaining in the RN, assignment as directed by CM.</td>
</tr>
<tr>
<td>Approx Sep ‘XX+1’</td>
<td>(15) Tx date (as determined at Action (2)) for UGAS candidates opting to leave the RN.</td>
</tr>
</tbody>
</table>

**Note.** Funding for UGAS candidates to attend UoP is provided under NCHQ Funding Line G47 NGA003.
5. **Points of Contact:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWS UY RA</td>
<td>NAVY OP TRG-MWS WE TGSA <a href="mailto:NAVYOptrg-MWSwtgsa@mod.uk">NAVYOptrg-MWSwtgsa@mod.uk</a></td>
<td>93825 2432</td>
</tr>
<tr>
<td>SUL UY RA</td>
<td>DSMarE-MERA</td>
<td>93843 2141</td>
</tr>
<tr>
<td>Thunderer OIC</td>
<td><a href="mailto:thunderersqnc@soho.ac.uk">thunderersqnc@soho.ac.uk</a></td>
<td>02380 598493</td>
</tr>
<tr>
<td>UoP Engineering Facilities</td>
<td><a href="mailto:paulinestewart@port.ac.uk">paulinestewart@port.ac.uk</a></td>
<td>02392 842353</td>
</tr>
<tr>
<td>Finance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UoP Tuition Fee Dept</td>
<td></td>
<td>02392 845259</td>
</tr>
<tr>
<td>UoP Technology</td>
<td><a href="mailto:admissions@port.ac.uk">admissions@port.ac.uk</a></td>
<td>02392 845566</td>
</tr>
<tr>
<td>Admissions - Technology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. **UGAS candidates attending the UoP are required to complete the university’s online application. The following should be noted:**

   a. Applicants are to use SUL UY RA or MWS UY RA contact names as their Reference.

   b. ATA(SM) and UY RA will have already sent UoP a generic reference for all candidates.

   c. Do not enter Unique learner number or funding details.

   d. To satisfy the requirement to submit evidence of recognised prior learning, UGAS candidates should upload their foundation degree certificates under section Upload documents/educational certificates.

7. **Any UGAS candidate failing the degree scheme will not attract any right or opportunity to repeat at Service expense. This includes candidates remaining in the RN at the end of the scheme who will not have any right to repeat whilst serving.**

**Notes:**

1. Candidates are required to achieve the minimum qualified service before starting the University Phase.

2. On cessation of UGAS membership, in-service candidates return to their extant ES engagement.

3. On cessation of UGAS membership, in-service candidates return to their extant ES engagement. Those wishing to leave the RN are subject to the normal rules regards submitting notice.

4. There is no return of service associated with the degree course.

5. UoP run one degree top-up course per year, starting in September.
ANNEX 74F

ACCELERATED APPRENTICE (AA) MEGS SCHEME PIPELINE

1. Introduction

The aim of the AA MEGS scheme is to expeditiously qualify a LET from point of entry. Following Initial Naval Training (INT) the AA MEGS pipeline consists of a bespoke Enabling Course and a Sea Phase developing both a maritime system knowledge and Naval ethos. This is followed by LETQC and LRLC alongside their Select-Train-Promote (S-T-P) counterparts.

Figure 74F-1. Pipeline Schematic

2. Pipeline Description

a. **INT.** The AA recruits undergo the same training as their ET counterparts and should be treated in the same manner. They join as Probationary LET (P/LET).

b. **ME160 Enabling Course.** Preparation for LETQC and to ensure AA MEGS trainees are safe to train in a technical environment.

c. **Sea Phase.** Trainees will then be assigned to a ship to:

   (1) Consolidate the knowledge and skills learnt on ME160 and become familiar with naval culture and experience living at sea.

   (2) Preparation for LETQC by completing an AA MEGS Task Book and building competence towards the successful completion of the AA MEGS PE. There are also various CLM tasks as part of the Task Book to prepare them for LETQC.

   (3) Complete the CBRNDC Task Book.

d. **Streaming.** AA trainees will indicate their preference during sea training phase and be streamed by ATA MEGS in consultation with ME BM WO1.

e. **LETQC.** LETQC is the standard course undertaken alongside their S-T-P counterparts. They may be selected for the FT Scheme during this phase.

f. **LRLC.** LRLC is the standard 4-week course which marks the end of the AA pipeline. Following successful completion, the AA will become GTS and a Substantive LET and will thus follow either the S-T-P or FT Scheme pipelines.
CHAPTER 75

ENGINEERING BRANCH – WEAPON ENGINEERING

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7502.  Weapon Engineering Examinations and Assessments in the Fleet – General
7503.  Convening and Composition of Examining/Assessment Boards
7504.  Local Examinations
7505.  Engineering Technician (Weapon Engineering) – Individual Competency Framework Promotion
7506.  Fast Track Scheme
7507.  The WE Accelerated Apprentice Scheme
7508.  Engineering Technician (Weapon Engineering) – Non Individual Competency Framework Promotion
7509.  Engineering Technician (Weapon Engineering Submarine) – Non-Individual Competency Framework Trained Personnel – Promotion Flowchart
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7511.  Engineering Technician (Weapon Engineering Submarine) CIS - Entered as Warfare CISSM and transferred to WE Branch in April 2015
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  Appendix 1 Acceptance of Terms and Conditions of Service on UGAS (WESM) Tailored Career
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CHAPTER 75
ENGINEERING BRANCH – WEAPON ENGINEERING

7501. Recommendations
Officers making recommendations for ratings' advancement, promotion, examination or courses are to pay due regard to the conditions given in Para 6901 and Para 6902 sub para d.

7502. Weapon Engineering Examinations and Assessments in the Fleet – General

a. This Article should be read in conjunction with Chapter 69 Section 4 and BR 2000(4)(1) and 2000(4)(3) (Weapon Engineering Training and Examinations). Every effort is to be made to arrange examinations as frequently as possible and without delay to ensure that the advancement or promotion prospects of ratings are not prejudiced.

b. Applications for Provisional Examinations (PE) are to be made on Forms S442 in accordance with Para 6914.

c. If officers of the appropriate rank and specialisation required for an Examining Board are not available (see Para 7503 and Para 7504), application should be made to the Administrative Authority for suitable arrangements to be made. Alternatively, when it is known that it will not be possible to convene a Board within four months of a rating's application for examination, the examination may be conducted by the officers of the rating's own ship under the rules for Local Examinations laid down in Para 6914 sub para d.

d. Examining Boards and Local Examinations are to be oral only examination and are to cover appropriate syllabus as laid down in BR 2000(4). Additional oral questions are to be used to probe the candidate's knowledge of his/her own ship.

e. Throughout the examinations, due regard is to be paid to the training, background, experience and present employment of individual candidates. Discretion is to be exercised in areas of the syllabus in which no formal training was given and in which little or no experience may have been gained.

f. The Basic Date for advancement purposes is the date due by seniority or if later, the date of passing the oral examination, less any accelerated advancement awarded. Candidates are to be either passed or failed; no marks are to be awarded.

g. The successful result of the PE is to be entered on Form S442 and on JPA; the former being signed by all members of the Board, the latter by the President of the Board. The type of examination, 'Professional Qualifying', 'Provisional' or 'Local' is always to be clearly indicated on Form S442 and the completed form dealt with in accordance with Para 6914 sub para b. Competences are to be added by Unit HR personnel.
h. Engineering Technician Operational Performance Statement (OPS) Assessments must be completed in accordance with BR 2000 (4)(1). On successful completion of the OPS Assessment form, competencies are to be added by Unit HR personnel. If not achieved within the time scales stated above, then professional warnings should be applied, unless mitigating circumstances exist.

i. In the event of failure of examinations/assessments, see Para 6912.

j. For refusal to take a Professional Qualifying Course or Examination, see Para 6913 for automatic penalties.

7503. Convening and Composition of Examining/Assessment Boards

a. Examining Boards may be convened by Flotillas and by Commanding Officers of ships complemented with an officer of the WE sub-specialisation of Commander’s rank. Examining Boards, where the President of the Board may be a Lieutenant Commander or Lieutenant, may also be convened by Commanding Officers of ships where the WE Officer is of Lieutenant Commander or Lieutenant’s rank.

b. Composition of Examining/Assessment Boards. Boards are to comprise officers and/or senior ratings of the WE sub-specialisation or officers of other Engineering sub-specialisations serving in WE assignments. Details of the minimum requirement for the composition of the Examining Boards for each rate are contained within BR 2000(4)(1).

7504. Local Examinations

a. Local examinations are to be convened in accordance with Para 6914 sub para d and conducted in accordance with Para 7502.

b. Composition of the Board. Local Examination Boards are to comprise:

   President - an officer of the WE sub-specialisation.

   Member - an officer of the WE sub-specialisation (not under training) or a WO ET of the same specialist qualification or specialisation as the candidate.

   Member - highest rate borne of the same specialist qualification and stream as the candidate.

c. All members of the Board may be from the candidate’s own ship.
7505. Engineering Technician (Weapon Engineering) – Individual Competency Framework Promotion

The following rules apply to personnel who entered the RN as an Engineering Technician (Weapon Engineering) and completed an ET(WE)/ET(WE)(CIS) Career Course and ET(WE) personnel who have completed a next higher rate Qualifying Course (QC), which has been designed using the Individual Competency Framework (ICF). The streamed ET(WE) Promotion Flowcharts are applicable only to personnel who have completed an ICF designed Career Course or Qualifying Course required for the next higher rate. For Educational Requirements: (Ref Para 0751).

ENGINEERING TECHNICIAN (WEAPON ENGINEERING) PROMOTION TABLE ICF

ET(WE) 2 to ET(WE) 1

Table 75-1. ET(WE)2 or ET(CIS) to ET(WE)1 or ET(CIS) Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed RALEIGH – Phase 1 Training.</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Completed MWS ET(WE) or ET(WE)(CIS) Career Course (ETCC).</td>
<td>WE</td>
<td>ET(WE)</td>
<td>ET(WESM) Career (WE 107)</td>
</tr>
<tr>
<td>Display required proficiency as an ET(WE)2, ET(WE)(CIS)2 or ET(CIS)2. To be completed within 6 months sea service.</td>
<td>Professional</td>
<td>Engineering Technician (GS)</td>
<td>Navy</td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on date due advancement.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement.</td>
<td>CMS</td>
<td>Fitness Test</td>
<td>Navy</td>
</tr>
<tr>
<td>Recommended for advancement to ET(WE)1, ET(WE)(CIS)1 or ET(CIS) by CO. Promotion Authorisation Request (PAR) forwarded to Flotilla parent Career Management Cell (CMC).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advanced to – ET(WE) 1

ET(WE)1 to LET(WE)
Table 75-2. Pre-Selection Requirements for LET(WE) at Common Reporting Date (CRD)/Selection Eligibility Date (SED)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display required proficiency as an ET(WE)1, ET(WE)(CIS)1 or ET(CIS).</td>
<td>'Professional</td>
<td>Engineering Technician (GS)</td>
<td>Navy'</td>
</tr>
<tr>
<td>To be completed within 18 months sea service as an ET(WE).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>After Competency is gained the rating may sit the PE for LET(WE).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed 12 months Sea service.</td>
<td>'CMSI12 Months Sea Time ABINavy'</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Pass the Provisional Exam for LET(WE) or LET(CIS).</td>
<td>'Professional</td>
<td>Provisional Examination for LET (WE)</td>
<td>Navy'</td>
</tr>
<tr>
<td>Streaming Preference recorded on JPA.</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Serving on a ES1/ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD 1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended for promotion on appraisal report at Selection Eligibility Date (SED) 2.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 75-3. Pre-Promotion Requirements for LET(WE)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Leading Rates Leadership Course (LRLC) by nominated CPD+12 months.</td>
<td>'Miscellaneous</td>
<td>Leading Rates Leadership Course (RNLA 102)</td>
<td>Navy'</td>
</tr>
<tr>
<td>Passed LET(WE) or LET(CIS) Qualifying Course (QC) by nominated CPD+12 months.</td>
<td>'WE</td>
<td>LET(WE) Weapons Career (WE 211)</td>
<td>Navy'</td>
</tr>
<tr>
<td></td>
<td>Or 'WE</td>
<td>LET(WE) Sensors Career (WE 212)</td>
<td>Navy'</td>
</tr>
<tr>
<td></td>
<td>Or 'WE</td>
<td>LET(WE) CIS Career (WE 213)</td>
<td>Navy'</td>
</tr>
<tr>
<td></td>
<td>Or 'LET(WE) CIS Spec QC:WE 206</td>
<td>Navy'</td>
<td></td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>'CMS</td>
<td>Fitness Test</td>
<td>Navy'</td>
</tr>
<tr>
<td>Complete pre-course learning3.</td>
<td></td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

1 Para 6703 b sub para 6.
2 Para 6703 b sub para 6, 7.
To be educationally qualified for promotion (EFP)\(^4\):

- ‘Educational|RN/RM English Level 1|Navy’
  - ‘Educational|RN/RM English Level 2|Navy’
  - ‘Educational|RN/RM English Proxy A*- C|Navy|Navy’
  &
  - ‘Educational|RN/RM Mathematics Proxy A*- C|Navy’
  - ‘Educational|RN/RM Mathematics Level 1|Navy’
  - ‘Educational|RN/RM Mathematics Level 2|Navy’

Promoted to – Leading Weapon Engineering Technician (Weapon Engineering)

LET(WE) to POET (WE)

Table 75-4. Pre-Selection Requirements for POET(WE) at CRD

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display required proficiency as an LET(WE) or LET(CIS).</td>
<td>‘Professional</td>
<td>Engineering Technician(GS)</td>
<td>Navy’</td>
</tr>
<tr>
<td>Pass the Provisional Exam for POET.</td>
<td>‘Professional</td>
<td>Provisional Examination for POET ET(WE)</td>
<td>Navy’</td>
</tr>
<tr>
<td>Serving on an ES2/ FC/ OE1 or ES3/ EC/ 2OE that expires after the nominated CPD(^5).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended for promotion on appraisal report at SED(^6).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed 12 months Sea service.</td>
<td>‘CMS</td>
<td>12 Months Sea Time LHI</td>
<td>Navy’</td>
</tr>
</tbody>
</table>

---

\(^4\) Para 9613 a sub Para 5.

\(^5\) Para 6703 b Sub Para 6.

\(^6\) Para 6703 b sub para 3.
### Table 75-5. Pre-Promotion Requirements for POET(WE)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Senior Rates’ Leadership Course (SRLC) by nominated CPD.</td>
<td>‘Miscellaneous</td>
<td>Senior Rates Leadership Course (RNLA 103)</td>
<td>Navy’</td>
</tr>
<tr>
<td>Passed POET(WE) or POET(CIS) PQC by nominated CPD+12 Months.</td>
<td>‘WE</td>
<td>POET(WE) (W, S, SM, CIS) Career (WE 316)</td>
<td>Navy’</td>
</tr>
<tr>
<td></td>
<td>Or POET(WE) CIS Career:WE 205</td>
<td>Navy</td>
<td></td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>‘CMS</td>
<td>Fitness Test</td>
<td>Navy’</td>
</tr>
<tr>
<td>To be educationally qualified for promotion (EFP) 7.</td>
<td>‘Educational</td>
<td>RN/RM English Level 2</td>
<td>Navy’</td>
</tr>
<tr>
<td></td>
<td>Or ‘Educational</td>
<td>RN/RM English Proxy A*- C</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td>&amp; ‘Educational</td>
<td>RN/RM Mathematics Level 2</td>
<td>Navy</td>
</tr>
<tr>
<td>Complete pre-course learning8:</td>
<td></td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

**Promoted to – Petty Officer Weapon Engineering Technician (Weapon Engineering)**

**POET(WE) to CPOET (WE)**

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7 Para 9613 a sub Para 5.
Table 75-6. Pre-Selection Requirements for Chief Petty Officer (WE) at CRD

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display required proficiency as a POET(WE) or POET (CIS).</td>
<td>&quot;Professional</td>
<td>Engineering Technician(GS)</td>
<td>Navy&quot;.</td>
</tr>
<tr>
<td>Serving on FC/OE1 or EC/2OE or ES2/ES3 which expires after the CPD.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum of 3 years seniority as a PO, 12 months prior to the CPD.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass the Provisional Exam for CPOET(WE).</td>
<td>&quot;Professional</td>
<td>Provisional Examination for CPOET ET(WE)</td>
<td>Navy&quot;.</td>
</tr>
<tr>
<td>Recommended for promotion on appraisal report at SED.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed 12 months Sea service.</td>
<td>'CMSI12 Months Sea Time POINavy'</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

Table 75-7. Pre-Promotion Requirements for CPOET(WE)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passed CPOET (WE) Qualifying Course (QC).</td>
<td>'WE</td>
<td>CPOET(WE) Career Course (WE 320)</td>
<td>Navy&quot;.</td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>'CMS</td>
<td>Fitness Test</td>
<td>Navy&quot;</td>
</tr>
</tbody>
</table>

Promoted to – Chief Petty Officer Weapon Engineering Technician (Weapon Engineering)

CPOET(WE) to WO1ET (WE)

Table 75-8. Pre-Selection Requirements for Warrant Officer First Class (WE) at CRD

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display required proficiency as a CPOET(WE).</td>
<td>'Professional</td>
<td>Engineering Technician(GS)</td>
<td>Navy&quot;.</td>
</tr>
<tr>
<td>Serving on FC/OE1 or EC/2OE or ES1/ES2/ES3 which expires after the CPD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum of 3 years seniority as a CPO, 12 months prior to the CPD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass the Provisional Exam for WO1ET (WE).</td>
<td>&quot;Professional</td>
<td>Provisional Examination for WO1 ET(WE)</td>
<td>Navy&quot;.</td>
</tr>
<tr>
<td>Recommended for Promotion on Appraisal Report at SED.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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9 Para 6703 b sub para 6
10 Para 6703 b sub para 2
11 Para 6703 b sub para 3
12 Para 6703 b sub para 6.
13 Para 6703 b sub para 2.
14 Para 6703 b sub para 3, 9.
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed 12 months Sea service.</td>
<td>'CMSI12 Months Sea Time CPO</td>
<td>Navy</td>
<td>'</td>
</tr>
</tbody>
</table>

Table 75-9. Pre-Promotion Requirements for WO1ET (WE)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competency</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passed WO1 ET(WE) QC by nominated CPD+12 Months.</td>
<td>'WE</td>
<td>WO Qualifying Course (WE 535)</td>
<td>Navy</td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>'CMS</td>
<td>Fitness Test</td>
<td>Navy</td>
</tr>
<tr>
<td>EFP in accordance with Para 9636 15.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Promoted to – Warrant Officer First Class Engineering Technician (Weapon Engineering)

Notes:

1. Display required proficiency in current rate. In accordance with competences laid down in the ICF Competency Matrix and the ICF Competency Levels; achieved within the sea employment space, evidenced within the individuals CDJ, authorised by HOD.

2. New Entrants. All new entrants are rated Engineering Technician (Weapon Engineering) (ET(WE)2) or Engineering Technician (Weapon Engineering) (Communications and Information Systems) (ET(WE)(CIS)2) on joining HMS RALEIGH.

3. RNFT. Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate SED/CRD/CPD. See Para 6718 and Para 6703 b sub para (9) for the required JPA competence.

15 Para 9613 a sub para 3.
Notes:

4. **Provisional Examinations.** (BR 2000 (3)(1)).

a. Prior to undertaking the Provisional Examination, the following pre-requisites are to have been achieved:

   (1) Competent in current rate – Completed all mandated ICF competencies iaw the ICF Competency Matrix and the ICF Competency Levels, evidenced within the individual’s CDJ.

   (2) Completed 12 months sea service in current rank, JPA competence recorded iaw (Para 5908).

   (3) Recommended by Commanding Officer.

b. On completion of any sitting of a PE, in addition to the competence, the result is to be recorded as either ‘Pass’ or ‘Fail’ in JPA. Failure to record the result will result in automatic sift out action by SCIO for promotion boards.

c. Recommendation from sea for FT candidate from LET to POET should be considered for all personnel who have completed the PE for LET with a good pass and demonstrate the technical ability and CLM attributes of a potential senior rating. The recommendation is to be recorded on JPA as 'Professional Fast Track ET Candidate Navy', with supporting comments included by the 1 and 2 RO in their next SJAR.

d. If an individual is unable to achieve 12 months sea service prior to attempting their PE due to Service Reasons beyond their control, e.g. personnel assigned to a ship in build, they may apply to sit the PE provided that their CO/WEO considers that the individual demonstrates sufficient equivalent experience and meets the technical requirements of the next higher rate. This will be considered by exception via the respective Branch Manager SO1 and, if approved, will allow the individual, if successful at the PE, and qualified in all other respects by CRD, to be presented to the next promotion board and considered for selection to the next higher rank. This does not, however, remove the requirement to complete 12 months’ sea service prior to promotion (CPD), noting that the rules within Chapter 67 remain extant.

e. Currently CPO(ET) CIS are not required to complete a PQE due to the scarcity of sea assignments.
Notes:

5. **Individual Stream Preference.** The Individual’s Streaming Preference of Weapons, Sensors, CIS Spec or CIS Tech is to be recorded on JPA within the section Personal Preference Comments. The 1RO is to provide supporting evidence of suitability for the stream in the individual's SJAR.

6. **Recommendation for Promotion.** Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation. For promotion up to the rate of PO, Streamlined Eligibility Dates (SED) of 31 Mar, 31 Jul and 30 Nov in any year will apply. If a streamlined promotion candidate has been awarded a positive recommendation for promotion (as above) in the last SJAR and, since that report, has become eligible in all other respects for selection, he/she will be placed before the Promotion Board.

7. **Selection Boards.** Selection Boards will be convened up to 3 times a year and the results of successful candidates announced on completion. ACOS(PCap) will endeavour to assign selected personnel to Qualifying Courses (QC) starting in the next training term but one.

8. **Failure to Complete Professional and/or Leadership Course.** Reference should be made to Para 6714 and 6703 b sub para 4 for rules on the impact on a rating’s promotion if he/she fails to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).

9. **Personnel who do not have sufficient length of service remaining to meet the requirement of any Return of Service (RoS) attached to a Qualifying Course (QC).** Personnel must agree on Form S61 (Para 5304 sub para f) to any extension of service (EoS) that may be required to cover the length of the course and associated ROS. Acceptance of the EoS will be required prior to commencement of the relevant QC.

10. **Pre-course Learning.** Pre-course learning is to be completed in accordance with the policy of the relevant Training School. Where this is not achieved, the suitability of the individual to undertake the course will be determined on a case by case basis by the Commanding Officer HMS COLLINGWOOD (not applicable to CIS Specialists).
Notes:

11. **The suitability of individuals to retake failed elements of the QC or the requirement to be back-classed.** The suitability of individuals to retake failed elements of the QC or be back-classed will be determined by the Commanding Officer HMS COLLINGWOOD. A repeat failure of part/all of the course may result in the individual being deselected; continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.

12. **Unsuitable Candidates.** Where, during the period of the Qualifying Course, candidates are found to be unsuitable for promotion to the next higher rate, they may be withdrawn from training by the Commanding Officer HMS COLLINGWOOD. In such cases, individuals will be deselected and will continue to serve in the lower rate. They will be eligible for future selection in normal course.

13. **Qualifying Courses and PE Failures.** For rules regarding failure, see Para 6912.

14. **Refusal to Undertake the QC.** If successful ratings decide to refuse the course, they will be deselected and continue to serve in their current rate.

15. **Award of General Service Weapon Engineering Charge Certificate.** The General Service Weapon Engineering Charge Certificate will be awarded on successful completion of the WO1QC.

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**7506. ET(WE) Fast Track Scheme**

The Fast Track (FT) scheme will afford individuals an accelerated advancement route. Selection will be via a two stage process with multiple entry points available; initially at ET and subsequently at LET and POET. This takes account of individuals who develop at differing rates and gives a flexible career path to ensure that career progression through training and employment is better matched to the abilities of our technicians. For full details on the FT scheme, see Para 6808.

**7507. The WE Accelerated Apprentice Scheme**

From Nov 17 WEGS Accelerated Apprentices (AA) have been joining HMS RALEIGH as Probationary Leading Hands (see Para 6809) until they become Gains to the Trained Strength (GTS) as LETs, on completion of a 2 year bespoke training pipeline (see Annex 75F). Once GTS the AA will be subject to the normal selection process of a LET. The first intake for ESM AA will join HMS RALEIGH in Nov 18; they will be streamed MESM or WESM post SMQ(Dry). The WESM AA pipeline follows that of the UGAS but will finish at the completion of the First Shore Training Phase (see Annex 75B). Further detail on the AA scheme can be found at Para 6810. The AA Warnings and Failure policy is laid down at Annex 68A.
7508. Engineering Technician (Weapon Engineering) – Non ICF Promotion

The following rules apply to personnel who have not been trained via an ICF course and legacy Mechanics. On completion of an ICF qualifying course personnel will transfer to the ICF Trained promotion flowchart at Para 7505.

ENGINEERING TECHNICIAN (WEAPON ENGINEERING) PROMOTION TABLE NON ICF

ET(WE) 2 to ET(WE) 1

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Part 1 New Entry Training and Part 2 ET(WE) Career Course. On completion ratings issued ET(WE) TaskBook.</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on date due advancement.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed Task Book Section 2A (including ET 2 Safety Check Assessment)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended for advancement to ET(WE)1 by HOD.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advanced to – ET(WE) 1

ET(WE)1 to LET(WE)
Table 75-11. Pre-Selection Requirements for LET(WE) at Common Reporting Date (CRD)/ Selection Eligibility Date (SED)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Task Book section 2B.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed 12 months Sea service</td>
<td>'CMSI12 Months Sea Time ABI\Navyl'</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Operational Performance Statement (OPS) as an ET(WE)1 - Awarded on successful completion of both the Task Book Section 2B and the formal OPS Assessment (within 36 months from completion of Phase 2 training). The Assessment is to be constituted in accordance with BR 2000(4) (oral aspects only).</td>
<td>'Professional\OPS for ET(WE) DQ40</td>
<td>\Navyl'</td>
<td>4</td>
</tr>
<tr>
<td>Streaming Preferences submitted and showing on JPA.</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Serving on an ES1/ FC/ OE1 that expires after the nominated Common Promotion Date (CPD)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended for promotion on appraisal report at Selection Eligibility Date (SED)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16 Para 6703 b sub para 6.
17 Para 6703 b sub para 3.
Table 75-12.3 Pre-Promotion Requirements for LET(WE)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Leading Rates’ Leadership Course (LRLC) by nominated CPD.</td>
<td>‘Miscellaneous</td>
<td>Leading Rates Leadership Course (RNLA 102)</td>
<td>Navy</td>
</tr>
<tr>
<td>Completed LET(WE) QC by nominated CPD +12 months.</td>
<td></td>
<td></td>
<td>7 - 10</td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>‘CMS</td>
<td>Fitness Test</td>
<td>Navy</td>
</tr>
</tbody>
</table>
| To be educationally qualified for promotion (EFP) 

18.                                                                 | • ‘Educational|RN/RM English Level 1|Navy|'
|                                                             | Or • ‘Educational|RN/RM English Level 2|Navy|'
|                                                             | Or • ‘Educational|RN/RM English Proxy A*- C|Navy|Navy|'          
|                                                             & • ‘Educational|RN/RM Mathematics Proxy A*- C|Navy|'
|                                                             | Or • ‘Educational|RN/RM Mathematics Level 1|Navy|'
|                                                             | Or • ‘Educational|RN/RM Mathematics Level 2|Navy|'

Promoted to – LEADING ENGINEERING TECHNICIAN (WEAPON ENGINEERING)

LET(WE) to POET (WE)

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18 Para 9613 a sub Para 5.
### Table 75-13. Pre-Selection Requirements for POET(WE) at CRD

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed LET(WE) Task book.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Awarded OPS at LET. The OPS Assessment for LET(WE) will be constituted in accordance with BR 2000(4) (oral aspects only).</td>
<td>'Professional</td>
<td>OPS for LET(WE) DQ40</td>
<td>Navy</td>
</tr>
<tr>
<td>Recommended for promotion on Appraisal Report at SED 19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD 20.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed 12 months Sea service.</td>
<td>'CMS</td>
<td>12 Months Sea Time LHI</td>
<td>Navy</td>
</tr>
</tbody>
</table>

### Table 75-14. Pre-Promotion Requirements for POET(WE)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Senior Rates' Leadership Course (SRLC) by nominated CPD +12 months.</td>
<td>'Miscellaneous</td>
<td>Senior Rates Leadership Course (RNLA 103)</td>
<td>Navy</td>
</tr>
<tr>
<td>Passed POET (WE) Qualifying Course (QC) inc Streamed training by nominated CPD +12 months.</td>
<td></td>
<td>Pass</td>
<td>7 - 10</td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>'CMS</td>
<td>Fitness Test</td>
<td>Navy</td>
</tr>
<tr>
<td>To be educationally qualified for promotion (EFP) 21.</td>
<td>• 'Educational</td>
<td>RN/RM English Level 2</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td>• 'Educational</td>
<td>RN/RM English Proxy A*- C</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td>• 'Educational</td>
<td>RN/RM Mathematics Level 2</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td>• 'Educational</td>
<td>RN/RM Mathematics Proxy A*- C</td>
<td>Navy</td>
</tr>
</tbody>
</table>
Promoted to – PETTY OFFICER ENGINEERING TECHNICIAN (WEAPON ENGINEERING)

POET(WE) to CPOET (WE)

Table 75-15. Pre-Selection Requirements for Chief Petty Officer (WE) at CRD

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Post Course Study Guide.</td>
<td></td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum of 3 years seniority as a POET 12 months prior to the CPD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 months Sea Service as a POET(WE).</td>
<td>'CMS</td>
<td>12 Months Sea Time PO</td>
<td>Navy</td>
</tr>
<tr>
<td>Pass OPS Assessment. The OPS Assessment for POET(WE) will be constituted in</td>
<td>'Professional</td>
<td>OPS for POET(WE) DQ40</td>
<td>Navy</td>
</tr>
<tr>
<td>date for RNFT or waiver obtained on date due advancement.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 75-16. Pre-Promotion Requirements for CPOET(WE)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passed CPOET (WE) Qualifying Course (QC) by nominated CPD +12</td>
<td>'WE</td>
<td>CPOET (WE) Career (WE320)</td>
<td>Navy</td>
</tr>
<tr>
<td>months.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>date due promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>'CMS</td>
<td>Fitness Test</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Promoted to – CHIEF PETTY OFFICER ENGINEERING TECHNICIAN (WEAPON ENGINEERING)

CPOET(WE) to WO1ET (WE)

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22 Para 6703 b sub para 6.
23 Para 6703 b sub para 2.
24 Para 6703 b sub para 3.
Table 75-17. Pre-Selection Requirements for Warrant Officer First Class (WE) at CRD

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If CPOET(WE), a minimum of 3 years seniority in the rate 12 months prior to</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>the CPD. If legacy WO2ET (WE), there is no minimum seniority Requirement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass the Provisional Exam for WO1ET (WE).</td>
<td>'Professional Provisional Examination for WO1ET\Navy'</td>
<td>‘Pass or Fail’</td>
<td>3</td>
</tr>
<tr>
<td>Recommended for promotion on Appraisal Report at CRD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed 12 months Sea service.</td>
<td>'CMI12 Months Sea Time CPOINavy'</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Table 75-18. Pre-Promotion Requirements for WO1ET (WE)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>For CPOET(WE)s, completed WO1ET (WE) QC by nominated CPD+12 months.</td>
<td>'WE\WO Qualifying Course (WE 535)\Navy'</td>
<td>Pass</td>
<td>7 - 15</td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>'CMS\Fitness Test\Navy'</td>
<td>As achieved</td>
<td>2</td>
</tr>
<tr>
<td>To be educationally qualified for promotion (EFP)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Promoted to – WARRANT OFFICER FIRST CLASS ENGINEERING TECHNICIAN (WEAPON ENGINEERING)

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25 Para 6703 b sub para 6.
26 Para 6703 b sub para 2.
27 Para 6703 b sub para 3.
28 Para 9613 a sub Para 5.

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February 2020 Version 1
**Notes:**

1. **New Entrants.** All new entrants are rated Engineering Technician (Weapon Engineering) (ET(WE)2) on joining HMS RALEIGH.

2. **RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate SED/CRD/CPD. See Para 6718. For JPA competence, see Para 6703.b sub para (9)).

3. **Provisional Examinations.** (BR 2000 (3)(1)):
   a. Prior to undertaking the Provisional Examination, the following pre-requisites are to have been achieved:
      
      (1) Competent in current rate – Completed all mandated ICF competencies iaw the ICF Competency Matrix and the ICF Competency Levels, evidenced within the individual’s CDJ.

      (2) Completed 12 months sea service in current rank, JPA competence recorded iaw Para 5908.

      (3) Recommended by Commanding Officer.

   b. Recommendation from sea for FT candidate from LET to POET should be considered for all personnel who have completed the PE for LET with a good pass and demonstrate the technical ability and CLM attributes of a potential senior rate. The recommend is to be recorded on JPA as 'ProfessionalFast Track ET CandidateNavy', with supporting comments included by the 1 and 2 RO in their next SJAR.

   c. If an individual is unable to achieve 12 months sea service prior to attempting their PE due to Service Reasons beyond their control, eg. personnel assigned to a ship in build, they may apply to sit the PE provided that their CO/WEO considers that the individual demonstrates sufficient equivalent experience and meet the technical requirements of the next higher rate. This will be considered by exception via the respective Branch Manager SO1 and, if approved, will allow the individual, if successful at the PE, and qualified in all other respects by CRD, to be presented to the next promotion board and considered for selection to the next higher rank. This does not, however, remove the requirement to complete 12 months’ sea service prior to promotion (CPD), noting that the rules within Chapter 67 remain extant.
Notes:

4. **Operational Performance Statement (OPS) as an ET(WE)1.** Awarded on successful completion of both the Task Book Section 2B and the formal OPS Assessment (within 36 months from completion of Phase 2 training). The Assessment is to be constituted in accordance with BR 2000(4) (oral aspects only).

5. **Stream Preference.** Preference CIS, Weapons or Sensors, is to be submitted into JPA, within the section Personal Preference Comments 1. The 1RO is to provide supporting evidence of suitability for the stream in the individual's SJAR.

6. **Failure to Complete Professional and/or Leadership Course.** Reference should be made to Para 6714 and 6703 b sub para 4 for rules on the impact on a rating’s promotion if he/she fails to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control). For rules regarding failure, see Para 6912 sub para f.

7. **Personnel who do not have sufficient length of service remaining to meet the requirement of any Return of Service (RoS) attached to a Qualifying Course (QC).** Personnel must agree on Form S61 (Para 5304 sub para f) to any extension of service (EoS) that may be required to cover the length of the course and associated ROS. Acceptance of the EoS will be required prior to commencement of the relevant QC.

8. **Pre-course Learning.** Pre-course learning is to be completed in accordance with the policy of the relevant Training School. Where this is not achieved, the suitability of the individual to undertake the course will be determined on a case by case basis by the Commanding Officer HMS COLLINGWOOD.

9. **Selection Boards.** Selection Boards are convened up to 3 times a year and the results of successful candidates announced on 31 Mar, 31 Jul and 30 Nov. ACOS(PCap) will endeavour to assign selected personnel to Qualifying Courses (QC) starting in the next training term but one.

10. **The suitability of individuals to retake failed elements of the QC or to be re-classed.** The suitability of individuals to retake failed elements of the QC or be re-classed will be determined by the OC WETG HMS COLLINGWOOD. A repeat failure of part/all of the course will result in the individual being deselected, continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.
**Notes:**

11. **Selection Boards.** Selection Boards will select CPOET(WE)s to be assigned to the WO1QC in the following training year. Shortly after each Selection Board has completed sitting, a signal originated by the Ratings' Promotions Section will promulgate the names of successful candidates in alphabetical order. ACOS(PCap) will endeavour to assign all ratings to WO1QC on an opportunity basis, but the needs of the Service remain paramount.

12. **Refusal.** As is customary in a selection process, successful ratings will have the opportunity of refusing the course. Those doing so will be deselected and continue to serve in their current rate.

13. **Failure.** If a candidate fails the WO1QC, his/her suitability to retake the course or elements therein will be considered by the Commanding Officer HMS COLLINGWOOD. A repeat failure of all/part of the course will result in deselection and the rating continuing to serve as a CPOET(WE). Suitability for future WO1QC will be through the selection process and will be dependent on the rating’s performance as reported by SJAR.

14. **Unsuitable Candidates.** Whilst on the WO1QC, if candidates are found to be unsuitable for promotion to WO1ET(WE), they may be withdrawn from training by the Commanding Officer HMS COLLINGWOOD; they will be deselected, continue to serve as CPOET(WE)s and will be eligible for future selection in normal course.

15. **EFP Requirement for WO1.** The EFP requirement for consideration for selection for WO1 will not apply to any WO2ET(WE) GS who has been promoted to Warrant Officer under previous EFP regulations.
Figure 75-1. ET (WE) - Rules Regarding Failure

ET (WE) Career Course

ET(WE) Task Book Section 2A and Safety Check Assessment in first 3 months sea service. Recommendation for advancement to ET(WE)1.

ET(WE) Task Book Section 2B and OPS Assessment within 36 months from being rated ET2.

LET Qualifying Course

LET (WE)

LET Task Book and OPS Assessment within 36 months' from CPD to LET

POET Qualifying Course

POET (WE)

POET OPS Assessment within 36 months of CPD for PO.
7509. **Engineering Technician (Weapon Engineering Submarine) – Non ICF Trained Personnel – Promotion Flowchart**

[The following rules apply to personnel who entered the RN from April 2006 and legacy Mechanics and Operator Mechanics, post higher rate or enabling QCs, who transferred to the ET specialisation as part of the branch development process]

**ET(WESM) PROMOTION FLOWCHART**

**ET(WESM)1 – Advancement Criteria**

a. Completed Part 1 New Entry Training and Part 2 ET (WESM) Career Course (see Notes 1, 2).

b. Completed Phase 2 training - SMQ(North) or (South) – SMQ(Dry) (see Note 2).

c. Completed Phase 3 training - Submarine – SMQ(Wet).


e. Recommended for advancement to ET1 by HOD (see Note 4).

f. In date RNFT, remain engaged in remedial training or waiver obtained on date due advancement (see Note 5).

g. At least 6 months since last Career Check (if any) on date due advancement.

**ENGINEERING TECHNICIAN (WEAPON ENGINEERING SUBMARINE) 1**

**Leading Engineering Technician (WESM) – Pre-Selection Requirements**


b. Awarded OPS on successful completion of Assessment: recorded as JPA competence ‘Professional|OPS for ET(WESM)|Navy’ (see Notes 6, 7).

c. Educationally qualified for promotion (EFP) in accordance with Para 9636. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics at Streamlined Eligibility Date (SED) and competence ‘Educational|RN/RM QELH/Cpl|Navy’ recorded on JPA.

d. Recommended for promotion on Appraisal Report at SED (Para 6703.b sub para (3)).

e. Serving on a ES1FC/OE1 that expires after the nominated Common Promotion Date (CPD) (Para 6703.b sub para (7)).

f. In date RNFT, remain engaged in remedial training or waiver obtained at SED. (Para 6703.b sub para (9)) (see Note 5).
Leading Engineering Technician (WESM) – Pre-Promotion Requirements

g. Minimum 24 months length of service remaining post career course at RNSMS (see Note 8).

h. Completed LET(WESM) Qualifying Course by nominated CPD+12 months (see Notes 7, 9, 10, 11).

i. Completed Leading Rates Leadership Course (LRLC) (Para 6703.b sub para (5)) (see Note 11).

j. In date RNFT, remain engaged in remedial training or waiver obtained at nominated CPD (or when eligible for promotion if later) (Para 6703.b sub para (9)) (see Note 5).

k. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
LEADING ENGINEERING TECHNICIAN (WEAPON ENGINEERING SUBMARINE)

Petty Officer Engineering Technician (WESM) – Pre-Selection Requirements


b. Awarded OPS on successful completion of Assessment as detailed in BR 2000(4): recorded as JPA competence ‘Professional|OPS for LET(WESM)|Navy|’ (see Note 7).

c. EFP in accordance with Para 9636. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at SED and competence ‘Educational|RN/RM QEPO/Sgt|Navy|’ recorded on JPA.

d. In date RNFT, remain engaged in remedial training or waiver obtained at SED (see Note 5).

e. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

f. Recommended for promotion on Appraisal Report at SED (Para 6703.b sub para (4)).

Petty Officer Engineering Technician (WESM) – Pre-Promotion Requirements

g. Minimum 36 months length of service remaining post career course at MWS (see Note 8).

h. Completed POET(WESM) Qualifying Course by nominated CPD+12 months (see Notes 7, 9, 10, 11).
i. Completed Senior Rates Leadership Course (SRLC) (Para 6703.b sub para (5)) (see Note 11).

j. In date RNFT, remain engaged in remedial training or waiver obtained at nominated CPD (or when eligible for promotion if later) (see Note 5).

k. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to

PETTY OFFICER ENGINEERING TECHNICIAN
(WEAPON ENGINEERING SUBMARINE)

Chief Petty Officer Engineering Technician (WESM) – Pre-Selection Requirements


b. Minimum 12 months’ sea service as a POET, recorded as ‘CMS|12 Months Sea Time PO|Navy’ (Para 6905).

c. Minimum of 3 years’ seniority as a POET 12 months prior to the CPD (Para 6703.b sub para (3)).

d. In date RNFT, remain engaged in remedial training or waiver obtained at Common Reporting Date (CRD) (see Note 5).

e. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

f. Recommended for promotion on Appraisal Report at CRD (Para 6703.b sub para (4)).

Chief Petty Officer Engineering Technician (WESM) – Pre-Promotion Requirements

g. In date RNFT, remain engaged in remedial training or waiver obtained at nominated CPD (or when eligible for promotion if later) (see Note 5).

h. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Note. Refer to Para 7510 and Para 7511 for information on the reserved advancement rights that apply to ex-Artificers.
Warrant Officer 1 Engineering Technician (WESM) – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as CPOET(WESM) 12 months prior to the CPD – this includes all substantive WO2ET(WESM)s (see Note 13).

b. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. In date RNFT, remain engaged in remedial training or waiver obtained at CRD (see Note 5).

d. EFP in accordance with Para 9636. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competence recorded on JPA (see Note 14).

e. Recommended for promotion on Appraisal Report at CRD (Para 6703.b sub para (4)).

Warrant Officer 1 Engineering Technician (WESM) – Pre-Promotion Requirements

f. In date RNFT, remain engaged in remedial training or waiver obtained at nominated CPD (or when eligible for promotion if later) (see Note 5).

g. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).
## Notes:

1. All new entrants are rated Engineering Technician (Weapon Engineering Submarine) 2 (ET(WESM)2) on entry. CIS Streamed individuals are streamed on entry, TWS and SWS are streamed on completion of their professional training course.

2. Part 2 training is completed at HMS COLLINGWOOD and then either the Submarine School at HMS RALEIGH or Trident Training Facility, HM Naval Base Clyde. All ET(WESM)s will undertake the Submarine Escape Training Tank (SETT) and Submarine Qualification (SMQ) after Part 1 training.

3. Purposely blank.

4. On completion of ET(WESM) Task Book Part 1 and on being recommended, ratings will be advanced to ET(WESM)1.

5. **RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate SED/CRD/CPD (see Para 6718). For JPA competence, see Para 6703.b sub para (9)

6. Operational Performance Statement (OPS) as an ET(WESM)1 is awarded on successful completion of both the Task Book Part 2 (within 12 months’ sea service for TWS stream and 18 months’ sea service SWS stream) and the formal OPS Assessment. The Assessment is to be constituted in accordance with BR 2000(4) (oral aspects only). On award of OPS, ET WESM TWS individuals are to submit their WESM preferences on JPA in the Employees Preference, Comments 1 by stating “WESM Preference: CIS, FC, Sonar or W”. ET WESM CIS and SWS are already streamed.

7. Rules regarding failure and lack of progress (see Fig 75-3).

8. Personnel who do not have sufficient length of service remaining to meet the requirement of the Return of Service attached to the LET QC or POETQC may be offered an extension of service (EoS) or Extended Career (EC). Acceptance of the EoS or EC will be required prior to being loaded onto QC. Failure to accept an EoS or EC will lead to the candidate being automatically de-selected.

9. Selection Boards will be convened up to 3 times a year and the results of successful candidates announced on 31 Mar, 31 Jul and 30 Nov. ACOS(PCap) will endeavour to assign selected personnel to Qualifying Courses (QC) starting in the next training term but one.
10. The suitability of individuals to retake failed elements of the QC, or to be back classed, will be determined by the OC WETG HMS COLLINGWOOD. A repeat failure of part/all of the course will result in the individual being deselected, continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.

11. Failure to Complete Professional and/or Leadership Course. Refer to Para 6716 for rules on the impact on a rating’s promotion if he/she fails to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith control) or non-service reasons (within control).

12. Spare.

13. This includes all substantive WO2ET(WESM).

14. **EFP Requirement for WO1.** The EFP requirement for consideration for selection for WO1 will not apply to any WO2ET(WESM) who has been promoted to Warrant Officer under previous EFP regulations.
Figure 75-2. ET (WESM) - Rules Regarding Failure

- SMQ/ET(WESM) Career Course: Action in accordance with Chapter 51 Section 2 or Chapter 57 Section 7
- ET(WESM) Task Book Part 1
  - complete within 6 months sea service for TWS stream or 9 months sea service for SWS stream.
  - Recommendation for advancement to ET(WESM).
  - Action in accordance with Para 6912 sub para i, Chapter 51 Section 2 or Para 6902 sub para c.
- ET(WESM) Task Book Part 2 and OPS Assessment within 12 months sea service for TWS stream and 18 months sea service for SWS stream.
  - Action in accordance with Para 6912 sub para i
- LET Qualifying Course: Action in accordance with Para 6912 sub para a to sub para e

LET (WESM)

- LET Task Book and OPS Assessment within 12 months' sea service; professional operator qualification within 12 months sea service from promotion to LET.
  - Action in accordance with Para 6912 sub para i
- POET Qualifying Course: Action in accordance with Para 6912 sub para a to sub para e

POET (WESM)

- POET OPS Assessment within 36 months of CPD for PO.
  - Action in accordance with Para 6912 sub para i
7510. Engineering Technician (CIS Specialist) Entered as Warfare CIS and transferred to WE Branch in April 2015

ENGINEERING TECHNICIAN(COMMUNICATION INFORMATION SYSTEMS) - PROMOTION TABLE

**ET(CIS) 2 to ET(CIS) 1**

Table 75-19. ET(CIS)2 to ET(CIS)1 Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Part 1 New Entry Training.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed MWS - ET(WE)(CIS) Generic Professional Qualifying Course (PQC).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on date due advancement.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed OJT TB - at OPS as ET(WE)(CIS), authorised by HOD. (Para 7703 sub para a and sub para b).</td>
<td>'Professional</td>
<td>OPS for AB (CIS)(QQ50)</td>
<td>Navy'</td>
</tr>
<tr>
<td>In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement.</td>
<td>'CMS</td>
<td>Fitness Test</td>
<td>Navy'</td>
</tr>
<tr>
<td>Recommended for advancement to ET(CIS)1 by HOD.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advanced to – ET(CIS) 1

**ET(CIS)1 to LET(CIS)**
### Table 75–20. Pre-Selection Requirements for LET(CIS) at Common Reporting Date (CRD)/Selection Eligibility Date (SED)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete ET(CIS)1 Career Course (pre-requisite for LH PQC).</td>
<td>'Comms</td>
<td>AB(CIS)1/AB(CISS M)1 Career Course</td>
<td>Navy]' or 'Warfare</td>
</tr>
<tr>
<td>Completed 12 months Sea service.</td>
<td>'CMS</td>
<td>12 Months Sea Time AB</td>
<td>Navy]'</td>
</tr>
<tr>
<td>Achieve full OPS as an ET(CIS)1.</td>
<td>'Professional</td>
<td>OPS for AB(CIS)1 LQ50</td>
<td>Navy]'</td>
</tr>
<tr>
<td>Serving on an ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended for promotion on appraisal report at Selection Eligibility Date (SED).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table 75-21. Pre-Promotion Requirements for LET(CIS)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Leading Rates’ Leadership Course (LRLC) by nominated CPD.</td>
<td>'Miscellaneous</td>
<td>Leadership Rates Leadership Course (RNLA 102)</td>
<td>Navy]'</td>
</tr>
<tr>
<td>Completed LH PQC by nominated CPD +12 months.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>'CMS</td>
<td>Fitness Test</td>
<td>Navy]'</td>
</tr>
<tr>
<td>To be educationally qualified for promotion (EFP)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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29 Para 6703 b sub para 6.
30 Para 6703 b sub para 3.
31 Para 9613 a sub Para 5.
Promoted to – LEADING ENGINEERING TECHNICIAN (CIS)

LET(CIS) to POET (CIS)

Table 75-22. Pre-Selection Requirements for POET(CIS) at CRD

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed generic OJT TB and TEM OJT TB.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Achieve OPS as LH.</td>
<td>'Professional</td>
<td>OPS for LS(CIS) QQ40</td>
<td>Navy'</td>
</tr>
<tr>
<td>Recommended for promotion on Appraisal Report at SED.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Months’ sea service (excluding Squad time ashore where applicable)</td>
<td>'CMS</td>
<td>12 Months Sea Time LH</td>
<td>Navy'</td>
</tr>
</tbody>
</table>

Table 75-23. Pre-Promotion Requirements for POET(CIS)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Senior Rates' Leadership Course (SRLC) by nominated CPD +12 months</td>
<td>'Miscellaneous</td>
<td>Senior Rates Leadership Course (RNLA 103)</td>
<td>Navy'</td>
</tr>
<tr>
<td>Passed POET (WE) Qualifying Course (QC) inc Streamed training by nominated CPD +12 months</td>
<td></td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>'CMS</td>
<td>Fitness Test</td>
<td>Navy'</td>
</tr>
<tr>
<td>To be educationally qualified for promotion (EFP).</td>
<td>• ‘Educational</td>
<td>RN/RM English Level 2</td>
<td>Navy'</td>
</tr>
<tr>
<td></td>
<td>or • ‘Educational</td>
<td>RN/RM English Proxy A*- C</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td>or • ‘Educational</td>
<td>RN/RM Mathematics Level 2</td>
<td>Navy'</td>
</tr>
<tr>
<td></td>
<td>or • ‘Educational</td>
<td>RN/RM Mathematics Proxy A*- C</td>
<td>Navy'</td>
</tr>
</tbody>
</table>

32 Para 7703 sub para a and sub para b.  
33 Para 6703 b sub para 4.  
34 Para 6703 b sub para 6.  
35 Para 7704 sub para d.  
36 Para 7703 sub para g and h.  
37 Para 7703 sub para g and h.  
38 Para 9613 a sub Para 5.
Promoted to – PETTY OFFICER ENGINEERING TECHNICIAN (CIS)

POET(CIS) to CPOET (CIS)

Table 75-24. Pre-Selection Requirements for Chief Petty Officer Engineering Technician (CIS) at CRD

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete PO's Professional Certification Record.</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum of 3 years seniority as a PO 12 months prior to the CPD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 months Sea Service as a PO</td>
<td>CMS</td>
<td>12 Months Sea Time PO</td>
<td>Navy</td>
</tr>
<tr>
<td>Achieved OPS as a PO</td>
<td>'Professional</td>
<td>OPS for POET(WE) LQ30</td>
<td>Navy'</td>
</tr>
<tr>
<td>Recommended for promotion on appraisal report at CRD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum of 3 years' seniority as a PO 12 months prior to the CPD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 75-25. Pre-Promotion Requirements for CPOET(CIS)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passed CPOET (WE) Qualifying Course (QC) by nominated CPD +12 months.</td>
<td>WE</td>
<td>CPOET (WE) Career (WE320)</td>
<td>Navy</td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>'CMS</td>
<td>Fitness Test</td>
<td>Navy'</td>
</tr>
</tbody>
</table>

Promoted to – CHIEF PETTY OFFICER ENGINEERING TECHNICIAN (WE) CIS

CPOET(CIS) to WO1ET

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39 Para 6703 b sub para 6.
40 Para 6703 b sub para 2.
41 Para 7704 sub para d.
42 Para 6703 b sub para 4.
43 Para 6703 b sub para 3.
Table 75-26. Pre-Selection Requirements for Warrant Officer First Class (ET) at CRD

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum of 3 years’ seniority as a CPO</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12 months prior to the CPD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended for promotion on Appraisal Report at CRD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 75-27. Pre-Promotion Requirements for WO1ET (WE)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Competence</th>
<th>Proficiency Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete WO1ET (WE) QC by nominated CPD+12 months.</td>
<td>'WE</td>
<td>WO Qualifying Course (WE 535)</td>
<td>Navy</td>
</tr>
<tr>
<td>At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In date for RNFT or waiver obtained on date due advancement.</td>
<td>'CMS</td>
<td>Fitness Test</td>
<td>Navy</td>
</tr>
<tr>
<td>To be educationally qualified for promotion (EFP)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Promoted to – WARRANT OFFICER FIRST CLASS ENGINEERING TECHNICIAN

Notes:

1. **RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate SED/CRD/CPD. See Para 6718. For JPA competence, see Para 6703.b sub para (9)).

2. **ET(WE)(CIS)1 Career Course.** The final Comms|AB(CIS)1/AB(CISSM)1 Career (Comms 202)|Navy|Career Course was run in Q1 18 and all remaining ET1 CIS Specialist now hold the competence.

3. **Failure to Complete Professional and/or Leadership Course.** Reference should be made to Para 6716 for rules on the impact on a rating’s promotion if he/she fails to complete PQC and/or LRLC/ SRLC before CPD or within 12 months of CPD due to service reasons, non-service reasons (outwith own control) or non-service reasons (within own control). For rules regarding failure, see Para 6912 sub para f.

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44 Para 6703 b sub para 6.
45 Para 6703 b sub para 3.
46 Para 9613 a sub Para 5.
Notes:

4. **Personnel who do not have sufficient length of service remaining to meet the requirement of any Return of Service (RoS) attached to a Qualifying Course (QC).** Personnel must agree on Form S61 (Para 5304 sub para f) to any extension of service (EoS) that may be required to cover the length of the course and associated ROS. Acceptance of the EoS will be required prior to commencement of the relevant QC.

5. **Pre-course Learning.** Pre-course learning is to be completed in accordance with the policy of the relevant Training School. Where this is not achieved, the suitability of the individual to undertake the course will be determined on a case by case basis by the Commanding Officer HMS COLLINGWOOD.

6. **Rules Regarding Failure and Lack of Progress.** See BR 3 Chap 75 Fig 75-1.

7. **Selection Boards.** Selection Boards are convened up to 3 times a year and the results of successful candidates announced on 31 Mar, 31 Jul and 30 Nov. ACOS(PCap) will endeavour to assign selected personnel to Qualifying Courses (QC) starting in the next training term but one.

8. **The suitability of individuals to retake failed elements of the QC or to be re-classed.** The suitability of individuals to retake failed elements of the QC or be re-classed with be determined by the OC WETG HMS COLLINGWOOD. A repeat failure of part/all of the course will result in the individual being deselected, continuing to serve in the lower rate and their suitability for future higher rate QCs will be through the selection process and will be dependent on performance as reported in the annual SJAR.

9. **Annual OPS Check.** Annual OPS must be completed and recorded on JPA prior to attending LET(CIS) / POET(CIS) Spec QC. ‘CMS|Annual OPS Check|Navy’.

10. **Professional Certification Record.** On completion of PO PQC, individuals will be issued a Professional Certification Record. This record is to be completed within 12 months of joining first sea going Unit as a PO. Once completed, the following competence is to be awarded by the Unit HR Admin: 'Professional|OPS for PO LQ30|Navy'.

11. **Selection Boards.** CPOET(CIS) will be assigned to the WO1QC in the following training year. Shortly after each Selection Board has completed sitting, a signal originated by the Ratings' Promotions Section will promulgate the names of successful candidates in alphabetical order. ACOS(PCap) will endeavour to assign all ratings to WO1QC on an opportunity basis, but the needs of the Service remain paramount.
Notes:

12. **Refusal.** As is customary in a selection process, successful ratings will have the opportunity of refusing the course. Those doing so will be deselected and continue to serve in their current rate.

13. **Failure.** If a candidate fails the WO1QC, his/her suitability to retake the course or elements therein will be considered by the Commanding Officer HMS COLLINGWOOD. A repeat failure of all/part of the course will result in deselection and the rating continuing to serve as a CPOET(WE). Suitability for future WO1QC will be through the selection process and will be dependent on the rating’s performance as reported by SJAR.

14. **Unsuitable Candidates.** Whilst on the WO1QC, if candidates are found to be unsuitable for promotion to WO1ET(WE), they may be withdrawn from training by the Captain HMS COLLINGWOOD; they will be deselected, continue to serve as CPOET(WE)s and will be eligible for future selection in normal course.

15. **CPO and WO QCs.** Legacy CIS SR are to complete both CPO (WE 320) and WO QCs (WE 535). Once the candidate has successfully completed the relevant course, they will not be issued a CDJ or required to complete a PE at this stage. They will continue to conform with the promotion tables detailed in BRd 3(1) and the extant RNTM.
7511. Engineering Technician (Weapon Engineering Submarines) CIS - Entered as Warfare CISSM and transferred to WE Branch in April 2015

ENGINEERING TECHNICIAN (WEAPON ENGINEERING SUBMARINES) (COMMUNICATION INFORMATION SYSTEMS SUBMARINES) – PROMOTION FLOWCHART

The following rules apply to personnel who entered the RN as a Warfare CIS Specialist and transferred to the Weapon Engineering Branch on 1 Apr 15.

ENGINEERING TECHNICIAN (WEAPON ENGINEERING SUBMARINES) (COMMUNICATIONS INFORMATION SYSTEMS) 2


b. Completed Phase 2 training - SMQ(North) or (South) – SMQ(Dry).

c. Completed Phase 3 training - Submarine – SMQ(Wet).

d. Completed OJT TB - at OPS as ET(WESM)(CIS), authorised by HOD. OPS is to be recorded under ‘Professional|OPS for AB (CISSM)(QQ50)|Navy’ (see Note 1).

e. In date for Royal Naval Fitness Test (RNFT), remain engaged in remedial training or waiver obtained on date due advancement.

f. At least 6 months since last Career Check (if any) on date due advancement.

Advanced to

ENGINEERING TECHNICIAN (WEAPON ENGINEERING SUBMARINES) (COMMUNICATIONS INFORMATION SYSTEMS) 1

Leading Hand - Pre-Selection Requirements

a. Complete ET(WE)(CIS)1 Career Course (pre-requisite for LH PQC) (see Note 2). Recorded in JPA as ‘Comms|AB(CIS)1/AB(CISSM)1 Career Course|Navy’ or Warfare|AB(CIS) TEM|Navy

b. Achieve full OPS as an ET(WESM)(CIS)1 recorded as JPA competence ‘Professional|OPS for AB(CISSM)|Navy’ (see Note 1).


d. Serving on ES1/Full Career (FC)/OE1 that expires after the nominated Common Promotion Date (CPD) (Para 6703 b sub para (7)).

e. Recommended for promotion on Appraisal Report on SED. (Para 6703 b sub para (4))
Leading Hand – Pre-Promotion Requirements

f. Minimum 24 months length of service remaining post career course at RNSMS.

g. Educationally qualified for promotion (EFP) in accordance with Para 9636. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and competence “Educational|RN/RM QELH/Cpl|Navy|” recorded on JPA.

h. Completed Leading Rates Leadership Course (LRLC) and recorded as JPA competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|’.

i. Passed LH PQC by nominated CPD+12 months.

j. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

k. In date RNFT, remain engaged in remedial training or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’.

l. In date Annual OPS Check recorded as JPA competence 'CMS|Annual OPS Check AB1|Navy|' (see Note 3).

Promoted to
LEADING ENGINEERING TECHNICIAN (WEAPON ENGINEERING SUBMARINES)
(COMMUNICATIONS INFORMATION SYSTEMS)

Petty Officer – Pre-Selection Requirements

a. Completed generic OJT TB and TEM OJT TB. Achieved OPS as LH. OPS is to be recorded under ‘Professional|OPS for LS(CISSM) QQ40|Navy|’ (see Note 1).

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (7)).

c. Recommended for promotion on Appraisal Report on SED (Para 6703 b sub para (4))

Petty Officer – Pre-Promotion Requirements

d. Minimum 36 months length of service remaining post career course at RNSMS.

e. 12 months’ sea service (excluding Squad time ashore where applicable) since passing LH PQC at CPD. Recorded as JPA competence ‘CMS|12 Months Sea Time LH|Navy|’ (Para 6905).
f. Senior Rates Leadership Course (SRLC) completed by nominated CPD and recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy' (Para 6716).

g. Passed PO PQC by nominated CPD+12 months (Para 6912 and 6913)'
h. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

i. EFP in accordance with Para 9636. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and competence "Educational|RN/RM QEPO/Sgt|Navy" recorded on JPA.

j. In date RNFT, remain engaged in remedial training or waiver obtained at nominated CPD (or when eligible for promotion (if later)).

k. In date Annual OPS Check recorded as JPA competence 'CMS|Annual OPS Check LH|Navy' (see Note 3).

**Promoted to**

**PETTY OFFICER ENGINEERING TECHNICIAN (WEAPON ENGINEERING SUBMARINES) (COMMUNICATIONS INFORMATION SYSTEMS)**

**Chief Petty Officer – Pre-Selection Requirements**

a. Complete PO’s Professional Certification Record (see Note 4).

b. Achieved OPS as a PO recorded as JPA competence ‘Professional|OPS for PO(CISSM) AQ30|Navy’ as appropriate (QP - Para 7904 sub para f) (see Note 4).

c. Minimum of 3 years’ seniority as a PO 12 months prior to the CPD (Para 6703 b sub para (3)).

d. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the CPD (Para 6703 b sub para (7)).

e. Completed Senior Rates Leadership Course (SRLC) and recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy'.

f. Recommended for promotion on Appraisal Report at Common Reporting Date (CRD) (Para 6703 b sub para (4)).

**Chief Petty Officer – Pre-Promotion Requirements**

g. 12 months’ sea service as a PO. Recorded as JPA competence 'CMS|12 Months Sea Time PO|Navy' (Para 6905).

h. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)).
i. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER ENGINEERING TECHNICIAN (WEAPON ENGINEERING SUBMARINES) (COMMUNICATIONS INFORMATION SYSTEMS)

Warrant Officer 1 – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a CPO 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the CPD.

c. Recommended for promotion on Appraisal Report at CRD (Para 6703 b sub para (4)).

Warrant Officer 1 – Pre-Promotion Requirements

d. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)).

e. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

f. EFP in accordance with Para 9636. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competence recorded on JPA.

Promoted to
WARRANT OFFICER 1 ENGINEERING TECHNICIAN (WEAPON ENGINEERING SUBMARINES) (COMMUNICATIONS INFORMATION SYSTEMS)
Notes:

1. **CISSM Branch Training - Career Progression**
   
a. **Training Performance Statements, On Job Training Task Books and Operational Performance Standard.** On successful completion of Professional Qualifying Courses for AB2, LS and PO, an ET(WESM)(CIS) rating will have attained the Training Performance Statement (TPS) for the current rate. Individuals will be issued with the appropriate OJT Task Book (TB) or a Professional Certification Record (PCR). In the subsequent sea assignment, a rating will be deemed to have achieved Operational Performance Standard (OPS) on successful completion of the core career OJT section of the relevant TB (TPS+OJT= OPS) for AB/LS and PCR for PO. On achievement of OPS as an AB1, LS and PO, the Training Co-ordinator must inform the unit Human Resource (HR) administrator so that the relevant competences are input to JPA. When an individual is advanced to AB1, the HR administrator is to ensure a Promotion Authorisation Request (PAR) is signalled to their parent Career Management Cell (CMC) who will authorise the promotion and change the rank on JPA. It is important that achievement of OPS is input to JPA before the PAR date; thus stating that the rating has achieved OPS before attempting to be advanced to AB1. A rating’s OPS is defined and owned by the Branch Manager.

   b. **Mechanism for Unacceptably Slow Progression.** It is entirely possible that some ratings may not achieve OPS. Within the Engineering Branch there is no scope to employ individuals who cannot or will not progress themselves beyond AB2. It must be realised that AB2s are employed primarily to gain experience and to advance to a higher rate. It therefore follows that the ultimate sanction for those who cannot or will not progress beyond AB2 is the application for an administrative discharge on the grounds of un-employability. Within CISSM specialisations an initial warning is set at 12 months from the end of Phase 2 Training (unless it has been given earlier support with unequivocal statements of non-recommendation for promotion in an Appraisal Report). Warnings will then continue 3-monthly within the Appraisal process for an aggregate total of 18 months under warning, whereupon application for administrative discharge on the grounds of un-employability will be sought.
Notes:

2. **ET(WE)(CIS)1 Career Course**

   a. On advancement to ET(WESM)(CIS)1, individuals will be required to attend the ET(WE)(CIS)1 Career course at MWS Collingwood. The course syllabus contains Information Systems (IS) only and provides the knowledge for the rating to act as a Junior/Assistant Systems Administrator onboard. This course builds on the IS knowledge gained during their ET(WE)(CIS)2 course (IS Module for ET(WE)(CIS)2 has been embedded as a core skill since 2009). Attendance and successful completion of this course is a mandatory requirement for pre-selection for LH and attendance on the LH PQC. On successful completion of this course, the rating will be awarded the following competence:

   Comms|AB(CIS)1/AB(CISSM)1 Career (Comms 202)|Navy|

   b. Ratings who joined the RN as an OM(C) were encouraged to attend transition courses post NBPCP and migration to AB(CIS). These ratings were offered two variants of training: attendance at a two week transition course (during the initial phase of the transition), and latterly attendance at a five week TEM course. The competences awarded for these courses differ from the competence above. Therefore, ratings who attended and successfully completed these courses have been awarded the following competence:

   Warfare|AB(CIS) TEM|Navy|

   c. Both competences are acceptable pre-selection requirements to be presented to the LH Promotion Board.

   d. On completion of the ET(WE)(CIS) Career Course (Comms 202), ratings will receive an OJT TB to bring them to full OPS as an ET1 (in both C and IS elements). Ratings who attended the TEM courses were also provided with a supplementary OJT package to be completed alongside their legacy task books. Completion of both ET(WE)(CIS)1 Task Book and also the supplementary OJT Packages supplied with the TEM course will enable the rating to be awarded with the following competence:

   Professional|OPS for AB(CIS)1 LQ50|Navy|

   e. This competence is also a mandated requirement for pre-selection for the LH Promotion Board.
Notes:

3. Annual Operational Performance Training (OPT) Examination

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

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

      (2) Ratings assigned to positions outside of core warfare disciplines are expected, where possible, to maintain OPS. However, it is recognised that this may not be possible due to location and employment patterns. Therefore, all individuals re-joining Front Line Units from shore assignments are to be given an OPS check as soon as practical after arrival, recorded on JPA as: ‘CMS|Annual OPS Check AB1|Navy’.

      (3) An Annual OPS Check is not a pre-selection requirement.

      (4) An Annual OPS Check is a pre-requisite for all Promotion Career Courses for AB-LS and LS-PO and for promotion to the next higher rank at Common Promotion Date.

      (5) Divisional Officers or Line Managers of ABs and LHs who are serving ashore when selected for the next higher rate are to arrange for an Annual OPS check via the OPT facilities within three months of the individual attending Promotion Career training.

      (6) OPS qualifications will be checked on attendance of LH and PO Career Course training. Ratings who are not in date for an Annual OPS Check will be returned to Unit.
Notes:

b. The OPT examination forms part of the annual OPS Check and is valid for 12 months from the date of the examination. The examination is to be conducted at the OPT Facility in either Faslane or Devonport. Ratings assigned or loaned to units outside of these geographical locations are to contact the OPT Facility Faslane (93255 6110) to request authorisation to conduct an ‘outstation OPT examination’.

4. Professional Certification Record. On completion of PO PQC, individuals will be issued a Professional Certification Record. This record is to be completed within 12 months of joining first sea going Unit as a PO. Once completed the competence ‘Professional|OPS for PO(CISSM)|Navy’ is to be awarded by the Unit HR Admin.

7512. Legacy Rules - Senior Rate Weapon Engineering Mechanics (GS or SM) - Adult Entry (Final Entry November 1992) – Promotion Flowchart

| PETTY OFFICER WEAPON ENGINEERING MECHANIC (O) or (R) |

Chief Petty Officer WEM – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a POWEM 12 months prior to the CPD (Para 6703 b sub para (3)).

b. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (7)).

c. Recommended for promotion on Appraisal Report at CRD.

Chief Petty Officer WEM – Pre-Promotion Requirements

d. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion if later) (Para 6703 b sub para (9)).

e. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to

| CHIEF PETTY OFFICER WEAPON ENGINEERING MECHANIC (O) or (R) |

Warrant Officer 1 WEM – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a CPOWEM 12 months prior to the CPD.

b. Serving on a ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.
c. Recommended for promotion on Appraisal Report at CRD.

Warrant Officer 1 WEM – Pre-Promotion Requirements

d. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion if later).

e. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

f. Educationally qualified for promotion (EFP) in accordance with Para 9636. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competence recorded on JPA.


<table>
<thead>
<tr>
<th>Promoted to</th>
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<tbody>
<tr>
<td>WARRANT OFFICER 1 WEAPON ENGINEERING MECHANIC</td>
</tr>
</tbody>
</table>

Engineering General Service Mechanic Route to Warrant Officer 1 Charge Qualification

h. All GS CPOWEM(O),(R) are also entitled to conduct their PE as per CPOET(WE) personnel. Successful completion of the PE for WEM GS personnel will result in eligibility to compete for promotion to WO1 ET as per the table below.
7513. Undergraduate Apprentice Scheme (UGAS) (WESM) – In-service Promotion Flowchart

a. The following rules apply to In-Service UGAS(WESM) applicants accepted onto UGAS(WESM). In-service candidates join the scheme at a point commensurate with their training/experience. Their rate is the higher of:

(1) The rate held immediately prior to joining UGAS(WESM).
(2) The rate commensurate with their starting point in the UGAS(WESM) pipeline (see Note 1)

b. Details of UGAS(WESM) are laid down in the scheme CONOPS held by the UGAS(WESM) Manager. An overview of the scheme is included at Annex 75A and the scheme CONOPS at Annex 75B.

c. In Service UGAS(WESM) ratings are advanced as follows:

<table>
<thead>
<tr>
<th>ET2(WESM)</th>
</tr>
</thead>
</table>

**ET1 Advancement Criteria**

a. Completed SMQ (Dry).
b. Recommended for advancement to ET1 (see Notes 1, 2).
c. RNFT status is in accordance with RN policy for promotions (see Note 3),
d. At least 6 months since last Career Check (if any) on date due advancement.

<table>
<thead>
<tr>
<th>Advanced</th>
</tr>
</thead>
</table>

**LET Advancement Criteria**

a. Educationally qualified for promotion in accordance with Para 9638. Achieved minimum NAMET 5:5 or Level 1 Functional Skills (or equivalent) in English and Mathematics and competence "Educational|RN/RM QELH/Cpl|Navy|" recorded on JPA.
b. Recommended for advancement to LET (see Notes 1, 4).
c. Passed LET Qualifying Course (WESM) (LET WE 214).
d. Completed Leading Rates Leadership Course (LRLC) successfully (Para 6703 b sub para (5)).
e. RNFT status is in accordance with RN policy for promotions (see Note 3).
f. At least 6 months since last Career Check (if any) on date due advancement.

g. Started Specialist Maintainer Training.

Advanced LET(WESM)

Acting POET Advancement Criteria

a. The Due Date for advancement to Acting POET for UGAS(WESM) personnel is the successful completion of both POETQC (WE316) and SRLC.

Advanced to Acting POET(WESM)

POET Advancement Criteria

a. EFP in accordance with Para 9638. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at SED and competence ‘Educational|RN/RM QEPO/Sgt|Navy’ recorded on JPA.

b. Recommended for advancement to POET (see Note 1)

c. RNFT status is in accordance with RN policy for promotions (see Note 3).

d. Completed POET(WESM) Qualifying Course.

e. Completed post QC Specialist training.

f. Completed Senior Rates Leadership Course (SRLC) (Para 6703 b sub para (5)).

g. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

h. Qualified as Duty Fwd Technical SR (A Class) or Duty TWS SR (V Class) or passed Ship Board (SWS).

Advanced to POET(WESM)

Thereafter promotion will be in accordance with ET(WESM) regulations at Para 7511.
Notes:

1. **Failures and Removal.** Failure of any one of the UGAS (WESM) pipeline courses or training targets will be dealt with in accordance with the UGAS (WESM) Failure Criteria laid down in the scheme CONOPS which can include removal from the scheme. On removal from the scheme, ratings are transferred to an appropriate point in the standard ET(WESM) pipeline. They will then only be eligible for promotion to LET or POET on selection in accordance with Para 7511 and will have no further opportunity to be considered for UGAS (WESM).

2. **Unsuitable for Service in Submarines.** Candidates will be removed from the scheme should they prove to be unsuitable during Phase 1 training. COs are to raise any issues with the UGAS Manager.

3. **RNFT.** Ratings’ RNFT status (including engagement with remedial training if applicable) must be at or above the minimum requirement to allow substantive promotion under the extant RN promotions policy.

4. **Promotion.** In Service UGAS (WESM) applicants remain eligible for selective promotion to LET until they become a UGAS (WESM) Candidate. Once selected as a UGAS (WESM) candidate they will not be presented to an LET Promotion Board although any extant selection for promotion will remain valid if it occurs earlier than advancement under UGAS (WESM).

### 7514. Submarine Service – Career on a Page

a. The purpose of the Weapon Engineer (SM) Career on a Page is to provide a quick look at possible career progression to enable informed decisions to be made. Timelines are indicative averages and are always subject to change. Master documents should always be consulted to ensure that the latest information is available.

b. Ratings are advised to liaise with their Reporting Officer regarding any decisions concerning their careers prior to contacting the Branch or Career Manager. Career Managers for Senior Ratings are located at HMS EXCELLENT, West Battery; Junior Ratings Career Managers are located in the Naval Base Career Management Cells (CMC).

c. Information pertaining to Ratings training pipeline is contained within the Weapon Engineer Branch (SM) Career on a Page. Information relating to allowances and benefits available during the duration of a career is shown in the Table below.
d. Ratings seeking promotion to the Officer Corps can do so via the Upper Yardman (UY)\textsuperscript{47} or Senior Upper Yardman (SUY)\textsuperscript{48} schemes, details of which may be found in Chapter 50.

e. Optional Exit Points. Ratings in receipt of RRP(SM) may be eligible to submit an Optional Exit Point application which will enable them to leave the service at an earlier point than their current Termination Date without any loss of RRP; full details can be found in Annex 54K.

Table 75-28. Weapon Engineering (SM) Branch – Branch Managers, Career Managers and General Information

<table>
<thead>
<tr>
<th>Branch Manager (WESM)</th>
<th>Career Manager (WESM) (Senior Rate)</th>
<th>Career Manager (WESM) (Junior Rate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVY PCAP-BM ENG WESM SO2</td>
<td>NAVY PCAP-CM OR ENG WESMWO1</td>
<td>CMC Devonport CMC Faslane</td>
</tr>
</tbody>
</table>

Career and Promotion References
BRd 2000(4) Weapon Engineering Training & Examinations Part (1) (2) (3)

General Information
BRd 1900: Submarine Instructions
JSP 419: Adventurous Training in the UK Armed Forces
JSP 464: Tri-Service Accommodation Regulations (TSARs) (Forces Help to Buy Scheme)
JSP 752: Tri-Service Regulations for Expenses and Allowances
JSP 754: Tri-Service Regulations for Pay
JSP 760: Tri-Service Regulations for Leave and Other Types of Absences
JSP 765: MOD Compensation Schemes Statement of Policy
JSP 905: Armed Forces Pension Scheme 2015 and Early Departure Payments Scheme 2015
Additional information: www.gov.uk/armed-forces-pension-calculator
The Helm (Personnel Support Brief)
Officers and Ratings Career Progression Charts
www.ticketsfortroops.org.uk
www.defencediscountserservice.co.uk

\textsuperscript{47} Ratings must be over the age of 17 and below the age of 30 for Warfare, 35 for Engineers and 32 for LOGS. Candidates are required to have 5 GCSE’s grade A-C of non-overlapping subjects including English and Maths.

\textsuperscript{48} Ratings must be over the age of 26 (30 for Engineers) and have a minimum of 4 years to serve as an officer from the day that officer training commences. Candidates are required to have English and Maths GCSEs to allow papers to be raised and 2 other non-overlapping GCSEs or equivalents prior to final selection board.

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Figure.75-5. Weapon Engineering (SM) Branch - Strategic Weapons Systems (SWS), (MC), (MCC), (Nav) – Career on a Page

Weapons Engineering (SM)
Strategic Weapons Systems (SWS) (MC) (MCC) (NAV)

- Entry Phase 1 Training
  10 Weeks - HMS RALEIGH

- ET WESM Phase 2 Training
  26 Weeks - HMS COLLINGWOOD

- SM Qualification (Dry)
  11 Weeks - HMS NEPTUNE

- ET WESM (SWS) Course
  16 Weeks - TTF

- SM Qualification (Wet)
  2 - 10 Weeks - At Sea

- OPS
  6 - 18 Months to Completion of WTB

- LET WESM selection
  12 Months to achieve OPS

- LET WESM
  QC 41 Weeks MWS + LRLC 3 Weeks
  *NAV Supvr 17 Weeks TTF or
  *MC Supvr 21 Weeks TTF

- PO ET WESM selection
  12 Months to achieve OPS

- POET WESM
  QC 23 Weeks + SRLC 5 Weeks
  MCC Supvr 21 Weeks (TTF)

- CPO ET WESM
  By selection

- WO
  By selection

- Gain Transferred Strength
- Forces Help To Buy Available (JSP 464)

- Start of RRP(SM) Pay
- Eligible for SM Golden Helix

- NVQ L3 Nuclear Submarines Engineering Systems

- L2 Diploma Electronic Engineering
  Functional Skills – (Level 2 English, Maths, I.C.T.)

- Minimum time served (2 Yrs from GTS) for Early Termination (ET) (option to submit 12 months notice from this point onwards). If notice is submitted via ET, RRP will cease

- C&G L3 Electronic Engineering
  Functional Skills – (Level 2 English, Maths, I.C.T.)
  CMI L3 Certificate in Management & Leadership
  *Streaming dependant
  2 Years ROS

- Optional Exit Point (OEP) available for personnel serving on E33. OEP does not affect RRP. Further information is available in BR3.

- Foundation Degree - Electronic Engineering
  CMI L5 Certificate in Management & Leadership
  3 Years ROS

- CMI L6 Certificate Management & Leadership (On completion of Officier Officers Course)

- Graduateship in Engineering Management (GCG)
  Credits towards MSc Engineering Management, Business & Computer Studies, Engineering Project Management LicP
Figure 75-6. Weapon Engineering (SM) Branch - Tactical Weapons Systems (TWS), (CIS), (Sensors), (Weapons) – Career on a Page

Weapons Engineering (SM)
Tactical Weapons Systems (TWS) (CIS) (Sensors) (Weapons)

Entry Phase 1 Training
10 Weeks - HMS RALEIGH

ET WESM Phase 2 Training
TWS/SWS 26 Weeks - CIS 30 Weeks
HMS COLLINGWOOD

SM Qualification (Dry)
11 Weeks - HMS DRAKE/NEPTUNE

SM Qualification (Wet)
2 - 10 Weeks - At Sea

OPS
6 - 12 Months to Completion of WTB

LET WESM selection
12 Months to achieve OPS

LET WESM
41 Weeks QC MWS + LRLC 3 Weeks
*52 Weeks CIS - RNSMS
*52 Weeks F/C - RNSMS
*22 Weeks Sensors - RNSMS
*21 Weeks Weapons - RNSMS

PO ET WESM selection
12 Months to achieve OPS

POET WESM
QC 23 Weeks + SRLC 5 Weeks

CPO ET WESM
By selection

WO
By selection

Timings are guidelines only

Entry Phase 1 Training
10 Weeks - HMS RALEIGH

ET WESM Phase 2 Training
TWS/SWS 26 Weeks - CIS 30 Weeks
HMS COLLINGWOOD

SM Qualification (Dry)
11 Weeks - HMS DRAKE/NEPTUNE

SM Qualification (Wet)
2 - 10 Weeks - At Sea

OPS
6 - 12 Months to Completion of WTB

LET WESM selection
12 Months to achieve OPS

LET WESM
41 Weeks QC MWS + LRLC 3 Weeks
*52 Weeks CIS - RNSMS
*52 Weeks F/C - RNSMS
*22 Weeks Sensors - RNSMS
*21 Weeks Weapons - RNSMS

PO ET WESM selection
12 Months to achieve OPS

POET WESM
QC 23 Weeks + SRLC 5 Weeks

CPO ET WESM
By selection

WO
By selection

Timings are guidelines only

Entry Phase 1 Training
10 Weeks - HMS RALEIGH

ET WESM Phase 2 Training
TWS/SWS 26 Weeks - CIS 30 Weeks
HMS COLLINGWOOD

SM Qualification (Dry)
11 Weeks - HMS DRAKE/NEPTUNE

SM Qualification (Wet)
2 - 10 Weeks - At Sea

OPS
6 - 12 Months to Completion of WTB

LET WESM selection
12 Months to achieve OPS

LET WESM
41 Weeks QC MWS + LRLC 3 Weeks
*52 Weeks CIS - RNSMS
*52 Weeks F/C - RNSMS
*22 Weeks Sensors - RNSMS
*21 Weeks Weapons - RNSMS

PO ET WESM selection
12 Months to achieve OPS

POET WESM
QC 23 Weeks + SRLC 5 Weeks

CPO ET WESM
By selection

WO
By selection

Timings are guidelines only

Entry Phase 1 Training
10 Weeks - HMS RALEIGH

ET WESM Phase 2 Training
TWS/SWS 26 Weeks - CIS 30 Weeks
HMS COLLINGWOOD

SM Qualification (Dry)
11 Weeks - HMS DRAKE/NEPTUNE

SM Qualification (Wet)
2 - 10 Weeks - At Sea

OPS
6 - 12 Months to Completion of WTB

LET WESM selection
12 Months to achieve OPS

LET WESM
41 Weeks QC MWS + LRLC 3 Weeks
*52 Weeks CIS - RNSMS
*52 Weeks F/C - RNSMS
*22 Weeks Sensors - RNSMS
*21 Weeks Weapons - RNSMS

PO ET WESM selection
12 Months to achieve OPS

POET WESM
QC 23 Weeks + SRLC 5 Weeks

CPO ET WESM
By selection

WO
By selection

Timings are guidelines only

Entry Phase 1 Training
10 Weeks - HMS RALEIGH

ET WESM Phase 2 Training
TWS/SWS 26 Weeks - CIS 30 Weeks
HMS COLLINGWOOD

SM Qualification (Dry)
11 Weeks - HMS DRAKE/NEPTUNE

SM Qualification (Wet)
2 - 10 Weeks - At Sea

OPS
6 - 12 Months to Completion of WTB

LET WESM selection
12 Months to achieve OPS

LET WESM
41 Weeks QC MWS + LRLC 3 Weeks
*52 Weeks CIS - RNSMS
*52 Weeks F/C - RNSMS
*22 Weeks Sensors - RNSMS
*21 Weeks Weapons - RNSMS

PO ET WESM selection
12 Months to achieve OPS

POET WESM
QC 23 Weeks + SRLC 5 Weeks

CPO ET WESM
By selection
Figure. 75-7. Weapon Engineering (SM) Branch - UGAS – Career on a Page

Under Graduate Apprenticeship Scheme
Weapons Engineering (SM)

Entry Phase 1 Training
as probationary LET (WESM)
10 Weeks - HMS RALEIGH

SM Qualification (Dry)
11 Weeks
HMS DRAKE/NEPTUNE

SM Qualification (Wet)
2 - 10 Weeks - At Sea
Subject to platform availability

LET WESM
QC 41 Weeks MWS
LRLC 3 Weeks
*NAV Supvr 17 Weeks TTF
*MC Supvr 21 Weeks TTF
*52 Weeks CIS - RNSMS
*52 Weeks F/C - RNSMS
*22 Weeks Sensors - RNSMS
*21 Weeks Weapons - RNSMS

Start of RRP (SM) Pay
Eligible or SM Gallon Hullo
NGS L3 Nuclear Submarines Engineering Systems
C&G L2L3 Electronic Engineering

Functional Skills... (Level 2 English, Maths, I.C.T.)
CMI L3 Certificate in Management & Leadership
*Streaming dependant
3 Years RoS from completion of course

Gained Trained Strength
Forces Help To Buy Available (JSP 464)

Minimum time served (2 yrs in GTS) to Early Termination (ET) (option to submit 12 months notice from this point onwards). If notice is submitted via ET, RRP will cease.

Foundation Degree - Electronic Engineering
CMI L3 Certificate in Management & Leadership
3 Years RoS from completion of course

Sea Assignment
Qualify and serve as POET(WESM)
Approx 42 Months

Portsmouth University - 12 Months
Pre-requisites - Maths Module (June)
Academic year starts in September

Timings are guidelines only

Note: At the end of the scheme, candidates have the following options:
1. If an AB has been achieved and candidates are selected, join BRNC as a prospective WESM Engineering Officer.
2. Request to transfer to the standard ET career path at a normal progression through the ET (WESM) cadre.
3. Leave the Service
ANNEX 75A

UNDER-GRADUATE APPRENTICESHIP SCHEME WEAPON ENGINEER
(SUBMARINES) UGAS(WESM) - OVERVIEW

1. The Undergraduate Apprenticeship Scheme (UGAS) aims to significantly accelerate the advancement of appropriately able and specifically recruited ET candidates to qualify and serve as POET Operator and Maintainers in submarines. During SMQ training, the scheme streams candidates as either as Marine Engineer (Submarines) technicians under UGAS(MESM) or Weapon Engineer (Submarines) technicians under UGAS(WESM).

2. UGAS has two different categories of membership, ‘new-to-service’ and ‘in-service’. The scheme is primarily designed to attract new-to-service although it has invited applications from in-service candidates. Opportunities for in-service personnel to apply are promulgated by RNTM when in-service places become available.

3. UGAS(WESM) involves a commitment of approximately 8½ years from new-to-service candidates which can be summarised as follows:
   a. 4 years (approx) of Initial Training, SMQ, LET(WESM) and POET(WESM) career/specialist courses. It also includes some sea experience as a qualified LET(WESM).
   b. Approximately 3½ years sea-service which must include a minimum of 3 years qualified service as a POET (WESM).
   c. One year in-service BEng(Hons) Engineering Degree at the University of Portsmouth.

4. At the end of the scheme candidates have the following options:
   a. Leave the Service. Note that the BEng degree does not attract a Return of Service for UGAS(MESM) candidates.
   b. If an AIB pass has been achieved during the engagement and they are selected; join BRNC as a prospective WESM Engineer Officer.
   c. Request to transfer to the standard ET career pipeline and continue progression with the ET(WESM) cadre.

5. Candidates are required to inform their Career Manager of their end of scheme option prior to the start of their University degree.

6. Recruitment of UGAS(WESM) Candidates
   a. The recruitment process for UGAS candidates is detailed at Para 0914. Candidates join as ESM and are streamed MESM or WESM during SMQ training.
b. New-to-service members join the Service on a Tailored Career Agreement (Example at Annex 75C).

7. Assignment of UGAS(WESM) Candidates

a. UGAS(WESM) candidates are assigned by the same career management authorities that assign ET(WESM)s, although UGAS(WESM) managers will liaise with CMs to advise on scheme requirements. UGAS(WESM) career pipelines are provided below which can be used to inform assignment decisions.

b. UGAS(WESM) candidates complete the following career pipeline:

**Table 75A-1. UGAS(WESM) Career Pipeline**

<table>
<thead>
<tr>
<th>Course No</th>
<th>Title</th>
<th>Establishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Phase 1 Training</td>
<td>HMS RALEIGH</td>
</tr>
<tr>
<td>2</td>
<td>SMQ</td>
<td>HMNB Clyde/Devonport as appropriate</td>
</tr>
<tr>
<td>3</td>
<td>Submarine Disposal Group</td>
<td>HMNB Devonport</td>
</tr>
<tr>
<td>4</td>
<td>WE213 or WE214 Leading Engineering Technician (WESM) Qualifying Course LET(WESM)QC (preceded by electrical and workshop safety modules)</td>
<td>HMS COLLINGWOOD</td>
</tr>
<tr>
<td>5</td>
<td>Leading Rates Leadership Course</td>
<td>RNLA</td>
</tr>
<tr>
<td>6</td>
<td>Specialist Training – REA, FC, Sonar, OA or SWS Nav &amp; MC Supervisor Course as required</td>
<td>As required</td>
</tr>
<tr>
<td>7</td>
<td>Sea Assignment to qualify BSQ and LET(WESM) watchkeeper (7-12 months)</td>
<td>Submarine</td>
</tr>
<tr>
<td>8</td>
<td>WE317 Petty Officer Engineering Technician (WESM) Qualifying Course POET(WESM)QC</td>
<td>HMS COLLINGWOOD</td>
</tr>
<tr>
<td>9</td>
<td>Senior Rates Leadership Course</td>
<td>RNLA</td>
</tr>
<tr>
<td>10</td>
<td>Specialist training – SWS only</td>
<td>TTF</td>
</tr>
<tr>
<td>11</td>
<td>Sea assignment to qualify and serve as a POET(WESM) (approx 42 months including min 36 months as qualified POET(WESM))</td>
<td>Submarine</td>
</tr>
<tr>
<td>12</td>
<td>Portsmouth University Top Up Degree Course</td>
<td>Portsmouth University</td>
</tr>
</tbody>
</table>
8. Monitoring and Management of UGAS(WESM) Candidates

a. The ATA(SM) will monitor the progress of UGAS(WESM) candidates through liaison with Divisional Officers, CMCs and line managers. UGAS(WESM) candidates remain subject to the normal warning procedures regarding lack of progress. However, DOs/LMs should contact the ATA(SM) if a scheme candidate becomes subject to such procedures as additional UGAS actions may be required.

b. UGAS(WESM) candidates are accelerated to POET upon qualification as a POET(WESM) watchkeeper. It is incumbent upon Divisional Officers/Line Managers to provide scheme candidates with appropriate mentoring and to ensure candidates undertake a wide range of development opportunities which support their ultimate aim of becoming Senior Ratings.

c. In the event that a DO/LM has concerns regarding a candidate’s continued suitability for UGAS(WESM), they should contact the ATA(SM) as soon as is practicable to agree an appropriate course of action.

d. The ATA(SM) manages the scheme to the requirements of the WESM Branch Managers. The team is responsible for the scheme’s Concept of Operations including its terms and conditions and Units/DOs/LMs should contact the UGAS(WESM) Managers for specific advice about the scheme as the need arises.

9. UGAS Warning System

a. In addition to the conventional warning procedure contained within Chapter 57, UGAS Engineering Technicians (ETs) also become subject to the UGAS Warning System once they have completed Phase 1 training, until the end of their involvement in the scheme. This warning system is designed to explain the process and consequences that might arise should an individual continue to fail to meet the high professional and personal standards expected of a UGAS candidate. It ensures that the candidate’s shortfalls and recovery requirements are clearly identified, understood and acknowledged by the individual, while allowing a reasonable period of time to effect the required improvement.

b. DOs, training providers and line managers of UGAS candidates should inform the ATA(SM) of any concerns with individual’s performance and any instance where a standard training/professional warning has been issued. The ATA(SM) will determine if additional UGAS associated action is required.

c. In order to de-risk the scheme and allow re-allocation of spaces on downstream courses, the UGAS Warning System allows removal of candidates if they are unlikely to achieve POET in a timely manner, for either technical/academic or CLM failings.

d. UGAS warnings follow a 3 tier structure (Verbal, Written and Final) and are issued and recorded by the ATA(SM). The ATA(SM) will liaise with Reporting Officers if raising a SJAR is necessary. UGAS Final Warnings can result in a candidate’s removal from the scheme. If warranted, the ATA(SM) may issue higher level warnings without first issuing any lower tier warnings. Appeals against warnings are considered by the Branch Manager.
e. **Issue of Verbal Warning.** If a UGAS candidate’s performance\(^1\) fails to meet UGAS standard, the ATA(SM) may initiate a formal review of the candidate’s performance. This may result in a Verbal Warning to the candidate which will detail the problem(s); the proposed solution; the timescale for review; the future process; and the likely consequences, where improvement is not forthcoming.

f. **Verbal Warning Review.** The usual period of review is the longer of the end of the UGAS phase that the candidate is currently pursuing or 3 months. At the end of the review period, the ATA(SM) will again formally review the candidate’s performance to determine if the requisite improvement has been made. The ATA(SM) will either remove the Verbal Warning from the candidate’s UGAS record or escalate the warning to a Written Warning. In exceptional circumstances, the ATA(SM) may extend the review period for the Verbal Warning. Further failings in a candidate’s performance may also warrant escalation to an immediate Written Warning.

g. **Issue of Written Warning.** If escalation is required, the ATA(SM) will issue a Written Warning to the candidate which will reiterate the on-going problem; the proposed solution; the timescale for review; the future process and the likely consequences if improvement is not forthcoming. The narrative will substantiate the escalation of the UGAS warning by elaborating on the Subject’s prevailing weaknesses and/or unsatisfactory professional effectiveness. The candidate is to certify in writing that they understand why the UGAS Warning has been escalated and the advice given. The Written Warning will be retained by the ATA(SM) and a copy provided to the candidate.

h. **Written Warning Review.** The usual period of review is the longer of: the end of the UGAS phase that the candidate is currently pursuing or 3 months. At the end of the review period, the ATA(SM) will again formally review the candidate’s performance to determine if the requisite improvement has been made. The ATA(SM) will either remove the Written Warning from the candidate’s UGAS record or escalate the warning to a Final Warning. In exceptional circumstances, the ATA(SM) may extend the review period for the Written Warning. Further failings in a candidate’s performance may also warrant escalation to a Final Warning.

i. **Issue of Final Warning.** If further escalation is required, the ATA(SM) will issue a Final Warning to the candidate which will reiterate the on-going problem; the proposed solution; the timescale for review; the future process and the likely consequences, if improvement is not forthcoming. The narrative will substantiate the escalation of the UGAS warning by elaborating on the Subject’s prevailing weaknesses and/or unsatisfactory professional effectiveness. The candidate is to certify in writing that they understand why the UGAS Warning has been escalated and the advice given. The Final Warning will be retained by the ATA(SM) and a copy provided to the candidate.

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\(^1\) Exam failures, continued record of just passes, poor study application etc.
j. **Final Warning Review.** The usual period of review is the longer of: the end of
the UGAS phase that the candidate is currently pursuing or 3 months. At the end
of the review period, the ATA(SM) will again formally review the candidate’s performance
to determine if the requisite improvement has been made. The ATA(SM) will either:

1. Remove the Final Warning from the candidate’s UGAS record,

2. Retain the Final Warning and re-issue it to the candidate informing them of
the extension to the Final Warning, giving reason for the decision and the date
on which the review of the Final Warning will be made,

3. Remove the candidate from the UGAS scheme in accordance with the
candidate’s Tailored Agreement.

10. Contact details for the ATA(SM) are:

ATA(SM)
01436 674321 ext 5310 / 93255 5310
Accelerated Technician Authority (SM)
Rm 46 Argyll Building
HMNB Faslane
G84 8HL
NAVY PCAP-CM ATA ESM
1. Intent

a. The intent of UGAS (WESM) is to mitigate shortfalls of WESM Maintainers at Petty Officer level. It will achieve this by taking very able new-to-service candidates, with high academic achievement, and accelerate them along the WESM ET career path by undertaking the following 6 phases as follows:

(1) **Initial Training Phase.** Scheme will conduct Phase 1 new entry training at HMS RALEIGH as probationary LETs and will then be assigned to the Submarine Qualification (SMQ) organisation to complete general submarine training, some of which may be in an operational submarine. This could lead to the award of Submarine Badge (Dolphins). During SMQ, candidates will be streamed MESM or WESM. On successful completion of SMQ(Dry) (including Firefighting and submarine escape training) candidates will be awarded the appropriate engineering branch badge and ‘HM Submarines’ cap tally. At this point they will be designated as Phase 3 trainees, although they will remain on the Untrained Strength. This phase will take approximately 6 months in total, including an engineering safety course at HMS SULTAN and a developing leadership course at HMS COLLINGWOOD.

(2) **First Shore Training Phase.** Candidates will then be assigned to HMS Collingwood to attend:

   (a) WE213 or WE 214 LETQC (HMS Collingwood).

   (b) Leading Rates’ Leadership Course (LRLC).

   (c) Specialist training at RNSMS or the Trident Training Facility or FAST.

This phase of training will take approximately 2 years. Subject to satisfying service and eligibility criteria, candidates will substantiated as LET at the end of the LET training pipeline (ie. LETQC, LRLC and WESM specialist training). On successful completion of the LETQC, they will be awarded an Advanced Apprenticeship in Engineering and on successful completion of the whole LET training pipeline they will join the trained strength (GTS).

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1 As a minimum, new to service UGAS candidates are required to complete SMQ (Dry) prior to LETQC.
Sea Training Phase. UGAS (WESM) candidates will then be assigned to an operational submarine to re-affirm their submarine qualification (BSQ) and to qualify in either a TWS or SWS LET WESM watchkeeping position (dependent on specialisation). They must be carefully managed in order to conduct maintenance and repair tasks under supervision; gaining experience in operations, maintenance, section management and repair. This ‘journeyman’ phase of their career should take no more than 12 months. Unforeseen changes to submarine programmes or personal circumstances could extend this period.

Second Shore Training Phase. After their sea training phase, candidates will return to HMS COLLINGWOOD to attend the WE 317 Petty Officer Engineering Technician Qualifying Course (POETQC), the Senior Rates’ Leadership Course (SRLC) and further specialist training as required. This phase will last approximately 28 weeks, during which candidates will complete the Engineering Foundation Degree. This phase also includes the Due Date for advancement to POET for UGAS(WESM) personnel, which is successful completion of both POETQC (WE316) and SRLC. The standard advancement regulations for Engineering Fast Track Ratings (Chapter 68) will apply to UGAS candidates with the following exceptions and clarifications:

(a) The inability of UGAS candidates to attend all POET career training and qualify as a POET watchkeeper before their Due Date, because of their training pipeline design, is considered to be due to service reasons outside their control. Hence UGAS candidates should be considered for advancement to Acting POET on their Due Date.

(b) The advancement qualification period for UGAS candidates is 12 months from their Due Date. For this period UGAS candidates will retain an entitlement for backdated advancement when they finally become eligible for confirmation as a POET. Failure to meet the advancement criteria beyond this period is to be dealt with in accordance with the normal regulations.

(c) UGAS candidates are only eligible for advancement to Acting POET (ie. are not entitled to substantive promotion) prior to qualifying as a POET watchkeeper (ie. the entitlement of Engineering Fast Track Ratings who have completed Leadership Course (LC) by their due date to be advanced substantively in line with their Select, Train and Promote peers does not apply to UGAS candidates). Substantiation as POET is subject to the extant UGAS advancement criteria.

(d) The timing of the Due Date for advancement to POET was changed on 2 Sep 19. UGAS candidates who, on this date, were already beyond their Due Date for advancement to POET have no entitlement to any retrospective or backdated advancement prior to 2 Sep 19. The standard advancement qualification period for such candidates will end 12 months after successful completion of POETQC (WE316).
(5) **Sea Delivery Phase.** Candidates will be assigned to an operational submarine to conduct onboard training to qualify as Tactical Weapons Senior Rate or Strategic Weapons System Senior Rate. Once qualified and subject to eligibility criteria, they will substantiated as Petty Officer Engineering Technicians. Service as a Section Head will be at the discretion of the Weapon Engineer Officer but UGAS (WESM) candidates are expected to achieve Section Head within one year of qualifying. This phase of their career will last approximately 38-44 months but must include a minimum of 36 months’ qualified POET WESM service, during which they will complete or be deemed to have completed any RoS outstanding for LET and POET QCs.

(6) **University Degree Phase.** The exact timing of the end of the sea delivery phase will be based around a number of factors: the need to serve a minimum of 36 months as a qualified POET WESM; any leave they have outstanding and the pre-requisites required before candidates start the 3rd year of the University of Portsmouth/Upper Yardman (Engineer) degree course to top up their Foundation Degree to BEng(Hons). Whilst reading for their degree, candidates will remain serving in the RN under Thunderer Squadron. There is no RoS for attaining the BEng. Prior to starting at the University of Portsmouth, candidates will be required to indicate to the career management authorities which of the paths at Para 4 below they will choose upon the posting of their degree results.

b. **Options Upon Completion of the Scheme.** On completion of their one year of university study, New-to-Service UGAS (WESM) members will have the following 3 choices:

(1) Transfer to the standard ET career pipeline where further progression will be subject to the normal rules for promotion.

(2) If an AIB pass has been achieved and they have been selected, join BRNC as a prospective WESM Engineer Officer (see Annex 75A para 4.a above).

(3) Leave the Service in accordance with the Tailored Career Agreement.

c. The UGAS (WESM) is therefore a minimum 8.5 year engagement which is planned to generate a POET WESM watchkeeper/maintainer approximately 3.5 years from entry to complete a minimum of 36 months qualified service. The duration of their sea assignment is variable to allow scheme members to serve a minimum of 36 months qualified before departure from their submarine to match the September start to the academic year and June pre-degree mathematics module.

d. This scheme will not replace the ET WESM Fast Track/restructured ET pipeline, but should be seen as running in parallel and could be continued or stopped as required. It is therefore NOT an immediate solution to the POET WESM shortage but allows greater future WESM flexibility and adaption to successor submarine requirements.

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2 June Maths module is a pre-requisite for the UY degree scheme.
3 Academic year starts in September.
4 This is a minimum because it is not possible to align exact qualification and training times, sea draft duration and Portsmouth University Degree start dates at this range.
e. It is envisaged that the cohort of UGAS(WESM) will be small (18 to qualify as either TWS or SWS POETs per year as required by WE Branch Management) and therefore it does not set a precedent for the way all submariners are recruited, managed or employed. Nevertheless, there are areas where these individuals will need to be treated differently from the standard Service entrants and they will need to be carefully, and on occasion preferentially managed, as they progress along the scheme’s pipeline.

2. Recruitment

a. The scheme targets recruitment from a demographic of high achievers with proven academic ability. Potential candidates will be drawn from civilian personnel who already hold a minimum of level 3+ STEM qualifications (eg. A Levels, BTech, HNC/D NVQ level 3). Although candidates will be badged as ETs, and mixed with conventional ETs during training, the scheme will be separate from the current ET system and candidates will need to be managed by the ATA(SM) in conjunction with the CMCs and senior rate CMs.

b. The following premise underpins the scheme. A high quality\(^5\) candidate is recruited to an approximate 8½ year engagement\(^6\) with the offer of paid training and education that delivers an in-service engineering degree at the end of the scheme. The candidate’s remuneration and reward rises rapidly to a significant figure at the 6 year point and continues during their final year on the scheme where they complete the UY degree at Portsmouth University. During the scheme this quality individual could attend an AIB to widen the available options open to them upon graduation.

c. The important factor is that the choice belongs to the individual; this is a recruiting lure. In return, the Service expects significant application from the individual during shore and sea training followed by approximately 4 years sea service, of which 3 years will be as a qualified PO(ET) WESM.

f. **Entry Requirements.** Full UGAS entry requirements may be found on the Royal Navy Website in the ‘Careers’ section. In summary, UGAS entry requirements are as follows:

1. Age on entry of 18 – 34 years.
2. Be a British Citizen and not hold dual nationality.
3. Score 90 or more on the Recruit Test (not on CNR website).
4. Hold the following qualifications (equivalent qualifications are acceptable and NUGAS applications can be made before exam results are known):
   a. 5 x GCSE at grade A*- C including Maths, English and at least one science based subject.

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\(^5\) Aged 18-34, 3 A levels (Math, science, other), RT score \(\geq 80\) other equivalent L3 STEM qualification.
(b) Level 3 qualifications achieving a minimum of 48 UCAS points derived from Science, Technology, Engineering and Maths subjects.

(c) Equivalent Level 3 or higher STEM qualifications (BTEC, HNC etc) are also acceptable. Full details are included in the UGAS CONOPS held by the ATA(SM).

3. Terms and Conditions of Service

a. **New to Service Candidates.** The approximate 8½ year engagement is non-NEM compliant, but candidates will be engaged using a Tailored Career Agreement (example at Appendix to this Annex). However, SM programmes, training delays and the exigencies of Service life may delay progress along the UGAS(WESM) career pipeline. Therefore, it may be necessary to extend their Tailored Career Agreement to allow sufficient time for candidates to obtain the minimum 36 months qualified sea service and align the end of this to the start of the degree phase\(^7\). This is a function of the UGAS Scheme Manager.

b. **In-Service Candidates.** In Service candidates who have been selected onto the scheme they will be required to progress their training. Internal candidates should complete their initial career course and then attend SMQ. Any opportunities to consolidate ET initial career training should be taken prior to their assignment to LETQC (ie. similar to Fast Track). Internal candidates will remain on their extant engagement (EC, ES1) but will also be issued with a signed agreement (Annex 75C) outlining their agreed progress through the scheme.

c. All candidates will be given a competence marker (UGAS) on their JPA record to denote their membership of the scheme.

d. UGAS(WESM) candidates are badged as ETs and are trained alongside normal ETs and FTs.

e. **Failures.** Failures or voluntary withdrawals during training are required to complete any RoS incurred during training and will be offered progression along the normal ET route. The only exception is for new-to-service candidates who withdraw from the scheme before qualification as a LET(WESM). These individuals must be considered on an individual basis. It may be in the interests of the Service to waive the RoS requirement and allow them to leave the Service.

f. UGAS (WESM) will train only V and A class POETs. Training and sea experience at LET can be delivered for any existing SM platform.

\(^7\) In exceptional circumstances, candidates may be offered an opportunity to extend their engagement by 1 year to complete their training/sea assignments and attend Portsmouth University 1 year later than originally planned.
4. **Training**

a. The UGAS scheme attempts to utilise existing courses within HMS COLLINGWOOD/RNSMS/TTF and avoid the need to develop new courses or re-sequence the existing training plan. There is a requirement, however, to conduct some electrical safety testing training to ensure all new-to-service candidates can safely attend the practical modules of LETQC and subsequent specialist training.

b. SMQ is a valuable qualification that will set an SM context before commencing specialist shore training and education. This is a de-risking activity that gives candidates a first exposure to submarines before the Service invests significant elements of shore training in them\(^8\).

5. **Employment Onboard**

a. Despite having received maintainer education and training, UGAS (WESM) experience levels will be low when they qualify as POET WESMs. Therefore, given their limited experience profile as a maintainer, each operational SSN crew will be expected to sustain two UGAS (WESM) individuals (of different sub-specialisms) or three for SSBNs (2 TWS and 1 SWS) per year. Candidates will need to be carefully managed on and across platforms in order to maximise their experience profile and opportunity to learn. With the WEO’s approval, they can operate as a section head\(^9\). At this point the submarine may then be able to tolerate another UGAS (WESM) member. While constrained in its numbers, the scheme will alleviate forecast gapping at sea and bring relief to POET WESM alongside watchbills. These individuals will be able to perform operations and maintenance, but are not able to immediately act as a Section Head or mature diagnostician.

b. Experience will need to be built up in the first year onboard as a POET, however the quality of the individual supports the case for rapid learning abilities, whilst allowing for later selection as Upper Yardman or accelerated promotion to Warrant Officer.

6. **Management of the Scheme**

a. The UGAS Scheme Manager function is undertaken by the ATA(SM). Administration includes:

1. Liaison and communication inform the actions of CNR staff, Career Managers, SubFlot and training deliverers et al to ensure flow along this novel career pipeline is as effective and efficient as possible.

2. The ATA(SM) is required to carry out the following functions:

   a. Communicate, encourage and mentor candidates and, where necessary, interview them during recruiting and training.

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8 Note qualifying SMQ(Wet)/BSQ is not compulsory prior to starting LETQC.
9 Full POET maintainer status will be gained on WEO recommendation for and appointment as a Section Head.
(b) Liaise with CMC, training providers and CM to expedite rapid progress of candidates through training and education and ensure advancement.

(c) Liaise with CM to ensure appropriate first drafts as LETs to maximize their 12 month sea training phase.

(d) If necessary, manage any extension of their Tailored Career Agreement to allow sufficient time to obtain the minimum 36 months qualified sea service and align the end of this to the start of the degree phase\textsuperscript{10}.

(e) Maintain overview of resource implications eg. UY scheme cost, SUL MWS capacity, margin during training and UY degree.

(3) The RoS for the in-service degree is to be waived and this agreement is written into the Tailored Career Agreement for new-to-service candidates and the UGAS(MESM) agreement for in-service candidates.

(4) The Foundation Degree (FD) awarded during POET QC is a fundamental aspect of the UGAS entry path and is not to be diluted to an apprenticeship.

b. **Interviews.** UGAS applicants will undergo an interview to determine suitability for the scheme which will be conducted by the ATA(SM) or CNR staff.

\textsuperscript{10} In exceptional circumstances, candidates may be offered an opportunity to extend their engagement by 1 year to complete their training/sea assignments and attend Portsmouth University 1 year later than originally planned.
ANNEX 75C

EXAMPLE UGAS TAILORED CAREER AGREEMENT (NEW TO SERVICE CANDIDATES)

Note. this form is to be read in conjunction with its associated S3049 UGAS (DATE) - Notice/Attestation Form for entry/re-entry into or continuation in the Naval Service to serve on a TAILORED CAREER For The RN Under Graduate Apprenticeship Scheme – RN UGAS.

OFFER OF A TAILORED CAREER TO:

NAME: ..........................................................

GENERAL TERMS AND CONDITIONS FOR NEW ENTRANTS OR RE-ENTRANTS JOINING THE ROYAL NAVY’S UNDERGRADUATE APPRENTICESHIP SCHEME - (RN UGAS)

It should be noted that:

Any offer made is dependent upon you meeting the required medical/fitness standards and security clearance/nationality status requirements for entry.

This letter outlines the main terms and conditions which will apply. You will also be subject to the terms and conditions in other publications and should note that terms and conditions are liable to change. Significant changes will usually be published through internal briefs and temporary memoranda, but Joint and single service references are amended regularly and you may not specifically be made aware of those which affect you. You will be treated in accordance with the terms and conditions extant at the relevant time and should ensure you remain up to date on policy which affects you. If in doubt, please make enquiry through your Divisional line management.

1. Date of Entry

You will join HMS RALEIGH on (DATE) in order to undertake Phase 1 training as a member of the Royal Navy’s Undergraduate Apprenticeship Scheme (here after known as UGAS).
2. **Career**

a. You will initially enter on a Tailored Career (TC) of 8½ years. At this range it is expected that you will start your degree in *(DATE)*, with your service expected to end on *(DATE)* (after the posting of your graduation results from the University of Portsmouth/Upper Yardman (Engineer) degree course). However, the length of this TC may need to be altered due to the uncertainties of submarine operations (which can delay sea training), the exact timing of training courses starting more than 3 years in the future, your own abilities, unforeseen changes in your personal circumstances and the need to align the end of your sea service with the start of the university academic year. This could require that your TC is marginally shortened or extended. Any such extension will be agreed with you as a normal aspect of managing a TC.

b. UGAS is designed to accelerate individuals through the RN’s general engineering and submarine training and education programme in approximately 4 years, in order to serve as a qualified Petty Officer Engineering Technician for a minimum of 36 months in either the ET(MESM) or ET(WESM) sub specialisation. Qualified POET service is defined as either:

(1) ET(MESM): Category B Nuclear Watchkeeper (Reactor Panel Operator²/Main Control Desk Operator³, or Marine Engineering Technician of the Watch⁴⁵), or

(2) ET(WESM): Qualified Tactical Weapon System or Strategic Weapon System Maintainer & watchkeeper.

During the first part of your service you will be streamed by the RN as either UGAS(MESM) or UGAS(WESM) to serve in the ET(MESM) or ET(WESM) sub specialisations respectively. Once streamed you will have no right to transfer to the other sub specialisation. If you choose to stay in the RN at the end of UGAS, you still will not have a right to transfer to another specialisation.

c. At the end of the Scheme, you will have a choice of:

(1) Requesting to continue in the RN as an ET(MESM) or ET(WESM) on an Engagement Stage 2 which will extend your career to 20 years’ service or age 40, whichever is later.

(2) Entering the Officer Corps as a MESM or WESM sub-specialist on the Upper Yardman or Senior Upper Yardman schemes (dependent upon age), subject to passing the Admiralty Interview Board⁶ (AIB) and being selected.

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¹ This could occur in the preceding academic year.
² ASTUTE Class.
³ VANGUARD Class.
⁴ VANGUARD Class.
⁵ ASTUTE Class.
⁶ The AIB is normally sat prior to the start of the Upper Yardman Degree Course.
Leaving the RN with a BEng (Hons) degree and substantial Nuclear Engineering experience which will provide you with an exceptional basis to move into a civilian career, particularly if you pursue opportunities in the wider MOD and UK Nuclear and Submarine Enterprise.

You will be required to inform your Career Manager which of these options you intend to follow at least 12 months before the end of your TC. This will allow RN career management decisions and arrangements to be made.

3. **Rate, Seniority and Pay**
   You will enter the Royal Navy in the rank of probationary Leading Hand with a seniority of *(DATE)* and will be referred to as Leading Engineering Technician MESM. Your Incremental Basic Date will be *(DATE)* and your pay will be OR4-1 Supp 3.

4. **Discipline**
   You will be subject to normal disciplinary regulations in accordance with the Armed Forces Act 2006 and any disciplinary action which would normally result in reversion or disrating may cause the termination of your TC. You will also be subject to compulsory drug testing in accordance with current guidelines.

5. **Deploy ability**
   Although you will have the same worldwide deployment liability as a regular Service Person, as a member of the UGAS, you have been recruited specifically for service in submarines.

6. **Statutory Discharge and Notice Period**
   a. On entry to the RN, if you are a new recruit with no former RN service, you will have a statutory right to give 14 days’ notice of your wish to leave within your first 6 months of service, providing that you have completed a minimum of four weeks’ service (excluding any leave periods or time forfeited). Thereafter, your on-going training and education will attract a return of service (RoS) to reflect the RN’s significant investment in ensuring that you are able to serve as a qualified POET(MESM) or POET(WESM) for a minimum of 3 years before you start your BEng degree. The current RoS for training courses that form part of the UGAS training pipeline are detailed at Para 17. Your ability to usefully serve a RoS is dependent upon how far you have progressed along the UGAS pipeline such that you are able to qualify to serve as a technician in a submarine. Therefore and at the discretion of the Branch Manager your RoS may be waived.

   b. When not subject to a RoS, you will be eligible to submit 12 months’ notice of your wish to leave the Royal Navy; however, if you take this option, you will be removed from the UGAS and placed at an appropriate point in the standard Engineering Technician (MESM or WESM as appropriate) career pipeline to serve out the outstanding period. However, this is also dependent upon how far you have progressed along the UGAS pipeline such that you are able to qualify to serve as a technician on a submarine; therefore and at the discretion of the Branch Manager, your 12 months’ notice may be waived.
7. **Transfer to another Branch or Specialisation**

There will be no opportunity to transfer to another branch or specialisation whilst you are on the Scheme unless it is in the interests of the service.

8. **Entry to the Officer Corps**

If you pass an Admiralty Interview Board (AIB) whilst on the scheme and are subsequently selected for the Officer Corps, you will not be allowed to enter BRNC until you have completed the sea delivery phase as a qualified POET(MESM) or POET(WESM). It should be noted that Upper Yardman (Engineer) officers similarly cannot join BRNC until successfully completing the BEng degree course at the University of Portsmouth.

9. **Advancement**

Subject to meeting your training targets and the mandated advancement criteria set out in this letter, including passing an annual Royal Naval Fitness Test, you will become eligible for consideration for accelerated advancement to the rates of substantive Leading Engineering Technician and Petty Officer Technician during your time on the UGAS. Thereafter, your advancement will be in accordance with the standard promotion criteria detailed in BRd 3(1) Part 8, with selection based on merit, qualification, recommendation and requirement. In addition, you may be eligible for promotion to the acting higher rate on a local acting basis if there is a Service need eg. a vacancy at the higher rate within your role/organisation.

10. **Transfer to a Longer Career or Extension to your Tailored Career**

   a. If your training is delayed such that you are unable to complete your sea delivery phase and university phase within this TC the following rules apply:

   (1) If your training is delayed for Service reasons (eg. due to submarine programmes), an appropriate extension to your TC will be offered. If you elect to refuse an extension, you will lose your entitlement to attend university if you fail to complete the sea delivery phase.

   (2) If your training is delayed due to personal reasons, an extension of service may be offered. If an extension is not offered or if an extension offer is refused, you will lose your entitlement to attend university if you fail to complete the sea delivery phase.

   b. You will not be eligible to transfer to another Engagement Stage or be considered for an Extended Career until you have completed your sea delivery phase. At this point, subject to satisfactory service, you can request to transfer to an ES2 in order to extend your service to be able to complete a total of 20 years or serve until age 40 (whichever is the later). Thereafter, further extensions of service or transfers to longer engagements may be offered if there is a Service requirement. Service on a TC is permitted up to the day before an individual’s 55th birthday or up to 11 years’ service in total and is totally dependent on the needs of the Service.

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7 For example, CO’s recommendation, in-date RN Fitness Test, passed appropriate training courses.
11. UGAS – Outline Career Description

a. Your training and career pipeline will be as follows:

(1) **Initial Training Phase (Common).** You will complete Phase 1 new entry training at HMS RALEIGH (indicative salary £31,100) and will then be assigned to the Submarine Qualification (SMQ) organisation to complete general submarine training, some of which will be on an operational submarine. Subject to service opportunities (eg. submarine availability), you may qualify as a submariner and gain your Submarine Dolphins during this phase. This phase of your training will take approximately 6 months in total, (indicative salary will be £31,100). Part way through this phase you will be streamed UGAS(MESM) or UGAS(WESM), and you will also attend an engineering safety course at HMS SULTAN and a developing leadership course at HMS COLLINGWOOD.

(2) If you are streamed UGAS(MESM), on completion of the Initial Training Phase:

   (a) **First Shore Training Phase.** You will then be assigned to HMS SULTAN to complete any enabling training required before attending the Leading Engineering Technician’s (LET) Qualification Course for submariners (ME 176 LETQC(SM)), ME257 Mechanical or ME256 LET Propulsion Electrical Maintainer, the Leading Rates Leadership Course (LRLC), and ME301 Nuclear Propulsion Systems Course (NPSC) and appropriate Craft and Adqual courses. This phase of training will take approximately 15 months. You will be advanced to the rate of substantive Leading Engineering Technician at the end of NPSC, subject to satisfying service and eligibility criteria. On successful completion of the LETQC, you will be awarded an Advanced Apprenticeship in Engineering.

   (b) **Sea Training Phase.** You will then be assigned to an operational submarine to qualify or re-affirm your submarine qualification and train and qualify as a Category D Watchkeeper, Category C Electrical Panel and Main Machinery Space Operator and Nuclear Propulsion Plant Shut Down Supervisor. At this point, you will be eligible for submarine pay and Category C nuclear pay (indicative total salary £36,700). On qualifying as a submariner you are also eligible for a £5,000 Golden Hello. You will conduct electrical maintenance and repair tasks under supervision; gaining experience in operations, maintenance, section management and repair. This ‘journeyman’ phase of your career path should take no more than 12 months and must include a minimum 6 months qualified as a Category C Watchkeeper and 3 months qualified as a Shut Down Supervisor. Unforeseen changes to submarine programmes or your own personal circumstances could extend this period.

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8 For example ME258 or ME259 Mechanical Craft courses
9 RRP(SM).
10 RRP(NP).
(c) **Second Shore Training Phase.** After your sea training phase you will return to HMS SULTAN to attend the ME264 Petty Officer Engineering Technician Qualifying Course (POETQC), the ME265 POET Advanced Propulsion Electrical Maintainer Course or ME266 POET Advanced Propulsion Mechanical Maintainer Course, the ME304 Nuclear Propulsion Operators Course (NPOC), the Senior Rates Leadership Course (SRLC), the ME267 Foundation Degree module and appropriate specialist training modules. Completion of these courses will conclude your shore based training on the UGAS(MESM); this phase can last approximately 13 months. During this phase, you will complete your Engineering Foundation Degree.

(d) **Sea Delivery Phase.** You will be assigned to an operational submarine to conduct onboard training to qualify as a Category B Watchkeeper (Reactor Panel Operator/Main Control Desk Operator or ME Technician of the Watch) and electrical or mechanical systems maintainer, shutdown supervisor and deputy section head. Upon qualification as a Category B Watchkeeper, subject to eligibility criteria, you will be considered for advancement to Petty Officer Engineering Technician. Service as a Section Head will be at the discretion of the Marine Engineering Officer but UGAS(MESM) candidates are expected to achieve Section Head status within a year of qualifying as a Category B Watchkeeper. This phase of your career will last approximately 38-44 months but must include a minimum of 36 months’ qualified Category B service (indicative salary £42,500 - £48,500 per annum) and will see you complete any RoS outstanding for LET and POET training.

(e) **University Degree Phase.** The exact timing of the end of your sea delivery phase will be based around a number of factors: the need to serve a minimum of 36 months as a qualified Category B operator; any leave you have outstanding and the pre-requisites you need to complete before you start the 3rd year of the University of Portsmouth/Upper Yardman (Engineer) degree course to top up your Foundation Degree to BEng(Hons). Whilst reading for your degree, you will still be serving in the RN and will, therefore, continue to be subject to the Armed forces Act 2006. There is no RoS for attaining your BEng. Before you start your first term at the University of Portsmouth, you must inform the RN career management authorities which of the paths at Para 3 you will follow upon completion of your final examinations and the posting of your degree results.

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11 For example ME303 courses – Diesel Maintainer, Primary Instrumentation Maintainer, Refrigeration and ACP Maintainer.
12 Dependent upon class of submarine.
13 Maths module currently delivered in June is a pre-requisite for the UY degree scheme.
14 Academic year starts in September.
(3) If you are streamed UGAS(WESM), on completion of the Initial Training Phase:

(a) **First Shore Training Phase.** Lasting approximately 2 years, you will be assigned to HMS COLLINGWOOD to attend the Leading Engineering Technician Qualifying Course (LETQC). Subject to satisfying service and eligibility criteria, you will be advanced to LET(WESM) at the end of specialist maintainer training (either TWS or Strategic Weapon System (SWS)). On successful completion of LETQC, you will be awarded an Advanced Apprenticeship in Engineering.

(b) **Sea Training Phase.** You will then be assigned to an operational submarine to re-affirm your submarine qualification and train/qualify in an appropriate WESM watchkeeping position. You will also conduct electrical or mechanical maintenance and repair tasks under supervision, gaining experience in operations, maintenance, section management and repair. This ‘journeyman’ phase of your career path should take no more than 12 months and must include a minimum 6 months qualified.

(c) **Second Shore Training Phase.** After your sea training phase, you will return to HMS COLLINGWOOD to attend the Petty Officer Engineering Technician Qualifying Course (POETQC). You may also attend additional specialist training dependant on WESM Streaming at either the RNSMS or the Trident Training Facility. Completion of these courses will conclude your shore based training for UGAS (WESM). This phase will last approximately 40 weeks, during which time you will complete your Foundation Engineering Degree.

(d) **Sea Delivery Phase.** This phase of your career will last a minimum of 36 months qualified as a POET (WESM) maintainer in either the TWS or SWS sub departments, during which time you will be assigned to an operational submarine to conduct onboard training to qualify within your specialisation and working towards Deputy Section Head. Upon qualification as TWS Senior Rate or Ship board for SWS personnel, subject to eligibility criteria, you will be considered for advancement to POET. Service as a Section Head will be at the discretion of the Weapon Engineering Officer but UGAS (WESM) candidates are expected to achieve Section Head within one year of qualifying.
(e) **University Degree Phase.** The exact timing of the end of your sea delivery phase will be based around a number of factors: the need to serve a minimum of 36 months as a qualified POET (WESM) maintainer; any leave you have outstanding and the pre-requisites\(^{15}\) you need to complete before you start\(^{16}\) the 3\(^{rd}\) year of the University of Portsmouth/Upper Yardman (Engineer) degree course to top up your Foundation Degree to BEng(Hons). Whilst reading for your degree, you will still be serving in the RN and will, therefore, continue to be subject to the Armed forces Act 2006. There is no RoS for attaining your BEng. Before you start your first term at the University of Portsmouth, you must inform the RN career management authorities which of the paths at Para 3 you will follow upon completion of your final examinations and the posting of your degree results.

b. The UGAS Manager: ATA ESM WO1, Rm 46, Argyll Building, HMS NEPTUNE, HMNB CLYDE, G84 8HL | Mil: 93255 5310 | BT: 01436 674321 x 5310 | DIIF: NAVY PCAP-CM ATA ESM | NAVYPCAP-ATAESM@mod.gov.uk who should be contacted if you have any queries.

c. **Removal from the Scheme.** Your Career/UGAS Manager may remove you from the UGAS if you fail to meet your training targets in a timely manner or you are deemed unsuitable for further training\(^{17}\). In such circumstances, you will be transferred to an appropriate point in the standard ET(MESM) career pipeline and your case will be dealt with in accordance with the normal rules which can include discharge. If you are retained, you will still be subject to the normal notice period or any RoS you have accrued in return for the qualifications achieved and training received. If you become unsuitable for service in submarines, you will be transferred to an appropriate point in the standard ET(ME) career pipeline and your case will be dealt with in accordance with the normal rules which can include branch transfer or discharge. Probationary LETs will be re-rated ET1.

12. **Return of Service for Training**

a. The aim of the UGAS is to secure 36 months’ **qualified** sea service from individuals as a qualified POET(MESM) or POET(WESM). This requires the RN to make a substantial training and educational investment in you. Certain elements of this training will attract a RoS, as laid out below and, consequentially, you will not be eligible to submit your notice to leave the RN during the course or the associated ROS, with the exception of the last 12 months of any RoS, i.e. the last year of a RoS and the 12-month notice period can run concurrently. Your ability to usefully serve a RoS is dependent upon whether you have progressed along the UGAS pipeline far enough to able to qualify to serve as a technician on a submarine; therefore, and at the discretion of the Branch Manager, your RoS/notice period may be waived if you have not progressed sufficiently.

\(^{15}\) Maths module currently delivered in June is a pre-requisite for the UY degree scheme.

\(^{16}\) Academic year starts in September.

\(^{17}\) Eg. Exam failures and low academic performance.
b. Towards the end of a successful completion of the sea delivery phase, you will be enrolled on the University of Portsmouth degree course, however, the RoS which is typically associated with Upper Yardman (Engineer) (UY(E)) officers undertaking the BEng course is not applicable to UGAS(MESM/WESM) candidates on the basis that it forms an integral part of the UGAS(MESM/WESM) offer. Your entitlement to attend the University of Portsmouth/UY(E) degree course is conditional upon you completing the sea delivery phase (ie. providing a minimum 36 months’ sea service as a qualified POET(MESM) or POET(WESM) Watchkeeper).

c. During the University phase, you will continue to be paid your RN salary and enjoy standard Service entitlements common to UY(E) officer candidates at the University of Portsmouth. As a result, you will not be subject to tuition fees or any RoS for the degree that you obtain. Your UGAS commitment will conclude 30 days after your degree results are posted and will be reflected in your TC final end date.

13. **Leave Entitlement/Career Intermissions**

Entitlement to Annual Leave will be in accordance with JSP 760 Chapter 1, whereas your entitlement to Maternity/Paternity/Parental Leave will be in accordance with JSP 760 Chapters 20-23. You will have no entitlement to a Career Intermission on this TC. However, should you take Maternity/Paternity/Parental Leave and delay your progression you will require an extension to your TC; noting that attendance upon the university phase is still conditional on completion of the sea delivery phase (ie. a minimum of 36 months’ qualified sea service as a qualified POET(MESM) or POET(WESM)).

ANY LEAVE NOT TAKEN BEFORE COMPLETION OF THIS AGREEMENT WILL BE FORFEITED.

14. **Appraisal Reporting**

Appraisal Reports are to be completed at normal reporting cycles in accordance with JSP 757.

15. **Honours and Awards**

You will be entitled to receive honours and awards, including campaign medals, as long as you meet the same eligibility criteria as a regular Service Person.
16. **Medical/Dental Care**
   You will be entitled to full medical/dental care.

17. **Accommodation**
   You will be entitled to Service Family Accommodation or Single Living Accommodation, as appropriate.

18. **Continuity of Education Allowances (CEA)**
   You will only be entitled to CEA where you have the same worldwide deployment liability as a regular Service Person and also meet the criteria in JSP 752 Chapter 9. You will need to obtain a CEA Eligibility Certificate (see Para 6).

19. **Relocation Allowances (DA/RE)**
   You will only be entitled to relocation allowances where you have the same worldwide deployment liability as a regular Service Person and also meet the criteria in JSP 752 (see Para 6).

20. **Pension Scheme**
   If you are a re-entrant then you are advised to contact the JPAC Enquiry Centre at Mail Point 465, Kentigern House, 65 Brown Street, GLASGOW G2 8EX (telephone: 0141 224 3600) prior to accepting these terms for detailed advice on your entitlement to a pension or the impact on your pension if already awarded. In accordance with Treasury rules, those in receipt of an Armed Forces pension are liable to have that pension abated on re-employment in the Forces. Where an individual has taken resettlement commutation and their pension in payment is subject to abatement in whole or in part, a reduction equal to the annual amount of pension commuted will be made from their pension where there is sufficient remaining or partly from pension, partly from pay, where there is insufficient pension remaining. Where the pension is fully abated, the commutation reduction will be taken wholly from pay.

21. **Reserve/Recall Liability**
   For new entrants with no former service, you will have a reserve liability if you complete a minimum of 2 years’ service. For those with former service, your reserve liability may be affected, and further details can be found in BR 61 Chapter 2 (Officers) or Chapter 3 (Other Ranks). If you complete 20 years’ total qualifying service (previous military service may count towards this) for pension (via a TC extension and/or transfer to another engagement) then that liability will be in the Recall Reserve. See also Details are in BRd 3(1) Part 7 Chapter 54 Section 9 Para 5464 and Annex 54I.

22. **Resettlement/GRT/Terminal Leave**
   Your entitlement to resettlement/GRT/terminal leave is governed by the length of the TC. The normal minimum length of service to qualify for GRT is 6 years unless someone is medically discharged. Your Resettlement entitlement is detailed in JSP 534. Terminal leave entitlement is as set out in JSP 760 and normally comprises one day per month of service up to a maximum of 14 days.
23. Sponsors:

Submarine Engineers’ Branch Manager
NAVY PCAP-BM ENG SM SO1
Naval Personnel Team (Engineering)
Navy Command Headquarters
West Battery MP 2.1 Whale Island
Portsmouth
PO2 8BY
938328791
02392628791

ATA (SM) WO1
NAVY PCAP-CM ATA ESM
Room 46
Argyll Building
HMS NEPTUNE
HMNB Clyde
G84 8HL
93255 5310
01436 674321 x 5310
APPENDIX 1 TO ANNEX 75C

ACCEPTANCE OF TERMS AND CONDITIONS OF SERVICE ON UGAS (WESM) TAILORED CAREER

1. I have read and understood the reference which details the terms and conditions of service applicable to my entry/re-entry in to the Royal Navy on a Tailored Career.

2. I accept/do not accept (delete as appropriate) the Terms and Conditions of Service in accordance with the reference.

Signed: ............................................................................
Name: ............................................................................... 
Rank: .................................................................................
Date: .................................................................................

Once completed, return to:
UGAS Manager/Career Manager
Rm 216 Building
1/150 Murray’s Lane,
HMNB Portsmouth
PO1 3NH
Mil: 9380 28627
BT: 02392 728627
DIIF: NAVY PERS-SSMP9
NavyPersSSMP9@mod.uk

A copy will be lodged with Terms of Service Team Navy Command Headquarters MPG2, West Battery Whale Island Portsmouth PO2 8DX. A copy should be retained by the applicant.
# ANNEX 75D

## UGAS (WESM) PIPELINE

<table>
<thead>
<tr>
<th>Continue as POET (WESM) towards CPO and beyond</th>
<th>Leave the RN</th>
<th>AIB, BRNC and WESM Officer</th>
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<tbody>
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<tr>
<td>Portsmouth University UY Scheme - 1 year</td>
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<td>POET(WESM) Sea Assignment - min 3 years qualified</td>
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<td>TWS – Duty Tactical Weapons Senior Rate before promotion to POET WESM (TWS)</td>
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<td>SWS only - MCC Supervisor Course - 19 wks</td>
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<td>SWS must conduct SWS CT &amp; Ship Board before promotion and assignment to complement billet as MCC Supervisor iaw CB8890.</td>
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<td>WE317 POET(WESM)QC inc SRLC - 21 wks</td>
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<td>Sea assignment – 7-12 mths</td>
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<td>Specialist Training</td>
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<td>REA - 56 wks (A Boat) 46 weeks (V Boat)</td>
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<td>FC - 47 wks (A Boat) 39 week (V Boat)</td>
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<td>Sonar – 25 wks (A Boat) 22 weeks (V Boat)</td>
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<td></td>
</tr>
<tr>
<td>OA – 26 wks (A Boat) 21 weeks (V Boat)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWS Nav &amp; MC Supervisor Course 38 wks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAST training as required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WE213 or WE 214 LET(WESM) QC Academic instruction inc LRLC – 41 weeks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>↑</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LETQC Preparation - 13 wks including Leadership course and ME180 Safety Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>↑</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SMQ (Dry) - 11 wks - Streamed MESM or WESM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>↑</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial Training HMS Raleigh - 10 wks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>↑</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recruit: 18-34 year old, L3 Technical qualifications, STEM A levels/Highers, Required UCAS points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 1 TO ANNEX D

ACCEPTANCE OF TERMS AND CONDITIONS OF SERVICE ON RN UGAS (WESM)
TAILORED CAREER

1. I have read and understood the reference which details the terms and conditions of service applicable to my entry/re-entry in to the Royal Navy on a Tailored Career.

2. I accept/do not accept (delete as appropriate) the terms and conditions of service in accordance with the reference.

Signed: ............................................................................

Name: ............................................................................

Rank: ..............................................................................

Date: ...............................................................................

Once completed, return to:
UGAS Manager/Career Manager
Rm 216
Building 1/150
Murray’s Lane
HMNB Portsmouth
PO1 3NH

Mil: 9380 24647
BT: 02392 724647
DIIF: NAVY PERS-SSMP9
NavyPersSSMP9@mod.uk

A copy will be lodged with Terms of Service Team Navy Command Headquarters MPG2, West Battery Whale Island Portsmouth PO2 8DX. A copy should be retained by the applicant.
# ANNEX 75E

## UGAS UNIVERSITY PHASE

1. The last phase (University Phase) of UGAS involves eligible candidates topping up the Fd Eng gained during POET training to a BEng(Hons) degree. Dependent on a candidate’s Tailored Career (TC), the required degree top up course may be provided in-service or by attendance at the University of Portsmouth (UoP).

2. Separate arrangements are made for UGAS candidates who pass AIB and are selected to become commissioned officers. These candidates are to be transferred to UY RA and AIB to be managed through UoP and on to BRNC as part of normal business. Membership of UGAS ceases upon transfer.

3. If the degree provision is made in-service, the following process applies:

<table>
<thead>
<tr>
<th>Timing</th>
<th>Action</th>
</tr>
</thead>
</table>
| 6 months before sea delivery phase is completed | (1). ATA(SM) liaises with CM to assign UGAS POET to the relevant in-service course.  
(2). ATA(SM), icw UGAS POET, liaises with BM/CM to determine and set the TC end date. UGAS membership ceases 30 days after the candidate’s degree result is published. The TC end date should be set at a date after this that will accommodate candidates opting to leave the RN at the end of UGAS. It must allow sufficient service to cover outstanding GRT entitlement (law JSP534) and terminal leave. At the end date candidates opting to remain in the RN will be transferred to the appropriate ES engagement. |
| As required before start of in-service degree course | (3). Assignment Orders issued. |
| Before start of in-service degree course | (4). New-to-Service candidates only:  
Inform CM of intentions at end of the degree phase:  
   a. Request to remain as a technician – ATA(SM) and CM arrange for transfer to ES2 on cessation of UGAS membership (30 days after degree results are posted).  
   b. Enter BRNC as an Engineering Officer (if AIB passed and selected) – ATA(SM) arranges transfer to UY scheme.  
   c. Leave the RN – ATA(SM)/CM will have set Tailored Career termination date at Action (2). |
| As promulgated | (5). Attend in-service degree course. |
| 30 days after degree results posted | (6). UGAS membership ceases 30 days after UoP post degree results.  
(7). For candidates remaining in the RN, assignment as directed by CM. |
| As set at Action (2) | (8). Tx date for UGAS candidates opting to leave the RN. |
4. If the provision is made at UoP, the following process applies for a degree course that starts in September of year ‘XX’:

<table>
<thead>
<tr>
<th>Timing</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>January of year ‘XX’</td>
<td>(1) ATA(SM) directs CMC/West Battery Career Manager to assign UGAS POET to Thunderer Squadron from mid Jun XX (exact date varies) in time to conduct Thunderer Sqn joining routine and Jul pre-degree maths bridging module (exact dates of joining and modules set by Thunderer Sqn).</td>
</tr>
<tr>
<td></td>
<td>(2) ATA(SM), icw UGAS POET, is to liaise with BM/CM to determine and set the TC end date. UGAS membership ceases 30 days after the candidate’s degree result is published. The TC end date should be set at a later date that will accommodate candidates opting to leave the RN at the end of UGAS. It must allow sufficient service to cover outstanding GRT entitlement (iaw JSP534) and terminal leave. At the end date candidates opting to remain in the RN will be transferred to the appropriate ES engagement.</td>
</tr>
<tr>
<td></td>
<td>(3) ATA(SM) passes names/details of UGAS POETs attend UoP to Thunderer Sqn, SUL &amp; MWS UY RAs (for info) and UoP Technology Admissions Office.</td>
</tr>
<tr>
<td></td>
<td>(4) UGAS POETs directed by ATA(SM) to complete UoP on-line application. See para 6.</td>
</tr>
<tr>
<td>February - March ‘XX’</td>
<td>(5) Assignment orders issued. UGAS POETs arrange their accommodation in HMS NELSON WO &amp; SR Mess, SFA or other.</td>
</tr>
<tr>
<td>June ‘XX’</td>
<td>(6) Join Thunderer Sqn as directed in Assignment Order and attend maths bridging module.</td>
</tr>
<tr>
<td></td>
<td>(7) New-to-Service candidates only: Inform CM of intentions at end of UoP degree:</td>
</tr>
<tr>
<td></td>
<td>a. Request to remain as a technician – ATA(SM) and CM arrange for transfer to ES2 on cessation of UGAS membership (30 days after degree results are posted – approximately July XX+1).</td>
</tr>
<tr>
<td></td>
<td>b. Enter BRNC as an Engineering Officer (if AIB passed and selected) – ATA(SM) arranges transfer to UY scheme.</td>
</tr>
<tr>
<td></td>
<td>c. Leave the RN – ATA(SM)/CM will have set Tailored Career termination date at Action (2).</td>
</tr>
<tr>
<td>Sept ‘XX’</td>
<td>(8) Proceed on leave as directed by Thunderer Sqn.</td>
</tr>
<tr>
<td>Jun ‘XX+1’</td>
<td>(9) Start degree top-up course</td>
</tr>
<tr>
<td></td>
<td>(10) Complete degree course.</td>
</tr>
<tr>
<td></td>
<td>(11) UoP post degree course results.</td>
</tr>
<tr>
<td>Jul ‘XX+1’</td>
<td>(12) UGAS membership ceases 30 days after UoP post degree results.</td>
</tr>
<tr>
<td></td>
<td>(13) For candidates remaining in the RN, assignment as directed by CM</td>
</tr>
<tr>
<td>Approx Sep ‘XX+1’</td>
<td>(14) Tx date (as determined at Action (2)) for UGAS candidates opting to leave the RN.</td>
</tr>
</tbody>
</table>

**Note.** Funding for UGAS candidates to attend UoP is provided under NCHQ Funding Line G47 NGA003.
5. Points of Contact:

<table>
<thead>
<tr>
<th>Points of Contact</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWS UY RA</td>
<td>93825 2432</td>
</tr>
<tr>
<td>SUL UY RA</td>
<td>93843 2141</td>
</tr>
<tr>
<td>Thunderer OIC</td>
<td>02380 598493</td>
</tr>
<tr>
<td>UoP Engineering Facilities Finance</td>
<td>02392 842353</td>
</tr>
<tr>
<td>UoP Tuition Fee Dept</td>
<td>02392 845259</td>
</tr>
<tr>
<td>UoP Technology Admissions - Technology</td>
<td>02392 845566</td>
</tr>
</tbody>
</table>

6. UGAS candidates attending the UoP are required to complete the university’s online application. The following should be noted:

a. Applicants are to use SUL UY RA or MWS UY RA contact names as their Reference.

b. ATA(SM) and UY RA will have already sent UoP a generic reference for all candidates.

c. Do not enter Unique learner number or funding details.

d. To satisfy the requirement to submit evidence of recognised prior learning, UGAS candidates should upload their foundation degree certificates under section Upload documents/educational certificates.

7. Any UGAS candidate failing the degree scheme will not attract any right or opportunity to repeat at Service expense. This includes candidates remaining in the RN at the end of the scheme who will not have any right to repeat whilst serving.

Notes:

1. Candidates are required to achieve the minimum qualified service before starting the University Phase.

2. On cessation of UGAS membership, in-service candidates return to their extant ES engagement.

3. On cessation of UGAS membership, in-service candidates return to their extant ES engagement. Those wishing to leave the RN are subject to the normal rules regards submitting notice.

4. There is no return of service associated with the degree course.

5. UoP run one degree top-up course per year, starting in September.
ANNEX 75F

ACCELERATED APPRENTICE (AA) WEGS SCHEME PIPELINE

1. Introduction

The aim of the AA WEGS scheme is to qualify a LET within two years of entry. Following Initial Naval Training (INT), the AA pipeline consists of a bespoke Enabling Course and a Sea Phase developing both a maritime system knowledge and Naval ethos. This is followed by LET Qualifying Course (LETQC) and Leading Rates’ Leadership Course (LRLC) alongside their Select-Train-Promote (S-T-P) counterparts.

Figure 75F-1. Pipeline Schematic

2. Pipeline Description

a. **NT.** The AA recruits undergo the same training as their ET counterparts and should be treated in the same manner. They will join as Probationary LET (P/LET).

b. **WE 290 Enabling Course.** WE 290 develops system knowledge in preparation for LETQC and ensures AA WEGS trainees are safe to train in a technical environment.

c. **Streaming.** AA trainees will indicate their preference before sea training phase and be streamed by ATA WEGS in consultation with WE BM WO1.

d. **Sea Phase.** Trainees will then then be assigned to a ship to:

   (1) Consolidate the knowledge and skills learnt on WE 290 and become familiar with naval culture and experience living at sea.

   (2) Preparation for LETQC by completing the AA WEGS Task Book and building competence towards the successful completion of the AA WEGS PE. There are also CLM tasks as part of the Task Book to prepare them for LET QC.

   (3) Complete the CBRNDC Task Book.

   e. **LETQC.** LETQC is the standard course dependant on specialisation. AA trainees may be selected for the FT Scheme during this phase.

   f. **LRLC.** LRLC is the standard 4-week course which marks the end of the AA pipeline. Following successful completion, the AA will become GTS and a Substantive LET and will thus follow either the S-T-P or FT Scheme pipelines.
CHAPTER 76

ENGINEERING BRANCH – AIR ENGINEERING AND SURVIVAL EQUIPMENT TECHNICIANS

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Para
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7602. Fast Track Scheme for Accelerated Advancement to the Rate of Petty Officer Air Engineering Technician
7603. Air Engineering Accelerated Apprentice Scheme for Direct Entry as Probationary Leading Hand
7604. Time Based Advancement for Artificers to the Rate of Chief Petty Officer
7605. Recommendations for Promotion and Advancement - General
7606. Certificate of Competence to Supervise Aircraft Maintenance
7607. Aircraft Charge Certificate
7608. Air Engineering Technicians - Promotion Flowchart
7609. Air Engineering Technician Fast Track Scheme - Qualifications for Selection and Subsequent Advancement
7610. Air Engineering Technicians - Rules Regarding Failure
7611. Chief Petty Officer Air Engineering Artificer - Qualifications for Transfer to Chief Petty Officer Air Engineering Technician
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Annex 76A Accelerated Apprentice Scheme Pipeline
Annex 76B Terms of Reference for Accelerated Apprentice Air Engineering Recording Authority.
CHAPTER 76
ENGINEERING BRANCH – AIR ENGINEERING AND SURVIVAL EQUIPMENT TECHNICIANS

7601. FAA Engineering Specialisation – General Terminology

a. The Air Engineering (AE) specialisation rating structure comprises technician, artificer and mechanic streams. Ratings are titled ‘Air Engineering Technician’, ‘Air Engineering Artificer’ or ‘Air Engineering Mechanic’ as appropriate and, from promotion to Leading Hand (LH) up to and including Chief Petty Officer (CPO), will specialise in one of the following trades:

- Mechanical (M)
- Avionics (Av)

b. Personnel will no longer specialise in the following legacy trades:

- Electrical (L)
- Radio (R)

c. In recognition of the wider managerial role of the Warrant Officer, AE trade categories are not retained above the rate of Chief Petty Officer.

d. From 1 Nov 18 the Naval Airman (Survival Equipment) (NA(SE)) Warfare specialisation became the Survival Equipment Technician (SET) specialisation under the FAA Engineering Branch.

7602. Fast Track Scheme for Accelerated Advancement to the Rate of Petty Officer Air Engineering Technician

a. The Fast Track (FT) scheme consists of a sequence of training, experience and rigorous continuous assessment culminating in advancement to POAET on a combined time and merit basis. The FT route provides early attendance on the LAET and/or POAET Qualifying Courses (QC) with a reduced time spent at AET and LAET for ratings to gain experience on a squadron.

b. Selection for the FT Scheme is carried out by the FT Selection Panel (FTSP), chaired by NAVY PERS-BM ENG AE SO1, selecting FT ratings three times each calendar year, dependent on the Service requirement. Such selections will be made from a pool of candidates who have already successfully passed a Provisional FT Selection Board (PFTSB) whilst on either AET QC or LAET QC. Detailed regulations for the FT scheme are contained in the Manual of Naval Air Engineering Training (MNAET).
7603. **Air Engineering Accelerated Apprentice Scheme for direct entry as a Probationary Leading Hand**

a. Air Engineering Accelerated Apprentices (AE AA) join HMS RALEIGH as Probationary Leading Hands (see Para 6809) until they become a Gain to the Trained Strength (GTS) as an LAET on completion of a 2 year bespoke training pipeline (see Annex 76A). Once GTS the AE AA will be subject to the normal selection process of a LAET.

b. In order to maintain oversight of the scheme, the role of the Accelerated Apprentice Air Engineer Recording Authority (AA AE RA) was created and is to be the first point of contact regarding AA AE issues. AA AE RA TORs can be found at Annex 76B.

c. Further detail on the AA scheme can be found at Para 6810. The AA Warnings and Failure policy is laid down at Annex 68N.

7604. **Time Based Advancement for Artificers to the Rate of Chief Petty Officer**

a. Under the transitional arrangements introduced for Air Engineering Branch Development (AEBD), the opportunity to pass the CPOAEA Professional Qualifying Examination (PQE) required for advancement to CPOAEA was limited by time, and this time has now elapsed. Former artificers, holding the rate of POAET, who have not passed the CPOAEA PQE, cannot be advanced to CPOAEA and instead are now governed by the promotion regulations for the technician stream for promotion to CPOAET in accordance with Para 7608.

b. Completion of the Senior Rates’ Leadership Course (SRLC) is a requirement for advancement to CPOAEA.

7605. **Recommendations for Promotion and Advancement - General**

All recommendations for promotion and advancement are to be made with due regard to the conditions in Para 6901.

7606. **Certificate of Competence to Supervise Aircraft Maintenance**

Achievement of the Certificate of Competence to Supervise Aircraft Maintenance (CCSAM) represents the final stage in the training and assessment process to reach the Operational Performance Statement (OPS) for the LAET in terms of duties and tasks. Full details of the award of CCSAM are set out in the MNAET.

7607. **Aircraft Certificate of Competence**

The Aircraft Certificate of Competence (ACC) is awarded on successful completion of CPOAET QC and CPOAET Workplace Training (WT) and represents the final stage in the training and assessment process to reach the Operational Performance Statement (OPS) for the CPOAET in terms of duties and tasks. CPOAEAs assigned to a position requiring the ACC will be required to attend and pass the CPOAET QC. POAEAs who were advanced to CPOAEA under previous regulations without the requirement to pass the then Petty Officer Leadership Course (POLC) will be required to pass the SRLC (in addition to the CPOAET QC) prior to transfer to CPOAET. There will be no selective re-categorisation to CPOAET from CPOAEA. Full details, including the Enabling Objectives for the award of ACC, are laid down in the MNAET, Chapters 2.4 and 3.5.
Entry to HMS RALEIGH

AE TECHNICIAN 2

AE Technician 1 – Advancement criteria

a. Complete Phase 1 New Entry Training. (see Note 1).

b. or branch transfers, a minimum of Level 1 Functional Skills in English and Mathematics, and attainment of the relevant RT scores as for AET entry.

c. Complete AET QC (Phase 2A Training). (2)

d. Complete AET WT (Phase 2B Training), and award of QM & QS. (3)(4)(5)

e. Twelve months’ seniority as an AET2.

f. Recommended for advancement.

g. In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement; recorded as JPA competence ‘CMS|Fitness Test|Navy’.(15)

h. At least 6 months since last Career Check (if any) on date due advancement.

Advanced to

AE TECHNICIAN 1 (6)

Leading AE Technician – Pre-Selection Requirements

a. Minimum of 18 months’ seniority as AET1 12 months prior to the Common Promotion Date (CPD) (Para 6703 b sub para (2)).

b. b. Serving on a ES1/FC/OE1 that expires after the nominated CPD (Para 6703 b sub para (6)).

c. 2RO recommendation for promotion on Appraisal Report at CRD. (14)

Leading AE Technician – Pre-Promotion Requirements

a. Completed Pre-LAET QC Training Performance Record Task Book. (5)

b. Passed LAET QC by nominated CPD+12 months. (4c)(8)(9)(16)

c. Leading Rates’ Leadership Course (LRLC) completed and recorded as JPA competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’.(16)
Promoted to
LEADING AE TECHNICIAN

Petty Officer AE Technician – Pre-Selection Requirements

a. Hold Certificate of Competence to Supervise Aircraft Maintenance (CCSAM) and recorded as JPA competence 'FAA|Certificate Of Competency-Supervise A/C Maint|Navy' or 'Professional|Certificate Of Competence For LAEM/LAET (TQ40)|Navy' (Para 7606). (10)

b. Minimum of 2 years' seniority as a LAET 12 months prior to the CPD.

c. 2RO recommendation for promotion on Appraisal Report at CRD.

d. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

e. Not serving on a Navy Tailored Career (TC).

f. Not serving on an Extension of Service (EoS).

Petty Officer AE Technician – Pre-Promotion Requirements

a. Completed LAET WT Task Book. (9)

b. Completed POAET QC by nominated CPD+12 months (11 and 16)

c. Completed Senior Rates Leadership Course (SRLC) and recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy'. (16)

d. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence 'CMS|Fitness Test|Navy'. (15)

e. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

f. EFP in accordance with Para 9636. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at CRD and appropriate competences recorded on JPA.
**Chief Petty Officer AE Technician – Pre-Selection Requirements (13)**

a. Minimum of 3 years' seniority as a POAET 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Not serving on a Navy Tailored Career (TC).

d. Not serving on an Extension of Service (EoS).

e. Completed Senior Rates’ Leadership Course (SRLC) by nominated CRD and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|’.

f. 2RO recommendation for promotion on Appraisal Report at CRD.

**Chief Petty Officer AE Technician – Pre-Promotion Requirements**

a. Completed CPOAET QC by nominated CPD+12 months. (16)

b. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’. (15)

c. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

**Promoted to CHIEF PETTY OFFICER AE TECHNICIAN**

**Note.** From 1 Apr 14, there were no Selection Boards for promotion to Warrant Officer 2 Air Engineering Technician, following removal of the Warrant Officer 2 rank across the Royal Navy. Individuals selected for promotion to WO2AET prior to 1 Apr 14 will be required to satisfy the pre-promotion requirements shown in Note 17 in order to be confirmed in the higher rank – see also Para 6717.)

**Warrant Officer 1 AE Technician – Pre-Selection Requirements**

a. If a CPOAET, minimum of 3 years’ seniority in the rate 12 months prior to CPD. If a WO2AET, there is no minimum seniority requirement.


c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.
d. 2RO recommendation for promotion at CRD.
e. Not serving on a Navy Tailored Career (TC).
f. Not serving on an Extension of Service (EoS).

**Warrant Officer 1 AE Technician – Pre-Promotion Requirements**

a. For CPOAETs, completed WOAETQC by nominated CPD+12 months (16).

b. Satisfy terms of Assignment Order issued by Promotion Authority.

c. In date RNFT or waiver obtained at nominated CPD; recorded as JPA competence ‘CMS|Fitness Test|Navy’'. (15)

d. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

e. EFP in accordance with Para 9636. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competence recorded on JPA. (17)

---

**Promoted to Warrant Officer 1 AE Technician**

**Notes:**

1. *New entrants join the Air Engineering (AE) specialisation as an Able Rating (AET2) with a seniority of date of entry. They join HMS RALEIGH and undergo Phase 1 Training before being assigned to the Royal Navy Air Engineering and Survival School (RNAESS) for the Air Engineering Technician Qualifying Course (AET QC) (also known as Phase 2A training).*

2. *Selection for the Fast Track may occur during AET QC (Phase 2A) or LAET QC training. Regulations governing those selected to the Fast Track are detailed separately at Para 7602 and Para 7609.*

**Continued**
Notes: (Continued)

3. Following training at RNAESS, ratings are assigned to an Air Station for AET Workplace Training (AET WT) (also known as Phase 2B Training). During this period, ratings are required to become ‘Qualified to Maintain’ (QM) and ‘Qualified to Sign’ (QS). Regulations regarding the award of QM and QS are contained in the Manual of Naval Air Engineering Training (MNAET).

4. Trade Categorisation.

a. A completed Trade Preference Card (TPC) is to be submitted within 6 months of successful completion of AET WT (award of QM/QS), but not prior to advancement to AET1. The TPC template can be found in the MNAET; it must be signed by an Air Engineer Officer (AEO)/Senior Maintenance Rating (or other Services equivalent) and submitted to the Administration Office of the Engineering Training School that provided the individual's AET WT. ETSs are to co-ordinate returns, forwarding completed TPCs to the AE Trade Categorisation Authority at RNAESS. ETSs are to manage the administration of TPC submission and hasten overdue categorisations. AE trade categorisation will be carried out on a monthly basis and the AE Ratings Career Manager (RCMAE) will be informed of the trading decision for each rating. The submission of a TPC ensures that ratings may nominate the trade of their choice, however, the requirements of the Service will remain the overriding factor. Ratings will not be allowed to change their trade preference unless authorised by the AE Branch Manager; where an individual seeks re-categorisation they are to request to do so in writing to the Trade Categorisation Authority.

b. Trade categorisation of AETs does not prevent their employment outside that trade category. Employers will continue to reap the benefits of the 'll traded' AET but should be mindful of the need to develop ratings for their future role as trade supervisors. Ratings will adopt their new trade category title on promotion to LAET.

c. Ratings who have successfully completed LAET QC are eligible to wear the appropriate (M) or (AV) one star trade badge.
Notes: (Continued)

5. **Pre-LAET QC Training Performance Record Task Book.**

   a. A traded Training Performance Record Task Book (TPR) will be issued as soon as the AET is notified of his/her trade categorisation. Completion of a traded TPR is not a requirement for selection to LAET but it is a prerequisite for attendance at LAET QC. TPRs will be prepared by RNAESS and issued by the local Engineering Training Section or equivalent.

   b. Completion of the TPR is the responsibility of the individual. Sufficient opportunity should exist for a rating to complete the task book within the constraints of normal assignment. It would reasonably be expected that ratings could complete the TPR on most Units within a 9 month period following its issue. For those ratings assigned to a non-Squadron position following their AET WT consolidation period, employing Units should, where practicable, maximise opportunities for TPR completion. Where this proves not to be feasible, the Unit/rating is to engage with the RCMAE to identify a suitable follow on assignment to enable TPR completion on the next Unit. Only in exceptional circumstances will RCMAE consider assigning ratings outside of normal processes in order that a TPR may be completed.

   c. Once issued, TPRs are to be retained by the individual rating. Divisional Officers are to carry out routine checks on the progress of ratings in completing their TPR and are to complete the TPR Task Book Monitoring Form (TMF).

   d. Completed TPRs are to be presented to the local Engineering Training Section or equivalent for a JPA TPR completion competence to be added. The TPR Completion Certificate should then be dispatched to RNAESS. Loss of a TPR before it is fully completed will prejudice a rating’s prospects for promotion to LAET since completion is a prerequisite for attendance at LAET QC.

   e. Completion of a TPR is a mandatory requirement for attendance at the LAET QC. In exceptional circumstances RNAESS will consider individual cases where TB completion has not been possible. Reporting instructions are included in the TB.

6. On advancement to AET1, ratings are eligible to wear one star on their (AE) specialisation badge.

   Continued
Note: (Continued)

7. **Preparation for Promotion.** Preparation for promotion to LAET is the responsibility of the individual. Ratings must maximise the opportunities to achieve the necessary experience and educational qualifications and, in particular, must achieve a good knowledge of the work in their designated trade category.

8. A return of service for training applies to LAETs on completion of LAET QC (Chapter 53 refers).

9. **LAET WT Task Book.**
   
a. A LAET WT TB will be issued to all ratings on completion of LAET QC and represents those tasks to be completed to meet the Operational Performance Statement for a LAET. Completion of the TB is the responsibility of the individual and is a mandatory requirement prior to attempting the Certificate of Competence to Supervise Aircraft Maintenance (CCSAM) Board.
   
b. AEOs (or other Service equivalent) are to ensure that the completion of the LAET WT tasks are positively encouraged and actively managed within their units. To this end, LAETs undertaking CCSAM Training are not to be employed in ancillary or non-technical roles to the extent that the completion of the LAET WT tasks is prejudiced.
   
c. Once issued, TBs are to be retained by the individual rating until successful completion of CCSAM and then returned to RNAESS. The date that the TB is issued and completed should also be recorded on JPA as a competence.
   
d. Individuals who have been selected for promotion are to ensure that the Task Book completion competence (’Professional|Task Book completed (M)-LAET(SJ52)|Navy’) or ‘Professional|Task Book completed (Av)-LAET(SJ51)|Navy’) is recorded on JPA prior to attendance at POAET QC.

10. Ratings who have successfully completed LAETQC, Leading Rates Leadership Course (LRLC) and hold CCSAM are eligible to wear 2 stars on their trade badge.

Continued
11. **Pre-POAET QC Academic Preparation Material**
   
a. Preparation material for POAET QC is available on the Defence Learning Portal for personnel selected for promotion to POAET. The material is a summary of the subjects that have been taught on LAETQC and acts as a refresher to ensure personnel are at the appropriate standard to start the POAETQC.

b. Whilst completion of this material is not mandatory, due to the short nature of the POAET QC there will be little opportunity for those who fall behind to catch up. Individuals are strongly recommended, therefore, to complete this refresher training to avoid the risk of being backclassed or deselected.

A Return of Service for training applies to POAETs on completion of POAET QC (Chapter 53 refers).

12. Trade badges shall not to be worn above the rate of LAET.

13. For those POAETs who formerly completed the AQC, qualifications for advancement to CPOAEA under legacy arrangements are detailed at Para 7611, noting that there is no longer an opportunity to pass the CPOAEA PQE as given in Para 7604.

14. **Recommendation.** Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.

15. **RNFT (at CPD).** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a NSMBOS or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD (or later) or on advancement (see Para 6716).

16. **Failure to Complete Professional and/or Leadership Course.** Refer to Para 6719 for rules on the impact on a rating’s promotion if they fail to complete Professional Qualifying Course and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).

17. **EFP Requirement for WO1.** It is considered that WO2AETs have been promoted to Warrant Officer under previous EFP regulations and, as such, there is no further EFP requirement for consideration for selection for WO1.
### 7609. Air Engineering Technician Fast Track Scheme – Qualifications for Selection and Subsequent Advancement

On selection to the FT Scheme from AET QC (Phase 2A training) by the Fast Track Selection Panel (FTSP) (before or after advancement to AET1) (see Note 1)

<table>
<thead>
<tr>
<th>AE TECHNICIAN 1</th>
</tr>
</thead>
</table>

**Leading AET – Advancement criteria (Fast Track)**

- **a.** Minimum of 9 months’ experience in a squadron or flight if selected to the AE FT scheme after 1 Jan 19. A minimum of 12 months’ experience if selected FT prior to 1 Jan 19.

- **b.** Educationally qualified for promotion (EFP) in accordance with Para 9636. Achieved minimum NAMET 5:5 or Level 1 Functional Skills (or equivalent) in English and Mathematics before selection to Fast Track Scheme and appropriate competences recorded on JPA.

- **c.** Completed Pre-LAET QC Training Performance Record Task Book.

- **d.** Recommended for advancement.

- **e.** Minimum of 18 months’ seniority as AET1.

- **f.** Passed LAET QC without attracting any academic or disciplinary warnings and maintaining above average course results.

- **g.** Completed Leading Rates’ Leadership Course (LRLC) and recorded as JPA competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’.

- **h.** Assignment Order issued by RCMAE.

- **i.** In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy’.

- **j.** At least 6 months since last Career Check (if any) on date due advancement.

- **k.** Recommended to retain FT status from AET QC FT selection, or on selection to the FT Scheme from LAET QC by the FTSP (before or after advancement to LAET).

**Advanced to**

<table>
<thead>
<tr>
<th>LEADING AE TECHNICIAN</th>
</tr>
</thead>
</table>

1 CMs have the authority to reduce 12 month consolidation periods for legacy FT personnel to a minimum of 9 months where it meets the Service need.
POAET – Advancement criteria (Fast Track)

a. Complete LAET WT Task Book.


c. Minimum of 24 months’ experience in a squadron or flight complement position, post award of CCSAM, if selected to the AE FT scheme after 1 Jan 19. A minimum of 12 months’ experience in a complement position, post award of CCSAM, if selected FT prior to 1 Jan 19.

d. EFP in accordance with Para 9636. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics before attendance at POAET QC and appropriate competences recorded on JPA.

e. Minimum of 18 months’ seniority as LAET.

f. Recommended for advancement.

g. Passed POAET QC. (4)

h. Completed Senior Rates’ Leadership Course (SRLC) and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|’.

i. In date for RNFT or waiver obtained on date due advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy|’. (6)

j. At least 6 months since last Career Check (if any) on date due advancement.

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Advanced to

PETTY OFFICER AE TECHNICIAN

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Subsequent promotion is as per normal intake in the AET stream (Para 7608)
Notes:

1. The rules for selection to the Fast Track (FT) scheme and associated administrative arrangements are detailed in the MNAET.

2. Ratings will not normally be allowed to join the FT scheme unless they meet the educational requirements for promotion to LH. FT ratings will need to meet the educational requirements for promotion to PO before the end of LAETQC to continue on the scheme as LAETs, as will those wishing to join the Scheme at this point. No ratings will be assigned to POAETQC who do not meet the educational requirements for promotion to PO.

3. Failure to achieve the criteria stipulated for FT or to continue to demonstrate the potential for higher managerial and leadership responsibilities and for further technician training will result in removal from the FT scheme (Para 7602). SJARs are to include a positive reference with regard to continued retention of FT status. Where the unit Level J no longer supports the rating’s retention on the FT scheme, the individual is to be given a formal warning and, if no improvement is seen, should be removed from the FT scheme (informing the AE BM and AE FT Recording Authority as appropriate).

4. RCMAE will normally assign FT ratings to the first available LAET QC or POAET QC dependent on meeting the criteria above, continuing FT status, course availability and the needs of the Service.

5. FT ratings will be advanced on completion of all relevant training with a seniority date following the last day of the relevant Qualifying Course or Leadership Course whichever is the latter. Trade badges are not to be worn above the rate of LAET.

6. RNFT. Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the date due advancement at Note 5, applying the policy given in Para 6805.
### 7610. Air Engineering Technicians – Rules Regarding Failure

The action to be taken when an AET fails training or an examination is shown below:

#### Table 76-1. AET Failure Policy

<table>
<thead>
<tr>
<th>Failure Point</th>
<th>Failure Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AET2</strong></td>
<td></td>
</tr>
<tr>
<td>Phase 1 Training</td>
<td>Consider back classing and re-examine. Consider branch change or Discharge SHORE (Chapter 54).</td>
</tr>
<tr>
<td>AET QC</td>
<td>Repeated failures. Consider branch transfer or Discharge SHORE (Chapter 54).</td>
</tr>
<tr>
<td>AET WT</td>
<td>In accordance with the MNAET report lack of progress to OC RNAESS who will consider branch transfer or Discharge SHORE (Chapter 54).</td>
</tr>
<tr>
<td><strong>AET1</strong></td>
<td></td>
</tr>
<tr>
<td>LAET QC</td>
<td>Not to be promoted. Consider back classing and re-examine.</td>
</tr>
<tr>
<td>LRLC</td>
<td>Not to be promoted. Refer to Chapter 69.</td>
</tr>
<tr>
<td><strong>LAET</strong></td>
<td></td>
</tr>
<tr>
<td>CCSAM</td>
<td>Consider reversion. (1)</td>
</tr>
<tr>
<td>POAET QC</td>
<td>Not to be promoted. Consider back classing and re-examine.</td>
</tr>
<tr>
<td>SRLC</td>
<td>Not to be promoted. Refer to Chapter 69.</td>
</tr>
<tr>
<td><strong>POAET</strong></td>
<td></td>
</tr>
<tr>
<td>CPOAET QC</td>
<td>Not to be promoted. Consider back classing and re-examine.</td>
</tr>
<tr>
<td><strong>CPOAET</strong></td>
<td></td>
</tr>
<tr>
<td>ACC</td>
<td>Consider reversion to POAET or re-categorisation to previous Branch stream of CPOAEA or CPOAEM.</td>
</tr>
<tr>
<td>WOAET QC</td>
<td>Not to be promoted. Consider re-examination.</td>
</tr>
</tbody>
</table>

**Note.** For LAETs who were previously AA trainees there is not the option for reversion as they have not held the rate of AET. As such, the options following failure are either Discharge SHORE or by exception branch transfer to AET at the BM’s discretion.
7611. Engineering Artificer – Qualifications for Transfer toChief Petty Officer Air Engineering Technician

**Note.** This article applies to both Artificer Apprentice entries and Artificer Candidate entries.

In order to be eligible for further promotion, all CPO AE Artificers must transfer to the Technician stream by meeting the criteria below.

**CHIEF PETTY OFFICER AE ARTIFICER**

Chief Petty Officer AE Technician - Transfer Criteria

a. Passed ACC through Fleet Selection route or passed CPOAET QC. (1) (Para 7607)

b. Completed Senior Rates’ Leadership Course (SRLC) and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’. (2)

**CHIEF PETTY OFFICER AE TECHNICIAN (3)**

**Notes:**

1. CPOAEAs assigned to a position requiring the ACC will be required to attend and pass the CPOAET QC. There will be no selective re-categorisation to CPOAET from CPOAEA.

2. This applies only to former POAEAs who were advanced to CPOAEA under previous regulations without the requirement to pass the then POLC (now SRLC).

3. Further promotion will be in the Technician stream in accordance with Para 7608.

7612. Air Engineering Mechanics – Promotion Flowchart

**PETTY OFFICER AE MECHANIC**
Chief Petty Officer AE Mechanic – Pre-Selection Requirements

a. Minimum of 3 years' seniority as POAEM 12 months prior to the Common Promotion Date (CPD) (Para 6703 b sub para (3)).

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (6)).

c. Recommended for promotion on Appraisal Report at Common Reporting Date (CRD).

d. Completed Senior Rates’ Leadership Course (SRLC) and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’.

Chief Petty Officer AE Mechanic – Pre-Promotion Requirements

a. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’. (1)

b. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER AE MECHANIC

Warrant Officer 1 AE Mechanic – Pre-Selection Requirements

a. Minimum of 3 years' seniority as CPOAEM 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD.

Warrant Officer 1 AE Mechanic – Pre-Promotion Requirements

a. Satisfy terms of Assignment Order issued by Promotion Authority.

b. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’. (1)

(c. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

d. Educationally qualified for promotion (EFP) in accordance with Para 9636. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competence recorded on JPA.
7613. **Accelerated Apprentice Scheme - Air Engineering- Advancement Flow Chart**

Entry to HMS RALEIGH (1)

<table>
<thead>
<tr>
<th>PROBATIONARY LEADING AE TECHNICIAN</th>
</tr>
</thead>
</table>

**Leading AE Technician – Advancement criteria (2)**

a. Completed Phase 1 New Entry Training.

b. Completed AA AE Enabling Course.

c. Completed Basic Sea Survival Course and Able Rates Leadership Course.

d. Completed Field Phase including award of QM & QS and completion of AA Field Phase Task Book.

e. Steaming preference submitted.

f. Passed all aspects of LAETQC.

g. Completed Leading Rates’ Leadership Course (LRLC) and recorded as JPA competence 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy'.

h. Recommended for advancement.

i. In date RNFT or waiver (or when eligible for promotion (if later)); recorded as JPA competence 'CMS|Fitness Test|Navy'. (3)

j. At least 6 months since last Career Check (if any) on date due advancement.

<table>
<thead>
<tr>
<th>Advanced to</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEADING AE TECHNICIAN (4)</td>
</tr>
</tbody>
</table>

---

**Note.**

1. **RNFT (at CPD).** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a NSMBOS or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD (or later) (see Para 6716).
Notes:

1. The eligibility criteria to be recruited as an AA AE include that candidates join educationally qualified for promotion (EFP) to LAET in accordance with Para 9636. Appropriate competences should be recorded on JPA.

2. Failure of career or leadership courses by an AA trainee is to be managed in accordance with the AA Warnings and Failure Policy at Annex 68N.

3. Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a NSMBOS or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD (or later) or on advancement (see Para 6716).

4. On successful completion of the AA pipeline, the individual will become a Gain to the Trained Strength and be advanced to Leading Engineer Technician. They will then transfer to either the Selective Promotion Flowchart or, if selected, to the Fast Track POAET Flowchart.

7614. Survival Equipment Technician - Promotion Flowchart

Entry to HMS RALEIGH (see Note 1)

SURVIVAL EQUIPMENT TECHNICIAN 2

SET 1 – Advancement Criteria

a. Complete Phase 1 New Entry Training and SET QC (Phase 2A Training).
b. Complete SET WT (Phase 2B Training) and award of QM (see Note 2).
c. Recommended for advancement (see Note 3).
d. In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy’.

Advanced to

SURVIVAL EQUIPMENT TECHNICIAN 1

Leading Hand SET – Pre-Selection Requirements

a. Minimum of 18 months’ seniority as SET1 12 months prior to Common Promotion Date (CPD) (Para 6703 b sub para (2)).
b. Serving on ES1/FC/OE1 that expires after the nominated CPD (Para 6703 b sub para (6)).
Leading Hand SET – Pre-Promotion Requirements

c. 2RO Recommendation for promotion on Appraisal Report at CRD (see Note 4).

d. Successful completion of Leading Rates Qualifying Course (see Notes 5 and 10).

e. Completed Leading Rates’ Leadership Course (LRLC); recorded as JPA competence ‘Miscellaneous|Leading Rates’ Leadership Course (RNLA 102)|Navy’ (see Notes 5 and 9).

f. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’ (see Note 8).

g. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

h. Educationally qualified for promotion (EFP) in accordance with Para 6717. Achieved Level 1 Functional Skills (or equivalent) in English and Mathematics at Common Promotion Date (CPD) and appropriate competences recorded on JPA.

Promoted to LEADING SURVIVAL EQUIPMENT TECHNICIAN

PO SET – Pre-Selection Requirements

a. Hold Certificate of Competence to Supervise Survival Equipment Maintenance (CCSEM) and recorded as JPA competence ‘FAA|Certificate Of Competency-Supervise SE Maint|Navy’ (see Note 6).

b. Completed Leading Rates’ Leadership Course (LRLC); recorded as JPA competence ‘Miscellaneous|Leading Rates’ Leadership Course (RNLA 102)|Navy’ (see Notes 5 and 9).

c. Minimum of 2 years’ seniority as LSET 12 months prior to the CPD.

d. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

e. Not serving on a Navy-Tailored Career (TC).

f. Not serving on an Extension of Service (EoS).

g. 2RO recommendation for promotion on Appraisal Report at CRD (See note 4).
PO SET – Pre-Promotion Requirements

h. Successful completion of Petty Officer Qualifying Course (see Notes 5 and 10).

i. Completed Senior Rates’ Leadership Course (SRLC), recorded as JPA competence ‘Miscellaneous|Senior Rates’ Leadership Course (RNLA 103)|Navy|’ (see Notes 5 and 9).

j. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’ (see Note 8).

k. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

I. Educationally qualified for promotion (EFP) in accordance with Para 6717. Achieved Level 2 Functional Skills (or equivalent) in English and Mathematics at Common Promotion Date (CPD) and appropriate competences recorded on JPA.

CPO SET – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a PO SET 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Not serving on a Navy Tailored Career (TC).

d. Not serving on an Extension of Service (EoS).

e. Completed Senior Rates’ Leadership Course (SRLC), by nominated CRD and recorded as JPA competence ‘Miscellaneous|Senior Rates’ Leadership Course (RNLA 103)|Navy|’.

f. 2RO Recommendation for promotion on Appraisal Report at CRD.

CPO SET – Pre-Promotion Requirements

g. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’.

h. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
PETTY OFFICER SURVIVAL EQUIPMENT TECHNICIAN

CPO SET – Pre-Promotion Requirements

g. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’.

h. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER SURVIVAL EQUIPMENT TECHNICIAN
Warrant Officer 1 SET – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as CPO SET 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Not serving on a Navy-Tailored Career (TC).

d. Not serving on an Extension of Service (EoS).

e. 2RO recommended for promotion on Appraisal Report at CRD.

Warrant Officer 1 SET – Pre-Promotion Requirements

f. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’ (see Note 8).

g. EFP in accordance with Para 6717. Achieved Level 2 Functional Skills (or equivalent) in English and Mathematics at Common Promotion Date (CPD) and appropriate competences recorded on JPA.

h. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

i. Satisfy terms of Appointment Order issued by Promotion Authority.

Promoted to
WARRANT OFFICER 1 SURVIVAL EQUIPMENT TECHNICIAN

Notes:

1. All new entrants are rated SET2 with seniority from date of entry. They join HMS RALEIGH and undergo Phase 1 Training before being assigned to the Defence School of Air Engineering (Gosport) for the Survival Equipment Technician Qualifying Course (SET QC) (also known as Phase 2A Training).

2. Survival Equipment Technician Workplace Training (SET WT) (also known as Phase 2B training) is primarily carried out at a Royal Naval Air Station SE section. Successful completion of SET QC and WT culminates in the award of ‘Qualified to Maintain’ (QM). Regulations regarding the award of QM are contained in the Manual of Naval Air Engineering Training (MNAET).

3. All SET2 must have successfully completed SET QC, SET WT, QM Award and a minimum of 12 months’ reckonable service before being recommended for advancement to SET1.
4. **Recommendation.** Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.

5. Ratings selected for promotion to Leading Survival Equipment Technician (LSET) or Petty Officer Survival Equipment Technician (POSET) will be promoted on the CPD if they have successfully completed the LRQC/POQC and LRLC/SRLC respectively prior to this date. Ratings who are unable to complete the relevant professional and/or leadership training by the CPD are to be treated in accordance with Para 6719.

6. Certificate of Competence to Supervise Survival Equipment Maintenance (CCSSEM). Survival Equipment personnel who have passed the LSET Professional Qualifying Course subsequently undergo Workplace Training at a Royal Naval Air Station SE Section. Successful completion of WT culminates in the award of CCSSEM, and regulations regarding this award are contained within the MNAET.

7. There are no professional or leadership training requirements for promotion to CPO SET or WO1 SET.

8. **RNFT (at CPD).** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a NSMBOS or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD (or later) (see Para 6716).

9. **Failure to Complete Professional and/or Leadership Course.** Refer to Para 6719 for rules on the impact on a rating’s promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (out with control) or non-service reasons (within control).

10. **Rules Regarding Failure.** The actions to be taken when SET specialisation ratings fail training or an examination are shown below:
### Table 76-1

<table>
<thead>
<tr>
<th>Success</th>
<th>Failure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1 Training</td>
<td>Back class. Re-examine. Consider branch transfer or Discharge SHORE.</td>
</tr>
<tr>
<td></td>
<td>In accordance with Para 5748.</td>
</tr>
<tr>
<td>SET QC</td>
<td>Back class. Re-examine (see Note 1). Consider branch transfer or Discharge SHORE. In accordance with the MNAET.</td>
</tr>
<tr>
<td>SET WT (QM - MNAET)</td>
<td>Repeated failures. Consider branch transfer or Discharge SHORE (Note 2).</td>
</tr>
</tbody>
</table>

**Notes:**

1. With due regard to SERE course availability and planning constraints, ratings who fail SERE051 or SERE059 may be allowed to continue on to SET WT. Failure of each of these courses is subject to the warnings procedure. The training deficiency must be recorded on the rating’s SJAR and include the remedial action required.

2. Ratings subject to the provisions of Note 1 must have passed SERE051 and SERE059 before they can successfully complete SET WT.

### SET 1st CLASS

<table>
<thead>
<tr>
<th>Leading SET Qualifying Course</th>
<th>Not to be promoted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LRLC</td>
<td>Not to be promoted. Refer to Para 6719.</td>
</tr>
</tbody>
</table>

### LEADING HAND SET

<table>
<thead>
<tr>
<th>CCSSEM</th>
<th>Not to be promoted/consider reversion.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petty Officer SET Qualifying Course</td>
<td>Not to be promoted.</td>
</tr>
<tr>
<td>SRLC</td>
<td>Not to be promoted. Refer to Para 6719.</td>
</tr>
</tbody>
</table>

### PETTY OFFICER SET

### CHIEF PETTY OFFICER SET

### WARRANT OFFICER 1 SET
ANNEX 76A

ACCELERATED APPRENTICE (AA) AE SCHEME PIPELINE

1. Introduction
The aim of the AA AE scheme is to qualify a LAET within two years of entry. Following Initial Naval Training (INT), the AA pipeline consists of 2 bespoke technical training courses. These are principally a compression of Phase 2 for the AET pipeline, covering the same milestones but with a bespoke Task Book during AA AE Field Training at a Typed Air Station. This is followed by LAET Qualifying Course (LAETQC) and Leading Rates' Leadership Course (LRLC) alongside their AET counterparts. Further detail can be found in the Manual of Naval Air Engineering Training.

Figure 76A-1. Pipeline Schematic

2. Pipeline Description

a. **INT.** The AA recruits undergo the same training as their AET counterparts and should be treated in the same manner. They join as Probationary LAET (P/LAET).

b. **AE AA Enabling Course.** AE AA is a compressed version of the AETQC where the AA trainees develop their system knowledge and learn how to operate in the air environment safely. This will also include Able Rates' Leadership Course (ARLC) and Basic Sea Survival Course (BSSC). At the end of this time their trade preference card will be submitted to the AA AE RA who will stream them as Mechanical (M) or Avionic (Av) in consultation with AE BM WO1. AAs cannot be selected for the Fast Track (FT) scheme during this phase.

c. **4. AE AA Field Training.** AE AA Field Training provides exposure to a squadron environment and an aircraft type. They will be expected to complete their AA Field Phase Task Book, which is based upon the standard Ph2B AET task book, with some additional CLM elements.

   (1) The first 18 weeks is a compressed version of Phase 2b of the AET pipeline which culminates in achieving the Qualified to Sign (QS) and Qualified to Maintain (QM) competences.

   (2) The following 5 weeks are spent undertaking the LAET development section of the Task Book where the focus is understanding the role of a supervisor in addition to other CLM tasks.
d. **LAETQC.** LAETC is the standard traded course alongside their Select-Train-Promote (S-T-P) counterparts. AAs may be selected for the FT Scheme during this phase.

e. **LRLC.** LRLC is the standard 3-week course which marks the end of the AA pipeline. Following successful completion, the AA will become GTS and a Substantive LAET and will thus follow either the Select-Train-Promote or FT Scheme pipelines initially working towards their Certificate of Competence to Supervise Aircraft Maintenance.
ANNEX 76B

TERMS OF REFERENCE FOR ACCELERATED APPRENTICE AIR ENGINEERING RECORDING AUTHORITY (AA AE RA)

1. Preamble
To ensure oversight of, and provide continuity to, the AE AA scheme the role of the AA AE RA has been created. This is an additional responsibility to be tagged to a post which is OR7 or higher.

2. Purposes

a. Primary Purpose: To act as a focal point for the stakeholders in the AE AA scheme.

b. Secondary Purpose:
   (1) To monitor recruitment through liaison with the CNR Accelerated Engineer Coordinator (AEC).
   (2) To be a member of the Final Selection Board (FSB) which selects candidates for the AA AE scheme.
   (3) Coordinate additional AE resource and advice for CNR to assist and develop recruitment.
   (4) The monitoring and recording of the progress of all AE AAs.
   (5) Ensuring pipeline scheduling is managed correctly in liaison with the training establishments and the UTS pipeline manager.
   (6) Directing and supporting AA activities and requirements to the training schools as required.
   (7) Develop AA AE scheme in liaison with AE BM SO1.

3. Accountability
The AA AE RA is accountable to AE BM SO1.

4. Authority
The AA AE RA is authorised to represent AE BM SO1 as required on matters relating to the AE AA.
5. **Tasks**

   The principal tasks undertaken by the AA AE RA are as follows:

   a. **Coordinate and Attend the FSB.** The FSB will be convened roughly two months prior to the intake entry date to INT to select the top applicants for the scheme. The board will be convened by the AA AE RA who is to contact AE BM WO1 to provide a board chair. CNR AEC will present the AA applicants to the board.

   b. **Pipeline Coordination.** Before the INT entry date, liaise with the UTS pipeline manager, RNAESS and the TAS ETSs to ensure each stage of the AA AE pipeline is correctly scheduled and allocated.

   c. **Co-ordination and Delivery of INT AA Brief.** The delivery of an initial brief to AA candidates within the first three weeks of Phase 1 Training, detailing expectations and requirements over their training pipeline.

   d. **Monitoring and Recording the Progress of all AAs.** The AA AE RA will maintain a record of all individuals’ progress towards achieving all training requirements for advancement prior to their Advancement Date. Analysis of candidates’ performance should be undertaken to develop future entry requirements for the scheme so this information will can be used to review entry criteria and weightings.

   e. **Trainee Streaming.** Controlling AA streaming during Phase 2a in consultation with AE BM WO1. Following this, ensure the correct number of places is allocated to each LAETQC for the AA AEs.

Signature of AA AE RA

..............................................................

Signature of AE BM SO1

..............................................................
CHAPTER 77
WARFARE BRANCH

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CHAPTER 77

WARFARE BRANCH

7701. General

This Chapter covers the career regulations for all General Service Warfare Branch specialisations with the exception of Divers (Chapter 78), Royal Navy Police (Chapter 80), Physical Trainers (Chapter 82), Communications Technicians (Chapter 84) and Photographers (Chapter 92). Divisional Officers are to ensure that a copy of this Chapter and the appropriate Annex is placed in the PDR of every member of the specialisations listed at Para 7702.

7702. Specialisations of the Warfare Branch (General Service)

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

**Branch Designator (BD)**

<table>
<thead>
<tr>
<th>BD</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WS</td>
<td>Warfare Specialist</td>
</tr>
<tr>
<td>(AWW)</td>
<td>(Abovewater Warfare Weapons)</td>
</tr>
<tr>
<td>(AWT)</td>
<td>(Abovewater Warfare Tactical)</td>
</tr>
<tr>
<td>(UW)</td>
<td>(Underwater Warfare)</td>
</tr>
<tr>
<td>(EW)</td>
<td>(Electronic Warfare)</td>
</tr>
<tr>
<td>(INT)</td>
<td>(Intelligence)</td>
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<tr>
<td>SEA</td>
<td>Seamanship</td>
</tr>
<tr>
<td>MW</td>
<td>Mine Warfare</td>
</tr>
<tr>
<td>HM</td>
<td>Hydrographic and Meteorological</td>
</tr>
<tr>
<td>WA</td>
<td>Weapon Analyst</td>
</tr>
<tr>
<td>D</td>
<td>Diver (See Chapter 78)</td>
</tr>
<tr>
<td>RNP</td>
<td>Royal Navy Police (See Chapter 80)</td>
</tr>
<tr>
<td>PT</td>
<td>Physical Training (See Chapter 82)</td>
</tr>
<tr>
<td>CT</td>
<td>Communications Technician (See Chapter 84)</td>
</tr>
<tr>
<td>Phot</td>
<td>Photographer (See Chapter 92)</td>
</tr>
</tbody>
</table>

b. Specialisation Selection. General Service ratings will be selected for the WS, SEA, HM or MW specialisations at Careers Offices. WS ratings will be streamed within their chosen sub-specialisation, based on educational requirement and needs of the Service. The Warfare Ratings Branch Managers will manage requests from individuals to transfer specialisation, both within the Warfare Branch and the RN as a whole, on a case-by-case basis.
7703. Warfare Branch Training - Career Progress, Targeted Employment Modules and Pre Joining Training

Career Progression for Warfare Branch Ratings is detailed within Annex 77A to Annex 77F. In addition to Career training, individuals outside of the WS spectrum may be required to undertake some bespoke Targeted Employment Modules (TEMs)/Pre-Joining Training in accordance with the Unit Establishment List (UEL).

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

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

c. Pre Joining Training (AWW, AWT, UW). PJTs are the method of training WS ratings in a specific role, prior to joining a sea going unit, as required by the UEL. Whilst undertaking a PQC, a rating who has been assigned to a unit in a position which requires the PJT will be booked on the course, which will commence on completion of all other modules of the PQC.

(1) Pass. MWS is responsible for conducting PJTs and is to report successful completion and ensure that MWS HR administrators input the relevant competences to JPA.
(2) **Failure.** In the event of failure, a written report is to be forwarded by MWS to the individual's parent unit and the receiving ship. The individual may be considered for Discharge SHORE, in accordance with Chapter 54 or, in the case of LH, immediately warned formally by the parent unit for reversion in accordance with Para 7705. As PJTs are taught at the end of a PQC pipeline, the rating will have to wait until the end of the next training pipeline before recommencing the PJT.

(3) **Second Failure.** After a second failure, LH or above will be subject to reversion for unsuitability. Able Ratings who fail a PJT a second time are not to be employed in any UEL position number that requires that competence and are not to attempt that PJT for another 12 months. The rating’s parent unit is to assess the individual's employability. If deemed unemployable, the matter is to be referred to the relevant Warfare Ratings Branch Manager.

(4) **Taskbook.** On completion of the PJT, the rating may be required to complete a separate PJT TB, which will be issued in loose leaf format and is to be included in their WTTB.

d. **Targeted Employment Modules.** (Sea, MW, EW and HM) TEMs are the method by which additional individual skills, as required by UEL position numbers, are delivered. As TEMs are linked to UEL position numbers, the Warfare Department Co-ordinator must liaise closely with the Executive Warrant Officer (EWO) in order to manage Squad members effectively. MWS course capacity and scheduling can restrict the timely delivery of TEMs to meet short notice requirements; individuals may, therefore, need to be 'assigned' between UEL position numbers up to eight months in advance of assuming a particular role, in order to achieve the appropriate TEM in good time. Some TEMs are graded whilst others are Pass/Fail, as follows:

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

(2) **Failure.** In the event of failure, students are to be back-classed either by course module, where appropriate, or for the entire course. If a student fails an entire TEM course, a written report is to be forwarded by MWS units and establishments (as appropriate) to the individual's parent unit and the receiving ship. The individual could be considered for Discharge SHORE in accordance with Chapter 54 or, in the case of LH, immediately warned formally by the parent unit for reversion in accordance with Para 7705. The need to assign a rating to the next available TEM course may mean that the formal warning period may be less than three months. The Course Booking Cell (CBC), as advised by the ship’s EWO, may allocate an individual who has failed a TEM or another member of the ship’s Squad to a place on a later TEM. The EWO will need to assess the manning implications.
(3) **Second Failure.** After a second failure, LH or above will be subject to reversion for unsuitability in accordance with Para 7003. Able Ratings who fail a TEM a second time are not to be employed in any UEL position number that requires that competence and are not to attempt that TEM for another 12 months. The rating's parent unit is to assess the individual's employability within the Squad. If deemed unemployable, the matter is to be referred to the relevant Warfare Ratings Branch Manager.

e. **TEMs.** In addition to WTTB, AB2s, AB1s and LHS attending TEMs will also be issued with the relevant On Job Training TB in loose leaf format for inclusion in their current WTTBs.

f. **Completion of AB1 CBRNDC Task Book.** The CBRNDC TB may be issued prior to a rating being promoted AB1 and can be completed at any time after advancement to that rate. Although not a requirement for selection, all ratings are to complete this TB before promotion to LH, including ALH.

g. **Attendance on Next Higher Professional Qualifying Course.** A rating will not be eligible to attend the PQC for a higher rate unless the individual is in date for the Annual RPS Check in the lower rate. The PQC and LRLC/SRLC should normally be undertaken as a package. The Selection Signal will be the trigger for the CMC to load candidates on a PQC and relevant leadership course. It will not be possible to achieve this for every individual immediately, but priorities must be amended to achieve commencement of PQC at least within 12 months of selection. On implementation, it is possible that a surge in applications will exceed available places. The Career Manager’s judgement will be necessary to manage pinch-points.

h. **Failure to Complete Professional and/or Leadership Course.** Refer to Para 6716 for rules on the impact on a rating’s promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control). If the LH or PO PQC is refused, Para 6913 will apply. In the event of failure during a LH or PO PQC, Para 6912 will apply.

i. **RPS Lead Authority.** The following table details the Lead School where there is an RPS Check.

<table>
<thead>
<tr>
<th></th>
<th>WS</th>
<th>SEA</th>
<th>MW</th>
<th>HM</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPS Check</td>
<td>MWS</td>
<td>MWS(STU) &amp; MWS</td>
<td>MWS(STU) &amp; MWS</td>
<td>MWS(STU) &amp; HMTG</td>
</tr>
</tbody>
</table>

Sea/MW/HM RPS Checks all have both Seamanship and Specialist components, ie.

- **SEA** = Seamanship (MWS Seamanship Training Unit (STU)) + Tactical Communications (MWS)
- **MW** = Seamanship (MWS(STU)) + MW (MWS)
- **HM** = Seamanship (MWS(STU)) + HM (FOST HM)
7704. JPA Recording - Competences, Annual RPS Check, RNFT and Sea Time

a. **Recording of Competences.** Once a WB rating has successfully completed a PQC, WTTB, PJT/TEM and achieved RPS that competence is to be input to JPA by the appropriate unit HR administrator.

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

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

2. Ratings assigned to positions outside of core warfare disciplines are expected, where possible, to maintain RPS. However, it is recognised that this may not be possible due to location and employment patterns. Therefore all individuals rejoining Front Line Units from shore assignments are to be given an RPS check as soon as practical after arrival, recorded on JPA as:

   ‘CMS|Annual RPS Check AB1|Navy’.

3. An Annual RPS Check is not a pre-selection requirement.

4. An Annual RPS Check is a pre-requisite for all promotion career courses for AB-LH and LH-PO.

5. Divisional Officers and Line Managers of ABs and LHs who are serving ashore when selected for the next higher rate are to arrange for an Annual RPS check via the lead training school (see table below) prior to the individual attending promotion career training.

6. RPS qualifications will be checked on attendance of LH and PO career course training. Ratings who are not in date for an Annual RPS Check will be returned to Unit.

c. **RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the CPD. See Para 6718 for full details.

d. **Sea Service.** A minimum period of sea service (not including JR Squad time) is required as a pre-selection requisite for promotion to PO and CPO and is to be recorded on JPA (See Annexes for individual specialisation minimum sea time requirements). Para 6905 defines criteria for award of sea service.
7705. Appraisal Reports

a. **Appraisal Reports.** Appraisal reports are required in order to provide selection boards with the detail of an individual’s performance and suitability for promotion. Appraisal reports are to be raised annually (30 Nov for all ABs; 31 Jan for all LH). Individuals who cannot maintain RPS, or who receive an unequivocal statement of ‘non-recommendation’ in a SJAR appraisal, must be given a clear plan of action to remedy the situation. This plan must be summarised in the report. If no clear improvement is forthcoming within 3-6 months, individuals should be issued with a formal Divisional Officer, HOD or Commanding Officer’s warning for inadequacy. In cases where a warning has been issued and an individual has not achieved or maintained RPS within the 3-6 month period, the relevant Branch Manager is to be consulted for advice.

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

7706. Warfare Branch Badges

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

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

   1 Star  On advancement to AB1 (RPS achieved).

   2 Stars  On completion of the LH PQC.

   Crown  On completion of the PO PQC.

7707. Education For Promotion

A Leading Hand must be educationally qualified to Level 1 Functional Skills and a Petty Officer to Level 2 Functional Skills in English and Mathematics or a suitable equivalent for either or both of these qualifications. See Chapter 96 for further information.

7708. Warfare Branch - General Service - Promotion Flowcharts

Detailed promotion flows for each of the Warfare Branch sub-specialisations are listed in the Annexes to this Chapter (see bookmarks), along with specific notes relevant to that specialisation.
ANNEX 77A

WARFARE SPECIALIST – PROMOTION FLOWCHART

Entry Qualifications: (Ref Para 0759)

<table>
<thead>
<tr>
<th>ABLE SEAMAN 2 WS (AWT), (AWW), (EW), (UW)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Completed RALEIGH - Phase 1 Training.</td>
</tr>
<tr>
<td>b. Completed MWS AB(WS)PQC in relevant Sub-Specialisation.</td>
</tr>
<tr>
<td>c. Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy. (Para 7707).</td>
</tr>
<tr>
<td>d. Assigned to sea billet. Completed WTTB - achieved OPS as AB(WS), authorised by Warfare HOD. OPS is to be recorded under:</td>
</tr>
<tr>
<td>'Professional</td>
</tr>
<tr>
<td>'Professional</td>
</tr>
<tr>
<td>'Professional</td>
</tr>
<tr>
<td>'Professional</td>
</tr>
<tr>
<td>(Para 7703 sub para a and sub para b).</td>
</tr>
<tr>
<td>e. In date for RNFT or waiver obtained on date due advancement; recorded under JPA competence 'CMS</td>
</tr>
<tr>
<td>f. At least 6 months since last Career Check (if any) on date due advancement.</td>
</tr>
<tr>
<td>g. Awarded AB1 Badge (single star). PAR sent to parent CMC. (Para 7703 sub para a).</td>
</tr>
</tbody>
</table>

| Advanced to |
| ABLE SEAMAN 1 WS (AWT), (AWW), (EW), (UW) |

Leading Hand - Pre-Selection Requirements

a. AB-LH CBRNDC TB issued (TB may be issued earlier at HOD’s discretion). |

b. Serving on ES1/FC/OE1 that expires after the nominated CPD (Para 6703 b sub para (7)). |

c. Recommended for promotion on Appraisal Report at CRD. (Para 7705).
Leading Hand - Pre-Promotion Requirements

d. CBRNDC TB achieved by CPD and recorded as JPA competence
   ‘Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy|’. (Para 7703 sub para f).

e. Cationally qualified for promotion (EFP) in accordance with Para 9636. Achieved
   minimum NAMET 5:5 or Level 1 FS (or equivalent) in English and Mathematics and
   appropriate competences recorded on JPA.

f. C completed and recorded as JPA competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|’. (Para 7703 sub para g and sub para h).

g. Sed LH PQC by nominated CPD+12 months. (awarded 2-star specialisation
   badge AWT, AWW, EW or UW). (Para 7703 sub para g and sub para h). At least 6
   months since last Career Check (if any) on CPD or date due promotion (if later).

h. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if
   later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’.

Promoted to
LEADING HAND WS (AWT), (AWW), (EW), (UW))

Petty Officer – Pre-Selection Requirements

a. Completed LH WTTB in relevant Sub-Specialisation. Achieved OPS; to be
   recorded under:

   ‘Professional|OPS for LH WS(AWT)|Navy|’

   ‘Professional|OPS for LH WS(AWW)|Navy|’

   ‘Professional|OPS for LH WS(EW)|Navy|’

   ‘Professional|OPS for LH WS(UW)|Navy|’

   (Para 7703 sub para a and sub para b).

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD
   (Para 6703 b sub para (7)).

c. Recommended for promotion on Appraisal Report at CRD. (Para 7705).
Petty Officer – Pre-Promotion Requirements

d. 12 months’ sea service (excluding Squad time ashore where applicable) as a LH at the CPD. Recorded as JPA competence ‘CMS|12 Months Sea Time LH|Navy|’. (Para 7704 sub para d).

e. SRLC completed and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|’. (Para 7703 sub para g and sub para h).

f. Passed PO PQC by nominated CPD+12 months (awarded PO specialisation badge (Crown)). (Para 7703 sub para g and sub para h).

g. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

h. EFP in accordance with Para 9636. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

i. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’.

Promoted to PETTY OFFICER WS (AWT), (AWW), (EW), (UW)

Chief Petty Officer – Pre-Selection Requirements

a. Achieved OPS as a PO recorded as JPA Competence:
   ‘Professional|OPS for PO WS(AWT)|Navy|’
   ‘Professional|OPS for PO WS(AWW)|Navy|’
   ‘Professional|OPS for PO WS(EW)|Navy|’
   ‘Professional|OPS for PO WS(UW)|Navy|’ (Note 1).

b. Minimum of 3 years’ seniority as a PO 12 months prior to the CPD (Para 6703 b sub para (3)).

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

d. SRLC completed and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|’.

e. Recommended for promotion on Appraisal Report at CRD. (Para 7705).
Chief Petty Officer – Pre-Promotion Requirements

f. 12 months’ sea service as a PO. Recorded as JPA competence ‘CMS|12 Months Sea Time PO|Navy’ (Para 7704 sub para d).

g. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.
At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER WS (AWT), (AWW), (EW), (UW)

Warrant Officer 1 – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a CPO 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. EFP in accordance with Para 9636. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

d. Recommended for promotion on Appraisal Report at CRD. (Para 7705).

Warrant Officer 1 – Pre-Promotion Requirements

e. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

f. At least 6 months since last career check (if any) on CPD or date due promotion (if later).

g. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to
WARRANT OFFICER 1 WS (AWT), (AWW), (EW), (UW)

Note. Professional Certification Record. On completion of PO PQC, individuals will be issued a Professional Certification Record. This record is to be completed within 12 months of joining their first sea going Unit as a PO. Once completed, an individual has achieved OPS and can be awarded the competence.
ANNEX 77B

SEAMAN SPECIALIST – PROMOTION FLOWCHART

Entry Qualifications: (Ref Para 0759)

ABLE SEAMAN 2 (SEAMAN)

a. Completed RALEIGH Phase 1 Training.

b. Completed RNSoS/MWS AB(SEA) PQC.

c. Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy. (Para 7707).

d. Assigned to sea billet. Achieve Local Boats Crew endorsement (Bowman).

e. Completed WTTB (Sections 1-2, Seamanship and Tactical Communication) - achieved RPS as AB (SEA), authorised by Warfare HOD. RPS is to be recorded as JPA competence ‘Professional|OPS for AB1 (SEA)|Navy|’ (Para 7703 sub para a and sub para b).

f. In date for RNFT or waiver obtained on date due advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy|’. (Para 7704 sub para b).

g. At least 6 months since last Career Check (if any) on date due advancement.

h. Awarded AB1 Badge (single star). PAR sent to parent CMC. (Para 7703 sub para a).

Advanced to

ABLE SEAMAN 1 (SEAMAN)

Leading Hand – Pre-Selection Requirements

a. AB-LH CBRNDC TB issued (TB may be issued earlier at HOD’s discretion).

b. Achieved Sea 127 Waterjet Drive Coxswain course by CRD. To be recorded as JPA competence ‘Miscellaneous|Waterjet Drive Coxswain (SEA 127)|Navy|’. (Can be achieved by an AB2) (Note 1).

c. Achieved Sea 113 Water Safety Equipment Maintainer and Supervisor course by CRD. To be recorded as JPA competence ‘Ratings (General)|Water Safety Equipment Maintainer/Supervisor (SEA 113)|Navy|’. (Can be achieved by an AB2) (Note 1).

d. Serving on ES1/FC/OE1 that expires after the nominated CPD. (Para 6703 b sub para (7)).

e. Recommended for promotion on Appraisal Report on CRD. (Para 7705)
Leading Hand – Pre-Promotion Requirements

f. CBRNDC TB achieved by CPD and recorded as JPA competence 'Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy|'. (Para 7703 sub para f).

g. Educationally qualified for promotion (EFP) in accordance with Para 9636. Achieved minimum NAMET 5:5 or Level 1 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

h. LRLC completed and recorded as JPA competence 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'. (Para 7703 sub para g and sub para h).

i. Passed LH (SEA) PQC by nominated CPD+12 months (awarded 2-star specialisation badge). (Para 7703 sub para g and sub para h).

j. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

k. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence 'CMS|Fitness Test|Navy|

| Promoted to  |
| LEADING HAND (SEAMAN) |

Petty Officer – Pre-Selection Requirements

a. Complete LH (SEA) WTTB. Achieved RPS, recorded as JPS competence under 'Professional|OPS for LH (SEA)|Navy|' (Para 7703 sub para a and sub para b).

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (7)).

c. Recommended for promotion on Appraisal Report on CRD. (Para 7705).

Petty Officer – Pre-Promotion Requirements

d. 12 months’ sea service (excluding Squad time ashore where applicable) as a LH at the CPD. Recorded as JPA competence 'CMS|12 Months Sea Time LH|Navy|'. (Para 7704 sub para d).

e. SRLC completed and recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|' (Para 7703 sub para g and sub para h).

f. Passed PO(SEA) PQC by nominated CPD+12 months (awarded PO specialisation badge (Crown)). (Para 7703 sub para g and sub para h).
g. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

h. EFP in accordance with Para 9636. Achieved minimum Level 2 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

i. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

Promoted to
PETTY OFFICER (SEAMAN)

Chief Petty Officer – Pre-Selection Requirements

a. Achieved RPS as a PO(SEA) recorded as JPA Competence ‘Professional|RPS for PO (SEA)|Navy’. (Note 2).

b. Minimum of 3 years’ seniority as a PO 12 months prior to the CPD (Para 6703 b sub para (3)).

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

d. SRLC completed and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’.

e. Recommended for promotion on Appraisal Report at CRD. (Para 7705).

Chief Petty Officer – Pre-Promotion Requirements

f. 12 months’ sea service as a PO. Recorded as JPA competence ‘CMS|12 Months Sea Time PO|Navy’ (Para 7704 sub para d).

g. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

h. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER (SEAMAN)
Warrant Officer 1 – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a CPO 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. EFP in accordance with Para 9636. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

d. Recommended for promotion on Appraisal Report at CRD. (Para 7705).

Warrant Officer 1 – Pre-Promotion Requirements

e. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

f. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

g. Satisfy terms of Assignment Order issued by Promotion Authority.

<table>
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<tr>
<th>Promoted to</th>
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<tbody>
<tr>
<td>WARRANT OFFICER 1 (SEAMAN)</td>
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</tbody>
</table>

Notes:

1. Failure to achieve SEA 127 and SEA 133 by CRD will result in ratings not being presented to the LH selection board.

2. Petty Officer (SEA) OPS. PO(SEA) complete PQC at RPS therefore once completed MWS STU will award the OPS competence.
ANNEX 77C

MINE WARFARE SPECIALIST – PROMOTION FLOWCHART

Entry Qualifications: (Ref Para 0759)

**ABLE SEAMAN 2 (MINE WARFARE)**

- a. Completed RALEIGH - Phase 1 Training.
- b. Completed RNSoS/MWS AB(MW) PQC.
- c. Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy. (Para 7707).
- d. Assigned to sea billet. Achieve Local Boats Crew Endorsement (Bowman).
- e. Completed WTTB - achieved RPS as AB(MW), authorised by Warfare HOD. OPS is to be recorded under 'Professional|RPS for AB1 (MW)|Navy' (Para 7703 sub para a and sub para b).
- f. In date for RNFT or waiver obtained on date due advancement; recorded under JPA competence 'CMS|Fitness Test|Navy'.
- g. At least 6 months since last Career Check (if any) on date due advancement.
- h. Awarded AB1 Badge (single star). PAR sent to parent CMC. (Para 7703 sub para a).

**Advanced to ABLE SEAMAN 1 (MW)**

**Leading Hand – Pre-Selection Requirements**

- a. AB-LH CBRNDC TB issued (may be issued earlier at HOD’s discretion).
- b. Serving on ES1/FC/OE1 that expires after the CPD (Para 6703 b sub para (7)).

**Leading Hand – Pre-Promotion Requirements**

- d. CBRNDC TB achieved by CPD and recorded as JPA competence 'Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy' . (Para 7703 sub para f).
e. Educationally qualified for promotion (EFP) in accordance with Para 9636. Achieved minimum NAMET 5:5 or Level 1 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

d. LRLC completed and recorded as JPA competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’ (Para 7703, sub para f and sub para g).

g. Passed LH (MW) PQC by nominated CPD+12 months (awarded 2-star specialisation badge) (Para 7703 sub para g and sub para h). At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

h. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

---

**Promoted to
LEADING HAND (MW)**

---

**Petty Officer – Pre-Selection Requirements**

a. Completed LH (MW) and Seamanship WTTB. Achieved RPS. RPS is to be recorded under ‘Professional|RPS for LH (MW)|Navy’ (Para 7703 sub para a and sub para b)(Note 1).

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the CPD.

c. Recommended for promotion on Appraisal Report on CRD. (Para 7705)

**Petty Officer – Pre-Promotion Requirements**

d. 12 months’ sea service (excluding Squad time ashore where applicable) as a LH at the CPD. Recorded as JPA competence ‘CMS|12 Months Sea Time LH|Navy’ (Para 7704 sub para d).

e. SRLC completed and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’. (Para 7703 sub para g and sub para h).

f. Passed PO(MW) PQC by CPD+12 months (awarded PO specialisation badge (Crown)). (Para 7703 sub para g and sub para h)(Note 1).

g. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

h. EFP in accordance with Para 9636. Achieved minimum Level 2 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

i. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.
Chief Petty Officer – Pre-Selection Requirements

a. Achieved RPS as PO (MW) recorded as JPA Competence ‘Professional|RPS for PO (MW)|Navy’. (Note 2).

b. Minimum of 3 years’ seniority as a PO 12 months prior to the CPD (Para 6703 b sub para (3)).

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the CPD.

d. SRLC completed and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’.

e. Recommended for promotion on Appraisal Report at CRD. (Para 7705).

Chief Petty Officer – Pre-Promotion Requirements

f. 12 months’ sea service as a PO. Recorded as JPA competence ‘CMS|12 Months Sea Time PO|Navy’ (Para 7704 sub para d).

g. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

h. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

Warrant Officer 1 – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a CPO 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the CPD.

c. EFP in accordance with Para 9636. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

d. Recommended for promotion on Appraisal Report at CRD. (Para 7705)
**Warrant Officer 1 – Pre-Promotion Requirements**

e. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

f. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

g. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to

**WARRANT OFFICER (MW)**

**Notes:**

1. **LS(MW).** The PQC will consist of a MW course delivered at MWS and a Seamanship course delivered at MWS (STU). Full RPS as LS will be achieved once WTTB’s have been completed in both MW and Seamanship disciplines.

2. **PO(MW).** The PQC will consist of a MW course delivered at MWS and a Seamanship course delivered at MWS (STU). On completion of PO PQC, individuals will be issued a Professional Certification Record. This record is to be completed within 12 months of joining their first sea going Unit as a PO. Once completed, an individual has achieved RPS and can be awarded the competence.
ANNEX 77D

HYDROGRAPHIC AND METEOROLOGICAL SPECIALIST – PROMOTION FLOWCHART

Entry Qualifications: (Ref Para 0759)

<table>
<thead>
<tr>
<th>ABLE SEAMAN 2 (HYDROGRAPHIC AND METEOROLOGICAL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Completed RALEIGH - Phase 1 Training. (Note 1).</td>
</tr>
<tr>
<td>b. Completed FOST HMTG/MWS (STU) AB(HM) PQC in relevant Sub-specialisation. (Note 2).</td>
</tr>
<tr>
<td>c. Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy. (Para 7707).</td>
</tr>
<tr>
<td>d. Assigned to a sea billet for AB2 (HM)(H) and an air station for AB2 (HM)(M).</td>
</tr>
<tr>
<td>e. Completed WTTB - achieved RPS as AB(HM), authorised by Warfare HOD. OPS is to be recorded under:</td>
</tr>
<tr>
<td>’Professional</td>
</tr>
<tr>
<td>’Professional</td>
</tr>
<tr>
<td>f. In date for RNFT or waiver obtained on date due advancement; recorded under JPA competence ‘CMS</td>
</tr>
<tr>
<td>g. At least 6 months since last Career Check (if any) on date due advancement.</td>
</tr>
<tr>
<td>h. Awarded AB1 Badge (single star). PAR sent to parent CMC FAO HM Career Manager. (Para 7703 sub para a).</td>
</tr>
</tbody>
</table>

Advanced to

| ABLE SEAMAN 1 (HM)(H) or (HM)(M) |

Leading Hand - Pre-Selection Requirements

a. AB-LH CBRNDC TB issued (TB may be issued earlier at HOD’s discretion).

b. Serving on ES1/FC/OE1 that expires after the nominated CPD (Para 6703 b sub para (6)).

c. Recommended for promotion on Appraisal Report at CRD. (Para 7705).
Leading Hand - Pre-Promotion Requirements

d. CBRNDC TB achieved by CPD and recorded as JPA competence 'Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy|'. (Para 7703 sub para f).

e. Educationally qualified for promotion (EFP) in accordance with Para 9636. Achieved minimum NAMET 5:5 or Level 1 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

f. Completed LRLC and recorded as JPA competence 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'. (Para 7703 sub para g and sub para h).

g. Passed LH PQC by nominated CPD+12 months. (awarded 2-star specialisation badge (HM)(H) or (HM)(M)). (Para 7703 sub para g and sub para h).

h. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

i. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence 'CMS|Fitness Test|Navy|'.

Petty Officer – Pre-Selection Requirements

a. Completed LH WTTB in relevant Sub-Specialisation. Achieved RPS, to be recorded under:

   'Professional|RPS for LH (HM)(H)|Navy'

   'Professional|RPS for LH (HM)(M)|Navy'

   (Para 7703 sub para a and sub para b). (Note 3).

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (6)).

c. Recommended for promotion on Appraisal Report at CRD. (Para 7705).

Petty Officer – Pre-Promotion Requirements

d. 12 months’ sea service (excluding Squad time ashore where applicable) as a LH at the CPD (for HM(H) only). Recorded as JPA competence 'CMS|12 Months Sea Time LH|Navy|'. (Para 7704 sub para d).

e. Completed Senior Rates Leadership Course (SRLC), recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'. (Para 7703 sub para g and sub para h).
f. Passed sub-specialisation PO PQC by nominated CPD+12 months (awarded PO specialisation badge (Crown)). (Para 7703 sub para g and sub para h).

g. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

h. EFP in accordance with Para 9636. Achieved minimum Level 2 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

i. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

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<tr>
<td>PETTY OFFICER (HM)(H) or (HM)(M)</td>
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</table>

Chief Petty Officer – Pre-Selection Requirements

a. Achieved RPS as a PO recorded as JPA Competence:

‘Professional|RPS for PO (HM)(H)|Navy’.

‘Professional|RPS for PO (HM)(M)|Navy’ (Note 4).

b. Minimum of 3 years’ seniority as a PO 12 months prior to the CPD (Para 6703 b sub para (3)).

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

d. Completed Senior Rates Leadership Course (SRLC), recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’.

e. Recommended for promotion on Appraisal Report at CRD. (Para 7705).

Chief Petty Officer – Pre-Promotion Requirements

f. 12 months’ sea service as a PO for PO (HM)(H) ratings only. Recorded as JPA competence 'CMS|12 Months Sea Time PO|Navy’). (Para 7704 sub para d).

g. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

h. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).
i. Passed CPO (HM)(M) PQC by CPD+12 months for CPO (HM)(M) ratings only. Note 5).

Promoted to
CHIEF PETTY OFFICER (HM)(H) or (HM)(M)

Warrant Officer 1 – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a CPO 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. EFP in accordance with Para 9636. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

d. Recommended for promotion on Appraisal Report at CRD. (Para 7705).

Promoted to
CHIEF PETTY OFFICER (HM)(H) or (HM)(M)

Warrant Officer 1 – Pre-Promotion Requirements

e. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

f. At least 6 months since last career check (if any) on CPD or date due promotion (if later).

g. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to
WARRANT OFFICER 1 (HM)(H) or (HM)(M)

Notes:

1. Selection of Career Path. AB (HM)s will be given an opportunity to express a preference for the discipline within the HM specialisation that they wish to follow during Phase 1 Training. This cannot be guaranteed and may have to change due to the requirements of the Service.

2. Phase 2 Training. AB (HM)s will complete either the (HM)(H) or (HM)(M) course at FOST HMTG. Only individuals streamed (HM)(H) will conduct seamanship specialisation training delivered at MWS (STU) located at HMS RALEIGH.

3. RPS. AB1 (HM)(H) and LS (HM)(H) are not deemed to be at full RPS until completion of their (HM)(H) and Seamanship WTTBs.

Continued
Notes: (Continued)

4. **RPS Achievement.** A PO(HM) rating will achieve RPS when the following has been completed:

a. **PO(HM)(H).** On completion of the PQC an individual will be issued a Professional Certification Record (PCR). The PCR is to be completed within 12 months of joining the first sea going Unit as a PO. Once completed an individual has achieved RPS and can be awarded the competence.

b. **PO(HM)(M).** When an individual has completed the PO(HM)(M) PQC they are deemed to be at RPS and can be awarded the competence.

5. **Meteorological Qualification.**

a. A PO HM(M) selected for CPO (HM)(M) and who has passed the PQC will be assigned to an air station to complete a WTTB. An individual has 3 months to complete the WTTB. The completion of the WTTB signifies an individual has achieved OPS and is to be awarded the following competence:

   ‘Professional|RPS Meteorological Forecasting|Navy’

b. New Aeronautical Meteorological Forecaster (AMF) guidelines came into force on 1 Dec 16. From that date there is a need to conduct an annual RPS check for all forecasters. The following competence is to be used:

   ‘CMS|Annual RPS Meteorological Forecasting|Navy’

c. In order to track where individuals were certified as a Bench Forecaster the following competences are to be used:

   ‘Professional|Meteorological Bench Forecaster Culdrose|Navy’
   ‘Professional|Meteorological Bench Forecaster Yeovilton|Navy’
   ‘Professional|Meteorological Bench Forecaster Marham|Navy’
   ‘Professional|Meteorological Bench Forecaster JOMOC|Navy’
   ‘Professional|Meteorological Bench Forecaster Waddington|Navy’
ANNEX 77E

WEAPON ANALYST – PROMOTION FLOWCHART

PETTY OFFICER (WEAPON ANALYST)

Chief Petty Officer – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a PO 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the CPD.

c. SRLC completed and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’.

d. Recommended for promotion on Appraisal Report at CRD. (Para 7705).

Chief Petty Officer – Pre-Promotion Requirements

e. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

f. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

Promoted to

CHIEF PETTY OFFICER (WEAPON ANALYST)

Warrant Officer 1 – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a CPO 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the CPD.

c. EFP in accordance with Para 9636. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

d. Recommended for promotion at CRD. (Para 7705).
Warrant Officer 1 – Pre-Promotion Requirements

e. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

f. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

g. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to
WARRANT OFFICER 1 (WEAPON ANALYST)
ENTRY QUALIFICATIONS: (Ref Para 0759)

ABLE SEAMAN 2 WS (INT)

a. Completed RALEIGH - Phase 1 Training.

b. Completed: AB(WS) PQC in relevant Sub-Specialisation.

c. Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy. (Para 7707)

d. Assigned to complement billet. (Note 1)

e. Completed WTTB - achieved OPS as AB(WS), authorised by HOD. OPS is to be recorded under: ‘Professional|OPS for AB1 WS(INT)|Navy’ (Para 7703 sub para a, sub para b and Para 7704). (Note 2).

f. In date for RNFT or waiver obtained on date due advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy’ (Para 7704 sub para c).

g. At least 6 months since last Career Check (if any) on date due advancement.

h. Awarded AB1 Badge (single star) sent to parent CMC. (Para 7703 sub para a).

Advanced to
ABLE SEAMAN 1 WS (INT)

Leading Hand - Pre-Selection Requirements

a. AB-LH WTTB TB issued.

b. Serving on ES1/FC/OE1 that expires after the nominated CPD. (Para 6703 b sub para (6)).


Leading Hand - Pre-Promotion Requirements

d. AB-LH WTTB TB achieved by CPD.

e. Educationally qualified for promotion (EFP) in accordance with Para 9636. Achieved minimum NAMET 5:5 or Level 1 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

f. Completed LRLC; recorded as JPA competence: ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’. (Para 7703 sub para g and sub para h).
g. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

h. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

Promoted to
LEADING HAND WS (INT)

Petty Officer – Pre-Selection Requirements

a. Achieved OPS; to be recorded under: ‘Professional|OPS for LH WS(INT)|Navy’ (Para 7703 sub para a and sub para b). (Note 2)

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (6)).

c. Recommended for promotion on Appraisal Report at CRD. (Para 7705).

Petty Officer – Pre-Promotion Requirements

d. 12 months’ service as a LH at the CPD.

e. SRLC completed and recorded as JPA competence: ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’. (Para 7703 sub para g and sub para h).

f. Passed PO PQC by nominated CPD+12 months (awarded PO specialisation badge (Crown)). (Para 7703 sub para g and sub para h).

g. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

h. EFP in accordance with Para 9636. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

i. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence: ‘CMS|Fitness Test|Navy’.

Promoted to
PETTY OFFICER WS (INT)

Chief Petty Officer – Pre-Selection Requirements

a. Achieved OPS as a PO; recorded as JPA Competence: ‘Professional|OPS for PO WS(INT)|Navy’ (Note 2).

b. Minimum of 3 years’ seniority as a PO 12 months prior to the CPD (Para 6703 b sub para (2)).
c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

d. Completed Senior Rates Leadership Course; recorded as JPA competence: 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'.

e. Recommended for promotion on Appraisal Report at CRD. (Para 7705).

**Chief Petty Officer – Pre-Promotion Requirements**

f. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence: ‘CMS|Fitness Test|Navy|’.

g. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

| Promoted to |
| CHIEF PETTY OFFICER WS (INT) |

**Warrant Officer 1 – Pre-Selection Requirements**

a. Minimum of 3 years’ seniority as a CPO 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. EFP in accordance with Para 9636. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

d. Recommended for promotion on Appraisal Report at CRD. (Para 7705).

**Warrant Officer 1 – Pre-Promotion Requirements**

e. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’.

f. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

g. Satisfy terms of Assignment Order issued by Promotion Authority.

| Promoted to |
| WARRANT OFFICER WS (INT) |
Notes:

1. Sea Service. Due to the limited number of Sea Service billets available to AB(WS)(INT) and LS(WS)(INT) ratings, the requirement to complete CBRNDC TB has been waived. However, sea-going WS(INT) ratings will still require sea safety training prior to serving in sea-going vessels; all will be encouraged to complete CBRNDC TB as part of a wider CPD initiative.

2. OPS. The assessment of OPS for all WS(INT) ratings is to be conducted by an appropriately SQEP GSX(INT) Officer.

3. Professional Certification Record. On completion of PO PQC, individuals will be issued a Professional Certification Record. This record is to be completed within 12 months of joining their first unit as a PO. Once completed, an individual has achieved OPS and may be awarded the competence.
CHAPTER 78

WARFARE BRANCH – DIVER

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7803. Branch Transfer Entry into the Diver Specialisation
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7805. JPA Recording - Competences, Annual RPS Check, RNFT and Sea Time
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7809. Diver Specialisation – Award of Diving Competences
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CHAPTER 78

WARFARE BRANCH – DIVER

7801. General

This Chapter covers the specific career regulations for General Service Warfare Branch Divers. Divisional Officers are to ensure that a copy of Chapter 78, along with Annex 78A, Annex 78B and Annex 78C to this Chapter, is placed in the PDR of every Diver Specialist in their Division.

7802. Direct Entry into the Diver Specialisation

a. In order to commence training, the following eligibility criteria apply:

(1) Be aged 18-37.

(2) Be recommended by Careers staff.

(3) Must attend and pass the Potential Diver's Assessment (PDA) at the Defence Diving School (DDS).

(4) Must pass the Diver’s Physical Fitness Test (DPFT).

b. All candidates must complete a diving medical in accordance with the Diver specialisation requirements contained in BR 1750A (Handbook of Naval Medical Standards).

c. After successful completion of Phase 1 Training at HMS RALEIGH, candidates will undertake the Phase 2 Able Seaman 2 (Diver) (AB2 (D)) Professional Qualifying Course (PQC). Promotion and the award of diving competences will be in accordance with Annex 78A and Annex 78B.

7803. Branch Transfer Entry into the Diver Specialisation

a. Branch transfer entry will complement direct entry to the Diver specialisation.

b. Volunteers for transfer to the Diver specialisation will be considered from ratings of any branch or specialisation and must satisfy the following eligibility criteria:

(1) Be an Able Rating (AB) who has achieved Role Performance Standard (RPS) as an AB1 on the date of application, or a Leading Hand.

(2) Passed the Diver’s Physical Fitness Test in accordance with BR 2806 (The Military Diving Manual).

(3) Attended a PDA at the DDS - the PDA has a validity of two years after which it must be retaken if the individual has not completed the AB2 (D) course.
(4) Have at least three years to serve on completion of the AB2 (D) PQC prior to their 37th birthday.

(5) Be in MEDCAT MFD A4/L1/M1/E1 and meet the required medical standards for the Diver specialisation in accordance with BR 1750A (renewed annually).

(6) Be recommended by their Commanding Officer for the Diver specialisation.

c. When a candidate has been recommended for the Diver specialisation, an application is to be made to Navy Command ACOS(PCap), for the attention of NAVY PCAP-PPLAN SWPR WO1, for permission to proceed to the PDA course. When the PDA has been successfully completed, manning clearance to change branch/specialisation is to be requested via NAVY PCAP-PPLAN SWPR WO1 in accordance with current regulations. Manning clearance, if granted, will be valid for two years. The applicant will then be allocated a place on an AB Diver PQC.

d. If, for any reason, a rating is no longer considered suitable for branch/specialisation transfer their application is to be withdrawn. The rating is to be informed of the reason for withdrawal and, if appropriate, whether a new application may be made. Withdrawal must be notified to the Navy Command / ACOS(PCap). If still recommended by their Commanding Officer, a rating may re-apply for branch/specialisation transfer no sooner than six months from the date of withdrawal. The rating will not be required to repeat the Aptitude Test if within the two-year validity period.

e. Ratings will remain in their source specialisation until successful completion of the Diver course. Ratings who fail the course will return to their source specialisation. If, having been accepted for transfer to the Diver specialisation, a rating is selected for promotion within their source specialisation, they may take the requisite professional and leadership courses and therefore obtain promotion up until the day that Diver training is completed, provided that neither of those courses interferes with their Diver PQC. If, on the day of the latter, however, they have failed to obtain the qualifications necessary for promotion, they will forfeit their selection. If a rating opts to leave the AB(D) course or fails it, the facts are to be reported to the Source Branch Manager for a decision over the rating’s future promotion opportunities in their source specialisation.

f. Ratings of the SEA/MW/HM(H) specialisations who attain the rate of acting or confirmed LH (SEA/MW/HM(H)) before transfer (and ABs who have completed Seamanship Workplace Training Task Book (WTTB) but have yet to be selected for LH), will not be required to repeat Seamanship when re-advancing to or upon being selected for promotion for LH in the Diver specialisation. Transferees who fall into this category will be required to complete the AB(D)-LH(D) Diving WTTB. Seamanship qualifications will be reflected as having been previously passed.
7804. Warfare Branch Training - Career Progress and Targeted Employment Modules

Career Progression for ratings in the Diver specialisation is detailed in Annex 78A. In addition to Career training, individuals may be required to undertake Targeted Employment Modules (TEMs) in accordance with the Unit Establishment List (UEL).

a. **Training Performance Statements, Workplace Training Task Books and Role Performance Standard.** On successful completion of PQCs for AB2, LH and PO, a Diver rating will have attained the Training Performance Statement (TPS) for the current rate. Individuals will be issued with the appropriate WTTB. In the subsequent sea assignment, a rating will be deemed to have achieved RPS on successful completion of the WTTB section of the relevant TB (TPS + Workplace Training = RPS) for AB/LH. On achievement of OPS as an AB1, LH and PO, the Warfare Training Co-ordinator is to inform the unit Human Resource (HR) administrator in order for the relevant competences (see Annex 78B for details) to be inputted to JPA. When an individual is advanced to AB1, the HR administrator is to ensure a Promotion Authorisation Request (PAR) is signalled to their parent Career Management Cell (CMC), which will authorise the promotion and change the rate on JPA. It is important that achievement of OPS is inputted to JPA before the PAR date; thus stating that the rating has achieved OPS before attempting to be advanced to AB1. A rating’s OPS is defined and owned by the Branch Manager.

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

c. **Targeted Employment Modules.** TEMs are the method by which additional individual skills, as required by UEL position numbers, are delivered. As TEMs are linked to UEL position numbers, the Training Department Co-ordinator must liaise closely with the Ship’s Coxswain in order to manage Squad members effectively. MWS course capacity and scheduling can restrict the timely delivery of TEMs to meet short notice requirements, therefore individuals may need to be ‘assigned’ between UEL position numbers up to eight months in advance of assuming a particular role in order to achieve the appropriate TEM in good time. Some TEMs are graded whilst others are Pass/Fail as follows:
(1) **Pass.** Training establishments and units which are responsible for conducting TEM courses are to report successful completion and ensure that HR administrators input the relevant competences on JPA.

(2) **Failure.** In the event of failure, students are to be back-classed either by course module, where appropriate, or for the entire course. If a student fails an entire TEM course, a written report is to be forwarded by MWS units and establishments (as appropriate) to the individual's parent unit and the receiving ship. The individual may be considered for Discharge SHORE in accordance with Chapter 54 or, in the case of LH, immediately warned formally by the parent unit for reversion in accordance with Para 7806. The need to assign a rating to the next available TEM course may mean that the formal warning period may be less than three months. The Course Booking Cell (CBC), as advised by the Ship’s Coxswain, may allocate an individual who has failed a TEM or another member of the ship’s Squad to a place on a later TEM. The Ship’s Coxswain will need to assess the manning implications.

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

d. **Taskbook.** In addition to WTTB, AB2s, AB1s and LHs attending TEMs will also be issued with the relevant On Job Training TB in loose leaf for inclusion in their current WTTBs.

e. **Completion of CBRNDC Task Book.** The CBRNDC TB may be issued prior to a rating being promoted to Diver 1 and can be completed at any time after advancement to that rate. Although not a requirement for selection, all ratings are to complete this TB before promotion to LH, including ALH.

f. **Attendance on Next Higher PQC.** A rating will not be eligible to attend the PQC for a higher rate unless that individual is in date for the Annual RPS Check in the lower rate. The PQC and LRLC/SRLC should normally be undertaken as a package. The Promotion Selection Signal will be the trigger for the CMC to load candidates on a PQC and relevant leadership course. Although it will not be possible to achieve this for every individual immediately, priorities will be amended to achieve commencement of PQC within 12 months of selection. On implementation, it is possible that a surge in applications will exceed available places. The Career Manager’s judgement will be necessary to manage pinch-points.
g. **Failure to Complete Career and/or Leadership Course.** Refer to Para 6716 for rules on the impact on a rating’s promotion if the individual fails to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith control) or non-service reasons (within control). If the LH or PO PQC is refused, Para 6913 will apply. In the event of failure during a LH or PO PQC, Para 6912 will apply.

h. **RPS Lead Authority.** There are 2 Lead authorities responsible for an RPS Check for the Diver Specialisation, as follows:

1. The Diving Standards Team Navy (DST(N)), on behalf of Superintendent of Diving, ensures that diver currency and competence is maintained.

2. MWS Seamanship Training Unit (STU) will define and regulate the standards required to pass the Seamanship RPS Check and will promulgate them to Fleet Units. Seamanship RPS Check is administered by ship’s staff and takes the form of a local board based upon a question/task banks maintained by MWS (STU).

7805. **JPA Recording - Competences, Annual RPS Check, RNFT and Sea Time**

a. **Recording of Competences.** Once a WB rating has successfully completed a PQC, WTTB, TEM and achieved RPS that competence is to be input to JPA by the appropriate unit HR administrator. Annex 78B gives guidance on what, when and who has responsibility for the award of diving competences.

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

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

2. Ratings assigned to positions outside of core diving disciplines are expected, where possible, to maintain RPS. It is recognised, however, that this may not be possible due to location and employment patterns. Therefore all individuals re-joining Diving Units from non-diving assignments are to be given a RPS check as soon as practicable after arrival; recorded on JPA as ‘CMS|Annual RPS Check AB1|Navy’.

3. An Annual RPS Check is a pre-requisite for all Promotion Career Courses for AB-LH and LH-PO.
(4) Divisional Officers and Line Managers of ABs and LHS who are serving ashore when selected for the next higher rate are to arrange for an Annual RPS check via MWS DDS prior to the individual attending Promotion Career training.

(5) RPS qualifications will be checked on attendance of LH and PO Career Course training. Ratings who are not in date for RPS will be returned to Unit.

c. **RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate SED/CRD and CPD. See Para 6718 for full details.

d. **Sea Service.** A minimum period of sea service is required as a pre-selection requisite for promotion to LH and PO and is to be recorded on JPA (see Annexe 78A). Para 6905 defines the criteria for award of sea service.

7806. **Appraisal Reports**

a. **Appraisal Reports.** Appraisal reports are required in order to provide selection boards with the detail of an individual's performance and suitability for promotion. Appraisal reports are to be raised annually (30 Nov for all ABs; 31 Jan for all LH). Individuals who cannot maintain RPS, or who receive an unequivocal statement of 'non-recommendation' in a SJAR appraisal, must be given a clear plan of action to remedy the situation. This plan must be summarised in the report. If no clear improvement is forthcoming within 3-6 months, individuals should be issued with a formal Divisional Officer, HOD or Commanding Officer's warning for inadequacy. In cases where a warning has been issued and an individual has not achieved or maintained RPS within the 3-6 month period, the Branch Manager is to be consulted for advice.

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

7807. **Education For Promotion**

A Leading Hand must be educationally qualified to Level 1 Functional Skills and a Petty Officer to Level 2 Functional Skills in English and Mathematics (or a suitable equivalent) for either or both of these qualifications. See Para 9636 for further information.
7808. **Diver Specialisation – Promotion Flowchart**
A detailed promotion flow for the Diving specialisation is at Annex 78A.

7809. **Diver Specialisation – Award of Diving Competences**
A detailed explanation of when Diving competences should be awarded and end dated is at Annex 78B.

7810. **Employment on Clearance Diver Pay Spine**
Regulations for employment on the Clearance Diver Pay Spine are at Annex 78C.
ANNEX 78A
DIVER SPECIALISATION – PROMOTION FLOWCHART

Entry Qualifications: (Ref Para 0759)

<table>
<thead>
<tr>
<th>Rated</th>
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<tbody>
<tr>
<td>ABLE SEAMAN 2 (DIVER)</td>
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AB (Diver) 1 – Advancement Criteria

a. Completed RALEIGH - Phase 1 Training.

b. Completed RALEIGH/DDS AB(D) PQC.

c. Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy. (Para 7807).

d. Assigned to sea billet.

e. Completed WTTBs (Seamanship and Diver) Achieved RPS as AB2 (D), authorised by Warfare HOD. RPS is to be recorded under ‘Professional|RPS for AB1 (D)|Navy’ (Para 7804 sub para a, sub para b and sub para h).

f. In date RNFT on advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy’ (Para 7805 sub para c).

g. At least 6 months since last Career Check (if any) on date due advancement.

h. Awarded AB1 (D) Badge (single star). PAR sent to parent CMC. (Para 7804 sub para a).

i. Request for change of category to Special Service Pay (Diving) forwarded to parent UPO (Annex 7B).

Advance to

| Able Seaman 1 (Diver) |

Leading Hand Diver – Pre-Selection Requirements

a. AB-LH CBRNDC TB issued (TB may be issued earlier at HOD’s discretion).

b. 12 months’ sea service as AB1 at CRD. Recorded as JPA competence ‘CMS|12 Months Sea Time AB|Navy’ (Para 7805 sub para d).

c. Serving on ES1/FC/OE1 that expires after the nominated CPD (Para 6703 b sub para (7)).

d. Recommended for promotion on Appraisal Report at CRD (Para 7806 sub para b).
Leading Hand (Diver) - Pre-Promotion Requirements

e. CBRNDC TB achieved by CPD and recorded as JPA competence ‘Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy|’. (Para 7804 sub para e).

f. Educationally qualified for promotion (EFP) in accordance with Para 9636. Achieved minimum NAMET 5:5 or Level 1 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

g. LRLC completed and recorded as JPA competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|’. (Para 7804 sub para f and sub para g).

h. Passed LH (D) PQC by nominated CPD+12 months (awarded 2-star specialisation badge). (Para 7804 sub para f and sub para g).

i. At least 6 months since last career check (if any) on CPD or date due promotion (if later).

j. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’. (Para 7805 sub para c).

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Advance to LEADING HAND (DIVER)

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Petty Officer (Diver) – Pre-Selection Requirements

a. Completed LH (D) WTTBs. Achieved RPS recorded as ‘Professional|RPS for LH (D)|Navy|’.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD (Para 7806).

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Petty Officer (Diver) – Pre-Promotion Requirements

d. 12 months’ sea service as LH at CRD. Recorded as JPA competence ‘CMS|12 Months Sea Time LH|Navy|’ (Para 7805 sub para d).

e. Pass PQC for PO(D) by CPD+12 months (awarded PO(D) specialisation badge (Crown)). (Para 7804 sub para f and sub para g)

f. SRLC completed and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|’. (Para 7804 sub para f and sub para g).

g. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).
h. EFP in accordance with Para 9636. Achieved minimum Level 2 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

i. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’. (Para 7805 sub para c).

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Promoted to
PETTY OFFICER (DIVER)

Chief Petty Officer (Diver) – Pre-Selection Requirements

a. Achieved RPS as a PO(D). Recorded as JPA Competence ‘Professional|RPS for PO(D)|Navy|’.

b. Minimum of 3 years’ seniority as PO 12 months prior to the CPD (Para 6703 b sub para (3)).

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the CPD.

d. SRLC completed and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|’.

e. Recommended for promotion on Appraisal Report at CRD.

Chief Petty Officer (Diver) – Pre-Promotion Requirements

f. 6 months’ sea service as a PO(D). Recorded as JPA competence ‘CMS|12 Months Sea Time PO|Navy|’. (Para 7805 sub para d) (Note 1).

g. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’. (Para 7805 sub para c).

h. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

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Promoted to
CHIEF PETTY OFFICER (DIVER)

Warrant Officer 1 (Diver) – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a CPO 12 months prior to the CPD.
b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. EFP in accordance with Para 9636. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

d. Recommended for promotion on Appraisal Report at CRD.

Warrant Officer 1 (Diver) – Pre-Promotion Requirements

f. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’. (Para 7805 sub para c)

g. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

h. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to

WARRANT OFFICER 1 DIVER

Note. **Sea Service.** PO(D)s are required to complete only 6 months’ sea service. Once qualified they are to be awarded the generic competence ‘CMS|12 Months Sea Time PO|Navy|’.
ANNEX 78B

DIVER SPECIALISATION – AWARD OF DIVING COMPETENCES

1. AB (Diver)

a. When an individual has completed the AB Professional Qualifying Course (PQC), they are deemed to be at RPS for AB2 Diver and will be eligible to receive Cat 2 Recruitment & Retention Payment (Diver) (RRP(D)). Payment of RRP(D), however, will not commence until an individual is assigned to a position that has been tagged for RRP(D) (ie. non-Manning & Training Margin (MTM) position).

b. On completion of Career training, the Defence Diving School (DDS) will provide Babcock with a list of individuals for whom competence action is to be completed as follows:

   Award “Diving|AB Diver Career (DDS 100)|Navy|”.

c. When an individual has completed Explosive Ordnance Disposal (EOD) at DEMMS, including the RN Elementary Underwater EOD (0807 or any subsequent update) course, DEMMS will inform DDS who will provide Babcock with a list of individuals for whom competence action is to be completed as follows:

   Award “Diving|RN Elementary UW EOD|Navy|”.

d. An AB2 Diver will be eligible to receive Cat 2 RRP(D) when assigned to a position that has been tagged for RRP(D) (ie. non-MTM position).

e. In order to ensure that RRP(D) commences at the correct time, the ship or organisation is to raise the appropriate authorisation request and competence action is to be completed by the Unit Personnel Office (UPO), as follows:

   Award “Specialist Pay|Diving Pay –Cat 2 (All ranks)|Navy|”.

f. A Diver is not deemed to be at full OPS until completion of the Seamanship Workplace Training Task Book (WTTB). An individual will need ship-borne experience in order to complete the TB. Once at full RPS and ready in all respects for promotion to AB1 (D) the new qualification attracts Cat 3 RRP(D). If the individual has also completed the 0807 course (Elementary UW EOD) an AB1 (D) will be entitled to Cat 3A RRP(D).

g. In order to ensure that RRP(D) is correctly awarded, the ship/parent unit is to raise the appropriate authorisation request and competence action is to be completed by the UPO as follows:

   Award “Professional|RPS for AB1 (D)|Navy|”.

   End date “Specialist Pay|Diving Pay –Cat 2 (All ranks)|Navy|”.
Award either:

“Specialist Pay|Diving Pay –Cat 3 (All ranks)|Navy” or

“Specialist Pay|Diving Pay –Cat 3a EOD (All ranks)|Navy|no” if the individual has completed the Elementary UW EOD course.

h. If an individual has been awarded only Cat 3 RRP(D) and subsequently completes 0807 course (Elementary UW EOD), then an AB1 (D) will be entitled to Cat 3A RRP(D). In order to ensure that RRP(D) is correctly awarded the ship/parent unit is to raise the appropriate authorisation request and competence action is to be completed by the UPO as follows:

End date “Specialist Pay|Diving Pay –Cat 3 (All ranks)|Navy|”.

Award “Specialist Pay|Diving Pay –Cat 3a EOD (All ranks)|Navy|no”.

2. LH (Diver)

a. When an individual has completed the DDS phase of the LH Diver PQC (DDS 101) it signifies that Category 4 diving standards have been achieved. A LH (Diver) will remain in receipt of Cat 3A RRP(D) until they are assigned to a LH (Diver) position that has been tagged for RRP(D) (ie. non-MTM position).

b. In order to ensure individual competences are correctly updated, DDS will provide Babcock with a list of individuals for whom competence action is to be completed as follows:

Award “Diving|LS Diver Career (DDS 101)|Navy|”.

c. When an individual has completed the current 0804 (Defence EOD No 2 CMD) and the 0813 (Intermediate UW EOD) or the previous 0053 Defence EOD No 2 IEDD Operator Course DEMMS will inform DDS who will provide Babcock with a list of individuals for whom competence action is to be completed as follows:

Award “Explosives|Defence EOD CMD No2|Joint|”.

Award “Diving|RN Intermediate UW EOD|Navy|”.

d. A LH (Diver) will be eligible to receive Cat 4 RRP(D) or Cat 4A RRP(D) if they have completed the current 0804 (Defence EOD No 2 CMD) and the 0813 (Intermediate UW EOD) or the previous 0053 Defence EOD No 2 IEDD operator course but this will not commence until assigned to a LH (Diver) position that has been tagged for RRP(D) (ie. non-MTM position).
e. In order to ensure that RRP(D) commences at the correct time, the ship or organisation needs to raise the appropriate authorisation request and competence action is to be completed by the UPO as follows:

   End date “Specialist Pay|Diving Pay -Cat 3a EOD (All ranks)|Navy|no”.

   Award either:

   “Specialist Pay|Diving Pay -Cat 4 (Leading Rate and above)|Navy|”.

   “Specialist Pay|Diving Pay -Cat 4a EOD (Leading Rate and above)|Navy|” if the individual has completed the Intermediate UW EOD course.

f. If an individual has only been awarded the Cat 4 RRP(D) and subsequently completes 0813 course (Intermediate UW EOD) a LS(D) they will be entitled to Cat 4A RRP(D). In order to ensure that RRP(D) is correctly awarded the ship/parent unit is to raise the appropriate authorisation request and competence action is to be completed by the UPO as follows:

   End date “Specialist Pay|Diving Pay -Cat 4 (Leading Rate and above)|Navy|”.

   Award “Specialist Pay|Diving Pay -Cat 4a EOD (Leading Rate and above)|Navy|”.

g. A LH (Diver) is not deemed to be at full RPS until completion of the Diver WTTB. When completed, the Commanding Officer (CO) or Head of Department (HOD) is to certify that the individual has achieved full OPS as a LH (D). The ship or unit is to raise the appropriate authorisation request and competence action is to be completed by the UPO as follows:

   Award “Professional|RPS for LH (D)|Navy|”.

3. **PO (Diver)**

a. When an individual has completed the PO Diver PQC (DDS 102) phase at DDS it signifies that Category 5 diving standards have been achieved. Individuals will remain in receipt of Cat 4A RRP(D), however, until they are assigned to a PO (Diver) position that has been tagged for RRP(D) (ie. non-MTM position).

b. In order to ensure individual competences are correctly updated DDS will provide Babcock with a list of individuals for whom competence action is to be completed as follows:

   Award “Diving| PO Diver Career (DDS 102)|Navy|”.

b. In order to ensure individual competences are correctly updated DDS will provide Babcock with a list of individuals for whom competence action is to be completed as follows:

   Award “Diving| PO Diver Career (DDS 102)|Navy|”.
c. When an individual has completed the DEMMS DEOC CMD 0064 (Defence EOD Operator (CMD) and the 0808 Course (RN UW Advanced EOD) or the previous EOD training consisting of the JS EOD 0801 Course; or DEOC 0052 (CMD only) operator course, they will be eligible for RRP(D) Cat 5. RRP(D) Cat 5 will not commence, however, until the individual is assigned to a PO (Diver) position that has been tagged for RRP(D) (ie. non-MTM position).

d. DEMMS will inform DDS who will provide Babcock with a list of individuals for whom competence action is to be completed as follows:

   Award “Explosives|Defence EOD Op CMD|Joint”.

   Award “Diving|RN Advanced UW EOD|Navy”.

   Award “Professional|RPS for PO(D)|Navy”.

e. A PO (Diver) will be eligible to receive Cat 5B RRP(D) if they have completed the current DEOC CMD 0064 and the 0808 Course (RN UW Advanced EOD) or previous EOD training consisting of the JS EOD 0801 Course; or DEOC 0052 (CMD only) operator course, but this will not commence until assigned to a PO (Diver) position that has been tagged for RRP(D) (ie. non-MTM position).

f. In order to ensure that RRP(D) commences at the correct time, the ship or organisation is to raise the appropriate authorisation request and competence action is to be completed by the UPO as follows:

   End date “Specialist Pay|Diving Pay -Cat 4a EOD (Leading Rate and above)|Navy”.

   Award either:

   “Specialist Pay|Diving Pay -Cat 5 (Petty Officer and above)|Navy” or

   “Specialist Pay|Diving Pay –Cat 5b EOD (Petty Officer and above)|Navy” if completed EOD training.

g. If an individual has only been awarded the Cat 5 RRP(D) and subsequently completes the 0808 course, a PO(D) will be entitled to Cat 5B RRP(D). In order to ensure that their RRP(D) is correctly awarded, the ship/parent unit is to raise the appropriate authorisation request and competence action is to be completed by the UPO, as follows:

   End date “Specialist Pay|Diving Pay -Cat 5 (Petty Officer and above)|Navy”.

   Award “Specialist Pay|Diving Pay –Cat 5b EOD (Petty Officer and above)|Navy”.
h. When an individual is qualified to Cat 5B standard and they have completed the JS IEDD No1 Operator Course 0039 or DEOC 0052 (CMD and IEDD) or DEOC Phase 3 IEDD 0063 or DEOC IEDD 0065, they will be entitled to Cat 5A RRP(D).

i. DEMMS will inform DDS who will provide Babcock with a list of individuals for whom competence action is to be completed as follows:

Award “Explosives|Defence EOD Op|IEDD|Joint|”.

End date “Specialist Pay|Diving Pay –Cat 5b EOD (Petty Officer and above)|Navy|”.

Award “Specialist Pay|Diving Pay –Cat 5a IEDD (Petty Officer and above)|Navy|”.
ANNEX 78C

EMPLOYMENT ON CLEARANCE DIVER PAY SPINE – ROYAL NAVY SENIOR RATING DIVERS

1. Origin
   The Clearance Diver Pay Spine (CDPS) was introduced in 2009 as part of the recommendations of the Specialist Pay (Diving) (now RRP(D)) Quinquennial Review. Full details of the CDPS regulations are set out in JSP 754 Chapter 4 Section 11, which remains the definitive authority for CDPS eligibility.

2. Requirement
   The intention of the CDPS is to create, for selected PO(D) and above at or beyond 15 years’ length of service, a structure that makes non pensionable RRP(D) pay into pensionable basic pay and offers an extended career in diving/EOD employment. Personnel on CDPS are no longer eligible for RRP(D) but will receive the equivalent rate of pay as part of their new ‘basic’ rate of pay. This new basic rate will also have factored in the amount that is equivalent to the EOD Supplement. These enhancements are to recognize their diving and EOD skills as well as the Service’s need to retain them employed in diving and diving related assignments beyond the Initial Pension Point (IPP).

3. Terms of Employment
   Royal Navy Senior Rating Divers employed under the CDPS are normally to be employed on Diving, Diving Related, EOD or EOD Related assignments. A Diving/EOD assignment is one requiring an individual to undertake diving or EOD operations using their professional qualification as required by the post specification. A Diving/EOD Related assignment is one that requires the individual to utilise specialist diving or EOD knowledge and expertise but which does not necessarily require the incumbent personally to undertake diving or EOD operations.

4. Eligibility
   Substantive Petty Officers, Chief Petty Officers and Warrant Officers of the RN Diver Branch will be eligible to transfer to the CDPS if they meet the following criteria:
   a. Have completed Diver training at DDS and EOD training at DEMS which includes:
      (1) PO(D) Professional Qualifying Course.
      (2) Defence EOD Operator Training.
      (3) RN Underwater Advanced EOD Training.
   b. Have completed 15 years’ or more paid reckonable service.
   c. Are serving on a permanent pensionable engagement.
d. The following additional criteria will apply:

(1) Personnel must be in receipt of RRP(D) (either at Full or Reserve Band rates).

(2) Personnel must not have applied for Early Termination (also known as premature voluntary retirement (PVR) or Voluntary Outflow (VO)).

(3) Personnel must not have been permanently medically downgraded as unfit for diving duties. Personnel who are temporarily downgraded will have their suitability for entry onto CDPS assessed on a case-by-case basis by the Service Manning Authorities.

(4) Personnel must be able to provide a minimum of 5 years’ service from date of entry to CDPS to their Normal Retirement Date.

5. Application Procedure
   Application for entry to the CDPS will be through an individual’s SJAR. The ‘Volunteer for Further Service’ box should be selected and Reporting Officers should make comment in the text on an individual’s suitability for EC and CDPS.

6. Return of Service
   Although there is no ROS associated with CDPS, it is recommended that personnel fully understand the implications on their pension should they choose to apply for ET (or VO) within 5 years of selection (see JSP 754 Ch 4 sect 11 Art 04.1120).

7. Selection Criteria
   Transfer to CDPS is not automatic; it will be by selection. The number, skill-set and rate of personnel selected each year will be established by the Ratings’ Warfare Branch Manager and will be commensurate with the Service’s requirement to achieve the desired Sustainable Experience Profiles.

8. Selection Board
   There will be one Selection Board held annually concurrently with the Senior Rate Extended Career (EC) Boards. The board will be open to all PO-WO’s with 15 years’ or more service, as described in Para 2 above.

9. Confirmation Process
   Individuals selected for CDPS will be required to confirm their acceptance of transfer and the associated Terms of Service by email, supported by a fully completed S61 being sent to Promotions Section.

10. Entry onto JPA
    Transfer to CDPS will be executed on JPA with the ‘pay run’ following the offer of acceptance and S61 having been received and processed. Personnel will enter at their current increment and will retain their current Incremental Basic Date (IBD).
11. Extended Service
As well as introducing more favourable pension terms for divers, the CDPS also offers an extended career for those selected. The length of extension will be subject to annual review by the Ratings’ Warfare Branch Manager, who will ensure that the desired Sustainable Experience Profiles are maintained.

12. Medical Downgrading
The current single-Service regulations for medical downgrading will remain unchanged for CDPS personnel. CDPS personnel who are temporarily medically downgraded will remain on the CDPS. However, CDPS personnel who are permanently medically downgraded and cannot fill either a diving or diving related post (see para 3 above) will not remain on the CDPS. In these circumstances personnel should be offered a transfer to a non-diving specialisation (manning requirements permitting), reversion to the Main Pay scales and employed on EOD duties only (when RRP(EOD) may be paid) or discharge from the Service (see JSP 754 Pt 2 Ch 4 Sect 11 for further details).

13. Promotion
All personnel on CDPS will remain eligible for promotion to the next higher rank in accordance with current policy and as merited by the Service Manning Authority.

14. Re-entry/Transfer into the Diver Branch
Eligible PO(D)s and above who have previously served on a full time engagement and who have re-joined the Service are eligible for immediate transfer to the CDPS, provided that there is a manning requirement. On re-joining, the individual will enter the CDPS in accordance with JSP 754 04.1105 and 04.1108-04.1109. Their IBD will be the date that they enter the CDPS. Transfers from other branches/Services will be in accordance with single-Service regulations at the Able Seaman level.

15. Transfer out of the Diver Branch
Personnel who transfer out of the Diver Branch will move back to a commensurate Main Pay Scale or, if this is not possible, to a Specially Determined Rate of Pay (SDRP). Unless the transfer is due to medical downgrading, personnel will forego their entitlement to an enhanced pension.

16. Pay and Pensions
Details of pay and pension for CDPS personnel can be found in JSP 754 Chapter 4 Section 11.
CHAPTER 79

WARFARE BRANCH – SUBMARINE SERVICE

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ANNEX

Annex 79A  Submarine Service Warfare Specialist – Promotion Flowcharts
CHAPTER 79
WARFARE BRANCH – SUBMARINE SERVICE

7901. General
This Chapter covers the career regulations for all Warfare Branch submarine specialisations with the exception of Coxswain (Submarine) (Chapter 83). Divisional Officers are to ensure that a copy of this Chapter and Annex is placed in the PDR of every member of the Warfare Specialist specialisations listed at Para 7902.

7902. Specialisations of the Warfare Branch (Submarine)

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

- Coxswain (Submarine) – Cox'n (SM) – see Chapter 83
- Warfare Specialist (Tactical Submarine) - WS(TSM)
- Warfare Specialist (Sensors Submarine) - WS(SSM)

b. Specialisation Selection. Warfare Branch (Submarine) ratings will be selected for the Warfare Specialisation (WS) at the Careers Offices. WS ratings will be streamed either WS(SSM) or WS(TSM) based on the needs of the service. Individuals requesting to transfer specialisation, both within the Warfare Branch and the RN as a whole, will be managed on a case-by-case basis by the Warfare Ratings Branch Manager.

7903. Submarine Warfare Branch Training - Career Progression and Targeted Employment Modules
Career Progression for Warfare Branch Ratings is detailed within Annex 79A. In addition to Career training, individuals may be required to undertake Targeted Employment Modules (TEMs) in accordance with the Unit Establishment List (UEL).

a. Training Performance Statements, Workplace Training Task Books and Role Performance Standard. On successful completion of PQC's for AB2, LS and PO, a WB rating will have attained the Training Performance Statement (TPS) for the current rate. Individuals will be issued with the appropriate Workplace Training Task Book (WTTB) or a Professional Certification Record (PCR). In the subsequent sea assignment, a rating will be deemed to have achieved Role Performance Standard (RPS) on successful completion of the core career workplace training section of the relevant WTTB (TPS + workplace training = RPS) for AB/LH and PCR for PO. On achievement of RPS as an AB1, LS and PO, the Warfare Training Co-ordinator is to inform the unit Human Resource (HR) administrator in order for the relevant competences (see Annex for details) to be inputted to JPA. When an individual is advanced to AB1, the HR administrator is to ensure a Promotion Authorisation Request (PAR) is signalled to their parent Career Management Cell (CMC), which will authorise the promotion and change the rank on JPA. It is important that achievement of RPS is input to JPA before the PAR date; thus stating that the rating has achieved RPS before attempting to be advanced to AB1. A rating's RPS is defined and owned by the Branch Manager.
b. **Mechanism for Unacceptably Slow Progression.** It is entirely possible that some ratings may not achieve RPS. Within the Warfare Branch there is no scope to employ individuals who cannot or will not progress themselves beyond AB2. It must be realised that AB2s are employed primarily to gain experience and to advance to a higher rate. It follows, therefore, that the ultimate sanction for those who cannot or will not progress beyond AB2 is an application for administrative discharge on the grounds of un-employability. Within the Submarine warfare specialisations an initial warning is set at 12 months from commencement of their WTTB (unless it has been given earlier, supported by unequivocal statements of non-recommendation for promotion in an Appraisal Report). Warnings will then continue 3-monthly within the Appraisal process for an aggregate total of 18 months under warning, whereupon application for administrative discharge on the grounds of un-employability will be sought.

c. **Targeted Employment Modules.** TEMs are the method by which additional individual skills, as required by UEL position numbers, are delivered. As TEMs are linked to UEL position numbers, the Warfare Department Co-ordinator needs to liaise closely with the Coxswain in order to manage Squad members effectively. Course capacity and scheduling can restrict the timely delivery of TEMs to meet short notice requirements, individuals may, therefore, need to be 'manage-moved' between UEL position numbers up to eight months in advance of assuming a particular role in order to achieve the appropriate TEM in good time. Some TEMs are graded whilst others are Pass/Fail, as follows:

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

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

3. **Second Failure.** After a second failure, LH or above will be subject to reversion for unsuitability in accordance with Para 7003. Able Ratings who fail a TEM a second time are not to be employed in any UEL position number that requires that competence and are not to attempt that TEM for another 12 months. The submarine is to assess the individual’s employability within the Squad. If deemed unemployable, the matter is to be referred to the Submarine Warfare Ratings Branch Manager.
d. **TEMs.** In addition to WTTB, AB2s, AB1s and LHs attending TEMs will also be issued with the relevant On Job Training TB in loose leaf for inclusion in their current WTTB.

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

f. **Failure to Complete Professional and/or Leadership Course.** Refer to Para 6716 for rules on the impact on a rating’s promotion if an individual fails to complete PQC and/or LRLC/SRLC before the CPD or within 12 months of the CPD as a result of service reasons, non-service reasons (outwith control) or non-service reasons (within control). If the LH or PO PQC is refused, Para 6913 will apply. In the event of failure during a LS or PO PQC, Para 6912 will apply.

7904. **JPA Recording - Competences, Annual RPS Check, RNFT Sea Time and Pay Qualification Points**

a. **Recording of Competences.** Once a Submarine WB rating has successfully completed a PQC, TEM, WTTB and achieved OPS that competence is to be input to JPA by the appropriate unit HR administrator.

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

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

   (2) Ratings assigned to positions outside of core warfare disciplines are expected, where possible, to maintain RPS. However, it is recognised that this may not be possible due to location and employment patterns. Therefore all individuals rejoining Front Line Units from shore assignments are to be given an RPS check as soon as practical after arrival; recorded on JPA as:

   ‘CMS|Annual RPS Check AB1|Navy’.
(3) An Annual RPS Check is not a pre-selection requirement.

(4) An Annual RPS Check is a pre-requisite for all Promotion Career Courses and, even though an individual may be in date, an Annual RPS Check must be conducted within 3 months of the Career Course start date for AB-LH and LH-PO.

(5) Divisional Officers or Line Managers of ABs and LHSs who are serving ashore when selected for the next higher rate are to arrange for an Annual RPS check via the OPT facilities within three months of the individual attending Promotion Career training.

(6) RPS qualifications will be checked on attendance of LH and PO Career Course training. Ratings who are not in date for an Annual RPS Check will be returned to Unit.

c. **RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the CPD. See Para 6718 for full details.

d. **Sea Service.** A minimum of 12 months sea service (not including JR Squad time) is required as a pre-selection requisite for promotion to PO and CPO and is to be recorded on JPA. See Para 6905 for full details.

7905. **Appraisal Reports**

a. **Appraisal Reports.** Appraisal reports are required in order to provide selection boards with the detail of an individual’s performance and suitability for promotion. Appraisal reports are to be raised annually (30 Nov for all ABs; 31 Jan for all LH). Individuals who cannot maintain RPS, or who receive an unequivocal statement of ‘non-recommendation’ in a SJAR appraisal, must be given a clear plan of action to remedy the situation. This plan must be summarised in the report. If no clear improvement is forthcoming within 3-6 months, individuals should be issued with a formal Divisional Officer, HOD or Commanding Officer’s warning for inadequacy. In cases where a warning has been issued and an individual has not achieved or maintained RPS within the 3-6 month period, the Branch Manager is to be consulted for advice.

b. **SJAR Recommendation.** If an individual has been awarded a positive recommendation for promotion (‘Exceptional’, ‘High’ or ‘Yes’ recommendation for ‘Promotion - 1 Rank Up’ on SJAR by final RO) in the last SJAR and, since that report, has become eligible in all other respects for selection, they will be placed before the Promotion Board. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation. For promotion up to the rate of PO, Streamlined Eligibility Dates (SED) of 31 Mar, 31 Jul and 30 Nov in any year will apply. Ratings may be deemed as ‘developing’ at the annual reporting stage, but this should not be based solely on not having achieved OPS.
7906. Warfare Branch Badges

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

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

<table>
<thead>
<tr>
<th>Star</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Star</td>
<td>On advancement to AB1 (RPS achieved).</td>
</tr>
<tr>
<td>2 Stars</td>
<td>On completion of the LS PQC.</td>
</tr>
<tr>
<td>Crown</td>
<td>On completion of the PO PQC.</td>
</tr>
</tbody>
</table>

7907. Education for Promotion

A Leading Hand must be educationally qualified to Level 1 Functional Skills and a Petty Officer to Level 2 Functional Skills in English and Mathematics or a suitable equivalent for either or both of these qualifications. See Para 9636 for further information.

7908. Senior Ratings' Refresher Course at RNSMS

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

7909. Submarine Warfare Specialisation - Promotion Flowcharts

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

SUBMARINE SERVICE WARFARE SPECIALIST – PROMOTION FLOWCHART

Entry Qualifications: (Ref Para 0759)

<table>
<thead>
<tr>
<th>ABLE SEAMAN 2 WS (TSM) or (SSM)</th>
</tr>
</thead>
</table>

### Able Seaman 1 – Advancement Criteria

- a. Completed RALEIGH - Phase 1 Training.
- b. Completed RNSMS AB2 WS PQC in relevant Sub-specialisation.
- c. Completed Phase 2 Training - SMQ(North) or (South) – SMQ(Dry). (Note 1).
- d. Completed Phase 2 Training - Submarine – SMQ(Wet). (Note 2).
- e. Continue instruction to achieve FS Level 1 Certificates in Adult Literacy and Numeracy. (Para 7907).
- f. Assigned to sea position.
- g. Completed WTTB - achieved OPS as AB WS (TSM) or (SSM), authorised by Warfare HOD. OPS is to be recorded under:
  - ‘Professional|OPS for AB1 WS(TSM)|Navy’
  - ‘Professional|OPS for AB1 WS(SSM)|Navy’
  (Para 7903 sub para a and sub para b).
- h. In date for RNFT or waiver obtained on date due advancement, recorded under JPA competence ‘CMS|Fitness Test|Navy’.
- i. At least 6 months since last Career Check (if any) on date due advancement.
- j. SSM ratings to complete narrowband TEM. (Note 3).
- k. Awarded AB1 Badge (single star). Promotion Authorisation Request (PAR) signalled to WMO parent Career Management Cell (CMC). Para 7903 sub para a)

Advanced to

| ABLE SEAMAN 1 WS (TSM) or (SSM) |
Leading Hand – Pre-Selection Requirements

a. Serving on ES1/FC/OE1 that expires after the nominated CPD (Para 6703 b sub para (7)).

b. Recommended for promotion on Appraisal Report on CRD. (Para 7905).

Leading Hand – Pre-Promotion Requirements

c. Educationally qualified for promotion (EFP) in accordance with Para 9636. Achieved minimum NAMET 5:5 or Level 1 FS (or equivalent) in English and Mathematics and recorded on JPA with the appropriate competences.

d. LRLC completed and recorded as JPA competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’.

e. Passed LH PQC by nominated CPD+12 months (awarded 2-star specialisation badge TSM or SSM) (Para 7903 sub para e and sub para f).

f. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

g. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

Petty Officer – Pre–Selection Requirements

a. Completed LH WTTB in relevant Sub-Specialisation. Achieved OPS; to be recorded under:

‘Professional|OPS for LH WS(TSM)|Navy’
‘Professional|OPS for LH WS(SSM)|Navy’

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the CPD.

c. Recommended for promotion on Appraisal Report on CRD. (Para 7905).

Petty Officer – Pre-Promotion Requirements

d. 12 months’ sea service (excluding Squad time ashore where applicable) as a LH at the CPD. Recorded as JPA competence ‘CMS|12 Months Sea Time LH|Navy’.
(Para 7904 sub para d).
e. SRLC completed by CPD and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|’ (Para 7903 sub para e and sub para f).

f. Passed sub-specialisation PO PQC by nominated CPD+12 months (awarded PO specialisation badge (Crown)) (Para 7903 sub para e and sub para f).

g. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

h. EFP in accordance with Para 9636. Achieved minimum Level 2 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

i. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’.

Promoted to

PETTY OFFICER WS (TSM) or (SSM)

Chief Petty Officer – Pre-Selection Requirements

a. Achieved OPS as a PO recorded as JPA competence:

‘Professional|OPS for PO WS(TSM)|Navy|’

‘Professional|OPS for PO WS(SSM)|Navy|’ (Note 4).

b. Minimum of 3 years’ seniority as a PO 12 months prior to the CPD (Para 6703 b sub para (3)).

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the CPD.

d. SRLC completed and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|’.

e. Recommended for promotion on Appraisal Report at CRD.

Chief Petty Officer – Pre-Promotion Requirements

f. 12 months’ sea service as a PO. Recorded as JPA competence 'CMS|12 Months Sea Time PO|Navy|' (Para 7904 sub para d).

g. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’.

h. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).
Promoted to
CHIEF PETTY OFFICER WS (TSM) or (SSM)

Warrant Officer 1 – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a CPO 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the CPD.

c. EFP in accordance with Para 9636. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

d. Recommended for promotion on Appraisal Report at CRD. (Para 7905).

Warrant Officer 1 – Pre-Promotion Requirements

e. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

f. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

g. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to
WARRANT OFFICER 1

Notes:

1. GTS point - Untrained Strength flag changed to NO on completion.

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

3. A SSM ratings cannot be awarded the 1 star AB badge or a PAR raised until the Narrowband TEM has been completed.

4. Professional Certification Record. On completion of PO PQC, individuals will be issued a Professional Certification Record. This record is to be completed within 12 months of joining first sea going Unit as a PO. Once completed, an individual has achieved OPS and can be awarded the competence.
CHAPTER 80
WARFARE BRANCH – ROYAL NAVY POLICE

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Annex 80A  RN Police – Promotion Flowchart
Annex 80B  Certificate of Achievement of Annual RPS- LH(Police)
CHAPTER 80
WARFARE BRANCH – ROYAL NAVY POLICE

8001. Introduction

a. This Chapter covers the career regulations for General Service Warfare Branch RN Police (RNP). Divisional Officers are to ensure that a copy of this Chapter and Annexes are placed in the PDR of every member of the RNP specialisation.

b. The role of the RNP is to support operational effectiveness and delivery of military capability by deterring, investigating and detecting crime and disciplinary offences, thus maintaining Service discipline.

c. The Provost Marshal Navy (PM(N)) is the competent authority for the investigation of all criminal and disciplinary offences investigated by RNP (QRRN Article 3603). PM(N) has a duty to the Defence Council for the conduct and direction of all such investigations and is to ensure that all investigations are conducted independently from the Chain of Command and are conducted free from improper interference (QRRN Article J.3604), therefore PM(N) has functional authority over all RNP for these purposes.

8002. Entry into the RN Police

The following criteria must be met for entry into the RN Police:

a. An AB1 or Mne with at least 12 months’ service since attaining Role Performance Statement (RPS) at the date of application. A Leading Hand (LH) or Corporal (Cpl). A Petty Officer (PO) or Sergeant (Sgt) and above may be considered on a case by case basis.

b. In date for source branch Annual RPS Check.

c. An individual must have received a positive recommendation of ‘Yes’ or above for LH/Cpl (if AB1, MNE or Lance Cpl) on their last SJAR.

d. Recommended by their Commanding Officer for the RNP specialisation.

e. Have a permanent medical category of Medically Fully Deployable (MFD) (A4/L1 or L2\(^1\)/M1/E1) with a minimum colour perception standard of CP3.

f. Must hold GCSE Grade A* - C, (9 – 4 for Summer examinations 2017 onwards) in English and Mathematics or equivalent for either or both qualifications in accordance with Chapter 96.

g. Six months or more service since last Career Check (if any).

h. Have at least 7 years to serve on completion of the RN Police Initial Course (RNPIC).

\(^1\) L2 Medical Employment Standard Code will be dependent on medical restriction. Each application will be considered by PM(N) on a case by case basis.
i. Have manning clearance for transfer.

j. Must be a British citizen or dual British/other nationality status (see Annex 51A).

k. Hold a full UK driving licence. (An individual may attend the RNP Assessment and Selection Board (See Para 8004 below) however manning clearance to attend RNPIC will NOT be granted until an individual has a full UK licence and it is recorded on JPA.)

8003. Working with Children and/or Vulnerable Adults – Criminal Record Checks

a. Certain positions within the RNP require personnel to hold a valid Enhanced Disclosure level clearance certificate issued by the Disclosure and Barring Service (DBS) or through Disclosure Scotland. In the main, these RNP positions that may require a criminal record check are located at RNP SIB, Phase 1 and 2 training establishments and Diego Garcia.

b. Application for Criminal Record Check clearance will be made by the RNP Career Manager on assignment to one of the RNP positions requiring a criminal record check. See Para 6046 and Annex 60F for further information.

8004. Application for Entry into the RN Police

a. An application form to join the RNP will need to be filled in and individuals must be aware of the following information:

(1) **Financial.** The RNP is in a privileged position with regard to access to information. Applicants to the RNP should not therefore be under pressure from undischarged debts or liabilities. Most applicants have debts, such as mortgages, undischarged loans and credit/store cards and debts which, provided they are within a candidate’s means and manageable are not a bar to assignment to the RNP. The RNP Application Form contains further information regarding the awards of County Court Judgements and Bankruptcy and is the medium used by the candidate to record his/her financial position.

(2) **Convictions.** The RNP Application Form contains further information regarding an individual’s Service and criminal convictions and is the medium used by the candidate to record any such convictions.

(3) **Police National Computer Check (PNC).** A request will be made through the PNC data base concerning information held relating to RNP applicants. In view of the nature of RNP work, applicants are exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 S.3(a)(ii) and Schedule 1 Pt II S.6. RNP applicants are therefore not entitled to withhold information about convictions, which for other purposes are ‘spent’ under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary or administrative action.
b. An individual must have passed a RNP aptitude clearance before manning clearance is authorised. No individual can attend an aptitude clearance without PPLAN approval; the following procedure is to be used:

8005. RNP Aptitude Clearance

a. When an individual has been recommended for the RNP specialisation in accordance with Para 8002 sub para (d), an application is to be submitted to PCAP, for the attention of NAVY PCAP-PPLAN SWPR WO1 for permission to proceed to aptitude.

b. When permission is granted, the individual's unit is to liaise with the RNP Spec Adviser to arrange a mutually agreed date for the applicant to attend a RNP Aptitude which includes a NPM Assessment and a Selection Board.

c. While attending a NPM Assessment the following is to be submitted to the RNP Spec Adviser at HQ PM(N).

1. A full hard copy record of the applicant's Appraisal Reports from joining the RN to date.

2. Education certificates.

3. LRLC/SRLC reports, if applicable.

8006. RN Police - Selection Board Procedure

If the applicant successfully completes the NPM Assessment and is considered suitable for transfer to the RNP specialisation, the Spec Advisor will arrange for the applicant to attend a RNP Selection Board.

a. Applicants who are called to appear before the RNP Selection Board will be required to undertake the following:

1. Powers of Observation (Written Exercise).

2. Spot Talk.

3. Interactive Problem-Solving Exercise.

4. PSO Interview.

5. Selection Board Interview.

b. Manning clearance will be valid for two years after a successful pass at a Selection Board.
8007. **Post NPM Assessment/RNP Selection Board**

a. The Divisional Officer of the candidate, the individual and NAVY PCAP-PPLAN SWPR WO1 will be informed of the results of the RNP Selection Board by the RNP Spec Adviser.

b. **Branch Transfer Manning Clearance.** Once an individual has passed the NPM Assessment and RNP Selection Board, manning clearance to change branch/specialisation is to be requested via NAVY PCAP-PPLAN SWPR WO1 in accordance with current regulations.

(1) Manning clearance, if granted, will be valid for up to two years.

(2) The individual will then be allocated a provisional place on the RNPIC by NAVY PCAP-PPLAN SWPR WO1 in consultation with the RNP Spec Adviser.

c. Personnel who have successfully passed the RNP Selection Board and are waiting to be assigned to the RNPIC must continue to meet the criteria at Para 8002, including positive SJAR reports. Failure to achieve this requirement may result in the candidate being debarred from transfer/selection to the RNP.

d. On receipt of an Assignment Order detailing a candidate for RNPIC, Divisional Officers are to check that the rating meets all the requirements for the Course listed at Para 8002. Queries regarding eligibility which cannot be answered in this Chapter should be referred to the Branch Manager or the Spec Adviser immediately, particularly if they concern a Career Check, seniority or current recommendation for LH.

8008. **Attending RNPIC**

Individuals attending RNPIC must be aware of the following.

a. The RNPIC attracts a training return of service of 36 months from the end of course (see Chapter 53). Students must complete RN Form S2658 prior to or on Day 1 of the RNPIC, following which the form is to be returned to the RN Police Career Manager for recording on JPA and follow up action. RNP candidates who do not accept this condition of service will be debarred from attending RNPIC.

b. It is a mandatory requirement for all RNP students commencing RNPIC to complete the Royal Military Police Advanced Apprenticeship Scheme. The induction of the apprenticeship scheme will take place during Week 1 of the RNPIC. See also PM(N) Technical Instructions. The 3 remaining units of the Royal Military Police Advanced Apprenticeship Scheme in Policing (C&G Diploma in Policing) must be completed within 18 months of completing the RNPIC.

c. Personal Safety Training (PST) is fundamental to all further development and promotion within RNP and will be conducted during training therefore individuals must ensure they are physically fit and in date for RNFT.
8009. **Passing RNPIC**

On successful completion of RNPIC the following rules apply:

a. On being rated Leading Hand (Police), ratings leave their original specialisation and join the RNP.

b. An individual will be advanced to LH(Police) once all the criteria at Annex 80A have been satisfied. The following gives further guidance:

   (1) LHs or equivalent rates who pass RNPIC will be rated LH(Police) with a seniority date adjusted to the last day of RNPIC.

   (2) ABs or equivalent rates who have passed the LRLC will be rated LH(RNP) with a seniority of the last day of RNPIC.

   (3) ABs or equivalent rates who pass RNPIC but have not passed the LRLC will be rated LH(Police) on successful completion of LRLC with seniority back dated to the last day of RNPIC.

c. All LH(Police) ratings are subject to a 12-month probationary period as described at Para 8009.

d. See Para 6909 and Para 6915 a sub para (4) regarding non-completion of LRLC and advancement to AHR in exceptional circumstances.

8010. **Reversion and Disrating**

a. If, at the end of one year’s service as a LH(RNP), an individual is considered to be unsuitable or unable to attain the required standard required of a LH(Police), they will be returned to their source branch or specialisation with original seniority as an AB or LH.

b. If an individual fails LRLC they will be returned to their former specialisation.

c. Failure to achieve RPS 24 months after completion of the RNPIC constitutes grounds for reversion and, unless exceptional circumstances exist (the RNP Branch Manager and PM(N) is to be consulted where any doubt exists), the Commanding Officer is to initiate the reversion process to former specialisation and rate, with original seniority.

d. In common with other sideways entry specialisations, ratings who are reverted or disrated to the Able Rate will be returned to their former specialisation and categories. Re-advancement and future employment within the RNP will not normally be permitted. However, each individual will be considered on a case by case basis by the RNP Branch Manager in consultation with PM(N).
8011. **Initial Employment of Leading Hands (Police)**

On successful completion of RNPIC, all newly qualified LH(RNP)s will generally spend a minimum of 18 months consolidating at a RNP Regional Headquarters. This will normally be followed by an Operational tour and their first sea assignment.

8012. **JPA Recording - Competences, RPS/Annual RPS Check, RNFT and Sea Time**

a. **Recording of Competences.** Once a RNP rating has successfully completed a PQC, WTTB, TEM and achieved RPS that competence is to be input to JPA by the appropriate unit HR administrator. It is the responsibility of the individual to check JPA has been updated with the relevant competence.

b. **Achieving RPS.** The apprenticeship, LH(Police) TB and the VCIC are the gateway to achieving RPS. This allows time for probation to be completed and to generate a SQEP person to fulfil the sea role at LH(Police) as they will have to be competent to investigate offences without the supervision of a PO(Police). The following criteria are mandatory for achieving RPS as LH(Police):

   1. Complete the LH(Police) TB. An individual has 12 months to complete the TB. On successful completion, the TB it is to be forwarded to DSPG CPO(RNP) at the training wing, in order for it can be kept on file.

   2. Successfully pass VCIC, which will normally be completed 15–24 months following completion of RNPIC.

c. **Annual RPS Check.** The continued maintenance of RPS (including RNFT) is fundamental to all further development and promotion. In order to monitor individual maintenance of RPS, an annual RPS Check is to be conducted. In exceptional circumstances, some individuals may be unable to achieve the mandatory annual RPS Checks. Where this is the case, the Branch Manager should be consulted for advice.

d. **RNFT.** Ratings are to be in date for RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the CPD. See Para 6718 for full details.

e. **AB-LH CBRNDC TB.** It is recognised that not all specialisations, branches or trades mandate the need to complete a CBRNDC TB. If an individual falls into this category the TB must be completed on joining their first sea going unit.

f. **Sea Service.** A minimum period of sea service is required as a pre-selection requisite for promotion to PO and CPO and is to be recorded on JPA. Para 6905 defines criteria for award of sea service.

8013. **Education For Promotion (EFP)**

The joining criteria for RNP is to hold GCSE Grade A* - C, (9 – 4 for Summer examinations 2017 onwards) in English and Mathematics or equivalent for either or both qualifications, therefore an individual is Educational qualified for subsequent promotions in accordance with Chapter 96.
8014. Incidents to be Reported to Provost Marshal (Navy)

In accordance with Para 5755.b and PM(N) Technical Instructions, responsibility lies with RNP line management to report the following personnel incidents to PM(N) via HQ PM(N) Professional Standards Unit (PSU)/RNP Spec Adviser:

a. Death, or life threatening injury or illness of RNP personnel.

b. Allegations of disciplinary or criminal conduct against RNP personnel, whether on or off duty.

c. Incidents involving RNP personnel which are likely to attract media interest.

d. All complaints made against RNP personnel, whether by civilian or military personnel.

e. All instances of RNP being placed on Formal Warning Levels 1, 2 or 3 (see Chapter 57).

8015. Suspension of RN Police Personnel from Police Duties

Suspension of RNP personnel from police duties is a serious matter. The decision to suspend RNP Personnel from policing duties is made on a case by case basis and is a matter for PM(N). Refer to PM(N) Technical Instructions for further guidance.

8016. RN Police SUY Requirements

Divisional Officers should consult with the RNP SUY Recording Authority (DPM(N)) and RNP Spec Adviser on potential RN Police and RM Police Troop Officer candidates’ career development. Refer to Para 5029 b sub para 6 and sub para 7 for full details on RNP SUY requirements.

8017. RNP OJARs and SJARs

Reporting Officers who are not members of the Service Police are not to comment in OJARs/SJARs on an individual RNP member’s exercise of their investigatory functions (see Para 2042 sub para c).

8018. RNP Surge Capability for Major Police Investigation/Incident

In the event of a major police investigation/incident, RNP surge personnel will be assigned (MA10B RNP HQ Incident RNP Surge|1820553) by the RNP Career Manager to HQ PM(N) to augment RNP SIB as required. For independence, PM(N) will formally email the relevant COs to temporarily assume command of RNP surge personnel. RNP surge personnel will be selected by HQ PM(N) SO3 OPS, RNP Spec Adviser and the RNP Career Manager on the basis of type of investigation/incident and the competences held by individuals. Naturally, in these circumstances, normal notice for assignment is not feasible and individuals can be expected to be moved from the outset of the major investigation/incident until completion. See PM(N) Technical Instructions for further details.
ANNEX 80A

RN POLICE – PROMOTION FLOWCHART

a. Passed RN Police Initial Course (RNPIC) at DSPG; recorded as JPA competence 'Provost & Security|Service Police-RN Police Initial Course (RNPIC)|Navy'.

b. Passed First Aid Course; recorded as JPA competence ‘Medical|Level 2 First Aid (CBRNDC 23)|Navy’.

c. Passed All Arms Unit Custody Staff Course; recorded as JPA competence ‘Course Qualified|All Arms Unit Custody Staff Course|Joint’ at Military Corrective Training Centre Colchester.

d. Passed Leading Rates’ Leadership Course; recorded as JPA Competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’.

e. In date RNFT or waiver obtained on date due advancement to Leading Hand (Police); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

f. At least 6 months since last Career Check on date due advancement.

<table>
<thead>
<tr>
<th>Rated</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEADING HAND (POLICE)</td>
</tr>
</tbody>
</table>

Petty Officer (Police) – Pre-Selection Requirements


b. Achieved RPS; recorded as JPA competence ‘Professional|RPS for LH RNP Navy’. (Annex 80B)

c. Minimum 2 years’ service as an LH(P) 12 months prior to the Common Promotion Date (CPD) (Para 6703 b sub para (3)).

d. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (7)).

e. Rating recommended for promotion on Appraisal Report at CRD.

f. Completed AB-LH CBRNDC Task Book; recorded as JPA competence ‘Professional|Completion of NBCD Task Book (All Ratings)|Navy’.

1 Or the former competencies: Q|Q-P-VCIC (Police–Volume Crime Investigators Course)|Joint|, or Q|Q-P-L2IC|RAF| or Regulating|Professional Investigators Course|Navy|.
Petty Officer (Police) – Pre-Promotion Requirements

g. In date Annual RPS; recorded as JPA competence ‘CMS|Annual RPS Check LH|Navy’.

h. Completed 12 months sea service on a seagoing ship as a LReg at CPD; recorded as JPA competence ‘CMS|12 Months Sea Time LH|Navy’.

i. Passed Serious Crime Investigations Course (SCIC) at CPD; recorded as JPA competence ‘Provost & Security|Service Police-Serious Crime Investigations Course (SCIC)|Navy’.

j. Passed Senior Rates’ Leadership Course (SRLC) at CPD; recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’.

k. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

l. At least 6 months since last Career Check (if any) at CPD or date due promotion (if later).

m. Educationally qualified for promotion (EFP) in accordance with Para 9613. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and recorded on JPA with the appropriate competences.

Promoted to
PETTY OFFICER (POLICE)

Chief Petty Officer (Master At Arms) – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a PO(P) 12 months prior to the CPD (Para 6703 b sub para (3)).

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (7)).

c. Recommended for promotion on Appraisal Report at CRD.

2 Or the former competencies: AGC|SIB L3I CSEQUAL|Army| or Q|Q-P-L3IC|RAF|.
Chief Petty Officer (Master At Arms) – Pre-Promotion Requirements

d. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

e. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

f. Completed 12 months’ sea service on a seagoing ship as a PO(P) at CPD; recorded as JPA competence ‘CMS|12 Months Sea Time PO|Navy’.

| Promoted to |
| CHIEF PETTY OFFICER (MASTER AT ARMS) |

Warrant Officer 1 (Police) – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a MAA 12 months prior to the CPD.

b. EFP in accordance with Para 9613. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (7)).

d. Recommended for promotion on Appraisal Report at CRD.

Warrant Officer 1 (Police) – Pre-Promotion Requirements

e. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

g. Passed Serious Crime Investigations Course (SCIC) at CPD; recorded as JPA competence ‘Provost & Security|Service Police-Serious Crime Investigations Course (SCIC)|Navy’.

h. Satisfy terms of Assignment Order issued by Promotion Authority.

| Promoted to |
| WARRANT OFFICER 1 (POLICE) |

3 For a PO(Police) this includes CHF, 814 NAS and 820 NAS.
ANNEX 80B

CERTIFICATE OF ACHIEVEMENT OF RPS – LH(POLICE)

Name ………………………………..   Service Number ……………………………...

Ship/Unit …………………………………..

This certificate certifies that, on (date)……………., the above named rating achieved RPS for LH(Police) iaw BRd 3(1) Annex 80A RNP Promotion Flowchart and Note 3.

<table>
<thead>
<tr>
<th>COMPETENCES/REQUIREMENTS FOR ACHIEVEMENT OF RPS – LH(POLICE)</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed LH(Police) Task Book. No JPA Competence</td>
<td></td>
</tr>
<tr>
<td>Passed Volume Crime Investigations Course</td>
<td></td>
</tr>
<tr>
<td>JPA Competence to be recorded as:</td>
<td></td>
</tr>
<tr>
<td>Provost &amp; Security</td>
<td>Service Police-Volume Crime Investigations Course (VCIC)</td>
</tr>
<tr>
<td>Completed Leading Rates’ Leadership Course</td>
<td></td>
</tr>
<tr>
<td>JPA Competence to be recorded as:</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Leading Rates Leadership Course (RNLA 102)</td>
</tr>
<tr>
<td>In date Royal Navy Fitness Test</td>
<td></td>
</tr>
<tr>
<td>JPA Competence to be recorded as:</td>
<td></td>
</tr>
<tr>
<td>CMS</td>
<td>Fitness Test</td>
</tr>
<tr>
<td>In date Personal Safety Training</td>
<td></td>
</tr>
<tr>
<td>PM(N) TI 17 refers. No JPA Competence.</td>
<td></td>
</tr>
</tbody>
</table>

Name ………………………………..   Signed ………………………………..

Rank/Rate …………………………..   Dated ……………………………….
(Senior RNP)

Having completed the above requirements/competences, the JPA Competence: Professional|RPS for LH RNP Navy| is to be raised.

Actioned by Unit HR Administrator

Stamped & Signed
CERTIFICATE OF ACHIEVEMENT OF ANNUAL RPS CHECK – LH(POLICE)

Name ………………………………..   Service Number ………………………………..

Ship/Unit ………………………………..

This certificate certifies that, on (date)……………., the above named rating achieved Annual RPS Check for LH(Police) iaw BRd 3(1) Annex 80A RNP Promotion Flowchart and Note 3.

<table>
<thead>
<tr>
<th>COMPETENCES/REQUIREMENTS FOR ACHIEVEMENT OF ANNUAL RPS CHECK – LH(POLICE)</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Assessment by Senior RNP within 12 months of achieving RPS on first occasion, or within 12 months of last Annual RPS Check. No JPA Competence</td>
<td></td>
</tr>
<tr>
<td>In date Royal Navy Fitness Test</td>
<td></td>
</tr>
<tr>
<td>JPA Competence to be recorded as: CMS</td>
<td>Fitness Test</td>
</tr>
<tr>
<td>In date Personal Safety Training PM(N) TI 17 refers. No JPA Competence</td>
<td></td>
</tr>
</tbody>
</table>

Name ………………………………..   Signed ………………………………..

Rank/Rate ………………………………..   Dated ………………………………..
(Senior RNP)

Having completed the above requirements/competences, the JPA Competence: CMS|Annual RPS Check LH|Navy| is to be raised.

Actioned by Unit HR Administrator

Stamped & Signed
CHAPTER 81
WARFARE BRANCH – FLEET AIR ARM

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CHAPTER 81
WARFARE BRANCH – FLEET AIR ARM

8101. General Terminology

a. Naval Airman entrants will be required to qualify in Aircraft Handling (AH) or Aircraft Controller (AC) specialisations. Aircrewman (ACMN) can be recruited as a Direct Entry or from within. Whilst the NA(METOC) specialisation has been superseded by the OM(HM) specialisation, branch management of legacy NA(METOC)s is undertaken by the GS Warfare Branch Manager – see Chapter 77.

b. For the purposes of this Chapter, Airman and Aircrewman refer to both male and female ratings.

8102. Examination for Advancement or Promotion - General

a. Recommendations. All recommendations for advancement/promotion, examination or course are to be made with due regard to the conditions in Para 6901.

b. Application for Examination. Applications for examination are to be made in accordance with Para 6914.

c. Examinations. The types of examination used in the Air categories are as follows:

   (1) Professional Qualifying Examinations (PQE) - set and marked by the Specialist Schools.

   (2) Provisional Examinations (PE) - set and marked by the Specialist Schools.

   (3) Local - conducted by officers of the rating's own ship or squadron.

   The general rules for examinations, including failures and refusal to take a Qualifying Course or Examination, are given in Para 6911 to Para 6914 and Lead School publications and apply to all examinations in the Fleet Air Arm (non-Air Engineering).

d. PE and PQE dates are published by DIN or RNTM.

8103. Naval Airman (Aircraft Handler) Specialisation – Promotion Flowchart

New Entry: Up to 37 years of age (see Note 1).
Naval Airman 1 – Advancement Criteria

a. Pass Naval Airman (Aircraft Handler) Qualifying Course (Phase 2 Training) and (see Notes 1, 2 and 3).

b. Achieved OPS as NA(AH) by completion of Task Book/OFT (4) and awarded JPA competence ‘Professional|OPS for NA(AH) UQ50|Navy’.

c. In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy’.

d. At least 6 months since last Career Check (if any) on date due advancement.

e. Awarded NA(AH)1 Badge (One Star Badge). Continue instruction to achieve Functional Skills Level 2 – required for award of Trailblazer apprenticeship in English and Mathematics.

Leading Airman (Aircraft Handler) – Pre-Selection Requirements

a. Minimum of 18 months’ seniority as NA(AH)1 12 months prior to Common Promotion Date (CPD) (Para 6703 b sub para (2)).

b. Serving on ES1/FC/OE1 that expires after the nominated CPD (Para 6703 b sub para (7)).

c. Recommended for promotion on Appraisal Report at CRD (see Note 11).

Leading Airman (Aircraft Handler) – Pre-Promotion Requirements

d. Passed Leading Airman (Aircraft Handler) Qualifying Course (see Notes 7,10, and 13).

e. Completed Leading Rates’ Leadership Course (LRLC), recorded as JPA competence ‘Miscellaneous|Leading Rates’ Leadership Course (RNLA 102)|Navy’.

f. In date RNFT or waiver obtained at nominated CPD; recorded as JPA competence ‘CMS|Fitness Test|Navy’.

g. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).
Petty Officer Airman (Aircraft Handler) – Pre-Selection Requirements

a. Passed PE for POA(AH) (see Note 5).

b. Minimum of one year’s seniority as a LA(AH) 12 months prior to the CPD.

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

d. Recommended for selection on Appraisal Report at CRD (see Note 11).

e. In date RNFT or waiver obtained at CRD; recorded as JPA competence ‘CMS|Fitness Test|Navy|’.

f. EFP in accordance with Para 9613. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at CPD and appropriate competences recorded on JPA.

Petty Officer Airman (Aircraft Handler) – Pre-Promotion Requirements

g. Passed Petty Officer (Aircraft Handler) Qualifying Course (see Notes 8 and 12).

h. Completed Senior Rates’ Leadership Course (SRLC), recorded as JPA competence ‘Miscellaneous|Senior Rates’ Leadership Course (RNLA 103)|Navy|’.

i. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’.

j. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

| Promoted to |
| PETTY OFFICER AIRMAN (AIRCRAFT HANDLER) |

Chief Petty Officer Airman (Aircraft Handler) – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as PO Airman (AH) 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Completed Senior Rates’ Leadership Course (SRLC), recorded as JPA competence ‘Miscellaneous|Senior Rates’ Leadership Course (RNLA 103)|Navy|’.

d. Recommended for promotion on Appraisal Report at CRD.
Chief Petty Officer Airman (Aircraft Handler) – Pre-Promotion Requirements

e. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER AIRMAN (AIRCRAFT HANDLER)

Warrant Officer 1 (Aircraft Handler) – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a CPO 12 months prior to the CPD.

b. EFP in accordance with Para 9613. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

d. Recommended for promotion on Appraisal Report at CRD.

e. In date RNFT or waiver obtained at CRD; recorded as JPA competence ‘CMS|Fitness Test|Navy’.

Warrant Officer 1 (Aircraft Handler) – Pre-Promotion Requirements

f. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

g. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

h. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to
WARRANT OFFICER 1 (AIRCRAFT HANDLER)
Notes:

1. Ratings entering the Fleet Air Arm in the Naval Airman (AH) specialisation enter as a Naval Airman 2. They undergo Phase 1 New Entry Training at HMS RALEIGH and are then assigned to Naval Airman (Aircraft Handler) Qualifying Course (NA(AH)QC) at the RN School of Flight Deck Operations (RNSFDO), RNAS Culdrose.

2. Although included within the NA(AH) Phase 2 syllabus, the completion of Able Rate Leadership Course (ARLC) and NBCD 23 First Aid Level 2 are not mandatory pass elements.

3. Ratings who fail NA(AH)QC may be ‘back-classed’ or, unless willing to transfer to another specialisation under existing regulations, will normally be recommended for Discharge Unsuitable During Training (DUDT) by the Commanding Officer RNAS Culdrose.

4. Instructions for Completion of NA(AH) Task Book/OJT

   a. On completion of NA(AH)QC, NA(AH)s are required to undertake Task Book Training or On-Job Training, as applicable, to develop the individual from Training Performance Standard (TPS) to Operational Performance Training (OPS), depending on their first assignment. OPS is achieved by individuals completing one of the following:

      (1) The NA(AH) Duty 1 (Ship’s Flight Deck Team) and Duty 2 (Ship’s Hangar Team) Task Book.

      (2) Commando Helicopter Force NA(AH) Task Book (TEM FGN137GE).

      (3) Air Course 159 NA(AH) Crew firefighter (Ashore) Task Book.

   b. On completion of one of the requirements listed at Note 4.a above, the individual is to be awarded JPA competence ‘Professional\OPS for NA(AH) UQ50\Navy’.

Continued
5. **Aircraft Handler Provisional Examinations (PE).** The PE for POA(AH) may be taken at any time by confirmed Leading Hands (or, post the CPD for which selected by those who have completed pre-promotion training but have yet to be promoted for reasons shown at Para 6716 sub para c), provided that the rating’s Commanding Officer considers that the candidate is adequately prepared for the Petty Officer (AH) Qualifying Course (PO(AH)QC) and has the potential for future promotion to Petty Officer. Applications for the examination should be forwarded to the Commanding Officer, RNSFDO, RNAS Culdrose, HELSTON, Cornwall, TR12 7RH, on Form S442 in duplicate. Examination papers will be forwarded to the candidate’s ship or establishment and completed papers should be returned without delay. CO RNSFDO will inform Commanding Officers and Navy Command/ACOS(PCap) of results.

### Aircraft Handler Qualifying Courses

6. **LA(AH) Qualifying Course (LA(AH)QC).** Ratings selected by the LA (AH) Promotion Board will be assigned to LA(AH)QC by the Aircraft Handler Career Manager. Candidates assigned to LA(AH)QC will be informed by joining letter of the required reading and study material that is considered will be advantageous to their performance.

7. Ratings nominated to attend Leading Rates’ Leadership Course (LRLC) within 3 months of completion of LA(AH)QC are to ensure that all LRLC pre-requisites have been accomplished. The LA(AH)QC syllabus does not allow time to be released from training to undertake these requirements.

8. **POA(AH) Qualifying Course (PO(AH)QC).** Ratings selected by the POA(AH) Promotion Board will be assigned to PO(AH)QC by the Aircraft Handler Career Manager.

9. Ratings nominated to attend Senior Rates’ Leadership Course (SRLC) within three months of completion of POQC are to ensure that all SRLC pre-requisites have been accomplished. The PO(AH)QC syllabus does not allow time to be released from training to undertake these requirements.

Continued
Notes: (Continued)

10. **Failure of LA(AH)QC/PO(AH)QC.** LA(AH)QC and PO(AH)QC assessment takes the form of theoretical examination and practical assessment. Ratings must achieve a pass in all phase examinations and assessments to successfully complete the courses. Failure of LA(AH)QC or PO(AH)QC will attract the penalties detailed in Para 6912.

11. **Recommendation.** Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.

12. **Failure to Complete Professional and/or Leadership Course.** Refer to Para 6714 for rules on the impact on a rating's promotion if he/she fails to complete Professional Qualifying Course and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).

13. **Prior to attendance at LA(AH)QC, the candidate must be qualified as a Crew Firefighter(Ashore).** This can be achieved by one of three paths:

   a. NA(AH) QC (pre-2012).
   b. Air 159 NA(AH) Crew Firefighter Course.
   c. NA(AH) QC (post 2016).

8104. Spare
8105. Spare
8106. Spare.
8107. **Naval Airman (Aircrewman) Specialisation – Qualifications for Entry**

   a. **Direct Entry Aircrewman.** Direct Entry Naval Airmen (Aircrewman) (ACMN) will arrive at HMS RALEIGH for Part 1 training having satisfied the following entry criteria:

      (1) Minimum of 2 GCSE or equivalent at Grade A-C.
      (2) Nationality UK or Dual (British plus one other).
(3) Aged up to 34 years.

(4) Min RT Score 72.

(5) Aircrew medical standard achieved.

(6) Passed Flying Aptitude Tests (FATS).

(7) Successful PRNC leadership assessment.

b. **Branch Transfer Candidates.** Qualifications for transfer into the ACMN specialisation are as follows:

(1) Able Rate or Substantive RM Cpl of any specialisation.

(2) Nationality UK or Dual (British plus one other).

(3) In date RNFT/RMBFT.

(4) RN/RM candidates upper age 34.

(5) Medically Fully Deployable MES when applying for manning clearance.

(6) Six months since last Career Check (if any).

(7) Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA when applying for manning clearance.

(8) Aircrew medical standard achieved.

(9) Passed Flying Aptitude Tests (FATS).

(10) Clear potential for early promotion – positive recommendation by CO is required.

c. **Branch Transfer Procedure for Application**

(1) Ratings and other ranks who meet the entry criteria should request manning clearance for sideways entry into the ACMN specialisation – see Para 5125.

(2) On gaining manning clearance, Flying Training Pipeline MGR SO2 will advise candidate of the procedure needed to achieve an initial Aircrew Medical and book Flying Aptitude Test at RAF Cranwell.
d. **Aircrewman Suitability**

(1) The Aircrewman suitability is conducted at RAF Cranwell and utilises the Flying Aptitude Test procedure. Successful candidates will return to their units to await assignment to flying training. Due to the differences in their pathway prior to extraction, FATS for RM candidates remain extant for 36 months. It is stressed that a pass of FATS does not guarantee further flying training will be given as candidates with a higher FATS pass will be given priority over those with lower passes. RN candidates will be streamed either Anti-Submarine Warfare (ASW) or Commando (CDO) to meet the Service requirement. RM candidates will be streamed CDO only. Candidates who are not assigned to flying training within the 2-year period of manning clearance will need to obtain an extension of the clearance if they wish to continue with their application.

(2) Individuals who do not pass FATS should contact the Aviation Branch Manager WO1 for consideration and approval for a second and final attempt at FATS. This attempt will be 12 months from the initial FATS.

e. **Flying Training**

(1) **Return of Service.** ACMN are required to give a minimum of 3 years’ Return of Service from completion of flying training (Award of Flying Badge or ‘Wings’) - refer to Chapter 53. Consequently, volunteers will be required to sign a RN Form S2658 prior to being assigned to course.

(2) **Length of Training.** Candidates can expect to undertake the following courses subject to streaming:

(a) **IFTC.** All ACMN attend a series of short courses on Human Factors Training, First Aid, Survival and Survival Equipment at HMS SULTAN, RAF Henlow, RNAS Yeovilton and MWS HMS Excellent (4 weeks).

(b) **Level C SERE.** All ACMN, RAF St Mawgan (2 weeks).

(c) **RN Aircrewman Grading.** ACMN will be streamed ASW or CDO during an assessment phase at 705 NAS, DHFS Shawbury (3 weeks).

(d) **Rotary Wing Ground School.** All ACMN attend this course at 705 NAS, DHFS Shawbury for general aviation awareness training (6 weeks).

(e) **Joint Aircrewman Course.** ASW Aircrewnmen undertake Modules 1-3 at DHFS Shawbury and RAF Valley (24 weeks). CDO ACMN undertake Modules 1-4 at DHFS Shawbury and RAF Valley (31 weeks).
(f) **Initial Acoustic Course.** 824 NAS, RNAS Culdrose for ASW ACMN (12 weeks).

(g) **Air 338 Military Skills Course.** RNAS Yeovilton for CDO ACMN (6 weeks).

(h) **Merlin HU Mk3/3a/4 Aircraft Conversion and Operational Conversion Phases (CTT/CTR).** 846 NAS, RNAS Yeovilton, for CDO ACMN (28 weeks).

(i) **Merlin HM Mk2 Aircraft Conversion and Operational Conversion Phases (CTT/CTR).** 824 NAS, RNAS Culdrose for ASW ACMN (50 weeks).

(3) **Failures During Flying Training.** Students suspended from flying training will be referred to the Naval Aircrew Advisory Board (NAAB). Confirmation of a failure will result in withdrawal from flying training and return to source branch. Direct Entry ACMN failures will be considered for transfer to other branches on a case by case basis.

(4) **Award of ‘Wings’.** On successful completion of Flying Training, ratings will be awarded the Flying Badge ('Wings'), transferred to the Aircrew category and rated Acting Petty Officer Aircrewman or Acting Sergeant RMAC as appropriate.

(5) **Promotion in Source Branch after Selection for Training.** All individuals transferring to the ACMN specialisation will no longer be considered for promotion in their source branch once Aircrew training has started (see Para 6704).

(6) **First Assignment.** On completion of the Flying Training/Conversion to Role, ACMN will be assigned to a Front Line Squadron for a probationary period where they will be required to successfully complete On Job Task Book Training, followed by the award of a Certificate of Competence (CofC). Failure to achieve a CofC will be treated in the same manner as a failure during Flying Training and, if confirmed by NAAB, an individual will revert to source branch at their original rate/rank and seniority. Direct Entry ACMN failures will be considered for transfer to other branches on a case by case basis.

(7) **Subsequent Suspension from Flying Duties.** Post CofC, POACMN/Sgt RMAC and above who are permanently grounded for any reason may be retained in the ACMN category and employed on non-flying duties until the end of their current engagements, provided that they remain medically fit for General Service. They will be ineligible for RRP(F) or further advancement/promotion from the date of grounding. They will be given the option of Discharge SHORE with normal terminal benefits. Any medical conditions will be assessed in accordance with current Naval Service Medical Board of Survey (NSMBOS) process and reviewed via a Medical Employability Board (MEB).
f. **Transfer Actions**

<table>
<thead>
<tr>
<th>ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request manning clearance for sideways transfer to ACMN in accordance with Para 5119</td>
<td>Current unit</td>
</tr>
<tr>
<td>E-mail response – Provisionally approved/not approved</td>
<td>ACOS(PCap)</td>
</tr>
<tr>
<td>If provisionally approved:</td>
<td></td>
</tr>
<tr>
<td>Arrange Aircrew Medical under guidance of CSAV FT PM SO2</td>
<td>CSAV FT PM SO2</td>
</tr>
<tr>
<td>Attendance at FATS</td>
<td>CSAV FT PM SO2</td>
</tr>
<tr>
<td>Assign to flying training course to meet NCHQ CAP AV FT pipeline requirements</td>
<td>CSAV FT SO2 / NAVY PCAP-CM OR WAR</td>
</tr>
<tr>
<td>Specialisation - Changed to A/POACMN or A/SGT RMAC upon award of Wings</td>
<td>NAVY PCAP CM OR WAR</td>
</tr>
<tr>
<td>Assume career management responsibility</td>
<td>NAVY PCAP-CM OR WAR</td>
</tr>
</tbody>
</table>

8108. **Anti-Submarine Warfare and Commando Aircrewman Specialisations - Promotion Flowchart**

**NEW ENTRANT**

a. Completed Part 1 New Entry training.

**NA(ACMN) 2**

a. Completed RN ACMN Grading.
b. Completed ARLC.
c. Completed IFTC.

**ALACMN/CPL**

a. Completed RN Rotary Wing Ground School.
b. Completed 'Basic and Advanced Rotary Wing Training' at the Defence Helicopter Flying School RAF Shawbury and RAF Valley.
c. Completed Leading Rates' Leadership Course (RN ACMN)
d. Completed Initial Acoustic Course for ASW ACMN.
e. Completed Air 338 Course for CDO ACMN.
f. Completed relevant CTT and CTR for either ASW or CDO Merlin Aircraft.
g. In date RNFT, recorded as JPA competence 'CMS|Fitness Test|Navy'.
Effective February 2020

BRd 3(1)

Promoted to

ACTING PETTY OFFICER AIRCREWMAN/ACTING SERGEANT RM AIRCREWMAN

a. Rated Acting Petty Officer Aircrewman/Acting Sergeant RM Aircrewman.

Within 2 years of achieving GTS the following must be completed:

b. Completed Senior Rates’ Leadership Course (SRLC)/RM Senior Command Course


d. Awarded Certificate of Competence. – recorded as JPA competence Professional Certificate Of Competence PO/SGT ACMN|NAVY

e. In date RNFT, recorded as JPA competence ‘CMS|Fitness Test|Navy’

f. Confirmed Substantive in rate.

Promoted to Substantive

PETTY OFFICER/SERGEANT AIRCREWMAN

Chief Petty Officer/Colour Sergeant Aircrewman – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a Petty Officer/Sergeant 12 months prior to the CPD (Para 6703 b sub para (3)).

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Completed Senior Rates’ Leadership Course (SRLC)/Senior Command Course(SCC)(RM), recorded on JPA.

d. Recommended for promotion on Appraisal Report at CRD (see Note 1).

Chief Petty Officer/Colour Sergeant Aircrewman – Pre-Promotion Requirements

e. In date RNFT/RMBFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’ / ‘CMS|RM Basic Fitness Test|Navy’ (see Note 2).

f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to

CHIEF PETTY OFFICER/COLOUR SERGEANT AIRCREWMAN
**Warrant Officer 1 Aircrewman – Pre-Selection Requirements**

a. Minimum of 3 years’ seniority as a CPO/Colour Sergeant 12 months prior to the CPD.

b. EFP in accordance with Para 9613. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

d. Recommended for promotion on Appraisal Report at CRD (see Note 1).

**Warrant Officer 1 Aircrewman – Pre-Promotion Requirements**

e. In date RNFT/RMBFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’.
   ‘CMS|RM Basic Fitness Test|Navy|’ (2)

f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

g. Satisfy terms of Assignment Order issued by Promotion Authority.
Notes:

1. **Recommendation.** Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.

2. **RNFT/RMBFT (at CPD).** Ratings are to be in date RNFT/RMBFT or in possession of either a permanent medical exemption as issued by a NSMBOS or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD (or later). See Para 6718.

3. **Failure to Complete Professional and/or Leadership Course.** Refer to Para 6716 for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith control) or non-service reasons (within control).

4. **RMOR on promotion from CSGT to WO1 will also be required to complete the RM Advanced Command Course (ACC) in addition to the WO1 course in common with all RMOR (see Annex 91C).**

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8109. **Aircraft Control Specialisation – Qualifications for Entry**

a. **Direct Entry Aircraft Controllers.** Direct Entry Aircraft Controllers will arrive at HMS RALEIGH for Part 1 Training having met the following entry criteria:

   (1) Nationality UK or Dual (British plus one other).

   (2) Aged 18-34.

   (3) Min RT Score 72.

   (4) Air Traffic Control (ATC) medical standard achieved.


b. **Branch Transfer Candidates.** Qualifications for transfer into the Aircraft Control (AC) specialisation are as follows:

   (1) Able Rating or Leading Hand of any specialisation.

   (2) Educationally qualified for promotion (EFP) in accordance with Para 9613. At time of applying for manning clearance, achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.
(3) Nationality – sole British or dual national (British plus one other).

(4) Air Traffic Control (ATC) medical standard achieved.


(6) Recommendation by Commanding Officer of potential for promotion to LH (Able Rating only) and suitability for transfer to the AC specialisation.

(7) At least 6 months since last Career Check.

(8) In date RNFT.

c. **Branch Transfer Application Procedure.** The procedure for transfer to the AC specialisation is as follows:

(1) **Application for Transfer.** Applications for manning clearance, for ratings who meet the entry criteria, should be made to ACOS(PCap). Commanding Officers should satisfy themselves that applicants have achieved high standards in their source specialisation and endorse their candidate’s suitability, in all respects, for promotion to LH if applicable. Applicants will be notified by signal of ACOS(PCap) decision and successful applicants will receive manning clearance pending medical. This clearance will be valid for 2 years.

(2) **ATC Medical.** On gaining manning clearance, ratings are to contact the AC Mentor Team to arrange an initial ATC Medical. The AC Mentor will act as a point of contact with candidate once manning clearance has been approved.

(3) **Failure During AC Training.** Branch transfer candidates who fail to achieve the required standard on AIR 201 will be reverted to their source specialisation.

d. **The Training Pipeline from New Entry to Role PS LAC.** Upon completion of Phase 1 Training at HMS RALEIGH, or upon successful sideways entry the AC candidate will undertake the following professional courses:

(1) **Air 201 – Leading Aircraft Controller Professional Qualifying Course (LACPQC).** The course consists of 40 weeks training split between Phase 2a the RN School of Aircraft Control (RNSAC), in RNAS Yeovilton and Phase 2b at MWS Collingwood. The training will involve teaching and developing core control skills as well as teaching Tactical Aviation Warfare, basic and enhanced Command System training. ABLC, LRLC and BSSC are completed as part of the course. Also included is a period embarked at sea in order to achieve the required live control hours for award of NATO control status. NATO qualified Aircraft Controllers are then authorised to provide tactical and non-tactical control to all NATO Fixed Wing and Rotary Wing aircraft in the Maritime environment, subject to their control grade. Successful candidates will be advanced to LAC upon completion.
(2) **First Sea Assignment TPS.** Upon successful completion of Air 201, LACs will be TPS and are assigned to a front line unit to carry out a minimum of four weeks handover with the unit’s RPS LAC. Whilst TPS, LACs remain under training and will be under the mentorship of the AC Branch Mentor Team (Para 8109, sub para e refers), in order to maximise aviation exposure and ensure taskbooks are completed within 6 months of graduation from Air 201.

e. **AC Branch Mentor Team.** The AC Branch Mentor Team will monitor the progress of each individual and, in consultation with AC Career Manager and COs, will load candidates onto LACPQC to ensure the LAC Training requirement is met. Any attributes that would demonstrate unsuitability to hold the rate of Leading Hand should be brought to the attention of the OiC RNSAC.

f. **Further Professional Training.** The following are courses that are available to Petty Officer Aircraft Controllers:(1) **Joint Air Traffic Controller’s Course.** The JATCC is conducted at RAF Shawbury for those volunteers accepted for full Air Traffic Control training and who wish to widen their career prospects outside of the tactical environment. This course is only available for Senior Ratings and generates a 3 year Return of Service commitment.

g. **Stars and Crowns.** Stars and Crowns are awarded as follows:

   (1) 11 star awarded upon successful completion of Phase 2a RNSAC phase of Air 201 and ABLC.

   (2) 2 stars awarded upon successful completion of the Phase 2b full Air 201 course, including achievement of the requisite live control hours and completion of LRLC.

   (3) Crown worn on promotion to POAC.

**8110. Aircraft Controller Specialisation – Career and Promotion Flowchart**

<table>
<thead>
<tr>
<th>NEW ENTRANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Completed Part 1 New Entry training.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAVAL AIRMAN (AIRCRAFT CONTROLLER) 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Completed Air 201 Phase 2a.</td>
</tr>
<tr>
<td>b. In date RNFT recorded as JPA competence ‘CMS</td>
</tr>
<tr>
<td>c. Completed ARLC.</td>
</tr>
</tbody>
</table>

| Advanced to NAVAL AIRMAN (AIRCRAFT CONTROLLER)1 |
Advanced to
LEADING AIRMAN (AIRCRAFT CONTROLLER)

Petty Officer (Aircraft Controller) – Pre-Selection Requirements

a. Achieve RPS as LAC.

b. Passed written Provisional Qualifying Examination (PQE) for POAC (or from Sep 18 have been awarded NATO Grade B).

c. Minimum of 2 years’ seniority as a Leading Aircraft Controller 12 months prior to the Common Promotion Date (CPD) (Para 6703 b sub para (3)).

d. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (7)).

e. Recommended for promotion on Appraisal Report at Common Reporting Date (CRD).

Petty Officer (Aircraft Controller) – Pre-Promotion Requirements

f. Selected by Promotion Board.

g. Completed Senior Rates’ Leadership Course (SRLC), recorded as JPA competence ‘Miscellaneous|Senior Rates’ Leadership Course (RNLA 103)|Navy’.

h. In date RNFT or waiver obtained at CPD; recorded as JPA competence ‘CMS|Fitness Test|Navy’.

i. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
PETTY OFFICER (AIRCRAFT CONTROLLER)
**Chief Petty Officer (Aircraft Controller) – Pre-Selection Requirements**

a. Minimum of 3 years’ seniority as POAC 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD (see Note 3).

**Chief Petty Officer (Aircraft Controller) – Pre-Promotion Requirements**

d. Selected by Promotion Board.

e. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

f. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’ (see Note 4).

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**Promoted to CHIEF PETTY OFFICER (AIRCRAFT CONTROLLER)**

**Warrant Officer 1 (Aircraft Controller) – Pre-Selection Requirements**

a. Minimum of 3 years’ seniority as CPOAC 12 months prior to the CPD.

b. EFP in accordance with Para 9613. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

d. Recommended for promotion on Appraisal Report at CRD (see Note 3).

**Warrant Officer 1 (Aircraft Controller) – Pre-Promotion Requirements**

e. Selected by Promotion Board.

f. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’ (see Note 4).

g. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

h. Satisfy terms of Assignment Order issued by Promotion Authority.
Notes:

1. Branch Transfer candidates will retain their previous rate until successful completion of AIR 201 Phase 2b. They will then be rated Leading Airman (Aircraft Controller).

2. Recommendation. Awarded ‘Exceptional’, ‘High’ or ‘Yes’ recommendation for ‘Promotion – 1 Rank Up’ on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of ‘Insufficient Knowledge’ at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.

3. RNFT/RMBFT (at CPD). Ratings are to be in date RNFT/RMBFT or in possession of either a permanent medical exemption as issued by a NSMBOS or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD (or later). See Para 6718.

4. Failure to Complete Professional and/or Leadership Course. Refer to Para 6716 for rules on the impact on a rating’s promotion if he/she fails to complete LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).

8111. Removal of Aircraft Controller Qualification
The rules and procedures regarding the withdrawal of AC qualifications are detailed in BRd 768 Article 0505.

8112. Aircraft Controller JATCC Fast Track Scheme

a. General

(1) This section covers the Aircraft Controller (AC) Joint Air Traffic Controller course (JATCC) Fast Track (FT) Scheme, and outlines the selection and management protocols for all potential AC JATCC FT personnel.

(2) The FT scheme is an important element of the AC JATCC career pipeline management of talent, by selecting those ratings who are suitably motivated and demonstrate the necessary standards of leadership, aptitude and ability. The scheme allows AC ratings the opportunity to accelerate their progression and be advanced based on time, qualification and 2RO recommendation rather than by selective promotion.
b. **Background**

(1) **Fast Track.** The aim of the FT scheme is to afford individuals an accelerated advancement route and selection to JATCC. The FT scheme will allow non-selective advancement to Petty Officer and further advancement to Chief Petty Officer if all pre-requisite criteria are met.

There are two entry points:

(a) LH-PO – JATCC qualification (for accelerated advancement to PO); and

(b) PO-CPO – 3.5 years as substantive PO (for accelerated advancement to CPO).

(2) This takes account of individuals who develop at different rates and, when combined with the standard route to promotion, gives a flexible career path to ensure that career progression through training and employment is better matched to the abilities and expectations of ACs.

c. **Fast Track Scheme Overview**

(1) The JATCC FT scheme seeks to offer the necessary training, experience and continuous assessment to permit advancement to PO and CPO for those who commit to JATCC earlier than is currently the case for most personnel. The intention is that the scheme will remove the perception of disadvantage, in terms of delay to promotion for those who commit to JATCC training, when compared with those ACs who do not undertake JATCC training.

(2) **Management of FT Personnel.** To deliver success, an additional level of management and oversight of FT personnel is required. This will seek to ensure standards and assist the management of available opportunities to acquire sea experience for FT personnel. This will be provided by the Fast Track Authority (FTA)\(^1\), the Fast Track Manager (FTM)\(^2\) and the Fast Track Recording Authority (FTRA) RNSAC, RNAS Yeovilton\(^3\). The FTRA will be responsible for the co-ordination of the selection process of AC FT personnel using the Fast Track Selection and Review Panel (FTSRP), supported by the Fast Track Through Life Manager (FTTLM)\(^4\) who will be the focal point for any advice and administrative issues relating to all FT personnel. The FTTLM will ensure all FT timelines are strictly adhered to.

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\(^1\) PCAP BM-AV SO1.

\(^2\) PCAP BM-AV WO1 if incumbent is an AC or WAR AIR CM WO1, if incumbent is an AC.

\(^3\) RNSAC AC OiC

\(^4\) PCAP AC and ACMN CM or RNSAC AC 2iC if CM position is not filled by an AC.
d. **Non-Selective Promotion (Advancement).** Individuals on the FT scheme will, subject to the necessary qualifications being achieved, be subject to non-selective advancement, based on their Due Date for Advancement (Due Date\(^5\)) as detailed within the flow chart.

1. **FT PO.** A LH selected for FT will be awarded a Fast Track Start Date (FTSD) of 31 Jan or 31 Jul (whichever follows first after the FTSRP). They will be advanced to Acting Petty Officer on commencement of JATCC and to substantive PO when they have completed the validation process, with seniority back-dated to the date that they completed JATCC. If SRLC has not been completed for Service or Medical reasons by the start date of JATCC, they have 1 year from the completion of JATCC to pass SRLC; even if they complete the validation process before SRLC, their Seniority will be adjusted to coincide with completion of SRLC.

2. **FT PO – CPO.** FT POACs will be advanced to CPO AC 42 months from completion of JATCC, having completed their first full sea assignment as a PO AC. PO ACs who transfer to the FT scheme, as in Para 8112 e.(2), will have a Due Date nominated by the FTSRP that reflects the requirement for 42 months of experience post-JATCC before advancement to CPO.

e. **Selection, Recommendation and Transfer to the FT Scheme.** The selection process will be conducted by the FTSRP, comprising of PCAP BM AV SO1, RNSAC OiC, RNSAC AC 2iC and WAR AIR CM WO1\(^6\) and an independent member\(^7\). There will be two selection points:

1. **FT LH (LH to PO).** Potential FT candidates will normally be identified during DELAC or during the first sea assignment and will be boarded at the next FTSRP. The panel will select suitable individuals who meet the eligibility criteria, with selection numbers dependent on the requirement.

2. **FT PO (PO to CPO).** PO ACs who wish to transfer to the FT scheme will be boarded by the FTSRP alongside LH ACs who also wish to join the FT scheme. The time frame for legacy\(^8\) PO AC to transfer to the FT scheme will be limited to Apr 2018-Apr 2020; thereafter, only legacy LH AC will be eligible to transfer to the scheme.

f. **Selection/Recommendation Process.** The selection/recommendation process will be co-ordinated by the FTRA and conducted by the FTSRP who will select FT individuals based on Computer Based Aptitude (CBAT) results, SJAR reports and Line Manager recommendations, and the key selection criteria outlined below in order to determine their suitability.

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\(^5\) Due Date for Advancement is the equivalent of Common Promotion Date (CPD) for selective promotion in determining seniority in the higher rate.

\(^6\) If WAR AIR CM WO1 is not an AC, PCAP BM AV WO1 will sit on the panel.

\(^7\) Independent member who is either a Branch or Career Manager. At least one Panel member must be female.

\(^8\) LH/PO ACs who qualified on legacy Air 201. They will be required to attend and pass Computer Based Aptitude Tests (CBAT) before transferring to the FT scheme.
### Key Selection Criteria

<table>
<thead>
<tr>
<th>Selection Point</th>
<th>Key Selection Criteria</th>
<th>Candidate Pool</th>
</tr>
</thead>
<tbody>
<tr>
<td>LH AC</td>
<td>1. Functional Skills Level 2 or above achieved.</td>
<td>All LHS who volunteer for FT</td>
</tr>
<tr>
<td></td>
<td>2. Serving on a Full Career ES2 that expires after the nominated Due Date.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Above average course report from DELAC (if attended)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Level of potential for Command, Leadership and Management in the next higher rate.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Recommendation from DELAC (if attended) as potential for FT.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. SJAR Recommendation for JATCC and FT by the 2RO (if GTS).</td>
<td></td>
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<tr>
<td></td>
<td>7. CBAT score.</td>
<td></td>
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<tr>
<td></td>
<td>8. Above average report from LRLC.</td>
<td></td>
</tr>
<tr>
<td>PO AC</td>
<td>1. Serving on a Full Career ES2/3 that expires after the nominated Due Date.</td>
<td>All POs who volunteer for FT</td>
</tr>
<tr>
<td></td>
<td>2. Level of potential for Command, Leadership and Management in the next higher rate.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. SJAR Recommendation for JATCC and FT by the 2RO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. CBAT score.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Above average report from SRLC (not mandatory)</td>
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</tbody>
</table>

**g. Transfer to Fast Track Scheme.** Candidates who are selected at the FTSRP will be forwarded to the FTTLM for inclusion on the FT scheme. Upon approval, the FTTLM will liaise with the AC Career Manager to identify and assign FT ratings to JATCC. Individuals on the FT scheme will continue to be assigned by the AC Career Manager.

**h. Service on the Fast Track Scheme.** The FT scheme is designed to accelerate individuals through the advancement system in a timescale that is faster than the normal selective promotion process. To facilitate this, individuals will be carefully managed, and therefore the following exceptions to normal career management need to be applied. This will be acknowledged by successful candidates when they sign the Certificate of Understanding (Part A); accepting the terms of service of FT scheme:

1. **Waiver of Minimum Assignment Notice.** In order to maximise sea training opportunities, individuals selected for FT may require to be assigned at less than the usual minimum assignment notice. All individuals on the FT scheme will be required to volunteer to waive their minimum assigning notice period for sea and between platforms, as well as courses and employment associated with their advancement, although all effort will be made to provide the maximum amount of notice.

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9 Only applies to individuals applying for the scheme after Jan 19.
10 Only applies to individuals applying for the scheme after Jan 19.
11 If FTTLM is RNSAC AC 2ic
12 Once signed, the FTTLM is to award the competence ‘FAA|Aircraft Controller|JATCC|Fast Track|’ on JPA.
(2) **Waiver of Rights to Selective Promotion whilst on FT.** The requirement to carefully manage individuals on the FT scheme, together with the bespoke nature of the selection and advancement criteria, precludes individuals from following the dual paths of FT advancement and selective promotion simultaneously.

(3) **Waiver of Rights to 660/3 Separated Service.** The requirement to carefully manage individuals on the FT scheme through training courses and employment in specific roles associated with their advancement, means that the individual may need to be separated from their home address for regular and/or prolonged periods. All individuals on the FT scheme will be required to volunteer to waive their rights to 660/3 Separated Service for as long as they remain on the scheme, although all effort will be made to avoid excessive separated service periods.

(4) FT POs will transfer to the normal selective promotion scheme on successfully achieving advancement to CPO. Individuals removed from the FT scheme will also transfer to the normal selective promotion scheme from the date of removal. On transfer from FT to selective promotion, either on successful advancement or de-selection from FT, the Certificate of Understanding (Part B) will be used in transferring individuals back onto the standard Selective promotion route and the normal assignment notice period. The certificates will be produced by the FTTLM and signed copies will be retained by both the FTTLM and the individual. The FTTLM is to ensure that each individual is seamlessly transferred to selective promotion and all competences achieved are correctly recorded. An SJAR is to be raised at the next CRD as part of the transfer process.

i. **Maintenance of Performance.** All ACs on the FT scheme are to remain in date for their Annual Standards Check (ASC) and Annual ATC Medical. They should achieve a minimum score of 75% at ASC; should they fail to achieve 75% or more, their suitability for remaining on the FT scheme will be determined by the FTA on a case by case basis. Appraisal Reports for FT ratings should contain a recommendation from both 1 RO and 2 RO to remain on the FT scheme and a minimum ‘B’ OPG.

j. **SJAR Reporting Requirements.**

(1) SJARs and MPARs remain a mandatory requirement for all FT individuals and should comment on their current performance, CLM, employment and training achievements. Within the SJAR, Reporting Officers should report whether or not an individual continues to maintain a recommendation for the FT scheme and, if appropriate, the individual’s potential for the next FT stage. The SJAR must contain evidence to support these recommendations.
(2) On completion of the FT scheme through successful advancement to CPO, an annual SJAR must be raised at the next CRD for CPO, regardless of the length of reporting period. In addition to the normal requirements for SJAR reporting, this SJAR will re-synchronise the individual with the reporting period of their peer group.

(3) On voluntary removal from the FT scheme or through de-selection, a SPEC AR must be raised to record the circumstances of the removal from the FT scheme. An annual SJAR must be raised at the next CRD for the individual’s substantive rank, regardless of the length of reporting period. In addition to the normal requirements for SJAR reporting, this SJAR will re-synchronise the individual with the reporting period of their peer group.

k. Substantive Advancement.

(1) Leadership Training. All FT personnel must complete SRLC prior to substantive promotion. Preparation for and completion of these courses is essential and although the responsibility rests firmly with the individual to be fully prepared, it is to be supplemented with appropriate coaching and mentoring by ship’s staff. The unit lead for the FT scheme is their Head of Department who must take an active interest in the performance of FT personnel. The planning and enrolling of individuals onto a SRLC will be completed by the FTTLM. In general, FT personnel will be provisionally allocated a SRLC start date at, or shortly after Transfer to Fast Track. The FTTLM is to ensure that all JPA administrative action is taken for the FT Rating’s substantive advancement.

(2) Advancement. LACs who remain on the FT scheme will become Acting PO (subject to completing all eligibility criteria) on commencement of JATCC on their Due Date and advanced to substantive PO on completion of validation, or SRLC, whichever is later. PO ACs who remain on the FT scheme will be advanced to CPO (subject to completing all eligibility criteria) at 42 months from completion of JATCC. In all cases, individuals who complete all eligibility criteria prior to Due Date can be advanced to the acting higher rate.

(3) There may be occasions where a FT LH or PO is at their Due Date by time, but has failed to satisfy the advancement criteria by their Due Date. An award of the acting higher rate will be considered by their CO, keeping the FTTLM informed.

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13 JSP 757 Pt 2 Vol 1 Para 1c(1).
14 BRd 3(1) Para 6714.
15 BRd 3(1) Para 6802c.
I. **Fast Track Failure Policy and De-selection from FT Scheme.** Once selected, an individual will remain on the FT scheme unless their progress, performance or standards are deemed insufficient or they voluntarily choose to remove themselves. Where an individual, through their own actions or ability, has not been able to maintain FT accelerated training they may be de-selected from the FT scheme. If de-selected, personnel revert to the standard selective promotion route, and continue training and employment as necessary to meet the service requirement. The FT scheme failure and de-selection policy is detailed at Para 8112 sub para p.

m. **Fast Track Notes**

(1) **Educationally Qualified for Advancement.** It is mandatory that the appropriate educational qualification is held prior to starting Fast Track – Functional Skills Level 2 for LH/PO who attended Air 201, ACs who attended DELAC are already educationally qualified.

(2) **Career Check.** Due to the tight timescales, imposition of a Career Check will result in automatic deselection from the FT scheme.

(3) **Unsuitable Candidates.** Where candidates are found to be unsuitable for advancement to the next higher rate, they may be withdrawn from training by OiC RNSAC. In such cases, individuals will be deselected from the FT scheme. They will transfer from Fast Track back to Selective Promotion as the eligibility route for future selection.

(4) **Refusal to undertake the QC.** Individuals who refuse to undertake JATCC will be deselected from Fast Track, continue to serve in their current rate and transfer back to Selective Promotion.

(5) **RNFT.** All personnel are required to remain in date for RNFT. This is particularly critical for individuals on the FT scheme due to its key advancement stages.

(6) **Achieved Annual Standards Check (ASC).** It is a requirement that individuals achieve Role PS in the new rank within the timescales outlined and remain in date for their ASC throughout to ensure that each key stage is achieved without delay. Individuals must be in date for their ASC at start of JATCC.

n. **Aircraft Controller – Fast Track Advancement Flowchart.** The following rules apply to personnel selected for the AC Fast Track Scheme.

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16 The required attributes of the next higher rate.
LEADING AIRCRAFT CONTROLLER
Selected for Fast Track, awarded a Fast Track Start Date with a Due Date Advancement to PO on commencement of JATCC

Petty Officer (Aircraft Controller) – Pre-advancement Requirements -

a. Achieved Role PS as LAC.

b. Passed written Provisional Qualification Examination (PQE) for POAC (or from Sep 18 have been awarded NATO Grade B).

c. Completed Senior Rates’ Leadership Course (SRLC) and recorded in JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 102)|Navy’.

d. In date RNFT or waiver obtained at Due Date Advancement (or when eligible for advancement (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

e. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date.

f. Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM and Promotions Office.

Advanced to
PETTY OFFICER (AIRCRAFT CONTROLLER)
With a Due Date for Advancement to CPO 42 months from completion of JATCC

Chief Petty Officer (Aircraft Controller) – Pre-advancement Requirements

a. Achieved Role PS as POAC.

b. Completed JATCC and recorded as JPA competence ‘FAA|Joint Air Traffic Control Course (Poacqc) Shawbury|Navy’

c. In date RNFT or waiver obtained at Due Date Advancement (or when eligible for advancement (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

d. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated Due Date.

e. Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM and Promotions Office.

Advanced to
CHIEF PETTY OFFICER (AIRCRAFT CONTROLLER)
Transfer to Selective Promotion Flowchart for Selective Promotion
Fast Track Scheme Terms of Service and Failure Policy

**FT Terms of Service**

(1) The FT scheme affords significant opportunity in terms of career progression at an earlier stage and therefore it is expected that FT personnel will perform at a higher than average level of competence in all aspects of training and employment. The scheme’s success is dependent on both the individual and the unit’s organisation to ensure sufficient progress is made towards the next higher rate. To ensure this occurs the scheme will be externally assured by the FTM and their team.

(2) Lack of progress within the scheme has the potential to prevent the achievement of the nominated Due Date. Where any potential weaknesses are identified, appropriate mentoring and professional development is to be provided and recorded in writing by their Line Manager and/or Divisional Officer. At all times a FT individual must maintain a positive recommendation to remain on the scheme and for the next advancement. Any training failure, CLM or NGT warnings or attitudinal problems will, in all probability, result in removal from the FT scheme.

(3) To ensure all FT personnel are fully aware of the changes to their Terms of Service on selection to the FT scheme (including, being advanced in lieu of selective promotion), individuals will sign a Certificate of Understanding (Part A). When signing, they confirm that they understand, whilst on the FT scheme they will:

   a. Not be considered at Selective Promotion Boards until removed from FT scheme;
   b. Be required to waive their minimum time for assignment to sea and shore and;
   c. Be required to waive their 660/3 Separated Service.

On leaving the FT scheme, a Certificate of Understanding (Part B) will be completed and signed by the individual. This reverses the process, with the individual returning to Selective Promotion and minimum notice for future assignments.

**FT Scheme Failure Policy**

(4) Where it is suspected that agreed targets may not be achieved for reasons within the control of the individual, FT personnel are to be placed on warning in a timely manner to highlight the concern to the individual and ensure a recovery plan is created and followed. This will also highlight to the FFTLM the potential delay in the individual’s progression or potential for removal from the scheme.
(5) There may be extenuating circumstances\(^\text{17}\), both Service (e.g. ship’s programme) and Non-Service (e.g. compassionate or medical) reasons which may prolong an individual’s time within the training pipeline. Delays may affect progression to PO or CPO within the expected time and in all circumstances the FTTLM should be informed at the earliest point.

(6) The FTM has the authority to remove personnel from the FT scheme and will do so where it is deemed appropriate, as below. The FTM will seek advice from the relevant FTA and the FTTLM before making a decision.

**Removal from the FT Scheme**

(7) ACs may be removed from the scheme in any of the following circumstances:

   (a) Submission of an Early Termination request or request to leave the FT scheme;
   
   (b) Failure to achieve 75% at Annual Standards Check;
   
   (c) Not being recommended for advancement by CO;
   
   (d) Failure of Leadership Course;
   
   (e) Conviction for civilian or service offence that results in a career check;
   
   (f) Removal from JATCC course;
   
   (g) Career Intermission\(^\text{18}\);
   
   (h) Poor performance relating to professional performance, including but not limited to failure to achieve a ‘B’ OPG, or CLM failings;
   
   (i) Imposition of a Career Check;
   
   (j) Other significant reason which the FTM deems sufficient to justify removal.

(8) On submission of a request for Early Termination, an individual will be deselected from the FT scheme. Unit Staff and the AC Career Manager are to ensure they liaise with the FTTLM prior to accepting any notice to ensure that the individual is fully briefed on all aspects associated with removal from FT and serving notice, such as TRoS and being employed at sea during the notice period.

\(^{17}\) These occasions should be rare, as the CO and FTTLM should be working to meet the tight FT timescales.

\(^{18}\) Previously called Career Break
(9) When being de-selected from the FT scheme, the FTTLM will ensure the following actions are completed and appropriate details are recorded on the Certificate of Understanding (Part B):

(a) Individual is to be fully briefed on all aspects of removal and that future promotion will be by Selection.

(b) A SPEC AR raised detailing reasons for the de-selection.

(c) FT Certificate of Understanding (Part B), to be completed by the FTTLM.

(d) FTM to remove the JPA FT competence.

(e) Individual’s seniority date to be agreed with FTM and recorded on JPA.

Volunteer for removal from the FT Scheme

(10) An individual can volunteer to be removed from FT and revert to selective promotion at any stage in the scheme. The process is detailed below, and all individuals should be fully advised of the changes to their career progression when transferred back to the selective promotion route. It is recommended this is carried out by the unit HOD or the FTA.

(11) The individual’s request for removal from the FT scheme is to be forwarded to the FTTLM for review and consideration. The FTM will retain the authority to remove any rating from the FT scheme. The process to be followed is indicated below;

(a) The FT rating is to submit a formal request to the CO detailing the explanation why they wish to be removed from the FT scheme.

(b) If the request for removal is associated with submission of Early Termination the FTTLM will liaise with AC Career Manager before advising the HOD on future employment plans.

(c) If at sea the rating is expected to remain in that position.

(d) If the request for removal is not associated with an Early Termination but occurs at RNSAC, the individual will be reassigned at their substantive rank. All cases will be treated individually and be approved by the FTM.

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19 If FTTLM is RNSAC AC 2ic.
(12) Individuals removed from the FT scheme will be career managed by PCAP AC and ACMN CM and be employed according to the needs of the Service. It is to be recognised that the individual will have completed less time at sea than those on selective promotion. It is therefore to be expected that these individuals will be assigned back to sea at the earliest opportunity.

**Failure within Professional Qualifying Courses**

(13) FT personnel who fail on course at RNSAC will be managed by the RNSAC Training Failure Policy.

(14) Back Classing of FT personnel is only to be considered for exceptional reasons outside of any professional training failure. Where back classing is necessary then the individual case will be reviewed by the FTRA and FTM to assess the impacts to the individual’s training. Where a FT individual is being back classed then, following liaison with the FTRA, the FTM will review the circumstances of the back classing and consider on a case by case basis if the individual is to remain on the FT scheme.

(15) Where FT personnel fail or miss course module(s) then the RNSAC policy is to be followed in reprogramming modules. Where a module(s) has been missed for Service or Non-Service reasons then the FTRA is to be notified in all cases. Whether an individual remains on the FT scheme will be reviewed on a case by case basis, with the final decision being made between the FTRA and the FTM.

**Failure of Leadership Courses**

(16) As Fast Track ratings, it is to be expected that FT personnel will allocate sufficient time and preparation to pass the necessary leadership courses.

(17) Those FT personnel who fail LRLC or SRLC may be de-selected from the FT scheme for not meeting the standard of leadership expected at their rank. In exceptional cases, and where there is sufficient mitigation and a recommendation from the Royal Navy Leadership Academy (RNLA) staff to return to leadership course, a waiver from de-selection from the FT scheme may be considered. This must be approved by the FTM.

(18) On removal from the FT scheme following failure at LRLC or SRLC the individual will be transferred to the selective promotion route at their current rank. The individual must then seek promotion by selection and will be planned to attend leadership course only after further selection for the next higher rate.

**Ratings Removal from the FT Scheme**

(19) In all other cases units should make application to the FTM for the individual’s removal. The FTTLM will conduct all administrative actions for recommendation for removal from the FT scheme.
ANNEX 81A

APPLICATION FOR THE AIRCRAFT CONTROLLER FAST TRACK SCHEME

When completed, this form must be protectively marked and forwarded to the Fast Track Authority. No JPA action is required. Applicants must ensure that their volunteer status is recorded on the front page of their SJAR.

Part 1 – Individual’s Details

<table>
<thead>
<tr>
<th>FULL NAME (in capitals)</th>
<th>SERVICE No.</th>
<th>RATE</th>
<th>UNIT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date Joined RN</th>
<th>Date Joined Current Unit</th>
<th>Current Job Title</th>
</tr>
</thead>
</table>

Part 2 – Individual’s Declaration

I wish to apply for the Aircraft Controller Fast Track Scheme:

Signed: ................................................................. Date: ........................................

Part 3 - Divisional Officer/HoD/Unit CO

The application for the Aircraft Fast Track Scheme by the above-named rating is supported.

Signed: ................................................................. Rate / Rank: ..........................

Name (in capitals): .......................................................... Date: ..............................

Unit: ................................................................................. Role: ..............................

1 A copy of this Application Form is to be retained by the individual.
2 Part 3 must be completed by an officer of OF2 or above.
ANNEX 81B
CERTIFICATE OF UNDERSTANDING PART A
TRANSFER TO THE AIRCRAFT CONTROLLER FAST TRACK SCHEME

BEING SUBJECT TO: ADVANCEMENT BY TIME (IN ACCORDANCE WITH BRd 3(1) CHAPTER 68) AND POSSIBLE CHANGES IN MINIMUM NOTICE FOR ASSIGNMENT TO SEA AND SHORE

Part 1 – Individual’s Details

<table>
<thead>
<tr>
<th>FULL NAME (in capitals)</th>
<th>SERVICE No.</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Selection</th>
<th>Fast Track Start Date</th>
<th>Due Date Advancement</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Part 2 – Individual’s Declaration

I understand that during my time on the Aircraft Controller Fast Track Scheme:

   a. I will be subject to advancement by time, as detailed in BR 3 Chapters 68 and 81, rather than selective promotion and, therefore, I will not be considered at any Selection Boards for Promotion.

   b. I may be liable to be assigned to sea or shore units at less than normal assigning notice, as detailed in BR 3 Chapter 59 Section 11.

Signed: ................................................................. Date: .................................

Part 3- Fast Track Through Life Manager

The above-named rating has been transferred to the Aircraft Controller Fast Track Scheme and will be subject to advancement by time, with the following awarded due date for the next higher rate:

<table>
<thead>
<tr>
<th>Advancement To</th>
<th>Due Date Advancement</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO / CPO*</td>
<td></td>
</tr>
</tbody>
</table>

* delete as applicable

Signed: ................................................................. Rate / Rank: ............................

Name (in capitals): .......................................................... Date: .................................

---

1 A copy of the Certificate of Understanding Part A is to be retained by the individual.
2 The Certificate of Understanding Part A is to be retained by the FTTLM for a period of 3 years after the individual leaves the Aircraft Controller Fast Track Scheme.
CERTIFICATE OF UNDERSTANDING PART B
REMOVAL FROM THE AIRCRAFT CONTROLLER FAST TRACK SCHEME

Part 1 – Individual’s Details

<table>
<thead>
<tr>
<th>FULL NAME (in capitals)</th>
<th>SERVICE No.</th>
<th>RATE</th>
</tr>
</thead>
</table>

The Above-Named Rating has been removed from the Aircraft Controller Fast Track Scheme and will no longer be subject to time based advancement.

The following seniority date has been determined by the Fast Track Authority and will be recorded in JPA:

<table>
<thead>
<tr>
<th>RATE</th>
<th>SENIORITY DATE</th>
</tr>
</thead>
</table>

Part 2 – Individual’s Declaration³

I understand that on removal from the Aircraft Controller Fast Track Scheme:

a. I will return to being subject to selective promotion as detailed in BRd 3(1) Chapters 67 and 81.

b. I will be liable to be assigned to sea or shore units as detailed in BRd 3(1) Chapter 59 Section 11.

Signed: ................................................................. Date: .................................

Part 3- Fast Track Through Life Manager⁴

The Above-Named Rating has been transferred to the Selective promotion scheme and will be subject to promotion by Selection from the following date:

Date: .........................................................

The following actions have been completed:

a. The individual has been fully briefed on implications of removal from the Aircraft Controller Fast Track Scheme.

b. The Individual’s seniority date has been agreed with the Fast Track Authority and recorded in JPA.

Signed: ................................................................. Rate / Rate: .................................

Name: .................................................................. Date: .................................

³ A copy of the Certificate of Understanding Part B is to be given to the individual.
⁴ The Certificate of Understanding Part B is to be retained by the FTTLM for a period of 3 years after the individual leaves the Aircraft Controller Fast Track Scheme.

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February 2020 Version 1
CHAPTER 82

WARFARE BRANCH – PHYSICAL TRAINING

CONTENTS

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8201. General
8202. Entry into the Physical Training Specialisation
8203. Working with Vulnerable Groups - Criminal Record Clearance
8204. Application Process
8205. Aptitude Test
8206. Post PT Aptitude Test Actions
8207. Attending LPTQC
8208. Passing LPTQC
8209. Reversion and Disrating
8210. Employment for PT Individuals
8211. JPA Recording - Competences, Annual OPS Check, RNFT Sea Time and CBRNDC Task Book
8212. Education For Promotion
8213. Adventurous Training Instructors
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ANNEX

Annex 82A  Physical Training Specialisation – Promotion Flowchart
CHAPTER 82

WARFARE BRANCH – PHYSICAL TRAINING

8201. General
This Chapter covers the career regulations for General Service Warfare Branch Physical Training (PT) Instructors. Divisional Officers are to ensure that a copy of this Chapter and Annex is placed in the PDR of every member of the PT specialisation.

8202. Entry into the Physical Training Specialisation
The following criteria must be met for entry into the PTI specialisation:

a. An AB1 or MNE with at least 12 months' service since attaining Role Performance Standard (RPS) at the date of application, a Leading Hand (LH) or Corporal (Cpl).

b. In date for source branch Annual RPS Check.

c. An individual may attend the PT aptitude with a developing SJAR, however manning clearance to attend LPTQC will NOT BE granted until an individual has received a positive recommendation of ‘Yes’ or above for LH/Cpl (if AB1, MNE or Lance Cpl) on a subsequent SJAR.

d. Recommended by their Commanding Officer for the PT specialisation.

e. Have a permanent medical category of MEDCAT MFD A4/L1/M1/E1.

f. Achieved minimum NAMET 5:5 or Level 1 Functional Skills (or equivalent) in English and Mathematics and recorded on JPA with the appropriate competence. To be educationally qualified for promotion (EFP) in accordance with Para 9640 and the competence ‘Educational|RN/RM QELH/Cpl|Navy’ recorded on JPA.

g. Six months or more since last Career Check (if any).

h. Have at least 3 years to serve on completion of the Leading Physical Trainer Qualifying Course (LPTQC).

i. Have manning clearance for transfer.

j. Hold a full UK driving licence. (An individual may attend the PT Aptitude Test (see Para 8204 below) however manning clearance to attend LPTQC will NOT be granted until an individual has a full UK licence and it is recorded on JPA).

8203. Working with Vulnerable Groups - Criminal Record Clearance
Vulnerable Groups Clearance is required only for individuals performing their roles at Phase 1 or 2 Training Establishments. Application for D&BS clearance will be made by the PT Career Manager via the Chief Staff Instructor.
8204. Application Process
An individual must have passed a PT Aptitude Test before manning clearance is authorised. No individual can attend an aptitude without PPLAN approval; the following procedure is to be used:

a. **Aptitude Test Clearance.** When an individual has been recommended for the PT specialisation in accordance with Para 8202 a sub para (4) an application is to be submitted to PCAP, for the attention of NAVY PCAP-PPLAN SWPR WO1 for permission to attend an Aptitude Test.

b. When permission is granted, the individual's Divisional Officer (DO) is to liaise with RNSPT (Chief Staff Instructor) to request a place on a PT Aptitude Test. The application is to be e-mailed to NAVY OP TRG-MWS TEM RNSPT CSI and is to state the following information:

1. The individual meets all criteria at Para 8202. sub para a.
2. Approval from PCAP PPLAN SWPR WO1 has been granted IAW approval Email.
3. Has the Support of the Unit to Attend PT Aptitude and has been provided the necessary training time / exposure to RN PT prior to attendance.
4. Has been briefed on any career implications.

8205. Aptitude Test
Aptitude Tests are held in HMS TEMERAIRE. They are usually conducted in May, Sep and Dec, however an RNTM is released annually in Dec detailing PTA dates for the next training year. Joining Instructions will be sent to the individual and their DO approximately 14 days prior to the PTA commencing. Divisional Officers are to ensure that they complete and sign the medical certificate attached to the Joining Instructions after confirming the medical suitability of the individual by sighting JPA Medcat and JMES codes.

a. **Conduct of the Aptitude Test.** All elements of the PT Aptitude are compulsory. The candidate will be required to demonstrate, to the satisfaction of the Instructor, that he/she:

1. Is physically fit and has the potential to complete the LPTQC.
2. Possesses the required mental attitude in addition to their physical abilities. Individuals should demonstrate Naval Core Values (C2DRIL) as a matter of course and display the mental resilience to succeed in this arduous evolution.
3. Is able to demonstrate adequate motor skills and co-ordination during physical activity.
4. Demonstrates a sound understanding of a pre-determined topic and is able to deliver a presentation on this topic with confidence, clear communication and clarity.
(5) Has the potential to carry out the administrative tasks associated with sport and recreation management (eg. organising sports events, writing letters, memos, programmes etc), including a basic understanding of Defence Writing IAW JSP 101.

(6) Has a basic knowledge of Anatomy and Physiology.

(7) Has a basic knowledge of sports rules associated with the major sports played within the RN.

(8) Has the potential to deliver a general circuit to a high level including all elements associated within (warm up, phase 2 games, main body, overload, developmental stretches).

(9) Displays the potential to identify and rectify incorrect movement during fundamental movement patterns.

b. On completion of the Aptitude Test candidates, and their DO, will be informed if they have passed or failed by RNSPT. The RNSPT will inform NAVY PCAP-PPLAN SWPR WO1 of the results.

8206. Post PT Aptitude Test Actions

a. Branch Transfer Manning Clearance. Once an individual has passed the PT Aptitude Test, manning clearance to change branch/specialisation is to be requested by the individuals DO via NAVY PCAP-PPLAN SWPR WO1 IAW current regulations.

(1) Manning clearance, if granted, will be valid for up to two years.

(2) Manning clearance to attend LPTQC will not be granted until a positive recommendation for promotion to OR4 of ‘Yes’ or above is made on a SJAR in accordance with Para 8202.a sub para (4).

(3) The individual will then be allocated a provisional place on a LPTQC.

b. On receipt of an Assignment Order detailing a candidate for LPTQC, Divisional Officers are to check that the rating meets all the requirements for the Course listed at Para 8202. sub para a. Queries regarding eligibility which cannot be answered in this Chapter should be referred to the Branch Manager immediately, particularly if they concern a Career Check, seniority or current recommendation for LH.
8207. Attending LPTQC

When manning clearance has been granted and prior to attending LPTQC joining instructions will be issued. An individual MUST ensure:

a. The attached medical certificate is signed by a Medical Officer, stating that the candidate has been medically examined within the preceding 14 days and found to be medically and physically fit to undergo the LPTQC.

b. This certificate MUST be returned to the Instructor by the date stipulated in the Joining Instructions.

c. Any individual who does not have a signed medical certificate will not be permitted to commence LPTQC.

d. Where possible, individuals are to be loaded to LRLC prior to attending LPTQC.

8208. Passing LPTQC

On successful completion of LPTQC the following rules apply:

a. On being rated LPT, ratings leave their original specialisation and join the PT specialisation.

b. An individual will be advanced to LPT once all the criteria at Annex 82A have been satisfied. The following gives further guidance:

   (1) LHs or equivalent rates who pass LPTQC will be rated LPT with a seniority date adjusted to the last day of LPTQC.

   (2) ABs or equivalent rates who have passed the LRLC will be rated LPT with a seniority of the last day of LPTQC.

   (3) ABs or equivalent rates who pass LPTQC but have not passed the LRLC will be rated LPT on successful completion of LRLC with seniority back dated to the last day of LPTQC.

c. All LPTs are subject to a 12-month probationary period as described at Para 8209.

d. See Para 6909 and Para 6915 a sub para (4) regarding non-completion of LRLC and advancement to AHR in exceptional circumstances.

8209. Reversion and Disrating

a. Leading Physical Trainer. If, at the end of one year’s service as a LPT, a rating should be considered to be unsuitable or unable to attain the standard required of a LPT, he/she is to be returned to his/her source specialisation with original seniority as an AB or LH.
b. In common with other sideways entry specialisations, ratings who are reverted or disrated to AB will be returned to their former specialisation and categories. Re-promotion and future employment within the PT specialisation will be considered by the Branch Manager on a ‘case by case’ basis.

8210. Employment for PT Individuals

a. On successful completion of LPTQC, all newly qualified LPTs will normally spend a minimum of 12 months consolidating their skills at a Shore Establishment under the mentorship and guidance from a CPO(PTI). During the first 12 months the newly qualified LH(PTI) is expected to complete their Task Book and achieve RPS.

b. In order to grow PTIs with the requisite skill sets for Joint Service Exercise Rehabilitation Instructor (JSERI) and Adventurous Training Instructor (ATI, LPTs will be given exposure to both these disciplines. An individual may be considered as an ATI or ERI but must achieve RPS before starting ATI or ERI training. Preferences will be noted by the Career Manager with a view to providing specialist training for the individual.

c. Sea service is not required for promotion at any stage, however, all PTI SQEP personnel are liable for assignment to a sea-going platform as required to meet the needs of the Service.

8211. JPA Recording - Competences, Annual RPS Check, RNFT, and CBRNDC Task Book

a. **Recording of Competences.** Once a PT rating has successfully completed LPTQC and the WTTB the rating will be deemed to have achieved RPS. The competence (Professional) RPS for LH PT|Navy| is to be input to JPA by the CSI RNSPT.

b. **Annual RPS Check.** PT TB completion defines the achievement of LPT RPS and ratings have 12 months to complete the TB. Thereafter, the continued maintenance of RPS (including RNFT) is fundamental to all further development and promotion. In order to monitor individual maintenance of RPS, an annual RPS Check is to be conducted and, dependent upon their current assignment, LPTs must complete either a General, ERI or ATI RPS as directed by the RNSPT. The following personnel are authorised to conduct RPS Checks and act as signatories:

1. A RN PT specialisation Warrant Officer or Senior Rate or assigned RM PT SNCO.

2. In Units with no PT Senior Rates, the Executive Officer or Executive Warrant Officer.

In exceptional circumstances, some individuals may be unable to achieve the mandatory annual RPS Checks. Where this is the case, the PT Spec Advisor should be consulted for advice.
c. On completion of the Annual RPS Check, the PT Rating’s Divisional Officer (usually CPOPT or EWO) is to input the following competency on JPA (CMS|Annual RPS Check LH|Navy). This competency should overwrite the previous years’ competency and is valid for 12 months.

d. **RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the CPD. See Para 6718 for full details.

e. **AB-LH CBRNDC TB.** It is recognised that not all specialisations, branches or trades mandate the need to complete a CBRNDC TB. If an individual falls into this category the TB must be completed on joining their first sea going unit.

8212. **Education For Promotion**

A Leading Hand must be educationally qualified to Level 1 Functional Skills and a Petty Officer to Level 2 Functional Skills in English and Mathematics or a suitable equivalent for either or both of these qualifications. See Chapter 96 for further information.

8213. **Adventurous Training Instructors**

a. Adventurous Training Instructors (ATI) are a sub cadre of the PT Specialisation. Personnel who wish to pursue a career as an ATL must first complete LPTQC and attain RPS as a LPT iaw Para 8210.b.

b. To specialise as an ATL, an individual is required to be recommended by their DO.

c. Further information and contact details about ATL training may be found in BR 51(1) Chapter 2.

8214. **Exercise Rehabilitation Instructors**

a. Exercise Rehabilitation Instructors (ERI) are a sub cadre of the PT Specialisation. Personnel who wish to pursue a career as an ERI must first complete LPTQC and attain RPS as an LPT iaw Para 8210.b.

b. To specialise as an Exercise Rehabilitation Instructor (ERI), an individual is required to be recommended by their DO, Regional Trade Specialist Adviser and trade Specialist Adviser.

c. Further information and contact details about ERI training can be found in BR 51(1) Chapter 2.
ANNEX 82A

PHYSICAL TRAINING SPECIALISATION – PROMOTION FLOWCHART

a. Completed LRLC and recorded on JPA under competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’.


c. In date RNFT or waiver obtained on advancement.

d. At least 6 months since last Career Check (if any) on advancement.

e. Once rating is eligible for substantive promotion, units are to send a PAR Signal to the Ratings Promotion Section, info Career Manager.

f. Educationally qualified for promotion (EFP) in accordance with Para 9613. Achieved minimum NAMET 5:5 or Level 1 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

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Rated

LEADING PHYSICAL TRAINER

Petty Officer (Physical Trainer) – Pre-Selection Requirements

a. Completed LH WTTB. Achieved RPS; to be recorded under ‘Professional|OPS for LH PT|Navy’ (Para 8211 sub para b).

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the CPD. (Para 6703 b sub para (7)).

c. Recommended for promotion on Appraisal Report at CRD.

Petty Officer (Physical Trainer) – Pre-Promotion Requirements

d. Passed POPTQC for POPT by nominated CPD+12 months. Recorded as JPA competence ‘Physical Education|PO(PT) Career (RNSPT 102)|Navy’.

e. Completed SRLC and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’.

f. In date RNFT or waiver obtained; recorded as JPA competence ‘CMS|Fitness Test|Navy’. (Para 8210 sub para c).

g. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).
h. In date Annual RPS Check recorded as JPA competence ‘CMS|Annual OPS Check LH|Navy’]. (Para 8210 sub para b).

i. EFP in accordance with Para 9613. Achieved minimum Level 2 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

**Promoted to**

**PETTY OFFICER PHYSICAL TRAINER**

**Chief Petty Officer (Physical Trainer) – Pre-Selection Requirements**

a. Minimum of 3 years’ seniority as a POPT 12 months prior to the CPD. (Para 6703 b sub para (3)).

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD.

**Chief Petty Officer (Physical Trainer) – Pre-Promotion Requirements**


e. In date RNFT or waiver obtained; recorded as JPA competence ‘CMS|Fitness Test|Navy]’. (Para 8210 sub para c).

f. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

**Promoted to**

**CHIEF PETTY OFFICER PHYSICAL TRAINER**

**Warrant Officer 1 (Physical Trainer) - Pre-Selection Requirements**

a. Minimum of 3 years’ seniority as a CPOPT 12 months prior to the CPD.

b. EFP in accordance with Para 9636. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

d. Recommended for promotion on Appraisal Report at CRD.
Warrant Officer 1 (Physical Trainer) – Pre-Promotion Requirements

e. In date RNFT or waiver obtained; recorded as JPA competence ‘CMS|Fitness Test|Navy’. (Para 8210 sub para c).

f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

g. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to
WARRANT OFFICER 1 PHYSICAL TRAINER
CHAPTER 83

WARFARE BRANCH – COXSWAIN (SUBMARINE)

CONTENTS

Para
8301. Entry into the Coxswain (Submarine) Specialisation
8302. Coxswain (Submarine) Specialisation – Promotion Flowchart
8303. Selection for Chief of the Boat
CHAPTER 83

WARFARE BRANCH – COXSWAIN (SUBMARINE)

8301. Entry into the Coxswain (Submarine) Specialisation

a. The Coxswain Submarine (SM) specialisation consists of Warrant Officers 1st Class (WO1s) and Chief Petty Officers (CPOs). It is sustained by Sideways Entry, with volunteers being sought from all specialisations of the SM Service \(^1\). All transfers to Coxswain (SM) are subject to manning clearance. Those ratings seeking transfer must be eligible for promotion to CPO in order to attend the selection board.

b. Responsibilities. The responsibilities of a Coxswain (SM) are as follows:

1. Act as whole-ship manpower co-ordinator.
2. Regulate personnel in accordance with QRRN and Armed Forces legislation.
3. Administer the Ship’s Company for leave and travel including recording of Separated Service, JPA arrivals and assignments, JPA SOB and Customs.
4. Advise the Command on all aspects of morale, welfare and the conditions of service of all personnel.
5. Act as Chairman of the Departmental Co-ordinators (DEPCOs).
6. Be a qualified Ship Control Officer of the Watch (SCOOW).
7. Act as whole ship training co-ordinator, with specific responsibility for the requirements of (SM) Qualification, Planesman, SCOOW and Forward Duty Watch training and professional standards.
8. Provide continuation training to the Ship’s Company on all aspects of SMERAS. Liaise closely with the ME Department and SM Escape Workshop to ensure that the material state of the Escape System is fit for purpose.
9. Act as the Assistant Budget Control Officer.

c. Identification. Potential entrants into the Coxswain (SM) specialisation will be identified by Submarine Commanding Officers at CPO or PO level. Recommendations will be based on the Commanding Officer’s judgement as to the rating’s potential to undertake the duties and responsibilities of a Coxswain (SM) as a CPO, with due regard for the necessary qualities of leadership and power of command.

\(^1\) Volunteers from General Service will be considered on a case by case basis but must qualify SM in addition to meeting all other pre-requisites.
d. **Selection for Coxswain (SM) and Promotion to CPO Coxswain (SM).** The Selection Board for the Coxswain (SM) specialisation and the CPO Coxswain (SM) Promotion Selection Board are combined into a single Coxswain (SM) Selection Board. This Selection Board will be held annually. Interim Boards may be arranged as required.

e. **Selection Process.** The following pre-requisites must be completed prior to attendance at the Selection Board. The Recording Authority (RNSMS) is the single point of contact in the process, and is to be kept informed of all progress:

1. Register initial interest with Coxswain(SM) Recording Authority (RNSMS Cox'n)^2.
2. Apply for Branch Transfer to Cox'n(SM) iaw BRd 3(1) Para 5125.
3. Hold the (SM) Basic Sea Qualification.
4. Successfully complete ‘dry’ SCOOW qualifying course and have a reasonable expectation of qualifying ‘wet’ SCOOW prior to commencing SMQC.
5. Have successfully completed Senior Rates’ Leadership Course.
6. Be either a CPO, or selected for promotion to CPO, or a PO with a minimum of 24 months’ seniority in the rate from which to be selected 12 months prior to the CPD for the Selection Board and have a positive recommendation for promotion in their most recent SJAR.
7. Have at least one recommendation for transfer to the Coxswain(SM) specialisation from a Submarine Command Qualified Officer of Commander rank or above (to be provided to Recording Authority). The recommendation should also be recorded in an SJAR (either as 2RO/3RO or via Insert Slip).
8. Be in date for NMT 101 and in date for Weapon Handling Test.
9. Manning Clearance for transfer, including clearance to attend the Coxswain (SM) Selection Board, applied for and granted (valid for 2 years).
10. Have sufficient service remaining to complete a minimum of 3 years’ sea service on completion of training. Early dialogue with the Warfare Branch Manager is advised^3.
11. Must have a minimum of ‘Yes’ for promotion in their latest SJAR.

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^2 Will be called for informal interview to explain the role and issued with Study Guide and Training Plan to include SCOOW training.

^3 The Warfare BM can award an Extension of Service, conditional on successful completion of training. Individuals will become eligible for ES3 following their probationary period.
f. **Selection/Promotion Board.** A calling notice for the Coxswain(SM) Selection/Promotion Board will be issued to registered and qualified candidates. Where possible, the date of the Board will be deconflicted to achieve maximum attendance, however, additional Boards may be held dependent on individuals’ availability.

(1) The Selection Board interview panel will consist of a Commander X(SM) as Board President and a second Commander/Lieutenant Commander (both Command Qualified), Branch Manager/Career Manager, a WO1 Cox’n(SM) and FOST ST111/112. Others, as appropriate, may be invited to observe the Board. Candidates will be hosted by RNSMS Cox’n on the day.

(2) The Selection Board will assess candidates’ suitability based on their promotion dossier, Service Paper, Presentation and a Question and Answer based interview. Candidates will be informed on completion of the Selection Board whether or not they have been successful at the Board. In cases where time constraints have been placed on manning clearance (ie. not to be released until the latter half of the 2 year window), successful candidates will be informed as to which training year PQC they will attend, and therefore, in the case of POs, their CPD. Unsuccessful candidates will be informed as to whether or not they should reapply for a future Board. The Board President will promulgate the notification of the Board results in alphabetical order, annotated with Selected (and CPD/training year if appropriate) or Not Selected, to Promotions Office, donor and receiving Branch and Career Managers and the Commanding Officers of the providing units.

g. **Interim Period prior to PQC.** In the period following successful selection and prior to attending PQC, candidates will continue to serve in their source branch. Individuals will continue to be mentored, and, where necessary, are encouraged to be released to complete a BSQ in the class of submarine they are likely to be assigned to, if not already qualified. This will require close liaison with their current and future Career Managers. Individuals must also maintain their SCOOW skills prior to attending PQC.

h. **SCOOW Qualification.** In exceptional cases, the Selection Board may authorise use of a waiver for Wet SCOOW qualification as a Selection Board prerequisite. Candidates will be required to achieve Wet Qualification to prior to achieving RPS 12 months post Cox’n(SM) PQC.
**Effective February 2020**

**BRd 3(1)**

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i. **Coxswain (SM) Professional Qualifying Course.** The Cox’n(SM) PQC is a modular course of approximately 3 months duration, and is conducted across a number of training establishments. The course is administered by RNSMS. Successful Coxswain candidates will be transferred from source branch to RN Warfare SM Cox’n(SM) on successful completion of course. Substantive CPOs will retain their existing seniority on transfer. POs already selected for CPO in their source branch will be promoted CPO on their original CPD or to A/CPO Cox’n(SM) on completion of PQC, whichever is sooner. POs not selected for CPO in their source branch will be promoted to A/CPO Cox’n(SM) on completion of PQC. All A/CPO Cox’n(SM)s will be confirmed CPO on their Common Promotion Date. In order for newly selected Cox’n(SM)s to achieve RPS, the candidate will be required to complete a FOST Harbour Liaison Visit (HLV) check 12 months post completion of Cox’n(SM) PQC and be endorsed by the Commanding Officer.

j. **Return to Source Specialisation**

1. **Prior to Transfer.** If, at any stage before final transfer to the Coxswain (SM) specialisation, a rating is disrated, reverted or found to be unsuitable, they will be returned to their source specialisation.

2. **Voluntary Return to Specialisation.** Approval may be given for ratings who voluntarily request to return to their original source specialisation within 12 months of beginning Coxswain (SM) training (PQC) in accordance with BRd 3(1) Para 5128. In such cases, the rating will not normally be allowed to re-apply to enter the Cox’n (SM) specialisation at a later date.

3. **Probationary Period.** If, after transfer to the Cox’n (SM), a rating is subsequently found to be unsatisfactory in their new specialisation prior to achieving RPS, they will be compulsorily transferred back to their original specialisation and if required reverted back to PO in accordance with the provisions of Para 5128 and Para 7007.

4. **All Other Periods.** If, after transfer to the Cox’n (SM) specialisation, a rating is disrated or, under the provisions of Para 7006, reverted to a rate below CPO, they will be returned to their source specialisation and the provisions of Para 7007 sub-para k will apply.

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**8302. Coxswain (Submarine) Specialisation – Promotion Flowchart**

The following qualifications are required for promotion from CPO Cox’n (SM) to WO1 Cox’n (SM):

| CHIEF PETTY OFFICER COXSWAIN (SM) |

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Warrant Officer 1 - Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a CPO 12 months prior to the Common Promotion Date (CPD).

b. Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the CPD. (Para 6703 b sub para (7))

c. Recommended for promotion on Appraisal Report at Common Reporting Date (CRD).

Warrant Officer 1 – Pre-Promotion Requirements

d. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later); recorded as JPA competence ‘CMS|Fitness Test|Navy’). (1)

e. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

f. Satisfy terms of Assignment Order issued by Promotion Authority.

g. Educationally qualified for promotion in accordance with Para 9636. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

Promoted to
WARRANT OFFICER 1 COXSWAIN (SM)

Note. RNFT (at CPD). Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a NSMBOS or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD (or later). See Para 6718.

8303. Selection for Chief of the Boat

Should the requirement arise for a Chief of the Boat due to shortages in the Coxswain (SM) specialisation, Fleet Commander/DCNS will issue separate instructions.
CHAPTER 84

WARFARE BRANCH – COMMUNICATIONS TECHNICIAN

POINT OF CONTACT – PART 8

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8402. Entry into the CT Specialisation
8403. Branch Transfer Requirements
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ANNEXES

Annex 84A  CT Specialisation Promotion Flowchart - Entry prior to 1 Nov 06 (DE) – 1 Sep 07 (SE)
Annex 84B  CT Specialisation Promotion Flowchart - Entry after 1 Nov 06 (DE) – 1 Sep 07 (SE)
CHAPTER 84

WARFARE BRANCH – COMMUNICATIONS TECHNICIAN

8401. General

This Chapter covers the career regulations for the Communications Technician (CT) Specialisation. Divisional Officers are to ensure that a copy of this Chapter, with its relevant Annex, is placed in the Personal Development Record (PDR) of every member of the CT specialisation.

a. There are reserved rights for advancement to CPO for POCTs who joined prior to 1 Nov 06 (DE) or 1 Sep 07 (SE). Exceptionally, they will be allowed to attempt the PQE for time-based advancement to the CPO rate until the cut-off dates detailed in Table 84-1. Individuals who do not successfully complete the PQE by the eligibility closure date will adopt the career path notated in Annex 84B and will be considered for merit-based selection to CPO thereupon. If the failure to complete the PQE is due to service reasons, the Branch Manager will consider exemptions on an individual basis.

Table 84-1

<table>
<thead>
<tr>
<th>Situation</th>
<th>CPO PQE Eligibility Closure Date</th>
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<tbody>
<tr>
<td>PO – eligible for advancement to CPO prior to 31 Mar 10</td>
<td>31 Mar 12</td>
</tr>
<tr>
<td>PO – not yet eligible for advancement to CPO by 31 Mar 10</td>
<td>2 years from CPO eligibility date</td>
</tr>
<tr>
<td>Not yet advanced to POCT by 31 Mar 10</td>
<td>2 years from CPO eligibility date</td>
</tr>
</tbody>
</table>

8402. Entry into the CT Specialisation

The following criteria must be met for entry into the CT specialisation:

a. Nationality. It is important to recognise that the nature and sensitivity of the work on which CTs are engaged necessitates certain specific nationality criteria being imposed. These are as follows:

(1) CTs must be British for entry to the specialisation and are to have held British citizenship for ten years.

(2) CTs are not to have held any other nationality in the last five years.

(3) CTs’ surviving parents (including their partners) are to be solely British.

(4) Any spouse/partner is to be solely British.

(5) Surviving parents of the spouse/partner are to be solely British.

(6) Current or previous Foreign National connections (either by direct family, marriage or extension) will be judged on a case by case basis, some of which may preclude entry to the CT Specialisation.
b. **Educational Standards.** GCSE Grade C or higher in English Language and Mathematics.


d. **Hearing.** A Standard hearing of 2:2.

e. **Colour Perception.** A Colour Perception standard of 4.

f. **Age.** Must be between the ages of 16-37 years for direct entry.

g. **Developed Vetting (DV).** DV is the minimum security requirement.

h. **Service.** Candidates must be volunteers for service in ships and submarines.

i. **Language Training.** Candidates must be volunteers for language training, where required, to satisfy the Service need (see Para 8414).

j. **Signal Training.** Candidates must be volunteers for signal development training, where required, to satisfy the Service need Para 8415.

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### 8403. Branch Transfer Requirements

In addition to the criteria at Para 8402 branch transfer entrants require the following:

a. Have a minimum of ten years to serve.

b. Be an AB1 who has completed the CBRNDC Task Book or be a LH.

c. Recommended by their Commanding Officer for the CT specialisation.

d. A successful acquaint interview with a Warrant Officer 1 CT or Officer who is an ex–CT (copies of the last three Appraisal Reports should be forwarded to the interviewing officer prior to this event). A subsequent letter of recommendation, by the interviewer, should be enclosed within the rating’s Service Documents and a copy forwarded to RN CT SPEC AD at HQ MIXG.

e. Passed the CT Specialisation Selection Interview. This is convened at HQ MIXG by RNCT SPEC AD.

f. Have manning clearance for transfer.

g. Be in date RNFT.

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1 For administrative purposes, HQ MIXG should also be advised of unsuccessful interview results.
8404. **Application Process**

An individual must have passed a selection interview before manning clearance is authorised. No individual may attend a selection interview without PPLAN approval; the following procedure is to be used:

a. **Selection Interview Clearance.** When an individual has been recommended for the CT specialisation in accordance with Para 8403 sub para c, an application is to be submitted to Navy Command/Commodore Naval Personnel Strategy (CNPS), for the attention of NAVY PERS-PPLAN SWPR WO1, requesting permission to proceed to a selection interview.

b. Once permission has been granted, the individual's unit is to liaise with RN CT SPEC AD at HQ MIXG to request a selection interview. The Divisional Officer is to forward the following:

   1. Copies of the candidate’s Appraisal Reports and Insert Slips covering the last three years.
   2. A copy of Leadership Course results (if completed).

8405. **CT Specialisation Selection Interviews for Branch Transfer Entry**

Candidates interviews are held at HQ MIXG, dates of which will be made available to candidates by the HQ MIXG.

a. The selection process is of one day’s duration and consists of a number of elements to assess a candidate’s suitability for transferring to the CT specialisation, culminating in a formal interview. Among the qualities sought are the following:

   1. Aptitude for employment in all relevant CT Unit Establishment positions.
   2. Commitment to the Service.
   3. Capability to meet the standards required of CT training.
   4. Good personal qualities, particularly integrity, stability of performance and no obvious security risks.
   5. Leadership potential.

b. On completion of the selection interview candidates, and their Commanding Officer, will be informed if they have passed or failed. HQ MIXG is also to inform NAVY PERS-PPLAN SWPR WO1 of the results.

8406. **Post Selection Interview Actions**

a. **Branch Transfer Manning Clearance.** Once an individual has passed the Selection Interview, manning clearance to change branch/specialisation is to be requested via NAVY PERS-PPLAN SWPR WO1 in accordance with current regulations.
(1) Manning clearance, if granted, will be valid for two years.

(2) The individual will then be allocated a provisional place on a CTPQC.

b. On receipt of an Assignment Order detailing a candidate for CTPQC, Divisional Officers are to check that the rating meets all the requirements listed at Para 8403.

8407. Passing CT Training

On successful completion of the SIGINT Collection Course (SCC), the following rules will apply:

a. Direct entry individuals leave their original specialisation and join the trained strength of the CT specialisation.

   (1) Branch Transfer Entry LHs are to be rated LH CT and adopt one star CT specialisation badges.

   (2) Branch Transfer Entry AB1s are to be rated AB1 CT and adopt one star CT specialisation badges.

   (3) Direct Entry individuals will be rated AB1 CT once all the criteria at Annex 84B have been satisfied.

b. When OPS as a LH CT has been achieved an individual will be awarded a two star CT specialisation badge.

c. An individual will be advanced to LH CT 9 months after the completion of the SCC once all the criteria at Annex 84B have been satisfied. The following gives further guidance:

When an individual has achieved OPS, their seniority date is to be adjusted to 9 months after the final day of the SCC course.

8408. Source Branch Matters

If an individual, having been accepted for Branch Transfer to join the CT specialisation, has not started training but is selected for promotion in their source branch, the following rules will apply:

a. The individual may take the requisite professional and leadership courses and, therefore, obtain promotion. However if, on the day that an individual starts CT training, the individual has not obtained the qualifications necessary for promotion; their selection will be held in abeyance.

b. Those personnel who are promoted in their source branch between passing the CT specialisation selection interview and commencing CT training can exercise either of the following options:

   (1) Refuse promotion and commence CT training as planned.
(2) Accept promotion and remain in their source branch.

c. Once CT training has commenced, Sideways Entry individuals (SEs) will remain in their source branch but will be ineligible for promotion until completion of their basic CT training when subsequent promotion to LH CT will be dependent upon fulfilment of all criteria within the relevant CT specialist career profile.

d. Source Branch Submariners will automatically lose Special Service Pay (SM) effective from the first day of basic CT training.

8409. Withdrawal from Phase 1 or 2 Training

a. Initial failure to complete any phase of training may result in back classing at the discretion of the relevant Head of Training. If it is judged that a trainee will be unable to complete any phase or module, however, they may, in consultation with the Commanding Officer HQ MIXG, be withdrawn from training with the following options:

   (1) SEs may return to their source branch at their substantive rate.

   (2) DEs will be given career counselling and a suitable branch transfer proposed after consultation with the Warfare Branch Manager.

   (3) Discharge SHORE in accordance with Chapter 54.

b. Individuals who wish to withdraw from basic CT training voluntarily may be permitted to do so only after full consultation with HQ MIXG.

8410. Security Clearances

The minimum security requirement for employment in the CT specialisation is for the individual to hold a DV clearance.

a. This requires the individual to have been resident for ten years in the UK. However, in certain circumstances, particularly where the individual is of UK origin, a shorter period may be acceptable. In such cases, an application is to be made to RN PSyA for a waiver of the residency requirement.

b. Depending upon their area of employment, CTs will also need to hold various other clearances throughout their career. For many of these clearances, nationality restrictions will be applied (see Para 8402 sub para a).

c. A DV questionnaire will be issued to prospective CTs approximately 12 weeks prior to joining the Service. The preferred method for an application is through the eforms portal; however a hard copy may be submitted under exceptional circumstances. The completed DV questionnaire must be returned to the Defence Business Services National Security Vetting (DBS NSV) before commencing the third week of Phase 1 Training. DBS NSV will not be able to process forms submitted with less than 12 weeks’ notice ie. in time for the HQ MIXG module at the end of Phase 2a, and those students affected may be unable to continue training.
d. Individuals who have not been granted a DV status cannot complete the HQ MIXG module of Phase 2a training, or begin Phase 2b (Initial Sea Training). Where this is as a result of refusal, rather than administrative delays, SEs will be returned to their source specialisation while DEs can either take the following routes:

1. Transfer to another specialisation in accordance with Chapter 51.
2. Discharge SHORE in accordance with Chapter 54.

8411. Loss of DV and/or Special Clearances
The withdrawal of a DV and/or the suspension/removal of Special Clearances will severely restrict an individual’s employment/assignment potential as a CT by rendering the individual unemployable in designated specialisation positions. This could adversely impact the individual’s Naval career. The decision to remove or suspend DVs or Special Clearances rests with RN PSyA and the relevant controlling authorities respectively. Such decisions are made on a case by case basis and the impact on the individual will generally depend on the reason for suspension/withdrawal. A range of options for future employment will be considered, involving a degree of personal preference where possible. For serving CT individuals who have lost their DV and or special clearance the following will be considered:

a. Transfer to another branch or specialisation in their substantive rate, within the constraints of branch transfer regulations (Chapter 51).

b. For those within their final two years’ service, or who elect to submit 12 months’ notice following the removal of the DV, employment in existing rate in an ‘out of specialisation’ position, if a suitable one is available, until completion of career or engagement or period of notice.

c. For SEs, reversion to source specialisation at the rate held before transfer to the CT specialisation.

d. Discharge SHORE, in accordance with Chapter 54.

8412. CT Branch Training - Career Progress, Targeted Employment Modules and Pre Joining Training
Career Progression for CT Branch Ratings is detailed within Annex 84A or Annex 84B (as appropriate). In addition to Career training, individuals may be required to undertake some bespoke Targeted Employment Modules (TEMs)/Pre-Joining Training in accordance with the Unit Establishment List (UEL), as follows:
a. **Training Performance Statements, Workplace Training Task Books and Operational Performance Standard.** On successful completion of the PQC for AB, LH or PO, a CT rating will have attained the Training Performance Statement (TPS) for that rate. Individuals will then be issued with the appropriate Workplace Training Task Book (WTTB). In the subsequent assignment, a rating will be deemed to have achieved Operational Performance Standard (OPS) on successful completion of the core career workplace training section of the relevant WTTB (TPS + OJT = OPS) for AB/LH. On achievement of OPS as an AB1, LH or PO, the Warfare Training Coordinator must inform the unit Human Resource (HR) administrator in order for the relevant competences (see Annexes for details) to be inputted to JPA. When an individual is advanced to AB1 or LH, the HR administrator is to ensure that a Promotion Authorisation Request (PAR) is sent to the Career Manager, who will authorise the promotion and change the rate on JPA. It is important that achievement of OPS is inputted to JPA before the PAR date, thus stating that the rating has achieved OPS before attempting to be advanced to AB1 or LH. A rating’s OPS is defined and owned by the relevant Branch Manager.

b. **Mechanism for Unacceptably Slow Progression.** It is entirely possible that some ratings may not achieve OPS. Within the CT Branch there is no scope to employ individuals who cannot or will not progress themselves beyond AB1. It must be realised that AB1s are employed primarily to gain experience and to advance to a higher rate. It follows, therefore, that the ultimate sanction for those who cannot or will not progress beyond AB1 is an application for administrative discharge on the grounds of un-employability. Within the CT specialisation, an initial warning is set at 12 months from commencement of the WTTB (unless it has been given earlier, supported with unequivocal statements of non-recommendation for advancement in an Appraisal Report). Warnings will then continue 3-monthly, within the Appraisal process, up to an aggregate total of 18 months under warning, whereupon application for administrative discharge on the grounds of un-employability will be sought.

c. **Pre Joining Training.** PJTs are the method of training CT ratings for a specific role, prior to joining a sea going unit, as required by the UEL. Whilst undertaking a PQC, a rating who has been assigned to a unit in a position which requires the PJT will be booked on the course, which will commence on completion of all other modules of the PQC. The following outcomes are possible:

1. **Pass.** Schools are responsible for conducting PJTs and are to report successful completion and ensure that HR administrators input the relevant competences to JPA.

2. **Failure.** In the event of failure, a written report is to be forwarded by the School to the individual's parent unit. The individual may be considered for Discharge SHORE, in accordance with Chapter 54 or, in the case of LH, immediately warned formally for reversion by the parent unit. As PJTs are taught at the end of a PQC pipeline, the rating will have to wait until the end of the next training pipeline before re-commencing the PJT.
(3) **Second Failure.** After a second failure, LH or above will be subject to reversion for unsuitability. Ratings who fail a PJT a second time are not to be employed in any UEL position number that requires that competence and are not to attempt that PJT for further 12 months. The rating’s parent unit is to assess the individual’s employability. If deemed unemployable, the matter is to be referred to the relevant Warfare Ratings Branch Manager.

(4) **Taskbook.** On completion of the PJT, the rating may be required to complete a separate PJT TB, which will be issued in loose leaf format and is to be included in their WTTB.

d. **TEMs.** In addition to WTTB, LHS attending TEMs will also be issued with the relevant On Job Training TB in loose leaf format for inclusion in their current WTTBs.

e. **Completion of AB1 CBRNDC Task Book.** The CBRNDC TB may be issued prior to a rating being promoted AB1 and can be completed at any time after advancement to that rate. Although not a requirement for selection, all ratings are to complete this TB before promotion to LH, including ALH.

f. **Attendance on Next Higher Professional Qualifying Course.** A rating will not be eligible to attend the PQC for a higher rate unless the individual is in date for the Annual OPS Check in the lower rate. The PQC and LRLC/SRLC should normally be undertaken as a package. The Selection Signal will be the trigger for the CM to load candidates on a PQC and relevant leadership course. It will not be possible to achieve this for every individual immediately, but priorities must be amended to achieve commencement of, at least, PQC within 12 months of selection. On implementation, it is possible that a surge in applications may exceed available places. The Career Manager’s judgement will be required to manage points of excessive demand.

g. **Failure to Complete Professional and/or Leadership Course.** Refer to Para 6716 for rules on the impact on a rating’s promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control). If the LH or PO PQC is refused, Para 6913 will apply. In the event of failure during a LH or PO PQC, Para 6912 will apply.

h. **OPS Lead Authority.** A database of LH CT level tasks will be maintained by HQ MIXG (TD) and made available to each unit employing CTs as required. When units need to conduct an OPS check HQ MIXG (TD) should be contacted to issue a selection of general task questions. Additional oral questions are then to be added by the employing unit to probe the CT’s knowledge of his/her own ship/unit and operational experience.
8413.  JPA Recording - Competences, Annual OPS Check and RNFT

a. **Recording of Competences.** Once a CT rating has successfully completed a PQC, WTTB, PJT/TEM and achieved OPS, that competence is to be input to JPA by the appropriate unit HR administrator.

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

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

   (2) In exceptional circumstances some individuals may be unable to achieve the mandatory OPS checks. Where this is the case, HQ MIXG (RN CT SPEC AD) should be consulted for advice.

   (3) An Annual OPS Check is not a pre-selection requirement.

   (4) An Annual OPS Check is a pre-requisite for all promotion career courses for AB-LH and LH-PO.

   (5) OPS qualifications will be checked on attendance of PO PQC. Ratings who are not in date for an Annual OPS Check will be returned to Unit.

c. **RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the CPD. See Para 6718 for full details.

8414.  Appraisal Reports

a. **Appraisal Reports.** Appraisal Reports are required in order to provide Selection Boards with details of an individual’s performance and suitability for promotion. Appraisal Reports are to be raised annually (31 Jan for all LH; 31 Mar for PO and 30 Sep for CPO). Individuals who cannot maintain OPS, or who receive an unequivocal statement of ‘non-recommendation’ in an SJAR appraisal, must be given a clear plan of action to remedy the situation. This plan must be summarised in the report. If no clear improvement is forthcoming within 3-6 months, individuals should be issued with a formal Divisional Officer, HOD or Commanding Officer’s warning for inadequacy. In cases where a warning has been issued and an individual has not achieved or maintained OPS within the 3-6 month period, the relevant Branch Manager is to be consulted for advice.
b. **SJAR Recommendation.** If an individual has been awarded a positive recommendation for promotion (‘Exceptional’, ‘High’ or ‘Yes’ recommendation for ‘Promotion - 1 Rank Up’ on SJAR by final RO) in the last SJAR and, since that report, has become eligible in all other respects for selection, they will be placed before the Selection Board. Where an otherwise fully eligible candidate has received an SJAR assessment of ‘Insufficient Knowledge’ at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation. Ratings may be deemed as ‘developing’ at the annual reporting stage, but this should not be based solely on not having achieved OPS.

8415. **Language Training – Aptitude Test**

Ratings selected for CT training will undergo the Modern Languages Aptitude Test (MLAT) during basic training - results will be recorded and held within Training Delivery Division (TDD) at JITG Chicksands and HQ MIXG. Language training will be provided only in order to satisfy a Service need. When such a need is identified, CTs with an appropriate MLAT score will undergo further assessment of their commitment, attitude and suitability - success at which is a prerequisite for a language training assignment.

8416. **Signal Development Training**

Signal Development (SD) is an advanced, intensive, non-language, communications signals analysis skill. SD training will be provided only in order to satisfy a Service need and requires the individual to pass an aptitude assessment process as a pre-requisite.
### ANNEX 84A

**CT SPECIALISATION PROMOTION FLOWCHART – ENTRY PRIOR TO 1 NOV 06 (DIRECT ENTRANTS)/1 SEP 07 (SIDEWAYS ENTRANTS)**

<table>
<thead>
<tr>
<th>PETTY OFFICER COMMUNICATIONS TECHNICIAN</th>
</tr>
</thead>
</table>
| a. SRLC completed and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’.
| b. Three years’ seniority as a POCT less accelerated advancement.
| c. Passed PQE for CPO (CPOCTPQE) (see Para 8401 sub para a ). (Note 1).
| d. Recommended for advancement.
| e. In date for RNFT or waiver obtained on date due advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy’.
| f. At least 6 months since last Career Check (if any) on date due advancement. |

**Advanced to**

<table>
<thead>
<tr>
<th>CHIEF PETTY OFFICER COMMUNICATIONS TECHNICIAN</th>
</tr>
</thead>
</table>

**Warrant Officer 1 Communications Technician - Pre-Selection Requirements**

| a. If a CPOCT, minimum of 3 years’ seniority in the rate 12 months prior to the CPD. If a legacy WO2CT, there is no minimum seniority requirement.
| b. Educationally qualified for promotion in accordance with Para 9636. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.
| c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.
| d. Recommended for promotion on Appraisal Report at CRD. |

**Warrant Officer 1 Communications Technician - Pre-Promotion Requirements**

| e. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.
| f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).
| g. Satisfy terms of Assignment Order issued by Promotion Authority. |

**Promoted to**

<table>
<thead>
<tr>
<th>WARRANT OFFICER 1 COMMUNICATIONS TECHNICIAN</th>
</tr>
</thead>
</table>
Note. PQE for CPOCT. Ratings may apply to take the PQE for CPOCT at any time after one year in the rate of POCT. The purpose of the PQE is to identify the candidate’s suitability as a potential Team Leader/CESM Manager onboard an operational CESM platform. The examination is conducted over a 4 day period and candidates will be required to provide the following:

a. Evidence of Reporting and Management scenario skills.

b. Answers to Flag level questions.

c. General Naval Knowledge.

d. Current Affairs.

Application for the CPO PQE is to be made to the SCU signed by the Commanding Officer of the ship or unit. The SCU will notify Commanding Officers of PQE results. The rating’s History Sheet should then be annotated accordingly. Successful candidates will be promoted on date due by service, less any accelerated advancement due. All re-sit examinations are held at SCU.
**ANNEX 84B**

**CT SPECIALISATION FLOWCHART – ENTRY AFTER 1 NOV 06 (DIRECT ENTRANTS)/1 SEP 07 (BRANCH TRANSFER ENTRANTS)**

### ABLE SEAMAN COMMUNICATIONS TECHNICIAN 2

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Completed RALEIGH - Phase 1 Training.</td>
</tr>
<tr>
<td>b.</td>
<td>Completed MWS AB (CT) PQC Phase 2a Training</td>
</tr>
<tr>
<td>c.</td>
<td>Assigned to sea billet to conduct Phase 2b training.</td>
</tr>
<tr>
<td>d.</td>
<td>CBRNDC TB completed and recorded as JPA competence 'Professional</td>
</tr>
<tr>
<td>e.</td>
<td>Nine months' seniority as AB2 CT.</td>
</tr>
<tr>
<td>f.</td>
<td>Completed CT TB1 - at OPS as ABCT, authorised by Warfare HOD. OPS is to be recorded under 'Professional</td>
</tr>
<tr>
<td>g.</td>
<td>Completed Phase 2c Training. (Awarded one star CT specialisation badge). (Para 8407) (Note 1).</td>
</tr>
<tr>
<td>h.</td>
<td>In date for RNFT or waiver obtained on date due advancement; recorded under JPA competence ‘CMS</td>
</tr>
<tr>
<td>i.</td>
<td>Recommended for advancement.</td>
</tr>
</tbody>
</table>

#### Advanced to ABLE SEAMAN 1 (CT)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>LRLC completed and recorded as JPA competence ‘Miscellaneous</td>
</tr>
<tr>
<td>b.</td>
<td>Completed CT TB2 at OPS as LH CT, authorised by Warfare HOD.OPS is to be recorded under 'Professional</td>
</tr>
<tr>
<td>c.</td>
<td>At least 6 months since last Career Check (if any) on date due promotion.</td>
</tr>
<tr>
<td>d.</td>
<td>Recommended for promotion on Appraisal Report.</td>
</tr>
<tr>
<td>e.</td>
<td>In date for RNFT or waiver obtained on date due advancement; recorded under JPA competence ‘CMS</td>
</tr>
<tr>
<td>f.</td>
<td>9 calendar months since completion of Phase 2c Training.</td>
</tr>
</tbody>
</table>

#### Advanced to LEADING HAND (CT)
Petty Officer – Pre-Selection Requirements

a. Minimum of 9 months’ seniority as LH CT.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (7)).

c. Recommended for promotion on Appraisal Report at CRD.

Petty Officer – Pre-Promotion Requirements

d. SRLC completed and recorded as JPA competence Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|’.

e. Passed PO PQC by nominated CPD+12 months (awarded PO specialisation badge (Crown)).

f. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’.

g. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to PETTY OFFICER (CT)

Chief Petty Officer – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as POCT 12 months prior to the CPD (Para 6703 b sub para (3))(4).

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. SRLC completed and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|’.

d. Recommended for promotion on Appraisal Report at CRD.

Chief Petty Officer – Pre-Promotion Requirements

e. Completed CPO CTQC by nominated CPD+12 months.

f. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’.

g. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).
Warrant Officer 1 – Pre-Selection Requirements

a. If a CPOCT, minimum of 3 years’ seniority in the rate 12 months prior to the CPD. If a legacy WO2CT, there is no minimum seniority requirement.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Educationally qualified for promotion in accordance with Para 9636. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

d. Recommended for promotion on Appraisal Report at CRD.

Warrant Officer 1 – Pre-Promotion Requirements

e. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

f. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).

g. Satisfy terms of Assignment Order issued by Promotion Authority.

Note. Phase 2c Training – Branch Transfer Entrants merge with Direct Entry CTs to start their professional CT training and consists of the following:

a. **Electronic Warfare Module 1 RN RM (EWRN).** Conducted at the Defence School of Communication and Information Systems (DSCIS) Blandford, and is a pre-requisite to conduct the SIGINT Collection Course (SCC).

The pre-requisite skills for the EWRN course are touch-typing to 15 words per minute and Morse to 14 words per minute. Branch Transfer Entrants who do not meet these criteria are to contact HQ MIXG (RN CT SPEC AD) for guidance.

b. **SCC.** Conducted at the Joint Intelligence Training Group (JITG) Chicksands.

On successful completion of all modules (ie. on the final day of SCC training), students will join the trained strength.
CHAPTER 85
LOGISTICS BRANCH

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Annex 85A Professional Qualifying Course - Three Month Preparation Waiver
CHAPTER 85
LOGISTICS BRANCH

8501. Promotion Boards and Eligibility

a. Logistics Branch Promotion Boards consider all candidates from each respective specialisation on the basis of merit.

b. Promotion to Leading Hand, Petty Officer, Chief Petty Officer and Warrant Officer 1 will be authorised by vacancies and dependent upon selection by a Promotion Board. Details of the selection system are given in Chapter 67.

c. Reporting Officers making recommendations for promotion, confirmation or course, are to pay due regard to the regulations shown in Para 6901. As is already the case, adequate selections will also have to be made to ensure there are sufficient seagoing personnel to meet the SM requirement. To ensure that the separate GS and SM manning requirements are met, all those selected, who are fit for SM service, will be considered for either Arm, depending on the needs of the Service. The liability to serve in submarines is laid down within Chapter 51.

d. An individual is recommended for promotion when awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by the final Reporting Officer. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.

e. Failure to Complete Professional and/or Leadership Course. Refer to Para 6714 for rules on the impact on a rating's promotion if he/she fails to complete a Professional Qualifying Course (PQC) and/or LRLC/SRLC before the CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).

8502. Professional Qualifying Courses

a. All Logistics PQCs are held at the Defence College of Logistics, Policing and Administration (DCLPA). Candidates for these courses are nominated by ACOS(PCap) from those ratings who have been selected for promotion.

b. Failure of the PQCs will entail the penalties in Para 6912.

c. All Logistics Ratings are required to complete the OPSCC within 3 months of attendance at PQC and have the relevant JPA competence recorded ahead of course attendance$. Personnel not completing OPSCC within the permitted timescales will not be permitted to attend their PQC and risk de-selection if a further place does not become available within 12 months of their CPD$.

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$ Eg. CMS|OPSCC for LH Logistician|Navy| or CMS|OPSCC for AB Logistician|Navy|.

$ BRd 3(1) Chapter 67 Para 6716.
Note. There is no longer a requirement to undertake the VLE administered pre-course examination. However, to aid preparation, those selected for promotion will be given unrestricted access 3 months prior to attendance at PQC as a training/revision aid. Note that the VLE is now hosted on the Defence Learning Environment (DLE) which is accessed via the Defence Gateway.

d. Personnel failing to complete the OPSCC in the permitted timescales will not be allowed to attend their PQC and risk de-selection if a further place does not become available within 12 months of their CPD.

e. Personnel are to be given 3 months’ notice of attendance at PQC in order to prepare sufficiently. Individuals may waive their right to the 3 month preparation period by completing the proforma at Annex 85A and sending it to the LTO of the relevant DMLS Squadron.

f. Day 1 Assessment at DCLPA. Noting that all course attendees will have adequately prepared for their PQC and arrived at OPS, an assessment on Day 1 will be undertaken based on topics covered within the OPSCC to measure the students’ base knowledge at their current rate. A failure to meet the course requirements (i.e. a signed and completed OPSCC book and a failure of the Day 1 assessment) may lead to a range of formal administrative measures, including a Tier 1 Warning or RTU and/or de-selection in accordance with current DCLPA policy. The Day 1 assessment also allows DCLPA and NCHQ to monitor the current knowledge level of those attending the course, to identify common weak areas, target mentoring appropriately and also reinforces the importance of appropriate preparation for PQC. In order to drive continual improvement, Comdt DCLPA will provide feedback to units of personnel who fail their Day 1 assessment.

g. Responsibility. It is a personal responsibility to fully prepare ahead of attendance on any PQC. The nominated unit logistics sub-specialisation Section Head is required to confirm the individual’s suitability to attend PQC using the OPSCC. Additionally, the unit Logistics Officer or nominated Officer in Charge of Logistics Duties must ensure that individuals are given sufficient time and opportunity to undertake this task. Both will be obliged to certify an individual’s OPSCC certificate within the completed OPSCC booklet and the booklet must be presented to DCPLA by the individual on the first day of their PQC. The OPSCC booklets are hosted on the training page of the FLO Intranet site.

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3 It remains the responsibility of the individual to ensure they have activated their Defence Gateway account and that their contact details are correct. Access to the Defence Gateway via Dii requires an IGS account.
4 http://authdefenceintranet.dif.r.rai.mil.uk/Organisations/Orgs/Navy/Organisations/Orgs/ACNS(Spt)/ACOS(Logs)/Pages/FLOTraining.aspx
8503. Professional Qualifying Courses – Attendance Pre-Selection

a. The overriding principle and policy of assigning personnel to Professional Qualifying Courses is Select, Train, Promote. However, course frequency, relatively short course duration and the vagaries of the Fleet’s operational tempo has traditionally resulted in a degree of unused capacity on these courses. In order to capitalise on this modest capacity, Career Managers are authorised to assign appropriate personnel to LH and PO Qualifying Courses prior to selection for promotion. This will be done on an ad-hoc basis where course capacity exists and relies on Divisional Officers and Career Managers nominating only those personnel who have both the ability to successfully pass the course and sufficient opportunity to undertake the requisite pre-course preparation.

b. In order to ensure that no personnel are disadvantaged, no credit or positive weighting will be given at promotion boards to those personnel who have had the opportunity to undertake a career course pre-selection. In all circumstances, individuals selected for promotion will take priority and excess course places will be opened up by Career Managers 12 weeks from course start.

8504. Workplace Training Booklet

a. On completion of a Logistics PQC, individuals reach RPS in their rank when they have completed their Workplace Training Booklet (WTB). This should be achieved within 12 months of completing Phase 2 Training or the LH PQC and is to be recorded as a competence on JPA. WTBs are issued by individual DCLPA Squadrons.

b. Completion of Phase 2 and Phase 3 results in Junior Ratings (JRs) leaving the DCLPA at Training Performance Statement (TPS). In order to integrate that classroom training with the realities of the workplace and bring the newly qualified JRs up to the required Role Performance Statement (RPS), individuals are required to complete a WTB in their subsequent assignments.

c. Previously, completion of the WTB alone was deemed sufficient. However, following feedback from frontline units and after discussions with other training establishments, a level of assurance is required to ensure parity across the Fleet. Therefore, once the WTB has been completed, the individual will be required to sit a short oral board examination following which, if they are successful, they will be confirmed at RPS\(^5\).

d. **Procedure.** All personnel completing Phase 2 and Phase 3 training will be issued with a WTB by DCPLA which has to be completed within 12 months\(^6\) of the date of issue (following completion of Phase 2 training or LHPQC).

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\(^5\) AB2 must complete the WTB and be at RPS to be advanced to AB1. Achievement of RPS for logistics Leading Hands is a pre-selection requirement for Petty Officer.

\(^6\) Line managers of personnel who are struggling to complete their WTB within the 12 months are to liaise with the LTO of the relevant Squadron at DMLS.
e. On completion (or when nearing completion) of a WTB, the departmental SR is to contact the Deputy Logistics Training Officer (DLTO) of the relevant lead squadron at DCLPA. To reduce the risk of plagiarism, each squadron will be responsible for managing the provision of oral board questions on request and for all other guidance.

f. **LHPQC - Level 3 NVQ Certificate in Business and Administration.** Leading Hands attending Phase 3 LHQC at DCLPA undertake the Level 3 NVQ Certificate in Business and Administration. The introduction of the oral board does not change the process for completing this NVQ. Completion of the NVQ is not a mandated requirement for achieving RPS.

g. **Recording.** Once the WTB and subsequent oral board is complete, units are to forward the completed Statement of Competency to the DLTO of the relevant lead school who will annotate the competence on JPA and provide a certificate of achievement. Units are not to take independent JPA action. A suitable comment is to be included in the individual's next SJAR and the Departmental Training Log updated. A PAR, for non-selective promotion, should also be raised at this time and be forwarded to the relevant CM, who will take JPA action to promote to AB1.

h. **WTB Content Assurance.** The content of the WTB is derived directly from the RPS which is owned by NCHQ Logs & Infra Division. These are regularly scrutinised by the Fleet Logistic WOs to ensure currency. Whenever there is a requirement to change the RPS then the WTB documentation will also be amended. Feedback from units is encouraged via the Fleet Logistic WOs and the submission of an S3018 Training Feedback Report.

8505. **Logistician (Writer) Specialisation – Promotion Flowchart**

New Entry – HMS RALEIGH.

| LOGISTICIAN (WRITER) 2 |

**Logistician (Writer) 1 – Advancement Criteria**

- a. Successful completion of Phase 1 and Phase 2 Training.
- b. Achieved RPS for Log(Wtr)1 (Para 8504).
- c. Recommended for advancement.
- d. At least 6 months since last Career Check (if any) on date due advancement.

| Advanced to |
| LOGISTICIAN (WRITER) 1 |

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*The full process for requesting oral board questions is detailed in the WTB.*
Leading Logistician (Writer) – Pre-Selection Requirements

e. Serving on ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD) (Para 6703 b sub para (6)).

f. Minimum of 1 year's seniority as Log(Wtr)1 12 months prior to the CPD (Para 6703 b sub para (32)).

g. Recommended for promotion on Appraisal Report at CRD (Para 8501 sub para d).

Leading Logistician (Writer) – Pre-Promotion Requirements

h. Passed Professional Qualifying Course (PQC) for LLog(Wtr) by nominated CPD+12 months.

i. Completed Leading Rates’ Leadership Course (LRLC) and competence recorded on JPA as ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|’.

j. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

k. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)), recorded as JPA competence ‘CMS|Fitness Test|Navy|’.

Promoted to

LEADING LOGISTICIAN (WRITER)

Petty Officer Logistician (Writer) - Pre-Selection Requirements

a. Minimum of 1 year’s seniority as a LLog(Wtr) 12 months prior to the CPD.

b. Achieved RPS for LLog(Wtr) (Para 8504).

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

d. Recommended for promotion on Appraisal Report at CRD (Para 8501 sub para d).

Petty Officer Logistician (Writer) - Pre-Promotion Requirements

e. Passed PQC for PO Log(Wtr) by nominated CPD+12 months.

f. Completed Senior Rates’ Leadership Course (SRLC) and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|’.
g. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

h. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)), recorded as JPA competence ‘CMS|Fitness Test|Navy’.

Promoted to
PETTY OFFICER LOGISTICIAN (WRITER)

Chief Petty Officer Logistician (Writer) - Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a PO Log(Wtr) 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Completed Senior Rates’ Leadership Course (SRLC) completed and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’.

d. Recommended for promotion on Appraisal Report at CRD (Para 8501 sub para d).

Chief Petty Officer Logistician (Writer) – Pre-Promotion Requirements

e. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

f. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)), recorded as JPA competence ‘CMS|Fitness Test|Navy’.

Promoted to
CHIEF PETTY OFFICER LOGISTICIAN (WRITER)

Warrant Officer 1 Logistician (Writer) - Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a CPO Log(Wtr) 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD (Para 8501 sub para d).

Warrant Officer 1 Logistician (Writer) – Pre-Promotion Requirements

d. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).
e. Satisfy terms of the Assignment Order issued by Promotion Authority.

f. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)), recorded as JPA competence ‘CMS|Fitness Test|Navy’.

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>WARRANT OFFICER 1 LOGISTICIAN (WRITER)</td>
</tr>
</tbody>
</table>

8506. Logician (Supply Chain) Specialisation – Promotion Flowchart

New Entry – HMS RALEIGH.

**LOGISTICIAN (SUPPLY CHAIN) 2**

Logistician (Supply Chain) 1 – Advancement Criteria

a. Successful completion of Phase 1 and Phase 2 training.

b. Achieved RPS for Log(SC)1 (Para 8504).

c. Recommended for advancement.

d. At least 6 months since last Career Check (if any) on date due advancement.

<table>
<thead>
<tr>
<th>Advanced to</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOGISTICIAN (SUPPLY CHAIN) 1</td>
</tr>
</tbody>
</table>

**Leading Logistician (Supply Chain) – Pre-Selection Requirements**

a. Serving on ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD) (Para 6703 b sub para (6)).

b. Minimum of 1 years’ seniority as Log(SC)1 12 months prior to CPD (Para 6703 b sub para (2)).

c. Recommended for promotion on Appraisal Report at CRD (Para 8501 sub para d).

**Leading Logistician (Supply Chain) – Pre-Promotion Requirements**

d. Passed Professional Qualifying Course (PQC) for LLog(SC) by nominated CPD+12 months.

e. Completed Leading Rates’ Leadership Course (LRLC) and competence recorded on JPA as ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’.
f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

g. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)), recorded as JPA competence ‘CMS|Fitness Test|Navy’.

Promoted to
LEADING LOGISTICIAN (SUPPLY CHAIN)

Petty Officer Logistician (Supply Chain) - Pre-Selection Requirements

a. Minimum of 1 years’ seniority as a LLog(SC) 12 months prior to the CPD.

b. Achieved RPS for LLog(SC) (Para 8504).

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

d. Recommended for promotion on Appraisal Report at CRD (Para 8501 sub para d).

Petty Officer Logistician (Supply Chain) – Pre-Promotion Requirements

e. Passed PQC for PO Log(SC) by nominated CPD+12 months.

f. Completed Senior Rates’ Leadership Course (SRLC) completed and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’.

g. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

h. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)), recorded as JPA competence ‘CMS|Fitness Test|Navy’.

Promoted to
PETTY OFFICER LOGISTICIAN (SUPPLY CHAIN)

Chief Petty Officer Logistician (Supply Chain) – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as PO Log(SC) 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Completed Senior Rates’ Leadership Course (SRLC) and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’.
d. Recommended for promotion on Appraisal Report at CRD (Para 8501 sub para d).

Chief Petty Officer Logistician (Supply Chain) – Pre-Promotion Requirements

e. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

f. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)), recorded as JPA competence ‘CMS|Fitness Test|Navy’.

<table>
<thead>
<tr>
<th>Promoted to</th>
<th>CHIEF PETTY OFFICER LOGISTICIAN (SUPPLY CHAIN)</th>
</tr>
</thead>
</table>

Warrant Officer 1 Logistician (Supply Chain) – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a CPO Log(SC)12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD (Para 8501 sub para d).

Warrant Officer 1 Logistician (Supply Chain) – Pre-Promotion Requirements

d. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

e. Satisfy terms of Assignment Order issued by Promotion Authority on CPD.

f. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)), recorded as JPA competence ‘CMS|Fitness Test|Navy’.

<table>
<thead>
<tr>
<th>Promoted to</th>
<th>WARRANT OFFICER 1 LOGISTICIAN (SUPPLY CHAIN)</th>
</tr>
</thead>
</table>

8507. Logistician (Catering Services) Specialisation – Promotion Flowchart

New Entry – HMS RALEIGH.

| LOGISTICIAN (CHEF, STEWARD OR Catering Services) 2 |
Logistician (Chef, Steward or Catering Services) 1 – Advancement Criteria

a. Successful completion of Phase 1 and Phase 2 training.

b. Achieved RPS for Log(Chef)1 or Log(Std)1 or Log(Catering Services)1 (Para 8504).

c. Recommended for advancement.

d. At least 6 months since last Career Check (if any) on date due advancement.

Advanced to

LOGISTIAN (CHEF, STEWARD OR Catering Services) 1

Leading Logistician (Chef, Steward or Catering Services) – Pre-Selection Requirements

a. Serving on ES1/FC/OE1 that expires after the nominated Common Promotion Date (CPD) (Para 6703 b sub para (6)).

b. Serving Minimum of 1 year’s seniority as Log(Chef)1 or Log(Std)1 or Log(Catering Services)1 12 months prior to the CPD (Para 6703 b sub para (2)).

c. Recommended for promotion on Appraisal Report at CRD (Para 8501 sub para d).

Leading Logistician (Chef, Steward or Catering Services) – Pre-Promotion Requirements

d. Passed Professional Qualifying Course (PQC) for LLog(Chef) or LLog(Steward) or LLog(Catering Services) by nominated CPD + 12 months.

e. Completed Leading Rates’ Leadership Course (LRLC) and competence recorded on JPA as ‘Miscellaneous\Leading Rates Leadership Course (RNLA 102)|Navy’.

f. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

g. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)), recorded as JPA competence ‘CMS|Fitness Test|Navy’.

Promoted to

LEADING LOGISTIAN (CHEF, STEWARD OR Catering Services)
Petty Officer Logistician (Catering Services) - Pre-Selection Requirements

a. Minimum of 1 year's seniority as a LLog(Chef) or LLog(Steward) or LLog(Catering Services) 12 months prior to the CPD.

b. Achieved RPS for LLog(Chef) or LLog(Steward) or LLog(Catering Services) (Para 8504). (see Note 5).

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

d. Recommended for promotion on Appraisal Report at CRD (Para 8501 sub para d).

Petty Officer Logistician (Catering Services) - Pre-Promotion Requirements

e. Passed PQC for PO Log(CS) by nominated CPD+12 months.

f. Completed Senior Rates’ Leadership Course (SRLC) and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’.

g. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

h. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)), recorded as JPA competence ‘CMS|Fitness Test|Navy’.

Chief Petty Officer Logistician (Catering Services) – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a PO Log(CS) 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Completed Senior Rates’ Leadership Course (SRLC) and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’.

d. Recommended for promotion on Appraisal Report at CRD (Para 8501 sub para d).

Chief Petty Officer Logistician (Catering Services) – Pre-Promotion Requirements

e. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).
f. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)), recorded as JPA competence 'CMS|Fitness Test|Navy'.

Promoted to

CHIEF PETTY OFFICER LOGISTICIAN (CATERING SERVICES)

Warrant Officer 1 Catering Services - Pre-Selection Requirements

a. Minimum of 3 years' seniority as a CPO Log(CS) 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD (Para 8501 sub para d).

Warrant Officer 1 Catering Services – Pre-Promotion Requirements

d. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

e. Satisfy terms of Assignment Order issued by Promotion Authority on CPD.

f. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)), recorded as JPA competence 'CMS|Fitness Test|Navy'.

Promoted to

WARRANT OFFICER 1 LOGISTICIAN (CATERING SERVICES)
Notes:

1. RM Logician (Catering Services) will follow the promotion flowchart described above in Para 8506. However, this cadre of personnel can undertake either JCC/SCC, or LRLC/SRLC, and this will count towards their Command training for promotion. Additionally, promotion from CSGT to WO1 does not require completion of RM Advanced Command Course (ACC), although the WO1 course should be completed in common with all Logs WO1s.

2. CSgts RM will have no pay bar at IL5.

3. LCplRM are not to be awarded the Paid Rate of LCpl. However, those personnel who currently hold the rank of LCpl will, by exception, be allowed to retain it, with the relevant pay scale.

4. With effect from 1 Oct 16, there are no new promotions to the paid rank of LCpl in the Catering Services specialisation.

5. LLog (Stewards) who have cross-trained to LLog (Catering Services) will be eligible if they have previously achieved RPS for LLog (Steward).

8508. Submarine Service – Career on a Page

a. The purpose of the Logistics (SM) Career on a Page is to provide a quick look at possible career progression to enable informed decisions to be made. Timelines are indicative averages and are always subject to change. Master documents should always be consulted to ensure that the latest information is available.

b. Ratings are advised to liaise with their Reporting Officer regarding any decisions concerning their careers prior to contacting the Branch or Career Manager. Career Managers for Senior Ratings are located at HMS EXCELLENT, West Battery; Junior Ratings Career Managers are located in the Naval Base Career Management Cells (CMC).

c. Information pertaining to Ratings training pipeline is contained within the Logistics Branch (Personnel) Writer Career on a Page. Information relating to allowances and some of the benefits available during a career is shown in the Table below.

d. Ratings seeking promotion to the Officer Corps can do so via the Upper Yardman (UY)⁸ or Senior Upper Yardman (SUY)⁹ schemes, details of which may be found in Chapter 50

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⁸ Ratings must be over the age of 17 and below the age of 30 for Warfare, 35 for Engineers and 32 for LOGS. Candidates are required to have 5 GCSE’s grade A-C of non-overlapping subjects including English and Maths.
⁹ Ratings must be over the age of 26 (30 for Engineers) and have a minimum of 4 years to serve as an officer from the day that officer training commences. Candidates are required to have English and Maths GCSEs to allow papers to be raised and 2 other non-overlapping GCSEs or equivalents prior to final selection board.
e. **Optional Exit Points.** Ratings in receipt of RRP(SM) may be eligible to submit an Optional Exit Point application which will enable them to leave the service at an earlier point than their current Termination Date without any loss of RRP; full details can be found in Annex 54K.

Table 85-1. Logistics Branch - Branch Managers, Career Managers and General Information

<table>
<thead>
<tr>
<th>Branch Manager (Logs)</th>
<th>Career Manager (Logs) (Senior Ratings)</th>
<th>Career Manager (Logs) (Junior Ratings)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVY PCAP-BM Logs SO2</td>
<td>NAVY PCAP-CM OR LOGS CPO</td>
<td>CMC Devonport</td>
</tr>
<tr>
<td>NAVY PCAP-BM Logs WO</td>
<td></td>
<td>CMC Faslane</td>
</tr>
</tbody>
</table>

**General Information**

- BRd 1900: Submarine Instructions
- JSP 419: Adventurous Training in the UK Armed Forces
- JSP 464: Tri-Service Accommodation Regulations (TSARs) (Forces Help to Buy Scheme)
- JSP 752: Tri-Service Regulations for Expenses and Allowances
- JSP 754: Tri-Service Regulations for Pay
- JSP 760: Tri-Service Regulations for Leave and Other Types of Absences
- JSP 765: MOD Compensation Schemes Statement of Policy
- JSP 905: Armed Forces Pension Scheme 2015 and Early Departure Payments Scheme 2015

Additional information:

- www.gov.uk/armed-forces-pension-calculator
- The Helm (Personnel Support Brief)
- Officers and Ratings Career Progression Charts
- www.ticketsfortroops.org.uk
- www.defencediscountservice.co.uk
Figure 85-1. Logistics (Personnel) Writer – Submarine Career on a Page

Timings are guidelines only

**Entry Phase 1 Training**
- 10 Weeks - HMS RALEIGH

**Phase 2 Training**
- 16 Weeks - DMLSS

**SM Qualification (Dry)**
- 11 Weeks - HMS DRAKE/NEPTUNE

**SM Qualification (Wet)**
- 32 - 10 Weeks - At Sea

**OPS**
- 6 - 12 Months to Completion of WTB

**LH(LOGS) Wtr selection**
- 12 Months seniority at OPS

**LH(LOGS) Wtr**
- QC 5 Weeks + LRQC 3 Weeks

**PO(LOGS) Wtr selection**
- 12 Months seniority at OPS

**PO(LOGS) Wtr**
- QC 5 Weeks + SRLC 5 Weeks

**CPO(LOGS) Wtr By selection**
- 36 Months seniority at OPS

**WO By selection**

- Level 2 Diploma HR Administration/Practice
- Level 2 Award in Employee Rights & Responsibilities Functional Skills – (Level 1 English, Maths, I.C.T).

- Gained Trained Strength (Personnel selected for Submarines only)

- Forces Help To Buy Available (JSP 464)

- Start of RRP (SM) Pay
- Eligible for SM Golden Hello

- NVQ L3 Nuclear Submarines Engineering Systems

- Minimum time served (2 Yrs from STS) for Early Termination (ET) (option to submit 12 months notice from this point onwards). If notice is submitted via ET, RRP will cease

- CMIL3 Certificate in Management & Leadership
- L3 Certificate HR Administration/Practice

- CMIL5 Certificate in Management & Leadership
- Credits towards BSc HR Management, BSc Business Management

- CMIL5 Certificate Management & Leadership (On completion of Divisions Officers Course)
- Credits towards BSc HR Management, BSc Business Management

- Credits towards Masters in Leadership and Management, BSc HR Management, BSc Business Management
**Figure. 85-2. Logistics (Supply Chain) – Submarine Career on a Page**

<table>
<thead>
<tr>
<th>Entry Phase 1 Training</th>
<th>10 Weeks - HMS RALEIGH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 2 Training</td>
<td>14 Weeks - DMLS</td>
</tr>
<tr>
<td>SM Qualification (Dry)</td>
<td>11 Weeks - HMS DRAKE/NEPTUNE</td>
</tr>
<tr>
<td>SM Qualification (Wet)</td>
<td>2 - 10 Weeks - At Sea</td>
</tr>
<tr>
<td>OPS</td>
<td>6 - 12 Months to Completion of WTB</td>
</tr>
<tr>
<td>LH(LOGS) SC</td>
<td>12 Months seniority at OPS</td>
</tr>
<tr>
<td>PO(LOGS) SC</td>
<td>12 Months seniority at OPS</td>
</tr>
<tr>
<td>PO(LOGS) SC</td>
<td>QC 5 Weeks + SRLC 5 Weeks</td>
</tr>
<tr>
<td>CPO(LOGS) SC</td>
<td>36 Months seniority at OPS</td>
</tr>
<tr>
<td>WO</td>
<td>By selection</td>
</tr>
</tbody>
</table>

- Level 2 Certificate in Supply Chain Operations
- Functional Skills – (Level 1 English, Maths, I.T)
- Gained Transfer Strength (Personnel selected for Submarines only)
- Minimum time served (2 Yrs from DTS) for Early Termination (ET) (option to submit 12 months notice from this point onwards). If notice is submitted via ET, RRP will cease.
- Start of RRP(SM) Pay
- Eligible for SM Golden Hello
- NVQ L5 Nuclear Submarines Engineering Systems
- CMI L3 Certificate in First Line Management
- L3 Diploma in Supply Chain Operations
- CMI L3 Certificate in Management & Leadership
- CMI L5 Certificate in Management & Leadership
- L5 Diploma in Supply Chain Operations
- CMI L6 Certificate Management & Leadership (On completion of Divisions Officers Course)
- Credits towards BSc Logistics, BSc Business Management
- Credits towards Masters in Leadership and Management
- Credits towards BSc Logistics, BSc Business Management
Figure. 85-3. Logistics (Catering Services) Chef – Submarine Career on a Page

Logistics (Catering Services) Chef

- **Entry Phase 1 Training**
  - 10 weeks - HMS Raleigh

- **Phase 2 Training**
  - 27 weeks - DMLSS

- **SM Qualification (Dry)**
  - 11 weeks - HMS Drake/Neptune

- **SM Qualification (Wet)**
  - 2-10 weeks - At Sea

**OPS**
- 6-12 months to completion of WTB

- **LH(LOGS) selection**
  - 12 months seniority at OPS

**7 Years**
- **LH(LOGS)**
  - QC 15 weeks + LRLC 3 Wks

- **PO(LOGS) CS selection**
  - 12 months seniority at OPS

**9 Years**
- **PO(LOGS) CS**
  - QC 8 weeks + SRLC 5 Wks

**12 Years**
- **CPO(LOGS) CS selection**
  - 38 months seniority at OPS

- **WO**
  - By selection

- **L2 Diploma Professional Cookery**
- **L2 Certificate Hospitality and Catering Principles**
- **L2 Food Safety in Catering**
- **L2 Health and Safety**
- **Level 2 Award in Employee Rights & Responsibilities**
- **Functional Skills** – (Level 1 English, Maths, I.C.T.)

- Gained Trained Strength
  - (Personnel selected for Submarines only)

- Forces Help To Buy Available (JSP 464)

- Start of RRP/SM Pay
- Eligible for SM Golden Hello

- NWOL Submarines Engineering Systems

- Minimum time served (2 yrs from G15s) for Early Termination (ET) (option to submit 12 months notice from this point onwards). If notice is submitted via ET, RRP will cease

- CMI L3 Certificate in First Line Management
- L3 Supervision of Food Safety in Catering
- CMI L3 Certificate in Management & Leadership

- CMI L5 Certificate in Management & Leadership
- L4 Managing Food Safety in Catering

- CMI L5 Certificate in Management & Leadership (On completion of Divisional Officers Course)

- Credits towards Masters in Leadership and Management, BSc in Hospitality Management.
Figure. 85-4. Logistics (Catering Services) Steward – Submarine Career on a Page

Logistics (Catering Services) Steward

- **Entry Phase 1 Training**
  - 10 Weeks - HMS RALEIGH

- **Phase 2 Training**
  - 14 Weeks - DMLS

- **SM Qualification (Dry)**
  - 11 Weeks - HMS DRAKE/NEPTUNE

- **SM Qualification (Wet)**
  - 2 - 10 Weeks - At Sea

- **OPS**
  - 6 - 12 Months to Completion of WTB

- **LH(LOGS) selection**
  - 12 Months seniority at OPS

- **7 Years**
  - **LH(LOGS)**
    - QC 10 Weeks + LRLC 3 Wks

- **9 Years**
  - **PO(LOGS) CS selection**
    - 12 Months seniority at OPS

- **CPO(LOGS) CS selection**
  - 36 Months seniority at OPS

- **WO**
  - By selection

- **Timings are guidelines only**

- **L2 Diploma Hospitality Services**
- **L2 Certificate Hospitality and Catering Principles**
- **L2 Food Safety in Catering**
- **L2 Health and Safety**
- **Level 2 Award in Employee Rights & Responsibilities**
- **Functional Skills – (Level 1 English, Maths, ICT)**

- Gained Trained Strength (Personnel selected for Submarines only)
- Forces Help To Buy Available (JSP 464)

- Start of RRP(SM) Pay
- Eligible for SM Golden Hello
- NVO L3 Nuclear Submarines Engineering Systems

- Minimum time served (2 Yrs from GTS) for Early Termination (ET). Option to submit 12 months notice from this point onwards. If notice is submitted via ET, RRP will cease.

- CMI L3 Certificate in First Line Management.
- L3 Supervision of Food Safety in Catering
- CMI L3 Certificate in Management & Leadership.

- CMI L5 Certificate in Management & Leadership.
- L4 Managing Food Safety in Catering

- CMI L5 Certificate Management & Leadership (On completion of Divisional Officers Course).

- Credits towards Masters in Leadership and Management. BSc in Hospitality Management.
ANNEX 85A

LOGISTICS BRANCH - PROFESSIONAL QUALIFYING COURSE –
THREE MONTH PREPARATION WAIVER

Section 1 (to be completed by individual)

<table>
<thead>
<tr>
<th>Name</th>
<th>Service Number</th>
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</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Course No</th>
<th>Course Start Date</th>
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<table>
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<tr>
<th>Date Notified</th>
</tr>
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<td></td>
</tr>
</tbody>
</table>

I hereby waive the three month preparation time to attend Professional Qualifying Course. I understand it is my responsibility to be fully prepared for professional training and that failure could result in de-selection for promotion.

Signed: .................................................................

Name: .................................................................

Date: .................................................................

Section 2 (to be completed by Line Manager/ Divisional Officer)

I approve the above named rating’s request to waive his right to the stipulated preparation time. I have advised on the requirement to ensure he/she is fully prepared for PQC, including the completion of the OPSCC assessment.

Signed: .................................................................

Rank: .................................................................

Name: .................................................................

Date: .................................................................

This form is to be forwarded to the LTO of the relevant squadron in DMLS and retained for a period of 2 years post course start date.
CHAPTER 86
ROYAL NAVY WELFARE

POINT OF CONTACT – PART 8

CONTENTS

Para
8601. Introduction
8602. Applying for Entry into the Royal Navy Welfare (RNW) Specialisation
8603. Selection Process
8604. Transfer Requirements
8605. Promotion to Chief Petty Officer/Colour Sergeant RM (RNW)
8606. Promotion to Warrant Officer 1 (RNW)
CHAPTER 86
ROYAL NAVY WELFARE

8601. Introduction
The Royal Navy Welfare Specialisation (RNW) works within Royal Navy Royal
Marines Welfare (RNRMW), which provides high quality personal and community based
support services to all Naval Service personnel, reservists and their families across the wide
range of social circumstances. RNRMW works in partnership with the Executive, Divisional,
Medical Services and Regimental System providing advice, guidance and professional
recommendations to Commanding Officers including outcomes of investigations relating to
compassionate action. RNRMW seeks to develop and deploy resources to anticipate and
prevent personal or family circumstances from reaching crisis point and which promote
resilience, improved morale and wellbeing.

The RNRMW Mission Statement is:

‘To provide accessible support services that strengthen and enhance the resilience
and resourcefulness of Naval Service personnel, their families and communities in
order to contribute to the Moral Component and optimise Operational Capability.’

8602. Applying for Entry into the Royal Navy Welfare (RNW) Specialisation

a. Sideways entry into RNW is only available to personnel who, at the start of the
Defence Specialist Welfare Worker Course (DSWWC), have completed 2 years post
CPD as Petty Officer/Sergeant RM/Sergeant RMBS (ie. OR6) or above. Personnel
can apply as an OR6 with less than 2 years’ seniority, seeking deferred entry if
selected.

b. Prior to making an application, personnel must submit a formal request to their
CO and, if eligible and so recommended, have their request forwarded to NAVY
PCAP-PPLAN SWPR WO1 for manning clearance to proceed.1

c. RNRMW pre-application requirements PO/Sgt RM/Sgt RMBS (ie. OR6) and
above are as follows:

   (1) Have received manning clearance (iaw Art 8602b above).

   (2) Have successfully completed SRLC/SCC and the competence recorded
on JPA.

   (3) Have achieved a minimum OPG B in most recent SJAR.

   (4) Be in date for RNFT/RMBFT; recorded under JPA competences, or have
an appropriate exemption.

   (5) Have a minimum of 36 months left to serve on completion of the
DSWWC.

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1 IAW BRd 3 Para 5125(b1)
(6) Have at least 12 months since last Career Check (if any) at nominated CPD or date due promotion (if later).

(7) Hold a Full Civilian Driving Licence (recorded on JPA).

d. Applications will be called for annually via a RNTM.

### 8603. Selection Process

a. Obtain CO’s approval for Sideways Entry, forwarded to NAVY PCAP PPLAN SWPR WO1 for manning clearance.

b. Submit a written application to RNRMW in accordance with the current RNTM for RNW recruitment instruction.

c. Applicants who pass the paper sift process will be invited to attend a RNW selection day. It is an essential requirement of selection that applicants possess the required attributes, attitude and maturity to effectively perform as Specialist Welfare Workers and to develop their potential in the RNW Specialisation.

d. The Selection Board will consider the following factors:

   (1) **Suitability** for intensive academic (Level 7 Diploma in Specialist Welfare Work) and specialist welfare vocational training, and continued personal and professional development throughout the time spent in the Specialisation.

   (2) **Potential** to perform effectively in the RNW Specialisation, demonstrate agility and resilience to manage the challenging life-changing/traumatic events that will be encountered.

   (3) **Motivation.** Demonstration of a genuine interest in working with people, empathy and overwhelming motivation by this desire rather than looking for an escape from current branch/trade.

   (4) **Effective Communication.** Ability to communicate to all regardless of status. Communication skills (both verbal and written) are integral to the Specialist Welfare Workers role.

   (5) **Preparation.** Demonstrate a sound understanding of how the RNRMW Organisation and Specialisation operates and works in direct support of CoC/Ops/Divisional and Regimental system, plus knowledge of the range of work they could get involved in and how staff are trained, supported and developed.

e. Enhanced Disclosure and Barring Service and Protecting Vulnerable Groups (Scotland) clearances achieved prior to commencement of DSWWC. Applications will be initiated by the People Support Organisation.

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2 BRd 3(1) Chapter 51 Para 5125.
f. Selected applicants will attend the 7-month DSWWC to train alongside contemporaries from the Army Welfare Service.

g. Whilst on the DSWWC, candidates remain in their source branch; on passing the DSWWC, candidates will be eligible to transfer into RNW Specialisation.

8604. Transfer Requirements

a. Successfully pass DSWWC and be recommended for transfer to the RNW Specialisation.

b. On completion of DSWWC, all transferees will be rated PO/Sgt (RNW). CPO/CSgt RM will relinquish their rate/rank to OR6\(^3\) (ie. PO/Sgt) with one year’s seniority\(^4\).

c. On completion of DSWWC, a 36-month Return of Service requirement will commence.

d. All individuals transferring to the RNW Specialisation will no longer be considered for promotion in their source branch/trade once training has started (see Para 6704).

e. Hold a full UK Driving Licence.

8605. Promotion to Chief Petty Officer/Colour Sergeant RM (RNW)

a. Pre-Selection Requirements

(1) Minimum of 3 years’ seniority as a PO/Sgt (RNW)\(^1\)12 months prior to Common Promotion Date (CPD) (Para 6703 b sub para (2)).

(2) Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (6)).

(3) Recommended for promotion to CPO/CSgt (RNW) on SJAR at Common Reporting Date (CRD).

b. Pre-Promotion Requirements

(1) At least 12 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

(2) In date RNFT, medically exempt or waiver obtained at CRD; recorded as JPA competence ‘CMS|Fitness Test|Navy’.

(3) Selected for promotion.

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\(^1\) RNW personnel are in Pay Supplement 1. JSP 754 Vol 2 Chap 10 details the regulations regarding pay on sideways entry and transfer to a lower pay supplement, including details on Marked Time Rate of Pay for 2 years.

\(^2\) Seniority in rank is different to pay increment level. Pay increment level will be determined on sideways transfer iaw with footnote 3.
8606. **Promotion to Warrant Officer 1 (RNW)**

a. **Pre-Selection Requirements**

(1) Minimum of 3 years’ seniority as a CPO/CSgt (RNW) 12 months prior to CPD (Para 6703 b sub para (2))\(^5\).

(2) Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (6)).

(3) Recommended for promotion to WO1 on SJAR at CRD.

b. **Pre-Promotion Requirements**

(1) At least 12 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

(2) In date RNFT or waiver obtained at CRD; recorded as JPA competence ‘CMSIFitness Test\(\text{Navy}\)’.

(3) Selected for promotion.

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\(^5\) All CSgt/WO2 RMs within the RNRMW Organisation prior to 1 Jan 19 are required to have a minimum of 3 years seniority on completion of ITC/DSWWC, 12 months prior to Common Promotion Date (CPD).
CHAPTER 87

MEDICAL BRANCH – MEDICAL ASSISTANT AND TECHNICIAN

POINT OF CONTACT – PART 8

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CHAPTER 87
MEDICAL BRANCH – MEDICAL ASSISTANT AND TECHNICIAN

8701. Medical Assistant Specialisation – Promotion Flowchart

Entry: 17-36 years of age (see Note 1).

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MEDICAL ASSISTANT 2

Medical Assistant 1 – Advancement Criteria

a. Complete Phase I Training (age 17 years 2 months minimum).

b. Passed Phase II Theory Training (age 17 years 6 months minimum) (See Note 4).

c. Commence Phase II Practical Training (4).

d. Complete MA On-Job Task Book (5).

e. Passed Professional Qualifying Examination (PQE) for Medical Assistant (5).

f. Recommended for advancement.

g. In date for Royal Naval Fitness Test (RNFT) or waiver obtained on advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy’ (13).

h. Achieved Initial OPS.

i. At least 6 months since last Career Check (if any) on advancement.

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Advanced to
MEDICAL ASSISTANT 1

Leading Medical Assistant – Pre-Selection Requirements

a. Complete 3 months’ Phase II Consolidation Period (4).

b. Complete Phase II Practical Consolidation Task Book. The completed Task Book is to be retained by the MA in the Personal Development Record together with the DCHET On-Job Training Task Book (4).

c. Educationally qualified for promotion (EFP) in accordance with Para 9613. Achieved minimum NAMET 5:5 or Level 1 Functional Skills (or equivalent) in English and Mathematics at Common Reporting Date (CRD) and appropriate competences recorded on JPA.
d. Minimum of 18 months’ seniority as a MA1 12 months prior to Common Promotion Date (CPD) (Para 6703 b sub para (3)).

e. Serving on ES1/FC/OE1 that expires after the nominated CPD (Para 6703 b sub para (7)).

f. Recommended for promotion on Appraisal Report at CRD (11).

g. Achieved Rolling OPS at CRD and recorded as JPA competence ‘CMS|Annual OPS Check AB1|Navy|’ (15).

h. In date for Level 2 First Aid and recorded on JPA as Level 2 First Aid (CBRNDC 23).

**Leading Medical Assistant – Pre-Promotion Requirements**

a. Passed Professional Qualifying Course (PQC), Examination (PQE) and First Aid Instructors Course (FAIC) for Leading Medical Assistant and completed Advanced Casualty Care Module (7), (14).

b. Completed Leading Rates’ Leadership Course (LRLC) and recorded as JPA competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|’ (14).

c. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later); recorded as JPA competence ‘CMS|Fitness Test|Navy|’ (13).

d. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

**Promoted to LEADING MEDICAL ASSISTANT**

**Petty Officer Medical Assistant – Pre-Selection Requirements**

a. Minimum of 2 years’ seniority as a LMA 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD (11).

d. Achieved Rolling OPS at CRD and recorded as JPA competence ‘CMS|Annual OPS Check LH|Navy|’ (15).

e. In date for Level 2 First Aid and recorded on JPA as Level 2 First Aid (CBRNDC 23).
Petty Officer Medical Assistant – Pre-Promotion Requirements

a. Passed PQC Examination for Medical Branch Senior Rating (8)(14).

b. Completed Senior Rates’ Leadership Course (SRLC) and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|’ (14).

c. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’ (13).

d. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

e. EFP in accordance with Para 9613. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at CRD and appropriate competences recorded on JPA.

Promoted to
PETTY OFFICER MEDICAL ASSISTANT

Chief Petty Officer Medical Assistant – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a POMA 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Completed Senior Rates’ Leadership Course (SRLC) and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|’.

d. Recommended for promotion on Appraisal Report at CRD (11).

e. In date for Level 2 First Aid and recorded on JPA as Level 2 First Aid (CBRNDC 23).

Chief Petty Officer Medical Assistant – Pre-Promotion Requirements

a. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’ (13).

b. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER MEDICAL ASSISTANT
Effective  
February 2020

Warrant Officer 1 Medical Assistant – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a CPOMA 12 months prior to the CPD.

b. EFP in accordance with Para 9613. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

d. Recommended for promotion on Appraisal Report at CRD (11).

Warrant Officer 1 – Pre-Promotion Requirements

a. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’ (13).

b. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

c. Satisfy terms of Assignment Order issued by Promotion Authority.

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<td>WARRANT OFFICER 1 MEDICAL ASSISTANT</td>
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Notes:

1. **Entry.**
   a. **Educational Standard.** Minimum RT Score of 70.
   b. **Age on Entry.** 17-36 years.

2. **Rate on Entry.** Medical Assistant 2 (MA2).

3. **Phase I Training.**

4. **Phase II Theory Training (MA2)**
   a. **Course.** 40 weeks at Defence College of Healthcare, Education and Training (DCHET), Lichfield and subsequent external placements.

   b. **Examination.** Written and practical examinations on completion of each module. A minimum of 65% in each subject is required for a PASS, except for CBRN 23 which requires a minimum of 70%.

Continued
Notes (Continued):

c. **Failures.**

   (1) Ratings who fail to achieve a pass at the first attempt may be permitted to resit, subsequent failure will result in back-classing action.

   (2) Ratings who are considered unsuitable for further training as MAs should be considered for branch transfer or Discharge SHORE in accordance with Chapter 54.

d. **MASM.** A separate training pathway exists for Medical Assistant (Submarines) – see Note 9.

5. **Phase II Practical Training (MA2)**

   a. In addition to Phase II theory training, ratings will commence 17 weeks’ Phase II Practical Training, including Primary and Secondary Healthcare placements. (NB: ratings must be 17½ before they can undertake practical ward placements in hospital).

   b. **Professional Qualifying Examination (PQE).** All examinations will take place in DCHET as follows:

      (1) **Criterion Tests:** Anatomy and Physiology, Clinical, Medical Administration, Pharmacy, CBRNDC and MOFA papers in Blocks 1 and 2.

      (2) A Pass mark of 65% is required at each examination except for CBRN 23 which requires a minimum of 70%.

c. **Failures.** Ratings who fail this part of their training at any stage will be assessed by Commanding Officer DCHET and WO Training RNMSS to determine whether a further period of training should be undertaken or whether the rating should be offered branch/specialisation transfer or Discharge SHORE.
Notes (Continued):

6. Phase II Consolidation Period

   a. On successful completion of Phase II theory and practical training, ratings will be rated MA1 and assigned either to a Ship or Establishment Sick Quarters for 3 months Phase II Consolidation Period. Phase II consolidation is constructed in a modular format with MAs completing defined periods within a number of clinical and administrative areas. The duration and content of each of these modules has been programmed to place emphasis on areas where newly qualified MAs require the greatest support. The full Phase II consolidation programme may be found within the Medical Assistant Phase II Consolidation Task Book, which is issued at DCHET by WO Training INM, on completion of Phase II theory/practical training. The programme in brief is as follows:

   (1) Induction – 2 days.

   (2) Treatment Room – 3 weeks.

   (3) Medical Administration (MHS/Release/Hospital Assignments/P7R/PHCIS/DIMCP) – 3 weeks.

   (4) Dispensary/Storekeeping – 2 weeks.

   (5) Physiotherapy (if available – Treatment Room if not) – 1 week.

   (6) Shadow Medical Officer (attend all consultations and medicals) – 1 week.

   (7) Small Department acquaint eg. Occupational Health/MBOS etc. as required/available – 1 week.

   b. At the end of Phase II consolidation training, ratings are to have completed all aspects of their Phase II Consolidation Task Book. The Task Book is to be retained within the Rating’s Personal Development Record.

7. Professional Qualifying Examinations for Leading Medical Assistant (LMA)

   a. PQEs. PQEs are taken during a PQC held at the Royal Navy Medical Service School (RNMSS) INM. By passing the PQE, Medical Assistants will be professionally qualified for LMA. The general rules for examinations at Para 6911 will apply. Failures are to be dealt with in accordance with Para 6912.
Notes (Continued):

b. **Details of PQC and Examination**

(1) Candidates for the course will be nominated by ACOS(PCap)/RCMNAHP from those ratings who are selected for promotion at the annual Promotion Board.

(2) The PQC and examination will be held at RNMSS INM 4 times per year and the dates of the course will be published annually by the Statement of Training Requirement (SOTR). The course will be of four weeks duration. The examination will consist of the following:

(a) Practical Advanced Emergency Care and Assessments.

(b) Written papers on Advanced Emergency Care, Pharmacy and Service Administration. The examinations and assessments will be set and marked by RNMSS Training Design and Delivery (TDD). The basic date of passing will be the date of completing the examination. The pass mark is 75% in all papers.

(3) Failure in Examination - ratings who fail the examination are to be dealt with in accordance with Para 6912.

8. **Professional Qualifying Examinations for Petty Officer Medical Assistant (POMA)**

a. A PQE is taken following a PQC held in RNMSS INM. By passing the PQE, LMAs will be professionally qualified for POMA. The general rules for examinations, given in Para 6911, will apply to these examinations. Failures are to be dealt with under Para 6912.

b. **Details of PQC and Examination**

(1) Candidates for the course will be nominated and assigned by RCMNAHP from those selected at an annual Promotion Board.

Continued
Notes (Continued):

(2) The PQC and Examination will be held at RNMSS and the dates of the course will be published annually by DIN. The course will be of three weeks' duration.

(a) Practical Advanced Emergency Care and Assessments.

(b) Written papers on Advanced Emergency Care, Pharmacy and Service Administration. The examinations and assessments will be set and marked by the RNMSS Training Design and Delivery (TDD). The basic date of passing will be the date of completing the examinations. The pass mark is 75% in all papers.

(3) Ratings who fail the examination are to be dealt with in accordance with Para 6912.


10. Royal Marine Medical Assistant (RMMA)

a. Promotion for RMMA will follow the Promotional Flowchart described in Para 8701, with the exception that the requirement to be in date RNFT should be replaced by being in date for BFT (Basic Fitness Test) and completion of JCC/SCC is required in lieu of LRLC/SRLC. Additionally, promotion from CSGT RMMA to WO1 RMMA will also require completion of RM Advance Command Course (ACC) and the WO1 course in common with all RMOR (see Annex 91C).

b. RMs transferring SQ to RMMA will retain their RM seniority date on qualifying as an MA but must achieve a minimum of 18 months seniority as a MA1, 12 months prior to CPD as a Pre-Selection requirement for LMA.

c. RMMAs may be awarded the local, unpaid rank of L/Cpl for attendance on JCC. This local, unpaid rank can be held on return to Unit on successful completion of JCC until subsequent promotion to Cpl.
11. **Recommendation.** Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.

12. **RNFT (at CRD).** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate CRD. See Para 6718. See Note 12 sub para a for RMMA.

13. **RNFT (at CPD).** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a NSMBOS or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD (or later) or on advancement. See Note 12 sub para a for RMMA.

14. **Failure to Complete Professional and/or Leadership Course and/or MASM2 (SM Only).** Refer to Para 6716 for rules on the impact on a rating’s promotion if he/she fails to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control). See Para 6718.

15. **Rolling OPS**

   a. It is recognised that occasionally there may be factors beyond the control of the individual, such as prolonged Op tour, Maternity Leave, etc. which preclude them from completing the OPS check in which case an extension to the period in which to satisfy the check, or in exceptional circumstances a full waiver, may be requested. Applications for extensions or waivers will be dealt with on a case by case basis and should be made in writing by the individual's Divisional Officer or Divisional Senior Rate to the Head of Training Division, INM Alverstoke (FAO Warrant Officer (Training) (WO(T))).

   b. An extension or waiver may only be issued by WO(T), who will also record the fact on a local database, held at INM, of all waivers and extensions which will be forwarded to the Promotions Office before each board. **Individuals can still be presented at Promotion Boards, but the waiver needs to be current and mention made of it in the appraisal report in the performance section.** The Medical Branch Manager SO1 will be the final authority for any issues regarding eligibility for promotion.

Continued
Notes: (Continued)

c. Failure to achieve the Rolling OPS Check within a 12 month period will be treated as a serious matter. Should a unit be unable to complete then HTD INM should be engaged for advice at the earliest opportunity. Should an individual consistently fail to meet the required standards of knowledge and skill throughout the year then the Divisional system should be employed appropriately and consideration should be given to warning the rating for Discharge SHORE (Professional Inadequacy).

8702. Medical Assistant (Submarine) Specialisation – Advancement Flowchart

Entry: 17-36 years (see Para 8701, Note 1).

MEDICAL ASSISTANT 2 (SUBMARINES)

Advancement to MA1 in accordance with Para 8701

Advanced to

MEDICAL ASSISTANT 1 (SUBMARINES)

Acting Leading Medical Assistant – Advancement Requirements

a. Complete 3 months’ Phase II Consolidation period (iaw para 8701).

b. Complete Phase II Practical Consolidation Task Book. The completed Task Book is to be retained by the MA in the Personal Development Record together with the DCHET On-Job Training Task Book (iaw para 8701).

c. Educationally qualified for promotion (EFP) in accordance with Para 9613. Achieved minimum NAMET 5.5 or Level 1 Functional Skills (or equivalent) in English and Mathematics at date of advancement and appropriate competences recorded on JPA.

d. Serving on ES1/FC/OE1 that expires after advancement to ALMA (2).

e. Recommended for advancement on completion of MASM1 Training Phase (1) iaw para 6802 (Authority to Advance) (1).

f. Achieved Rolling OPS at date of advancement and recorded as JPA competence ‘CMS|Annual OPS Check AB1|Navy’.

g. Completed MASM 1 course and recorded with JPA competence: Medical|Medical Assistant Submariner 1 Course (MASM1) (ME841N)|Navy|No.
h. Completed Basic Submarine Qualification and recorded with JPA competence: SM|Submarine Service|Navy|.

i. Completed MASM 1 task book and recorded with JPA competence: Medical|Medical Branch Submarine Training MASM1 Task Book|Navy| (2a).

j. Minimum 6 months post MASM 1 training course with completion of SMQ and MASM1 Task Book.

k. At least 6 months since last Career Check (if any) at date of advancement.

l. In date for Level 2 First Aid and recorded on JPA as Level 2 First Aid (CBRNDC 23).

Advanced to

**ACTING LEADING MEDICAL ASSISTANT (SUBMARINES)**

**Leading Medical Assistant – Advancement Requirements**

a. Passed Professional Qualifying Course (PQC), Professional Qualifying Examination (PQE) and First Aid Instructors Course (FAIC) for Leading Medical Assistant.

b. Completed Leading Rates’ Leadership Course (LRLC) and recorded as JPA competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|’.

c. In date RNFT or waiver obtained at date of advancement; recorded as JPA competence ‘CMS|Fitness Test|Navy|’.

d. At least 6 months since last Career Check (if any) at date of advancement.

e. In date for Level 2 First Aid and recorded on JPA as Level 2 First Aid (CBRNDC 23).

Advanced to

**LEADING MEDICAL ASSISTANT (SUBMARINES)**

**Petty Officer Medical Assistant – Pre Selection Requirements**

a. Minimum of 2 years’ seniority as a substantive LMA prior to CPD.

b. Recommended for promotion on Appraisal Report at CRD.

c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after advancement to POMA.

d. Achieved Rolling OPS at time of recommendation and recorded as JPA competence ‘CMS|Annual OPS Check LH|Navy|’ (4).
e. EFP in accordance with Para 9613. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at date of advancement and appropriate competences recorded on JPA.

f. At least 6 months since last Career Check (if any) at date of advancement.

g. In date for Level 2 First Aid and recorded on JPA as Level 2 First Aid (CBRNDC 23).

**Acting Petty Officer Medical Assistant – Advancement Requirements**

a. Complete MASM 2 training course and recorded as JPA competence Medical\|SM Medical Branch Ratings Advanced Course MASM2 (ND835)\|Navy\| (2c).

**Petty Officer Medical Assistant – Advancement Requirements**

a. Passed Professional Qualifying Course (PQC) and Professional Qualifying Examination (PQE) for Medical Branch Senior Rating (2b).

b. Completed Senior Rates’ Leadership Course (SRLC) and recorded as JPA competence ‘Miscellaneous\|Senior Rates Leadership Course (RNLA 103)\|Navy\|’ (2b).

c. In date RNFT or waiver obtained at date of advancement; recorded as JPA competence ‘CMS\|Fitness Test\|Navy\|’.

d. At least 6 months since last Career Check (if any) at date of advancement.

e. In date for Level 2 First Aid and recorded on JPA as Level 2 First Aid (CBRNDC 23).

Further promotion in accordance with Para 8701
Notes:

1. **Advancement to Acting LMA(SM) on Completion of MASM1 Training.** Those selected to be MASMs, either by direct entry or transfer from within the MA branch, will be advanced to ALMA(SM), upon recommendation, on completion of the MASM1 training phase (i.e. MA, MASM1, SMQ, completion of Task Book and a 6 month consolidation period) assuming completion of all service requirements for advancement. The effective date of advancement will be the qualification date as a MASM1. The recommendation is an important part of the system and, before making recommendations, Line managers are to satisfy themselves that MASMs meet the requirements of Para 6901.

2. **Failures.**

   a. Ratings who fail to complete the MASM 1 task book within 12 months post MASM 1 course will have their cases reviewed by the Medical Branch Manager to ensure that all opportunities have been taken to complete the task book. This part of their training at any stage will be assessed by their Commanding Officer and Medical Branch Manager to determine whether a further period of training should be undertaken or whether the rating should be discharged SHORE.

   b. The acting higher rate will be for a maximum of 12 months, after which time ratings will, exceptional reasons apart, relinquish the rate if they fail to attain the outstanding qualifications iaw 6802 & 6803.

   c. Ratings who fail MASM 2 course outright or are removed from MASM 2 training are to suffer the following penalties:

      (1) Deselection from the POMA(SM) selection signal.

      (2) A requirement to spend a minimum of 12 months in the lower rate and the need to re-qualify, by way of a Commanding Officer’s recommendation, for subsequent consideration for selection for POMA(SM).
Notes (Continued):

3. Rolling OPS

a. It is recognised that occasionally there may be factors beyond the control of the individual, such as prolonged Op tour, Maternity Leave, etc. which preclude them from completing the OPS check in which case an extension to the period in which to satisfy the check, or in exceptional circumstances a full waiver, may be requested. Applications for extensions or waivers will be dealt with on a case by case basis and should be made in writing by the individual's Divisional Officer or Divisional Senior Rate to the Head of Training Division, INM Alverstoke (FAO Warrant Officer (Training) (WO(T)).

b. An extension or waiver may only be issued by WO(T), who will also record the fact on a local database, held at INM, of all waivers and extensions which will be forwarded to the Promotions Office before each board. Individuals can still be presented at Promotion Boards, but the waiver needs to be current and mention made of it in the appraisal report in the performance section. The Medical Branch Manager SO1 will be the final authority for any issues regarding eligibility for promotion.

c. Failure to achieve the Rolling OPS Check within a 12 month period will be treated as a serious matter. Should a unit be unable to complete then HTD INM should be engaged for advice at the earliest opportunity. Should an individual consistently fail to meet the required standards of knowledge and skill throughout the year then the Divisional system should be employed appropriately and consideration should be given to warning the rating for Discharge SHORE (Professional Inadequacy).

8703. Medical Technician Specialisation (Entry as Probationary Medical Technician) – Promotion Flowchart

Entry: 17½ - 36 years of age (see Note 1).

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<tr>
<th>PROBATIONARY MEDICAL TECHNICIAN</th>
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<tr>
<td>a. Enters HMS RALEIGH (Phase I Training).</td>
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<tr>
<td>b. Complete specialist professional course (2).</td>
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<tr>
<td>c. Graduate on completion of specialist professional course.</td>
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Advanced to

| MEDICAL TECHNICIAN |
Leading Medical Technician – Advancement Criteria

a. Seniority as Medical Technician to be date of completing professional registration.

b. Obtained Full Registration with appropriate civilian professional body.

c. Provide documentary evidence of registration with civilian professional body; recorded under JPA competence Professional Healthcare Staff.

d. Recommended for advancement.

e. In date Royal Naval Fitness Test (RNFT) or waiver obtained on advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy|’ (3).

f. At least 6 months since last Career Check (if any) on advancement.

g. Educationally qualified from promotion (EFP) in accordance with Para 9613. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

Advanced to

ACTING LEADING MEDICAL TECHNICIAN

a. Completed Leading Rates Leadership Course (LRLC) and recorded as JPA competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|’.

b. In date RNFT or waiver obtained on advancement; recorded under JPA competence CMS|Fitness Test|Navy|’ (3).

c. At least 6 months since last Career Check (if any) on advancement.

Advanced to

LEADING MEDICAL TECHNICIAN

Petty Officer Medical Technician – Advancement Criteria

a. Two years’ service as a substantive Leading MT.

b. Provide documentary evidence of relevant registration with civilian professional body; recorded under JPA competence Professional Healthcare Staff.

c. Recommended for advancement.

d. In date RNFT or waiver obtained on advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy|’ (3).

e. At least 6 months since Career Check (if any) on advancement.
f. EFP in accordance with Para 9613. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

### Advanced to

**ACTING PETTY OFFICER MEDICAL TECHNICIAN**

a. Completed Senior Rates’ Leadership Course (SRLC) and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’.

b. In date RNFT or waiver obtained on advancement; recorded under JPA competence CMS|Fitness Test|Navy|’ (3).

c. At least 6 months since last Career Check (if any) on advancement.

### Advanced to

**PETTY OFFICER MEDICAL TECHNICIAN**

**Chief Petty Officer Medical Technician – Advancement Criteria**

a. Two years’ service as a substantive POMT.

b. Provide documentary evidence of relevant registration with civilian professional body; recorded under JPA competence Professional Healthcare Staff.

c. Recommended for advancement (Para 6901).

d. In date RNFT or waiver obtained on advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy|’ (3).

e. At least 6 months since last Career Check (if any) on advancement.

f. EFP in accordance with Para 9613. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

### Advanced to

**CHIEF PETTY OFFICER MEDICAL TECHNICIAN**

**Warrant Officer 1 Medical Technician – Pre-Selection Requirements**

a. Minimum of 3 years’ seniority in the rate 12 months prior to the CPD.

b. EFP in accordance with Para 9613. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and recorded on JPA with the appropriate competences.
c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

d. Recommended for promotion on Appraisal Report at CRD.

Warrant Officer 1 Medical Technician – Pre-Promotion Requirements

a. Provide documentary evidence of registration with civilian professional body; recorded under JPA competence Professional Healthcare Staff.

b. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later), recorded as JPA competence ‘CMS|Fitness Test|Navy!’ (3).

c. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

d. Satisfy terms of Assignment Order issued by Promotion Authority.

e. Complete the Warrant Officers Staff Course (WOSC).

<table>
<thead>
<tr>
<th>Promoted to</th>
</tr>
</thead>
<tbody>
<tr>
<td>WARRANT OFFICER 1 MEDICAL TECHNICIAN</td>
</tr>
</tbody>
</table>

Note.

1. Candidates must fulfil the following conditions to become eligible for entry:
   a. Be between 17½ and 36 years of age.
   b. Meet the Minimum Educational Requirements. These are subject to change and definitive advice should be sought from the Medical Branch Manager.
   c. Meet the specific requirements of the relevant academic establishment.
   d. Pass an Interview Board.

Candidates accepted for entry will join as Probationary Medical Technicians.

2. Training. All entrants will undergo 10 weeks Phase 1 Training at HMS RALEIGH, on successful completion of which candidates will commence a professional course of Medical Technician training in the specialisation for which he/she has been selected. Candidates who fail the specialist professional course will be offered branch transfer, if possible and recommended, or discharged SHORE.
Notes: (Continued)

3. RNFT (at CPD). Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a NSMBOS or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD (or later) or on advancement. See Para 6718.

8704. Medical Technician Specialisation (Direct Entry) – Promotion Flowchart

a. Entry upper age limit - 36 years of age.

b. Provide documentary evidence of passing the appropriate civilian professional course.

c. Provide documentary evidence of registration with civilian professional body.

d. Pass Interview Board.

e. Entered at HMS RALEIGH for Phase 1 Training.

MEDICAL TECHNICIAN

Leading Medical Technician – Advancement Criteria

a. Complete Phase 1 Training at HMS RALEIGH.

b. Recommended for advancement.

c. Provide documentary evidence of registration with civilian professional body.

d. In date Royal Naval Fitness Test (RNFT) or waiver obtained on advancement; recorded under JPA competence Professional Healthcare Staff.

e. At least 6 months since last Career Check (if any) on advancement.

f. Educationally qualified for promotion (EFP) in accordance with Para 9613. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

Advanced to ACTING LEADING MEDICAL TECHNICIAN

a. Completed Leading Rates' Leadership Course (LRLC) and recorded as JPA competence 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'.

b. In date RNFT or waiver obtained on advancement; recorded under JPA competence 'CMS|Fitness Test|Navy|'.
c. At least 6 months since last Career Check (if any) on advancement.

<table>
<thead>
<tr>
<th>Advanced to</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEADING MEDICAL TECHNICIAN</td>
</tr>
</tbody>
</table>

(Then as per Para 8704)

8705. Medical Technician Specialisation (Sideways Entry - Untrained) – Promotion Flowchart

Entry - Below Leading Hand

a. Educationally qualified as required for specialist training.

b. Pass Interview Board.

c. Comply with current ROS requirement and other criteria (see Note 1).

<table>
<thead>
<tr>
<th>MEDICAL TECHNICIAN CANDIDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Successfully complete specialist professional training (2).</td>
</tr>
<tr>
<td>b. Provide documentary evidence of passing the appropriate civilian professional course.</td>
</tr>
<tr>
<td>c. Provide documentary evidence of registration with civilian professional body; recorded under JPA competence Professional Healthcare Staff.</td>
</tr>
<tr>
<td>d. Recommended for advancement.</td>
</tr>
<tr>
<td>e. In date Royal Naval Fitness Test (RNFT) or waiver obtained on advancement; recorded under JPA competence ‘CMS</td>
</tr>
<tr>
<td>f. At least 6 months since last Career Check (if any) on advancement.</td>
</tr>
<tr>
<td>g. Educationally qualified for promotion (EFP) in accordance with Para 9613. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advanced to</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTING LEADING MEDICAL TECHNICIAN</td>
</tr>
</tbody>
</table>

a. Completed Leading Rates’ Leadership Course (LRLC) completed and recorded as JPA competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’.

b. In date RNFT or waiver obtained on advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy’ (5).
c. At least 6 months since last Career Check (if any) on advancement.

<table>
<thead>
<tr>
<th>Advanced to</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEADING MEDICAL TECHNICIAN</td>
</tr>
</tbody>
</table>

(Then as per Para 8704)

**Entry - Leading Hand Level**

a. Educationally qualified as required for specialist training.

b. Pass Interview Board.

c. Comply with current ROS requirement and other criteria (1).

<table>
<thead>
<tr>
<th>MEDICAL TECHNICIAN CANDIDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Successfully complete specialist professional training (2).</td>
</tr>
<tr>
<td>b. Provide documentary evidence of passing the appropriate civilian professional Course.</td>
</tr>
<tr>
<td>c. Provide documentary evidence of registration with civilian professional body recorded under JPA competence Professional Healthcare Staff (4).</td>
</tr>
<tr>
<td>d. Recommended for advancement.</td>
</tr>
<tr>
<td>e. In date RNFT or waiver obtained on advancement; recorded under JPA competence ‘CMS</td>
</tr>
<tr>
<td>f. At least 6 months since last Career Check (if any) on advancement.</td>
</tr>
<tr>
<td>g. EFP in accordance with Para 9613. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advanced to</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEADING MEDICAL TECHNICIAN</td>
</tr>
</tbody>
</table>

(Then as per Para 8704)

**Entry - Petty Officer Level**

a. Educationally qualified as required for specialist training.

b. Pass Interview Board.

c. Comply with current ROS requirement and other criteria (1).
MEDICAL TECHNICIAN CANDIDATE

a. Successfully complete specialist professional training (2).
b. Provide documentary evidence of passing the appropriate civilian professional course.
c. Provide documentary evidence of registration with a civilian professional body, recorded under JPA competence Professional Healthcare Staff.
d. Recommended for advancement.
e. In date RNFT or waiver obtained on advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy’ (5).
f. At least 6 months since last Career Check (if any) on advancement.
g. EFP in accordance with Para 9613. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.
h. Rate to be determined by Medical Branch Manager iaw Para 5122.

(Then as per Para 8704)

Note.

1. Internal recruitment of Medical Technicians

a. RN and QARNNS ratings may apply when volunteers are called for by the Medical Branch Manager to be considered for any one of the following Medical Technician courses:

(1) Medical Technician (Radiographer).

(2) Medical Technician (Biomedical Scientist).

(3) Medical Technician (Operating Department Practitioner).

(4) Medical Technician (Pharmacy Dispenser).
Notes (Continued):

b. Applications for manning clearance should be made by letter to Navy Command HQ (for NAVY PERS-PPLAN SWPR WO1) in accordance with current regulations. Manning clearance, if approved, will be valid for two years. If manning clearance is approved, applications and a copy of the manning clearance letter are to be forwarded to CNR NMD SO3/Nurse Recruiting Assistant (NRA), together with full Service Documents and documentary evidence of academic attainments held by the applicant. Inter-Service transfers, however, are to be processed through CNR, Room 202, Building 1/080, MP 73A, Jago Road, HM Naval Base, Portsmouth. PO1 3LU and applicants’ units are advised to make preliminary enquiries of CNR regarding the possibility of release from the parent Service before applications are forwarded.

c. Applicants will be notified by CNR whether they are eligible to appear before a Selection Board. If ineligible, they will be made aware of any further educational qualifications required. In addition, they will be advised whether vacancies exist in their preferred specialisation and, if not, whether vacancies exist in any of the other specialisations. It should be noted that vacancies are very limited and vary according to the requirements of the Service. In addition, the entry standards are high and competition intense, so applicants should be prepared to reconsider their initial preference.

d. Applicants will be eligible to appear before a Medical Technician Selection Board provided they fulfil the mandated academic requirements and also provide evidence of satisfying the following conditions:

1. Evidence of Medical Category (Medcat) MFD/P2 or another Medcat that allows Sea Service and Land Operational Deployment.

2. Proof of in-date RNFT status.

3. Recommended for transfer on the candidate’s latest SJAR.

4. Evidence of in date manning clearance to transfer from current branch/trade.
Notes (Continued):

(5) Passed the Royal Navy Psychometric Test (RT), at the score stated in Para 0757 - Eligibility Matrix-RN, RM and RFA - for a Medical Technician (radiography/biomedical/science/ODP/PD) student.

(6) Provide Nurse Recruitment Assistant with a curriculum vitae, emailed to NAVY CNR-COHERENCE SR MED PO.

(7) Completed evidence of two week clinical experience obtained in a relevant Health Care setting with a recommendation to train in radiography/biomedical science/ODP.

(8) Provide copies of last three years’ SJARs.

e. CNR, in consultation with the Branch Manager, will convene Selection Boards as necessary and will inform Commanding Officers, copy to ACOS(PCap) and CNR if appropriate.

f. Subject to confirmation of availability by the Medical Branch/Career Manager, selected candidates will be assigned to the MA2 Margin for training.

g. The individual will remain in their current branch/trade and rate until completion of specialist training.

h. In a transfer where the rating is a Petty Officer, the new rate will be determined by the Medical Branch Manager on a case by case basis, dependent upon the Service requirement.

i. Seniority as Medical Technician will be the date of completing professional registration.

j. All candidates must comply with the current ROS regulations and sign a Notice of Waiver of Right of Discharge in Consideration of Course of Training (Form S2658) in accordance with Para 5313.
Notes (Continued):

2. **Examinations**
   a. All students will be required to pass all examinations, including final examinations, and continuous assessments to complete professional training.

   b. Ratings who do not maintain the highest level of conduct or academic, professional and disciplinary standards whilst on course may be removed from training and returned to their original specialisation or Service.

   c. Ratings who fail the specialist professional course will be returned to their original branch/specialisation or Service in accordance with Para 6920.

   d. Ratings who qualify will be advanced as shown in the flow diagrams.

3. **Advancement of Students During Training.** Individuals will not be eligible for selection for promotion in their source specialisation whilst on course.

4. **Transfer to Medical Technician**
   a. Ratings will be transferred to the Medical Technician structure when they have successfully completed specialist professional training.

   b. The effective date of transfer will be the date of completion of professional registration. The date of seniority will also be amended to this date.

   c. Transfer will be to the rates shown below:

<table>
<thead>
<tr>
<th>Present Rate</th>
<th>Transfer To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able Rate</td>
<td>Acting Leading Medical Technician</td>
</tr>
<tr>
<td>Leading Hand</td>
<td>Leading Medical Technician (See Para 6909 re LRCC)</td>
</tr>
<tr>
<td>Petty Officer</td>
<td>Leading Medical Technician</td>
</tr>
</tbody>
</table>

5. **RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on advancement. See Para 6718.
8706. Medical Technician Specialisation (Lateral Entry – Specialist Trained) – Service Transfer Promotion Flowchart

Entry - Below Leading Hand

a. Entry upper age limit - 36 years of age.

b. Provide documentary evidence of passing the appropriate civilian professional course.

c. Provide documentary evidence of registration with civilian professional body.

d. Pass Interview Board.

e. Entered at HMS RALEIGH for Phase 1 Training or waiver (1).

Leading Medical Technician – Advancement Criteria

a. Complete Phase 1 Training at HMS RALEIGH or waiver.

b. Seniority as Acting Leading Medical Technician to be the date of completing Phase 1 Training.

c. Recommended for advancement.

d. Provide documentary evidence of registration with civilian professional body; recorded under JPA competence Professional Healthcare Staff.

e. In date Royal Naval Fitness Test (RNFT) or waiver obtained on advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy’.

f. At least 6 months since last Career Check (if any) on advancement.

g. Educationally qualified for promotion (EFP) in accordance with Para 9613. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

Advanced to

ACTING LEADING MEDICAL TECHNICIAN

a. Completed Leading Rates’ Leadership Course (LRLC) and recorded as JPA competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’.
b. In date RNFT or waiver obtained on advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy’.

c. At least 6 months since last Career Check (if any) on advancement.

Advanced to

**LEADING MEDICAL TECHNICIAN**

(Then as at Para 8704)

**Entry - Leading Hand Level**

a. Entry upper age limit - 36 years of age.

b. Provide documentary proof of passing the appropriate civilian professional course.

c. Provide documentary evidence of registration with civilian professional body.

d. Pass Interview Board.

e. Entered at HMS RALEIGH for Phase 1 Training or waiver (1).

f. Complete Phase 1 Training at HMS RALEIGH or waiver. Seniority as Acting Leading Medical Technician to be the date of completing Phase 1 Training.

g. Recommended for advancement.

h. In date RNFT or waiver obtained on advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy’.

i. At least 6 months since last Career Check (if any) on advancement.

j. Completed Leading Rates’ Leadership Course (LRLC) and recorded as JPA competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’ (1).

k. Completed Level 2 First Aid Training; recorded under JPA competence ‘Medical|Level 2 First Aid (CBRNDC 23)|Navy’.

l. EFP in accordance with Para 9613. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and recorded on JPA.

Advanced to

**LEADING MEDICAL TECHNICIAN**

(Then as at Para 8704)
Entry - Petty Officer Level

a. Entry upper age limit - 36 years of age.

b. Provide documentary proof of passing the appropriate civilian professional course.

c. Provide documentary evidence of registration with civilian professional body.

d. Pass Interview Board.

e. Entered at HMS RALEIGH for Phase 1 Training or waiver (1).

f. Complete Phase 1 Training at HMS RALEIGH or waiver.

g. Seniority as Acting Petty Officer Medical Technician to be the date of completing Phase 1 Training.

h. Recommended for advancement.

i. In date RNFT or waiver obtained on advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy|’.

j. At least 6 months since last Career Check (if any) on advancement.

k. Completed Senior Rates’ Leadership Course (SRLC) and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|’ (1).

l. Complete RN Divisional Officer’s course.

m. EFP in accordance with Para 9613. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

(Then as at Para 8704)

Entry – Chief Petty Officer Level

a. Entry upper age limit - 36 years of age.

b. Provide documentary evidence of passing the appropriate civilian professional course.

c. Provide documentary evidence of registration with civilian professional body.

d. Pass Interview Board.
e. Entered at HMS RALEIGH for Phase 1 Training or waiver (1).

f. Complete Phase 1 Training at HMS RALEIGH or waiver.

g. Seniority as Chief Petty Officer Medical Technician to be the date of completing Phase 1 Training.

h. Recommended for advancement.

i. In date RNFT or waiver obtained on advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy’.

j. At least 6 months since last Career Check (if any) on advancement.

k. Complete RN Divisional Officer’s course.

l. EFP in accordance with Para 9613. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

(Then as per Para 8704)

**Notes:**

1. **Recruitment of Lateral Entry Service Transfer Medical Technicians**

   a. Army and RAF other ranks may apply for Service Transfer to any one of the following Medical Technician cadres:

   (1) Medical Technician (Radiographer).

   (2) Medical Technician (Biomedical Scientist).

   (3) Medical Technician (Operating Department Practitioner).

   (4) Medical Technician (Pharmacy Dispenser).

   b. Applications for Lateral Entry Service transfers should be made by letter to CNR. Applicants’ units are advised to make preliminary enquiries of CNR regarding the possibility of release from the parent Service before applications are forwarded.
c. Applicants will be notified by CNR whether they are eligible to appear before a Selection Board. In addition, they will be advised whether vacancies exist in their specialisation and it should be noted that vacancies are very limited and vary according to the requirement of the Service. Also, it should be noted that entry standards are high and competition intense and therefore applicants should be prepared to reconsider their initial preference.

d. The Medical Branch Manager will seek approval through HMS RALEIGH Cdr Training to waive Phase 1 Basic Training and instead the Transferee will undertake the 5 day bespoke HMS RALEIGH Transferee Induction package.

e. All candidates must comply with the current ROS regulations and sign a Notice of Waiver of Right of Discharge in Consideration of Course of Training (Form S2658) in accordance with Para 5303 sub para c.

f. Leading Rates and/or Senior Rates Leadership Course is not required if Lateral Entry transferees have already undertaken equivalent Leadership courses in their previous Service.

2. Transfer to Medical Technician

a. The effective date of transfer will be the date of completion of Phase 1 Training.

b. Transfer will be to the rates shown below.
Notes (Continued):

<table>
<thead>
<tr>
<th>Present Rates</th>
<th>Transfer To</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(Army)</strong></td>
<td><strong>(RAF)</strong></td>
</tr>
<tr>
<td>Pte</td>
<td>JT</td>
</tr>
<tr>
<td>L/Cpl</td>
<td>SAC</td>
</tr>
<tr>
<td>Cpl</td>
<td>Cpl</td>
</tr>
<tr>
<td>(Leading Medical Technician if completed donor service Leadership equivalent course)</td>
<td>Acting Leading Medical Technician</td>
</tr>
<tr>
<td>Sgt</td>
<td>Sgt</td>
</tr>
<tr>
<td>(Petty Officer Medical Technician if completed donor service Leadership equivalent course)</td>
<td>Acting Petty Officer Medical Technician</td>
</tr>
<tr>
<td>S/Sgt</td>
<td>F/Sgt</td>
</tr>
</tbody>
</table>

**3. RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on advancement. See Para 6718.

8707. Submarine Service – Career on a Page

- The purpose of the Career on a Page is to provide a quick look at possible career progression to enable informed decisions to be made. Timelines are indicative averages and are always subject to change. Master documents should always be consulted to ensure that the latest information is available.

- Ratings are advised to liaise with their Reporting Officer regarding any decisions concerning their careers prior to contacting the Branch or Career Manager. The Career Manager for medical ratings is located at HMS EXCELLENT, West Battery.

- Information pertaining to the ratings training pipeline is contained within the Medical branch (SM) Career on a Page. Information relating to allowances and benefits available during a career is shown in the Table below.

- Ratings seeking promotion to the Officer Corps can do so via the Upper Yardman (UY)\(^1\) or Senior Upper Yardman (SUY)\(^2\) schemes, details of which may be found in Chapter 50.

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\(^1\) Ratings must be over the age of 17 and below the age of 30 for Warfare, 35 for Engineers and 32 for LOGS. Candidates are required to have 5 GCSE’s grade A-C of non-overlapping subjects including English and Maths.

\(^2\) Ratings must be over the age of 26 (30 for Engineers) and have a minimum of 4 years to serve as an officer from the day that officer training commences. Candidates are required to have English and Maths GCSEs to allow papers to be raised and 2 other non-overlapping GCSEs or equivalents prior to final selection board.
### Table 87-1. Medical Branch – Branch Managers, Career Managers and General Information

<table>
<thead>
<tr>
<th>Branch Manager (MASM)</th>
<th>Career Manager (MASM) (Senior Rate &amp; Junior Rate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVY PCAP-BM MED WO1</td>
<td>NAVY PCAP-CM OR MED NAHPPPO</td>
</tr>
</tbody>
</table>

**Career and Promotion references**
- BRd 1991 Instructions for the Royal Naval Medical Service Chapter 5
- JSP 950: Medical Policy

**General Information**
- BRd 1900: Submarine Instructions
- JSP 419: Adventurous Training in the UK Armed Forces
- JSP 464: Tri-Service Accommodation Regulations (TSARs) (Forces Help to Buy Scheme)
- JSP 752: Tri-Service Regulations for Expenses and Allowances
- JSP 754: Tri-Service Regulations for Pay
- JSP 760: Tri-Service Regulations for Leave and Other Types of Absences
- JSP 765: MOD Compensation Schemes Statement of Policy
- JSP 905: Armed Forces Pension Scheme 2015 and Early Departure Payments Scheme 2015

Additional information:
- www.gov.ukarmed-forces-pension-calculator
- The Helm (Personnel Support Brief)
- Officers and Ratings Career Progression Charts
- www.ticketsfortroops.org.uk
- www.defencediscountservice.co.uk

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**UNCONTROLLED WHEN PRINTED**
Figure 87-1. Medical Branch – Submarine Career on a Page

Medical Branch (SM)

- **Entry Phase 1 Training**
  - 10 Weeks - HMS RALEIGH

- **MA Phase 2 Training**
  - 52 Weeks - DCHET
  - DMS WHITTINGTON

- **MA Phase 4 Training**
  - 12 Weeks - Unit

- **MASM1**
  - 13 Weeks - HMS SULTAN

- **SM Qualification (Dry)**
  - 11 Weeks - HMS DRAKE/NEPTUNE

- **SM Qualification (Wet)**
  - 2 - 10 Weeks - At Sea

- **o/c WMFTB & CO recommend MASM 2**

- **LMA(SM)**
  - QC 8 Weeks + LRLC 3 Weeks

- **PO(MASM)**
  - QC 8 Weeks + SRLC 5 Weeks

- **CPO(MASM) selection**
  - 36 Months seniority at OPS

- **VWO**
  - By selection

### Timeline
- **12 Months to 2nd Sea Assignment**
- **3 Years**
- **5 Years**
- **6 Years**
- **9 Years**

### Notes
- City & Guilds L3 Advanced Apprenticeship in Health (Clinical Health Support)
- L3 Technical Certificate in Employment and Personal Learning in Health
- L3 Dip Clinical Healthcare Support
- L3 First Aid at Work
- Functional Skills – Level 2 English, Maths, ICT
- (Elect) Foundation Degree (PaSo) Leadership & Management in Health & Social Care (ARU)
- City and Guilds L1 - Radiation Protection
- Gained Trained Strength
- Forcible Entry Training Available (USP 45W)
- Start of RRP SM Pay Eligible for SM Golden Hello
- NVR L3 Nuclear Submarines Engineering Systems

### Minimum Time Served
- Minimum time served (2 yrs from GTS) for Early Termination (ET) (option to submit 12 months notice from this point onwards). Notice is submitted via ET, RRP will cease

### Certifications
- CMI Level 3 Certificate in First Line Management (GCF)
- Credits towards (Elect) BSc (Hons) Management & Leadership in Health & Social Care (ARU)
- CMI Level 5 Certificate in Management & Leadership (GCF)
- CMI Level 6 Certificate in Management & Leadership (GCF)
CHAPTER 88
MEDICAL BRANCH – DENTAL NURSE

CONTENTS

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8801. Dental Nurse Specialisation (Direct Entry) – Promotion Flowchart
8802. Dental Nurse Specialisation – Promotion Flowchart
8803. Working with Minors and Vulnerable Adults – Disclosure and Barring Service (DBS) Clearance
CHAPTER 88

MEDICAL BRANCH – DENTAL NURSE

8801. Dental Nurse Specialisation (Direct Entry) – Promotion Flowchart

<table>
<thead>
<tr>
<th>DENTAL NURSE 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Complete Phase 1 Training at HMS RALEIGH.</td>
</tr>
<tr>
<td>b. Hold a Registerable Dental Nurse Qualification.</td>
</tr>
<tr>
<td>c. Complete Level 2 First Aid Training.</td>
</tr>
<tr>
<td>d. Provide documentary evidence of registration with the GDC; recorded as JPA competence ‘Educational</td>
</tr>
<tr>
<td>e. Recommended for advancement.</td>
</tr>
<tr>
<td>f. In date Royal Navy Fitness (RNFT) or waiver obtained on advancement; recorded under JPA competence ‘CMS</td>
</tr>
</tbody>
</table>

Advanced to

DENTAL NURSE 1

[Then as per Para 8803]

8802. Dental Nurse Specialisation – Promotion Flowchart

New Entry: 17- 39 years (see Note 1).

<table>
<thead>
<tr>
<th>DENTAL NURSE 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Nurse 1 – Advancement Criteria</td>
</tr>
<tr>
<td>a. Complete Phase 1 Training at HMS RALEIGH (see Note 2).</td>
</tr>
<tr>
<td>b. Complete Phase 2 Training (2).</td>
</tr>
<tr>
<td>c. Gain the National Diploma for Dental Nurses.</td>
</tr>
<tr>
<td>d. Complete Level 2 First Aid Training.</td>
</tr>
<tr>
<td>e. 12 months’ seniority as Dental Nurse 2 (7).</td>
</tr>
<tr>
<td>f. Provide documentary evidence of registration with the GDC; recorded as JPA competence ‘Educational</td>
</tr>
</tbody>
</table>
g. Recommended for advancement.

h. In date Royal Naval Fitness Test (RNFT) or waiver obtained on advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy’ (4).

Advanced to
DENTAL NURSE 1

Leading Dental Nurse – Pre-Selection Requirements

a. Minimum of 18 months’ seniority as a DN1 12 months prior to Common Promotion Date (CPD) (Para 6703 b sub para (3)).

b. Serving on ES1/FC/OE1 that expires after the nominated CPD (Para 6703 b sub para (7)).

c. Recommended for promotion on Appraisal Report at CRD (3).

d. In date RNFT or waiver obtained at CRD; recorded as JPA competence ‘CMS|Fitness Test|Navy’ (4).

Leading Dental Nurse – Pre-Promotion Requirements

e. Educationally qualified for promotion (EFP) in accordance with Para 9636. Achieved minimum NAMET 5:0 or Level 1 Functional Skills (or equivalent) in English and Mathematics at Common Reporting Date (CRD) and appropriate competences recorded on JPA.

f. Completed Leading Rates’ Leadership Course (LRLC) and recorded as JPA competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’ (6).

g. Passed Professional Qualifying Course (PQC) (Joint Dental Practice Manager’s Course) for Leading Dental Nurse by nominated CPD+12 months; recorded as JPA competence ‘Dental|PracticeManager|Joint Competence ID 2391097.

h. Provide documentary evidence of continuing registration with the GDC; recorded as JPA competence ‘Educational|General Dental Council – Registration Certificate|Joint’. Competence ID 154003.

i. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’ (5).

j. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).
Petty Officer Dental Nurse – Pre-Selection Requirements

a. Minimum of 2 years’ seniority as a Substantive Leading Dental Nurse 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD (3).

d. In date RNFT or waiver obtained at CRD; recorded as JPA competence ‘CMS|Fitness Test|Navy’ (4).

Petty Officer Dental Nurse – Pre-Promotion Requirements

e. EFP in accordance with Para 9636. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

f. Completed Senior Rates’ Leadership Course (SRLC) and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’ (6).

g. Provide documentary evidence of continuing registration with the GDC; recorded as JPA competence ‘Educational|General Dental Council - Registration Certificate|Joint’ Competence ID 154003.

h. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’ (5).

i. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Chief Petty Officer Dental Nurse - Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a Substantive PO Dental Nurse 12 months prior to the CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.
c. Completed Senior Rates’ Leadership Course (SRLC) and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’.

d. Recommended for promotion on Appraisal Report at CRD.

e. In date RNFT or waiver obtained at CRD; recorded as JPA competence ‘CMS|Fitness Test|Navy’ (4).

Chief Petty Officer Dental Nurse – Pre-Promotion Requirements

f. EFP in accordance with Para 9636. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

g. Provide documentary evidence of continuing registration with the GDC; recorded as JPA competence ‘Educational|General Dental Council – Registration Certificate|Joint’. Competence ID 154003.

h. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’ (5).

i. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER DENTAL NURSE

Warrant Officer 1 Dental Nurse - Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a Substantive CPO Dental Nurse 12 months prior to CPD.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD.

d. In date RNFT or waiver obtained at CRD; recorded as JPA competence ‘CMS|Fitness Test|Navy’ (4).

Warrant Officer 1 Dental Nurse - Pre-Promotion Requirements

e. EFP in accordance with Para 9636. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

f. Provide documentary evidence of continuing registration with the GDC; recorded as JPA competence ‘Educational|General Dental Council – Registration Certificate|Joint’. Competence ID 154003.
g. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence 'CMS|Fitness Test|Navy'. (5)

h. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

i. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to

WARRANT OFFICER 1 DENTAL NURSE

Notes:

1. Minimum educational qualifications required are 2 GCSEs Grade C or above, or equivalent, to include English Language.

2. New entries undergo Phase 1 Training at HMS RALEIGH followed by Phase 2 tri-Service training at the Defence Medical Academy.

3. Recommendation. Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion-1 Rank Up' on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.

4. RNFT (at CRD). Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate CRD. See Para 6718.

5. RNFT (at CPD). Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a NSMBOS or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD (or later) or on advancement. See Para 6718.

6. Failure to Complete Professional and/or Leadership Course. Refer to Para 6716) for rules on the impact on a rating's promotion if they fail to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).

7. If a branch transfer, this is 12 months from the date of transfer to DN.
8803. Working with Minors and Vulnerable Adults – Disclosure and Barring Service (DBS) Clearance

a. Dental duties at all rates may require interaction with minors or vulnerable adults on a one-to-one basis. It has therefore been ruled that all personnel wishing to join the Dental Branch must have a valid DBS Enhanced Disclosure certificate before they can be confirmed as a dental rating (see Para 6050). Commanding Officers are to ensure that applicants for transfer to a Dental specialisation are made fully aware of this requirement before approving the application.

b. Application for DBS clearance will be made by ACOS(PCap) for all applicants who have been given manning clearance to transfer to a Dental specialisation.
CHAPTER 89

MEDICAL BRANCH – QUEEN ALEXANDRA’S ROYAL NAVAL NURSING SERVICE

POINT OF CONTACT – PART 8

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8902. Naval Nurse Specialisation (Direct Entry) – Promotion Flowchart
8903. Shortened Naval Nurse Training
8904. Naval Nurse Specialisation - Sideways Entry/Transfer from other Service
CHAPTER 89

MEDICAL BRANCH – QUEEN ALEXANDRA’S ROYAL NAVAL NURSING SERVICE

8901. Naval Nurse Specialisation (In Service trained) – Promotion Flowchart

New Entry: 17 years 10 months - 37 years (see Note 1).

<table>
<thead>
<tr>
<th>NAVAL NURSE (STUDENT)</th>
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</table>

Naval Nurse – Advancement Criteria

a. Complete Phase 1 training and Nurse Orientation Course.

b. Successfully complete Common Foundation Programme. (2)

c. Successfully complete Registered Nurse training and register with the Nursing and Midwifery Council (NMC).

d. Recommended for advancement. (3)

e. In date for Royal Naval Fitness Test (RNFT) or waiver obtained; recorded under JPA competence ‘CMS|Fitness Test|Navy’.(8)

f. At least 6 months since last career check (if any) on advancement.

<table>
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<tr>
<th>NAVAL NURSE</th>
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</table>

Acting Leading Naval Nurse – Advancement Criteria

a. Complete 28 days’ service from date of completing Registered Nurse training. (4)

b. Complete the Transition to Military Practice (TtMP) Course and the Post Basic Professional Qualifying Course (PBPQC). (4)

c. Recommended for advancement. (4)

d. Provide Commanding Officer with documentary evidence of registration with the NMC.

e. In date RNFT or waiver obtained on advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy’. (8)

f. At least 6 months since last career check (if any) on advancement.

g. Educationally qualified for promotion (EFP) in accordance with Para 9636. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.
Leading Naval Nurse – Advancement Criteria

a. Leading Rates Leadership Course (LRLC) completed and recorded as JPA competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’.

b. In date RNFT or waiver obtained on advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy’.

c. At least 6 months since last career check (if any) on advancement.

d. Complete 12 months in the rate of A/LNN.

Petty Officer Naval Nurse – Pre-Selection Requirements

a. Minimum of 2 years’ seniority as a LNN 12 months prior to the Common Promotion Date (CPD).

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (7)).

c. Recommended for promotion on Appraisal Report at Common Reporting Date (CRD).

d. In date RNFT or waiver obtained at CRD; recorded as JPA competence ‘CMS|Fitness Test|Navy’.

e. EFP in accordance with Para 9636. Achieved minimum Level 2 Functional Skills or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

Petty Officer Naval Nurse – Pre-Promotion Requirements

f. Senior Rates Leadership Course (SRLC) completed and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’.

g. Provide Commanding Officer with documentary evidence of continuing registration with the NMC.

h. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.
i. At least 6 months since last career check (if any) on nominated CPD or due promotion (if later).

Promoted to
PETTY OFFICER NAVAL NURSE

Chief Petty Officer Naval Nurse – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a PONN 12 months prior to the CPD (Para 6703 b sub para (3)).

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Senior Rates Leadership Course (SRLC) completed and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’’. (9)

d. Recommended for promotion on Appraisal Report at CRD.

e. In date RNFT or waiver obtained at CRD; recorded as JPA competence ‘CMS|Fitness Test|Navy’’. (7)

f. EFP in accordance with Para 9636. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

Chief Petty Officer Naval Nurse – Pre-Promotion Requirements

g. Provide Commanding Officer with documentary evidence of continuing registration with the NMC.

h. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’’. (8)

i. At least 6 months since last career check (if any) on nominated CPD or due promotion (if later).

Promoted to
CHIEF PETTY OFFICER NAVAL NURSE

Warrant Officer 1 Naval Nurse – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a CPONN 12 months prior to the CPD.

b. EFP in accordance with Para 9636. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.
c. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

d. Recommended for promotion on Appraisal Report at CRD.

e. In date RNFT or waiver obtained at CRD; recorded as JPA competence ‘CMS|Fitness Test|Navy|’. (7)

Warrant Officer 1 Naval Nurse – Pre-Promotion Requirements

f. Provide Commanding Officer with documentary evidence of continuing registration with the NMC.

g. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’. (8)

h. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).

i. Satisfy terms of Assignment Order issued by Promotion Authority.

<table>
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<tr>
<th>Promoted to</th>
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<tr>
<td>WARRANT OFFICER 1 NAVAL NURSE</td>
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Notes:

1. Candidates must fulfil the following conditions to become eligible for entry:
   
a. Be between 17 years 10 months and 37 years of age. Candidates must have achieved 18 years of age by the end of the calendar month in which the Common Foundation Programme course begins.

b. The following educational qualifications provide eligibility to be considered for QARNNS student nurse selection (BSc (Hons) Nursing). The degree only entry programme commenced in 2008.

c. 280 UCAS tariff points at A2 Level (or equivalent):
   
   (1) Service requirement of GCSE Grade C or above in English, Maths and a Science-based subject are also required.

   (2) No alternative to a formal English qualification is permitted.

   (3) No alternative to a formal Maths qualification is permitted.

   (4) Direct equivalents to GCSEs are acceptable, eg. GCEs, ‘O’ Levels.

   (5) CSE (Certificate of Secondary Education) Grade 1 only is considered as equivalent to a GCSE grade C.

   (6) GCSE or GCSE equivalents gained overseas must be checked and verified with Nurse Education Advisor, Royal Navy (NEA(RN)).

   d. Pass an Interview Board at the Defence School of Health Care Studies (DSHCS) Royal.

   e. Candidates accepted for entry will join as Student Naval Nurses.

2. Candidates who fail the Common Foundation Programme may be offered branch/specialisation transfer, if possible and recommended, or Discharged Shore Unsuitable During Training.

Continued
Notes (Continued):

3. **Advancement to Naval Nurse.** Student Naval Nurses will be advanced to Naval Nurse on successful completion of Registered Nurse Training and eligibility for registration with the Nursing and Midwifery Council (NMC). The date of advancement to Naval Nurse will be that of successful completion of Naval Nurse Training.

4. **Advancement to Acting Leading Naval Nurse and Leading Naval Nurse**

   a. The seniority date for Acting LNN will be 28 days from the completion of Registered Nurse Training. Should attendance on the PBPOC be delayed for Service reasons, the basic date on completion of the TiMP and PBPOC should be antedated to 28 days from being rated Naval Nurse.

   b. Should a rating, on completion of the TiMP and PBPOC, not be recommended for Acting LNN, the Commanding Officer DMSTG has the authority to withhold the advancement and recommend that the rating be reviewed by the parent establishment not less than 3 months and not more than 6 months after completion of the TiMP and PBPOC. The rate held during this assessment period will be that of Naval Nurse. If subsequently recommended for advancement to Acting LNN, the seniority date will be the actual date of recommendation. If not recommended, consideration should be given to Discharge SHORE.

   c. To enable advancement action by DMSTG, the end of pre-registration training reports (appraisal report) provided by the DSHCS for Naval Nurses must include a recommendation for advancement to Acting LNN. A copy of this appraisal report should accompany the individual to the PBPOC.

   d. Upon receipt of notification from the RN Leadership Academy confirming successful completion of LRLC, Unit Admin staffs are to ensure that individuals meet the requirements for substantive advancement laid down at Para 8901 and arrange for the individual to submit a request for substantive advancement by the Commanding Officer. Upon granting of substantive promotion, Unit Admin staffs are to raise a Promotion Authority Request signal to CNPers, copy to the Ratings Promotions Section, requesting JPA action to reflect the award of substantive advancement and adjustment of seniority date. The seniority date for LNN will be from the date advanced to LNN, time spent as Acting LNN does not count for further advancement or promotion.
Notes (Continued):

e. Time spent as an ALNN does not count towards the 2 years’ seniority requirement for PONN selection at Para 8901.

5. **Student Entry**

   a. Naval Nurses (Student) follow a 3 year course of practical and theoretical instruction based on the current syllabus of General Training stipulated by the Nursing and Midwifery Council (NMC). Naval Nurses (Student) undertake training at Birmingham City University (BCU), administered by the Defence School of Healthcare Education (DSHE), which is embedded within BCU.

   b. QARNNS Student Naval Nurses may be seconded to certain civilian hospitals or Defence Hospital Groups (DHGs) in order to obtain specialist experience.

   c. Payment of index fees for training is made as a charge to Public Funds.

   d. Failure will result in Discharge Unsuitable During Training or specialisation/branch/Service transfer if available and approved.

6. **Recommendation.** Awarded ‘Exceptional’, ‘High’ or ‘Yes’ recommendation for ‘Promotion - 1 Rank Up’ on SJAR by final RO. Where an otherwise fully eligible candidate has received an SJAR assessment of ‘Insufficient Knowledge’ at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation.

7. **RNFT (at CRD).** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate CRD (see Para 6718).

8. **RNFT (at CPD).** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a NSMBOS or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD (or later) or on advancement (see Para 6718).

9. **Failure to Complete Professional and/or Leadership Course.** Refer to Para 6716 for rules on the impact on a rating’s promotion if he/she fails to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith own control) or non-service reasons (within own control).
8902. Naval Nurse Specialisation (Direct Entry) – Promotion Flowchart

New Entry: 20½ - 37 years (see Note 1).

<table>
<thead>
<tr>
<th>NAVAL NURSE</th>
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Acting Leading Naval Nurse – Advancement Criteria

- Provide documentary proof of Registration on Part 1, 12, or 13 of the NMC Register (Registered nurses trained in General Nursing, Adult Nursing or Mental Health Nursing).

- Complete Phase 1 Training at HMS RALEIGH. (2)(3)(4)

- Recommended for advancement. (3)

- In date Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy’. (5)

- Educationally qualified for promotion (EFP) in accordance with Para 9636. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and competence “Educational|RN/RM QELH/Cpl|Navy” recorded on JPA.

<table>
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<th>Advanced to</th>
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ACTING LEADING NAVAL NURSE

- Attend Transition to Military Practice (TtMP) Course. (2)

- Complete Post Basic Professional Qualifying Course, recorded under JPA competence ‘Medical|Post Basic Professional Qualifying Course (PbPQC)|Navy|’. (2)

- Passed Leading Rates Leadership Course (LRLC); recorded as JPA competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|’.

- In date RNFT or waiver obtained on date due advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy|’. (5)

- At least 6 months since last career check (if any) on advancement.

- Complete 12 months in the rate of A/LNN.

<table>
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<tr>
<th>Advanced to</th>
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LEADING NAVAL NURSE

[Further promotion will be as per Para 8901]
Notes:

1. Candidates for Direct Entry as fully qualified and Registered Nurses must fulfil the following conditions:
   a. Be aged between 20½ and 37 years.
   b. Provide documentary proof of Registration on Part 1, 12 or 13 of the NMC Register (Registered nurses trained in General Nursing, Adult Nursing or Mental Health Nursing).
   c. Pass a Professional Interview Board.

2. Candidates accepted for entry will join HMS RALEIGH in the rate of Naval Nurse:
   a. All entrants will undergo 10 weeks Phase 1 training at HMS RALEIGH.
   b. All entrants will attend a Transition to Military Practice Course (TtMPC) at DMSTG (provided by DSHCS).
   c. All entrants will complete the Post Basic Professional Qualifying Course (PBPQC) at DMSTG.

3. On successful completion of Phase 1 training and if recommended for advancement, direct entrants will be advanced to Acting Leading Naval Nurse. On successful completion of TtMPC, PBPQC and LRLC and if recommended for advancement, entrants will be confirmed Leading Naval Nurse. Further advancement will be in accordance with the regulations for Naval Nurses as laid down at Para 8901. The seniority date for LNN will be from the date advanced to LNN; time spent as Acting LNN does not count for further advancement or promotion. Time spent as an ALNN does not count towards the 2 years’ seniority requirement for PONN selection at Para 8901.

4. If not recommended for advancement or for failure of either PBPQC or LRLC, action should be taken in accordance with Para 5451.

5. RNFT. Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on advancement. See Para 6718.
8903. **Shortened Naval Nurse Training**

a. Civilian candidates who hold any of the qualifications listed below and are on the relevant parts of the register of the NMC are allowed, if selected for Naval Nurse training, to undertake a shortened course:

   (1) Registered Sick Children's Nurse (RSCN) or Registered Nurse (Child).

   (2) Registered Mental Nurse (RMN) or Registered Nurse (Mental Health).

   (3) Registered Nurse for the Mentally Handicapped (RNMH) or Registered Nurse (Learning Disabilities).

b. Any reduction in training for the General Register is subject to certain conditions, and in all cases the NMC will be consulted.

c. Prospective candidates for reduced training must meet the educational requirements at Para 8901 sub para b.

d. An individual’s rate on entry will be Naval Nurse - Student (NN(S)).

e. NN(S)s are exempt from the Common Foundation Programme and will be advanced to Naval Nurse (Able Rating) on completion of Phase 1 and 2 training, subject to recommendation. Thereafter, Para 8901 applies.

8904. **Naval Nurse Specialisation - Sideways Entry/Transfer from other Service**

a. Ratings of confirmed Petty Officer (PO) rate and below may apply at any time to be considered for Naval Nurse training.

b. Applications for manning clearance should be made by signal to the Navy Command HQ (first line of text - NCHQ fao CNPS-PPLAN SWPR WO1) in accordance with current regulations. Manning clearance, if approved, will be valid for 2 years. If manning clearance is approved, applications are to be forwarded to CNR NMD SO3/Nurse Recruiting Assistant (NRA). Inter-Service transfers are processed through CNR, Room 202, Building 1/080, MP 73A, Jago Road, HM Naval Base, Portsmouth, PO1 3LU and applicants’ units are advised to make tentative enquiries of CNR regarding the possibility of release from the parent Service before applications are forwarded to NRA.

c. Applicants will be eligible to appear before a Naval Nurse Selection Board provided they fulfil the following conditions:

   (1) Be at least an Able Rating but not more than a confirmed PO.
The following educational qualifications provide eligibility to be considered for QARNNS student nurse selection (BSc (Hons) Nursing). The degree only entry programme commenced in 2008. 280 UCAS tariff points at A2 Level (or equivalent):

(a) Service requirement of GCSE Grade C or above in English, Maths and a Science-based subject are also required.

(b) No alternative to a formal English qualification is permitted.

(c) No alternative to a formal Maths qualification is permitted.

(d) Direct equivalents to GCSEs are acceptable, eg. GCEs, ‘O’ Levels.

(e) CSE (Certificate of Secondary Education) Grade 1 only is considered as equivalent to a GCSE grade C.

(f) GCSE or GCSE equivalents gained overseas must be checked and verified with CNR NMD SO3.

Evidence of Medical Category (Medcat) MFD/P2 or another Medcat that allows Sea Service and Land Operational Deployment.

Proof of in-date RNFT pass.

Recommended for transfer on the candidate’s latest SJAR.

Evidence of in date manning clearance to transfer from current branch/trade.

Passed the Royal Navy Psychometric Test (RT), at the score stated in Para 0757 - Eligibility Matrix-RN, RM and RFA - for a Medical Technician (radiography/biomedical science/ODP ODP) student.

Provided NRA with a curriculum vitae, emailed to NAVYCNR-OPSNRAPO@mod.uk

Completed evidence of 2 weeks clinical experience obtained in a relevant adult Health Care setting with a recommendation to train in health care.

Provide copies of SJARs for the last 3 years.

d. The NMD team will convene all Selection Boards, when necessary, and will inform Commanding Officers, copy to RCMNAHP and CNR where applicable.
e. Selected candidates will, subject to confirmation of availability by RCMMED (CNR for Inter-Service transfers), be assigned to the Defence School of Health Care Studies (DSHCS) for course. The rate at which Inter-Service personnel transfer, and the limitations on advancement during training, where applicable, will be confirmed by CNR after consultation with the Medical Branch Manager.

f. All candidates must comply with the current return of service regulations and sign a Waiver of Notice of Discharge as of Right in Consideration of a Course of Training (Form S2658) in accordance with Para 5308.

g. Failure to meet the standards required will result in discontinuation of training and either Discharge Unsuitable During Training or return to their original Service/branch/specialisation.

h. Ratings returned to their original Service/branch/specialisation who subsequently qualify at their own expense in the civilian examination and obtain registration with the NMC, may apply through their Commanding Officer for transfer to the Naval Nurse structure. If recommended the rating may, subject to approval by the Medical Branch Manager (CNR for inter-Service transfers), transfer from the date of the ratings registration with the NMC.

i. **Promotion in Source Specialisation whilst undergoing Naval Nurse Training.** See Para 6704. LHs will not be eligible for selection for promotion to Petty Officer whilst undergoing Naval Nurse training.

j. Ratings will be transferred to the QARNNS Naval Nurse structure subject to the following conditions:

1. They have successfully completed Naval Nurse training and registered with the NMC (effective date of transfer will be date of successful completion of the course).

2. Are recommended.

3. Have minimum of 6 months since last career check (if any).

k. Ratings will transfer to the Naval Nurse structure as shown below:

<table>
<thead>
<tr>
<th>Present Rate</th>
<th>Transfer To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able Rating</td>
<td>A/LNN (see Para 6909 re LRLC)</td>
</tr>
<tr>
<td>Leading Hand</td>
<td>Leading Naval Nurse (see Para 6909 re LRLC)</td>
</tr>
<tr>
<td>Petty Officer</td>
<td>Petty Officer</td>
</tr>
</tbody>
</table>

l. Further promotion within the Naval Nurse structure for sideways entry is in accordance with the rules laid down in Para 8901.
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ENGINEERING BRANCH – EDUCATION AND TRAINING SUPPORT

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ETS branch ceased in December 2014. Historical flowcharts held by Terms of Service.
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Annex 91E  RM Modified Command Course Training
Appendix 1  Guidance Notes
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CHAPTER 91
ROYAL MARINES OTHER RANKS PROMOTION

SECTION 1 - PROMOTION GENERAL

9101. Introduction
The following regulations are specific to promotion of Royal Marines Other Ranks (ORs). RM ORs employed in the following Royal Navy Specialisations must refer to their specific BRd 3(1) promotion regulations: RN Aircrewman (RM ACMN) - Chapter 81, RN Logistician (Catering Services) (LOG(CS)) - Chapter 85, RN Medical Assistant (RMMA) - Chapter 87, RNRM Welfare – Chapter 86, Naval Personnel Team (NPT(RM)) and RM Career Managers (RM CMs) will be referred as PCAP(RM).

9102. Education
a. Qualifications. The educational qualifications required for each rank up to and including the rank of WO1 are given at Annex 91C and Annex 91D.

b. Exemptions. An individual who has a minimum GCSE ‘C’ grade in English Language and Mathematics, or an equivalent examination grade, may be exempt from Literacy and Numeracy Testing and Education in the Royal Navy.

9103. Professional Qualifications
a. The professional employment of each rank within specialisation is governed by the requirement to achieve Command and Primary Specialist Qualification (PSQ) within the selection year specified by the Promotion Notification (PN) prior to a Common Promotion Date (CPD).

b. JNCOs/SNCOs:
   (1) Cpls. Qualification to PSQ2 level or RM Skill At Arms Course (RMSAA) is mandatory. Waiver of Command courses for RM Special Forces (RMSF) with Army qualifications and RMR Corporals is detailed at Annex 91C.
   (2) Sgts. Promotion is governed by the requirement to upgrade to PSQ1 where applicable.

c. CSgt. Nil requirement.

d. WO2 RM. With the exception of Bandmaster, successful attendance on the Advanced Command Course (ACC) is mandatory for promotion to WO2 RM.

e. WO2 Bandmaster. Selection for promotion is governed by the requirement to have passed the Bandmasters’ Course prior to the Promotion Selection Board (PSB).

f. WO1 RM. Successful attendance on the WO1 course is mandatory for promotion to WO1.
9104. Candidature for Promotion

a. Normally a Mne will only be accepted as a candidate once they have served 12 months from King’s Squad Pass Out (KSPO) or, in the case of the RMBS, when a rank attains the M2/B2 qualification (the M2/B2 qualification may only be attempted after serving 12 months from attaining the M3/B3 qualification, unless they have been awarded advancement). In addition, candidates must be Qualified Educationally for Cpl having achieved Functional Skills (FS) Level 1 in Literacy and Numeracy and have not requested Early Termination.

(1) Automatic Candidature: Twelve months following KSPO, an individual will automatically be enrolled onto the Corps Roll of Candidates unless they are not Educationally Qualified for Promotion (EFP) or they have indicated on JPA they do not wish to become a candidate for promotion. RMBS have automatic candidature on completion of M2/B2.

(2) Subsequent Candidature:

(a) Ranks who do not take automatic candidacy may subsequently apply on JPA through their respective Unit and the RM Promotions Section (RM PROMS). The Individual will be enrolled onto the Corps Roll of Candidates with effect of the date of the application.

(b) Ranks not enrolled onto the Corps Roll due to insufficient EFP will be enrolled automatically once notification of a minimum of FS Level 1 is received by RM PROMS.

b. Accelerated Candidature. Ranks may be awarded accelerated candidature based on their performance during recruit training in conjunction with the King’s Badge Board. The Board may award immediate candidature with effect from KSPO or automatic candidature with effect from six months after KSPO to any deserving ranks.

(1) Royal Marines

(a) Holders of the King’s Badge immediately on recommendation of King’s Badge board (assuming EFP).

(b) Diamonds/Section Comds after a minimum of six months’ service (time dependent on KBB recommendation).

(2) Royal Marines Band Service (RMBS). On successful completion of the M3/B3 examinations, holders of Prince’s Badge, Wing and House Captains and Section Commanders will be awarded the following advancement for eligibility to attend M2/B2 course:

- Prince’s Badge 6 months (eligible 6 months after M3/B3 SQ)
- Wing Captain 6 months (eligible 6 months after M3/B3 SQ)
- House Captain 3 months (eligible 9 months after M3/B3 SQ)
- Section Commander 1 month (eligible 11 months after M3/B3 SQ)
c. As a Candidate, an individual is a potential NCO and is to be given every encouragement and opportunity to improve their Command ability and to obtain the qualifications required for promotion.

d. **Seniority.** The seniority of a candidate is determined by the RM PROMS and will normally be 12 months from KSPO or the date of SQ. Subsequently, this date becomes the enrolment date on the Corps Roll of Candidates.

e. **Removal.** Commanding Officers (COs) may recommend that candidates be removed from the Corps Roll of Candidates for the following reasons:

   1. At the Candidate's own request.
   2. On the grounds of unsuitability arising from disciplinary or other reasons.

   Recommendations for removal are to be forwarded to RM PROMS by special SJAR in the case of an enforced removal or, in the case of voluntary removals, via JPA.

f. **Reinstatement.** An individual who has been removed from the Corps Roll of Candidates may apply to their CO for reinstatement. This request, if supported by the CO's recommendation, must be forwarded to RM PROMS for approval. The following caveats apply:

   1. The individual is not to be reinstated until a minimum period of 12 months and one day has elapsed since removal.
   2. Individuals reinstated on the Corps Roll of Candidates will have their former seniority as a candidate taken into account if they have been removed at their own request. However, if they have been removed for any other reason, their seniority will normally be the date of recommendation for reinstatement, with all former seniority being forfeit.

9105. **Eligibility for Promotion**

a. Ranks on EC/ES3 are considered for promotion selection in order to support structural sustainability.

b. Ranks on Extension of Service (EoS) will not be considered for promotion selection.

c. Individuals serving in N/A specific Continuity positions will not be considered for promotion, as there is no substantive promotion requirement for those in Continuity positions.
d. Ranks who have a Termination Date prior to their Common Promotion Date (CPD) will not be considered by the Promotion Selection Board.

e. Ranks who have requested Early Termination will be considered at the PSB but will not be selected for promotion. They may, on withdrawal of notice, be subsequently selected at the RM Branch Manager’s (BM) authority. A rank will still be considered for selection in their source branch whilst on a long training course.

9106. Promotion to Acting (Paid) Lance Corporal

a. COs of Units (RM, Army and RAF), HM ships and RN establishments are authorised to promote Mnes to the rank of Acting (Paid) LCpl where NCO rank is considered appropriate for leadership, prestige, status or training reasons. Details of Units allocated quotas are held by RM BM. Approval to promote above these ceilings must be secured from the BM WO before any action can take place. Individuals who have attended and passed JCC/JCC(B) are to remain Acting (Paid) LCpl whilst awaiting their CPD.

(1) On completion of trade training, individuals in the following specialisations will automatically be promoted to LCpl: Combat Intelligence (CI), – Military Police (MP), Royal Marines Communications Technician (RMCT) and Special Forces Signaller (SFC) and Telecommunications Technician (TT).

(2) All ranks attending JCC/JCC(B) are to be promoted to the rank of Acting (Paid) LCpl whilst on their respective Command Course.

(3) All ranks attending SQ2/1 training who have been selected for promotion are to be promoted to the rank of Acting (Paid) LCpl whilst on their respective SQ2/1 training course.

(4) On successful completion of JCC and or SQ2/1 training, ranks will retain their Acting (Paid) LCpl status.

(5) Those ranks who have not been selected for promotion at PSB, but hold the rank of Acting (Paid) LCpl, will retain their rank and pay whilst on course.

(6) Those ranks who have not been selected for promotion and do not hold the rank of Acting (Paid) LCpl, will not be promoted for SQ2/1 training courses.

(7) Musicians and Buglers (Musns and Bugs) must be qualified either M2 or B2 to be eligible to be promoted to the rank of Acting (Paid) LCpl.
(8) Those ranks who have not previously been selected for promotion, but are selected after they have commenced their relevant PSQ2 course, will be promoted to Acting (Paid) LCpl with effect from the date of the Promotion Notification.

(9) If an individual in the ARM, MESM or VM PSQ has completed formal Level 1 training and does not already hold the rank of Acting (Paid) LCpl, they will be promoted to Acting (Paid) LCpl on receipt of that qualification.

b. **Administrative Reversion.** COs are to revert a LCpl to Mne when:

1. An individual ceases to hold an assignment for which the rank is considered necessary, or is assigned out of the unit.

2. When a rank is selected under the Direct Specialisation Scheme (DSS) to attend an SQ/TQ course.

c. In the following circumstances, COs must not revert:

1. LCpl (MP2).

2. LCpls who have passed JCC/JCC(B).

3. LCpls who have been selected for promotion and have passed SQ2/1 training.

9107. **Selection and Promotion up to the Rank of WO2 RM General Service**

a. **Promotion Eligibility** (further guidance is at Annex 91C)

1. **Marine to Corporal.** All Mne’s (including LCpls) will be considered for promotion to CPL if they are EFP and have a positive recommendation for promotion.

2. **PSQ2 Level Entry Specialisation.** Candidates can volunteer for one of the PSQ2 Level Entry Specialisations on receipt of a positive recommendation for promotion on their SJAR. They must attend and pass the relevant aptitude having first been authorised to transfer through the RM Branch Manager. RMBS ranks must have attained M2/B2 SQ in order to become a candidate. Ranks entering PSQ2 (AIRCrew, DL, ML PT, PW or RMIS etc.) must have passed JCC.

3. **Corporal to Sergeant.** All substantive Cpls will be considered for promotion to Sgt if they are EFP and have a positive recommendation for promotion.

4. **Sergeant to Colour Sergeant.** Sgts must have a positive recommendation for promotion.
(5) Sergeant to Colour Sergeant Technical

(a) **Promotion to Colour Sergeant - VM/ATV.** Promotion to Colour Sergeant will be determined by the requirement to pull-through from Sergeant to WO2. Whilst PSBs will consider this as a single cohort, the requirement will be split into VM and ATV.

(b) **Promotion to Colour Sergeant - TT/AT.** Promotion to Colour Sergeant will be determined by the requirement to pull-through from Sergeant to WO2. Whilst PSBs will consider this as a single cohort, the requirement will be split into TT and AT.

(c) **Promotion to Colour Sergeant – RMIS/FoS(IS).** Promotion to Colour Sergeant will be determined by the requirement to pull-through from Sergeant to WO2. Whilst PSBs will consider this as a single cohort, the requirement will be split into RMIS and FoS(IS).

(6) **Colour Sergeant to WO2 RM.** All substantive CSgts will be considered for promotion to WO2 RM if they are EFP and have a positive recommendation for promotion.

b. **Promotion Selection Boards.** PSBs will take place on an annual basis and additionally exceptional PSBs will take place when required. The PSBs will be conducted as follows:

(1) PSB Board Member Composition:

(a) OR7 to OR8: OF4, OF3, OR9.

(b) OR6 to OR7: OF4, OF3, OR9.

(c) OR4 to OR6: OF3, OF2, OR8.

(d) OR2 to OR4: OF3, OF2, OR8.

(2) **Conduct.** PSBs will consider all candidates by rank within PSQ. The PSBs will produce an Order of Merit (OoM) from which, based on the promotion requirement, ranks will be nominated for promotion or identified as Reserves. The OoM and subsequent nominations form the basis of the Promotions Notification (PN). The OoM formulated by a PSB remains valid until the subsequent annual PSB. Reserves may be called forward throughout the Training Year (TY) dependent on the requirement.

c. **Training Requirement.** In order to be substantively promoted ranks selected for promotion are required to complete mandatory Command/PSQ//RMSAA training prior to a CPD. To ensure that selected ranks are trained on the most appropriate Comd/PSQ courses, specialisation advisers (Spec Advs) will co-ordinate with RM PROMS identifying Command Course loading priorities. With the exception of RMBS, RM PROMS will promulgate all Command Course Loading Notifications (CLN). PCap(RM) will promulgate all PSQ//RMSAA CLNs, including RMBS.
d. **Common Promotion Date (CPD).** Fully qualified ranks will be promoted to their substantive rank on the relevant CPD:

- WO1 RM - 31 Mar
- WO2 RM - 31 May
- CSgt - 31 Jul
- Sgt - 31 Oct
- Cpl - 31 Jan

e. **SBS Selection and Promotion up to WO2 RM.** SBS ranks will be selected for promotion using the same principles of Merit Based Promotion (MBP) as the RM General Service (GS). Taking into consideration the special nature of their employment, the PSBs will incorporate representation from SBS. Fully qualified ranks will be promoted to the substantive rank on 30 Nov.

f. **RMBS Policy** (further guidance is at Annex 91D)

1. **Merit Based Promotion (MBP).** RM Band Service substantive promotions are selected through MBP.

2. **Promotion to Sergeant.** All substantive Cpls will be considered for promotion to Sgt if they are EFP and have a positive recommendation for promotion.

3. **Promotion to Colour Sergeant.** Sgts must have a positive recommendation for promotion.

4. **Bandmaster Course Selection.** Band NCOs will not be selected to attend the WO Bandmaster Course unless they have passed the SCC(B), are M1 SQ and are EFP to WO2 Bandmaster.

5. **Promotion to Colour Sergeant (Bandmaster).** Sgts must have the Bandmaster qualification and a positive recommendation for promotion.

6. **Promotion to WO2 Bugler/Bandmaster.** Successful attendance on the Advanced Command Course (ACC) is mandatory for promotion to WO2.

7. **Colour Sergeant Buglers** CSgt Bugs who are EFP to WO2 Bugler will be selected to attend the ACC at CTCRM, the successful completion of which is a pre-requisite for promotion.

g. **RM and RMBS Promotion Progression.** RM and RMBS Promotion Progression flow diagrams can be found at Annex 91C and Annex 91D.
9108. Selection and Promotion to the Rank of WO1 (further guidance is at Annex 91A)

a. **Introduction.** WO2s can volunteer for either WO1(Specialisation/Any/RMBS). The selection is based on a generic WO1 RM PSB which will ensure a common standard.

b. **Terminology.** For the purposes of this section, a distinction must be made between WO1s (ie. WO1(Spec Advs), WO1 (Any) and WO1 (RMBS). To this end, WO1 RM position will be termed WO1 RM.

c. **Eligibility.** Individuals selected for promotion must meet the specific promotion criteria set out in Annex 91C and Annex 91D.

d. **Reporting Requirements.** WO2 SJARs should reflect an individual's suitability for promotion to WO1 RM. Reporting Officers should also specify suitability for a WO1 appointment (eg. JCTATT, RNMC, RDCA, RSM, EWO/BWO, AADJT, CM/BM, HRTSG etc.).

e. **Training for WO1 RM.** WO2s who are selected for either appointment must attend the WO1 RM course prior to substantive promotion.

f. **Subsequent Appointing of WO1s.** Additional appointing of WO1 RMs is at the discretion of the Corps Drafting Officer (CDO) in consultation with the RM BM.

g. **Engagements.** All WO1s selected will be offered sufficient periods of service to allow them to complete future appointments if required. WO1(RSM)(SBS) and WO1(SBS) will be offered periods of further service based on the requirements of DSF.

9109. Substantive Promotion

a. **Selection of Royal Marines for Promotion.** Substantive promotion of WOs and NCOs is announced through the PN issued by RM PROMS on behalf of DACOS(Prom) and promulgated on completion of PSBs or periodically according to the promotion requirement. The PN will be published according to rank. It will identify those ranks selected for promotion to the next higher rank and give a CPD on which substantive promotion is to take effect. Copies of the PN are issued to all Units (RM, Army and RAF) RN ships and establishments in which RM WOs, NCOs and Other Ranks selected for promotion are serving. Following a CO’s release, sufficient copies of the PN should be made available for scrutiny by all personnel.

b. **Eligibility Criteria.** Individuals selected for promotion must meet the promotion eligibility criteria set out in Annex 91C and Annex 91D.

c. **Confirmation.** The substantive promotion date promulgated by a PN is not effective until confirmed by the Promotion Confirmation Notification (PCN). The CO must effect the promotion from the date reflected in the PCN.
d. **Deferment.** A CO is authorised to withhold or defer promotion in the following circumstances:

(1) **Poor Performance or Conduct.** Where an individual has shown by their recent conduct or inefficiency that they are unsuitable for promotion. Further guidance can be found at Para 6711.

(2) **RM Fitness Test (RMFT) Failure.** Where an individual fails the RMFT or RMFT(P) due to a lack of personal fitness, the deferment will remain in force until they have passed the RMFT or RMFT(P). Ranks unable to attempt the RMFT or RMFT(P), owing to their medical category, may be promoted provided a Medical Officer can confirm the individual is expected to reach the necessary standard within 6 months (Para 6908 (JMES Criteria) and BR 1750A (Handbook of Naval Medical Standards) refers). Units are to ensure the RMFT or RMFT(P) competence (Medical Exempt/Fail) is correctly recorded by a Physical Training Instructor (PTI). The PTI must ensure that the previous RMFT or RMFT(P) competence is correctly end-dated and a new RMFT or RMFT(P) competence is entered on JPA.

e. **Permanent Medical Downgrade (PMD).** PMD is regarded as being when an individual has been graded below the medical standards required for service in their particular Specialisation. Individuals in a PMD category will have had their capabilities specifically defined by the Naval Service Medical Board of Survey (NSMBOs)/Naval Service Medical Employability Board (NSMEB) and may be exempt from the RMFT, RMFT(P) CFT and have other restrictions placed upon them. However, the individual may be promoted in line with the regulations set out in Para 6908 and BR1750. In the case of those individuals who have been assessed by the NMBOS/NSMEB for suitability to attend Command Course Training, Unit MO's/CO's must refer to Annex 91E to form a considered decision on a rank’s suitability to attend an RM Modified ACC, SCC or JCC Command Course Training.

9110. **Failure to Achieve Qualifications in Selection Period (further guidance can be found at Table 91-1)**

a. Ideally, a rank would complete command and then subsequently PSQ training but, due to course programming, this will not always be possible. It follows therefore that individuals could be loaded onto a PSQ/PTQ course before a command course. It is important to remember that successful completion of both command and PSQ/PTQ training together is required to qualify for substantive promotion. Those ranks who are unable to achieve the promotion qualifications in the Training Year (TY) will fall into the following categories:

(1) **A Rank’s PSQ/PTQ Training Overruns the TY.** A rank who, having successfully completed command training, is unable to complete SQ/TQ training within the TY due to course clashes or a non-programmed Operational Deployment will be loaded to the next available SQ/TQ course. If this course overruns the individual’s CPD, once they have successfully completed the course, they will receive seniority of the originally intended CPD.
(2) **A Rank Fails either Command or PSQ Training.** Individuals who Fail a command or PSQ training course will, if possible, be loaded to another course within the same TY. If the rank fails the second course, they will be de-selected and a reserve nominated to take up the vacant position. The de-selected rank will not be considered at the next annual PSB. This rule also applies to PSQs that have only one course per year. In the event that a rank fails the one PSQ course, they will be de-selected for that TY.

(3) **A Rank Passes a Course on a Second Attempt.** In the event that a rank passes on a second attempt, and the end of the second course falls within the same TY, they will receive the same CPD as other ranks selected in the same year. If, however, the second course ends after the selection year the rank will receive a CPD at the end of the TY in which they qualify.

b. There will be occasions when ranks who have been selected for promotion will be unable to pass Command Training within two attempts during the TY as described above. In order that promotion vacancies are filled within the selection year some ranks may have to be de-selected and reserves nominated in order to fill vacant selection places. In these cases, the following rules will be applied, and in each of these, DACOS(Prom) will be the final arbiter for de-selection (see following table).

c. In accordance with the needs of the Service, a candidate who has not been selected for promotion may be selected by the RM BM to attend Command Training. This will normally be where critical gaps exist and where training places on Command Courses are available. Should this rank pass the Command Course they will be eligible for Acting Higher Rank (AHR) only where gaps exist but must be selected for promotion and pass a PSQ/PTQ 2/1 Level Course before being promoted substantively. Passing Command Training does not guarantee selection for promotion.
### Table 91-1. Rules Concerning De-selection

<table>
<thead>
<tr>
<th>Serial</th>
<th>Occasion</th>
<th>Resulting Action</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Failure to achieve pre-requisite Command Cse Joining Instructions (JIs) criteria (See Note 6).</td>
<td>Re-loaded to next command course. Deselect if 2 strikes.</td>
<td>Deselect if rank fails second JIs criteria.</td>
</tr>
</tbody>
</table>
| 2      | Failure on Command Cse in TY 1. (See Note 6). | Reloaded to next Command course. | 1. If rank passes second Command Cse, they are awarded CPD at end of TY in which they qualify for promotion.  
  
  ii. Deselect if rank fails second Command Cse.  
  
  iii. A rank may attend SQ/TQ Trg whilst prohibited from Command Training. |
| 3      | An individual elects not to attend or VWs from Command or PSQ Cse. (See Note 1). | Deselect. | (See Note 7). |
| 4      | Failure to remain on Command Course due to Medical RFC. (See Note 2). | Await reload pending Medical authorities' consent, the rank is fit to attend a Comd course. Deselect. | (See Note 7). |
| 5      | Failure to remain on Command Course due to a Welfare RFC. (See Note 3). | Await reload pending authority from the Welfare Agencies, rank is fit to attend Comd course. Deselect. | (See Note 7) |
| 6      | Failure to attend any Command Cses due to being Operationally Deployed. (See Note 4). | Rank is loaded to first available Command and PSQ Trg Cse on completion of the deployment. | i. Rank passes Cse: Awarded preserved CPD, if authorised by RM PROMS. 
  
  ii. Rank awarded deferred pass: Rule in Para 9123 applies.  
  
  iii. Rank fails Cse: Serial 2 applies. |
| 7      | Failure to address Command Cse deferred pass. (See Note 5). | Automatic Command Cse Fail (See serial 2). | See Serial 2. |
| 8      | Failure on PSQ/PTQ Cse. (See Note 6). | Rank is loaded to next available PSQ/PTQ Cse. | De-select if rank fails second PSQ/PTQ Cse. (See Note 7). |
| 9      | Ranks not trained within 2 TYs. (See Note 1). | Deselect. | (See Note 7). |
Notes:

1. Unless valid Operational, Welfare, Medical, Maternity or other reasons, Units/CofC are to state their case to RM PROMS in writing. Each eventuality will be judged on a case-by-case basis.

2. If a rank is RFC Medically from a Command Course, they will have a Medical Strike. If RFC Medical a second time (ie. 2 x Medical Strikes) the rank will be de-selected.

3. If a rank is RFC Welfare from a Command Course, they will have a Welfare Strike. If RFC Welfare a second time (ie. 2 x Welfare Strikes) the rank will be de-selected.

4. This does not include programmed deployments where Command and SQ training continue regardless. Exceptions to this ruling will only be granted with the agreement, in writing, of RM PROMS (eg. preserved CPD).

5. If ranks are unable to address their shortfalls due to Operational, Welfare, Medical, Maternity or other reasons, Units are to state their case to RM PROMS in writing. Each submission will be judged on a case-by-case basis.

6. RM PROMS will assess all representations by Units concerning individual selection, de-selection or CPD on a case by case basis.

7. Ranks will not be considered at the next annual promotion Selection Board following deselection. Ranks will only be considered in the future providing they continue to meet the eligibility criteria.

9111. Erroneous Promotion
If a promotion is subsequently found to be erroneous the promotion will be rescinded from the date that it was authorised.

9112. Does Not Want Promotion (DNWP)/DEV SJAR
When an individual DNWP or has been awarded a DEV SJAR 1 Rank Up waiting CPD, they will have their promotion selection rescinded and will automatically be deselected. The deselected rank will not be considered at the next annual promotion Selection Board following promotion refusal. Ranks will be presented to promotion selection boards thereafter providing they continue to meet the eligibility criteria. Individuals with an approved Termination Date or Transferred to another Service/Spec on JPA will have their promotion selection rescinded and will be deselected.
9113. Unit Administrative Action for Promotion and Relinquishment

a. **RM PROMS will Issue PCN (PORMs).** Units are to email NAVY PCAP-PROM RM WO, having checked promotion qualifications criteria at Annex 91C and Annex 91D and completed Orderly Room procedure. Once an individual has been either promoted or reverted at CO’s Orderly Room, units must ensure that the following actions are undertaken:

   (1) Details of the promotion/reversion are published in Unit Daily Routine Orders (DROs).

   (2) With the exception of promotions to, and reversions from, substantive rank, where action will be taken by the RM PROMS.

b. For promotions that are withheld or deferred by COs and then confirmed at a later date, Units are to email NAVY PCAP-PROM RM WO when Orderly Room procedures are completed, and RM PROMS will complete JPA action.
SECTION 2 - SELECTION FOR COMMAND AND SPECIALIST TRAINING

9114. General Provisions

a. The RM Branch Manager is responsible for forecasting the requirements for command, PSQ/PTW, RM Band and other specialist training. The numbers required are ratified by means of the Customer Executive Boards (CEB) process and the annual RMC training plan is published as the RM Customer Statement of Training Requirement (SOTR).

b. All Mnes on completion of recruit training will be assigned to the Command Duties GD specialisation, except those that volunteer for PSQ or SSQ training direct from recruit training and RMBS personnel who are assigned direct to the Band Service. The selection of those to undergo specialisation training is made from approximately 12 months after completion of recruit training and following a Career Counselling Interview (CCI). PCAP(RM) is authorised to assign accordingly.

9115. Command and Specialist Training

a. Command Training. The RM BM is responsible for forecasting the annual requirement for Command Training. RM PROMS is responsible for selecting individual WOs, NCOs and Mnes for promotion and thus those attending such courses. PCAP(RM) is responsible for assigning individuals to attend Command Training.

b. PSQ/PTQ/Spec Training. PCAP(RM) is responsible for assigning WOs, NCOs and Mnes to attend PSQ/PTQ training. The number of ranks required for promotion or for Mne PSQ training is set by the RM BM.

9116. Eligibility for Courses and Return of Service (ROS) for Training

Details of the ROS for higher training courses undertaken by RM personnel can be found in Chapter 53.

9117. Re-entries

Details of the rules concerning basic, Command, SQ/TQ for re-entries are contained in Chapter 48. However, in all cases, the RM BM will consider each re-entry application on its merits in view of the RM manning levels at the time of application and re-training requirement in conjunction with Specialisation Advisors.
SECTION 3 – COMMAND COURSE REPORT (CCR)

9118. Introduction
The assessment and reporting procedures for the Junior (JCC), Senior (SCC) and Advanced Command Courses (ACC) will be recorded on the CCR Form.

9119. Guidance for Assessment
Information on assessment criteria can be found at Table 91-2 below.

9120. Deferred Pass Procedure
An individual may be awarded a C2 Deferred pass on the JCC and SCC. In these instances, the student will have met most of the training objectives, but with clearly identified weaknesses in one module. The individual must return to CTCRM, Command Wing (CW), for the specific phase or phases on subsequent Command Course to be re-taught and re-assessed within six months to the satisfaction of CO CW. The individual can only return to CW once during the six months period. The point at which the individual should re-join Command Training will be discussed between CW staff, respective Spec Advs and the Individual’s Chain of Command.

9121. Command Course Fail (CCF) Procedure
Failures are those students that have not achieved Role Performance Statement (RPS). In all but exceptional circumstances, they must not return to re-attempt for at least six months or a subsequent course.

9122. Removal from Course (RFC)
RFC individuals can be removed from Command Training on the authority of CW at any stage during the Course. CW must email the details of RFC to the parent Unit, PCap(RM) and RM PROMS. This must be followed by a letter from CO CW giving the reasons for RFC. RFC action will fall into three main categories; CCF, RFC and Medical/Welfare.¹

Table 91-2. Guidance for Completion of Command Course Report

<table>
<thead>
<tr>
<th>Individual Module Percentage Boundary</th>
<th>Overall Grade (SJAR-aligned)</th>
</tr>
</thead>
<tbody>
<tr>
<td>85-100</td>
<td>A Perform to the highest standard in all respects.</td>
</tr>
<tr>
<td>80-84</td>
<td>A- Performing above the standard expected in all respects.</td>
</tr>
<tr>
<td>75-79</td>
<td>B+ Performing above the standard expected in most respects.</td>
</tr>
<tr>
<td>70-74</td>
<td>B Performing to the standard expected in all respects.</td>
</tr>
<tr>
<td>65-69</td>
<td>B- Performing to the standard expected in most respects.</td>
</tr>
<tr>
<td>60-64</td>
<td>C Performing to the standard expected in some respects.</td>
</tr>
<tr>
<td>55-59</td>
<td>C2 Has failed to achieve the standard pass in one respect.</td>
</tr>
<tr>
<td>Less than 55</td>
<td>D Performing below the standard expected in some or all respects.</td>
</tr>
</tbody>
</table>

¹ Further guidance can be found at Table 91-1.
² Grade boundaries are rounded up from the .5 mark, for instance a student a score of 74.5 would be awarded a B+ a student who scores 74.4 would be awarded a B.
SECTION 4 – OTHER ISSUES

9123. Relative Seniority of NCOs

a. NCOs holding substantive rank take precedence over other NCOs holding the same acting rank, irrespective of seniority. Reserve NCOs who are mobilised or undergoing training with Regular NCOs take precedence according to the date of seniority of their substantive rank.

b. NCOs holding acting rank take precedence over NCOs holding a substantive rank junior to the acting rank. This applies irrespective of type of service or seniority in substantive rank. NCOs holding the same acting rank take precedence according to seniority in their substantive rank.

c. Regular and Reserve NCOs of identical seniority under the foregoing rules take precedence as follows:

- Regular.
- Recall Reserve Liability.
- Royal Fleet Reserve.
- Royal Marines Reserve.

9124. Promotion of Prisoners of War, Internees and those Kidnapped

a. Promotion is not to be authorised during an individual's captivity or internment except under the following provisions:

(1) Individuals due for Promotion before Capture. Fully qualified NCOs, Mnes/Bug/Musns whose promotion was authorised, or to be effected on a date earlier than that of capture or internment, but who were not actually promoted, may be granted the higher rank whilst in captivity or internment with effect from the original promotion date.

(2) Individuals Reported Missing or who Die in Captivity

(a) Individuals reported missing and who remain unaccounted for until death is presumed may be promoted for the purposes of pay, dependants' pensions etc, from the date on which promotion would have been authorised provided that the date of authorisation is earlier than the official date of presumption of death.
(b) Individuals reported missing who are subsequently reported officially as having died, and POWs and internees who die in captivity, are to be treated as at Para 9127 a (2) sub para (a). The period subsequent to the date on which the rank was reported missing or taken prisoner is to be taken into account. Such individuals are to be allowed promotion to any rank for which they would have qualified by service alone, prior to the known or calculated date of death. It is to be assumed that such individuals would have obtained the necessary qualifications for promotion within the period.

b. **Acting Rank.** Acting rank (granted under the provisions of Para 9132) held at the time of capture may be retained during captivity and for a period of 61 days after date of repatriation or until the date of re-joining a unit for effective service, whichever is earlier. The NCO is then to be reverted to their substantive rank.

c. **Promotion after Repatriation or Liberation.** Provided an individual is not to be discharged from the Service on completion of hospital treatment or following leave granted having been a POW or an internee, and they return to full duty with an unbroken record of service, their promotion may be authorised under the following rules:

   (1) The individual must first successfully complete all the mandatory training required for promotion to the higher rank.

   (2) The effective date from which their promotion may be authorised is then to be calculated by adding the length of time taken to undertake mandatory training since return to duty from the date of capture.

d. **Further Promotion.** Eligibility to qualify for further promotion following the implementation of the rules in Para 9127 sub para c is to be determined as follows:

   (1) The date of eligibility to undertake mandatory training is to be calculated from the adjusted seniority in rank.

   (2) The effective date of completing the mandatory training is to be antedated as in Para 9127 c sub para (2). Selections for further promotion will be made on this basis, provided that the individual has applied to undertake mandatory training within a reasonable period after return to full duty and that they pass at the first attempt.

   (3) When no professional or other qualifications are required for a higher rank, further promotion may be authorised in retrospect.
9125. **Formal Reversion**

a. **At Own Request.** Commanding Officers may approve the reversion of WOs or NCOs at their own request, either to a lower NCO rank or to the rank of Mne, and are to report such reversions to the RM Branch Manager and the RM PROM by letter. The latter will undertake the necessary JPA action. The individual is to assume their original seniority in the lower rank, and is not to be considered for promotion until they so request. Any such request must be submitted in writing (letter or via JPA). An NCO who is reverted to the rank of Mne at their own request may not retain a 1st Class PSQ/PTQ specialisation except in certain specialisations where the holding of such 1st Class PSQ/PTQ is permitted (eg. Armourers, Vehicle Mechanics).

b. **Swimmer Canoeist (SC) Specialisation Transfer.** An NCO who is accepted for transfer to the SC specialisation, is likely to be required to revert to a lower non-commissioned rank.

9126. **Reduction**
The procedure for reduction in rank is set out in Chapter 70.

9127. **Promotion of Former NCO Re-entries**
Former NCOs who re-enter the Corps are subject to approval by the RM BM.

9128. **NCOs Under Warning**
The Warning procedure is set out in Chapter 57.

9129. **Promotion to Acting or Local Acting (Paid) Rank (Cpl and above)**

a. **Introduction.** Acting and Local Acting Rank is authorised by RM PROMS. Acting or Local Acting rank may be refused, or withdrawn, if Corps manpower ceilings are likely to be exceeded. In all cases, substantive promotion takes precedence over Acting or Local Acting rank. Relinquishment or reversion from Acting or Local Acting rank has no consequential effect on the individual’s consideration by PSB for substantive promotion other than those instances where reversion is for poor performance.

b. **Acting and Local Acting**

(1) Acting rank may only be awarded to those ranks who have been selected for promotion. The administrative Acting promotion must be reviewed by PCap(RM) at the twelve-month point.

(2) Local Acting rank may be awarded to Mnes, Cpl Sgts and CSgts who have not been selected for promotion but are candidates for such and are identified in Unit as capable of filling a gap at the next higher rank. The administrative Local Acting promotion must be reviewed by PCap(RM) at the six-month point.
There is no difference in pay or status, but this is simply a means of identifying those who have been selected for promotion and are awaiting a CPD and those that have not been selected.

c. Circumstances. The administrative promotion to Acting or Local Acting rank of NCOs and Mnes to one rank above their substantive rank may be appropriate in the following circumstances:

(1) Where a shortage of individuals of a particular rank and/or SQ/TQ leads to a vacancy in that rank and/or SQ/TQ against the complement of a unit which is not expected to be filled for at least 21 days.

(2) Where an NCO is absent for reasons of sickness, compassionate leave or service requirements (excluding Command or SQ/TQ course, or margin action), and where the vacancy is not expected to be filled within 21 days.

d. Criteria. COs must be satisfied that the individual to be administratively promoted is capable of performing the full duties of AHR and is the most suitable person within the Unit ie. the individual should normally satisfy the following criteria:

(1) The individual must be EFP for promotion to the higher rank.

(2) The individual should have been recommended for promotion 1 Rank Up with EXCP, HIGH or YES on their latest SJAR.

(3) An individual should not have failed a Command or SQ/TQ upgrading course within the last 12 months.

(4) An individual who has received a Deferred Pass on Command Course may be promoted to AHR subject to manpower restraints.

(5) In the case of promotion to Acting (Paid) WO1 RM, an individual must have already passed the WO1 RM Selection Board.

(6) In the case of promotion to Acting (Paid) WO2, individuals must have been selected for promotion to WO2 RM.

e. If no suitable command trained other rank is available to fill a position, COs may consider someone who has a place booked on a Command Course scheduled to start within the following 12 months. Any such decision must mitigate the duty of care implications of employing an Other Rank in the next higher rank who has not completed all prerequisite training, both on behalf of the individual and those whom they will lead. The award of the acting rank should be reviewed at the 12 month point to ensure that the individual is performing well in the temporary vacancy. If the latter does not apply or the individual has failed to successfully complete the respective command course, unless under exceptional circumstances, they should be reverted to their substantive rank and consideration should be given to awarding the acting rank to another individual, preferably one who has completed the relevant Command Course.
Reporting the award of the acting rank (and any change of individual at the twelve-month review) should be made in accordance with details at Para 9129 sub para f. Exceptionally a suitable Other Rank who has not been selected for promotion may be promoted to local acting rank, in which case it is to be reviewed at the six-month point.

f. **Authority for Administrative Promotion.** Where there is a gapped liability driven position, COs are to seek authority for AHR from RM PROMS.

g. **Circumstances for Reversion.** Reversions from acting or local acting rank are to be effected as follows. An Acting or Local Acting NCO is to be reverted to their substantive rank when:

1. The vacancy which resulted in their administrative promotion ceases to exist.
2. They are reassigned from the ship or unit.
3. They go on a course within the unit, or elsewhere, involving an absence of more than 35 days from the duties for which the acting or local acting rank was granted.
4. They are absent from duty through sickness or leave for longer than 28 days.

h. Consideration should be given to reversion when an individual:

1. Fails to achieve a recommendation for promotion 1 Rank Up (EXCP, HIGH or YES grade) on their SJAR.
2. Rejects selection for a command or PSQ/PTQ/Spec upgrading course, unless for compelling reasons (ie. legitimate welfare or medical etc).

i. **Disciplinary.** The discipline procedure is set out in Chapter 70.

j. **Award and Removal Action.** The JPA Award and Removal of Acting and Local Acting rank is to be taken by PCAP(RM) following confirmation from the Unit.

**9130. Promotion to Local (Unpaid) Rank (Cpl and CSgt only)**

a. **Local Rank is Authorised by the RM PROMS.** Promotion to Local rank, which carries no entitlement to pay, allowances or pension rights, may be given in the following circumstances, and must be reviewed by PCAP(RM) at the six-month point:

1. Where it is desired to exceed, temporarily, the authorised complement for such purposes as special operations and training, subject to manpower constraints.
Where it is necessary for attendance on courses or duties with other Services.

Where it is necessary for prestige purposes, or to enable an NCO to carry out their duties more effectively, subject to manpower constraints.

The individual must not have failed a Command or PSQ/PTQ upgrading course within the last 12 months.

b. An NCO/OR who has been awarded the Local rank may be entitled to SUPA in accordance with JSP754.

c. **Local WO1.** Promotion to local WO1 will not be granted unless the applicant has passed the WO1 RM Selection Board. Those ranks not employed in an OR9 liability driven position on completion of the WO1 RM Course will be reverted to their substantive rank.

d. **Local WO2.** Promotion to local WO2 will not be granted unless the applicant has been selected at PSB.

e. **Award and Removal Action.** The JPA Award and Removal of Local rank is to be taken by PCAP(RM) following confirmation from the Unit.

f. **Relinquishment.** The relinquishment procedure is set out in Chapter 70.

### 9131. Swimmer Canoeist Senior Command Course Attendance Swimmer

Swimmer Canoeists (SCs) are required to attend only Weeks 1-5 of the Senior Command Course (SCC). SCs will be assessed in the following areas.

a. **Instructional Technique**

   1. 30 Minute Lecture.
   2. Point Brief.
   3. Instructional Assessment.

b. **Individual Skills**

   1. Military Knowledge Test 1.
   2. Physical Ability.
   3. Training Programme (Design).
   4. Administration Assessment.
c. **Command and Leadership**

(1) Troop Commander’s Appointment.

(2) Troop Sergeant’s Appointment.

SCs will conduct their Troop Sergeant’s Appointment during the Hasty Attack Package and their Troop Commander’s Appointment during Ex FIRST SHOT. If a SC fails either of their Command and Leadership assessments, they will be required to remain with the course until Week 9 in order to be re-assessed during Ex FINAL COMMAND. In the unlikely event of continued failure, the policy at para 9123 will apply.

d. **End Of Course Report.** SCs will receive an amended course report which will include details of only the assessments they have completed. The report will grade an individual against their peer group over the last 12 months.

e. **End Of Course Prizes.** SCs will not compete for any of the following prizes: Chosin Trophy, Helmand Prize, Commandant’s Prize.

f. **Exceptions.** This policy applies only to SCs. Special Forces Communicators and members of the Maritime Manoeuvre Group will continue to complete the full SCC.

9132. **UK Joint Special Forces Selection – Assignment Process for RN/RM Candidates**

a. From 29 Jun 19, RN/RM candidates are only to be assigned to Special Forces Training Command (SFTC) from the post-aptitude phase of Selection. From the start of the course until completion of the aptitude phase, candidates are to be ‘Move and Tracked’ only (ie. not permanently assigned) by their parent unit.

b. Should a RN/RM candidate withdraw or RFC from Selection during the aptitude phase then their Assignment Order to SFTC is to be cancelled. In most cases, ranks will be returned to their parent Unit unless directed otherwise by ACOS (PCap).

c. UPOs are to conduct the necessary ‘Move and Track’ action to grant candidates the correct allowances on selection for SF training. Joining Instructions for UK Joint Special Forces Selection will include the dates and allowances for the Move and Track period and subsequent assignment RDD. Candidates must submit this information to their respective UPO before attending the course.

d. ACOS(PCap) should consider the impact on candidates returning from course in line with Personnel Functional Standards before making their next assignment.
ANNEX 91A

WO1 SELECTION PROCEDURES

1. Introduction
   The selection for promotion to WO1 RM will consist of a common Promotion Selection
   Board (PSB) procedure to be administered by RM PROMS.

2. Selection Board Format
   The common WO1 PSB is based on four steps, as follows:

   a. **Step 1 - Career Reports Assessment.** A pre-selection process involving the
      scrutiny of all candidates’ reports; this will narrow the field of candidates to no more
      than 3 candidates for each appointment in all bar the most exceptional of
      circumstances. Those selected during Step 1 will be called forward by email for Steps
      2 and 3.

   b. **Step 2 - Academic Assessment.** This is an in-unit assessment conducted
      under exam conditions. RM PROMS will co-ordinate between Unit Adjutants, Unit
      Education Officers and the Corps Tutor who will set and mark the assessment. The
      content is as follows:
      
      (1) A current affairs essay on a topic not previously notified.
      
      (2) Additionally, and to be completed in candidates’ own time:
          
          (a) A 1,500 word Specialisation set essay.
          
          (b) A Personal Questionnaire (Q101) for all candidates.

   c. **Step 3 - One Day Personal Assessment.** The One Day Personal Assessment
      involves a Planning Exercise Assessment and an Interview Assessment. On
      completion of the Personal Assessment, candidates are divided into various pools and
      informed of whether their names will be forwarded to Step 4. The pools are graded as
      follows:
      
      (1) Unsuitable WO1 RM – Names not forwarded to Step 4.
      
      (2) Suitable WO1(Specialisation Adviser/Any/RMBS).

   d. **Step 4 - Final Selection Board (FSB).** The FSB completes the selection
      process and comprises the same Officers as for Step 3. It is conducted after all the
      One Day Personal Assessments. Candidates are given the opportunity to return to
      hear directly from the FSB whether or not they have been successful. A consolidated
      Selection Notification (SN) of those selected will be published to inform the wider
      audience. The SN will place those not selected for WO1 RM as reserves in order of
      merit and some will be liable to conduct training alongside the selected candidates.
      Reserves, if not selected, must re-attend the PSB if they aspire to be substantive WO1
      RM.
3. **SBS(WO1) Selection**

Successful candidates will not be appointed through the FSB, they will be pooled and promoted and appointed to the requirements of DSF based on the future appointment recommendations of the FSB. The CO SBS or their representative will be one of the voting members of the WO1 SBS Selection Board.
APPENDIX 1 TO ANNEX 91A

WO1 PRELIMINARY SELECTION BOARD INSTRUCTIONS

1. These instructions relate to RM Preliminary Selection Boards (Pre-PSB) for promotion to WO1 RM.

2. The WO1 RM Pre-PSB is to select ranks for further consideration by the WO1 RM Promotion Selection Board (PSB) in an objective, impartial and diligent manner in order to meet the Requirement.

3. Eligibility for promotion to WO1 RM is detailed at Para 9108.

4. Promotion Requirement (PR)
   The Pre-PSB should not feel obliged to select candidates for call-forward to the PSB if there are insufficient candidates of the required quality. When assessing candidates, and to facilitate the smooth running of the process and not generate unrealistic expectations, Board Members should aim to forward 2-3 times the PR of candidates for consideration by the PSB.

5. Merit Based Selection
   Candidates will be selected on merit, therefore, Pre-PSB Members’ assessment of merit should be based upon their reading of all the papers in the individual’s Promotion Dossier. The Definition of Merit is at Para 6508.

6. Candidate Grading
   a. Board Members are required to grade candidates on merit against their peers (ie. the other candidates). Where a candidate is the most suitable on paper, they are given a score of 1, the second a score of 2 etc. The average score between Board Members will provide an Order of Merit (OOM), from which candidates will be selected to go forward to the PSB.
   
   b. In considering how to grade Warrant Officers, the following observations may be helpful:
      
      (1) Junior Warrant Officers will have had limited opportunity to build up a track record which demonstrates, unequivocally, their full potential and suitability for promotion to the higher ranks. If that Warrant Officer has demonstrated outstanding promise in the relatively short time they have been a WO2, however, they should be graded accordingly.
      
      (2) More senior Warrant Officers should have a wealth of broad experience by virtue of their age. As the best of their contemporaries will have been promoted already, however, it is unlikely that they will be truly outstanding. Nonetheless, such Warrant Officers can still merit promotion, as their attributes may better equip them than a less experienced candidate for a variety of jobs, or they meet the requirement in a narrower field where deep specialist skills are important.
7. Candidates are to be considered for promotion on the basis of their whole record. Therefore, the Preliminary Selection Board is not bound to accept the recommendation of a current Reporting Officer. If a candidate receives a recommendation identifying unsuitability for promotion, the reason should be stated in the report. Nevertheless, the Board may choose to select a Warrant Officer if they feel that other considerations outweigh the recommendation to defer promotion, or if they disagree with the reason given for deferment. If the recommendation is Insufficient Knowledge (IK), the Board should base its judgement on earlier reports; in this way, no Warrant Officer will be unfairly treated due to discontinuity of reporting.

8. **Supporting Documentation**
   The Promotion Dossier is a pack of Periodic, Special and other relevant authorised reports/letters written on the Warrant Officer that is collated and prepared by the RM PROMs staff. The Warrant Officer's CV, a standard print taken from JPA, is contained within the Promotion Dossier to provide Board Members with an overall picture of the candidate.

9. **The Preliminary Selection Board will consist of:**

<table>
<thead>
<tr>
<th>President</th>
<th>RM OF 5</th>
<th>To be invited by RM PROMs WO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member 1</td>
<td>RM OF 4</td>
<td>CDO</td>
</tr>
<tr>
<td>Member 2</td>
<td>RM OF 4</td>
<td>To be invited by RM PROMs WO</td>
</tr>
<tr>
<td>Secretary</td>
<td>RM WO1</td>
<td>WO1 RM PROMs</td>
</tr>
<tr>
<td>Advisers</td>
<td>RM OF/OR9</td>
<td>Corps RSM/Specialist Officers as necessary</td>
</tr>
</tbody>
</table>

10. The Preliminary Selection Board involves the following activity:

   a. The Board will consider any specific matter raised, such as the Terms of Reference for a particular Specialisation Adviser’s position, the Promotion Requirement and the number of candidates etc.

   b. Board Members are to declare personal knowledge of candidates.

   c. RM PROMS will conduct a time estimate and brief the Board Members on the amount of time available for the consideration of each candidate.

   d. Board Members read the Promotion Dossiers of all Warrant Officers nominated as candidates by their COs, in isolation and without discussion.

   e. Board Members assess the merit of all eligible candidates and grade them in accordance with where they consider the candidate to be on the OOM (1 – the best candidate, 2 – the second best etc). Board Members should be prepared to justify their grades and should appreciate that it is essential to identify, and then maintain, a consistent scoring standard.

   f. Once in session, the Board reviews the overall OOM generated by individual Members’ votes. Where large discrepancies appear between Members’ scores, Promotion Dossiers will be re-circulated until consensus is achieved.
The Board agrees the list of Candidates to be called forward to the PSB. Unless the most exceptional of circumstances prevail, this is to be no more than three times the Promotion Requirement.

On completion of the Pre-PSB, RM PROMs will prepare a closing statement to be signed by the Board President. This document will contain details of all the Warrant Officers considered by the Pre-PSB, their position within the OOM and the decision of the Board regarding which candidates have been nominated to be called forward to the PSB. All other records including the votes cast by individual Pre-PSB members will be destroyed by RM PROMS, in accordance with the General Data Protection Regulations (GDPR).
1. The Promotion Selection Board (PSB) will assess candidates in accordance with the procedures at Annex 91A. The PSB members are to be as follows:

<table>
<thead>
<tr>
<th>Role</th>
<th>Rank</th>
<th>To be invited by</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>RM OF5</td>
<td>To be invited by RM PROMs WO</td>
</tr>
<tr>
<td>Member 1</td>
<td>RM OF4</td>
<td>CDO</td>
</tr>
<tr>
<td>Member 2</td>
<td>RM OF4</td>
<td>To be invited by RM PROMs WO</td>
</tr>
<tr>
<td>Secretary</td>
<td>RM OR9</td>
<td>RM PROMS WO1</td>
</tr>
<tr>
<td>Advisers</td>
<td>RM OR9</td>
<td>Corps RSM</td>
</tr>
</tbody>
</table>

2. The PSB will assess candidates against the following criteria:
   b. Future potential.
   c. Experience.
   d. Adaptability and Initiative.
   e. Awareness and Understanding.
   f. Breadth of Perspective.
   g. Communication and Influence.
   h. Delivering Results.
   i. Leadership.
   j. Physical and Mental Resilience.
   k. Problem Solving and Decision Making.
   l. Teamwork and Collaboration.
   m. Values and Standards.

3. Candidates assessed as suitable for WO1 RM by the PSB will be forwarded to the FSB in accordance with the procedure detailed at Annex 91A.
ANNEX 91B

MERIT BASED PROMOTION

1. MBP Promotion Selection Board Documentation
   PSBs will be provided with the following documentation:

   a. A complete set of Promotion Dossiers for all ranks under consideration.

   b. Consideration lists.

   c. The Requirement by rank and PSQ.

   d. A copy of the instructions to PSB members.
APPENDIX 1 TO ANNEX 91B

POST PSB ACTION

1. The Selection Notification (SN) will be released electronically soon after the completion of the last PSB.

2. This Notification will initiate liaison between RM PROMS and the Spec Advs. Following the issuing of the SN, the Spec Advs/Units are to liaise directly with RM PROMS, in order to co-ordinate Command Course loading and PCAP(RM) for SQ/TQ course loading and reassignment of the individual. This co-ordination is to de-conflict (where possible, and secondary to the exigencies of the Service) the following factors:
   a. Command course availability.
   b. PSQ course availability.
   c. The preferences of, or any constraints (eg. welfare) upon, the individual.
   d. Onward assignment following course completion.

3. The Course Loading Notification (CLN) will be issued by RM PROMS, and will indicate which Command Course each nominated rank is to attend.

4. Once all ranks nominated for promotion have been allocated places on Command and PSQ courses (subject to the Requirement), each individual will receive an Assignment Order, issued by PCAP(RM), which will contain the following information:
   a. The rank’s CPD.
   b. Command Course.
   c. PSQ Course.
   d. Onward assignment/New Appointment (where confirmed).
   e. Authority for Acting Rank (where applicable, authorised by RM PROMS).
APPENDIX 2 TO ANNEX 91B

SPECIALISATION ADVISERS - TASKS AND RESPONSIBILITIES

1. The Spec Advs tasks and responsibilities are detailed below. The provision of accurate information, advice and assistance from the Spec Advs is critical to the success of Merit Based Promotion (MBP). Spec Advs provide intra-specialisation man-management.

2. Under the remit of MBP, Spec Advs are to:

   a. Provide accurate termly ‘State of the Specialisation’ reports to the RM BM and PCAP(RM), which are central to the formulation of an accurate Requirement and assist the effective management of the Specialisation.

   b. Be prepared to offer the specialist advice to the Promotions Office and the Promotion Selection Boards (PSBs).

   c. Liaise, following the publication of the Selection Notification Signal (SNS), and taking account of RM Programming, between the following parties:

      (1) CTCRM and other course agencies.

      (2) The individual.

      (3) RM PROMS and PCAP(RM).

   d. Provide RM PROMS with a list of course preferences, by rank, of the entire PSQ.

3. Specialisation Advisers are to ensure:

   a. An individual’s preferences (secondary to the exigencies of the Service).

   b. Any constraints (eg. anticipated welfare situations, such as childbirth) are taken into consideration when allocating course and onward drafts. Furthermore, Specialisation Advisers are to counsel each individual nominated in the SNS on the implications of refusing a Command Course.

4. It is intended that this liaison and de-confliction will have the following benefits:

   a. Maximise an individual’s warning and preparation time between notification by the SNS and Day 1 of the Command Course (approximately three months before Command Course 1/0X) and potentially up to 13 months (Command Course 4/0X).

   b. Optimise an individual’s opportunity to prepare for a Command Course and therefore maximise the number of ranks passing Command training, thus reducing the NCO under-bearing at the optimum rate possible.

   c. Reduce domestic turbulence and ‘churn’.

   d. Permit increased drafting flexibility.
5. This mission and these tasks are to be included in Specialisation Advisers’ TORs.

6. For the duration of the Boarding process DACOS(Proms) will have priority regarding the employment of the Specialisation Advisers.
# ANNEX 91C

## RM OTHER RANKS (GENERAL SERVICE) AND SPECIAL FORCES – CAREER PROGRESSION PATH

### New Entry

1. Complete recruit training.

2. One to two years from end of recruit training, or on completion of SSQ Training, whichever is the earlier: attain CLM Module A qualification (see Note 1, and Note 4 (MAB6 PSQ)).

3. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and recorded on JPA with the appropriate competence. To be educationally qualified for promotion (EFP) in accordance with Para 9636 and the appropriate competences recorded on JPA.


<table>
<thead>
<tr>
<th>Candidate for Promotion to Corporal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Recommended ‘Yes’ or higher for promotion 1 Rank Up on SJAR.</td>
</tr>
<tr>
<td>2. Must have a valid RM Fitness Test (RMFT) or RMFT(P) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(P) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).</td>
</tr>
<tr>
<td>3. Selected for promotion at PSB.</td>
</tr>
<tr>
<td>4. Nominated to attend JCC or CLM Module B.</td>
</tr>
<tr>
<td>5. Promoted to Lance Corporal to attend JCC or CLM Module B qualification (see Note 4 (MAB6 only)).</td>
</tr>
<tr>
<td>6. Pass JCC or CLM MOD B (see Note 3 and Note 4 (MAB6 only)).</td>
</tr>
<tr>
<td>7. Qualified PSQ2 (see Note 4).</td>
</tr>
<tr>
<td>8. Medically fit for promotion at CPD.</td>
</tr>
<tr>
<td>9. Promotion Confirmation Notification issued by RM PROMS.</td>
</tr>
<tr>
<td>10. Unit HR confirms ranks eligibility and submits a Promotion Authority Request (PAR).</td>
</tr>
<tr>
<td>11. Substantive promotion endorsed and actioned on JPA by RM PROMS.</td>
</tr>
</tbody>
</table>
Corporal to Sergeant

1. Recommended ‘Yes’ or higher for promotion 1 Rank Up on SJAR.

2. Must have a valid RM Fitness Test (RMFT) or RMFT(P) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(P) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. To be EFP in accordance with Para 9636. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

4. Selected for promotion at PSB.

5. Nominated to attend SCC or CLM Module C.

6. Pass SCC or CLM MOD C (see Note 3).

7. Qualified PSQ1 (see Note 4).

8. Medically fit for promotion at CPD.

9. Promotion Confirmation Notification issued by RM PROMS.

10. Unit HR confirms ranks eligibility and submits a Promotion Authority Request (PAR).

11. Substantive promotion endorsed and actioned on JPA by RM PROMS.

Sergeant to Colour Sergeant

1. Recommended ‘Yes’ or higher for promotion 1 Rank Up on SJAR.

2. Must have a valid RM Fitness Test (RMFT) or RMFT(P) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(P) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. Qualified PSQ1.

4. Selected for promotion by PSB.

5. Medically fit for promotion at CPD.

6. Promotion Confirmation Notification issued by RM PROMS.

7. Unit HR confirms ranks eligibility and submits a Promotion Authority Request (PAR).

8. Substantive promotion endorsed and actioned on JPA by RM PROMS.
Colour Sergeant to Warrant Officer 2nd Class

1. Recommended ‘Yes’ or higher for promotion 1 Rank Up on SJAR.

2. Must have a valid RM Fitness Test (RMFT) or RMFT(P) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(P) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. To be EFP in accordance with Para 9636. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

4. Selected for promotion by PSB.

5. Nominated to attend Advanced Command Course (ACC).

6. Pass ACC.

7. Medically fit for promotion at CPD.

8. Promotion Confirmation Notification issued by RM PROMS.

9. Unit HR confirms ranks eligibility and submits a Promotion Authority Request (PAR).

10. Substantive promotion endorsed and actioned on JPA by RM PROMS.

Warrant Officer 2nd Class to Warrant Officer 1st Class

1. Promotion to Warrant Officer 1st Class is by personal interview and Selection Board.

2. Recommended ‘Yes’ or higher for promotion 1 Rank Up on SJAR.

3. Must have a valid RM Fitness Test (RMFT) or RMFT(P) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(P) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

4. To be EFP in accordance with Para 9636. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

5. Selection for promotion at WO1 RM PSB.

6. Nominated to attend WO1 RM Course.

7. Medically fit for promotion at CPD.

8. Promotion Confirmation Notification issued by RM PROMS.

9. Unit HR confirms ranks eligibility and submits a Promotion Authority Request (PAR).
10. Substantive promotion endorsed and actioned on JPA by RM PROMS.

**Warrant Officer 1st Class**

**Notes:**

1. Reduced period for recruits awarded King’s Badge, Prince’s Badge and Section Diamond in Training.

2. Spare.

3. GD Ranks must complete RMSAA before promotion to Cpl.

4. Candidates attending Junior Command Course (JCC) or Command Leadership Module B (CLM B) must hold the minimum rank of Lance Corporal (LCpl). On successful completion of the course ranks are to retain LCpl rank.

5. The Career Progression Path for MAB6 ranks is contained in their Handbook. The three key points are as follows:

   a. All ranks on joining MAB6 revert to Mne rank.

   b. MAB6 ranks are required to pass JCC, SCC and ACC for promotion to Cpl, Sgt and WO2 respectively in accordance with the RM GS rules. Given the routine transfer of Army and RM Mne ranks between MAB6 and MAB2, involving a change of Service, the Army Command Courses (Junior and Senior Brecon) will be considered as equivalent to JCC/SCC.

   c. Shadow Rank Assessment Board (SRAB). Badged MAB ranks (either 6 or 2) are only entitled to MAB Pension and Terminal Benefits on becoming Permanent Cadre (PC) at 6 years’ MAB service. If a rank dies or leaves the service for medical reasons prior to achieving PC, their terminal benefits will be based on assessed Shadow rank, which is that rank could have been expected had they remained in their previous PSQ. The RM Branch Manager can advise on the SRAB procedures.
ANNEX 91D

RM OTHER RANKS (BAND SERVICE) – CAREER PROGRESSION PATH

New Entry Musician/Bugler (Musn/Bug)

1. Complete 15-week basic training package.

2. Musns complete 2 yrs 8 months musical training, Bugs complete 1 yr 8 months musical training.

3. Complete all training, achieve M2 SQ (Musn), B2 SQ (Bugs) normally after 12 months after completion of training following a recommendation from Director of Music (DoM).

4. Commence receiving annual Appraisal Reports (SJARs).

5. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and recorded on JPA with the appropriate competence. To be educationally qualified for promotion (EFP) in accordance with Para 9636 and the appropriate competences recorded on JPA.

6. Nominated to attend CLM Module A.

7. Attain CLM Module A.


Candidate for Promotion to Corporal

1. Recommended 'Yes' or higher for promotion 1 Rank Up in annual SJAR.

2. Must have a valid RM Fitness Test (RMFT) or RMFT(P) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(P) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).

3. To be EFP in accordance with Para 9636. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

4. Selected for promotion at PSB.

5. Nominated to attend JCC(B) or CLM Module B (see Note 1).

6. Promoted to Lance Corporal to attend JCC(B) or CLM Module B qualification.

7. Pass JCC(B) or CLM MOD B.
8. Qualified M1/B1 (see Note 2).

9. Medically fit for promotion at CPD.

10. Promotion Confirmation Notification issued by RM PROMS.

11. Unit HR confirms ranks eligibility and submits a Promotion Authority Request (PAR).

12. Substantive promotion endorsed and actioned on JPA by RM PROMS.

<table>
<thead>
<tr>
<th>Corporal to Sergeant</th>
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<tbody>
<tr>
<td>1. Recommended ‘Yes’ or higher for promotion 1 Rank Up on SJAR.</td>
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<tr>
<td>2. Must have a valid RM Fitness Test (RMFT) or RMFT(P) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(P) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).</td>
</tr>
<tr>
<td>3. To be EFP in accordance with Para 9636. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.</td>
</tr>
<tr>
<td>4. Selected for promotion at PSB.</td>
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<tr>
<td>5. Nominated to attend SCC(B), CLM Module C and M1/B1 SQ Course (see Note 1).</td>
</tr>
<tr>
<td>6. Passes M1/B1 SQ course and SCC(B) or CLM MOD C qualification (see Note 2).</td>
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<tr>
<td>7. BdCpls with M1 SQ become eligible for selection to WO Bandmasters’ Course.</td>
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<tr>
<td>8. Medically fit for promotion at CPD.</td>
</tr>
<tr>
<td>9. Promotion Confirmation Notification issued by RM PROMS.</td>
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<tr>
<td>10. Unit HR confirms ranks eligibility and submits a Promotion Authority Request (PAR).</td>
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<tr>
<td>11. Substantive promotion endorsed and actioned on JPA by RM PROMS.</td>
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<tr>
<th>Sergeant to Colour Sergeant/ Bandmaster Colour Sergeant</th>
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<tbody>
<tr>
<td>1. Recommended ‘Yes’ or higher for promotion 1 Rank Up (see Note 3 and Note 4).</td>
</tr>
<tr>
<td>2. Must have a valid RM Fitness Test (RMFT) or RMFT(P) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(P) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).</td>
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<tr>
<td>3. Selected for promotion by PSB.</td>
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</tbody>
</table>
4. Qualified M/BM SQ1.
5. Medically fit for promotion at CPD.
6. Promotion Confirmation Notification issued by RM PROMS.
7. Unit HR confirms ranks eligibility and submits a Promotion Authority Request (PAR).
8. Substantive promotion endorsed and actioned on JPA by RM PROMS.

**Colour Sergeant to Warrant Officer 2nd Class**

1. Recommended ‘Yes’ or higher for promotion 1 Rank Up on SJAR.
2. Must have a valid RM Fitness Test (RMFT) or RMFT(P) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(P) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).
3. To be EFP in accordance with Para 9636. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.
4. Selected for promotion by PSB.
5. CSgt Bug nominated to attend Advanced Command Course (ACC).
6. Pass ACC.
7. BdCSgt nominated to attend WO Bandmasters’ Course (BMC).
8. Pass BMC.
9. Medically fit for promotion at CPD.
10. Promotion Confirmation Notification issued by RM PROMS.
11. Unit HR confirms ranks eligibility and submits a Promotion Authority Request (PAR).
12. Substantive promotion endorsed and actioned on JPA by RM PROMS.

**Warrant Officer 2nd Class to Warrant Officer 1st Class**

1. Promotion to Warrant Officer 1st Class is by personal interview and Selection Board.
2. Recommended ‘Yes’ or higher for promotion 1 Rank Up on SJAR.
3. Must have a valid RM Fitness Test (RMFT) or RMFT(P) pass (recorded on JPA) or hold an approved permanent medical RMFT or RMFT(P) exemption (recorded on JPA) at the Common Reporting Date (CRD) and Common Promotion Date (CPD).
4. To be EFP in accordance with Para 9636. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

5. Selection for promotion at WO1 RM PSB.

6. Nominated to attend WO1 RM Course.

7. Medically fit for promotion at CPD.

8. Promotion Confirmation Notification issued by RM PROMS.

9. Unit HR confirms ranks eligibility and submits a Promotion Authority Request (PAR).

10. Substantive promotion endorsed and actioned on JPA by RM PROMS.

Warrant Officer 1st Class

Notes:

1. In exceptional circumstances, candidates not yet selected for promotion can be loaded onto command courses or M1/B1 courses at the discretion of Headquarters Band Service.

2. Ranks failing command training will be loaded onto the next available course if all MBP criteria are met. Ranks failing M1/B1 SQ course return to Royal Marines School of Music (RMSoM) to retake course elements as directed by RMSoM.

3. No command/SQ training is required for promotion to BdCSgt/CSgt Bug.

4. ACOS(PCap) authorises accelerated promotion on PSB in order to avoid possible shortages of SNCOs qualified to WO2. BdSgts will be divided into Bandmaster and Non-Bandmaster qualified promotion pools to ensure pull-through to WO2 Bandmaster.
ANNEX 91E

ROYAL MARINES MODIFIED COMMAND COURSE TRAINING

1. Introduction

a. The Naval Service Medical Board of Survey (NSMBOS) and Unit Medical Officers seek to place both fully fit and unfit personnel into appropriate medical categories. The Board considers both new and review cases with the aim of declaring ranks fully fit (MFD – Medically Fully Deployable) or placing them in a medical category which seeks to safeguard them from the full rigors of Royal Marines’ service life either temporarily or permanently.

b. An important part of the NSMBOS process, which relates solely to RM ranks, is an individual’s general suitability to attend RM command course (CC) training, which is physically and mentally demanding. However there remains the opportunity for medically downgraded ranks to attend modified command courses in order to allow career progression and assist RM manning. Consideration should therefore be given to a rank’s sustainability if attending the course medically downgraded.

2. Aim

The aim of this Annex is to detail precisely what individuals are required to physically achieve on the regular and modified Junior Command Course (JCC), Senior Command Course (SCC), and Advanced Command Course (ACC), in order that NSMBOS members and Unit MOs can make a considered decision on a rank’s suitability to attend the appropriate CC training.

3. Physical Requirements to Attend RM CC Training

a. CC training is not specifically designed to be a test of physical ability. However, the training and assessments place practical leadership tasks in a simulated operational environment. Consequently, both JCC and SCC, and to a lesser extent the ACC, contain serials that are both mentally challenging and physically demanding. Furthermore, busy course programmes afford very little time for recovery. Ranks nominated for CC training must be physically and mentally robust; they must not be allowed to commence training with an injury or illness that is likely to preclude them from successfully completing set criteria of the course.

b. During various phases of CC training, individuals will be expected to load carry different equipment orders. The following is a guide for those not familiar with the various configurations:

   (1) **CEFO (Combat Equipment Fighting Order).** 20-30lb of equipment with 11lb rifle.

   (2) **Patrol Order.** As above, but including day sack, 50-60lb of equipment and 11lb rifle.
(3) **Marching Order.** As above, but including Full Bergen, 75lb of equipment and 11lb rifle.

In all cases the rifle may be substituted or supplemented with another weapon system (GPMG, LSW, LAW etc).

4. **Fully Fit (MFD)**

MFD ranks must be able to carry out the following:

a. **RM Fitness Test (RMFT):**

   (1) **Loaded March Part 1.** A 4km formed body march carrying webbing, Bergen (26kgs) or Bergen/Daysack (15kgs + 11kgs) and rifle in a maximum of 45 mins (total weight 40.5kgs (89lbs)).

   (2) **Loaded March Part 2.** A 4km best effort carrying webbing, day sack and rifle in 35 mins (25.5 kgs (56lbs)).

   (3) **Casualty Drag.** A drag of a 110kg casualty across 20m wearing helmet, CBA/Virtus, webbing and rifle in 35 seconds (total weight 20.6kgs (45.5lbs)).

   (4) **Casevac Carry.** A carry of 2 x 22kg water jerrycans across 240m wearing helmet, CBA/Virtus, webbing and rifle in a maximum of 4 minutes (total weight 20.6kgs (45.5lbs)).

   (5) **Repeated Lift and Carry.** A lift and carry of 20 x 20 kg power bags (reps) over 600m of a 1,200m course wearing helmet, CBA/Virtus, webbing and rifle in a maximum of 14 minutes (total weight 20.6kgs (45.5lbs)).

b. **RM Fitness Test (Predicted) (RMFT(P)).** Wearing PT kit and training shoes.

   (1) Level 9 (shuttle 7) Multi-Stage Fitness Test (MSFT) (bleep test).

   (2) 5 x over grasp pull-ups (Conducted to bleep).

   (3) 50 x sit-ups (Conducted to bleep).

   (4) 40 x press-ups (Conducted to bleep).

c. **Troop Attacks.** JCC candidates must be capable of conducting a minimum of 3 days section/troop attacks over rough terrain carrying CEFO and weapon. SCC candidates must be capable of conducting up to 10 days of troop attacks over rough terrain carrying CEFO and weapon. JCC and SCC only.

d. **Field Exercises.** Two Field Exercises of between 5 and 10 days duration by day and night, in arduous conditions, occasionally carrying Marching Order for up to 13km, often in inclement weather and under conditions of fatigue and stress. JCC and SCC only.
e. **NAVEX.** Night navigation exercises, up to 11km across rough ground, at night, with CEFO and rifle at 3km per hour. JCC and SCC only.

f. **OBUA.** A week long Operations in Built Up Area (OBUA) Training Exercise, including entering and exiting buildings via window frames and necessitating jumping onto concrete. JCC only.

5. **Permanently Medically Downgraded MLD and MND (Medically Limited/Not Deployable)**

a. Downgraded individuals who can meet the minimum requirements will be considered on an individual basis depending upon the nature of their injury. Their treatment in principle will be no different from those who are injured during the course. There is the opportunity for permanently medically downgraded ranks to undertake a modified JCC (Mod JCC) or modified SCC (Mod SCC) in order to allow them to progress. If any rank appearing before the NSMBOS is unable to complete any of the above physical tests as a result of a medical condition then, for their own protection, they must be medically downgraded, either for a review period or permanently. Additionally, should an individual present themselves at NSMBOS and the Board considers that, whilst able to complete the criteria tests, completing a course of this nature may exacerbate the individual’s known medical conditions, consideration must be given on suitability to attend a modified course. Downgrading does not necessarily preclude the rank; they may be able to undertake CC training within the guidelines below. Based on a RM Commando’s primary role, a rank attending Mod JCC or Mod SCC must be able to carry out the following:

(1) **Section/Troop Attacks.** Section/troop attacks over rough terrain carrying CEFO and rifle. Typically the training area for JCC and SCC is Woodbury Common, Dartmoor, Caerwent or Sennybridge. The terrain, whilst not extreme, can vary considerably from easy going, clearly defined tracks to deeply rutted, steep ground covered in gorse and/or rocks. Therefore a rank carrying out a section or troop attack (day or night) is usually working hard physically and doing so across ground which they may or may not be able to see where they are placing their feet. During the attacks the rank will be required to carry out a wide range of physical activities, which may include walking, crawling, throwing grenades and sprinting. A medically downgraded rank will only be required to lead up to 3 Section/Troop Attacks per exercise. They will not necessarily be required to act in a support role for all the remaining section/troop attacks where other JCC/SCC ranks are in command, but should expect to participate in some prior to their own assessment in command to maximise their chance of success.
(2) **Field Exercises.** A 5-10 day field exercise by day and night, in arduous conditions, occasionally carrying for short distances up to 60lbs of additional stores and, routinely during the exercise, carrying Patrol Order and weapon for up to 13km, often in inclement weather and under conditions of fatigue and stress. The terrain will be almost identical to Para 5a sub para (1) above. The speed of movement will generally be a great deal slower due to the weight of equipment being carried and the tactical nature of the task. A medically downgraded rank will not be required to carry his Bergen during any yomping phases (it will be moved around the training area for them). However, they must be capable of carrying Patrol Order as described above and must be capable of moving their Bergen short distances.

(3) **NAVEX.** Night Navigation Exercises – up to 11km across rough ground, at night, carrying CEFO and rifle at 3km per hour. Medically downgraded ranks must participate fully.

b. If any rank appearing before NSMBOS is unable to complete any of the above physical tests as a result of a medical condition then for their own protection they must be declared UNFIT Mod JCC and Mod SCC.

c. There are a number of additional points to consider:

(1) If a rank is to attend CC training he must be capable of lifting and carrying weight as described in Para 3.b sub para (1) – sub para (3). If a rank cannot carry or lift weight then they must be declared UNFIT Mod JCC or SCC. Medically downgraded ranks are expected to carry CEFO and weapons, negative Bergen as a concession where appropriate. In applying medical criteria to the requirements of CC training a robust stance must be adopted, as inappropriate attendance is both a disadvantage to the course and the individual.

(2) It is appreciated that some medical conditions permit lower intensity physical activity than others and for this reason some ranks are deemed physically able to attend Mod JCC and Mod SCC. The requirement for Mod JCC and Mod SCC ranks to be able to complete physical tests in accordance with Para 5 is to be the minimum standard and will serve to protect all parties.

6. **Relevant Medical Categories**
An individual may be medically downgraded and awarded one of 2 medical categories, which would allow him to remain in service:

a. **MND.** Any rank given the MEDCAT MND (non-deployable) should automatically be declared UNFIT Mod JCC/SCC. In this instance a rank will only be able to attend CC training once he has been re-boarded by NSMBOS and been placed into a higher medical category (MLD or MFD).

b. **MLD.** Ranks given a MLD MEDCAT (deployable with certain restrictions) remain eligible to attend Mod JCC/SCC. The F/Med 23 will be annotated accordingly to reflect this stating what physical limitations are to apply.
c. A rank may be made MLD and made UNFIT Mod JCC/SCC. In this instance and where ranks wish to be reconsidered, they can either be reviewed at NSMBOS after a period of time or remain at the rank they hold at the time they are medically downgraded. Service needs and requirements will subsequently determine whether or not it wishes to employ that downgraded rank. The significance of not being declared fit for CC training must be briefed prior to the rank expressing their opinion of whether they wish to be retained or invalided, ie. prior to completion of NSMBOS forms.

7. Course Reports
   Ranks attending Mod JCC or Mod SCC are to have mention of this fact in their end of course reports, eg ‘LCpl X has successfully passed the modified JCC’.

8. Guidance Notes
   Unit Medical Staff, Medical Officers and Coy Comds (DOs) are to complete their respective sections of the Certificate at Appendix 1 to Annex 91E. This will devolve responsibility for assessing medical suitability to the unit MO, whilst the Coy Comd will be responsible for the non-medical aspects such as motivation, attitude and commitment.
GUIDANCE NOTES FOR MEDICAL STAFF, MEDICAL OFFICERS, COMPANY COMMANDERS AND DIVISIONAL OFFICERS WHEN CONSIDERING FITNESS FOR COMMAND TRAINING

1. Introduction
These notes provide guidance for Medical Staff, Medical Officers (MO), Company Commanders (Coy Comd) and/or Divisional Officers (DO) when considering the medical fitness and general suitability of an individual nominated to attend a command training course. The Weapon Handling Tests and Essential ITD Tests sheet signed off by a Unit before release to Command Courses is issued by CTCRM as part of the Joining Instructions as is not part of this Annex.

2. Certificate of Fitness
The Certificate of Fitness for Command Training is at Appendix 2. This is to be completed by the Unit Medical staff (or the Unit MO for Permanently downgraded individuals) and the rank’s Coy Comd (or DO) for all nominees and reserves selected to attend Command Course training once the selection notification signal has been announced by RM Promotions Section (RM PROMS). The signed and dated Certificate is then to be returned direct to the NAVY PCAP-PROM RM E1, Room 179, Victory Building, HM Naval Base, Portsmouth PO1 3LS, in accordance with the timings detailed in the signal. The individual is to hand a copy to the relevant Chief Instructor on arrival at CTCRM.

3. Aim of the Certificate
The aim of the Certificate is to confirm an individual’s medical and physical fitness and general preparedness at the time they are selected for the course, in order to prevent under use of training capacity.

   a. Part 1: Medical. If the individual is MFD, and in date for PULHHEEMS medical, or temporarily downgraded, the form can be completed by the Unit medical admin staff; there is no longer a requirement for the MO to sign for individuals who fall into these categories. The Unit MO will only see permanently downgraded individuals in order to assess whether there has been any deterioration in their condition.

      (1) MFD or Temporarily Downgraded. Unit Medical admin staff are to complete the relevant section of Part 1, confirming the individual’s PULHHEEMS status from their FMed4 and DMICP. The form should be signed and date stamped. Individuals who are temporarily downgraded MLD/MND are automatically UNFIT for any CC training. Additionally, MFD candidates should sign the self-declaration box indicating that they have no recent injuries that may cause problems on a CC.

      (2) Permanently Downgraded. The Unit MO is to see the rank and confirm that the individual remains fit to attend CC training within the limitations imposed by the NSMBOS. If there has been any deterioration, the individual should be further downgraded, and the form should be annotated; the rank becomes automatically UNFIT in accordance with para 3 a. Sub Para (1).
b. **Part 2: Chain of Command.** The Coy Comd/DO is to certify that the candidate selected by the RM PROMS is considered by the Unit to be ready to attempt the command course with respect to motivation and welfare situations.

4. **Command Course Training**

Command Course training is not specifically designed to be a test of physical prowess. However, for obvious reasons the training and assessment vehicle in most cases is a practical leadership task in a simulated operational environment. Consequently, both the Junior Command Course (JCC) and Senior Command Course (SCC) and to a lesser extent the Advanced Command Course (ACC) contain many training serials that are both mentally challenging and physically demanding. Furthermore, busy course programmes afford very little time for recovery. Ranks nominated for command training must be physically robust and they must not be allowed to commence training with an injury or illness that is likely to preclude them from successfully completing the course. Temporarily medically downgraded individuals are NOT eligible for command training. Furthermore, nominees must be withdrawn if, at the time of selection, they are not medically fit to undertake the following activities:

a. **RM Fitness Test (RMFT):**

(1) **Loaded March Part 1.** A 4km formed body march carrying webbing, Bergen (26kgs) or Bergen/Daysack (15kgs + 11kgs) and rifle in a maximum of 45 mins (total weight 40.5kgs (89lbs)).

(2) **Loaded March Part 2.** A 4km best effort carrying webbing, day sack and rifle in 35 mins (25.5 kgs (56lbs)).

(3) **Casualty Drag.** Drag a 110kg casualty across 20m wearing helmet, CBA/Virtus, webbing and rifle in 35 seconds (total weight 20.6kgs (45.5lbs)).

(4) **Casevac Carry.** To carry 2 x 22kg water jerrycans across 240m wearing helmet, CBA/Virtus, webbing and rifle in a maximum of 4 minutes (total weight 20.6kgs (45.5lbs)).

(5) **Repeated Lift and Carry.** To lift and carry 20 x 20 kg power bags (reps) over 600m of a 1,200m course wearing helmet, CBA/Virtus, webbing and rifle in a maximum of 14 minutes (total weight 20.6kgs (45.5lbs)).

b. **RM Fitness Test (Predicted) (RMFT (P)).** Wearing PT kit and training shoes.

(1) **Level 9 (shuttle 7) Multi-Stage Fitness Test (MSFT) (bleep test).**

(2) **5 x over grasp pull-ups (Conducted to bleep).**

(3) **50 x sit-ups (Conducted to bleep).**

(4) **40x press-ups (Conducted to bleep).**
b. JCC candidates must be capable of conducting a minimum of 3 days section/troop attacks over rough terrain carrying CEFO and weapon. SCC candidates must be capable of conducting up to 10 days of troop attacks over rough terrain carrying CEFO and weapon. A medically downgraded rank will only be required to lead up to 3 section/troop attacks per exercise. They will not necessarily be required to act in a support role for all the remaining section/troop attacks where other JCC/SCC ranks are in command, but should expect to participate in some prior to their own assessment in command to maximise their chance of success.

c. Field Exercises. FE's of between 5-10 days duration by day and night, in arduous conditions, occasionally carrying Marching Order for up to 13km, often in inclement weather and under conditions of fatigue and stress. A medically downgraded rank will not be required to carry their Bergen during any yomping phases (this will be moved around the training area for them). However, the individual must be capable of carrying Patrol Order as described above and must be capable of moving their Bergen short distances.

d. Night Navigation Exercises. Night navigation exercises, up to 11km across rough ground, at night, with CEFO and rifle at 3km per hour. JCC and SCC only.

e. OPIBUA. A week-long Operations in Built Up Area (OBUA) Training Exercise, including entering and exiting buildings via window frames and necessitating jumping onto concrete. JCC only.

5. Further Guidance
Further guidance may be obtained from the following sources:

a. General information on the JCC and SCC: OC Command Wing, CTCRM Ext 4016.

b. Medical advice on fitness for JCC and SCC: PMO, CTCRM Ext 4021.
APPENDIX 2 TO ANNEX 91E

CERTIFICATE OF FITNESS FOR COMMAND TRAINING

Unit:.................................................................

Name:..........................................

Rank:.................................

Number:.........................

SQ:........

Nominated for Cse No ................. JCC/SCC/ACC

This Certificate provides confirmation of an individual’s medical fitness, commitment and general preparedness for command training at the time of his provisional selection and must be completed in ink, firstly by the Unit medical staff (MO for permanent downgraded individuals) then by the rank’s Coy Comd, DO or equivalent. On completion, it is to be returned direct to RM PROMS E1, Room 179, Victory Building, HM Naval Base, Portsmouth PO1 3LS, in accordance with the timings detailed in the Command Course loading signal. A copy must also be taken by the individual to CTCRM and handed to the respective Chief Instructor.

Part 1: Medical

Latest PULHHEEMS Status – dated......................... (completed by Unit Medical Staff)

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MFD (completed by Unit Medical Staff and candidate)

MFD Candidate (in date PULHHEEMS)

Medical Centre Stamp, Date and Signature

I confirm there has been no deterioration in my medical condition since my last PULHHEEMS and that I am not carrying any injury that may adversely affect my suitability for Command Training.

Candidate’s Signature
**Temporary Medically Downgraded (completed by Unit Medical Staff)**

<table>
<thead>
<tr>
<th>MLD or MND Candidate</th>
<th>UNFIT Command Training</th>
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<td>(Nomination to be withdrawn immediately)</td>
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Medical Centre Stamp, Date and Signature
CHAPTER 92

WARFARE BRANCH – PHOTOGRAPHER

POINT OF CONTACT – PART 8

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9202. Entry into the Photographer Specialisation
9203. Application Process
9204. Photographic Selection and Interview
9205. Post Photographic Selection and Interview Actions
9206. Passing Defence Photographer Course CN5300
9207. Reversion and Disrating
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ANNEX

Annex 92A Photographer Specialisation – Promotion Flowchart
CHAPTER 92
WARFARE BRANCH – PHOTOGRAPHY

9201. General
This Chapter covers the career regulations for General Service Warfare Branch Photographer. Divisional Officers are to ensure that a copy of this Chapter and Annex is placed in the PDR of every member of the Photographer specialisation.

9202. Entry into the Photographer Specialisation
The following criteria must be met for entry into the Photographer specialisation:

a. An AB1 or MNE with at least 12 months’ service since attaining Operational Performance Standard (OPS) at the date of application, a Leading Hand (LH) or Corporal (Cpl).

b. In date for source branch Annual OPS Check.

c. An individual attending the Defence Photographic Selection and interview must have received a positive recommendation of ‘Yes’ or above for LH/Cpl (if AB1, MNE or Lance Cpl) on their current SJAR.

d. Recommended by their Commanding Officer for the Photographer Specialisation.

e. The Photographic Specialist Advisor will make a provisional assessment of the individual’s suitability for photographic training NAVY MEDIACOMMS - PHOT WO1.

f. Have a permanent medical category of MEDCAT MFD A4/L1/M1/E1.

g. Have a colour perception of Grade 2.

h. Educationally qualified for promotion (EFP) to LH in accordance with Para 9636. When applying for manning clearance, must have achieved minimum Level 1 Functional Skills (FS) (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

i. Six months or more since last Career Check (if any).

j. Have at least 3 years to serve on completion of the Defence Photographer Qualifying Course (DPQC).

k. Have manning clearance for transfer.

l. Must hold a full UK driving licence.

m. Photographers may be required to undertake flying duties in the course of their employment.
9203. Application Process
An individual must have passed a Photographer aptitude and interview before manning clearance is authorised. No individual can attend an aptitude without PPLAN approval; the following procedure is to be used:

a. Defence Photographer Selection Clearance. When an individual has been recommended for the Photography specialisation in accordance with Para 9202 a(4) and found suitable for training in accordance with Para 9202 a(5) an application is to be submitted to Navy Command/Commodore Naval Personnel Strategy (CNPS), for the attention of NAVY PERS-PPLAN SWPR WO1 for permission to proceed to Defence Photographic Selection and interview.

b. When permission is granted, the individual's unit is to liaise with NAVY MEDIACOMMS-PHOT WO1 to request a place on a Photography Selection and interview board.

9204. Defence Photographer Selection and Interview
The selection and interview process is held at the Defence School of Photography over a period of 5 days.

a. Conduct of the Selection and Interview. The candidate will be required to demonstrate, to the satisfaction of the Instructor, that they have the qualities and potential required of a Leading Photographer.

b. On completion of the selection and interview, candidates and their Commanding Officer will be informed if they have passed or failed. The Photographic Specialist Advisor will also inform NAVY PERS-PPLAN SWPR WO1 of the results.

c. If successful, a copy of the letter is to be placed in the candidate's Service Documents and is to be retained until the rating is assigned to the Defence School of Photography, or their name is withdrawn.

9205. Post Photographic Selection and Interview Actions

a. Branch Transfer Manning Clearance. Once an individual has passed the Photography aptitude and interview process, manning clearance to change branch/specialisation is to be requested via NAVY PERS-PPLAN SWPR WO1 in accordance with current regulations.

   (1) Manning clearance, if granted, will be valid for 2 years.

   (2) The individual will then be allocated a provisional place on a LH (Phot) PQC.

b. On receipt of an Assignment Order detailing a candidate for Defence Photographer Course, Divisional Officers are to check that the rating meets all the requirements for the Course listed at Para 9202 sub para a. Queries regarding eligibility, which cannot be answered in this Chapter, should be referred to the Branch Manager immediately, particularly if they concern a Career Check, seniority or current recommendation for LH.
9206. **Passing Defence Photographer Qualifying Course (DPQC)**
On successful completion of DPQC the following rules apply:

- a. On being rated LH Photographer, ratings leave their original specialisation and join the Photographer specialisation.

- b. An individual will be advanced to LH Photographer once all the criteria at Annex 92A have been satisfied. The following gives further guidance:
  
  1. LHs or equivalent rates who pass DPQC will be rated LH Photographer with a seniority date adjusted to the last day of LH DPQC.
  
  2. ABs or equivalent rates who have passed the LRLC will be rated LH Photographer with a seniority of the last day of DPQC.
  
  3. ABs or equivalent rates who pass DPQC but have not passed the LRLC will be rated LH Photographer on successful completion of LRLC with seniority back-dated to the last day of DPQC.

- c. All LH Photographers are subject to a 12-month probationary period as described at Para 9207.

- d. LH Photographers are required to give a minimum of 3 years Return of Service from completion of DPQC (see Chapter 53) (the 3 years period may include the 12 month notice period).

- e. See Para 6909 and Para 6915 a sub para (4) regarding non completion of LRLC and advancement to AHR in exceptional circumstances.

- g. The Defence School of Photography will notify Captain Naval Recruiting of any RM personnel successfully completing course. Marines will then be instructed to join HMS RALEIGH for the issue of clothing and documentation.

9207. **Reversion and Disrating**

- a. **Leading Photographer.** The first 12 months’ service as a LH Photographer will be a probationary period during which personnel will be required to complete a Task Book (TB). Any rating who fails to complete the TB and/or does not perform satisfactorily is to be considered for reversion to source specialisation with original seniority as an AB1 or LH.

- b. In common with other sideways entry specialisations, ratings who are reverted or disrated to AB will be returned to their former specialisation and categories. Re-promotion and future employment within the Photographer Specialisation will be considered by the Branch Manager on a ‘case by case’ basis in consultation with the Navy Command Terms of Service team.
9208. **JPA Recording - Competences, Annual OPS Check and RNFT**

   a. **Recording of Competences.** Once a Photographer rating has successfully completed DPQC, TB and achieved OPS, that competence is to be input to JPA by the appropriate unit HR administrator.

   b. In exceptional circumstances, some individuals may be unable to achieve the mandatory OPS. Where this is the case, the Branch Manager should be consulted for advice.

   c. **RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the CPD. See Para 6718 for full details.

9209. **Education For Promotion**

   A Leading Hand must be educationally qualified to Level 1 Functional Skills and a Petty Officer to Level 2 Functional Skills in English and Mathematics or a suitable equivalent for either or both of these qualifications. See Chapter 96 for further information.

9210. **Failure to Complete Leadership Course.**

   Refer to Para 6716 for rules on the impact on a rating’s promotion if they fail to complete DPQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (out with own control) or non-service reasons (within own control).
ANNEX 92A

PHOTOGRAPHER SPECIALISATION – PROMOTION FLOWCHART

a. Passed PQC for Leading Photographer. Recorded as JPA competency ‘Q|Q-PH-DMOP|RAF’

b. LRLC completed and recorded as JPA competence 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy'. (Para 9210).

c. In date for RNFT or waiver obtained on date due advancement; recorded under JPA competence ‘CMS|Fitness Test|Navy’. (9208 d).

d. At least 6 months since last Career Check (if any) on advancement.

e. Once rating is eligible for substantive promotion, unit to send a PAR Signal to the Ratings Promotion Section, info Career Manager.

f. Educationally qualified for promotion (EFP) in accordance with Para 9636. Achieved minimum NAMET 5:5 or Level 1 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

Advanced to LEADING HAND (PHOTOGRAPHER)

Petty Officer (Photographer) – Pre-Selection Requirements

a. Complete LH WTTB. Achieved OPS, to be recorded under ‘Professional|OPS for LH (Phot)|Navy’.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD (Para 6703 b sub para (7)).

c. Recommended for selection on Appraisal Report at CRD.

Petty Officer (Photographer) – Pre-Promotion Requirements

a. SRLC completed and recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy'.

b. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later). (Para 9210).

c. EFP in accordance with Para 9636. Achieved minimum Level 2 FS (or equivalent) in English and Mathematics and appropriate competences recorded on JPA.

d. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’. (9208 d).
Chief Petty Officer (Photographer) – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as PO 12 months prior to CPD. (Para 6703 b sub para (3))

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. SRLC completed and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy’.

d. Recommended for promotion on Appraisal Report at CRD. (Para 9210).

Chief Petty Officer (Photographer) – Pre-Promotion Requirements

a. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’. (9208 d).

b. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

Warrant Officer 1 – Pre-Selection Requirements

a. Minimum of 3 years’ seniority as a CPO 12 months prior to the CPD. EFP in accordance with Para 9636. Must have achieved minimum Level 2 FS (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

b. Serving on ES2/FC/OE1 or ES3/EC/2OE that expires after the nominated CPD.

c. Recommended for promotion on Appraisal Report at CRD.

Warrant Officer 1 – Pre-Promotion Requirements

a. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

b. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).

c. Satisfy terms of Assignment Order issued by Promotion Authority.
CHAPTER 93

WARFARE BRANCH FAST TRACK SCHEME

POINT OF CONTACT – PART 8

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CHAPTER 93

WARFARE BRANCH FAST TRACK SCHEME

9301. General

a. This Chapter covers the General and Submarine Service Warfare Branch (WB) specialisations included on the Fast Track (FT) scheme and outlines the selection and management protocols for all potential WB FT personnel. Divisional Officers are to ensure that a copy of this Chapter and the appropriate Annex is placed in the PDR of every member of the specialisations listed at Para 9302 who is recommended for the FT scheme.

b. The FT scheme is an important element of WB career pipeline managing the talent of suitable individuals, by selecting those ratings who are suitably motivated and demonstrate the necessary standards of leadership, Warfare aptitude and ability. This scheme will allow WB ratings the opportunity to accelerate their progression and be advanced based on time, qualification and CO’s recommendation rather than selective promotion.

9302. FT Specialisations of the Warfare Branch (General and Submarine Service)

The following specialisations (and sub-specialisations) are currently being selected for the FT¹ scheme:

a. Warfare Specialist (WS)

(AWT) Abovewater Warfare Tactical
(AWW) Abovewater Warfare Weapons
(EW) Electronic Warfare
(SSM) Sonar Submariner
(TSM) Tactical Submariner
(UW) Underwater Warfare

b. Warfare Specialisations

(SEA) Seamanship
(MW) Mine Warfare
(HM) Hydrographic and Meteorological
(D) Diver

9303. Warfare Branch FT Background

The aim of the FT scheme is to afford individuals an accelerated advancement route. This takes account of individuals who develop at differing rates and, when combined with the standard route to promotion, gives a flexible career path to ensure that career progression through training and employment is better matched to the abilities and expectations of Warfare Personnel. Selection will be via a two-stage process with two available entry points:

¹ PT, RNP, CT, INT and Phot Specialisations are not included in the initial WB FT scheme. This will be reviewed idc.
a. **AB-LH.** Phase 2 Professional Qualifying Course (PQC) for FT AB (for accelerated advancement to LH); and

b. **LH-PO.** LH PQC/LRLC for FT LH (for accelerated advancement to PO).

9304. Fast Track Scheme Overview

a. The FT scheme seeks to offer the necessary training, experience and continuous assessment to permit advancement to LH and PO earlier than is currently the case for most personnel.

b. To deliver success, an additional level of management and oversight of FT personnel is required. This will seek to ensure standards and assist to manage the available opportunities to acquire sea experience for FT personnel. This will be provided by the Fast Track Authority (FTA)\(^2\) by the Fast Track Managers (FTM)\(^3\) and Fast Track Recording Authorities (FTRA) within MWS Collingwood\(^4\), RNSMS Raleigh\(^5\), RN SoS Raleigh\(^6\), FOST HM\(^7\) and MWS DDS\(^8\).

c. The FTRAs will be responsible for the co-ordination of the recommendation process during Phase 2 and 3 Training, supported by the Fast Track Through Life Manager (FTTLM) who will be the focal point for any advice and administrative issues relating to FT personnel. The FTTLM will report to the FTM, ensuring that all FT timelines are strictly adhered to.

9305. Non-Selective Promotion (Advancement)

Individuals on the FT scheme will, subject to the necessary qualifications being obtained, be subject to non-selective advancement, based on their Due Date for Advancement. Individuals will be advanced provided that they are eligible in all respects as detailed within the flow charts at the Annexes.

a. **FT AB.** An AB selected for FT AB (AB2-LH) will be awarded a Due Date\(^9\) to LH of 24 months from the Fast Track Start Date (FTSD)\(^10\). For FT AB (Diver) only, the Due Date will be 36 months from FTSD\(^11\). The FTSDs given below for a FT AB will be determined for GS by the date they join their sea going unit, or for SM the date of passing SMQ(Wet), as follows:

1. Individuals who are selected from Phase 2 Training and join their sea going unit/pass SMQ(Wet) between 1 Apr and 31 Jul will be awarded a FTSD of 31 Jul.

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\(^2\) Warfare Branch Manager SO1.
\(^3\) War GSX WO1 for WS(AWT), WS(AWW), WS(EW), WS(UW), INT and SEA: War XSM WO1 for WS(SSM), WS(TSM), (MW), HM(H), HM(M and Divers located in West Battery.
\(^4\) MWS WTG OiC Warskills for support to War FT personnel.
\(^5\) RN SMS OiC War Trg for support to SM personnel.
\(^6\) RN SoS OC.
\(^7\) FOST HM OiC H/OIC METOC.
\(^8\) MWS DDS CO.
\(^9\) Due Date for Advancement is the equivalent of Common Promotion Date (CPD) for selective promotion in determining seniority in the higher rate.
\(^10\) The 24 months comprise 12 months sea time and 12 months for completion of PQC and LRLC.
\(^11\) FT AB (Diver)s require 36 months to gain sufficient experience to comply with Diving At Work Regulations 1997.
(2) Individuals who are selected from Phase 2 Training and join their sea going unit/pass SMQ(Wet) between 1 Aug and 30 Nov will be awarded a FTSD of 30 Nov.

(3) Individuals who are selected from Phase 2 Training and join their sea going unit/pass SMQ(Wet) between 1 Dec and 31 Mar will be awarded a FTSD of 31 Mar.

b. **FT LH.** An AB1/LH selected for FT LH in Phase 3 Training will retain their seniority date as a LH, with a Due Date to PO of 36 months from their FTSD\(^\text{12}\). FT LH FTSDs will be standardised to 31 Jul, 30 Nov or 31 Mar, as above.

c. **FT LH (Optional Accelerated Advancement).** In the case of Optional Accelerated Advancement, the Due Date will be advanced from the standard FTSD plus 36 months to FTSD plus 24 months.

9306. **Selection, Recommendation and Transfer to the FT Scheme**

A selection process will be conducted by the FTRA prior to an individual being recommended for entry onto the FT scheme. There will be two selection points:

a. **FT AB to LH.** The selection point will be on completion of Phase 2 Training (AB PQC).\(^\text{13}\) This will provide the opportunity for the individual to demonstrate that they have the necessary ability and leadership potential to succeed on the FT scheme, and have potential to operate as a competent Leading Hand in a short timeframe.

b. **FT LH to PO.** The selection point will be on completion of Phase 3 LH PQC\(^\text{14}\) and LRLC. This will provide the opportunity for an individual to demonstrate that they have the necessary ability and leadership skills to succeed on the FT scheme, and have the potential to operate as a competent Petty Officer in a short timeframe. This selection point will consider individuals who are currently on the FT scheme to LH, those who have an AB1 FT CO Recommendation from sea as well as all other LH selectees who complete LH PQC and LRLC.

c. Personnel selected for FT AB during Phase 2 Training who remain on the scheme (subject to completing all eligibility criteria and CO’s recommendation) will be advanced to LH. On completion they will be removed from the FT scheme and revert to selective promotion for PO, unless they are subsequently selected for FT LH. Personnel selected for FT LH during Phase 3 training who remain on the scheme (subject to completing all eligibility criteria and CO’s recommendation) will be advanced to PO. On completion, they will be removed from the FT scheme and revert to selective promotion for CPO.

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\(^{12}\) LH to PO FTSD will commence when rating joins their sea assignment. The 24 or 36 months includes 12 months for completion of PQC and SRLC.

\(^{13}\) To include SMQ(Dry) for War SM, and EOD training for (Diver).

\(^{14}\) To include EOD training for (Diver).
9307. Selection/Recommendation Process

The selection/recommendation process will be co-ordinated by the FTRA and include an interview and an assessment of an individual’s training and experience to date, in order to determine their suitability based on the key selection criteria outlined below.

<table>
<thead>
<tr>
<th>Selection Point</th>
<th>Key Selection Criteria</th>
<th>Candidate Pool</th>
</tr>
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</table>
| Phase 2 AB PQC  | 1. Functional Skills Level 1 or above achieved.  
                 2. Serving on a Full Career ES1/FC/OE1 that expires after the nominated Due Date.  
                 3. Above average score during Phase 2 Module Assessments (Formative & Summative).  
                 4. Level of potential for Command, Leadership and Management in the next higher rate.  
                 5. Recommended from Phase 2 Training to be a FT AB (to LH).  
                 6. At least 6 months since last Career Check (if any).  
                 7. Passed Selection Interview.  
                 8. For sideways entry Divers, previous service will replace Talybont and Phase 1 reports. | 1. All AB2s recommended for FT during Phase 2 Training. |
| Phase 3 LH PQC  | 1. Functional Skills Level 2 achieved.  
                 2. Serving on a Full Career ES1/FC/OE1 that expires after the nominated Due Date.  
                 3. CO’s Recommendation from sea (not mandatory).  
                 4. Above average score or training school equivalent during Phase 3 Module Assessments (Formative & Summative).  
                 5. Potential for Command, Leadership and Management in the next higher rate.  
                 6. Recommended from Phase 3 Training to be a FT LH to PO.  
                 7. In date RNFT.  
                 8. Passed LRLC.  
                 9. At least 6 months since last Career Check (if any).  
                 10. Passed Selection Interview. | 1. All LHs recommended for FT during Phase 3 Training. |

9308. AB1 CO’s Recommendation for FT LH from sea

Non-FT selected substantive AB1s who are eligible for promotion to LH and who demonstrate suitable levels of competence during their routine sea employment can be recommended as a potential FT LH - PO candidate. The ‘recommend’ is to be recorded on JPA as ‘ProfessionalFast Track LH Candidate|Navy’, with supporting comments on recommendation included by the 3RO in their next SJAR. This is to be reflected with the appropriate grading in the Promotion – 1 Rank Up and 2 Ranks Up tab. The FT sea recommendation from the SJAR will be taken into consideration during the standard selective promotion process for AB to LH and will form part of the LH FT Selection process.

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15 CO’s Recommendation can also be from shore assignment for AB1 (Diver).
16 3RO will normally be CO.
9309. **Transfer to Fast Track**

Candidates who are successful at the selection interview will then be recommended to the FTM for inclusion on the FT Scheme. Upon approval, the FTTLM will liaise with the relevant CM to identify and assign FT ratings to suitable platforms. Individuals on the FT scheme will continue to be assigned by the relevant Career Management Cell (CMC).

9310. **Service on the Fast Track Scheme**

a. The FT scheme is designed to accelerate individuals through the advancement system in a timescale that is at least as quick as, and in most cases faster than, the normal selective promotion process. In order to facilitate this, individuals will be carefully managed and therefore the following exceptions to normal career management need to be applied. These exceptions will be acknowledged by successful candidates when they sign the Certificate of Understanding (Part A); accepting the terms of service of FT scheme:

   1. **Waiver of Minimum Assignment Notice.** In order to maximise the at sea training opportunities, individuals selected for FT may require shorter than the usual minimum assignment notice. All individuals on the FT scheme will be required to volunteer to waive their minimum assigning notice period for sea and between platforms, as well as courses and employment associated with their advancement.

   2. **Waiver of rights to selective promotion whilst on FT.** The requirement to carefully manage individuals on the FT scheme, together with the bespoke nature of the selection and advancement criteria, precludes individuals from following the dual paths of FT advancement and selective promotion simultaneously.

b. FT ABs will transfer to the normal selective promotion scheme on successfully achieving advancement to LH, and FT LHS on successfully achieving advancement to PO. Individuals removed from the FT scheme will also transfer to normal selective promotion. On transfer from FT to selective promotion, either on successful advancement or de-selection from FT, the Certificate of Understanding (Part B) will be used in transferring individuals back onto the standard selective promotion route and the normal assignment notice period. Certificates will be produced by the FTTLM and signed copies will be retained by both the FTTLM and individual. The FTTLM is to ensure that each individual is seamlessly transferred to selective promotion and all competences achieved are correctly recorded. An SJAR is to be raised at the next CRD as part of the transfer process.
9311. Accelerated TPS to OPS

a. FT personnel should, where possible, be employed in optimum billets as assigned by their CMC for the rate they hold. This will require close management by Career Managers (CMs) and the FTTLM. The FT scheme timeline does not allow for employment ashore (except courses) and CMs should, wherever possible, assign FT personnel to sea positions on completion of their PQC, as FTSD is set to the date of joining first sea unit, and hence determines the Due Date.

b. FT personnel are to be employed within ship departments in the same manner as their non-FT counterparts, and are to perform all aspects expected of their role. In order to achieve their training requirements, a FT individual will be required to maintain a high degree of personal motivation, and will need to be fully supported by their platform and afforded suitable opportunities to develop. Ship’s staff will need to carefully balance the training burdens of FT and non-FT personnel to ensure all are provided with fair opportunities to undertake training whilst noting the aspiration for FT personnel to complete the required training within a shorter time frame than normal.

c. FT AB (Diver)s will spend an additional 12 months prior to the Recommendation for Advancement to LH point. The 24-month period will be split between an initial 12 months at sea in an MCMV crew, followed by 12 months at FDS. This additional phase is necessary to ensure that the FT AB gains sufficient diving experience to safely complete LH PQC.

d. Where a ship’s programme changes, or a FT individual cannot be suitably employed (such as in ships undergoing Upkeep), and the individual will be unable to achieve their advancement criteria, the Ships’ Staff are to liaise, well in advance, with the FTTLM to discuss alternative employment options.

e. All FT personnel will be expected to proactively manage and ‘own’ their training, and should therefore present a training plan to the unit Training Coordinator detailing when they believe they will achieve the required training milestones. This could be achieved as part of the joining interview, in consultation with the Divisional SR. The training plan should be reviewed and recorded as objectives for the individual as part of the SJAR process.

f. The FTTLM will maintain a record of all individuals’ progress towards achieving the training requirements to meet their advancement Due Date. Ship’s Staff are to liaise directly and regularly with the FTTLM to enable this process.

g. All FT personnel must achieve OPS in their current rate and remain in date for annual OPS checks. FT AB will achieve OPS as an AB1, and should therefore be in date for Annual OPS, providing that all other criteria are met. They are encouraged to undertake an Annual OPS Check prior to attending PQC to ensure that they are still in date, and as a refresher for the course itself. FT LH must achieve OPS as a LH, but will be required to be in date for their Annual OPS Check prior to the 24-month SJAR 2 and for attendance at PQC.

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17 With the exception of AB1(Diver) – see para 9311 C.
9312. SJAR Reporting Requirements

a. SJARs and MPARs remain a mandatory requirement for all FT individuals and comment should be made on their current performance (including OPS/OPS Check status), CLM, employment and training achievements. Within the SJAR, Reporting Officers should report whether or not an individual continues to maintain a recommendation for the FT scheme and, if appropriate, the individual’s potential for the next FT stage. The SJAR must contain evidence to support these recommendations.

b. Due to the limited time FT ratings spend in sea assignments there is a requirement to increase the level of reporting. During the LH to PO FT reporting time frame an opportunity exists to accelerate advancement from 24 to 12 months, based on a CO’s recommendation for early advancement based on merit and previous experience.

(1) AB to LH reporting time frame from FTSD:

(a) 3 Months MPAR.

(b) 6 Months SJAR 1 (progress report-NSAR).

(c) 9 Months MPAR.

(d) 12 Months SJAR 2 (CO recommend for advancement to LH).

(2) AB to LH (Diver) reporting time frame from FTSD:

(a) 6 Months MPAR.

(b) 12 Months SJAR 1 (on completion of 12 months sea time - to include recommendation to remain on FT).

(c) 18 Month MPAR.

(d) 24 Months SJAR 2 (CO’s recommendation for advancement to LH)\(^\text{18}\).

(3) LH to PO reporting time frame from FTSD:

(a) 6 Months MPAR.

(b) 12 Months SJAR 1. To include:

i. Recommendation to remain on FT.

\(^{18}\) SJAR 2 should record that subject is in date Annual OPS Check.
ii. (If applicable) Recommendation for Optional Accelerated Advancement\textsuperscript{19}.

(c) 18 Months MPAR.

(d) 24 Months SJAR 2 (CO’s recommendation for advancement)\textsuperscript{20}.

c. The 12 Months SJAR 2 for FT AB and the 12 Months SJAR 1 for FT LH (for Optional Accelerated Advancement Point only) should not be raised until 12 months sea service has been accrued. The reporting unit should inform the FTTLM of any expected delays in order that career management adjustments can be made. Applications to delay the ‘recommend’ SJAR should be made to the FTTLM, who will seek approval from the FTM. If the delay is approved, the default position will be to defer the recommendation for advancement and the Due Date by 4 months, to the next standard date. The 12/24-month SJAR should still be raised, stating reasons for deferral. A subsequent SJAR will then be required to support the delayed recommendation.

d. On removal from the FT scheme through successful advancement to the higher rank, an annual SJAR must be raised at the next CRD for the individual’s substantive rank, regardless of the length of reporting period. In addition to the normal requirements for SJAR reporting, this SJAR will re-synchronise the individual with the reporting period of their peer group.

e. On removal from the FT scheme through de-selection, a SPEC AR\textsuperscript{21} must be raised to record the circumstances of the removal from the FT scheme. An annual SJAR must be raised at the next CRD for the individual’s substantive rank, regardless of the length of reporting period. In addition to the normal requirements for SJAR reporting, this SJAR will re-synchronise the individual with the reporting period of their peer group.

9313. Substantive Advancement

a. Attending a PQC. The planning and enrolling of individuals onto a PQC will be completed by the CMC in liaison with the FTTLM. In general, FT personnel will be provisionally allocated a PQC and LRLC/SRLC start date at, or shortly after, transfer to Fast Track. The FT LH will be provisionally booked on PO PQC 12 months prior to course start\textsuperscript{22}. Attendance on both the LH and PO PQC will be dependent upon the completion of all of the relevant advancement criteria. Frequent liaison between the employing ship and the FTTLM will ensure that Training Schools, CMCs and employing ships will be able to effectively plan the movement of FT personnel.

\textsuperscript{19} FT LH recommended for Optional Accelerated Advancement must be in date Annual OPS Check on arrival at PQC.

\textsuperscript{20} SJAR 2 should record that subject is in date Annual OPS Check.

\textsuperscript{21} JSP 757 Pt 2 Vol 1 para 1c(1).

\textsuperscript{22} Or place reserved if course not yet loaded on to JPA.
b. **Leadership Training.** All FT personnel must complete LRLC or SRLC, as appropriate, as part of their next higher rate. Preparation for and completion of these courses is essential and although the responsibility to be fully prepared rests firmly with the individual, it is to be supplemented with appropriate coaching and mentoring by ship’s staff. The unit lead for the FT scheme is considered to be the Head of Department who must take an active interest in the performance of FT personnel.

c. **Advancement.** Personnel who remain on the FT AB scheme will be advanced to LH (subject to completing all eligibility criteria and receiving their CO’s recommendation) at 24 months from FTSD on their Due Date. Personnel who remain on the FT LH scheme will be advanced to PO (subject to completing all eligibility criteria and receiving CO’s recommendation) at 36 months from FTSD (Due Date), or at 24 months if selected for the Optional Accelerated Advancement point (Due Date). In all cases, individuals who complete the eligibility criteria prior to Due Date can be advanced to the acting higher rate\(^{23}\). The FTTLM is to ensure that all JPA administrative action is taken for the FT Rating’s substantive advancement.

d. There may be occasions where a FT AB or LH is at their Due Date by time but has failed to satisfy the advancement criteria by their Due Date. An award of the acting higher rate may be considered by their CO\(^{24}\), keeping the FTTLM informed.

9314. **Fast Track Failure Policy and De-Selection from Scheme**

Once selected, an individual will remain on the FT scheme unless their progress, performance or standards are deemed insufficient or they choose voluntarily to remove themselves. Where an individual, through their own actions or ability, has not been able to maintain FT accelerated training they may be de-selected from the FT scheme. If de-selected, personnel revert back to the standard selective promotion route, and continue training and employment as necessary to meet the service requirement. The FT scheme failure and de-selection policy is detailed at Annex G.

9315. **Fast Track Notes**

a. **Educationally Qualified for Advancement.** It is mandatory that the appropriate educational qualification is held prior to starting Fast Track – Functional Skills Level 1 or higher for AB and Level 2 for LH.

b. **Career Check.** Due to the tight timescales, receipt of a Career Check will result in automatic deselection from the Fast Track scheme.

c. **24 Month Due Date.** During the LH to PO FT reporting time frame an opportunity exists to accelerate advancement where a CO can recommend a FT rating for early advancement based on merit and previous experience.

\(^{23}\) BRd 3(1) para 6716.
\(^{24}\) BRd 3(1) para 6802.
d. **Unsuitable Candidates.** Where, during the period of the PQC, candidates are found to be unsuitable\(^{25}\) for advancement to the next higher rate, they may be withdrawn from training by the CO of the relevant Training School. In such cases, individuals will be deselected from Fast Track scheme. They will transfer from Fast Track back to Selective Promotion as the eligibility route for future selection.

e. **Refusal to undertake the QC.** Individuals who refuse to undertake the PQC will be deselected from Fast Track, continue to serve in their current rate and transfer back to Selective Promotion.

f. **RNFT.** All personnel are required to remain in date for RNFT at all times. This is particularly critical for individuals on the Fast Track scheme due to the key advancement stages.

g. **Achieved OPS/Annual OPS Check.** It is a requirement that individuals achieve OPS in the new rank within the timescales outlined, and remain in date for Annual OPS Check throughout to ensure that each key stage is achieved without delay. Individuals must be in date for Annual OPS Check at start of PQC.

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\(^{25}\) The required attributes of the next higher rate.
ANNEX 93A

WARFARE SPECIALIST – FAST TRACK ADVANCEMENT FLOWCHART

ABLE SEAMAN WARFARE SPECIALIST 2 (AWT), (AWW), (EW), (UW)
Selected for Fast Track, awarded a Fast Track Start Date with LH of 24 months from this date.

1. Pre-advancement requirements AB1
   a. Assigned to sea billet (join date determines FTSD).
   b. Completed OJT TB - achieved OPS as AB1 (WS), authorised by Warfare HOD. OPS is to be recorded under ‘Professional|OPS for AB1 WS(AWT/AWW/EW/UW\(^1\))|Navy’.
   c. In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement AB1; recorded under JPA competence ‘CMS|Fitness Test|Navy’.
   d. Awarded AB1 Badge (single star). Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM.

Advanced to
ABLE SEAMAN WARFARE SPECIALIST 1 (AWT), (AWW), (EW), (UW)

2. Pre-advancement requirements Leading Hand (12 months from FTSD)
   a. CBRNDC TB achieved and recorded as JPA competence ‘Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy’.
   b. In date RNFT or waiver obtained on SJAR 2 reporting date; recorded as JPA competence ‘CMS|Fitness Test|Navy’.
   c. 12 months’ sea service, recorded as JPA competence ’CMS|12 Months Sea Time AB|Navy’.
   d. Recommended for advancement by CO to LH in 12 Months Appraisal Report SJAR 2.

3. Pre-advancement requirements Leading Hand (Due Date Advancement 24 months from FTSD)
   a. To be in date for Initial OPS (valid for 12 months) or in date Annual OPS Check at start of PQC.
   b. Completed Leading Hand PQC and recorded in JPA.

\(^1\) As appropriate.
c. Completed Leading Rates Leadership Course (LRLC) and recorded in JPA as competence 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy'.

d. In date RNFT or waiver obtained at Due Date Advancement (or when eligible for advancement (if later)); recorded as JPA competence 'CMS|Fitness Test|Navy'.

e. Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM and Promotions Office.

Advanced to
LEADING HAND WARFARE SPECIALIST (AWT), (AWW), (EW), (UW)

If not selected for FT LH to PO, transfer back to Selective Promotion

Selected FT LH for PO, awarded a Fast Track Start Date with a Due Date Advancement to PO of 36 months from this date

4. Pre-advancement requirements Petty Officer (12 months from FTSD)

a. Assigned to sea billet (join date determines FTSD).

b. Completed OJT TB. Achieved OPS; to be recorded under 'Professional|OPS for LH WS(AWT/AWW/EW/UW)|Navy'.

c. In date RNFT or waiver obtained on SJAR 1 reporting date; recorded as JPA competence 'CMS|Fitness Test|Navy'.

d. 12 months' sea service, recorded as JPA competence 'CMS|12 Months Sea Time LH|Navy'.


5. Pre-advancement requirements Petty Officer (24 months from FTSD)

a. In date RNFT or waiver obtained on SJAR 2 reporting date; recorded as JPA competence 'CMS|Fitness Test|Navy'.

b. In date Annual OPS Check recorded as JPA competence 'CMS|Annual OPS Check LH|Navy'.


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2 As appropriate.
6. Pre-advancement requirements Petty Officer (Due Date Advancement 24-36 months from FTSD)

   a. Passed PO PQC and competency recorded in JPA.
   
   b. Completed Senior Rates Leadership Course (SRLC) and recorded as JPA competence ‘Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|’.
   
   c. In date RNFT or waiver obtained at Advancement Due Date (or when eligible for advancement (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’.
   
   d. Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to Career Manager, copied to FTTLM and Promotions Office.

**Advanced to**

**PETTY OFFICER (AWT), (AWW), (EW), (UW)**

Transfer to Selective Promotion Flowchart for Selective Promotion
ANNEX 93B

SEAMAN SPECIALIST – FAST TRACK ADVANCEMENT FLOWCHART

ABLE SEAMAN (SEAMAN) 2
Selected for Fast Track, awarded a Fast Track Start Date with a Due Date Advancement to LH of 24 months from this date

1. Pre-advancement requirements AB1

   a. Assigned to sea billet (join date determines FTSD).
   b. Achieve Local Boats Crew Endorsement (Bowman).
   c. Completed AB SEA OJT TB (sections 1-2, Seamanship and Tactical Communication). At OPS as AB (SEA), authorised by Warfare HOD. OPS is to be recorded under 'Professional|OPS for AB1 (SEA)|Navy'.
   d. In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement AB1; recorded under JPA competence 'CMS|Fitness Test|Navy'.
   e. Awarded AB1 Badge (single star). Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM.

   Advanced to
   ABLE SEAMAN (SEAMAN) 1

2. Pre-advancement requirements Leading Hand (12 months from FTSD)

   a. CBRNDC TB achieved and recorded as JPA competence 'Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy'.
   b. Passed Boat Coxswain TEM (cannot be taken as an AB(SEA)2.
   c. Passed SSEM TEM (cannot be taken as an AB(SEA)2.
   d. In date RNFT or waiver obtained on SJAR 2 reporting date; recorded as JPA competence 'CMS|Fitness Test|Navy'.
   e. 12 months’ sea service, recorded as JPA competence 'CMS|12 Months Sea Time AB|Navy'.
   f. Recommended for advancement by CO to LH in 12 Months Appraisal Report SJAR 2.
3. Pre-advancement requirements Leading Hand (Due Date Advancement 24 months from FTSD)

a. To be in date for Initial OPS (valid for 12 months) or in date Annual OPS Check at start of PQC.

b. Completed Leading Hand PQC and recorded in JPA.

c. Completed Leading Rates Leadership Course (LRLC) and recorded as JPA competence 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy'.

d. In date RNFT or waiver obtained at Due Date Advancement (or when eligible for advancement (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

e. Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM and Promotions Office.

Advanced to LEADING SEAMAN (SEAMAN)
If not selected for FT LH to PO, transfer back to Selective Promotion

Selected FT LH for PO, awarded a Fast Track Start Date with a Due Date Advancement to PO of 36 months from this date

4. Pre-advancement requirements Petty Officer (12 months from FTSD)

a. Assigned to sea billet (join date determines FTSD).

b. Completed LH (SEA) OJT TB (sections 1, 2). Achieved OPS, to be recorded under ‘Professional|OPS for LH (SEA)|Navy’.

c. In date RNFT or waiver obtained on SJAR 1 reporting date; recorded as JPA competence ‘CMS|Fitness Test|Navy’.

d. 12 months’ sea service, recorded as JPA competence 'CMS|12 Months Sea Time LH|Navy'.


5. Pre-advancement requirements Petty Officer (24 months from FTSD)

a. In date RNFT or waiver obtained on SJAR 2 reporting date; recorded as JPA competence 'CMS|Fitness Test|Navy'.

b. In date Annual OPS Check recorded as JPA competence 'CMS|Annual OPS Check LH|Navy'.

6. Pre-advancement requirements Petty Officer (Due Date Advancement 24-36 months from FTSD)

   a. Passed PO (SEA) PQC and competence recorded in JPA.

   b. Completed Senior Rates Leadership Course (SRLC) and recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'.

   c. In date RNFT or waiver obtained at Advancement Due Date (or when eligible for advancement (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’.

   d. Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to Career Manager, copied to FTTLM and Promotions Office.

   Advanced to
   PETTY OFFICER (SEAMAN)
   Transfer to Selective Promotion Flowchart for Selective Promotion
ANNEX 93C

MINE WARFARE SPECIALIST – FAST TRACK ADVANCEMENT FLOWCHART

ABLE SEAMAN (MINE WARFARE) 2
Selected for Fast Track, awarded a Fast Track Start Date with a Due Date Advancement to LH of 24 months from this date.

1. Pre-advancement requirements AB1
   a. Assigned to sea billet (join date determines FTSD).
   b. Completed OJT Task Books (TBs) - achieved OPS as AB (MW), authorised by Warfare HOD. OPS is to be recorded under ‘Professional|OPS for AB1 (MW)|Navy’.
   c. In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement AB1; recorded under JPA competence ‘CMS|Fitness Test|Navy’.
   d. Awarded AB1 Badge (single star). Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM.

   Advanced to

ABLE SEAMAN (MINE WARFARE) 1

2. Pre-advancement requirements Leading Hand (12 months from FTSD)
   a. CBRNDC TB achieved and recorded as JPA competence Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy|.
   b. Passed Boat Coxswain TEM (cannot be taken as an AB(MW)2).
   c. In date RNFT or waiver obtained on SJAR 2 reporting date; recorded as JPA competence ‘CMS|Fitness Test|Navy’.
   d. 12 months' sea service, recorded as JPA competence 'CMS|12 Months Sea Time AB|Navy'.
   e. Recommended for advancement by CO to LH in 12 Months Appraisal Report SJAR 2.
3. Pre-advancement requirements Leading Hand (Due Date Advancement 24 months from FTSD)
   
a. To be in date for Initial OPS (valid for 12 months) or in date Annual OPS Check at start of PQC.

b. Completed Leading Hand PQC and recorded in JPA.

c. Completed Leading Rates Leadership Course (LRLC) and recorded in JPA as competence 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy'.

d. In date RNFT or waiver obtained at Advancement Due Date (or when eligible for advancement (if later)); recorded as JPA competence 'CMS|Fitness Test|Navy'.

e. Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM and Promotions Office.

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<tr>
<td>If not selected for FT LH to PO, transfer back to Selective Promotion</td>
</tr>
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</table>

| Selected FT LH for PO, awarded a Fast Track Start Date with a Due Date Advancement to PO of 36 months from this date |

4. Pre-advancement requirements Petty Officer (12 months from FTSD)
   
a. Assigned to sea billet (join date determines FTSD).

b. Completed LH(MW) and Seamanship OJT TBs. Achieved OPS; to be recorded under 'Professional|OPS for LH (MW)|Navy'.

c. In date RNFT or waiver obtained on SJAR 1 reporting date; recorded as JPA competence 'CMS|Fitness Test|Navy'.

d. 12 months' sea service, recorded as JPA competence 'CMS|12 Months Sea Time LH|Navy'.


5. Pre-advancement requirements Petty Officer (24 months from FTSD)
   
a. In date RNFT or waiver obtained on SJAR 2 reporting date; recorded as JPA competence 'CMS|Fitness Test|Navy'.

b. In date Annual OPS Check recorded as JPA competence 'CMS|Annual OPS Check LH|Navy'.

c. Recommended for promotion in 24 Months Appraisal report SJAR 2.
6. Pre-advancement requirements Petty Officer (Due Date Advancement 24-36 months from FTSD)

   a. Passed PO PQC and competency recorded in JPA.

   b. Completed Senior Rates Leadership Course (SRLC) and recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'.

   c. In date RNFT or waiver obtained at Advancement Due Date (or when eligible for advancement (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’.

   d. Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to Career Manager, copied to FTTLM and Promotions Office.

   | Advanced to |
   | PETTY OFFICER (MINE WARFARE) |
   | Transfer to Selective Promotion Flowchart for Selective Promotion |
ANNEX 93D

HYDROGRAPHY AND METEOROLOGY – FAST TRACK ADVANCEMENT FLOWCHART

ABLE SEAMAN (HYDROGRAPHIC AND METEOROLOGICAL) 2
Selected for Fast Track, awarded a Fast Track Start Date with LH of 24 months from this date.

1. Pre-advancement requirements AB1
   a. Assigned to a sea billet for AB2 HM(H) and an air station for AB2 (HM)(M).
   b. Completed OJT Task Books (TBs) - achieved OPS as AB (HM), authorised by Warfare HOD. OPS is to be recorded under ‘Professional|OPS for AB1 HM(H)|Navy|Professional|OPS for AB1 HM(M)|Navy|’.
   c. In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement AB1; recorded under JPA competence ‘CMS|Fitness Test|Navy|’.
   d. Awarded AB1 Badge (single star). Promotion Authorisation Request (PAR) sent to Career Management Cell (CMC) Devonport FAO HM Career Manager, copied to FTTLM.

Advanced to
ABLE SEAMAN HYDROGRAPHIC AND METEOROLOGICAL 1 (H) or (M)

2. Pre-advancement requirements Leading Hand (12 months from FTSD)
   a. CBRNDC TB achieved and recorded as JPA competence ‘Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy|’.
   b. In date RNFT or waiver obtained on SJAR 2 reporting date; recorded as JPA competence ‘CMS|Fitness Test|Navy|’.
   c. 12 months’ sea service for HM(H) only, recorded as JPA competence ‘CMS|12 Months Sea Time AB|Navy|’.
   d. Recommended for advancement by CO to LH in 12 Months Appraisal Report SJAR 2.
3. Pre-advancement requirements Leading Hand (Due Date Advancement 24 months from FTSD)

   a. To be in date for Initial OPS (valid for 12 months) or in date Annual OPS Check at start of PQC.

   b. Completed Leading Hand PQC and recorded in JPA.

   c. Completed Leading Rates Leadership Course (LRLC) and recorded in JPA as competence 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'.

   e. In date RNFT or waiver obtained at Advancement Due Date (or when eligible for advancement (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’.

   f. Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to CMC Devonport FAO HM Career Manager, copied to FTTLM and Promotions Office.

   Advanced to
   LEADING HAND HYDROGRAPHIC and METEOROLOGICAL (H) or (M)
   If not selected for FT LH to PO, transfer back to Selective Promotion

   Selected FT LH for PO, awarded a Fast Track Start Date with a Due Date Advancement to PO of 36 months from this date

4. Pre-advancement requirements Petty Officer (12 months from FTSD)

   a. Assigned to a sea billet for LH HM(H) and an air station for LH HM(M) (join date determines FTSD).

   b. Completed LH (H) or (M) and Seamanship (HM(H) only) OJT TBs. Achieved OPS; to be recorded under ‘Professional|OPS for LH HM(H)|Navy|’,'Professional|OPS for LH HM(M)|Navy|’.

   c. In date RNFT or waiver obtained on SJAR 1 reporting date; recorded as JPA competence 'CMS|Fitness Test|Navy|’.

   d. 12 months' sea service, recorded as JPA competence (HM)(H) only 'CMS|12 Months Sea Time LH|Navy|’.

5. **Pre-advancement requirements Petty Officer (24 months from FTSD)**
   a. In date RNFT or waiver obtained on SJAR 2 reporting date; recorded as JPA competence 'CMS|Fitness Test|Navy|'.
   b. In date Annual OPS Check recorded as JPA competence 'CMS|Annual OPS Check LH|Navy|'.
   c. Recommended for promotion in 24 Months Appraisal report SJAR 2.

6. **Pre-advancement requirements Petty Officer (Due Date Advancement 24-36 months from FTSD)**
   a. Passed PO PQC (Seamanship HM(H) only) and competency recorded in JPA.
   b. Completed Senior Rates Leadership Course (SRLC) and recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'.
   c. In date RNFT or waiver obtained at Advancement Due Date (or when eligible for advancement (if later)); recorded as JPA competence 'CMS|Fitness Test|Navy|'.
   d. Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to CMC Devonport FAO HM Career Manager, copied to FTTLM and Promotions Office.

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<th>PETTY OFFICER HYDROGRAPHICAL AND METEOROLOGICAL (H) or (M)</th>
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<tbody>
<tr>
<td>Transfer</td>
<td>Selective Promotion Flowchart for Selective Promotion</td>
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</tbody>
</table>
ANNEX 93E

WARFARE SPECIALIST SUBMARINER – FAST TRACK ADVANCEMENT FLOWCHART

ABLE SEAMAN WARFARE SPECIALIST 2 (SSM)/(TSM)
Selected for Fast Track, awarded a Fast Track Start Date with a Due Date Advancement to LH of 24 months from this date.

1. Pre-advancement requirements AB1

   a. Completed SMQ(Dry) – SMQ(North) or SMQ(South) (GTS point).

   b. Assigned to sea billet.

   c. Completed SMQ(Wet) – Qualified SM point (date of passing determines FTSD).

   d. Completed OJT TB 1 – achieved OPS as AB1, authorised by Warfare HOD. OPS is to be recorded under: ‘Professional|OPS for AB1 WS(SSM or TSM)|Navy’.

   e. In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement AB1; recorded under JPA competence ‘CMS|Fitness Test|Navy’.

   f. Awarded AB1 Badge (single star). Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM.

   g. WS(SSM) ratings completed narrowband TEM, recorded as ‘SM|Narrowband Operator (UP616QNT)|Navy’.

Advanced to

ABLE SEAMAN WARFARE SPECIALIST 1 (SSM)/(TSM)

2. Pre-advancement requirements Leading Hand (12 months from FTSD)

   a. In date RNFT or waiver obtained on SJAR 2 reporting date; recorded as JPA competence ‘CMS|Fitness Test|Navy’.

   b. 12 months' sea service, recorded as JPA competence 'CMS|12 Months Sea Time AB|Navy’.

   c. Recommended for advancement by CO to LH in Appraisal Report SJAR 2.
3. Pre-advancement requirements Leading Hand (Due Date Advancement 24 months from FTSD)

   a. To be in date for Initial OPS (valid for 12 months) or in date Annual OPS Check at start of PQC.

   b. Completed Leading Hand PQC and recorded in JPA.

   c. Completed Leading Rates Leadership Course (LRLC) and recorded in JPA as competence 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy'.

   d. In date RNFT or waiver obtained at Advancement Due Date (or when eligible for advancement (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

   e. Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM and Promotions Office.

   Advanced to LEADING HAND WARFARE SPECIALIST (SSM)/TSM
   If not selected for FT LH to PO, transfer back to Selective Promotion

   Selected FT for PO, awarded a Fast Track Start Date with an Advancement Due Date to PO of 36 months from this date

4. Pre-advancement requirements Petty Officer (12 months from FTSD)

   a. Assigned to sea billet (join date determines FTSD).

   b. Completed LH TB and any TEM OJT TBs. Achieved OPS; to be recorded under ‘Professional|OPS for LH WS(SSM/TSM)|Navy’.

   c. In date RNFT or waiver obtained on SJAR 1 reporting date; recorded as JPA competence ‘CMS|Fitness Test|Navy’.

   d. 12 months' sea service, recorded as JPA competence 'CMS|12 Months Sea Time LH|Navy'.


5. Pre-advancement requirements Petty Officer (24 months from FTSD)

   a. In date RNFT or waiver obtained on SJAR 2 reporting date; recorded as JPA competence ‘CMS|Fitness Test|Navy’.

   b. In date Annual OPS Check recorded as JPA competence 'CMS|Annual OPS Check LH|Navy’.

   c. Recommended for advancement in 24 Months Appraisal report SJAR 2.
6. Pre-advancement requirements Petty Officer (Due Date/CPD 24-36 months from FTSD)

a. Passed PO WS(SSM)/(TSM) PQC and competency recorded in JPA.

b. Completed Senior Rates Leadership Course (SRLC) and recorded as competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'.

c. In date RNFT or waiver obtained at Advancement Due Date (or when eligible for advancement (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy|’.

d. Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to Career Manager, copied to FTTLM and Promotions Office.

| Advanced to |
| PETTY OFFICER WS(SSM)/TSM |
| Transfer to Selective Promotion Flowchart for Selective Promotion |
ANNEX 93F

DIVER – FAST TRACK ADVANCEMENT FLOWCHART

**ABLE SEAMAN (DIVER) 2**
Selected for Fast Track, awarded a Fast Track Start Date with a Due Date Advancement to LH of 36 months from this date.

1. Pre-advancement requirements AB1
   
   a. Assigned to sea billet (join date determines FTSD).

   b. Completed OJT Workplace Task Books (WTTB) Seamanship and Diver achieved full OPS as AB(D), authorised by Warfare HOD. OPS is to be recorded under ‘Professional|OPS for AB1 (D)|Navy’.

   c. In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement AB1; recorded under JPA competence ‘CMS|Fitness Test|Navy’.

   d. Awarded AB1 Badge (single star). Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM.

   e. Request for change of category to Special Service Pay (Diving) forwarded to parent UPO (see 8).

   **Advanced to**

   **ABLE SEAMAN (DIVER) 1**

2. Pre-advancement requirements Leading Hand (24 months from FTSD)

   a. CBRNDC TB achieved and recorded as JPA competence ‘Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy’.

   b. In date RNFT on SJAR 1 reporting date; recorded as JPA competence ‘CMS|Fitness Test|Navy’.

   c. 12 months' sea service, recorded as JPA competence 'CMS|12 Months Sea Time AB|Navy'.

   d. Assigned to FDS on completion of 12 months' sea service.

   e. In date Annual OPS Check and recorded as JPA competence 'CMS|Annual OPS Check AB|Navy'.

   f. Recommended for advancement by CO to LH in 24 Months Appraisal Report SJAR 2.
3. Pre-advancement requirements Leading Hand (Due Date Advancement 36 months from FTSD)

   a. To be in date Annual OPS Check and recorded as JPA competence ‘CMS|Annual OPS Check AB1|Navy’ at start of PQC.

   b. Completed Leading Hand PQC (Diving and EOD phases) and recorded in JPA.

   c. Completed Leading Rates Leadership Course (LRLC) and recorded in JPA as competence ‘Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy’.

   d. In date RNFT or waiver obtained at Due Date Advancement (or when eligible for advancement (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

   e. Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to parent Career Management Cell, copied to FTTLM and Promotions Office.

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**Advanced to LEADING HAND (DIVER)**

If not selected for FT LH to PO, transfer back to Selective Promotion

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**Selected FT LH for PO, awarded a Fast Track Start Date with a Due Date Advancement to PO of 36 months from this date**

4. Pre-advancement requirements Petty Officer (12 months from FTSD)

   a. Assigned to sea billet (join date determines FTSD).

   b. Completed LH (D) TB (Diving). Achieved OPS; to be recorded under ‘Professional|OPS for LH (D)|Navy’.

   c. In date RNFT or waiver obtained on SJAR 1 reporting date; recorded as JPA competence ‘CMS|Fitness Test|Navy’.

   d. 12 months’ sea service, recorded as JPA competence ‘CMS|12 Months Sea Time LH|Navy’.


5. Pre-advancement requirements Petty Officer (24 months from FTSD)

   a. In date RNFT or waiver obtained on SJAR 2 reporting date; recorded as JPA competence ‘CMS|Fitness Test|Navy’.

   b. In date Annual OPS Check (DSC and Seamanship if applicable) and recorded as JPA competence ‘CMS|Annual OPS Check LH|Navy’.

6. **Pre-advancement requirements Petty Officer (Due Date Advancement 24-36 months from FTSD)**

   a. Passed PO PQC and competency recorded in JPA.

   b. Completed Senior Rates Leadership Course (SRLC) and recorded as JPA competence 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy'.

   c. In date RNFT or waiver obtained at Advancement Due Date (or when eligible for advancement (if later)); recorded as JPA competence ‘CMS|Fitness Test|Navy’.

   d. Recommended for advancement by CO. Promotion Authorisation Request (PAR) sent to Career Manager, copied to FTTLM and Promotions Office.

   Advanced to
   **PETTY OFFICER (DIVER)**
   Transfer to Selective Promotion Flowchart for Selective Promotion
ANNEX 93G

FAST TRACK SCHEME TERMS OF SERVICE AND FAILURE POLICY

1. FT Terms of Service

a. The FT scheme affords significant opportunity in terms of career progression at an earlier stage and therefore it is expected that FT personnel will perform at a higher than average level of competence in all aspects of training and employment. The scheme's success is dependent on both the individual and the unit’s organisation to ensure sufficient progress is made towards the next higher rate. To ensure this occurs the scheme will be externally assured by the FTMs and their teams.

b. Lack of progress within the scheme has the potential to prevent the achievement of the nominated Due Date. It is expected that FT personnel will be appropriately supported in their unit and placed on warning in a timely manner to highlight where progress is not sufficient in order to support recovery and indicate not only the failure but the potential impact to the Due Date achievement and how to recover the situation. At all times an FT individual must maintain a positive recommendation to remain in the scheme and for the next advancement. Any training failure, CLM or NGT warnings or attitudinal problems will, in all probability, result in removal from the scheme.

c. To ensure all FT personnel are fully aware of the changes to their Terms of Service on selection to the FT scheme (including being advanced, in lieu of selective promotion), individuals will sign a Certificate of Understanding (Part A). When signing, they confirm that they understand, whilst on the FT scheme, that they will:

(1) Not be considered at Selective Promotion Boards until removed from FT scheme,

(2) Be required to waive their minimum time for assignment to sea and shore, and

(3) Be required to waive their 660/3 Separated Service Allowance.

d. On leaving the FT scheme, a Certificate of Understanding (Part B) will be completed and signed by the individual reversing the process, with an individual returning to Selective Promotion and minimal notice for future assignments.

2. FT Scheme Failure Policy

a. Where it is suspected that agreed targets may not be achieved, for reasons within the control of the individual, FT personnel are to be placed on warning in a timely manner to highlight the concern to the individual and ensure a recovery plan is created and followed. This will also highlight to the FTTLM the potential delay in the individual’s progression and potential for removal from the scheme.
b. There may be extenuating circumstances\(^1\), both Service (eg. ship's programme) and non-Service (eg. compassionate or medical reasons) which may prolong an individual’s time within the training pipeline. Delays may have an effect on the ability to meet progression to LH or PO within the expected time and in all circumstances the FTTLM should be informed at the earliest point.

c. The FTM has the authority to remove personnel from the FT scheme and will do so where it is deemed appropriate in all the circumstances. Prior to making a decision, the FTM should seek advice from the relevant FTA and the FTTLM.

3. **Removal from the FT Scheme**

a. A Rating may be removed from the scheme in any of the following circumstances:

   (1) Submission of an Early Termination request or request to leave the scheme.

   (2) Failure to achieve OPS.

   (3) Not being recommended for advancement by CO.

   (4) Failure of Leadership Course (LRLC or SRLC).

   (5) Conviction for a civilian or service offence.

   (6) Removal from course.

   (7) Career Intermission\(^2\).

   (8) Poor performance relating to professional performance or CLM failings.

   (9) Imposition of a Career Check.

   (10) Other significant reason which the FTM deems sufficient to justify removal.

b. On submission of a request for Early Termination an individual will be de-selected from the FT scheme. Unit Staff and Career Managers are to ensure they liaise with the FTTLM prior to accepting any notice to ensure that the individual is fully briefed on all aspects associated with removal from FT and serving notice, such as TRoS and being employed at sea during the notice period.

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\(^1\) These occasions should be rare, as the CO and FTTLM should be working to meet the tight FT timescales.

\(^2\) Previously called Career Break.
c. When being de-selected from the FT scheme, the FTTLM will ensure the following actions are completed and appropriate details are recorded on the Certificate of Understanding (Part B):

(1) Individual is to be fully briefed on all aspects of removal and that future promotion will be by selection.

(2) A SPEC AR raised detailing reasons for the de-selection.

(3) FT Certificate of Understanding (Part B) to be completed by the FTTLM.

(4) FTM to remove the JPA FT competence.

(5) Individual’s seniority date to be agreed with FTM and recorded on JPA.

4. Volunteer for Removal from the FT scheme

a. At any stage of the scheme an individual can volunteer to be removed from FT and revert to selective promotion. The process is detailed below, and all individuals should be fully advised of the changes to their career progression when transferred back to the selective promotion route. It is recommended this action be carried out by the unit HOD.

b. A request by an individual for removal from the FT scheme is to be forwarded to the FTTLM for review and consideration. The FTM will retain the authority to remove any rating from the FT scheme. The process to be followed is indicated below:

(1) The FT rating is to submit a formal request to the CO detailing the explanation why they wish to be removed from the FT Scheme.

(2) If the request for removal is associated with submission of Early Termination, the FTTLM will liaise with CMC Career Manager before advising the HOD on future employment plans.

(3) If at sea the rating is expected to remain in that position.

(4) If the request for removal is not associated with an Early Termination request but occurs on LH PQC or PO PQC, the individual will be removed from the course and reassigned at their substantive rank. All cases will be treated individually and be approved by the FTM.

c. Individuals removed from the FT scheme will be career managed by their appropriate CMC and employed according to the Needs of the Service. It is to be recognised that the individual will have completed less time at sea than those on selective promotion. It is therefore to be expected that these individuals will be assigned back to sea at the earliest opportunity by CMC.
5. **Failure within Professional Qualifying Courses**

   a. FT personnel who fail on AB, LH or PO PQC will be managed by the Training Schools PQC Training Failure Policy.

   b. Back-classing of FT personnel is to be considered only for exceptional reasons outside of any professional training failure. Where back-classing is necessary, then the individual case will be reviewed by the Training School, FTRA and FTM to assess the impacts to the individuals training. Where a FT individual is being back-classed then, following liaison with the FTRA, the Training School will review the circumstances of the back-classing and consider on a case by case basis if the individual is to remain on the FT scheme.

   c. Where FT personnel fail or miss course module(s), then the Training School policy is to be followed in reprogramming modules. Where a module(s) has been missed for Service or non-Service reasons, the FTRA is to be notified in all cases. Whether an individual remains on the FT scheme will be reviewed on a case by case basis, with the final decision being made between the Training School, FTRA and the FTM.

6. **Failure of Leadership Courses**

   a. As Fast Track ratings, it is expected that all FT personnel will allocate sufficient time and preparation to pass the required leadership courses.

   b. FT personnel who fail LRLC or SRLC may be de-selected from the scheme for not meeting the standard of leadership expected at their rank. In exceptional cases, and where there is sufficient mitigation and a recommendation is made by Royal Navy Leadership Academy (RNLA) Staff for return to leadership course, a de-selection from the FT scheme waiver may be considered. This must be approved by the FTM.

   c. On removal from the FT scheme following failure at LRLC or SRLC, the individual will be transferred to the selective promotion route at their current rank. The individual must then seek promotion by selection and will be planned to attend leadership course only after further selection for the next higher rate.

7. **Ratings Removal from the Fast Track Scheme**

   In all other cases, units should make application to the FTM for the rating’s removal. The FTTLM will conduct all administrative actions for a rating’s removal from the FT scheme.
ANNEX 93H

FAST TRACK CERTIFICATE OF UNDERSTANDING PART A

TRANSFER TO THE WARFARE FAST TRACK SCHEME

Being subject to: Advancement by time in accordance with BRd 3(1) Chapter 68 and possible changes in minimum notice for assignment to sea and shore.

Part 1 – Individual's Details

<table>
<thead>
<tr>
<th>FULL NAME (in Capitals)</th>
<th>SERVICE No.</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Selection</th>
<th>Fast Track Start Date</th>
<th>Due Date Advancement</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Part 2 – Individual's Declaration

I understand that during my time on the Warfare Fast Track scheme:

I will be subject to advancement by time, as detailed in BRd 3(1) Chapter 68, rather than selective promotion and, therefore, I will not be considered by Selection Boards for Promotion.

I may be liable to be assigned to sea or shore units at less than normal assigning notice, as detailed in BRd 3(1) Chapter 59.

Signed: Date:

Part 3- Fast Track Through-Life Manager

The above-named rating has been transferred to the Warfare Fast Track scheme and will be subject to advancement by time, with the following awarded due date for the next higher rate:

<table>
<thead>
<tr>
<th>Advancement To</th>
<th>Due Date Advancement</th>
</tr>
</thead>
<tbody>
<tr>
<td>LH / PO*</td>
<td></td>
</tr>
</tbody>
</table>

Signed: Rate/Rank*:

Name*: Date: *Block Capitals

1 A copy of the Certificate of Understanding Part A is to be retained by the individual.
2 The Certificate of Understanding Part A is to be retained by the FTTLM for a period of 3 years after the individual leaves the Warfare Fast Track scheme.
FAST TRACK CERTIFICATE OF UNDERSTANDING PART B

REMOVAL FROM THE WARFARE FAST TRACK SCHEME

Part 1 – Individual's Details

<table>
<thead>
<tr>
<th>FULL NAME (in Capitals)</th>
<th>SERVICE No.</th>
<th>RATE</th>
</tr>
</thead>
</table>

The above-named rating has been removed from the Warfare LH/PO (delete as appropriate) Fast Track scheme and will no longer be subject to time-based advancement.

The following seniority date has been determined by the Fast Track Authority and will be recorded in JPA:

<table>
<thead>
<tr>
<th>RATE</th>
<th>SENIORITY DATE</th>
</tr>
</thead>
</table>

Part 2 – Individual's Declaration

I understand that on removal from the Warfare Fast Track scheme:

- I will return to being subject to selective promotion as detailed in BRd 3(1) Chapter 67.
- I will be liable to be assigned to sea or shore units as detailed in BRd 3(1) Chapter 59.

Signed: Date:

Part 3- Fast Track Through-Life Manager

The above-named rating has been transferred to the Selective promotion scheme and will be subject to promotion by Selection from the following date:

Date:

The following actions have been completed:

- The individual has been fully briefed on implications of removal from the Warfare Fast Track scheme.
- All Warfare Fast Track competences have been removed from JPA.
- The Individual's seniority date has been agreed with the Fast Track Authority and recorded in JPA.

Signed: Rate/Rate*:

Name*: Date: *Block Capitals

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A copy of the Certificate of Understanding Part B is to be given to the individual.

The Certificate of Understanding Part B is to be retained by the FTTLM for a period of 3 years after the individual leaves the Warfare Fast Track scheme.
CHAPTER 95
INDIVIDUAL TRAINING

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9509. Delivery of Training
9510. Assurance – Second Party Audit
9511. Assurance – External Validation (ExVal)
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CHAPTER 95

INDIVIDUAL TRAINING POLICY

9501. Introduction

The Maritime Training Strategy sets out how the maritime training system will contribute towards the Navy Board’s strategic intent\(^1\). It governs all maritime training across the domains for both internal and external providers. This chapter of BRd 3(1) directly supports the Maritime Training Strategy’s intent and provides the RN policy for individual training only. JSP 822 provides the Defence direction and guidance for individual training, collective training and education. Nothing in this chapter should be taken to contradict that within the JSP. The policies and guidelines contained in this chapter are to be applied to all individual training conducted in the NS (including training delivered by contractors). Training delivered to Naval Service (NS) personnel within DTEs under RAF, Army or JFC Command will be conducted in accordance with Defence and Service Command (SC) policy. However, those responsible for DTE policy must seek to meet the requirements contained within this chapter; any deviation must be agreed with the chapter sponsor.

9502. Governance of Training

a. Training Policy and Strategy. In order to provide coherence to the management of individual training policy across the NS, a Training Policy Steering Group (TPSG) will be convened biannually. The TPSG will be chaired by ACNS(T) SO1 PolStrat. In addition to holding the responsibility for individual training policy, the ACNS(T) training policy desks are responsible for translating relevant Defence policy change into NS action, the planning and co-ordination of second party audit and training media policy.

b. Training Capabilities. The ACNS(T) Training Capability (TC) Team are responsible for the oversight, management and review of in-Service training delivery. Training Capability Managers (TCMs) support all arms of the NS (including General Service and the Submarine Service), with the exception of Aviation and RM, through the ACNS(T) HQ structure. Training Capability Managers (TCMs) are responsible for liaising between their respective Training Delivery Authorities (TDAs), Training Requirements Authorities (TRAs) and Capability Delivery Teams to ensure that in-service individual training meets the identified need. The TCMs are organised to cover Warfare and Engineering in-service training and act as the single TLoD point of contact for dealing with emergent training requirements and issues. They deliver the TLoD input to all the In-Service Capability Management Boards and also represent and assure the TLoD output at appropriate equipment and platform Project Boards and supporting Working and Steering Groups. The TCMs are experienced warfare and engineering officers and therefore provide SME input and assistance to FOST HQ Staff, in particular the New Capabilities team, who are exclusively TM officers and require SME input to support their TLoD assurance activity. The TCMs deliver a number of FOAP Course and Training Design executive functions and are central to taking forward issues raised through the Training Feedback (S3018) and Training Lessons Identified (DLIMs) processes.

\(^1\) Maritime Training Strategy dated 2018. The Maritime Training Strategy is written in two parts; both of which can be found by searching for “Maritime Training Strategy” on DefNet.
They also provide the TLoD input to wider NCHQ Force Generation meetings either as BaU or for specific emergent operations.

c. **New Capabilities.** The New Capabilities (NC) Team is responsible for assuring the Training Line of Development (TLOD) for new and updated capabilities being introduced over the medium to long term (circa 5-10 years). Reporting to ACOS(T), they are subject to ‘Command Pull’ from NCHQ's MarCap and ISCM teams. The NC team works closely with MTAO, DE&S, ISS and the Submarine Delivery Agency (SDA) to ensure that Project Teams introducing new maritime and joint capabilities take full account of training implications including funding, programme management, training policy and training strategy. ACNS(T) New Capabilities also conduct the quality assurance of Training Needs Analysis (TNA); the majority of which is outsourced.

d. **Maritime Training Acquisition Organisation (MTAO).** Amongst a broad spectrum of assurance activities across the maritime training domain, ACNS(T) is Held to Account (H2A) for assuring the development of training solutions for new and refreshed military capabilities. MTAO comprises of Training specialists, embedded at MOD Abbey Wood (as a team and as singleton posts within specific project teams) and is charged with delivering specialist training support, advice and direction to Project Teams and Capability Sponsors to ensure that the training and personnel implications of DE&S and SDA decisions are considered as an integrated component of Project Team work and at the earliest opportunity. MTAO also oversee the Future Training Unit (FTU) including Service Personnel and, predominantly, contractors at present working on Queen Elizabeth Class projects.

e. **MTAO seeks to ensure that 'human capability' requirements are adequately funded, both at initial acquisition and through-life, and are translated into training solutions that are effective in supporting the delivery of military capabilities.** Elements of MTAO embrace both the capability sponsor and project delivery functions under a single organisational umbrella, to ensure the timely and comprehensive delivery of TLoD direction which is coherent with central strategic direction. Close engagement with the TLoD leads in the Land, Air and Joint domains ensures coherence with other Tri-Service and Joint initiatives, such as the Defence Training and Education Capability (DTEC) programme. In terms of its contribution to the delivery of military capability, MTAO's mission is to ensure that maritime capabilities will be acquired with effective and affordable through-life solutions in accordance with the Maritime Training and Personnel Strategies.

f. **Human Resources Training Services Group (HRTSG).** The following aspects of the training system are the responsibility of the HRTSG (ACOS(PCap) conducted on behalf of the TRA:

1. Maintaining Role Performance Statements (Role PS) for the NS.
2. Planning and execution of external validation (ExVal) for individual training.
(3) Production of non-equipment TNAs and advice and consultancy to outsourced non-equipment TNA projects.

(4) Production and maintenance of the Statement of Trained Requirement (SOTR).

g. **Customer Executive Board (CEB).** The purpose of the CEB is to provide a mechanism for stakeholders to develop the scale and content of training to match the Naval Service (NS) requirement within the available resource. In so doing, the process should hold all parties, including the TDA and the TRA, to account for the execution of their responsibilities in relation to the quantity, quality, timeliness and effectiveness of the training. The individual training CEB structure runs alongside that of the Collective training CEBs as shown in Fig 95-1.
Figure 95-1. CEB Structure

Footnote:
1. Amalgamation of Command Leadership & Management, Ph1, Ph2&3 pre-CEBs.
2. The Littoral Strike CEB has yet to be set up.
h. Direction for CEBs for Individual Training and suggested Terms of Reference are detailed in JSP 822. Attendance at individual CEBs will vary but, as a minimum, the following should be represented:

1. TDA – Chair.
2. Representatives of relevant training schools.
3. TRA, including those empowered to represent both the demander (generally the relevant BM) and the technical requirement.
4. Relevant CMs.
5. Additional customers/stakeholders (as appropriate).
6. HRTSG SOTR Cell, as the custodians of the demand signal.
7. Any commercial partner engaged in the provision of training (as appropriate).

The typical battle rhythm for CEBs is shown in Table 95-1.

i. **Strategic CEB (Strat CEB).** The Strat CEB provides direction and guidance to all NS CEBs. Assuming that Individual CEBs have been successful in endorsing the respective SOTR/SOTT (or in identifying the risk to be carried), the Strat CEB should be able to maintain a ‘high-level’ discussion to endorse the SOTR/SOTT. As such, the following should be in attendance (noting that other personnel may attend in support):

1. ACOS T – Chair.
2. CEB Chairs (COMCORE, COMOT and Comdt DCTT).
3. ACOS(PCap) (representing TRA).
4. DACOS(T).
5. SO1 Pipeline Coherence – Secretary.
### Table 95-1. CEB Battle Rhythm

<table>
<thead>
<tr>
<th>Timing</th>
<th>Event</th>
<th>Lead</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov</td>
<td>SOTR updated</td>
<td>Respective BMs</td>
<td>Complete.</td>
</tr>
<tr>
<td>Jan</td>
<td>HRTSG Screenings</td>
<td>CO HRTSG</td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td>TCWGs</td>
<td>Schools</td>
<td>Resolve issues in training delivery. Those that cannot be resolved should be taken to CEBs.</td>
</tr>
<tr>
<td>Feb</td>
<td>Interim CEBs</td>
<td>1* TDA leads</td>
<td>Aim: Tactical in-year management. To endorse respective SOTR and to consider impact on training resources as well as Yr 2 and Yr 3 issues.</td>
</tr>
<tr>
<td>Mar</td>
<td>Interim Strat CEB²</td>
<td>ACOS(T)</td>
<td>Aim: to discuss in year changes.</td>
</tr>
<tr>
<td>Mar–May</td>
<td>Compilation of draft SOTT</td>
<td>TDAs</td>
<td>Note: SOTR locked down. No adjustments can be made until draft SOTT compiled.</td>
</tr>
<tr>
<td>Jun</td>
<td>TCWGs</td>
<td>Schools</td>
<td>As per previous TCWG comment</td>
</tr>
<tr>
<td>Jun</td>
<td>Individual CEBs</td>
<td>1* TDA leads</td>
<td>Aim: to approve respective SOTR/SOTT and understand risks not resolved at TCWGs.</td>
</tr>
<tr>
<td>Jul</td>
<td>Strat CEB</td>
<td>ACOS(T)</td>
<td>Aim: to endorse the SOTT for the next training year.</td>
</tr>
</tbody>
</table>

**j. Procedure for CEB Process.** Each Individual CEB will be chaired by the relevant TDA³, the rationale being that the TDA will be best placed to provide the necessary training data and, additionally, understand the resources required to deliver that training. Where the TDA is a contractor, the 1* area in which that TDA is hosted or governed will serve as TDA for that CEB with the appropriate Authority contract management and contractor support to understand the contracted position. Defence CEBs are to be attended by the TRA and their representatives as the SOTR/SOTT and requirements setting are integral to Naval training.

**k.** The chair will be responsible for determining the shortfall or surplus between the training demand (SOTR) and the training supply (SOTT) that cannot be resolved by HRTSG before the CEB and ensure clear articulation of actions. The product should be a clear holding to account of people/organisations that are responsible for managing resources, setting the requirement and delivering the training. Unresolved issues and risks should be raised to the Strat CEB.

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² To be held after GTS targets have been issued – normally chaired by ACOS(T).
³ For the purposes of RN CEBs, this is predominantly COMOT, COMCORE and Comdt DCTT. If the 1* is not available, then a suitably empowered representative – nominally the CO of the Establishment in which the majority of the training occurs – should chair the CEB.
l. The Lead TRA (with both BM and CM involvement) plays a vital role in developing the SOTR and it is critical that the Yr 1 figures agreed at the end of the SOTR process are valid and accurate. It is recognised that the figures for Years 2, 3 and 4 will require increasing refinement as the SOTR progresses year on year. In compiling the SOTR, the following issues are among those that should be taken into account:

(1) New equipment/equipment upgrades.

(2) Changes to policy and legislation.

(3) Impact of ABC measures.

(4) Defence priorities.

(5) Results of external validation.

(6) Changes to infrastructure.

(7) Changes to manpower structure.

(8) Known difficulties of recruiting in specific trades/branches.

(9) Historic data on take up and pass rates on courses.

m. In order to build up meaningful data on the accuracy and validity of SOTR figures, at the end of each training year a comparison of the relevant forecast requirement (SOTR) versus actual achievement is to be undertaken by the training organisation/school. The results of this comparison are to be reported at the CEB, with records maintained to establish trends.⁴

n. Two weeks before the annual Strategic CEB meeting, the Chair of each CEB should forward a short briefing note (using the format at Annex 95A as guidance) to the Strat CEB Secretary (SO1 Pipeline Coherence) to inform the ensuing Strat CEB. This will permit the Strat CEB to record formally the areas where risk has been agreed. This is only of use at the Strat CEB as, for the interim CEB, the SOTT will not yet have been generated, but the format may be useful in considering information pertinent to the Interim CEB.

⁴ Currently subject of on-going work on Outturn Data following ACNS(T)’s/700/1 dated 5 Nov 15 (NOTAL)
Management of Risk. HRTSG-led screening meetings and review of outturn data by BMs and CMs should refine the SOTR figures on an annual basis and thereby ensure that the requirement identified is as close to likely ‘take up’ as possible. In areas where outturn data indicates that course\(^5\) take up is consistently below the requirement then CEB chairs are permitted to take qualified ‘risk’ against the SOTR (by up to 10%) without further approval, taking into account the ‘risk’ already incorporated into these figures by improved screening meetings. The level of risk should be articulated and justified in the Strat CEB brief. It is accepted that this ‘risk’ will be taken by the TDA, rather than collaboratively, unless circumstances otherwise deem it appropriate.

9503. Management of Training

a. Mandated DSAT Activities. JSP 822 Pt 1 Section 1.1 (Figure 4) identifies the mandated activities (processes, outputs and deliverables) required of a Management of Training System (MTS). The DSAT process should be applied intelligently with appropriate flexibility to achieve an effective and efficient Training System capable of supplying the right mix of sufficient, capable, motivated, deployable and diverse people, now and in the future. Mandated activities requiring exemption from a unit’s MTS must be clearly identified, justified and documented within the unit’s MTS (normally the Training Quality Manual) which is to be endorsed by the respective TDA.

b. Construction and Subject Matter of Quality Procedures. The range and depth of quality procedures depend upon the complexity of the training activities and the skills and training required by personnel involved in carrying out these activities. Documented procedures should describe as applicable:

1. The reference documentation to be used.
2. The interrelationship with other procedures.
3. The responsibilities, authority and interrelationships of personnel involved in the procedure.
4. How the procedure is to be performed.
5. The controls to be applied.
6. The quality records to be retained.
7. Local administrative and/or operational or working practices.

\(^5\) Such as professional qualifying courses, leadership courses (associated with promotion), NMT courses (if deemed feasible), and CBRNDC courses (such as ISSC, BSSC, EFSSC).
c. **Mandated Procedures.** Quality manuals must include quality procedures to control the following training activities:

(1) Training Management Review of the Management of Training System (MTS).


(3) Review of published course information.

(4) Procurement and Support of Training Equipment.

(5) Control and review of customer supplied services via Customer Supplier Agreements (CSA), Service Level Agreements (SLA), and contracts.

(6) Training failure policy including reporting procedures following a trainee failure and remedial training guidelines. TDAs are to ensure that, within this procedure, they include an action to inform the relevant Career Manager of any trainee failure at the earliest opportunity so that the individual is not employed in an inappropriate manner.

(7) Verification of trainee course prerequisites.

(8) Definitions for the working (training) week, day and period.

(9) Management of trainees.

(10) Management and reporting of training deficiencies.

(11) Internal Validation (InVal) of Training.

(12) Assessment and testing, including analysis of results, records and review.

(13) Control of quality records.

(14) Conduct of internal (first party) training audits, including corrective and preventative actions.

(15) Identification and recording of staff training.

d. **NS-Specific Quality Records List.** In addition to any other quality records identified in DSAT or locally, the following are to be retained by NS TDAs for the period specified.
### Table 95-2. Retention of Quality Records

<table>
<thead>
<tr>
<th>Quality Record</th>
<th>Minimum Retention Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOTT</td>
<td>For life of the course.</td>
</tr>
<tr>
<td>TrADs</td>
<td>Until superseded, then archive. (See Note)</td>
</tr>
<tr>
<td>Management review records</td>
<td>Until superseded by a later management review.</td>
</tr>
<tr>
<td>JPA Establishment</td>
<td>Maintain continually and update as required.</td>
</tr>
<tr>
<td>Training documentation</td>
<td>For 5 years after changes to, or cessation of, course then archive. (See Note)</td>
</tr>
<tr>
<td>Contract review records</td>
<td>For the duration of the contract (regardless of any amendments).</td>
</tr>
<tr>
<td>Job scalar and other appropriate analysis</td>
<td>For life of the course.</td>
</tr>
<tr>
<td>and design source documentation</td>
<td></td>
</tr>
<tr>
<td>Records of unsuitable customer-supplied product</td>
<td>Until cessation of the course.</td>
</tr>
<tr>
<td>Course and test result forms</td>
<td>For life of the course and then archive. (See Note)</td>
</tr>
<tr>
<td>InVal reports</td>
<td>Until after completion of next course review or 5 years, whichever is the shorter.</td>
</tr>
<tr>
<td>ExVal reports</td>
<td>Until after completion of next course review or 5 years, whichever is the shorter.</td>
</tr>
<tr>
<td>Training and customer feedback reports/reply (eg. S3018)</td>
<td>Until after completion of next course review or 5 years, whichever is the shorter.</td>
</tr>
<tr>
<td>Document review and management plans</td>
<td>Continually update and maintain.</td>
</tr>
<tr>
<td>Test software and hardware status records</td>
<td>Continually update and maintain.</td>
</tr>
<tr>
<td>Non-conformity concessions</td>
<td>For 5 years after changes to, or cessation of, course then archive. (See Note)</td>
</tr>
<tr>
<td>Training audit reports</td>
<td>For 5 years.</td>
</tr>
<tr>
<td>Records of action taken to correct non-conformities</td>
<td>For 5 years.</td>
</tr>
<tr>
<td>reported in training audits (eg. Quality Improvement and Action Plans)</td>
<td></td>
</tr>
<tr>
<td>Records of staff training</td>
<td>Duration of training staff appointment.</td>
</tr>
<tr>
<td>Dispensation for training system or</td>
<td>For 5 years after changes to, or cessation of, course then archive. (See Note)</td>
</tr>
<tr>
<td>documentation to vary from DSAT.</td>
<td></td>
</tr>
</tbody>
</table>

**Note.** Archived documents are to be retained in perpetuity.

e. **Maintenance and Review of Training Agreements.** Where training is supplied by, or for, other MoD agencies, the provision of the training must be detailed in a formal CSA. Where training activities are supplied to a customer within the same TLB, the customer–supplier relationship for the provision of the training should be detailed in a formal SLA. Where external providers train NS personnel, the provider’s training system and training documentation must conform to the requirements of the DSAT as amplified by this Section. Where this is not the case, the TDA must seek a written dispensation from ACNS(T) or from the appropriate CEB (for Defence training). This policy need not be applied retrospectively, but should be implemented at the next review point.

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6 Non-conformity concessions are only to be approved by SO1 POL STRAT (NAVY TRG HE-POLSTRAT SO1; 93938 5699). Any non-conformity concessions approved prior to 1 Jan 19 are to be re-submitted to SO1 POL STRAT for approval.
f. **Review of the TrAD.** All training activities require a TrAD as they provide the contract for the provision and commencement of training as agreed by the stakeholders. This includes both internally and externally run courses, including K-Courses. In order to provide continuity in the management and upkeep of the TrADs the TDA (rather than the TRA as specified in JSP 822), on behalf of the CEB, will act as the custodian. TrADs are to be reviewed and re-authorised by ACNS(T)/CEB at intervals not exceeding three years following either an external or internal course review. During this review, the appropriateness of the Role PS training categories is to be considered to ensure the capability of the TDAs to provide the specified level of training and to ensure that the most efficient and effective strategy for training is being employed. Review of TrADs is also to consider feedback from ExVal to ensure that any differences between stated TPS level of performance and actual ex-trainee level of performance are resolved. Amended states of training documentation resulting from the review are to be referenced on the TrADs.

g. **Review of Published Course Information.** Course information (such as prospectuses, marketing literature, entry requirements, nomination procedures etc.) is to be periodically reviewed, at periods not exceeding 3 years, to ensure that it is current, comprehensive and unambiguous.

h. **Training Documentation Review.** Unless initiated earlier by the Customer’s Agent (generally HRTSG), the TDA is to conduct an internal review of course training documentation at intervals not exceeding three years as determined by the Document Review and Management Plan (DRMP). Prior to conducting internal reviews, the TDA should seek confirmation from the Customer’s Agent that the Role PS is still valid. Where a course is of one year in length or more, the requirements for review intervals are extended to five years. JSP 822 does not mandate any activities for training change as activities will be dependent on the type and extent of any change. However, training review should take into account new technologies and/or training options that may have emerged since the last review.

9504. **Management of Information**

a. **General.** All personnel working in the training/learning domain must ensure that learning data and information is assured, managed and exploited effectively. The Management of Information (IM) has three key areas:

(1) **Information Assurance (IA).** IA is the practice of assuring information and managing risks related to the use, processing, storage, and transmission of information or data and the systems and processes used for those purposes. IA includes protection of the integrity, availability, authenticity, non-repudiation and confidentiality of users’ data.

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7 K-Courses (usually delivered by the Original Equipment Manufacturer) are permissible as an interim and enduring training solution for any New Capability provided that they are reviewed and validated by the TRA prior to delivery and their existence is captured within the annual SOTR/SOTT cycle. Additionally, K-Courses will need to meet the Naval Service requirement and be conducted in accordance with an endorsed TrAD with appropriate assessments to validate knowledge transfer and ensure that the required level of competence is achieved.
(2) **Information Management (IM).** IM concerns a cycle of organisational activity: the acquisition of data or information from one or more sources, the custodianship and the distribution of that information to those who need it, and its ultimate disposal through archiving or deletion.

(3) **Information Exploitation (IX).** IX facilitates real business outcomes from data and information within the business. Without IX, data is not utilised effectively, thus reducing the benefit of decision making within the organisation.

b. **Benefits of IM.** The benefit cycle in Fig 95-2 is an example of a typical cycle to conducting good IM and IX to save money. Improved IM and IX can also improve other areas of the business such as improved duty of care, coherent and timely answering of Parliamentary Questions and Freedom of Information requests and effective management of training risks.

Fig 95-2. Example of MI Benefits Cycle

(1) **Data Inputter.** The data inputter is a user who inputs data or information into the capability. This can be via the upload of files or media products but mainly through data entry through a Graphical User Interface (GUI).
(2) **Data Analyst.** The data analyst is a user who takes raw data and converts it via business intelligence GUI tools using a set of queries to produce usable information products that ultimately will be consumed to deliver a business benefit (i.e., the principal reason to support decision-making).

(3) **Information Consumer.** The information consumer is a user who will interface with the ‘front end’ GUI and access the relevant information product that is being provided to meet their business needs.

d. An example of an interlinked user role is a course scheduler. When scheduling resource, the user will be a data inputter, then may become a data analyst to analyse the ‘what if’ schedule and analytical reports and then consume information from automatically produced training timetables. Annex 95B illustrates how the three key roles are interlinked with the data and information exchange process.

e. **Data/Information Intellectual Property Rights (IPR).** To get the best value from IX, it is important to understand who owns IPR and where the data/information is to be stored when working through outsourced training contracts. The following is to be adhered to:

f. **Business and Training/Learning Data and Information.** This policy only caters for data and information that is related to the training/learning domain[^8]. It does not provide guidance for any Business-related information.

g. Within the business space, the main tools are MODNet Office365, OneDrive and SharePoint. The MODNet provided SharePoint is used to hold information related to the operation and management of a unit’s business.

h. **Embed Vs Extract.** To enable valuable IX, data/information must remain embedded within the IM system where physically possible. Any data/information that is extracted will hold the value of the information product at the time of extraction. Any updates to the live data/information will not be replicated into the extracted versions.

i. Extracting data/information from the IM system can result in multiple copies to manage and a lack of version control. For example, a document link is embedded, it keeps the live document on the cloud storage area and any changes or collaborations from sending the link will be available, while taking a copy of the document and emailing it is extracting it, and any future changes to the live document after this point will not be visible in the extracted product.

[^8]: Training/Learning data or information is that which is created as part of the five areas of Defence Systems Approach to Training (DSAT): Analysis, Design, Deliver, Assurance and the Management of the Training System (MTS).
TAFMIS and Defence Learning Environment (DLE) Overlap of Functionality. TAFMIS and the DLE are two major Defence provided training/learning IM systems, developed to cater for different business management areas of Defence Training and Education. However, over the through-life development of capabilities, there is now an overlap of functionality and both systems can be used to carry out some IM and IX tasks. The major business function areas where the overlaps lay are as follows:

1. **Trainee/Student Assessments.** The DLE has online electronic assessments while TAFMIS focuses on paper-based assessments.

2. **Trainee/Student and Trainer/Instructor Validation.** The DLE has online electronic surveys and validations, while TAFMIS uses paper-based trainer/instructor or trainee/student feedback questionnaires.

3. **Business Intelligence (BI).** TAFMIS has a full suite of BI tools providing information reporting and Dashboarding. The DLE utilises the Learning Management System (LMS) to deliver graphical BI in addition to the Learning Record System (LRS) to deliver report-based BI.

4. **Trainee/Student Management.** TAFMIS manages all aspects of student management from loading to competence recording and trainee tracking for all MOD residential training courses. Trainees are also managed and tracked with their learning activity on DLE, this could be linked to residential training but also blended learning activities.

When considering which IM and IX system is to be used for the business area, security classifications must be understood. The DLE can only be used for OFFICIAL data and information (see Annex 95C for Data/Information Primary Locations). Where the DLE and TAFMIS have overlapping functionality, organisations have the option to decide which is the most relevant and appropriate system to meet the training environment needs.

Appropriate data will need to be exported periodically via a business process, from the DLE into TAFMIS database as the systems are not physically linked. Organisations are to use TAFMIS as the master ‘data silo’. This is the only database that links with personnel data via JPA and will enable truly valuable IX via fully automated business intelligence.

### Lower Assurance Domain Issues
Any applications or systems that sit on the Defence Gateway occupy the lower assurance domain. The lower assurance is due to the Defence Gateway not having the same level of network monitoring and IA as the gateway to the Assured LAN Interconnect (ALI).

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9. TAFMIS uses Business Objects IX and Xcelciouc, while DLE uses Moodle and Learning Locker.
10. The current internet gateway for the ALI is the Enterprise Gateway Service (EGS) and will be replaced by a new service called the Boundary Protection Services (BPS) by Dec 18.
(1) When operating with information within the Lower Assurance Domain, it is critical to continue to question the classification of the information being placed on it\(^\text{11}\). This is particularly important when considering how the accumulation of information may result in an increased security classification. If there is any ever doubt, the unit Information Manager (IMan) and unit IT Security Officer (ITSO) should be consulted before information is published on the Lower Assurance Domain.

(2) As an example, future movement of personnel is always classed as sensitive and information pertaining to future movement of personnel should never be held in the Lower Assurance Domain.

n. **Local Holding of Information/Media on Training LANs (TLAN).** Defence Information Strategy\(^\text{12}\) directs MOD to aim for a ‘cloud first’ approach, so local hosting of information and media on physical servers in Windows file systems does not follow Defence strategy and reduces the value from IM and IX. However, there are some situations where the only solution is to host information on a TLAN. These are as follows:

(1) **OFFICIAL-SENSITIVE Media.** OS media cannot be uploaded on the DLE and while MODNet SharePoint may seem like the next best option, this SharePoint is for Business information. OS media can be locally hosted on the TLAN in this situation. Once the DLMC delivers OS capability for the Learning Content Management System (LCMS), OS material will be stored in this location\(^\text{13}\).

(2) **Standalone LANs.** A standalone LAN is a network of computers that doesn’t connect to a Wide Area Network (WAN) which may be ether the Internet, the ALI or the Secret LAN Interconnect (SLI). In the case where the training provider only has a standalone LAN, they are permitted to host the information locally on the server of the LAN as they will not be able to access the cloud services.

(3) **SECRET (and above) Media/Information.** DLMC will not be providing a SECRET (or above) MI system. Therefore, to ensure MI is carried out for this information, it must be locally hosted on the SECRET/TOP-SECRET TLAN servers.

o. **Relationship Databases vs Flat File.** It is important to understand the value of a relationship database when managing data in the training space. A relationship database enables data to be entered only once and then replicated throughout the system. This allows for automated connection across many areas of business\(^\text{14}\). Consequently, the data will only require updates once, and all associated information products will update automatically.

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\(^{11}\) Full details on guidance can be found in JSP 604, Part 1 Volume 3, MoD Technical Information Assurance Architecture.

\(^{12}\) Defence Information Assurance Strategy.

\(^{13}\) The date has not been set for implementation of an OS LCMS. More information on the DLMC programme can be found at the DLMC Defence Intranet Link.

\(^{14}\) An example is that data relating to Training Analysis can link to data in Training Design, which links to Training Deliver and links to Training Assurance.
(1) **Flat File Database.** A flat file database (e.g. a standalone Excel spreadsheet) does not have relationships as it sits as a silo separately to other databases. As a result, when data is extracted from a flat file database, any edits will need to be replicated in every other associated file. For this reason, flat files are only to be used as a temporary data capture, which must be followed up by entering the data into a relationship database as a permanent solution.

(2) **Relationship Databases.** These aid in ensuring constancy in taxonomy throughout the data set. Flat file databases do not have the same level of assurance.

p. **Draft, Collaborate, Publish Cycle.** Ideally, the data inputter is to use either TAFMIS or the DLE systems as the primary tool for inputting data so that all data can be converted into an information product automatically. However, a need will still exist for some users to continue to manage information products created using a Microsoft Office application. In these instances, the user is to employ MODNet and Office360 OneDrive to draft the information, then move it to the FOST SharePoint site to collaborate and publish. Users should not collaborate and publish training/learning information onto the MODNet business SharePoint sites.

9505. **Personnel Engaged in Delivering, Managing and Supporting Training**

a. **General.** All personnel involved in the management, evaluation, quality assurance, analysis, design and development, delivery and assessment of training and the supervision of trainees shall be Suitably Qualified and Experienced Personnel (SQEP). DCTS courses provide the minimum level of training required by training practitioners, however all training practitioners, regardless of role, would benefit from being mentored and engaging with Continuing Professional Development (CPD).

b. The TDA shall determine the necessary number, specialisation, grade, competences and qualifications of all personnel required for the management, evaluation, quality assurance, design and development, delivery and assessment of training and the supervision of trainees. This information is to be detailed in Staff Training and Development Records, Terms of Reference and the Unit Establishment List (UEL) as it is utilized by CMs to identify and select personnel suitable for employment in the training roles. It is to be subject to regular review. The UEL must be annotated with the extended hand-over period/pre-employment training requirement.

c. The requirements of this policy apply to Service and civilian personnel and contractors undertaking training and supervisory duties. Where a contract does not require contractor staff to undertake the prescribed course or hold an equivalent qualification, it should be revised at the earliest available opportunity. In the meantime, arrangements should be put in place to mitigate the risk.

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15 Flat files are separated from other databases unless built through macros and other enabling configuration.
d. Training Requirements for Training and Supervisory Staff. All trainers delivering formal Phase 1, 2 or 3 training within the RN TLB are to be trained with the Defence Train the Trainer Phase 1 and 2 (DTTT (Phase 1 and 2)) course; for Phase 3 trainers this is a higher requirement than the minimum specified within JSP 822 Part 1 Section 4. Defence Trainer (Flying) (DTTT(Fg)) is an alternative Defence Training Capability competence that qualifies trainers to deliver aircrew training in the Ph 2 and 3 Flying Training environment only. Therefore, aircrew instructors require either DTTT (Phase 1 and 2) or DTTT(Fg) to deliver aircrew training, noting that DTTT(Fg) only enables trainers to deliver aircrew one-to-one instruction and mass briefs. Aircrew instructors required to deliver formal group learning must hold a DTTT (Phase 1 and 2) competence. Personnel required to supervise, but not to train, Phase 1 and/or 2 trainees must attend the Care of Trainees (COT) course delivered by DCTS or a DCTS approved franchise. Supervisory staff must also follow the supervisory care policy at Para 9510. Requirements for contractors are detailed in JSP 822. For completeness, the roles and responsibilities of Defence Trainer Managers, Defence Trainer Supervisors and Defence Trainers are included at Annexes 95D, 95E and 95F.

e. Legacy Trainer Qualifications.

(1) There has been some confusion in the past about what is required for upskilling, especially for those already in positions where DTC requirements have changed. Fig 95-3 illustrates the upskilling process for DT who hold legacy qualifications.

(2) The decision about whether a recognised external equivalent or higher qualification is suitable will be made by NAVY TRG HQ-EL3 E1A.

(3) Personnel who are required to conduct a Care of Trainees (COT) course must do so through the Defence Centre of Training Support (DCTS) or an approved DCTS franchise. Although there is an eCOT course on the Defence Learning Environment, this is an Army course and does not meet the Training Objectives required for COT. Therefore, the eCOT course can only be used for continuous professional development and/or to mitigate risk prior to personnel being loaded on an approved COT course.
(4) For DTS personnel, those who have older military qualifications, such as DIME or DIAD, are required to be observed carrying out a DTS observation on arrival in post. Personnel must hold the DTTT (Practitioner) competence prior to becoming a DTS. It is strongly recommended that on arrival in post, DIME or DIAD-qualified personnel complete the DTS Workplace portfolio in order to be brought up to the DTS (Practitioner) competence on JPA.

g. **Workplace Training (WT).** Formal WT is training that is conducted within the employing unit[^16] to achieve the Workplace Training Statement[^17]. As with all formal training, it is governed by the appropriate CEB with a designated TRA and TDA. Individuals are deemed to be competent once they have achieved all elements of the Formal Training Statement: Training Performance Statement through the Training Establishment (or distributed) and WTS in the Workplace.

h. **Defence Workplace Trainer (DWT).** In Units where WT is conducted, at least one person must be DWT qualified. This person is responsible for the management, governance, and oversight of WT.

i. **Summary.** The success of DTC requires all personnel involved to be trained to carry out their role and understand their responsibilities. Those holding legacy qualifications are to follow the upskilling process to ensure that they meet the standards required as per this policy.

j. **Course Booking.** With the exception of courses delivered by an approved DCTS franchise, all DCTS courses are to be booked direct with DCTS in accordance with the annual DIN.

[^16]: This includes task-book training, and Apprenticeships, (but excluding Functional Skills).
[^17]: Other training delivered in the workplace (eg. Informal structured and work integrated training/learning) that is not part of the WTS is not subject to JSP 822.
k. **Other Requirements**

(1) **Risk Management.** Where it has not been possible to provide training for training and supervisory staff before taking up a post and where training may therefore be deemed to be a risk, the training organisation’s management board is to decide whether to manage the risk locally or to raise the issue with the appropriate TCM at ACNS(T) or with COS (Avn). The details of the decision and any actions taken to mitigate the situation are to be included in the Commander’s Risk Assessment (CRA). In addition, the following issues are also to be taken into account when compiling the CRA.

   (a) **Adventurous Training.** Where training involves an element of Adventurous Training (such as the Brecon Beacons element of Command Courses), trainers, in addition to undertaking either the DTTT (Phase 1 and 2) course, are to be trained in the appropriate skills in accordance with JSP 419, Adventurous Training in the UK Armed Forces. Advice on where and how this training may be obtained should be sought from Staff Officer Adventurous Training, HMS TEMERAIRE.

   (b) **Visiting Lecturers.** Consideration is to be given to the requirements for training of visiting lecturers. The following factors should be among those taken into account: frequency of delivery, existing qualifications, employing organisation, degree of contact with trainees and subject matter. If visiting lecturers (for example music tutors) have unsupervised access to Phase 1 or 2 trainees, they are to attend the COT course.

(2) **Trainer Observation.** In order to assure training standards and to assist in staff development, trainers are to be observed in their training technique and subject matter knowledge in accordance with the following directions.

   (a) Trainer observations are to be carried out by designated members of staff (trainer supervisors) within an organisation who are qualified with the Defence Trainer Supervisor (DTS) qualification. Supervisors holding legacy assessor qualifications should attend CPD to become familiar with delivery techniques trained on the DTTT (Phase 1 and 2) course (such as Present Apply Review, PAR).
(b) On completion of the DTTT (Phase 1 and 2) course all training staff are to be observed in accordance with the trainer Workplace Training (WpT) Portfolio. WpT observations shall not be conducted less than one month apart from each other to allow sufficient time for reflective practice. The portfolio must be completed within nine months of completing DTTT (Phase 1 and 2) and the trainer awarded the JPA Defence Trainer L2 Practitioner competence. Trainers should not deliver training until qualified, however any trainer required to deliver training prior to completing the appropriate Train the Trainer course must be fully supervised. In addition, a formal risk assessment is to be carried out based on this observation and retained as a quality record until such a time as the trainer completes their train the trainer course (maximum of three months). The risk assessment is to be updated when the trainer is re-assessed and is not to be used in lieu of attendance on the DTTT (Phase 1 and 2) course.

(c) The performance of all staff employed on training duties is to be formally assessed at intervals of no more than six months. It is considered good practice to align observations with the appraisal cycle so that one observation is conducted pre-MPAR and one prior to an individual’s annual reporting date.

(d) Records of training staff observations and assessment are to be established and maintained as quality records.

(e) If, as a result of an assessment, concern is raised about the competence of a trainer, action should be taken as determined by the degree of under-performance, any pertinent terms of employment and/or warning systems. It may include, as appropriate:

i. Replacement/re-employment.

ii. Suspension from training duties while undertaking a programme of ‘in-house’ remedial training by experienced and qualified staff, followed by independent re-assessment.

iii. Continue training under close supervision by experienced trainer supervisors, whilst undergoing a programme of ‘in-house’ remedial training, followed by independent re-assessment.
9506. Analysis of Training

a. **Training Needs Analysis (TNA)**. TNA is a structured scoping and analysis of training need arising as a result of new equipment acquisition, doctrinal change, organisational change, or changes to policy/legislation. It generally includes a comparison of different training methods and technologies, with a view to recommending the optimum training solution for maximum cost-effectiveness. It is a highly flexible procedure with the choice of supporting tools and techniques to suit different training systems. In all cases, however, a TNA is an output based, iterative process that provides an audit trail for all decisions and is closely mapped to the requirements of the DSAT Quality Management System as detailed in JSP 822. Additional policy for the delivery and conduct of TNAs relating to the introduction of ‘New Capabilities’ can be found within the Acquisition Systems Guidance (ASG) Governing Policy (GP) 2.8 – Training and Training Equipment. Two documents within the ASG provide guidance and standards to contractors and personnel involved in the acquisition and subsequent delivery of New Capabilities within the maritime domain:

1. **Maritime Acquisition Training Line of Development Guidance Part 1: Project Team Guidance.** Part 1 provides an overview of the building blocks of the Training Lines of Development (TLoD), underpinning principles, outlines responsibilities and highlights the key organisations involved in the delivery of human capability through-life within the maritime domain.

2. **Maritime Acquisition Training Line of Development Guidance Part 2: Training Analysis Standards.** Part 2 provides standards to normalise TNA practice for analysts working in the maritime domain, applicable to both internal and external analysts.

b. Within the NS, TNA is separated between Equipment based TNA and Human Capability (non-equipment) TNA. Further advice can be obtained from the following contacts:

1. **Equipment Capability.** Advice on Equipment Capability based TNA’s should be sourced from ACNS(T) SO2 New Capabilities (NAVY TRG HQ-NC SO2).

2. **Human Capability.** Human Capability Training Needs Analysis (HCTNA) is for non-equipment based training needs. Conduct of a HCTNA broadly follows the standard TNA process and is managed by HRTSG. Further guidance on HCTNA can be provided by NAVY PCAP-HRTSG TRGREQSO2.
c. **Role Performance Statement (Role PS) and Competence Frameworks (CF).** The Role PS, as outlined in JSP 822, remains the preferred document format for the articulation of TRA requirements within the NS, from which detailed training design can be conducted. If, following HRTSG advice, the TRAs wish to develop CFs it does not negate the need for the production of a detailed Role PS, which is required to support the training design process. Within the NS the TRA’s agent, HRTSG, is the custodian of all Role PS and CFs. If, after correct tasking, it is ascertained that a CF would better articulate the requirement than a Role PS, then the CF is to be developed by HRTSG (or under its direction) to ensure coherency across the Service. The TRA will be responsible for endorsing all CFs.

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9507. **Policy on the Use of Learning Technologies (LT) in Training**

a. LT are defined as ‘the broad scope of technologies (including hardware, software and communication networks) that can be used to support, manage and deliver learning’. The use of these technologies has grown significantly in recent years due to cost savings measures and technology advances. There remains plenty of scope to expand their use in the NS to enhance training effectiveness and promote greater efficiencies.

b. **Governance.** Policy for LT is developed and owned by the ACNS(T) SO1 PolStrat desk. All personnel considering new LT projects are first to contact the SO2 Individual Training Policy desk in ACNS(T) to seek advice on the policy and other stakeholders to consult. This will ensure exploitation of existing LT materiel and for new projects to be developed to allow maximum reusability of content for the NS.

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18 If the TRA or TDA require further clarification on the development of a Role PS to support a CF then they are to contact SO1 POL STRAT (NAVY TRG HE_POLSTRAT SO1; 93938 5699).
9508. Governance of the Defence Learning Environment (DLE)

a. **DLE.** The DLE is the primary source of e-learning for MOD personnel and MOD-sponsored users. The DLE is accessible from the Defence Gateway. It can be accessed from both DII/MODNET and internet-enabled devices.

b. **Structure and Governance.** The DLE’s structure is ordered by Top Level Budgets (ie. Royal Navy, British Army, Royal Air Force and Joint Forces Command). The Royal Navy’s area is called a ‘Category’, which is further split into sub-categories as per Figure 95-4.

Figure 95-4. Sub-Categories that Constitute the RN Category

- Sub Categories
  - ACOS (CSAV)
  - COMMARRES
  - ACOS (Support)
  - RFA
  - COMCT
  - ACCS (T)
  - COMCORE
  - ACCS (MED)

- Warfare
- Engineering
- Submariners
- Royal Marines
- Aviation
- Logistics
- Medical
- Initial Training
- NCT
- CLM
- Collective Training
- Maritime Reserves
- Learning and Development
- Royal Naval
- InVal & ExVal
- Assessment

Current the RFA and Collective Training sub-categories are hidden as there is no associated content. Royal Marines has stakeholder interest in both COMOT and COMCORE. **Whilst RN Logistics report to the Defence College of Logistics, Policing and Administration (DCLPA) they will be allocated a Logistics Sub-Category for coherence for the RN user.**

c. **Categories.** All categories and Sub-Categories require a Category and Sub-Category manager, who is responsible for the management and governance of their respective area.

d. **Sub-categories.** The Naval Service Category governance structure is shown in Fig 95-5..

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19 Currently the RFA and Collective Training sub-categories are hidden as there is no associated content.
* Royal Marines has stakeholder interest in both COMOT and COMCORE.
** Whilst RN Logistics report to the Defence College of Logistics, Policing and Administration (DCLPA) they will be allocated a Logistics Sub-Category for coherence of the Naval Service user.
e. **Terms of Reference.** Full details of the roles and responsibilities of the Category and Sub-Category managers are detailed in JSP 822\(^2\)\(^0\).

f. **Training Requirements from 1 Apr 19.** From 1 Apr 19 personnel involved in delivery and management of DLE training are required to complete the relevant training courses. All legacy DLE qualifications held by personnel in the RN Category will no longer be extant beyond 1 Oct 19 and personnel who have not completed the new training will have their DLE access removed.\(^2\)\(^1\)

g. Most of the new DLE courses will be hosted on the DLE, which allows personnel to complete their training at a time and place that suits them and the organisation. 2019DIN07-027 provides the detailed list of courses, how to complete the training and how to apply for the courses that are residential.

h. A summary of the courses to support DLE roles that commenced on 1 Apr 19 is as follows:

1. **Limited Access Student.** Students who are not MOD or Civil Servants are classed as Limited Access Student (LAS). There will be no need to undertake specific training to meet their role on the DLE.

2. **DLE User.** MOD or Civil Servant staff who are in receipt of DLE training. These users have no need to undertake specific training to meet their role on the DLE.

3. **DLE Administration Course (DLEADM).** Course Administrators usually form part of a school's booking and administration cell. The course is available by self-enrolment and will take approximately 2 hours to complete.

\(^2\)\(^0\) JSP 822, Part 1, Chapter 5, Section 5.2, Annex A (June 2019 Version)

\(^2\)\(^1\) This supersedes the guidelines in DIINDIN07-102 of 12 months to complete the training.
(4) **DLE Foundation Course (DLEFDN).** Trainers are usually assigned to a course to deliver and support training on the DLE with the ability to add, edit course content and carry out course assessments. The DLEFDN course is available by self-enrolment and will take approximately 3 hours and 30 minutes to complete.

(5) **DLE Intermediate Course (DLEINT).** Course Designers are usually assigned to a Sub Category, and design and develop courses on the DLE. The DLEINT course is available by self-enrolment and will take approximately 1 hour to complete.

(6) **DLE Advanced Course (DLEADV).** Category Managers, Deputy Category Managers and Sub-Category Managers are assigned at Category or Sub Category level. The DLEADV course is available by self-enrolment and will take approximately 2 hours and 30 mins to complete.

(7) **Designing Online Learning Course (DOLC).** Designing online learning training comprises a one-day face-to-face course at the Defence Academy, Shrivenham. The aim of the course is to develop the skills required to design and create engaging, effective and compelling Moodle-based learning on the DLE. DOLC training is mandated for all DLE Course Designers and those developing online learning within the DLE.

(8) **Introduction to Learning Technologies (ILT) Workshop.** The ILT workshop is aimed at trainers and training designers. It provides an overview of Technology Enhanced Learning and an opportunity for the learner to experience emerging technologies in order to consider using them to enhance trainees’ learning experiences. This is not a mandated course, but it is recommended that personnel involved in design, delivery or management of technology enhanced learning complete this workshop.

**9509. Delivery of Training**

a. **Review and Reporting of Training Failures.** Training designers are to document the consequences of test failure on Assessment Specifications (ASpecs). The consequences of failure detailed on the ASpec are to be applied to all trainees failing assessments or tests. Training Managers are to ensure that appropriate remedial action has been instigated in accordance with local procedures. Procedures are to be established, documented and maintained to prevent any trainee who has failed a module or a complete course from being employed in a capacity which requires the successful completion of the course.

   (1) **Review.** Each module or course failure is to be reviewed as an individual event and a decision made regarding the future of the trainee. A record of the decision is to be kept with the trainee’s records until the trainee leaves the Service. Any training which deviates from the approved specification is to be subject to review prior to issue of completion certificates. Records are to be maintained of such reviews and any actions or decisions taken. Where training provided does not meet the design intent, corrective/preventive action is to be initiated.
(2) **Reporting.** NS TDAs are to establish and maintain documented trainee failure reporting procedures. Where a trainee fails a course, the facts are to be reported to the appropriate authorities. Where trainees, through no fault of their own, fail to achieve the level of training specified by the TPS, TDAs are to annotate the trainee’s records to indicate the shortfall in training. This training shortfall is to be brought to the attention of the trainee’s next employing unit and also clearly shown on the trainee’s workplace training documentation.

b. **Recording of Remedial Training (RT) Policy.** JSP 822 provides a standardised framework to manage, deliver and record measures of Remedial Training (RT) taken to address poor performance during initial training in Phases 1 and 2. With the exception of verbal rebukes all RT is to be recorded. A template for use by establishments is at Annex 95G and is to be used for all Phase 1 and 2 training. JSP 822 further details the requirement for an auditable chain linking the Policy to the actions taken by trainers. Records are to be regularly examined at establishment level to ensure that local policy/guidelines are effective.

**9510. Assurance – Second Party Audit**

a. Audits and inspections are conducted at 3 levels: 1st party, 2nd party and 3rd party as detailed in JSP 822. The following are most likely to fulfil assurance roles:

(1) **TRA:**

   (a) Evaluation Strategy.

   (b) ExVal of the training activity

   (c) Contribution to the Management of Training System (MTS).

(2) **TDA:**

   (a) 2nd party audit and inspection of the Training System (external to the training activity).

   (b) Contribution to the MTS.

(3) **Training Provider:**

   (a) InVal (based upon the Evaluation Strategy written by the TRA).

   (b) ExVal (implementing findings provided by the TRA).

   (c) 1st party audit and inspection of the training design process and documentation.

   (d) Contribution to the MTS.
b. Second Party Audits are programmed, managed and delivered, on behalf of ACNS(T), by SO2 Assurance. ACOS(T) staff will ensure that all areas of individual training are subject to an independent (second party) audit. Audits will check a unit’s compliance against JSP 822 including, for Phase 1 and 2 units, their implementation of measures providing Welfare and Duty of Care (WDoC) to trainees and staff. Audits are scaled according to the size of the training unit being audited, any risks with training identified through CEB processes and a unit’s self-declaration of compliance intended to articulate both the level of compliance against JSP 822 and the risks associated with training. Categories of risk include, but are not limited to:

(1) Risk to Life (RtL).
(2) Risk to reputation (eg. Phase 1 and 2).
(3) Risk to Operations.

c. If a Phase 1 or 2 training unit has recently received a third-party inspection (Ofsted) the audit will focus predominantly on JSP 822 compliance. Actions resulting from the Ofsted visit and progress will also be reviewed.

d. **Audit Planning Cycle.** The TCWs/CEBs are to monitor all training units and their levels of compliance with JSP 822 and BRd 3(1); SO2 Assurance will in turn amend the 2PA programme for the subsequent training year. Endorsement of the annual programme will be given by the Strat CEB preceding the forthcoming Training Year. The planning cycle is shown below:

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify training risks through use of a Self-Declaration Report</td>
<td>Training units/Providers</td>
<td>Submitted to the TCWG/CEBWG via TDAs prior to the Spring CEB</td>
</tr>
<tr>
<td>Propose areas for targeted 2PA</td>
<td>TCWG/CEB</td>
<td>Prior to Spring CEB</td>
</tr>
<tr>
<td>Develop audit programme for next TY for endorsement by Strat CEB</td>
<td>SO2 Assurance</td>
<td>Prior to Spring Strat CEB</td>
</tr>
<tr>
<td>Annual trends analysis report to ACNS(T), TDAs and TESRR</td>
<td>SO2 Assurance</td>
<td>Prior to Summer CEBs</td>
</tr>
</tbody>
</table>

e. **Resourcing 2PA.** The majority of audits will be led by ACNS(T) SO2 Assurance in the capacity of NS lead for 2PA. Due to the scale of the task however, TDAs are to provide SQEP auditors (and occasionally SQEP Lead Auditors) to assist SO2 Assurance in the delivery of 2PA. Resources required for each audit will normally be identified not later than three months prior to an audit; requests for each audit will be sent via respective TDA Chiefs of Staff. Auditors must not be involved in auditing training within their own TDA organisation.

f. **Auditor SQEP.** Through liaison with the TDAs, SO2 Assurance will maintain a list of SQEP auditors. The following SQEP is identified as the minimum requirement for auditors.
Table 95-4. Auditor SQEP

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Auditor</td>
<td>Attended the Defence Training Auditor course at DCTS (minimum) or an external ISO 9001 Lead Auditor course (preferred). Rank: Lt Cdr with relevant Individual Training Management experience (in exceptional circumstances senior Lts may be used to lead smaller audits but will not include WDoC). Audits: Conducted a minimum of one audit as a full team member (minimum) and shadowed a lead auditor.</td>
</tr>
<tr>
<td>Audit Team Member</td>
<td>Attended the Defence Training Auditor course at DCTS. Rank: SLt–Lt Cdr with relevant Individual Training Management experience. Audits: Shadowed an audit team member at least once.</td>
</tr>
</tbody>
</table>

g. Audit Battle Rhythm. The following table outlines the typical process for an audit:

Table 95-5. Audit Battle Rhythm

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct a scoping visit to the unit</td>
<td>SO2 Assurance</td>
<td>3 months prior to audit</td>
</tr>
<tr>
<td>Identify Lead and Team Auditors</td>
<td>SO2 Assurance</td>
<td>SO2 Assurance with TDAs</td>
</tr>
<tr>
<td>Request documentation and data</td>
<td>SO2 Assurance</td>
<td>2–3 months prior to audit</td>
</tr>
<tr>
<td>Pre-audit meeting</td>
<td>Audit team</td>
<td>1-2 months prior to audit</td>
</tr>
<tr>
<td>Conduct audit</td>
<td>Audit team</td>
<td>iaw audit programme</td>
</tr>
<tr>
<td>Draft audit report</td>
<td>Audit team</td>
<td>1–3 weeks post audit</td>
</tr>
<tr>
<td>Release draft report to unit</td>
<td>Lead Auditor</td>
<td>nlt 3 weeks post audit</td>
</tr>
<tr>
<td>Factual accuracy check</td>
<td>Audited Unit</td>
<td>3–4 weeks post audit</td>
</tr>
<tr>
<td>Submit audit report to TDA and DTEAWG</td>
<td>Lead Auditor</td>
<td>5 weeks post audit</td>
</tr>
<tr>
<td>(TDA to forward to CEB, CEBWG and other relevant stakeholders for action)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop action plan and submit to TDA</td>
<td>Audited Unit</td>
<td>1–2 months post audit</td>
</tr>
<tr>
<td>Conduct follow up visit</td>
<td>Lead Auditor</td>
<td>3–6 months post audit</td>
</tr>
<tr>
<td>Submit follow up report to TDA and DTEAWG</td>
<td>Lead Auditor</td>
<td>6 months post audit</td>
</tr>
</tbody>
</table>

h. Self-Declaration Reports. Training units are to produce a Self-Declaration Report (SDR) in advance of their 2PA. The SDR is similar in function to a unit’s Ofsted Self-Assessment Report (SAR) but is an evaluation of a unit’s compliance with the requirements laid down in both JSP 822 and BRd 3(1). The SDR should draw upon data from the unit’s Quality and Improvement Action Plan (QIAP) and internal (first party) audit processes. Typical headings in the SDR are as follows:

(1) Overall compliance grade: (Good/Satisfactory/Requires Improvement).

(2) Areas of full-compliance.
(3) Areas of partial compliance.

(4) Areas of nil compliance.

(5) Training risks:

   (a) Risks to Reputation.

   (b) Risks to Operations.

(7) Units can cross-reference evidence within the report but are not expected to include the evidence when submitting reports to their TDAs. SDRs will be used to inform the sampling of training documentation during the audit to ensure that the limited resources available add the most value.

i. **Reporting of Non-Conformities.** All non-conformities identified during 2PA (or independently from a 2PA) will be recorded centrally by SO2 Assurance and reported to the FOST Management Group (FMG) on a quarterly basis. An annual report of 2PA activity, findings, trends and outstanding non-conformities will also be produced for circulation to ACNS(T), TDAs and the Defence Training and Education Assurance Working Group (DTEAWG).

j. **Assurance of Contractor Produced Material.** There is an existing requirement for ACNS(T) to validate the courseware and assess the quality of training prior to Navy Command’s acceptance of contractual training into the NS. Contractual auditing is split into 2 discrete areas: Courseware Quality Assurance (QA) and Assessment of Training Demonstrations. Once these assurances have been fully endorsed by the Assurance Team, 1st Party Audit responsibility will pass to the training provider.

1. **Courseware Quality Assurance (QA).** The contractor provides the total courseware for each individual course. The Assurance Team assesses a percentage random selection of this courseware and assures it against JSP 822 or other contracted Standards. Feedback is then provided to the relevant Training Implementation Working Group (TIWG) via the respective ACNS(T) TCM.

2. **Assessment of Training Demonstrations.** The contractor demonstrates nominated training packages. It is the responsibility of the assigned Assurance Team to assess the suitability of the training package by assessing the trainer, use and suitability of contractor lesson documentation (Lesson Plan/LSpec etc.), and the training media and environment against the requirement laid down in the contractual agreement (for example the TNA). Once completed, the contractor should be provided with a written report of the demonstration including an assessment of any areas with scope for improvement. That report is to be passed to the TIWG via the appropriate TCM, and an assessment made of the balance of any risk to Navy Command of using the training.
9511. Assurance – External Validation

a. HRTSG conducts ExVal for the NS, as tasked by Branch Managers (BMs) as lead Training Requirement Authorities (TRAs) under DACOS(BM). The ExVal team consists of an SO2 TM, an SO3 TM and Branch-specific analysts. The analysts (OR7-OR9) should be SMEs in their source Branch, capable of day-to-day management of individual projects from start to finish, liaising with stakeholders as required.

b. ExVal. HRTSG will work with TRAs and stakeholders to prioritise workload by Branch and across the ExVal team. Provisional work plans should be made, 6-12 months ahead, of those Courses identified for investigation primarily from the SOTR. Capacity should be allocated for urgent requirements, although in some cases re-prioritisation may be necessary.

   (1) Directed Projects. Key project stages are supported by pre-authorised templates. The questionnaire template will provide a snapshot as to the effectiveness of a Course in delivering TOs and the relevance of each TO to the associated job. Should responses provide no cause for concern, then it will be concluded that the Course is fit for purpose. If, however, the evidence points to the potential for a major shortfall in training, further investigations will be triggered.

   (2) Further Investigation. A TRA may decide, for whatever reason, that a Course requires more detailed investigation. The activities may then include, but not be limited to: expanded or targeted questionnaires; trainee and trainer interviews; enhanced stakeholder engagement; course observation; detailed recommendations.

   (3) Pipeline. In some cases, for example Project Faraday, it may be necessary to determine a bespoke ExVal strategy that spans inter-related courses. This is intended to provide the right information to the right people at the right time, taking into account the specific strategic and tactical characteristics of each project.

c. S3018 Training Feedback Form. The S3018 Training Feedback form process allows any individual to indicate if they believe there is a training shortfall. Identifying and then rectifying these shortfalls will improve the training system and ensure that training continues to prepare individuals to carry out their role. This system works in parallel with the directed standalone ExVal projects carried out on behalf of the TRA. A flow diagram detailing the correct submission methods is included at Annex 95H. A training shortfall is normally defined in one of three ways:

   (1) Undertraining. Part of a role is missed or not covered in sufficient detail during training.

   (2) Overtraining. During a training course, there might be a section or sections that are not required when an individual carries out their role.
(3) **A lack of existing training.** A lack of training is most common shortfall on new platforms or for new pieces of equipment. This should also be reported via the unit’s quarterly Personal Functional Standard (PFS) returns\(^2\).

d. **Target Audience.** The training feedback form should be completed by any individual who perceives there to be an issue with the training they received in relation to the conduct of a role. However, as the employers, Commanding Officers, Heads of Department and line managers, are also encouraged to utilise and promote the S3018 Training Feedback mechanism if they perceive there to be a shortfall in training.

e. **Stakeholders.** Due to the wide range of possible submission topics there is an extensive list of potential stakeholders for each S3018. The main stakeholders will be the owner of the training or TRA, a representative from the delivery units, the training capability manager and the analyst investigating the S3018.

f. **Submission.** The Training Feedback Form can be accessed via the Defence intranet\(^23\). The individual will be asked pertinent questions regarding the perceived training shortfall and should provide as much detail as possible to assist the subsequent investigation. It is important to follow the exact instructions to open the form correctly.

g. **Process.** A flow diagram detailing the process for training feedback forms can be found at Annex 95I. On submission, the training form will be sent automatically via an email to HRTSG, imported into the S3018 database and, on the basis of its content, be assigned to an appropriate analyst. At this point the individual will receive an electronic letter from the HRTSG confirming the receipt of the S3018.

h. The analyst will then investigate the issue raised by the S3018 with all the relevant stakeholders. This may well include contacting the originator for further information to aid the investigation. The time taken to investigate an issue will depend on the issue raised, particularly if it has been raised in isolation. Frequently asked questions about the process can be found at Annex 95J. Once a resolution has been decided, the individual will then receive a letter from the analyst informing them of the outcome.

i. **Anonymity.** Whilst the contact details of the originator are required for the analyst to contact them for further clarification and progress reports, the feedback included in the S3018 itself remains anonymous to those outside of the ExVal team.

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\(^2\) BRd 3(1), Ch22, Annex 22A, Para 12.

\(^23\) Three access points: [http://defenceintranet.dif.r.mil.uk/Organisations/Orgs/Navy/Tools/Forms/Pages/Home.aspx](http://defenceintranet.dif.r.mil.uk/Organisations/Orgs/Navy/Tools/Forms/Pages/Home.aspx) [https://modgovuk.sharepoint.com/sites/defnet/Navy/Pages/A-Z-RN-Forms-Index.aspx](https://modgovuk.sharepoint.com/sites/defnet/Navy/Pages/A-Z-RN-Forms-Index.aspx) [http://web.apps.royalnavy.r.mil.uk/Fleet_applications/ASPs/library.asp](http://web.apps.royalnavy.r.mil.uk/Fleet_applications/ASPs/library.asp)
j. **Other Common Issues.** Where possible, if an S3018 is submitted with an issue that is not dealt with by the S3018 process, an analyst will signpost the individual to the correct point of contact. A flow diagram detailing the correct submission methods is at Annex 95H. Other common issues received include:

1. **Internal Validation.** Comments relating to the effectiveness of the course, administration, assessments and its teaching methods should be collected by the training deliverer, usually in a post course discussion or questionnaire. If equipment used to teach the course was unserviceable then that should also be reported at this point.

2. **Career Management.** If a training course exists but an individual has not been assigned to undertake it prior to taking up their role, that issue needs to be reported to the relevant Career Manager via the unit’s quarterly PFS returns.

3. **Unit Position List Amendments.** Any required amendments to competences required for a position need to be made to the Unit Establishment Administrator. These competences drive the training attended by an individual prior to taking up a role. In RM units this is normally the Assistant Adjutant and in RN units it is likely to be the EWO, a LWtr in the UPO or DepCo CPO. Amendments will then be passed to the RN Establishments team and the relevant Branch Manager for approval.

4. **Outdated Technical Documentation.** If the technical documentation for a piece of equipment is out-of-date or inadequate, then a From S2022 should be raised. More information and advice can be found through the unit’s UMMS manager and BR 1313.

k. **S3018 Utility.** Although S3018s are administered and investigated through the HRTSG ExVal team, the nature of the form means that training-related issues are sometimes raised which are beyond the scope of the ExVal function. These will not be discarded but passed on to the relevant TRA to inform the broader Continuous Improvement process within Naval training.

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24 BRd 3(1), Ch22, Annex 22A, Para 12.
25 Using JPA A001 Establishment Amendment Form, accessed from the forms tab of JPA
26 Accessible either through UMMS or the SSDD intranet - http://defenceintranet.dif.r.mil.uk/Organisations/Orgs/DES/Organisations/Orgs/CoMFleet/Ships/Pages/SSDD.aspx
27 BR 1313, Ch7 -
9512. **Management and Provision of Supervisory Care**

The following meetings and processes refer to the provision of supervisory care:

a. **Care and Welfare Continuous Improvement Group (CWCIG).** The CWCIG is an annual working group chaired by ACNS(T) SO2 Assurance and held early in the summer term. The CWCIG provides a forum for all establishments to discuss on-going issues relating to Welfare and Duty of Care (WDoC) and aims to facilitate the sharing of best practice through the identification of coherent continuous improvement activities and actions. The CWCIG is normally attended by establishments’ ‘Ofsted nominees’, and representation from 1* TDAs: COMCORE and COMOT. The CWCIG aims to assist units in their development of annual Self-Assessment Reports (SAR).

b. **Self-assessment.** All TEs are to maintain a regime of Continuous Improvement through the maintenance of a SAR and a “live” Quality Improvement and Action Plans (QIAP) which should monitor progress against, or active management of, identified risks and issues. All NS Training Groups are encouraged to adopt a peer review process through links with other, similar, Training Groups, to help inform the development of their SARs. SARs should be reviewed, updated and re-published prior to summer leave each year so that they are ready for subsequent Ofsted inspection between September and February. Once published SARs are to be copied to SO2 Assurance.

c. **Recruit Training Survey/Officer Cadet Survey.** The Recruit Training Survey (RTS) and Officer Cadet Survey (OCS) are surveys that are independently managed by Ipsos MORI. The surveys are administered by Phase 1 and Phase 2 TEs, with the data collated and visible via an online system (RTS/OCS portal). Training Commanders are responsible for putting in place processes that enable exploitation of the survey data, allowing identification of problems and amendment of delivery areas quickly, if required, to achieve maximum benefit and support for Phase 1 and 2 trainees and also address any D&I issues as they are reported. Access to the RTS/OCS Portal Training is available from Ipsos MORI via SO2 Assurance; ACNS(T) Ind Trg Cap (Assurance) can advise on dates and details of the training. All trainees should be encouraged to complete the survey during their time in Phase 1 and 2 or on exit from the Service as it is their opportunity to raise any issues of concern anonymously and provide feedback to improve the training they have received for future recruits.

d. **Policy on Preventing Radicalisation.** The Counter Terrorism and Security Act 2015 articulates a duty on specified authorities to have due regard to the need to prevent people being drawn into terrorism; this is achieved through PREVENT training (see also JSP 440 Supplement 2). The principle purpose of training in PREVENT is to equip staff with the ability to recognise signs that a learner might be on the path to becoming radicalised. Commanding Officers are to:
(1) Review their CRA in order to include any risks there may be of staff or trainees becoming radicalised and identify the levels of risk proportionate to their establishment (taking into account the context of the local area). In developing their risk assessments, they seek to manage the risk of radicalisation of their trainees by further developing structures that already exist through:

(a) Chaplaincy and/or core carers’ forums – to help identify those individuals deemed vulnerable to the influence of radicalisation.

(b) Providing a PREVENT briefing for staff to form part of wider security brief.

(c) External speakers’ presentations need to be approved to ensure that they have British values built in, where appropriate. Examples are those values currently instilled in events such as parades and Armistice Day.

(d) External speakers’ presentations need to be approved to ensure that they have British values built in, where appropriate. Examples are those values currently instilled in events such as parades and Armistice Day.

(2) Ensure all relevant policies and procedures are in place, as set out in JSP 822 and JSP 740, to mitigate the risk of harassment and bullying and improper use of the internet, regularly reviewing these risks and checking to ensure the relevant procedures are being carried out.

e. Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau (CRB)) Checks. Checks of training and supervisory staff are to be carried out in accordance with the RN policy on criminal records checking of personnel employed at Phase 1 and 2 training establishments currently published at JSP 893 Annex B and BRd 3(1) Chapter 60 Section 7 (See Note).

**Note. This policy is the responsibility of Navy Sec-2. Further advice can be obtained from NAVY SEC-2 DISCIPLINE 1.**

9513. Naval Core Training (Formerly Core Maritime Skills)

a. Core Maritime Skills (CMS) were introduced to ensure that all Royal Navy personnel were in date for required competences irrespective of their rank or rate. Following a review of CMS it is apparent that some of the CMS modules are not necessary for all personnel to be in date at all times. The following definitions apply:

(1) **Core Training or Education.** Core training or education is applied to all personnel otherwise it is branch specific.
(2) **General Training or Education.** General Training or Education is not branch specific or common to all Naval Service personnel.

b. As such, Naval Core Training (NCT) has replaced CMS. All RN personnel are to remain in date for NCT\(^{28}\). Individuals are responsible for ensuring that they are in date, whilst Ships, Establishments and Units are responsible for ensuring that their Establishment/Ship is 100% compliant.

c. As a guide, NCT should not exceed 1% of an individual’s annual working time (2.5 days), whilst the totality must be achievable and accessible for individuals and operational units.

d. To reinforce ethos and maritime skills, CMR will continue to use the core maritime training package delivered in Phase 1 as the basis for continuous training on drill nights\(^{29}\).

e. Unchanged Naval Core Training. The following requirements remain unchanged:

   (1) NCT 1 (formerly CMS 2) – Royal Navy Fitness Test (RNFT).

   (2) NCT 2 (formerly CMS 3) – First Aid.

   (3) NCT 6 (formerly CMS 8) – SERE A.

   (4) NCT 7 (formerly CMS 7) – Operational Law\(^{30}\).

   (5) NCT 8 (formerly CMS 10) – Information Skills.

   (6) NCT 11 (formerly CMS 11) – Safe to Fight (formerly Safety).

   (7) CMS 6 – Values and Standards – is separated into individual modules to improve tracking and assurance, as follows:

      (a) NCT 3 – Security.

      (b) NCT 4 – D&I.

      (c) NCT 5 – Substance Misuse.

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28 Personnel in Joint, Army or RAF Units can complete the equivalent MATT and be awarded the NCT competence.

29 NCT apply to the Royal Navy Reserves, but not to CMS delivered in Phase 1 Training or the Royal Marines (including Royal Marine Reserves). Equally, the introduction of NCT does not affect the Initial Training Requirement for RN Ratings and Officers.

30 Current work is being undertaken by CNLS to review Operational Law presentation and incorporate Women in Peace and Security (WPS).
f. The following CMS CT modules are to be removed and delivered as pre-deployment training (PDT) or pre-joining training (PJT), including:

   (1) CMS 1 – Skill at Arms.
   (2) CMS 4 – CBRNDC.
   (3) CMS 6 – Ethos Lecture.

g. The three parts of CMS 7 (Law of Armed Conflict, Use of Force and Operational Detention) will be incorporated into one Operational Law module (NCT 7).

h. The following modules are to be removed as a requirement:

   (1) CMS 5 – Navigation and Sea Sense (note: there is no change to the requirements in initial training).
   (2) CMS 9 – Counter Explosive Ordnance (note: content on suspicious packages to be subsumed into Security module).

i. All NCT competences are to be recorded on JPA in accordance with Annex 95K. JPA competences will be updated or end-dated as follows:

   (1) Where CMS competences are replaced by NCT ones, the CMS competence will be end dated in JPA from 1 Apr 19.
   (2) Where CMS modules have been removed, their associated competence will be end dated in JPA from 1 Apr 19.
   (3) Where CMS modules have moved to delivery in PDT, the current competence will remain extant.

j. Annex 95I provides the table of the changes from CMS to NCT.

k. Points of Contact. For overarching NCT enquiries, NAVY NPS-EXEC SO1, the Fleet XO or the appropriate CWO are the points of contact. Each capability lead is detailed in Annex 95M. Should units have any enquiries or feedback regarding a specific NCT, they are to contact the relevant Capability Lead in the first instance.

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31 This will be considered as General Maritime Training and Education.
l. Summary. NCT ensures that all personnel are in date for core training, irrespective of rank/rate, role or type of Service. Individuals are to ensure that they are in date for NCT. All units are to ensure that their personnel are in date and that individuals are allocated the time to complete NCT.

Note. This policy is the responsibility of Navy NPS. Further advice can be obtained from NAVY NPS-EXEC SO1.

9514. Common Fleet Time

a. Common Fleet Time (CFT) has been re-introduced for Training Manager, Logistic, Warfare, Marine and Weapon Engineering Young Officers (YOs). CFT will be completed to the syllabus which is common for all cadres. The objective is to introduce a YO to life at sea in a Wardroom under the leadership of the XO, direction of the YOTO and branch mentorship of the respective HOD. The 12 weeks will be devoted to departmental and ship function knowledge to a common standard, the syllabus of which is covered in the CFT Task Book. The Task Book is geared towards Whole Ship knowledge and covers the sea training elements of the All Officers First Complement Appointment Role Performance Statement not achieved during Phase 1 training.

(1) Officers’ Training Officer (YOTO). To gain the most from the limited time on board, and to ensure the ‘whole ship’ nature of the task books is met, it is essential that YOs have a programme tailored to the ship’s programme, which has the oversight of an experienced officer, invariably a Head of Department (HOD). As such, the coordination of CFT is to be supervised by the YOTO and closely monitored by the Commanding Officer. Experience has shown that YO progression is proportional to the interest and coaching invested in them by the CO, senior members of the Wardroom and SR Messes.

(2) The CFT Task Book (TB). The CFT TB will be issued to YOs on completion of Phase 1 training. This important record has been designed to guide officers through to all subsequent Fleet training, and is to be presented to staff at the HRTSG once a YO gets to TMOC. It contains a record of warnings, inspections by YOTOs and COs and final certificates as well as recording practical tasks and exercises completed, watch-keeping hours accrued and questions by department. The TB is divided into two sections, as follows:

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32 Submarine Engineers, Air Engineers, Aviators, Medical and Dental Officers, Medical Services, QARNNS, Royal Marines and Chaplains will continue with their current Phase 1, Initial Sea Training (IST) and Phase 2 training pipelines.
33 BR 2 Ch 32.
34 The Task Book should be inspected fortnightly by the YOTO and monthly by the CO.
(a) **Instructions and Records.**

- Guidance to COs and YOTOs
- Record of Inspections (CO, YOTO)
- Record of Warnings
- Record of TSS/ROR test results
- Completion of Common Fleet Training Certificate

(b) **Task Book Duties.**

- Ship’s joining routine
- Sections by department (Whole Ship, Exec, Seamanship, War, ME, WE, AV, Logs)
- Command Leadership and Management Section

b.  **CFT Assessment (Fleet Board).** A Fleet Board, where YOs are formally assessed by the CO and HODs, is to be convened approximately two weeks before the end of CFT. The timing is to allow for report writing and a re-examination if required. YOs are to conduct the Fleet Board in No1 Dress and a Command panel at a table, as standard. Ships in port may combine their Fleet Boards, at COs’ discretion, and when deployed the expertise of visiting Flotilla or Flag staff should be drawn upon as the opportunity arises. Deployed Task Groups may choose to combine resources and convene a joint Fleet Board. The president of the board should normally be a CO or Executive Officer of a minimum of Commander rank. CFT should be completed in a FF/DD or above. If a YO completes CFT in a ship commanded by a Lt Cdr or below, the advice of the YO Career Manager is to be sought.

c.  The assessment is to consist of a succession of short (~20 min) oral boards to the HODs to cover each department, using questions supplied in an exam bank (these mirror the subjects covered in the CFT task book). Following departmental oral boards, a final formal board with the CO, XO/EWO and the YOTO should be conducted to allow the CO to examine any area of the TB in depth (~20 min).

d.  Performance at the Fleet Board will be a key indicator of progress in training. A poor performance should be tested by a re-examination before the YO departs. However, as CFT is predominately experiential and as there is insufficient capacity in the Fleet for a ‘round the buoy’ repeat of CFT, any shortfalls should be noted and passed on to be addressed in the next stage of Phase 2 training.

---

35 Warfare only – TM to complete if nominated to follow a Bridge Warfare Certificate training pipeline.
36 A joint Fleet Board is where 2 or more of the assessing panel convene. YOs will sit the board as individuals.
37 Contact NAVY PCAP-CM OF WAR UTSO3 or 93832 8843.
38 This Exam Bank will be promulgated to YOTOs by COMCORE.
e. **Divisional Care and Management.** Formal divisional care during CFT rests with the YOTO or LO of the unit to which the YO is assigned as determined by the CO. Management of Officers through the pipeline rests with the Career Manager (CM) (NAVY PERS-CM OF WAR UTSO3) who will liaise with the CO/OiCs of the relevant Phase 2 Training Provider\(^{39}\) to discuss progress of individuals and warnings.

f. **Status.** CFT YOs passed out of BRNC, hold commissioned rank and have Wardroom status. Where possible, they should be berthed in Wardroom accommodation, however, noting the anticipated number of YOs and likely availability of accommodation, austere berthing is acceptable\(^{40}\). They are, however, to be considered as full Wardroom members and participate fully in mess life. It is an important distinction that YOs are not ‘Officer Cadets’ undergoing IST. This is their first period living in a Wardroom at sea alongside fellow officers and their development in this area is a key part of CFT, especially for TM Officers where complement sea-going assignments are rare.

g. **Employment.** YOs are to be employed as directed by the YOTO and in accordance with the departmental training plan developed on board. They should participate fully in whole-ship events and, for example, are not to be used as casualties or ‘spare hands’ during OST. YOs are expected to undertake departmental watchkeeping when appropriate and duties as 2\(^{nd}\) OOD.

h. **Reporting.** YOs are to receive a ‘Standard Report Form’ (SRF) from the unit at the end of their time on board.\(^{41}\)

i. **Warnings.** All Young Officers under training are subject to warnings as detailed in BRd 3(1) Chapter 57. Phase 2 training warnings are common to BRNC, ships and Phase 2 courses to enable a smooth handover between units. There are two types of warning: Professional (P) and Character and Leadership (C&L), and each have several tiers dependent upon the severity of the training shortfall (see tables below). It is important to note that a warning is not a punishment but an administrative action to highlight a training shortfall, therefore it is normally in the best interest of the individual if the system is utilised early. Due to the TM pipeline, Tier 1 and 2 Warnings are the only levels that apply to TMs during their Training.

**Table 95-3. Young Officer Under Training Warning Table**

<table>
<thead>
<tr>
<th>Tier</th>
<th>Staff Equivalent</th>
<th>Method of imposition</th>
<th>CM/OIC Interaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DO</td>
<td>Phase 2 Officer Warning Record Card</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>HOD</td>
<td>Phase 2 Officer Warning Record Card</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>CO</td>
<td>Phase 2 Officer Warning Record Card</td>
<td>Inform</td>
</tr>
<tr>
<td>4</td>
<td>ABW</td>
<td>SRF and Letter to Officer TOS</td>
<td>Inform</td>
</tr>
</tbody>
</table>

---

\(^{39}\) For Training Managers - CO HRTSG, for Logistic Officers – OC CMD at DMLS; Warfare and Weapon Engineers – OiC of Training Elements in MWS; Marine Engineers – DSMarE OTG.

\(^{40}\) For example, in a 6-berth SR’s cabin, rather than in a JRs’ Mess Deck.

\(^{41}\) SRF example can be found in BRd 3(1) Annex 57E.
j. **Imposition and Recording of Warnings.** All warnings, except ABW, should be issued using a Phase 2 Record Card which the YO must sign to record that they have understood the nature of the warning. If a CO wishes to place a YO on ABW, then a SRF must be written detailing their general progress to date, the specific training shortfall and the actions required to be removed from the warning. This should be accompanied by an application letter to the Officer Terms of Service (TOS) section detailing the reasons for the imposition and when the warning is to be reviewed. TOS will then respond with a letter that the individual must sign and a copy be kept in the E-190. All correspondence to Officer TOS should be directed to the following address/email:

   Officer Terms Of Service (TOS)
   MPG-2
   Room 48
   West Battery
   Whale Island
   Portsmouth
   PO2 8DX

   Email: NAVY NPS-STRATPOL TERMS OF SO3C

k. In addition, the CM and Phase 2 Trg OIC should be informed of any warnings of CO level and above and contacted for advice and guidance as necessary for any level of warning. This allows the CM and Phase 2 Trg CO/OiC to maintain an overall view of the status of all YOs under warning. All IWOs leaving BRNC to join CFT units under Warning will have the Phase 2 Officer Warning Record Card and/or TOS letter and SRF inserted into their E-190. A copy of the Phase 2 Officer Warning Record Card (Annex 95N) will also be sent to the YOTO.

l. **Fleet Board Failure.** The individual pass mark for each module is 60% and an overall average of over 60% is required to pass the Fleet Board. If a YO fails their Fleet Board they will automatically be placed on CO (P) warning, which is to be reviewed once the failed module of the Fleet Board has been taken again onboard the CFT unit (within one week). Success will result in the removal of the warning. A further failure will result in the YO leaving the unit under CO (P) warning. The remedial process after the second failure varies for each Specialisation, as follows:

   1. **Training Managers.** The number of modules failed on the second Fleet Board determines the next course of action as detailed in Annex 95O.

---

42 See Annex 95M for an example.
43 See BRd 3(1) Annex 57E for an example.
44 For Training Managers - CO HRTSG, for Logistic Officers – OC CMD at DMLS; Warfare and Weapon Engineers – OiC of Training Elements in MWS; Marine Engineers – DMarE OTG.
(2) **Logistics, Warfare, Marine and Weapon Engineering.** As a result of the second failure, the YO will have a further 3 months until a third Fleet Board is convened – for an X Officer, this will be conducted during SFT; for WE, ME and Logs this will be conducted at MWS, DSMarE and DMLS respectively. A further failure will raise the warning to ABW (P) and potentially for an application to be made for the individual to be compulsorily withdrawn from training (CWFT).

(3) OF WAR UTSO3 will inform the appropriate SFT unit of those individuals returning to sea on warning; the unit will be apprised of the individual’s areas for improvement in order to warrant removal from warning.

m. **Assurance of CFT and Fleet Board.** L&D Ops staff are embarked in units as part of their routine visits and will conduct an assurance check of the process. This will include discussions with the YOTO, a percentage check of task-books and will gather feedback for dissemination to DACOS (T, L & D) and the Phase 2 Training Schools. A DART (FOST Debriefing and Reporting Tool) – People Assurance – has been updated to address this. L&D Ops staff should also utilise their expertise in growing the next generation from YO to HOD and are invited to feedback to CO or to FOST HQ on the best practice for the delivery of CFT.

n. At any time, COs and YOTOs are welcome to present feedback to NAVY TRG HQ-IND TRG CAP POLSO2 or through the standard S3018 Training Feedback Report process detailed in Annex 95H.

o. **CFT Area on DLE.** A CFT area has been created on the Defence Learning Environment. This area hosts a downloadable e-version of the CFT TB and a YOTO Tool Box which will have links to the latest/relevant RNTMs and DINs, as well as Fleet Board marking guidance, which YOs are encouraged to use.

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45 The schools are given discretion to only re-examine those areas that the YO failed at the last board – scores should be provided by the CFT unit to assist.
46 Managed by the respective Course Managers, the school Fleet Board is to have the same gravitas as the CFT board; all board members should be current (been to sea within the last 5 years) and there should be selection of officers on the board, not just WE/ME, to ensure fairness in assessment. The president should be of at least SO1 rank.
47 This is HRTSG for Training Managers, DMLS for Logistic Officers, HMS COLLINGWOOD for Warfare and Weapon Engineering Officers and HMS SULTAN for Marine Engineering Officers.
ANNEX 95A

INDIVIDUAL CEB BRIEFING NOTE TEMPLATE

ACOS(T)

XXXX INDIVIDUAL CEB PRE-BRIEF TO THE STRATEGIC CEB

BLUF

1. The [SOTT title] SOTT was endorsed with the following unresolved risks:
   a. [risk description]
   b. [risk description]

Factors of Resource for Training Provision

2. Observations were noted against the following criteria:
   a. **Trainees.** Any issues resulting from expected numbers – too many, too few? All courses with a throughput of less than 60% are to be recorded here.
   b. **Trainers.** Any issues in respect to your training team? Shortfalls, gaps, lack of SQEP?
      (1) Military.
      (2) Civilian.
      (3) Contractor.
   c. **Plans and Programmes.** Any issues pertaining or periodicity of scheduling? eg. Promotion Board proximity etc.
   d. **Facilities.** Any issues relating to facilities needed in order to deliver the course?
      (1) **Hard FM.** Infrastructure, building, accommodation, building management both planned and reactive.
      (2) **Soft FM.** Running and managing the training establishment.
      (3) **Assets.** Issues with assets required to deliver training eg. Sea-going platforms or MCTS.
e. **Equipment.** Any risks or issues relating to the equipment needed to deliver training, such as simulators and weapon systems etc.

f. **Documentation.** Any shortfalls in documentation required to deliver the course as per the Learning Specifications LSpecs.

### Legal and Policy Compliance

3. The following challenges to adherence to policy and/or legal compliance have been identified:

   a. 
   
   b. 

### Risks to Training/SOTT

4. The following risks to training have been identified and assessed as acceptable or unresolved:

   
   

### Summary

5. Taking into account the above risks, the 17/18 [SOTT title] SOTT is endorsed.

[Name of CEB chair]

[Title of CEB] CEB Chair
ANNEX 95B

INFORMATION EXCHANGE RELATIONSHIP DIAGRAM

The aim of this diagram is to graphically show the data and information exchange within the mandated IM systems and Data Bases (DB). The starting point is the data inputter, from which the process carries through to the end point of the information consumer.
ANNEX 95C

DATA/INFORMATION PRIMARY LOCATIONS

1. MOD has four Defence wide capabilities that cater for the data and information requirements in the training domain.

2. To ensure that information can be managed and exploited effectively, and used to generate valuable business intelligence, it must be stored in a coherent manner across all Naval Training. Table 95C-1 provides NCHQ direction on where training data and information is to be stored.

Table 95C-1. Where to Store Data and Information across the Naval Service

<table>
<thead>
<tr>
<th>Type</th>
<th>Definition</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICIAL Media</td>
<td>Media that is classified at OFFICIAL (with no caveats). This can be raw media products eg. JPG, MOV files or a fully comprised media package.</td>
<td>DLE</td>
</tr>
<tr>
<td>OFFICIAL-SENSITIVE Media</td>
<td>Media that is classified at OFFICIAL-SENSITIVE. This can be raw media products eg. JPG, MOV files or a fully comprised media package.</td>
<td>Training LAN that is directly connected to the Assured LAN Interconnect (ALI) (Previously named the RLI) or if no LAN is present the Training SharePoint (FOST Portal).</td>
</tr>
<tr>
<td>Information up to and including OFFICIAL-SENSITIVE</td>
<td>Information is a consumable product usually in the form of a Microsoft Office Product or PDF, but can be in many formats dependent on the information needs.</td>
<td>FOST Portal SharePoint</td>
</tr>
<tr>
<td>Data</td>
<td>Data is the raw entry before it is turned into useful information. It can come in many forms based on the data field settings.</td>
<td>TAFMIS/EMIS*</td>
</tr>
<tr>
<td>SECRET Information</td>
<td>Information is a consumable product usually in the form of a Microsoft Office Product or PDF, but can be in many formats dependent on the information needs.</td>
<td>SECRET Training LAN that is directly connected to the Secret LAN Interconnect (SLI) or standalone Secret LAN</td>
</tr>
<tr>
<td>SECRET Media</td>
<td>Media that is classified at SECRET. This can be raw media products eg. JPG, MOV files or fully a comprised media package.</td>
<td>SECRET Training LAN that is directly connected to the Secret LAN Interconnect (SLI) or standalone Secret LAN</td>
</tr>
</tbody>
</table>

1 Training Information Management System (TMIS) is TAFMIS (supported by Advisor); Virtual Learning Environment (VLE) is the DLE; and the Training Document Management Store (DMS) is the FOST portal SharePoint.

2 TAFMIS database is the mandated database due to its connection with both personnel and recruiting systems. Electronic Management Information System (EMIS) is the historical DB for training and recruiting data.
ANNEX 95D

ROLES AND RESPONSIBILITIES OF A DEFENCE TRAINER MANAGER (DTM)

1. DTMs are the principal advisors on the direction of DTC within Training Providers (TP). They provide functional management of DTSs and are responsible for continuous improvement relating to the DTC\(^1\). Each TP should have a DTM.

2. Guidance and terms of reference for DTMs can be found within JSP 822\(^2\); their responsibilities are as follows:
   a. Complete the necessary training for the role by completing the DSAT (Manager) Course\(^3\).
   b. Identify personnel who are in a non-training delivery role who require the Care of Trainees (COT) course and arranging for them to be loaded to a course.
   c. Ensure all staff within the TP understand their own DTC roles and responsibilities and take appropriate action when the correct standards are not achieved.

3. Ensuring that their TP has sufficient Defence Trainer Supervisors (DTS) to manage the support needs of DTs. It is recommended to have a ratio of 1 DTS for 8 Defence Trainers. To do this the DTM must identify appropriate DTs and nominate them for attendance on a DTS course. When nominating a suitable DT for DTS course the following should be considered:
   a. Current training qualifications\(^4\) and that DT nominated for DTS course must have the Defence Trainer (Practitioner) JPA Competence.
   b. Leadership, coaching, training delivery ability and management qualities of the prospective DTS.
   c. The spare capacity for the nominated DT to be able to conduct the DTS responsibilities in addition to their current job role.
   d. The time left in post to allow for the completion of the DTS WT portfolio and development of competence to carry out the role.
   e. Whether the DT wants to be a DTS.

4. DTMs are responsible for oversight of DT progress in relation to their WT portfolios. In liaison with the DTSs (and where appropriate) consider appropriate action if WT portfolios are not completed within the policy timeline of 6 – 9 months.

5. Once WT are complete, ensure that Lesson Observations/ ITAs and CPD for all personnel are carried out a minimum of every 6 months.

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\(^1\) JSP 822 Part 1 Chap 4 Sect 4.1 para 3 (l).
\(^2\) JSP 822 Part 2 Chap 1 Sect 1.4 Annex G.
\(^3\) Course delivered at the Defence Centre of Training Support (DCTS) at RAF Halton.
\(^4\) JSP 822 Part 1 Sect 1.4 para 9.
6. Sign off WT portfolios to confirm the content has reached the required standard prior to the WT portfolio being submitted to the Establishment’s Training Authority for Quality Assurance.

7. Decide which DT can be nominated as mentors to newly qualified personnel to support the DTSs in their role.

8. Identify the Training CPD needs of the TP from Post Course Discussions (PCD), Student Feedback Questionnaires (SFQ), ITA recommendations, MPARs and general observations. From this identification of a requirement for CPD, the DTM can then request bespoke CPD from the relevant DTC franchise.

9. Individual DTs should be maintaining their own CPD records however TPs, through DTMs, can request to see those at any time. TPs may also maintain their own records of CPD of their DTs.

10. Request and attend CPD training for own DTM role.
ANNEX 95E

ROLES AND RESPONSIBILITIES OF A DEFENCE TRAINER SUPERVISOR (DTS)

1. DTS are responsible for the assessment and development of DT and the supervision of the completion of their WT portfolios. Guidance and terms of reference for DTS can be found in JSP 822\(^1\). Their responsibilities are as follows:

   a. Complete the necessary training for the role by completing the DTS course and the DTS WT portfolio. DTSs can carry out observations once the residential course has been completed. The WT portfolio must be completed within 6 months. The DTS competence can be revoked if the portfolio is not completed within 6 months, as non-completion within this timeframe does not demonstrate the characteristics expected of a DTS.

   b. Support newly qualified DT to complete their WT portfolio within 6-9 months of completing the DTTT Course. To do this they will need to:

      (1) Assist newly qualified DT in completing WT portfolio Part 1 induction questions, signposting them to the correct policy documents, local procedures and resources.

      (2) Monitor and provide advice and guidance to improve delivery skills through informal and formal developmental discussions.

      (3) Participate in a 4-month review with the DT to confirm progress and make sure that the WT portfolio is on track.

      (4) Monitor DT progress in achieving completion of the WT portfolio within the agreed timescales and provide a periodic report to the DTM.

      (5) Conduct observations where required for the WT Portfolio.

      (6) Sign off Part 1 Induction, Part 2 Skills Development and section 1 of the Unit Signatures to confirm all elements have been completed to the required standard.

      (7) In liaison with the unit DTM, where appropriate consider disciplinary action if WT portfolios are not completed within the policy timeline of 6–9 months.

      (8) Nominate suitable experienced trainers to the DTM to act as mentors to newly qualified trainers to carry out the responsibilities listed within Annex C.

      (9) Conduct Lesson Observations/ITAs for DT at Practitioner or above.

      (10) Identify TP training related CPD needs and in consultation with the DTM, request CPD sessions from relevant DTC Training Group.

\(^1\) JSP 822 Part 2 Sect 4.1 Annex F.
1. DTS are responsible for the assessment and development of Defence Trainers (DT) and the supervision of the completion of their Workplace Training (WT) portfolios. Guidance and terms of reference for DTS can be found in JSP 822\(^1\); their responsibilities are as follows:

   a. Complete the necessary training for the role by completing the DTS course and the DTS WT portfolio. DTSs can carry out observations once the residential course has been completed. The WT portfolio must be completed within 6 months. The DTS competency can be revoked if the portfolio is not completed within 6 months as non-completion within this timeframe does not demonstrate the characteristics expected of a DTS.

   b. Support newly qualified DT to complete their WT portfolio within 6-9 months of completing the DTTT Course. To do this they will need to:

      (1) Assist newly qualified DT in completing WT portfolio Part 1 induction questions, signposting them to the correct policy documents, local procedures and resources.

      (2) Monitor and provide advice and guidance to improve delivery skills through informal and formal developmental discussions.

      (3) Participate in a 4-month review with the DT to confirm progress and make sure that the WT portfolio is on track.

      (4) Monitor DT progress in achieving completion of the WT portfolio within the agreed timescales and provide a periodic report to the DTM.

      (5) Conduct observations where required for the WT Portfolio.

      (6) Sign off Part 1 Induction, Part 2 Skills Development and section 1 of the Unit Signatures to confirm all elements have been completed to the required standard.

      (7) In liaison with the unit DTM, where appropriate consider disciplinary action if WT portfolios are not completed within the policy timeline of 6 – 9 months.

      (8) Nominate to the DTM, suitable experienced trainers as mentors to newly qualified trainers to carry out the responsibilities listed within Annex C.

      (9) Conduct Lesson Observations/ITAs for DT at Practitioner or above.

      (10) Identify Training Provider (TP) training related CPD needs and in consultation with the DTM, request CPD sessions from relevant DTC Training Group.

\(^1\) JSP 822 Part 2 Sect 4.1 Annex F.
# ANNEX 95G

## RECORDING OF REMEDIAL TRAINING

<table>
<thead>
<tr>
<th>Date</th>
<th>Surname</th>
<th>Initials</th>
<th>Service No.</th>
<th>Deficiency</th>
<th>Formal Interview</th>
<th>Relevant TO</th>
<th>Action Taken</th>
<th>Instructor Rate/Rank</th>
<th>Supervisor Rank/Rank</th>
<th>Supervisor Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/11/08</td>
<td>SMITH</td>
<td>D J</td>
<td>D012345M</td>
<td>Fell asleep during Instruction</td>
<td>Y</td>
<td></td>
<td>5 min walk outside</td>
<td>PO</td>
<td>Smith</td>
<td>Lt</td>
</tr>
</tbody>
</table>

UNCONTROLLED WHEN PRINTED
ANNEX 95J

S3018 FREQUENTLY ASKED QUESTIONS

1. What happens when I raise an S3018 on an issue that has already been raised?
   If the issues in your Training Feedback form have already been received at HRTSG then they will be used as added evidence for the rectification of the training shortfall.

2. When will I hear about the progress of my S3018 and how long will it take to resolve?
   The time taken to resolve an S3018 often depends on the capacity of the analyst and also the size and scope of the problem detailed within it; this can take several months.

3. Could the shortfall have been filled by on-job training?
   Speak to your Line Manager if you think your perceived shortfall in training could have been done on the job. If that would not have been possible, complete your S3018 stating this, and what level of knowledge you consider you should have.

4. How much information should I provide?
   Include as much detail as possible to assist the analyst in resolving the training shortfall. This will increase the speed of the process as the analyst will not have to request additional information before commencing the investigation.

5. What if I don’t know the course name or number of the training?
   If you do not know either the course name or number or it is not applicable (where no course exists for example) then roughly define the subject area of the training shortfall in that part of the form. This will enable the S3018 to be investigated more easily.

6. What if my S3018 has safety critical information?
   Include this in the relevant section of the form. Be aware that there are also mandatory NLIMs and DLIMs methods for reporting safety critical information.

7. What should I do if my position needs an extra training course that exists?
   If your position needs to attend an additional training course before taking up a position, then contact your UEA as described in para 10.c.

8. What should I do if my position needs an extra training course that doesn’t exist?
   As in para 3.c you should submit an S3018 and include the shortfall in your unit’s quarterly PFS return.
9. **What should I do if my training didn't cover an element of my role?**

   You should submit an S3018 giving as much detail as possible. This may then change the future training solution to ensure people are prepared for their roles.

10. **What should I do if training exists for my position, but I haven't attended it?**

    As described in para 10.b, this needs to be included in your unit’s quarterly PFS return.

11. **What happens if more information is required by the analyst?**

    If an analyst requires more information to investigate the training shortfall detailed in your S3018, then they will contact you directly via email or telephone. Please ensure your S3018 includes the best method of doing this.

13. **What should I do if I have questions about my S3018 or the S3018 process?**

    If you are unsure about the best way to solve your training shortfall, contact the SO3 on 9380 22385 who will be able to provide more information and suggest the best way to proceed.
## ANNEX 95K

### RECORDING OF NAVAL CORE TRAINING JPA COMPETENCES

<table>
<thead>
<tr>
<th>Core Maritime Skills</th>
<th>Naval Core Training</th>
<th>Recording On JPA Prior to 1 Sep 19</th>
<th>Recording On JPA From 1 Sep 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 1 – Skill at Arms</td>
<td>No longer a requirement</td>
<td>No longer a requirement</td>
<td>No longer a requirement</td>
</tr>
<tr>
<td>CMS 2 – RNFT</td>
<td>NCT 1 RNFT</td>
<td>CMS</td>
<td>FitnessTest</td>
</tr>
<tr>
<td>CMS 3 – First Aid</td>
<td>NCT 2 First Aid</td>
<td>CMS</td>
<td>CMS 3 First Aid Continuation Training</td>
</tr>
<tr>
<td>CMS 4 – CBRNDC</td>
<td>No longer a requirement</td>
<td>No longer a requirement</td>
<td>No longer a requirement</td>
</tr>
<tr>
<td>CMS 5 – Navigation and Sea Sense</td>
<td>No longer a requirement</td>
<td>No longer a requirement</td>
<td>No longer a requirement</td>
</tr>
<tr>
<td>CMS 6 – Advanced D&amp;I</td>
<td>NCT 4 D&amp;I</td>
<td>CMS</td>
<td>Advanced Level D&amp;I Training RNRM</td>
</tr>
<tr>
<td>CMS 6 – Substance Misuse</td>
<td>NCT 5 Substance Misuse</td>
<td>CMS</td>
<td>Substance Misuse 30 Years and Over</td>
</tr>
<tr>
<td>CMS 6 – Ethos C2 DRIL</td>
<td>No longer a requirement</td>
<td>No longer a requirement</td>
<td>No longer a requirement</td>
</tr>
<tr>
<td>CMS 7 – Law of Armed Conflict</td>
<td>NCT 7 Operational Law</td>
<td>CMS</td>
<td>CMS7 Law of Armed Conflict</td>
</tr>
<tr>
<td>CMS 7 – Op Detention</td>
<td>No longer a requirement</td>
<td>No longer a requirement</td>
<td>No longer a requirement</td>
</tr>
<tr>
<td>CMS 7 – Use of Force</td>
<td>No longer a requirement</td>
<td>No longer a requirement</td>
<td>No longer a requirement</td>
</tr>
<tr>
<td>CMS 8 – SERE A</td>
<td>NCT 6 SERE A</td>
<td>No longer a requirement</td>
<td>NCT</td>
</tr>
<tr>
<td>CMS 9 – Counter – Explosive Ordnance</td>
<td>No longer a requirement</td>
<td>No longer a requirement</td>
<td>No longer a requirement</td>
</tr>
<tr>
<td>CMS 11 – Safety</td>
<td>NCT 9 Safe to Fight</td>
<td>CMS</td>
<td>CMS11 Safety Awareness Training</td>
</tr>
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</table>
### NAVAL CORE TRAINING REQUIREMENTS

<table>
<thead>
<tr>
<th>Current CMS Requirements</th>
<th>Phase 1</th>
<th>NCT Training Requirements</th>
<th>Periodicity</th>
<th>JPA competence</th>
<th>Delivery Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 1 – Skill at Arms</td>
<td></td>
<td>ACMT annually, WHT 6 monthly as required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMS 2 – RNFTE</td>
<td>✓</td>
<td>RNFTE - Maintain current requirement</td>
<td>Annual</td>
<td>NCT</td>
<td>NCT1 Fitness Test</td>
</tr>
<tr>
<td>CMS 3 – First Aid</td>
<td>✓</td>
<td>First Aid - Maintain current requirement</td>
<td>Every 3 years</td>
<td>NCT</td>
<td>NCT2 First Aid Continuation Training</td>
</tr>
<tr>
<td>CMS 4 – BBRNDC</td>
<td>✓</td>
<td>BSSC/ISSC every 4 years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMS 5 – Navigation and Sea Sense</td>
<td>✓</td>
<td>Directed “maritime” activity every 5 years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMS 6 – Security</td>
<td></td>
<td>Security - Maintain current requirement</td>
<td>Annual</td>
<td>NCT</td>
<td>NCT3 Annual Military Security Training</td>
</tr>
<tr>
<td>Advanced D&amp;I</td>
<td>✓</td>
<td>D&amp;I - Maintain current requirement</td>
<td>Every 2 years</td>
<td>NCT</td>
<td>NCT4 Advanced Level D&amp;I Training RNRM</td>
</tr>
<tr>
<td>Substance Misuse</td>
<td></td>
<td>Substance Misuse - Maintain current requirement</td>
<td>Under 30s – annual 30 and over – every 3 years</td>
<td>NCT</td>
<td>NCT5 Misuse 30 Years and Over</td>
</tr>
<tr>
<td>Ethos Lecture / C2DRIL</td>
<td></td>
<td>Ethos Lecture - Remove as CMS requirement as covered in Phase 1 and CLM courses.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMS 7 – Law of Armed Conflict</td>
<td>✓</td>
<td>Operational Law - Maintain current requirement</td>
<td>Annual</td>
<td>NCT</td>
<td>NCT7 Operational Law</td>
</tr>
<tr>
<td>- Op Detention – Use of Force</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMS 8 – SERE A</td>
<td></td>
<td>SERE A – Maintain requirement</td>
<td>Annual</td>
<td>NCT</td>
<td>NCT6 SERE Level A</td>
</tr>
<tr>
<td>CMS 9 – Counter – Explosive Ordnance</td>
<td>✓</td>
<td>C-EO - Remove as CMS as delivered in PDT training.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMS 10 – Information Management</td>
<td>✓</td>
<td>Info Skills – Maintain current requirement</td>
<td>Every 3 years</td>
<td>Information Skills</td>
<td>Defence Information Management Passport</td>
</tr>
<tr>
<td>CMS 11 – Safety</td>
<td>✓</td>
<td>Safe to Fight - Maintain current requirement</td>
<td>Every 3 years</td>
<td>NCT</td>
<td>NCT9 Safety to Fight Awareness Training</td>
</tr>
</tbody>
</table>

1. Where possible, NCT should be delivered through multiple means to aid successful completion across the Naval Service. Not all NCT have been updated to allow for multiple delivery methods, but they are in the process of being reviewed to allow this.
2. NMT100 is delivered at RALEIGH and BRNC.
3. BSSC is delivered in P2 for RN ORs.
4. ISSC competence is to be managed by DACOS/CM function as part of the sea-going process - periodicity is every 5 years.
5. Will be maintained by Sea Service, Adventurous Training (PFS) or other suitable personal development activities.
6. CM6 will include suspicious packages content from C-EO course.
# ANNEX 95M

## NAVAL CORE TRAINING CAPABILITY LEADS

<table>
<thead>
<tr>
<th>NCT Number</th>
<th>NCT Title</th>
<th>JPA Competence</th>
<th>NCT Capability Lead Desk Officer</th>
<th>Current Delivery Mechanism¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCT 1</td>
<td>RNFT</td>
<td>NCT</td>
<td>NCT1 Fitness Test</td>
<td>Navy</td>
</tr>
<tr>
<td>NCT 2</td>
<td>First Aid</td>
<td>NCT</td>
<td>NCT2 First Aid Continuation Training</td>
<td>Navy</td>
</tr>
<tr>
<td>NCT 3</td>
<td>Security</td>
<td>NCT</td>
<td>NCT3 Annual Military Security Training</td>
<td>Joint</td>
</tr>
<tr>
<td>NCT 4</td>
<td>D&amp;I</td>
<td>NCT</td>
<td>NCT4 Advanced Level D&amp;I Training RNRM</td>
<td>Navy</td>
</tr>
<tr>
<td>NCT 5</td>
<td>Substanc e Misuse</td>
<td>NCT</td>
<td>NCT5 Misuse 30 Years and Over</td>
<td>Navy</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>NCT 5 Substance Misuse Under 30</td>
<td>Navy</td>
</tr>
<tr>
<td>NCT 6</td>
<td>SERE A</td>
<td>NCT</td>
<td>NCT6 SERE Level A</td>
<td>Joint</td>
</tr>
</tbody>
</table>

¹ Where possible, NCT should be delivered through multiple means to aid successful completion across the Naval Service. Not all NCT have been updated to allow for multiple delivery methods, but they are in the process of being reviewed to allow this.

² Note: the only DLE security package that will award the NCT competence is ‘Security Awareness’. The SecFUNLv1 course does not provide the information required to award the NCT competence.
Where possible, NCT should be delivered through multiple means to aid successful completion across the Naval Service. Not all NCT have been updated to allow for multiple delivery methods, but they are in the process of being reviewed to allow this.

4 The Operational Law package is being developed and will be available as a facilitated DVD as well as DLE package by 1 Sep 19. Prior to this date, personnel are to complete the individual LOAC, Use of Force and Operational Detention and record it in JPA law Annex A.

**NCT Number** | **NCT Title** | **JPA Competence** | **NCT Capability Lead Desk Officer** | **Current Delivery Mechanism**
--- | --- | --- | --- | ---
NCT 7 | Operation al Law | NCT7 Operational Law|Navy | NAVY LEGAL-INTERNATIONAL LAW SO1 & NAVY LEGAL-COMPLIANCE SO1 | DVD with script provided by Capability Lead
NCT 8 | Info Skills | Information Skills|Defence Information Management Passport|Joint | NAVY IW-INFO ASSURANCE SO2 | DLE package – search for ‘DIMP’
NCT 9 | Safe to Fight | NCT9 Safety to Fight Awareness Training|Navy | NAVY SAFETY CNTR-TRG ED SO2 PLAN | DLE package – search for ‘NCT Safe to Fight’
**ANNEX 95N**

**PHASE 2 OFFICER WARNING RECORD CARD**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Rank:</th>
<th>No:</th>
<th>Date:</th>
</tr>
</thead>
</table>

To be raised by the Course/Divisional Officer/YOTO on each occasion of a warning being given.

<table>
<thead>
<tr>
<th>Tier and Reason of Warning</th>
<th>Mark(%)</th>
<th>Date</th>
<th>Re-sit Mark(%)</th>
<th>Re-sit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Warning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<td>3</td>
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<tr>
<td>4</td>
<td></td>
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</tr>
</tbody>
</table>

**Previous Warnings**

<table>
<thead>
<tr>
<th>Tier and Reason of Warning</th>
<th>Mark(%)</th>
<th>Date</th>
<th>Re-sit Mark(%)</th>
<th>Re-sit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Warning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
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<tr>
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</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DO/YOTO/Course Officers Comment:**

Signature: Name: Rank: Date:

**HOD/YOTO/OIC Training Group Comment:** *(As required)*

*(This Tier does not exist for Character and Leadership Warnings)*

Signature: Name: Rank: Date:

**CO/OC Training Comment:** *(As required)*

Signature: Name: Rank: Date:

I have read and understood the contents of this report. I have been verbally interviewed and placed on the warning specified in the text. I fully understand the consequences of this warning within the Training Unit’s Warning System. I am aware that information on me is being held in a database and that I may access it on request in accordance with the General Data Protection Regulations 2018.

Signature: Name: Rank: Date:

**Actions on completion:**

1. Insert Record Card into E-190 Training Record.
2. Email CM and OIC Training Group for Tier 3 (P) and Tier 2 (C&L) and above.
3. Complete front section of TB (Record of Fleet Time Professional and C&L Warnings).
ANNEX 95O

TRAINING MANAGER FLEET BOARD FAILURE FLOW CHART*

- Fleet Board- to be conducted onboard
  - Pass: Go to TMOC
  - Fail: Re-sit Fleet Board (onboard)
    - Pass: Go to TMOC
    - Fail: Failed 2 modules
      - Go to TMOC on Warnings
        - Pass TMOC: Attend 1 month ashore Flotilla remedial training for failed Fleet Board module
          - Re-Board Failed Fleet Board Module
            - Pass: Go to 1st TM Assignment
            - Fail: Candidate Withdrawn From Training
          - Fail TMOC: Candidate Withdrawn From Training
    - Failed more than 2 modules: Case conference held by YOTO, UTS CM, TM CM, TMOC Course Manager to determine course of action for failed Candidate

* Remedial Training and re-boarding will be considered on a case by case basis.
CHAPTER 96
LEARNING, DEVELOPMENT AND RESETTLEMENT

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CHAPTER 96
LEARNING, DEVELOPMENT AND RESETTLEMENT

SECTION 1 – NAVAL SERVICE LEARNING AND DEVELOPMENT

9601. Introduction

a. The Naval Service (NS) recognises Learning & Development (L&D) as the golden thread to the through-life development of personnel. Through L&D we can develop agile and adaptive thinkers, capable of operating in complex environments and delivering operational effect. Through the apprenticeship programme we can meet the NS critical skills requirement and through accreditation we can ensure that personnel gain nationally recognised qualifications ranging from functional skills to Master’s Degrees. This recognition and reward motivates individuals and eases transition to the civilian workforce, ensuring that in service training has civilian equivalency. The provision of through-life development and lifeskills training helps to prepare our personnel to transition from the military into the national workforce. The Learning & Development Organisation (LDO) was formed to bring greater cohesion to the various strands – education, lifelong learning, accreditation, apprenticeships and resettlement.

b. It remains a command responsibility to ensure that personnel have the chance to access L&D opportunities and that ‘time for learning’ is prioritised wherever possible. Any individual who is engaged in L&D activity should be recognised within the reporting system for their educational endeavour, thus helping to encourage a L&D culture. There is a significant L&D offer within the NS and all personnel, regardless of rank, rate, or time in Service should aim to maximise the opportunities throughout their career and inspire those around them to develop.

c. This Chapter outlines the responsibilities and opportunities for L&D within the NS. Strategic direction for the delivery of education services is provided by the Education Steering Group (Ed SG), which is accountable to the People and Training Transformation Board (PTTB).

9602. Purpose

a. The purpose of the NS LDO is: “to support 2SL, and Commanding Officers to develop the intellectual potential of their people to maximise Operational Capability (OC) and ultimately prepare them for return to the national workforce”. This is to be met by delivery against six endorsed L&D commitments below:

(1) Academic Progression.

(2) Apprenticeships.

(3) Accreditation.

(4) Qualified Practitioner.

(5) Professional Development.
b. The LDO is to support the six NS L&D Commitments by delivery of L&D outputs mandated by Government and MOD, as follows:

(1) English and Mathematics tuition, support and recording in accordance with JSP 822 Pt 1, 6.2;

(2) Provide a system for recording personal development in accordance with JSP 822 Pt 2, 6.1;

(3) Administer Standard Learning Credits (SLC), Enhanced Learning Credits (ELC) and the Further Education/Higher Education (FE/HE) schemes in accordance with JSP 822 Pt 1, 6.4 – 6.6;

(4) Provide opportunities for the civilian accreditation of Naval training, education and experience in accordance with JSP 822 Pt 1, 6.3;

(5) Provide support and guidance, and assessment where appropriate, for personnel with Specific Learning Difficulties (SpLD) in accordance with JSP 822 Pt 1, 6.1;

(6) Resettlement training, support and guidance in accordance with JSP 534;

(7) Provide feedback to MOD in accordance with JSP 822 and as required.

c. In order to further support L&D within the NS, the LDO will:

(1) Provide relevant L&D feedback to Commanding Officers, ACNS(T) and 2SL\(^1\).

(2) Contribute to MOD L&D policy and develop NS policy.

(4) Provide support, guidance and learning opportunities for personnel to gain qualifications required by the Service for them to be qualified educationally for promotion\(^2\).

(5) Provide support, guidance and learning opportunities for personnel, throughout their career, to enable them to develop agile and adaptive thinking to better contribute to OC, including protected time for learning for the completion of formal L&D which is required by the Service\(^3\).

---

\(^1\) This is achieved using a number of mechanisms including PFS returns, QPRR and L&D (Ops) verbal debriefs.

\(^2\) Currently English and Mathematics requirements iaw Education For Promotion (EFP); GCSEs for UY and SUY.

\(^3\) Section 6 contains further guidance.
SECTION 2 - LEARNING AND DEVELOPMENT ORGANISATION

9603. Organisation

a. Navy Command Headquarters:

(1) **Service Director of Education (SDE).** Assistant Chief of Staff (Training) (ACOS(T)) is the SDE for the NS and responsible for:

   (a) Devising and issuing Naval education policy, including Command and Staff Training (CST).

   (b) Provision of advice to 2SL and personnel departments on educational standards from New Entry into the NS\(^4\).

   (c) Representing the NS in Defence and Joint Service forums dealing with education, learning and development.

(2) **Deputy Assistant Chief of Staff (Training) (DACOS(T)/Learning & Development (L&D)).** ACOS(T) delegates to DACOS(T)/L&D the responsibility for:

   (a) Operational (routine) prioritisation and direction of LDO activity.

   (b) Representation at Defence and Joint Service education steering and working groups, where these require OF5 lead.

(3) **Commander Learning & Development Organisation (Cdr LDO).** Cdr LDO is responsible for LDO output, and has:

   Line authority for the main baseport L&D Hubs (HMS NELSON, HMS DRAKE, HMS NEPTUNE and CTCRM) and deployed uniformed Learning and Development Advisers (LDAs) and the Naval Tutor. Cdr LDO has functional authority over unit education officers and centres\(^5\).

b. Learning & Development Organisation (LDO). The LDO headquarters is based at Ramsay Building, HMS COLLINGWOOD. The LDO (Delivery) headquarters is based at the L&D Hub (Waterfront), HM Naval Base Portsmouth. The LDO is responsible for the development and coherent delivery of L&D policy, accreditation, apprenticeships, personal development and resettlement. The LDO organisation comprises 4 sections, outlined below and described in following sections:

---

\(^4\) Note however that ACOS (PCap) retains responsibility for setting and reviewing the educational standards for entry. BRd 3(1) Part 4 Chapter 7 outlines full details of entry standards.

\(^5\) All operational units (RM/Fleet/RFA) are part of the Learning & Development Organisation and are subject to L&D assurance. They have access to the L&D support network (Hub & Spoke) provided through the LDO HQ.
**Figure 96-1. Learning & Development Organisation**

9604. **Assurance**

The LDO’s assurance process aims to drive continuous improvement by providing an objective, evidence-based judgement on the extent to which L&D providers are complying with mandated policies and achieving principal outputs and effects. The assurance process uses the fundamentals of Ofsted’s Common Inspection Framework (CIF), aligned with BRd 3(1) and JSPs 534 and 822.
9605. **Learning and Development Hubs (L&D Hubs):**

a. There are 18 L&D Hubs across the UK; contact details can be found at Annex A. Each L&D Hub supports or signposts Service personnel to the following:

1. Access to a trained Learning & Development Adviser (LDA) for a Learning & Development Interview (LDI). Individuals may choose whether to move to a different LDA or to retain the relationship with their current LDA when being reassigned.

2. Support and information on learning opportunities for personnel to gain qualifications required by the Service for them to be qualified educationally for promotion.

3. Learning, training and study skills support.

4. Assessment facilities for those with Specific Learning Difficulties (SpLD).

5. Advice on the Standard Learning Credits (SLC), Enhanced Learning Credits (ELC) and Further Education/Higher Education (FE/HE) schemes and process applications for SLCs and ELCs.


7. Advice and access to MoD sponsored courses including the Tri-Service University Short Course Programme (USCP).

8. Advice and access to external learning suppliers.

9. Advice on and access to e-Learning packages.


11. Advice on membership of professional bodies.

12. Advice on available education and accreditation schemes.

13. Access to a trained Resettlement Officer, resettlement provision and resources.

b. L&D Hubs are able to provide Units with:

1. L&D briefs.

2. Mentoring and support for Part-time Service Instructors (PTSI).

3. Advice and support to develop a learning and/or coaching culture.

4. L&D Hubs are to comply with the L&D Charter.
c. The NRIOs also form part of the LDO shore-side support team within L&D Hubs.

9606. Deployed Learning and Development

The RN has established an LDO Operations (Ops) Team to provide L&D support for deployed units. LDO (Ops) Advisers will conduct the following:

a. Liaise with Flotillas (FORCEGEN) to determine and prioritise a programme that aims to visit each ship and submarine at least once in an 18-month period. Visits will last for an appropriate period\(^6\) to enable required LDO(ops) outputs to be delivered; including, Functional Skills exams, LDIs and group briefs.

b. Ensure the visit programme is tailored around individual Units’ requirements and their operational posture.

c. Ensure an alongside education and resettlement service is provided for Units without access to an L&D Hub or L&D advice, including delivery of Functional Skills (FS) education and assessment.

d. Undertake quality assurance of PTSI delivery of instruction.

e. Mentor, support, standardise and enhance performance of Unit EROs and act as the designated lead for the delivery of the ERO Brief.

f. Ensure the LDO(Ops) Team support the RN Leadership Academy (RNLA) to deliver the 2SL endorsed Coaching Workshops to deployed Units.

9607. Ships Library Service

a. The Ship’s Library Officer (SLO) provides advice to EROs and supplies educational and recreational books. The SLO can be contacted during working hours via:

Mil: 9380 25986  
BT: 02392 725986  
MODNet: NAVY TRG HQ-LDO SLO  
Email: Fiona.Thomas722@mod.gov.uk

b. Ship's Libraries should comprise separate Recreational and Reference Sections. The ERO or Library Officer in a ship/unit/establishment is responsible for the care of the books, for their proper issue and return by borrowers.

c. It is the responsibility of the ship or establishment to demand books. Demands should be forwarded as early as possible to the SLO, stating the reason for the demand and the number of entitled personnel.
d. Recreational books will be replenished periodically throughout each year, automatically, via the SLO. This should be sufficient to replace all losses and books discarded due to fair wear and tear. New title replenishments for Reference books are also made from time to time. SLO should be informed in good time when, for any reason, replenishments are either no longer required or need to be resumed.

e. Accounting for ship’s library books remains a Command responsibility:

   (1) Recreational books are regarded as consumable items but should be properly cared for, securely stored and issued on loan against a signature.

   (2) When paying off or entering major refit, Reference Sections are to be returned to the SLO.

   (3) Ship’s library books are not to be offered for sale or auction under any circumstances.

f. The Ship’s Core Professional Academic Library is specifically issued to all major ships and units within the RN in support of the NS Education Strategy, covering a broad spectrum of security and leadership issues. As texts are relatively expensive there will be a requirement to manage and account for the collection. It is suggested that responsibility for this will fall to the Ship’s ERO/Library Officer. Whilst the temptation may be for them to be placed on a shelf in the Wardroom, it must be stressed that the intent is to provide access for all.

g. GCSE/A Level Textbooks. On demand by the ERO, ships will be supplied with study/revision guide books, in support of GCSE and A level classes being taught on board. Sufficient numbers of books will be allocated to allow each student adequate access. These books are accountable and, as such, strict records should be kept of issue. At the end of the course or period of study, they must be returned to the ERO. For accounting purposes, the books should be classified as Reference Books. The cost of these items is significant and therefore the appropriate action for lost or damaged books must be considered.

h. Access to Other Libraries. Use may be made of the considerable non-fiction stock at the Joint Services Central Library and the wider MOD library network.

9608. British Defence Film Library (BDFL)

a. The British Defence Film Library (BDFL) catalogue lists all Defence training material available in video format. It has now converted to a digital video and download site, allowing anybody with a Defence Gateway login to view training content at the point of need, or to create a link for students to view content.

b. The BDFL catalogue is available online at http://www.bdfl.mod.uk
SECTION 3 - PRINCIPAL LEARNING AND DEVELOPMENT STAFF

9609. Unit Education and Resettlement Officer (ERO)

a. Introduction. BRd 2 (Queen’s Regulations for the Royal Navy) stipulates (at Article 3101) that each unit is to appoint an ERO. The ERO is the lynch-pin linking Service personnel in the unit with shore based and deployed Learning and Development Advisors (LDAs). It is important that the Commanding Officer selects an individual with the appropriate skills and personal attributes to undertake this role. The responsibilities of the ERO are at Annex 96B.

b. Purpose. The ERO’s primary role is to provide information and support to facilitate personal and professional development to the Ship’s Company to the standards laid down in this BR by ACOS(T). In so doing, the ERO will contribute directly to the following:

(1) OC by meeting the Service’s requirement for educated manpower.

(2) The retention of trained manpower.

(3) The Government’s Skills agenda.

c. Sources of Support and Advice. It is recognised that most EROs undertake this role as a secondary duty and will be inexperienced in delivering education and resettlement advice, and hence they will need support from the LDO (see Annex 96A for points of contact including L&D Hubs).

d. Initial Actions. On assuming ERO duties, the following initial actions are to be completed:

(1) ERO Handover. Contact the LDO (Ops) OC) (see Annex 96A) to update the ERO contact details and to arrange for an ERO Brief

(2) ERO Brief and Resource Pack. Arrange to receive the ERO Brief at the earliest opportunity. In addition, obtain an up-to-date ERO resource pack from the LDO (Ops) team and join the RN EROs Group on Defence Connect. These actions are to be completed within their first two months of assuming the role.

(3) Resettlement Brief. Although a Resettlement Brief is provided as part of the ERO Brief, it is recommended that EROs make contact with the regional NRIO (details at Annex 96A) within first two months of accepting the role of ERO.
9610. **Unit Education and Resettlement Officer’s Assistant (EROA)**

EROA duties include the following:

a. Custody and issue of all accountable equipment, materials, books, stores and stationery.

b. Detailed arrangements for classes, maintenance of records and the display of relevant information.

c. Administration, including correspondence, liaison with L&D staff over the recording of qualifications, examination schedules, maintenance of a Unit Education and Resettlement (E&R) database and provision of data returns as and when required by LDO Chief of Staff.

9611. **Learning and Development Advisor (LDA)**

a. **Introduction and Purpose.** The LDA provides a vital resource for personnel seeking to access L&D opportunities and should be engaged with by the learner as early as possible in the process. Unlike EROs, who hold the post as a secondary duty, the LDA primary purpose is to support the learner on their development path.

b. **Primary Responsibilities**

   (1) To provide advice and guidance to personnel in operational units, shore establishments and outlying stations on individual development and resettlement opportunities.

   (2) To support, advise and guide personnel in devising their individual learning and development plan.

   (3) To advise Command on the opportunities, processes and administrative arrangements supporting development of their personnel.

   (4) To conduct L&D briefings, coaching workshops and support the unit ERO.

   (5) To conduct one-on-one LDIs and any follow-up interviews required by the individual to generate their learning and development plan.

   (6) To advise and support learners with Specific Learning Difficulties (SpLDs).

c. **Qualification.** At a minimum, all LDAs, whether service, CS or contractor, must be qualified to the following level:

   (1) Coaching Level 3 on assignment and Level 5 after 12 months in-post.

   (2) Uniformed LDAs: TM Phase 2, DTTTv2 and TM PGE programme.
9612. Part Time Service Instructors

a. Introduction and Purpose. The NS makes use of Part Time Service Instructors (PTSI) to deliver unit organised programmes of instruction.

b. Initial Actions. The chain of command should seek advice from their unit ERO in the first instance regarding the selection and administration of a PTSI. Where units have no access to a dedicated ERO, command should contact the LDO Ops Team for advice and guidance.

c. Administration. Applications are to be submitted to LDO Policy staff for approval by using the application form at Annex 96C, whether or not the PTSI intends to claim PTSI Allowance. LDO staff will conduct a biannual audit of PTSIA from NAVY FIN data to ensure these rules are adhered to.

d. Programme Design. Any delivery attracting PTSI funding must be delivered as part of a programme leading to examination. The unit ERO and where unavailable the LDO (Ops) Team must assess all prospective PTSI candidates and be confident in their ability (academic level, instructional ability).

e. Qualification:

(1) PTSIs should hold a qualification in the subject to be instructed of at least one level higher than the level being taught. For example, to instruct GCSE Mathematics an instructor should hold at least an AS Level/Scottish Higher in that subject.

(2) PTSIs must also hold a Service or civilian teaching qualification. The lowest level of teaching qualification is either the Defence Instructional Techniques (DIT) course or the civilian Level 3 Award in Education and Training (AET). Individuals without such a recognised teaching qualification should contact LDO (Ops) Team for further advice on routes and funding.

f. PTSI Allowance

(1) Policy for awarding Part Time Service Instructor’s Allowance (PTSIA) is laid down in JSP 752 (Part 2). This gives full details of the levels of allowance that can be claimed and the process for its authorisation. It must be highlighted, however, that while PTSIA provides a mechanism for the delivery of structured education programmes leading to examination in deployed units, it is not intended to fund courses of education in shore establishments.

(2) The PTSIA will be funded from the Unit’s budget (ie. the unit where the pay account of the instructor is held), will be recommended by the ERO and authorised by the Commanding Officer.
g. **Assurance.** The ERO must ensure that the quality and frequency of instruction delivered under PTSI is in accord with the plans and expectations which led to the initial recommendation. In deployed units, delivery using PTSIs will be subject assessed by the LDO Ops organisation.

h. Further advice and guidance on PTSI is available from OiC LDO (Ops) Team.

9613. **The Naval Tutor**

a. **Responsibilities.** The Naval Tutor is responsible for delivering specific elements of the Officer Learning and Development Pathway (OL&DP) (or Through Life Education Pathway (TLEP), as was). See Section 7 for details. Additionally, the Naval Tutor:

(1) Provides advice to LDO Policy regarding Officer Professional Military Education (PME).

(2) Drafts the annual DIN covering Naval Analysis Course (NAC), Pre-ACSC Critical Thinking Skills Course (CSTC) and the Association of RN Officers Essay Competition (ARNOEC).

(3) Directs the Defence Learning Environment (DLE) OL&DP digital space.

(4) Delivers Maritime Tactical Estimate (MTE) module to Phase 1 Officers.

(5) Acts as the primary liaison between the NS and the 1805 Club.

e. **Qualification.** The post-holder is educated to Level 7, Master’s Degree in International Security/Relations – see section on Post-graduate education opportunities.
SECTION 4 – EDUCATION FOR PROMOTION

9614. Defence Literacy and Numeracy Direction

For all Full and Part-Time members of the Armed Forces, the English and Mathematics requirement is encapsulated in the Literacy and Numeracy Direction, details of which are contained in JSP 822 Part 1, 6.2. This policy aims to ensure that the Functional Skills (FS) needs of Armed Forces personnel are addressed at the earliest opportunity in order to enhance their operational effectiveness, and potential for personal and career development.

9615. Education For Promotion

a. The Education for Promotion (EFP) framework builds on the Defence Literacy and Numeracy Direction and is the collective term used to describe how the Naval Service (NS) will deliver FS in English and Mathematics. The framework is not a qualification in itself, but is the collective term used to describe how the NS sets out the educational standards that ratings/other ranks are required to achieve within specified timescales (or prior) to substantive promotion. The EFP requirement is:

(1) Personnel who do not hold GCSE Grade A* - C, (9 – 4 for Summer examinations 2017 onwards), Level 2 or equivalent qualifications in English Language and Mathematics, are required to undertake a FS Initial Assessment to establish their current operating level in English and Mathematics. See Annex 96D for a list of MOD approved proxy qualifications that give equivalence to Functional Skills.

(2) All personnel must attain a Level 1 FS qualification in English and Mathematics in order to be educationally qualified for promotion to LH/Cpl. At the very least, they should attain Level 1 within three years of joining the RN or RM. All Ratings/OR will undertake and be tested at Level 2 for FS English and Mathematics during their Intermediate Apprenticeship programme. Level 2 should be achieved by the end of the apprenticeship. Those who cannot achieve this standard can receive support from the LDO either through Hubs or by the LDO (Ops) teams. There is a command responsibility to ensure that time is provided for undertaking FS to Level 2.

(3) All personnel without Level 2 qualifications are to achieve Level 2 FS in English and Mathematics within eight years of joining the RN/RM or prior to promotion to substantive Petty Officer (PO)/Sergeant (Sgt), whichever is earlier; Level 2 is the minimum FS qualification required for promotion to PO/Sgt.

(4) There is no educational requirement for promotion to Chief Petty Officer/Colour Sergeant.

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6 Under EFP, GCSE Grade D - G (3-1 for Summer examinations 2017 onwards) in English Language/Literature and Mathematics will be accepted as Level 1.
7 Promotion Regulations (see BRd 3(1) Part 8) are to be consulted for specific branch selection criteria.
(5) A review of the through career education requirement identified that the Qualified Educationally Warrant Officer (QEWO) competence is no longer valid/required. This is due to there being no qualification for promotion to WO in addition to that required for PO/Sgt. There will be no legacy rights and individuals will require English and Mathematics competences at Level 2 to be annotated on their JPA competence profile, which may be obtained from the various competences listed below:

| Educational | RN/RM Basic Skills Numeracy Level 2 | Navy |
| Educational | RN/RM Basic Skills Literacy Level 2 | Navy |
| Educational | RN/RM Key Skills AON Level 2 | Navy |
| Educational | RN/RM Key Skills Communication Level 2 | Navy |
| Educational | RN/RM Functional Skills Mathematics Level 2 | Navy |
| Educational | RN/RM Mathematics Level 2 | Navy |
| Educational | RN/RM Functional Skills English Level 2 | Navy |
| Educational | RN/RM English Level 2 | Navy |
| Educational | RN/RM English Proxy A*- C | Navy |
| Educational | RN/RM Mathematics Proxy A*- C | Navy |
| Educational | RN/RM Basic Skills Proxy Numeracy Level 2 | Navy |
| Educational | RN/RM Basic Skills Proxy Literacy Level 2 | Navy |

Where a competence is not annotated but an appropriate qualification is held, it is the individual’s responsibility to provide evidence that they are educationally qualified. Requests for changes to educational status are to be submitted either to NAVY TRG HQ-LDO POL EFP E1 or NAVY TRG HQ-LDO POL ACCRED EFP together with certified true copies of the relevant certificates, or taken to the nearest Learning & Development Hub (L&D Hub), Education and Resettlement Officer (ERO)/Unit Education Officer (UEO) or Learning & Development (Operations) (LDO (Ops)). Once qualifications are confirmed as suitable, the new educational status will be entered directly onto JPA.

(6) International qualification evaluation is only to be conducted by NAVY TRG HQ-LDO POL EFP E1 or NAVY TRG HQ-LDO POL ACCRED EFP. Full qualification certificates are required; preliminary/provisional result slips are not acceptable. Note: International qualification evaluation is for NS purposes only, any further evaluation ie. on leaving the Service, is the individual’s responsibility.

b. **Legacy Personnel who joined the Naval Service before 1 Apr 06**

(1) NAMET scores of 5:5 and above will remain extant for the purposes of promotion to LH/Cpl and for Branch Transfer (BT) and Specialist Qualification (SQ) selection. NAMET scores will not be taken into consideration when assessing whether an individual is at the correct educational standard for promotion to PO/Sgt.

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8 Individuals who rejoin the Service as ABs have legacy rights if their initial date of entry was prior to 1 Apr 06.

9 Results can be split eg. NAMET for one element and Functional Skills for the other, in order to be most beneficial for the individual.

10 NAMET 0:0 denotes GCSEs in English and Mathematics at Grade C or above, further clarification on NAMET scores can be obtained from NAVY TRG HQ-LDO POL EFP E1.
Personnel who do not hold a FS at Level 2 or a proxy qualification will need to attain the requisite FS qualifications in English and Mathematics prior to promotion to PO/Sgt.

9616. **Access to English and Mathematics Support and Testing Provision**

a. Opportunities to achieve the pre-requisite level of FS certification for promotion is available through accredited training, such as the Apprenticeship Programmes integrated as part of Phase 2 Training and the Advanced Apprenticeship Schemes associated with career courses. These schemes enable achievement of FS Level 1 and 2 qualifications through the completion of nationally recognised assessments in English and mathematics. Personnel registered on the Apprenticeship and Advanced Apprenticeship Schemes who successfully complete the FS tests at the appropriate level will qualify educationally for promotion.

b. Where personnel need to achieve FS outside of the formal training system, opportunities exist through the network of L&D Hubs. The programmes offered in the Hubs are tailored to suit the individual’s current knowledge, circumstances and abilities. Usually, most of the programme is delivered via an e-learning medium with assistance from an E-Learning Adviser (ELA) or equivalent. Such programmes are supplemented with 1:1 tuition from the English or Mathematics Tutor and, where tutors are not available, EROs, LDO (Ops) and UEOs or equivalent should be able to assist. If needed, the help of Specific Learning Difficulties Advisers (SpLDA) can also be accessed. When e-learning is deemed to be unsuitable for an individual, face to face tuition will be offered. A choice of electronic or paper-based examination is also available.

c. Onboard a ship, individuals can achieve FS qualifications if help is available from an LDO (Ops) officer or an ERO. Offline learning materials and 1:1 or small group tuition is usually used, leading to a paper-based test. The test must be invigilated by an LDO (Ops) officer or trained ERO.

9617. **English and Mathematics Programme**

The sequence of FS provision may be summarised as follows:

a. **Initial Assessment.** Initial assessment (IA) establishes an individual’s English or Mathematics skill level in terms of the Regulated Qualifications Framework (RQF) levels (from Entry Level 1 to Level 2). Note: IA is not a qualification and cannot be used to qualify an individual for promotion.

b. **Diagnostic Assessment.** Diagnostic Assessment identifies an individual’s specific ability and highlights areas of weakness. This provides a description of learning needs and assists the FS specialists in the compilation of a learner’s programme planner, also known as an Individual Learning Plan (ILP). The ILP outlines short- and longer-term learning targets, a detailed programme to address the FS needs and a record of progress and achievement.

c. **Learning Support.** Learning Support is the programme of support developed by the FS specialist for the learner. It may comprise 1:1 or classroom tuition, group work, intensive courses, e-learning based programmes and distance learning.
d. **Mock Assessment(s).** Mock assessments would usually resemble the ‘life’ examination and are offered to the learner as an exam preparation tool.

e. **Testing For Qualification.** All FS programmes offered to Service personnel lead to a nationally recognised qualification that is awarded on successful completion of the final assessment(s).

f. **Tracking.** Accurate recording of FS information is critical in support of the personal development of the individual. It is therefore important that data on FS achievement by the individual follows them through their training and throughout their service career.

9618. **Educational Qualification for Promotion, Branch Transfer or Specialist Qualification Selection**

a. EFP does not affect the education requirements of those branches with a requirement for specific GCSE qualifications for entry.

b. NAMET scores achieved by legacy personnel for the purposes of selection for BT and SQ will remain extant for the service lifetime of the individual. All other personnel who wish to be considered for BT and SQ will be required to achieve the relevant FS in English and Mathematics.

9619. **Educational Criteria for Upper Yardman and Senior Upper Yardman**

a. Commissions and Warrant (CW) papers should be raised only for Upper Yardman/Corps Commission (UY/CC) candidates who meet, or expect to meet, the educational criteria of five GCSE grades A*-C\(^\text{11}\) (or equivalent) in non-overlapping subjects, including Mathematics and English Language.

b. The educational requirement for Senior Upper Yardman/Senior Corps Commission (SUY/SCC) candidates to have CW papers raised is two GCSEs Grade A*-C (or equivalent), one of which must be Mathematics or English Language. To be eligible for the Final Selection Board, SUY and SCC candidates are required to have GCSE Grade A*-C in Mathematics, English Language and two other non-overlapping subjects (or equivalent), a total of four GCSEs. Warfare SUY(WO) candidates require two GCSE Grade A*-C or equivalent in Mathematics and English Language.

c. Common equivalent qualifications that are accepted in lieu of the GCSE are as follows:

   (1) Scottish Intermediate 2.

   (2) GCE Ordinary Level (Grade A, B or C).

   (3) Certificate of Secondary Education (CSE) (Grade 1).

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\(^{11}\) From Summer 2017 the GCSE grading system is being progressively reformed, English and Mathematics GCSEs being the first: Grades 9 – 4 equate to A* - C, Grades 3 – 1 equate to D – G.
d. The qualifications above are by no means exhaustive and, in cases of doubt regarding the acceptability of qualifications or subjects, upon submission of certified true copies of certificates, NAVY TRG HQ-LDO POL EFP E1 or NAVY TRG HQ-LDO POL ACCRED EFP will evaluate academic/vocational qualifications.

e. A pass at the Admiralty Interview Board (AIB) will not negate the requirement to meet the educational criteria; consequently, candidates who fail to obtain the required educational standards will not be considered by the Final Selection Board (FSB) and will need to re-submit their application for the UY or RM CC scheme once they are educationally qualified. In circumstances where a candidate’s education results are due after their attendance at the AIB but before their appearance at the FSB they may, depending on the results, be considered by the FSB.

f. Requests for changes to educational status are to be submitted to NAVY TRG HQ-LDO POL EFP E1 or NAVY TRG HQ-LDO POL ACCRED EFP with certified true copies of the qualification certificates. Once qualifications are confirmed as suitable, NAVY TRG HQ-LDO POL EFP E1 or NAVY TRG HQ-LDO POL ACCRED EFP will enter the new competence directly onto JPA. The authority for recording on JPA the competence Qualified Educationally for UY/SUY rests solely with the Learning & Development Policy (L&D Pol) team.

9620. Additional Educational Criteria for Upper Yardman and Senior Upper Yardman

a. **Upper Yardman.** Candidates for Engineering specialisations are required to have additional qualifications over and above the basic requirement listed at Para 9619 above. These additional requirements are as follows:

**Candidates for Upper Yardman Engineer Officer (UY(E)).** Engineer Officers commissioned under the UY(E) scheme are required to have successfully completed degree level study leading to the award of an appropriate engineering degree which is accredited to Incorporated Engineer level by the Engineering Council. SUY Engineer Officer candidates are subject to different requirements, as detailed in Chapter 50. The Service has three routes available to enable candidates to achieve the UY(E) requirement: UY(E) University of Portsmouth Degree Scheme (UY(E) UoPDS), a Degree Apprenticeship or the Defence Technical Undergraduate Scheme (DTUS). Selection to the DTUS will be limited to those candidates who display outstanding officer and academic potential early in their Service career and who achieve an AIB Final Board Score of at least 250 marks, commensurate with that of a potential University Cadet Entry (UCE) candidate. Detailed pre-educational requirements for UY(E) candidates can be found in Chapter 50.

**Note.** Reporting Officers are advised to discuss a potential UY(E) candidate’s current academic achievement and any study being undertaken with the appropriate Upper Yardman Recording Authority (UYRA) before commencement of CW papers. Such action will avoid nugatory reporting for ratings who are unlikely to meet the educational standard required to study for an Engineering degree.
b. **Upper Yardman/Senior Upper Yardman.** Those qualifications required for entry into specialisations, over and above the basic requirement, are as follows:

1. **Candidates for Training Manager (TM).** Candidates for TM must have gained, or be in the process of gaining, a degree that is recognised within the UK. Candidates will not normally be able to attend the AiB until they have received their degree results in writing. Only in exceptional circumstances, and with the approval of AiB Cdr(E), will candidates be permitted to attend the AiB without written evidence of their degree results. It should be noted that entry into the Officer Corps will be on production of either the degree certificate or a document containing the candidate’s final results.

2. **Candidates for QARNNS.** In-Service candidates for QARNNS must be registered with the Nursing and Midwifery Council (NMC). At the discretion of the QARNNS Recording Authority (RA), candidates may be deferred when there are already too many nominations or when, in the Recording Authority’s judgement, and with the agreement of the Commanding Officer, a candidate is not yet ready to attend the AiB.

c. **Recording of Results.** Results should be recorded by following the guidelines below:

1. **Data Capture.** Accurate recording of FS information is critical in support of the personal development of the individual, as such details of FS assessments and qualifications need to be captured at the earliest opportunity on JPA as a competence. Initial training establishments are to ensure that the appropriate results are recorded on entry to the Service. Phase 2 training establishments are to update records to reflect any improvement in an individual’s qualifications generated by successful completion of FS elements of the relevant Apprenticeship Programmes.

2. Authority for updating English and mathematics competences to JPA has been delegated to a limited number of authorised personnel within L&D Hubs. The L&D Pol Team is the central point of contact and competence recording authority for FS qualifications, English and mathematics GCSEs and educational equivalencies. Verification of education equivalences remains the sole responsibility of the L&D Pol Team.

3. It is not a requirement for individual qualifications to be recorded within the qualifications area of JPA. The main priority is that the individual’s JPA competence profile accurately reflects the Educational/Professional Qualified competence and that the individual is educationally qualification for promotion. It is the responsibility of individuals, Divisional Officers/Troop Commanders to ensure that JPA is updated with any other qualifications (JSP 794 refers).

4. Due to GDPR and limited storage space, paper records of individuals qualifications will no longer be retained by the L&D Policy Team.
SECTION 5 – ACCREDITATION

9621. Accreditation of Naval Training and Experience

a. The Naval Service (NS) is fully committed to the overarching Defence Direction for accreditation, which is contained within JSP 822, Part 1, 6.3.

b. Accreditation is the gaining of a whole or partial civilian qualification through the recognition of training and experience. Where accreditation does not meet the requirements for the full national qualification, schemes should provide opportunities for individuals to ‘top-up’ their learning to enable them to achieve that full qualification.

c. The purpose of this section is to:

   (1) Provide an overview of the principles of accreditation.

   (2) Identify NS specific issues.

9622. Overarching Principles

a. Accreditation is to be sought for all mandatory training, subject to it being able to meet the policy criteria and the necessary resources being available\(^\text{12}\).

b. The NS will facilitate and fund accreditation in accordance with the following principles:

   (1) Negotiate, with Awarding Bodies, the highest level of recognition of all NS, Training and Experience which contributes towards a Role Performance Statement (RPS) or educational outcomes. The choice of accreditation to be pursued will depend upon the following:

      (a) An assessment of the value of the qualification in the current and future civilian employment market and its associated value to recruitment and retention. Particular attention should be given to the likely completion rates of the chosen route.

      (b) The nature and scale of the gap between RPS and the standard required by the civilian qualification.

      (c) The availability of resources to bridge the gap to a higher civilian standard.

\(^{12}\) JSP 822, Part 1, 6.3 para 3.
(d) The value (skills, professional contacts) that may benefit the NS as a result of holding that award whilst the individual remains in Service.

(e) Government policies and the related ability to access Education and Skills Funding Agency (ESFA) funding to support any additional training or administrative effort, (over and above the RPS), that is required to facilitate accreditation.

(2) Provide opportunities for Service personnel to gain civilian accreditation in a structured and cost-effective manner, on a through career basis.

(3) Provide qualifications and accreditation mandated by national legislation.

(4) A maximum of 10% of training time/resources may be added in order to achieve accreditation. This 10% will not include any element of elective activity carried out by the student. In accordance with JSP 822 Pt1 6.3, any accreditation which requires a course extension of any size must be approved by the Service Director of Education (SDE), Assistant Chief of Staff (Training (ACOS(T)).

(5) Not permit core military requirements to be compromised by accreditation schemes.

(6) Accreditation costs money through the extension of the training pipeline, registration/administration fees and the maintenance of Accreditation Cells, and is therefore to be pursued as efficiently as possible.

9623. Accreditation Sponsors
The responsibility for accreditation within the NS falls to either ACOS(T) for pan-Naval training or Branch Managers for branch specific training.

a. Pan-Naval Training. Pan-Naval training comprises principally generic training, eg. Command, Leadership and Management (CLM) training, Leading Rates’ Leadership Course (LRLC), Initial Command and Staff Course (Maritime) (ICSC(M)), Junior Command Course (JCC) etc. Overall responsibility for the accreditation of these courses lies with ACOS(T), delegated to Cdr LDO, working in conjunction with the appropriate lead schools.

b. Branch Specific Training. Branch Specific Training is the responsibility of lead schools/heads of profession who will liaise directly with the appropriate accreditation bodies within the rules laid down in JSP 822 Pt1 6.3. ACOS(T) provides an advice/consultancy service in these cases.
Accreditation Categories

Accreditation falls into one of two broad categories:

a. **Professional.** Professional accreditation is accreditation which is derived from a service funded course and which an individual is required to attend for reasons of career progression in a specific job.

b. **Elective.** Elective accreditation (eg. non-career courses) is additional top-up training designed to complement a career course, or extension of a Foundation Degree to an honours degree.

Accrediting Bodies

Accreditation is to be sought for all mandatory training, as follows:

a. In the first instance, the selection of the most appropriate awarding organisation is a key consideration and will aid the overall development of any accreditation scheme. In accordance with Defence Direction, the Defence Awarding Organisation (DAO) must be considered.

b. Whether a suitable Apprenticeship standard is available must be explored, if in doubt L&D Accredit Pol C2 can advise.

c. At the highest possible level as measured on the Regulated Qualification Framework (RQF).

Governance

a. As the SDE, ACOS(T) is the lead for accreditation within the NS and is represented on the Defence Education and Skills Policy Working Group (DESPWG) by Cdr LDO.

b. Naval accreditation policy will adhere to the principles as set out in the Defence Direction (JSP 822, Part 1, 6.3.). Cdr LDO has the executive authority for enforcing, amending or amplifying NS accreditation policy.

c. To ensure economies of scale and that policy guidelines are being adhered to, all potential accreditation routes must be endorsed by Cdr LDO/L&D Accred Pol C2.

d. In order to take advantage of best practice, a biannual Accreditation Working Group will meet with accreditation sponsors, Branch Managers Lead School accreditation experts; it will be chaired by L&D Accred Pol C2.

Funding

a. Accreditation can be funded either by the Service or by individuals, depending on the type of course. The availability of financial resources must be carefully considered prior to commitment to a given accreditation scheme.
b. Potential funding routes include the following:

1. **NCHQ Funding.** For accreditation derived wholly from generic NS career courses, for example CLM courses, Service funding will be provided by ACOS(T) from a central budget.

2. **Other Service Funding.** For accreditation derived wholly from Branch specific career courses, Service funding will be provided by the requirements desk/lead school in question. L&D Accrd Pol C2 must be informed of all intended accreditation including costs. Desk officers must seek advice from L&D Accrd Pol C2 before embarking on an accreditation route.

3. **Individual Funding.** For accreditation derived from courses which are not part of an individual’s career requirement, or from personal elective education and training (eg. the extension to a full honours degree for PO/CPOETs) the individual will be expected to fund the accreditation.

4. **Learning Credits.** Service personnel may be able to utilise Standard Learning Credits and Enhanced Learning Credits to fund accreditation provided that the qualification falls within the scope of the regulations at Section 8.

### 9628. Responsibilities

a. Cdr LDO/L&D Accrd Pol C2 is to:

1. Set single Service policy

2. Provide advice on funding priorities and development.

3. Be responsible for the accreditation of pan-NS or generic initiatives.

4. Manage the NS overview on accreditation, ensuring an accurate reflection of the level of accreditation activity is maintained and providing Management Information.

5. Maintain close working relationships with Branch/Career Managers and Accreditation Cells regarding NS Accreditation.

6. Ensure Career Templates are accurately maintained.

7. Manage contracts associated with generic NS courses eg. CLM courses.

b. Accreditation Sponsors are to:

1. Identify training that may attract civilian recognition and liaise with Awarding Bodies for the accreditation of branch specific training.
(2) Ensure that, when considering new accreditation initiatives, thought is given to accrediting the course to an Apprenticeship Scheme, thus taking full advantage of Levy funding from the Education, Skills Funding Agency (ESFA).

(3) Co-ordinate activity with other Accreditation Sponsors where required.

(4) Within Lead Schools, maintain Accreditation Cells with sufficient staff and expertise to implement this policy.

(5) Provide adequately trained assessors to support/undertake workplace assessments. Where practicable, assessments are to be based upon existing task book regimes.

(6) Ensure that, on request from L&D Accred Pol C2, annual accreditation returns are completed in a timely manner.
SECTION 6 – APPRENTICESHIPS

9629. **Background**

The Naval Service (NS) has been delivering Apprenticeships since 2002 and is committed to, where a suitable programme exists, offering an Apprenticeship to each new recruit. Progression routes will be implemented where practicable.

9630. **Apprenticeship Governance**

a. **Government.** The Department for Education (DfE), the sub elements of the Education, Skills Funding Agency (ESFA) and the Institute for Apprenticeships & Technical Education (IfATE) provide the guidelines, rules and processes for Apprenticeship delivery.

b. **MOD - Training, Education, Skills, Recruitment and Resettlement (TESRR).** TESRR, based in MOD Main Building, oversees the Apprenticeship Programme across the Ministry of Defence.

c. **Navy Command Headquarters (NCHQ).** Assistant Chief of Naval Staff (Training) (ACNS(T)) is the 2* single Service lead and ACOS(T) is designated the Service Director of Education (SDE).

d. **Commander Learning and Development Organisation (Cdr LDO).** Cdr LDO is the RN Apprenticeship Contract Manager and directs the NS Apprenticeship Programme (NSAP).

e. **SO2 Apprenticeships (SO2 Apps).** SO2 Apps is responsible for the effective management of the NSAP on behalf of Cdr LDO and ensures that all government contractual and financial regulations are met. All new Apprenticeship opportunities must be communicated to SO2 Apps in the first instance.

f. **Naval Apprenticeships Warrant Officer (AppWO).** The AppWO supports the development and implementation of Apprenticeship Policy across the NS, including liaising with other services, TESRR and skills/education organisations as required. The AppWO is the NS PoC for all Trailblazer (TB) activity.

g. **Branch Managers (BMs).** BMs are an integral element in the development of appropriate Apprenticeships and attend termly working groups chaired by Cdr LDO.

h. **Royal Marines Civilian Accreditation Adviser (RMCAA).** The RMCAA is responsible to SO2 Apps to support the implementation of the HM Forces (Service Person) Apprenticeship Standard and for the development of RM apprenticeship routes.
i. **Establishment Naval Service Sub-Nominees.** Sub-Nominees are the NS representatives within each Training Establishment and are responsible to Cdr LDO for ensuring that the Establishment is ready for any Apprenticeship Assurance visit, namely Ofsted. The sub-nominee will be required to attend the SNAWG on a bi-annual basis. The sub-Nominee is to chair an 'Apprenticeship Working Improvement Group' (AWIG), or equivalent, with the relevant Apprenticeship Manager and key personnel on a termly basis in order to review and update the establishment Apprenticeship Self-Assessment Review (SAR) and Quality Improvement Plan (QIP). Care and Welfare Apprenticeship SAR and QIPs should be combined where appropriate, and at a minimum cross referenced.

j. **Babcock Marine Training Limited (BMTL).** BMTL is contracted by the RN under the Fleet Outsourced Activities Project (Training) (FOAP(T)) to deliver large elements of the training overseen by ACNS(T), and all training support (training design, planning, assurance etc). On behalf of the NS, it also manages the Apprenticeship programmes within establishments.

k. **Establishment Apprenticeship Cells/Teams.** Establishments conducting Apprenticeships and NVQ (QCF) qualifications manage their own schemes on a day to day basis.

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**Figure. 96-2. The Naval Service Apprenticeship Organisation**
9631. **Apprenticeship Delivery**

In 2015 DfE introduced a major reform of Apprenticeships; the NS will finalise the changes in Jul 20. There is currently a mixture of the Apprenticeship programmes (frameworks and standards) whilst the reforms are implemented.

a. Table 96-1 details current courses.

b. Apprenticeship completion times vary between programmes and range from 12 to 36 months. Progressional routes are being developed for all branches.

c. Apprenticeship Standards have a new format delivery with a greater emphasis on consolidation training and include an End Point Assessment (EPA). There are 3 distinct phases to the completion to an Apprenticeship Standard:

   (1) **Foundation:** Training delivery within a Phase 2 Establishment.

   (2) **Development:** Consolidation of training within a Unit.

   (3) **EPA:** Independent assessment conducted within Unit.

d. All NS apprenticeship programmes are subject to the DSAT processes laid down in JSP 822. The training is therefore subject to internal establishment Quality Assurance (QA) as well as second party assurance by the ACNS(T) QA team based in NCHQ.

9632. **Functional Skills**

For personnel who require it, attainment of Functional Skills (FS), is a key component of Apprenticeship programmes with dedicated time for teaching and assessment.\(^{13}\)

a. English and mathematics Level 2. With the introduction of Standards, it is now Apprenticeship policy to test everyone at L2. If this cannot be achieved a support package will be created with progress being monitored throughout the duration of the programme.

b. **ICT.** It is NS policy for all RN ratings (not RM) to undertake ICT L1 as part of a Level 2 Apprenticeship programme.

\(^{13}\) JSP 822 6.3
Table 96-1. NS Apprenticeships

<table>
<thead>
<tr>
<th>Training Establishment</th>
<th>Branch/Sub-Spec</th>
<th>App’ship Level</th>
<th>Apprenticeship Framework Title</th>
<th>Apprenticeship Standard Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMS Collingwood</td>
<td>ET WE/CIS</td>
<td>2</td>
<td>Improving Operational Performance (PEO)</td>
<td>Maritime Electrical / Mechanical Mechanic (From Jun 19)</td>
</tr>
<tr>
<td></td>
<td>LET WE/CIS</td>
<td>3</td>
<td>Engineering Manufacture (Engineering Maintenance)</td>
<td>Engineering Technician (From Feb 19)</td>
</tr>
<tr>
<td></td>
<td>RN Diver</td>
<td>2</td>
<td>HM Forces (Framework)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CT/ Warfare AB(SEA)</td>
<td>2</td>
<td>IT, Software, Web &amp; Telecoms Professionals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Warfare</td>
<td>3</td>
<td>(Opportunity to achieve Management App via LRLC)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PTI</td>
<td>3</td>
<td>Advanced Apprenticeship in Exercise and Fitness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RM Band</td>
<td>2</td>
<td>HM Forces (Framework)</td>
<td></td>
</tr>
<tr>
<td>HMS Sultan</td>
<td>ET ME/RFA &amp; ARMY</td>
<td>2</td>
<td>Improving Operational Performance (PEO)</td>
<td>Maritime Electrical/Mechanical Mechanic (From Jun 19)</td>
</tr>
<tr>
<td></td>
<td>LET ME/RFA</td>
<td>3</td>
<td>Engineering Manufacture (Engineering Maintenance)</td>
<td>Engineering Technician (From Feb 19)</td>
</tr>
<tr>
<td></td>
<td>ET AE/SE</td>
<td>2</td>
<td>Engineering Manufacturing (Aerospace)</td>
<td>Aviation Maintenance Mechanic (From Jul 19)</td>
</tr>
<tr>
<td></td>
<td>ET SE</td>
<td>3</td>
<td>Survival Equipment Fitter (From Jun 19)</td>
<td></td>
</tr>
<tr>
<td>HMS Raleigh</td>
<td>Wtr</td>
<td>2</td>
<td>Business &amp; Administration</td>
<td>L3 Business &amp; Administration (Administered by Army)</td>
</tr>
<tr>
<td></td>
<td>Chef &amp; RFA</td>
<td>2</td>
<td>Professional Cookery (Legacy only)</td>
<td>Production Chef (From Feb 19)</td>
</tr>
<tr>
<td></td>
<td>Std &amp; RFA</td>
<td>2</td>
<td>Hospitality Services (RFA and Legacy only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Std</td>
<td>2</td>
<td>Hospitality Team Member (Standard)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SC &amp; RFA</td>
<td>2</td>
<td>Warehousing and Storage</td>
<td>Supply Chain Warehouse Operative (Feb 20)</td>
</tr>
<tr>
<td></td>
<td>HM</td>
<td>2</td>
<td>HM Forces (Framework)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SSM/TSM</td>
<td>2</td>
<td>IT, Software, Web &amp; Telecoms Professionals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RFA</td>
<td>2</td>
<td>Able Seafarer – Deck (Standard)</td>
<td></td>
</tr>
<tr>
<td>CTCRM</td>
<td>RM</td>
<td>2</td>
<td>HM Forces (Framework) (Legacy only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RM</td>
<td>2</td>
<td>HM Forces Serviceperson (Standard)</td>
<td></td>
</tr>
<tr>
<td>RNAS Yeoovilton</td>
<td>AH</td>
<td>2</td>
<td>Aviation Operations on the Ground (Legacy only)</td>
<td></td>
</tr>
<tr>
<td>RNAS Culdrose</td>
<td>AH</td>
<td>2</td>
<td>Aviation Ground Operative (Standard)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LACMN/LAC &amp; LA(AH)</td>
<td>3</td>
<td>Aviation Operations on the Ground (Legacy only – stopped)</td>
<td></td>
</tr>
</tbody>
</table>

AP Manager: George Duncan

AP Manager: Alex Smith

AP Manager: Jarod Harvey

AP Manager: Jack Fleming

AP Manager: Jarod Harvey
### Apprenticeship Learning Cycle

Each trainee will undergo the following process as part of the Apprenticeship Learning Cycle:

- **Initial Assessment.** Trainees will be assessed to ensure their suitability for the selected Learning Programme and occupational sector, including a numeracy and literacy Initial Assessment. Trainees assessed as suitable for an Apprenticeship, but exhibiting Specific Learning Difficulties (SpLD), will receive support in accordance with JSP 822 Pt 1 6.1 and Section 10.

- **Induction and Training.** All NS trainees will be given an Apprenticeship brief at HMS RALEIGH and CTCRM explaining the Apprenticeship Scheme.

- **Reviewing Progress.** Regular learner reviews will be carried out at a minimum of every 12 weeks to evidence a learner’s active involvement in learning progression. This process involves the learner and employer setting realistic targets, mentoring and updating the Individual Learning Plan (ILP), and providing support and assistance as appropriate. The ILP has been mapped to the content of the training pipeline which clearly defines what the learner will achieve during their Apprenticeship programme.

- **NVQ/(QCF) Assessment (where applicable).** All personnel conducting Apprenticeships are tracked, with the NVQ(QCF) being assessed by formally qualified NVQ assessors or SMEs. The outcome of the assessment and verification process ensures that qualification learning outcomes are met. Tracking and assessment in the wider Fleet will include visiting Quality Assurers. Units must recognise the importance of these visits and acknowledge that a completed NVQ/QCF task book must be forwarded to the learner’s registering establishment.

- **End Point Assessment (EPA).** An Apprentice will only be awarded their Apprenticeship on successful completion of the EPA. This assessment is particular to each Standard and as such the delivery will vary between programmes. Normally, they will take place within a Unit and where practicable will be aligned with current career processes. The NSAP HQ will ensure support measures are put in place to prepare the learner for their EPA; these could include:


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14 Other options include Realistic Working Environments.
(2) Visits from Apprenticeship staff.

(3) Computer based training with offline capability.

Units will be provided with information and support to help with the continuation of training. Information on EPAs will be promulgated via RNTM once a delivery route is developed.

f. **Apprenticeship Encouragement.** Trainees who have yet to achieve the appropriate grade in Functional Skills (FS) are to be encouraged and, where possible, given maximum access to Naval education facilities Learning & Development Hubs (L&D Hubs) and Learning & Development Organisation (Operations) (LDO(Ops)) in order to complete the grade. Certified copies of FS certificates should be sent to the lead school in order to claim the Apprenticeship.

9634. **Higher Level Apprenticeships**

a. Higher Level Apprenticeships (Level 4-7) are increasing in availability and delivery with a number of Higher Education Establishments, including universities, offering them. If an opportunity is identified as feasible for any number of NS personnel, then SO2 Apps should be contacted in the first instance.

b. The Civil Service (CS) has its own Apprenticeship offering and there may be opportunities for NS personnel to utilise this offering. SO2 Apps is the point of contact for enquiries.

9635. **Audits and Inspections – Ofsted**

All RN/RM Phase 2 and a high proportion of Phase 3 training has Apprenticeship qualifications mapped to the training delivered. Any MoD training that receives such civilian recognised qualifications, and attracts government support funding, is liable to be inspected by Ofsted.

a. As the Ofsted nominee, Cdr LDO will receive the notification of an inspection with 48 hours warning. This will be communicated to all appropriate stakeholders and Training Establishments. The inspection will be managed centrally by Apprenticeship HQ with assistance from establishment Sub-nominees and BMTL Apprenticeship Managers. Cdr LDO is the owner of the NS Apprenticeship SAR and QIP.

b. **Internal Apprenticeship Reviews within Training Schools (Common Inspection Framework).** In addition to the QA processes delivered as part of JSP 822, the BMTL Apprenticeship Team is contracted to deliver an annual programme of internal Apprenticeship assessment reviews. These assessment reviews are based on the Ofsted Common Inspection Framework (CIF).
c. **Provider Financial Assurance Audits (PFA).** PFA audits are conducted by the ESFA to ensure eligibility and authenticity of funding claims and correct contractual adherence to funding rules and regulations. They will inspect a sample of learner files against their records and the Training Provider’s records. They expect to find, or be provided with, evidence that the records meet contractual regulations of continuous learning for the periods of funding (learner reviews etc). Where records do not concur, or if evidence cannot be provided to demonstrate an individual was in continuous learning, the funds provided for those Learners/periods will be reclaimed by the ESFA.

9636. **Management and Governance of Apprenticeship Funding**

a. All companies with an annual PAYE bill in excess of £3 million are subject to a 0.5% levy to pay for Apprenticeships. As part of MOD, the NS pays into the Levy. When learners are registered onto the digital Apprenticeship Service (AS), money is drawn back into a bank account held by ACNS(T) and managed by Cdr LDO on behalf of ACOS(T). Money received via the AS and ESFA is managed in accordance with funding rules and costing models.

b. If an Establishment/Unit identifies an area where the facilities or opportunities for Apprenticeship delivery could be improved, then an application can be made to utilise funds.

c. All applications from unit sponsors for Apprenticeship Grants should be sent to/via the relevant Apprenticeship Manager, or SO2 Apps, using the Grant Application Form at Annex 96E. Completed forms should be sent to the Contract Support Team (based at HMS COLLINGWOOD) where they will be processed, and the approval route will commence. A business case appropriate to the value of the project will be required to justify the request.

d. In the case of equipment with maintenance requirements and/or limited life, a clear statement of how the sponsor intends to meet those requirements/replacements is required. This funding does support through-life aspects of a project.

e. Grants will remain valid for 12 months from approval and progress will be monitored against the business case and MoD policy/procedures by the Contract Support Team. Grants remain the responsibility of the Grant Application Sponsor. If the project is not brought to fruition or item is not procured after 12 months, then approval will no longer be extant.

f. **Approvals Process**

(1) **SO2 Apps.** Following assurance checks by BMTL, grant applications up to £25,000 will be approved by SO2 Apps.

(2) **Cdr LDO.** Following assurance checks by BMTL and SO2 Apps, applications between £25,000 to £100,000 will be authorised by Cdr LDO and Navy Finance.
(3) The Naval Service Apprenticeship Approvals Board. The Board shall meet as required to consider proposals in excess of £100k, or manpower requests. Composition is as follows:

- Chairman: DACOS(T)
- Secretary: SO2 Apps
- Member: Cdr LDO (Hd Apprenticeship Programme)
- Member: COMCORE COS or Business Manager (as required)
- Member: COMOT COS or Business Manager (as required)
- Associate Member: BMTL Representative
- Adviser: Fleet Financial Rep Adviser (as required)
- Adviser: Fleet Commercial Rep Adviser (as required)
- Adviser: FOST HQ Business Manager

g. Financial Propriety. All financial approvers are accountable to their Chain of Command for the proper management and expenditure of Apprenticeship funding drawn down through national contracts. In addition, the following must be adhered to:

1. Expenditure and accounting procedures must be in accordance with departmental policy and procedures for MOD funds. Accounts may be subjected to scrutiny by Defence Internal Audit and the National Audit Office.

2. Funding shall not directly underpin core NS training.

3. Double funding (the use of Apprenticeship funding for activities, supporting personnel or resources already paid for within the MOD budget) is to be avoided.

4. Equipment is to be considered MoD property and be entered into a Fixed Asset Register, created by the receiving establishment for each permanent item of expenditure. In the case of new/additional IT equipment directly relating to FOAP(T) and requiring BMTL maintenance support, the sponsor will need to engage with the Authority contract management to establish approval to add equipment to the Schedule 10 Equipment Log within the FOAP(T) contract.

5. Disposal and write off will be in accordance with normal business guidelines, ensuring that efficiency and effectiveness of delivery is maintained.

h. Sponsor’s Responsibility. Sponsors of a grant are to ensure that:

1. Navy Finance and NSAP HQ are informed of any invoices/payments due quoting your grant reference, designated UIN and RAC code.

2. Termly progress review is provided to NSAP HQ, significant delays/issues should be reported as soon as practicable.
(3) Details of the project are handed over to an appropriate person when leaving a role.

(4) NSAP HQ is consulted regarding appropriate branding, signage and PR prior to the completion of the project.
SECTION 7— NAVAL SERVICE OFFICER AND RATINGS LEARNING AND DEVELOPMENT OPPORTUNITIES

9637.  Aim
The LDO aims to support all Naval Service (NS) personnel to achieve their full potential, enabling access to education and development support whenever and wherever needed and providing skills that are transferable to the national workforce.

9638.  Officers’ Learning and Development Pathway (OL&DP)

a.  The regulations for the current programme for OL&DP (previously TLEP (O)) (illustrated at Annex F) pertain to all RN Officers.  Additional guidance for RNR Officers is currently under development but all stages are available where capacity exists.

b.  The regulations pertaining to the RM Officer Career Development (RMOCD) are published in BRd 8374 (RN and RM Officer Training Regulations) and 2019DIN07-054.

c.  The programme consists of the following elements:

Table 96-2.  Officers Learning and Development Pathway Elements

<table>
<thead>
<tr>
<th>Stage/Course</th>
<th>Related Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Essay Competition (sponsored by Association of RN Officers (ARNO))</td>
<td>2017DIN07-106</td>
</tr>
<tr>
<td>2. Junior Officer Leadership Course 1 (JOLC1)</td>
<td>RNTM 07-040/17</td>
</tr>
<tr>
<td></td>
<td>RNTM 07-022/18</td>
</tr>
<tr>
<td>3. Junior Officer Leadership Course 2 (JOLC 2)</td>
<td>RNTM 07-038/17</td>
</tr>
<tr>
<td>4. Naval Analysis Course (NAC)</td>
<td>2019DIN07-124</td>
</tr>
<tr>
<td>5. Intermediate Command and Staff Course (Maritime) (ICSC(M))</td>
<td>2016DIN07-099</td>
</tr>
<tr>
<td>6. Pre-ACSC Critical Thinking Skills Course (CTSC).</td>
<td></td>
</tr>
</tbody>
</table>

d.  In-Service Degree Schemes.  In addition to the above programme, for non-graduate entrants (Direct Entrant RN, Direct Entrant RM, Upper Yardman, Senior Upper Yardman, Corps Commission and Senior Corps Commission) there is a range of In-Service degree programmes, the regulations for which are laid out in Para 9652.
OL&DP Regulations

The regulations relating to attendance on the separate elements of the OL&DP are as follows:

Table 96-3. Officers Learning and Development Pathway Regulations

<table>
<thead>
<tr>
<th>Course</th>
<th>Regulations</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stage 1 Essay</td>
<td>Mandatory prerequisite for NAC for those who commissioned post Sep 14</td>
<td>Mandatory for all DE and SUY officers commissioning post Sep 14. Submission dates for those commissioned between Sep 14 and Apr 17 are promulgated in 2017DIN07-106. For those commissioning post Apr 17, the time allowed to complete the essay is 1-year post-commissioning.</td>
</tr>
<tr>
<td>2. JOLC 1</td>
<td>Prerequisite for JOLC2</td>
<td>To be attended prior to completion of Phase 2 Training. As a result of their naval career, SUY officers have acquired considerable management and leadership experience in comparison to Direct Entry officers. As a consequence, it has been decided SUY officers who have successfully completed the SRLC are no longer required to attend JOLC1. The requirement to attend JOLC1 remains for those SUY officers who have only completed LRLC.</td>
</tr>
<tr>
<td>3. JOLC2</td>
<td>Prerequisite for ICSC(M)</td>
<td>To be completed prior to selection/attendance for ICSC(M).</td>
</tr>
<tr>
<td>4. NAC</td>
<td>Prerequisite for ICSC(M)</td>
<td>To be completed prior to selection/attendance for ICSC(M).</td>
</tr>
<tr>
<td>5. ICSC(M)</td>
<td>Aspirational prerequisite for Full Commission Stage (FCS) transfer</td>
<td>Those officers who have not successfully completed ICSC(M) maybe considered less favourably by transfer selection boards. Noting that it is highly unlikely that an individual will be selected for ACSC who is not Full Commission Stage (FCS).</td>
</tr>
<tr>
<td>6. CTSC</td>
<td>To be completed post selection for ACSC (but prior to the start of ACSC)</td>
<td>Mandatory for RN personnel and desirable for RM personnel.</td>
</tr>
</tbody>
</table>

Stage 1 Essay Competition

a. Introduction. The Stage 1 Essay Competition (sponsored by the Association of Royal Naval Officers (ARNO)) is an annual, 2,500 word research-based essay competition aimed at developing the underpinning analytical, cognitive and communication skills required of a junior officer.

b. Whilst the mandatory nature of the competition, to help incentivise the process the Association of Royal Naval Officers has sponsored a number of prizes.

c. In accordance with the RN Education Strategy, the objective of the Stage 1 Essay is to practice and develop the thinking skills required by officers in the RN whilst also reinforcing their understanding of broader maritime concepts and issues. It will build upon the academic and knowledge base developed during Initial Naval Training (Officer) (INT(O)).
9641. **OL&DP JPA Recording**
Course managers/administrators are to ensure that the appropriate competences are recorded on JPA in a timely manner. Individuals are responsible for ensuring that their records are up to date.

9642. **Educational Prizes**
Each year, educational prizes are awarded to Junior Ratings, Senior Ratings and Officers. The competitions involve either writing an essay or completion of exams. The details of eligibility, subjects and entry requirements are announced annually by DIN.

9643. **Lieutenant Commander Hooper Prize**

a. The Lt Cdr Hooper Prize is an annual essay competition commemorating the late Lt Cdr Geoffrey William Winsmore Hooper OBE RN. The prizes originate from a trust fund set up in 1952 at the bequest of Lt Cdr Hooper’s mother (the late The Mrs C B Hooper).

b. Following research changes have been made which returns the competition as close to its original format as practicable and to the original intent of Mrs Hooper.

c. The prize will be run and managed annually by LDO Ops, who will determine who orchestrates the competition, setting the question/managing the entrants/the judging/marketing panel etc.

d. **Eligibility.** The competition is open to Junior Ratings/Other Ranks in the NS including those holding acting higher rank (ie. substantive Leading Hand/Corporal and below).

e. **Prizes.** Prizes will be awarded as follows:

   (1) First Prize - £300.

   (2) Second Prize - £150.

   (3) Third Prize - £100.

f. This competition is sponsored by ACOS(T), who reserves the right to increase the value and number of prizes, to withhold the award of some or all of the prizes if essays are of insufficient merit, and to combine prizes and divide them equally where prize-winning essays are of equal merit. No competitor may submit more than one essay for each competition.

g. **Essay Title.** The essay title will be promulgated annually via an RNTM. Essays must be on the stipulated subject, be in English, and be of no more than 2,000 words (10% allowance over/under). The RNTM will outline details of the submission procedure.
9644. **Personal Development Record**

The Personal Development Record (PDR) supports individuals by providing an excellent means of helping them progress their service career and make the transition into civilian life. The PDR Concept is used today throughout organisations in the public, private and voluntary sectors and is regarded as ‘good practice’. It supports both OL&DP and the Through Life Education Pathway Ratings (TLEP(R)) and its use should be actively encouraged. It should be distributed at the following opportunities:

a. New entrants to the NS are issued their PDR during initial training, through the appropriate new entry training establishment.

b. The PDR is available to reservists, via their parent units. Reserve units’ requirements are co-ordinated by the appropriate reserves’ authority.

c. For those who have lost their PDR and wish to replace it, the local Learning & Development Hub (L&D Hub) should be the first point of contact. A limited number are held in stock and further supplies may be ordered as required.

9645. **PDR Ownership and Upkeep**

The PDR is owned and maintained by the individual. Only the owner has ‘right of access’. It is an organisational responsibility, however, to inform individuals that to gain full benefit from their PDR, they will need to discuss it with those in a position to help and advise. This will certainly include Divisional Officers/Line Managers, EROs, LDAs and LDO(Ops). In reviewing the PDR;

a. Individuals should be encouraged to review their PDRs on the following occasions:

   (1) Shortly after starting a new assignment, or on arrival at a new unit.

   (2) Shortly before and after appraisal interviews, when training and development needs are identified. PDRs can be used as evidence to demonstrate a development aim where NS funding is required; such as using Standard Learning Credits or Enhanced Learning Credits.

   (3) Shortly before and after any educational career or professional training course.

b. Personnel leaving the Service for civilian employment will often need to compose a CV, write letters of application and attend interviews. This means gathering details of work history, training and development, qualifications and achievements. The PDR provides an excellent means of doing this.

c. Personnel should be encouraged by DOs and Line Management to complete their PDRs, primarily by example. Line Management’s familiarity with the concept, and support for it, is essential for success.

d. The PDR is voluntary. Individuals should be encouraged to use their PDR by stressing its benefits and showing a real interest in its development.
9646. **Structure and Content.**

The PDR comprises a binder with inserts grouped into six sections, outlined below, including space to hold reports, certificates, appraisals, digital media etc. It enables individuals to record, review, and plan their personal development and can be used to keep evidence for civilian accreditation, promote through-career development and provide source material to support CVs, job applications and interviews.

a. **Section 1 - Introduction.** The introduction welcomes the user to the PDR and gives them an overview of its features, benefits and contents.

b. **Section 2 - Personal Profile.** The Personal Profile assists individuals to collate their personal details, qualifications, employment details, training and development records and curriculum vitae.

c. **Section 3 - Branch/Trade Development.** The Branch/Trade Development section of the PDR is sponsored by the relevant branch. It should be used to record branch/trade-specific training and development activities. It should contain the following:

   1. A generic career template for the branch or trade, showing opportunities for civilian accreditation.
   2. Amplifying details for each training/development module, showing knowledge, skills and competences gained.

d. **Section 4 - Current Employment.** The Current Employment section is used to collate data relevant to the individual’s current job. In most cases this will simply mean the individual placing a copy of their Terms of Reference or SJAR Roles and Responsibilities in this section. It should contain the following:

   1. Job Description.
   2. Terms of Reference.
   3. Job Objectives.
   5. Unit Training and Development.

e. **Section 5 - Personal Development Plan.** The Personal Development Plan (PDP) section shows an individual how to prepare a PDP. It contains simple analytical tools to help individuals to identify their personal goals and plan how to achieve them.

f. **Section 6 - Certificates and Personal Records.** The Certificates and Personal Records section should be used as an archive for documents. It will need to be updated from time to time to ensure that only the most relevant material is included, otherwise the PDR will become just a storage folder.
9647. **Support**

Support for PDR is provided at 3 levels:

a. **Department.** At Unit Departmental level, first line advice and guidance is provided by the individual’s Divisional Officer/Line Manager. The Divisional Officer/Line Manager will help the individual to identify the following:
   1. The vision, aim and objectives of the organisation.
   2. The individual’s role and responsibilities.
   3. Key work objectives and how they will be measured/monitored.
   4. Training and development needed to help achieve them.

b. **Unit.** At unit level, staff advice and expertise are provided by the unit Education and Resettlement Officer (ERO). Advice can be provided in the following areas:
   1. Educational, vocational and extra-mural courses.
   2. Membership of Professional Bodies.
   3. Accreditation requirements.
   4. Resettlement provision.

c. **Headquarters.** At the policy level, the L&D Policy team manages implementation of NS PDR policy. Additional HQ support is provided through the L&D Hubs and LDO (Ops) Officers conducting ship’s visits.

d. Divisional Officers/Line Managers requiring advice on any aspect of the PDR should initially contact their local L&D Hub.
SECTION 8 – PERSONAL AND PROFESSIONAL ELECTIVE LEARNING AND DEVELOPMENT

9648. **Aim**

The Naval Service (NS) is committed to supporting through life development of its people (Regular and Reserve), both in terms of providing time for learning, and providing financial assistance where possible. The intent is to ensure everyone has clear opportunities to progress, upskill and navigate between various career and learning pathways, to enable learning throughout their service career, through transition and into the civilian sector.

9649. **Time for Learning**

a. The NS places great importance on improving the general standard of education, learning and development of its people. The ability of our people to think in an agile and adaptive manner is an important force multiplier and contributor to operational capability. Education, in its broadest sense, is how mental agility can be developed and therefore personnel should be given the opportunity and encouragement to take full advantage of the diverse educational provision available.

b. Time for learning may be requested by any member of the NS once they are considered part of the trained strength and are not under formal individual or collective training. It can be requested for the attainment of knowledge or skills, or the experience of developmental activities. Where the individual resides in a training manning margin, for time to be considered as a duty it must be supported by the Chain of Command (CoC) and/or Career Manager (CM).

c. For those who are in their final two years of service, careful consideration should be given to time for learning over and above that which is supported through Graduated Resettlement Time (GRT). Return of service for funded L&D is applicable in accordance with JSP 750.

d. The amount of time agreed as duty is dependent on the extent to which the L&D activity is considered to be, or can be demonstrated to contribute to, the output of the NS. Whilst this may at times be difficult to establish, the following criteria are provided as guidance and should be fully supported where possible:

1. Academic qualifications required for promotion – GCSE mathematics and English, or undergraduate courses leading to a recognised degree required for service reasons, including promotion.

2. Courses or L&D which directly supports the role currently filled by the individual but not a requirement of pre-employment training – examples include qualifications or experiences deemed desirable within a job specification or role.

3. Academic progression qualifications which are deemed likely to support future promotion or the development of an individual and which are identified and supported by a Learning Development Plan, supported by the CM.
(4) Elective Learning & Development that is fully funded by the NS and the time for learning does not impact on the operational output of a team or unit.

e. Elective education is defined as that which is undertaken at the behest of an individual, and not required for career or professional reasons. Notwithstanding this, elective education is supported by the NS and can be considered as personal, professional or in some cases both. Given the broad developmental benefits of elective education and where the needs of the Service allow, time for learning should be considered as a duty. The benefits to the service and individual include the following:

(1) Improvement of the overall skill-base of Naval personnel, which will provide a more flexible workforce better able to absorb professional training as required.

(2) Preparation for transition to civilian life which is not only to the benefit of the individual but to the greater UK skills base.

f. Where L&D activity/opportunity spans more than one assignment or where it is agreed before taking up an assignment, agreement must be sought from the CM and is to be recorded as a note on the Assignment Order for future employment. Should the opportunity or activity be no longer suitable/achievable/complementary to a particular role or assignment, the line manager or CM can revoke previous agreements sighting Needs of the Service. This should be confirmed in writing by the individual's CM.

g. Where an individual considers that a line manager has not fairly assessed a reasonable request for Time for Learning to be classed as duty, the individual should speak in the first instance to an LDA within a L&D Hub (the issue will be escalated through the L&D Pol Team as required).

h. The Needs of the Service can restrict or curtail a L&D opportunity at any time, but due process should be followed.

9650. Funding

a. In general, elective education is self-funded, but schemes exist to help support elective learning where certain criteria are met. The self-funded elective education routes include:

(1) Entirely self-funded, using the individual’s own monies, where no financial support is provided by the NS.

(2) Utilising Standard Learning Credits (SLC). JSP 822, Part 1, 6.4 provides full details of this scheme.

(3) Utilising Enhanced Learning Credits (ELC). JSP 822, Part 1, 6.5 provides full details of this scheme.
b. **Standard Learning Credits**

(1) SLCs provide support throughout a service person’s career for multiple, small scale learning activities. The SLC funding is a yearly facility that allows an individual to claim 80% of course fees, up to a maximum of £175 a year. It cannot be rolled over to the following year; as such any funds not used will be lost, but application may still be made for the following year.

(2) The range of learning activities that can be undertaken using SLCs is broad and seeks to enable the learner to develop existing skill sets, or gain new skills, eg. learning to drive for the first time, a course in locksmithing or learning to be a coach in a sport of choice (so long as that qualification is not provided by the Joint Services Adventurous Training Schemes). The JSP states there must be a Forces’ benefit, and this should be reflected in the individual’s Personal Development Plan and Personal Development Record. EROs or local L&D Hubs are able to help build a case for learning, and wherever possible, the aim will be to support individuals in their studies.

(3) If an individual is in the resettlement stage of their career, the SLC can be used in conjunction with the Individual Resettlement Training Cost grant and the training does not need to provide any forces benefit. Additionally, the course does not need to lead to a formal qualification, so there is much greater flexibility during this time. L&D Hub and Resettlement Advisers are able to ensure individuals fully understand the facilities available to them.

(4) The SLC scheme is open to all Regular and Reserve personnel and case work is to be submitted iaw JSP 822. Part 1, Section 6.4, through the L&D Hub or ERO. It is important individuals engage early with their L&D team on shore or at sea, to ensure that their PDR supports their application to use SLCs effectively.

c. **Enhanced Learning Credits**

(1) The ELC scheme is designed to complement the SLC scheme by providing personnel who qualify with larger scale help. This equates to a single payment in each of a maximum of three separate financial years, to assist in the cost of higher-level learning.

(2) ELCs may be claimed for learning which is an integral part of, and results in, the cost-effective achievement of a nationally recognised qualification\(^\text{18}\). The ELC scheme complements the SLC scheme to further motivate full-time members of the Armed Forces to pursue their personal development, both during their Service and for a period of time afterwards, subject to the qualifying criteria being met.

\(^{18}\) Qualifications must be at Level 3 and above (A Level or equivalent as defined by the Regulated Qualifications Framework) in England and Wales, Level 6 and above on the Scottish Credit and Qualifications Framework, or if pursued overseas, an approved international equivalent higher-level qualification.
d. **The Further Education/Higher Education Scheme.**

(1) The principal aim of the Further Education/Higher Education (FE/HE) Scheme is to provide state subsidised tuition fees for eligible personnel entering the two years of their resettlement phase and who do not possess a full Level 3 or first higher education qualification. Individuals must be eligible for and enrolled with the ELC scheme.

(2) The rules and regulations governing the FE/HE scheme are contained in JSP 822 Part 1, 6.6 and should be read in conjunction with the ELC rules and regulations, JSP 822 Part 1, 6.5.

9651. **Centrally Funded Elective GCSE/GCE Courses**

a. Administered through Defence Examination Centre, the MoD has an arrangement with the University of Cambridge International Examination Board for the delivery of examinations within MoD Units; this includes NS L&D Hubs and Deployed units.

(1) The core requirement for the NS is the delivery of English and Mathematics GCSEs. Details of courses delivered through L&D Hubs are published annually via DINs and local notices. Personnel wishing to undertake either English Language or Mathematics GCSEs at public expense must first demonstrate they are working at the relevant Level in English and/or Mathematics by undertaking, or proving they have already achieved, a Level 2 Functional Skills in the appropriate subject.

(2) Other subjects may only be examined under this scheme where there is no alternative local provider. Prior permission must be sought from the L&D Pol team before this facility is offered.

(3) Personnel wishing to sit a GCSE/GCE at public expense are to complete the application form at Annex 96G. Individuals are to ensure that their line manager completes the relevant section of the form.

b. **Part Time Service Instructors.** The use of Part Time Service Instructors (PTSI) provides a mechanism for the delivery of education in deployed units, following the regulations in Para 9612. Formal teaching of elective education should not be undertaken by Service personnel outside the PTSI scheme.

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In cases where alternative providers exist in the area, personnel are to utilise their Standard Learning Credits (SLCs). The ability to use central funds only exist where it is not possible to use SLCs due to geographical limitations.
9652. In-Service Degree Schemes - Officers

Where an In-Service degree scheme is in place it is mandated that all non-graduate officers will be registered for the In-Service degree.

a. Warfare Branch. In 2003, the ‘Foundation for the Future’ (F3) scheme was introduced to provide a civilian qualification that recognises officer training from the start of Initial Naval Training (Officer) (INT(O)) to the end of professional training prior to first assignment.

(1) On joining BRNC, all Warfare Branch Naval College Entrants (NCE) who have not previously attained a first degree will be registered on a Foundation Degree programme. Achievement of the degree will require no additional work other than that required to complete the appropriate Branch professional course; registration is mandatory, there will be no costs to the individual.

(2) Those not meeting the criteria but undertaking the full Warfare training pipeline (eg. Direct Graduate Entrants (DGEs)), and hence achieving all the learning outcomes for the Foundation Degree, will be entitled to register for the scheme at their own expense. To register they should contact the Degree Registration Manager at BRNC; contact details are at (3) below.

(3) The F3 scheme is managed by a Board of Study and is under the overall supervision of the BRNC Director of Training. Registration/queries for the FdSc elements of the scheme will be administered by the BRNC Degree Registration Manager, address as follows:

   Degree Registration Manager
   Britannia Royal Naval College
   Dartmouth
   TOTNES
   Devon
   TQ6 0HJ

   Telephone: 93749 7110 (01803 677110)
   E-mail: NAVY TRG BRNC-ITSO

(4) Certificate of Higher Education (CertHE). Officers who, for whatever reason, fail to complete their training pipeline will be awarded Credit Accumulation and Transfer Scheme (CATS) points for all modules completed successfully. Where the total number of CATS points is equal to, or greater than 120, the individual will be awarded a Certificate of Higher Education (CertHE). Where the total is less than 120, the individual will be provided with a transcript of the modules completed successfully and the points awarded. This transcript may then be presented to any higher education institution that recognises the CATS scheme and may be transferred to a new programme of study.
b. **Logistics Branch.** Until 2013, non-graduate Logistics Officers were awarded the same Foundation Degree as their Warfare counterparts. Changes in elements of the Logs INT(O) programme made this no longer viable, however accreditation to a BSc Logistics Management from Initial Logistics Officer Course (ILOC) is in place. Details are available from the Defence Maritime Logistics School (DMLS) or NAVY TRG HQ-EL3 SO3C.

c. **Non-Graduate Senior Upper Yardman.** Non-graduate SUYs should contact the scheme manager (NAVY TRG HQ-LDO POL ACCRED EFP) to explore degree options that may be available to them.

d. **Fleet Air Arm.** In 2007, the FAA was accredited as a Military Aviation Academy (FAAMAA), in partnership with the Open University and under the regulatory umbrella of the Quality Assurance Agency for Higher Education (QAA(HE)). This authorised the FAAMAA to accredit flying training and deliver it as a Foundation Degree (FD) in Aviation Systems Management, awarded on completion of operational flying training.

(1) **Study Programme.** The Military Aviation Systems Management FD has three modules; all must be successfully passed for the individual to qualify for the award:

   (a) Basic Flying Training (BFT).

   (b) Conversion to Type (CTT).

   (c) Operational Conversion Phase (OCP).

   **Note.** No further study is required for achievement of the FD.

(2) Registration is mandatory for all NCE personnel, who will be automatically registered for the fully funded FD. For those individuals who already have a first degree on entry to the NS, but wish to take the opportunity of being awarded the FD, there will be a registration fee.

(3) In late 2015 the programme was revalidated and upgraded to include the award of a BSc in Aviation Systems Management on successful completion of Certificate of Competence, in addition to the FD. This element is not mandatory, and NCE Pilots or Observers who hold the FD may instead wish to take an alternative Route to Honours (see Para 9653).

(4) With effect from 1 Jan 18, on successful completion of relevant training, a FD in Airspace Management is in place for Air Traffic Control Officers.

(5) Further information can be obtained by contacting the FAAMAA Programme Manager by email: NAVY CU-FAA-MAA-PM or Tel: 01326 552352 Mil: 93781 2352.
e. **Royal Marines.** The In-service Degree scheme was introduced for the Royal Marines to accredit officer training.

(1) On joining CTCRM, the aspiration is that all Royal Marine Young Officers (RMYOs) who have not previously attained a first degree will be registered for an In-Service Degree. The degree will be based on successful completion of the training pipeline from entry to completion of the Walcheren Essay. The individual will incur no costs. As with other In-Service degree schemes, registration for non-graduate RMYOs is mandatory.

(2) The costs of registration for the In-Service Degree will be funded for eligible officers.

(3) Those not meeting the criteria but undertaking the training pipeline (eg. Graduate Entrants), and hence achieving all the learning outcomes for In-Service Degree, will be entitled to register for the scheme at their own expense.

(4) Further information is available from the Corps Tutors at CTCRM: Email: NAVY TRG CTCRM-CW CORPSTUTOR01 Tel: 01392 414595 Mil: 93785 4595.

9653. **Progression to Honours Degree - Officers**

a. FDs are stand-alone qualifications with considerable value in their own right. Although it is not compulsory for FD graduates to proceed to an Honours Degree, one of the criteria stipulated by the Government is that FD students must have access to a viable route to completion of a full Honours Degree. There are various Route to Honours (R2H) options available:

(1) **Warfare Officers, Plymouth University – BSc(Hons) in Defence Studies.** Plymouth University (BRNC) offers a BSc (Hons) in Defence Studies comprising of three distance learning modules: Britain and International Security, Environment and Naval Warfare, Defence Studies Dissertation. Candidates attend a five-day residential course to initiate the honours programme and a further two-day residential course to consolidate. The programme is to be completed within three years from the date of commencement. Enrolments are once a year in September.

(2) **Other Degree Routes.** There are a number of options and individuals should contact their nearest L&D Hub or the scheme manager NAVY TRG HQ-LDO POL ACCRED EFP to identify which route best suits them. Individuals are likely to gain full credit for the FD, but will need to clarify this with the particular Institution.
b. Completion of an Honours Degree will predominantly be by distance learning, a demanding prospect for those in challenging appointments. Whilst no longer a PFS, given the personal and professional benefits achieved through completion of the Honours Degree, Commanding Officers are encouraged to maintain the opportunity for personnel to take up to a maximum of six weeks (30 working days) study time in any one academic year.

c. Those officers wishing to embark on the R2H will need to register with NAVY TRG HQ-LDO POL ACCRED EFP. Funding is available to support this scheme, but there is an upper cap of £6,000; T&S and the purchase of books is the individual’s responsibility. The use of Enhanced Learning Credits or Standard Learning Credits cannot be made in conjunction with the R2H scheme. Currently funding to a R2H is only available for non-graduate officers who entered BRNC post 1 Jan 03.

Note. All personnel are to liaise with NAVY TRG HQ-LDO POL ACCRED EFP prior to making any commitment with a University/Institution.

9654. Post-graduate Studies – Fellowships, Masters and Part-time Doctorates

a. In addition to staff training and career-mandatory post graduate courses, the NS offers a range of opportunities for fully funded elective postgraduate study which benefits both the Service and individual needs. Individuals should discuss the timing and nature of such education, which will need to be tailored to personal circumstances and aspirations, and their overall career management, with their Career Managers (CM). Traditionally, the following full, part-time and distance learning study courses have been available through a number of schemes:

(1) Contracted places on a range of courses run at DA-CMT by Cranfield University, funded by the Defence Academy.

(2) Fellowships at the University of Oxford, funded by the Hudson Trust.

(3) MPhils in International Relations at the University of Cambridge, funded by ACOS(PCap).

(4) Various full-time Masters' courses at other UK universities, funded by ACOS (PCap).

(5) Part-time Doctorates, funded by ACOS(PCap).

(6) Master's level e-learning distance courses, funded by ACOS(PCap).

b. The exact details of the courses and application process is promulgated annually by DIN.
c. Selection of individuals will be made annually (Feb/Mar) at the NCHQ Academic Scrutiny Board, where candidates will be required to present an academic reference, an academic CV and a 1,500 words (maximum) proposal that includes the research aim and thesis structure, the benefit to Defence and the individual, and the intended research techniques. The onus will be on the individual to demonstrate sufficient intellectual stamina and lifestyle capacity (including career plans) to complete the research programme. As the volume of research is likely to impact on work-life balance, candidates must include written endorsement from their 2RO when applying to the Board.

d. ACOS(PCap) reserves the right to withdraw funding at any stage should the sponsoring University consider that commitment and progress is not being maintained without good reason.

9655. University Short Course Programme

a. The University Short Course Programme (USCP) is a tri-Service scheme of courses arranged to meet the broader educational and personal development needs of Service personnel. Based upon the philosophy of Lifelong Learning, the USCP intends to help Service personnel make a more effective contribution to Service life by developing their knowledge and personal skills; it is not intended to supplement formal training. The courses are residential, held at various universities throughout the UK, and cater for subjects not normally available from Service sources. Whilst the USCP is not intended for resettlement purposes, courses may be accessed by those within the last 2 years of service. Individuals within this period will be added to the reserve list for courses and will be accepted when capacity exists.

b. The USCP offers courses in the following categories: Command, Leadership and Management, Regional and Strategic Studies, Science Technology Engineering and Mathematics (STEM) and Languages. The majority of courses within these categories are relevant to current issues of importance and have a potential application in the military environment.

c. Courses are designed and delivered by university departments that have a recognised standing in the subject field. Although qualifications are not awarded for courses, the content may contribute towards a portfolio of evidence and the Personal Development Record. Certificates of attendance are issued for some courses. Other courses gain an award of CATS points if students are prepared to undertake an additional assignment. This may attract an additional fee payable by the student, part of which may be reclaimed using SLCs.

d. Further details about courses and the application process are promulgated annually via DIN. The point of contact for further enquiries about administration arrangements for the USCP is:
9656. Further Education Concessions to Entitled Personnel Overseas

a. Entitled Personnel. Service dependants and UK-based Service Department civilians and their dependants are entitled to join part-time 'Further Education' classes provided for Service personnel and will count towards the minimum number of six needed to set up a class (i.e. a mixed Service/Civilian class).

b. Classes. Classes may be established for entitled civilians in the absence of any initial demand from Service personnel, subject to the following requirements:

(1) A prior application must be made in each case to L&D Pol SO2 where new classes are set up as a direct result of this concession.

(2) Part-time classes set up as a result of this regulation should take place in existing educational premises (including Service children's schools), or in other suitable Service accommodation which may be available without incurring additional expense to public funds.

(3) Expenditure from public funds is permissible for incidental expenses, such as lighting, heating, and cleaning, arising from this concession, and for also for additional equipment, provided expenditure on this item is of a minor nature.

(4) Local instructors must be used.

(5) All classes must be equally available to Service personnel of all Services and their dependants and to UK-based Service Department civilians and their dependants.

(6) Applications to establish a class should not be made unless minimum numbers are at least six and are likely to remain at or above that level for at least one term. The class is to be discontinued if numbers fall permanently below three.
(7) Course fees should not be charged to students who attend courses run through the Part Time Service Instructor scheme. However, a small charge may be levied if there is a need to provide specialist materials for the course.

(8) Textbooks, stationery and material for civilian students will not be supplied at public expense, except where textbooks are available from Service libraries.

(9) When classes close after having run for more than three consecutive meetings, the current term’s fee will be charged, but any fees paid to cover consequent terms will be refunded. Where classes close after not more than three consecutive meetings, tuition fees should be refunded in full, but not the cost of textbooks, stationery or materials.

(10) The following qualifications must be met in order to employ an individual as a part time teacher:

(a) **A Level Qualifications and Equivalent.** Applicants should be a qualified teacher, and have an honours degree in the subject, or one closely related to the one they wish to teach.

(b) **GCSE Qualification and Equivalent.** Applicants should have a minimum of an A level in the subject and preferably experience of teaching at a similar level.

(c) **Vocational/Recreational.** Applicants should provide an outline of the intended course prior to commencement, unless a syllabus exists eg. from bodies such as City and Guilds.

c. Hourly rates of pay for part-time teachers are detailed in the tri-Service Regulations for Allowances JSP 752.

**9657. Professional Membership**
Professional Bodies are typically non-profit making organisations which seek to further a particular profession, the interests of the individuals engaged in that profession and the public interest in general. Membership of a professional body indicates a level of competence within a particular field and is normally accompanied by post-nominal letters (eg. MIEE, CEng, etc). From a Naval perspective, professional bodies can be seen as falling into one of two categories:

a. **Branch Specific.** Certain branches or trades will have an obvious linkage to a particular professional body, for example, the various engineering branches.

b. **Generic.** In addition to branch specific skills all Naval personnel will, throughout their career, build up expertise in leadership and management. These skill sets can also be mapped across to professional bodies.
9658. Level of Professional Membership
Each professional body will have its own rules of admission and criteria for membership, but as a guideline the following are the levels that commonly exist:

a. Associate/Affiliate. The lowest grade of membership, normally offered to those who have either recently qualified at the graduate level and have little or no practical experience, or those with experience but a level of achievement deemed to be lower than graduate level (typically junior officers and LH/PO).

b. Full Membership. Typically offered to those with qualifications at a graduate level and/or significant experience at working in a responsible position within their field of expertise (typically senior Lt/Lt Cdr and CPO/WO2/WO1).

c. Fellow. Normally only offered to those in more senior positions with a wealth of experience and/or knowledge at a Master’s degree level (normally Cdr+, sometimes senior Lt Cdr/WO1).

d. Chartered Status. An additional level of professional competence can be indicated by achieving Chartered Status. This indicates a range of relevant professional skills as well as technical and commercial leadership, interpersonal skills and commitment to professional development.

9659. Naval Policy Regarding Professional Memberships

a. Mandated Membership. In general, the Naval Service (NS) does not require personnel to be a member of any professional body, and thus does not mandate or centrally fund any schemes. In exceptional cases, if a particular assignment requires membership then it may be funded by the organisation which sets the requirement for the membership, but only for the duration of that assignment.

b. Elective Membership. Naval personnel may elect to join any professional body for which they are qualified.

c. The rules governing membership are those of the professional body in question and not of the NS.

d. Standard and Enhanced Learning Credits cannot be used to pay for membership fees. The only exception may be where both substantial additional work and an examination, assessment or assignment is undertaken which is not an integral part of the service course syllabus. Each case will be considered on its merits.

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20 Special rules may apply to Engineering and Medical Branches.
21 By definition, these schemes are intended to fund Learning. Full details of both schemes in JSP 822 Part 1 6.4 and 6.5.
9660. Corporate Membership Schemes

a. number of professional bodies offer corporate membership schemes to NS personnel. In each case certain elements of Naval training and experience will have been mapped onto the membership criteria of the body in question, and this mapping exercise is normally in lieu of the portfolio of evidence that a professional body would typically require for membership.

b. It must be emphasised that the rules and regulations of each corporate scheme are dictated by the relevant professional body, not by the NS. It is entirely possible therefore that the levels of membership offered to naval personnel will vary, depending on the rules of the body in question. All fees associated with these membership schemes are paid directly to the professional bodies, although in some cases the NS may collect the fees to simplify administration.
SECTION 9 – INSTRUCTIONS FOR THE MANAGEMENT AND INVIGILATION OF EXAMINATIONS

9661. Introduction

The following generic instructions detail the processes to be followed by Commanding Officers (COs) and those officers nominated as Supervising or Invigilating Officers for academic examinations, which include GCSEs and Functional Skills. Those nominated to invigilate examinations must also fully adhere to the instructions supplied by the Awarding Body for the specific examination; those instructions take precedence over the instructions detailed below. For examinations centrally funded through the Defence Examinations Centre, the Handbook available on the website must be followed by Exams Officers. For the Functional Skills (FS) and British Computer Society (BCS) qualifications delivered in the L&D Hubs and onboard ship, SOP Q3 published on the MOSS LDO website must be followed.

9662. Instructions for Commanding Officers

a. It is the responsibility of the CO to see that examinations are held on the occasions required. The CO is responsible for the safe custody of examination papers, which are to be locked away on receipt and not handed to the Supervising Officer until the day of the examination.

b. Examinations are to be held on the date and at the time specified, although it is recognised that operational requirements are paramount. Should COs of operational units wish to change either the date or time of an examination, then prior permission must be sought from the Examining Authority in question. The risk of compromising the examination is to be minimised.

c. The CO is to ensure that the individual selected to act as the Supervising Officer/Invigilating Officer meets the criteria below and fully understands the responsibility of the role.

9663. Instructions for Supervising Officers

a. Examination held in a Unit or establishment is to be supervised by an officer not below the rank of Warrant Officer or, exceptionally, by a Chief Petty Officer when specifically authorised by the CO to do so. The Supervising Officer is responsible for the proper conduct of the examination. The Supervising Officer is to be present throughout the examination. Where the Supervising Officer is not the Invigilating Officer then he/she is to be present at the beginning and at the finish of each paper.

b. The Supervising Officer is to arrange the space allocated for any examination such that candidates can be seated at a satisfactory distance apart (minimum 1.25 metres) and can be properly invigilated.
9664. Instructions for Invigilating Officers

a. Supervising Officers may call upon Invigilating Officers to assist them. Invigilating Officers are not to be below the rank of Warrant Officer, although COs may, exceptionally, specifically authorise a Chief Petty Officer to perform these duties. Invigilating Officers are to be fully briefed before an examination about their duties, which are summarised as follows:

b. Under no circumstances during an examination are Invigilating Officers to take any action which:

   (1) Could distract or divert their attention as invigilators.
   (2) Could cause a distraction for the candidates.
   (3) Causes them to leave the examination room/compartment.
   (4) Could create an opportunity for candidates to cheat.

c. seating plan showing the names of candidates is to be produced by the Supervising Officer. This plan is to be retained by the Unit Education Officer (UEO) for a period of six months after the date of the examination.

d. At least one Invigilating Officer is always to be present in the examination room. If the number of candidates for an examination exceeds 30, a second Invigilating Officer is to be appointed and situated at the back of the examination room. Where any room has only one Invigilating Officer, another Invigilating Officer should be on standby.

e. The sealed envelopes containing the question papers are to be opened only by the Supervising Officer, at the time of the examination and in the presence of the candidates.

f. Candidates are not allowed to bring into the examination room any books, notes or personal belongings which may prejudice the conduct of the examination, unless specifically authorised to do so in the particular instructions for the examination in question. All wall posters etc. or other matter in the room which could be of any help to candidates must be removed before the examination commences.

g. Candidates are to provide pencils, rubbers and mathematical instruments as appropriate. They are required to write their answers in black or blue ink.

h. Where possible, candidates from the same ship, and candidates who have been working together in courses leading up to the examination, should be separated by random seating arrangements.
i. Before sitting each paper, candidates are to be reminded that in answering questions they cannot be absolved from the Armed Services security regulations.

j. No candidate may enter the examination room once 30 minutes have elapsed from the beginning of an examination.

k. No candidate may leave the examination room within the first 30 minutes of an examination.

l. A candidate who leaves the examination room intending to return is to be accompanied by an Invigilating Officer throughout his/her absence from the room.

m. Candidates found giving or receiving assistance are to be dismissed from the examination room and reported to the CO of the ship or establishment in which the examination is taking place.

n. All examination material, including answer books, rough working sheets etc. and question papers are to be collected before candidates leave their desks. Specific examination instructions as stipulated by the examining authority are also to be followed.

o. Scripts must be sent onwards using a traceable postal service, such as Royal Mail 'Signed For' delivery. Examinations Officers are to ensure that receipt of postage is retained until arrival of candidates’ certificates.
SECTION 10 - SPECIFIC LEARNING DIFFICULTIES

9665. Background

The Naval Service (NS) provides support for personnel deemed to have Specific Learning Difficulties (SpLDs), in accordance with Defence direction\(^{22}\), in order to maximise their learning, training and productive service. The term SpLD encompasses a range of learning difficulties which may affect an individual in their daily life. For the purposes of this policy the term SpLD encompasses the following learning difficulties: Dyslexia; Scotopic Sensitivity; Dyscalculia; and Dyspraxia. This policy encompasses JSP 822 and builds on it based on the following principles:

a. Learning support is not a binary issue; great differentiation between individuals’ needs should be exercised, especially regarding SpLDs.

b. Managers and trainers play an important role in detecting SpLDs, acting on suspicions where performance consistently falls below requirement. An individual will not always recognise poor performance as being caused by a SpLD, and therefore may not seek help. The responsibility for engaging with the learning support process, however, lies with the individual concerned.

c. The spirit of partnership between the line manager and the individual is imperative if use of available support is to be optimised.

d. NS personnel should be equipped with ‘learning skills’ through the delivery of formal training sessions within the first four weeks of Initial Naval Training (Ratings)/(Officer) (INT(R)/(O)) or Foundation Phase of initial training\(^{23}\).

e. Funding for learning support should be available throughout an individual’s career; not only during Phase 1 and 2 Training\(^{24}\).

9666. Application

The Armed Forces are exempt from disability discrimination legislation under the Equality Act 2010; however, this policy document serves as a framework for meeting the spirit of the legislation and goes further by actively promoting equality of opportunity, thus enabling every member of the NS to maximise their talent and contribution. It applies to all full-time personnel (regular and full-time Reserve Service) identified as having learning support needs. Ex-regular personnel with a Reserve liability and volunteer Reservists attending for obligatory training or voluntary duties will be eligible only for support when mobilised into service as the result of a call-out notice. For non-mobilised Reservists responsibility for learning support rests with the individual and is not covered by this policy.

\(^{22}\) JSP 822 Part 1, 6.1.

\(^{23}\) Formal learning skills sessions take place during Phase 1 Training at CTCRM and RALEIGH.

\(^{24}\) This recognises the effect professional context has on learning differences and the fact that for many, issues may only arise later in a career where the individual is employed in administrative and management roles.
9667. Naval Service Responsibilities

a. The NS approach is designed to be comprehensive and coherent throughout the span of an individual’s career. Those individuals identified with SpLD needs must receive appropriate support and reasonable remediation at the relevant time in their training and careers. This should be delivered irrespective of rank, location and job responsibilities subject to the individual being able to achieve Role Performance Statement (RPS). The NS primary mechanism for support is the line manager/Divisional Officer who may call upon Coaching Advisory Teams (CATs)\(^{25}\), Learning & Development Organisation Advisers (LDAs), Specific Learning Difficulty Advisers (SpLDAs) or English and Mathematics Tutors (EMTs)\(^{26}\) to provide specialist support for those personnel identified with a specific learning need.

b. There is the need to consider SpLDs within the workplace and, where practicable and when OPS permits, a review of working practices should be undertaken to identify reasonable remediation to improve effectiveness. Such methods may include: changes to the working environment, balance between written and non-written communication, time available to assimilate information processing, and appropriate use of information technology.

9668. Training Delivery Standards

Training for Naval Service personnel is to be delivered without discriminating against those with learning support needs and, therefore, those individuals delivering training must have an awareness of, and be sensitive to, such issues. Course format and style of delivery should be structured accordingly, to accommodate specific learning needs. Training delivery standards are to be reviewed on a regular basis and modified where necessary to achieve maximum effectiveness.

9669. The Individual’s Responsibilities

Although this policy provides details of specific support provided to NS personnel with learning support needs, individuals are primarily responsible for addressing their own needs. Individuals with a learning support need should identify themselves to their line managers/Divisional Officers/Instructors/EMT on arrival at a new establishment/Unit prior to commencing duties/training in order to facilitate the provision of any necessary remediation and the updating of their Individual Learning Plan (ILP). Individuals are to employ all reasonable remediation recommended by their formal assessment report and/or CAT/EMT.

9670. Responsibilities of Phase 1 and Phase 2 Training Schools

Comdts and COs of initial training (Phases 1 and 2) establishments have specific responsibilities, as follows:

a. Within resources and without compromising the agreed Training Performance Statement (TPS), to provide appropriate support for students identified with learning support needs.

b. All Phase 1 and 2 recruits should be briefed on the NS through career learning support within the first 3 weeks of arrival.
c. Equip Phase 1 recruits with ‘learning skills’ through the delivery of formal training sessions\(^{27}\) within the first 4 weeks of INT(R)/(O) or Foundation Phase of initial training. Due to skill fade, these may need to be repeated near the start of Phase 2 or academic training.

d. Ensure that instructors and staff involved in student management are aware of the learning needs of students\(^{28}\).

e. Apply any appropriate exam concessions\(^{29}\). These allowances apply only to assessments which are explicitly dependent on information processing, knowledge-based or written examinations. For externally moderated exams, authorisation to grant extra time needs approval by the appropriate examining authority. Removal of training professional warnings (see Chapter 57) could be considered if an individual has been assessed as requiring learning support after failing modular written exams. This must not, however, compromise the attainment of Training Performance Statement (TPS) or pass training risk to another part of the training pipeline.

f. Ensure that the learning support needs of students and details of support provided to individuals are documented within an ILP and, with the agreement of the individual, when students leave the training establishments are forwarded promptly to the receiving/parent unit EMT (under appropriate protective markings).

g. Alternative methodologies and approaches to training delivery should be actively sought and promoted, subject to the individual still meeting the conditions and standards set within the Formal Training Statement.

h. Where students with a learning support need are, after suitable remediation, unable to achieve the RPS for their Trade or Branch, the chain of command may, in the interest of the individual or the Service, seek advice from the Trade/Branch Sponsor on the possible re-allocation of the individual to another Trade Branch (see Chapter 51). Where there is evidence that the individual's learning support needs are so severe that they are unlikely to achieve OPS in any other Specialisation or Branch, then a case may be made for discharge from the Service (see Chapter 54).

9671. Management Responsibilities

The following principles apply to the management of a learning support case:

a. Create a culture of declaration that allows a partnership between the line manager and the individual to be developed in order to optimise available support.

b. Recognise Workplace difficulties associated with SpLDs:

   (1) Poor time management.

   (2) Continually disorganised.

   (3) An inability to prioritise tasks effectively.

---

\(^{27}\) Memory techniques, mind mapping, sequencing, state and time management.  
\(^{28}\) Poor performance in training should not automatically be attributed to a learning difficulty but may be due to another problem such as poor basic skills, poor memory, or lack of training in revision techniques.  
\(^{29}\) JSP 822 Part 1, 6.1 Para 10f.
(4) Difficulty following verbal instructions.

(5) Poor short-term memory.

(6) Inability to take notes or write reports.

c. Reports, ILPs and learning support programmes that are produced on individuals with learning support needs are to be treated as ‘OFFICIAL-SENSITIVE’ and are to be held by the EMT.

d. Reports should identify learning and coping strategies (reasonable remediation) that will assist the individual but not compromise the standards required to meet TPS. These strategies, but not the full report, should be provided to the individual’s line manager or Divisional staff and to the individual’s instructors and are to be treated as ‘OFFICIAL-SENSITIVE’.

e. If appropriate, line managers may re-assign such individuals to other tasks, subject to the demands of operational need and effectiveness, if this is indicated as desirable within the strategies developed by the education specialist. Individuals must demonstrate, however, that they have achieved full competence across the entire RPS.

f. After the individual has been provided with learning or workplace support recorded in an ILP, their case is to be reviewed regularly with the line manager and EMT to assess the effectiveness of this support.

g. The SpLD needs of an individual are not to be mentioned, whether positive or negative\(^{30}\), in annual appraisal reports.

9672. Learning & Development Adviser (LDA), English and Mathematics Tutors (EMT) and Specific Learning Difficulties Adviser (SpLDA) Responsibilities

All LDAs and EMTs are to have undertaken relevant specialist training\(^{31}\). SpLDAs are to be qualified and experienced in order to support LDAs and EMTs, who should be involved in the following:

a. Promoting an understanding of SpLD issues within the establishment, including conduct of an induction brief on local SpLD processes for all trainers and DOs upon arrival, and at least annual CPD thereafter.

b. Undertaking interviews of the individual and line manager to scope the workplace need.

c. Carrying out an initial assessment and recommending further action based on the results.

d. Interpreting Educational/Occupational Psychologists reports on behalf of the individual.

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\(^{30}\) JSP 757 Part 1 Para 15 Guidance for reporting Officers, Inappropriate Comments.

\(^{31}\) Level 4 FE teaching qualification or equivalent Specialist Level 5 or equivalent qualification in supporting learners with SpLD.
9673. **Procedures**  
The NS will provide support to those individuals who have voluntarily come forward or have been identified by their line manager or instructors as possibly having learning support needs in accordance with JSP 822 Part 1, 6.1. To ensure consistency, reliability and validity in the process, the following procedures apply:

a. Line managers and Divisional Staff become responsible for initially counselling individuals with training or duty issues in line with current Naval Service Coaching policy (see Chapter 21). In the majority of situations, a simple discussion will resolve the issue. Where the issue is complex, the line manager should refer the individual to the establishment’s CAT, LDA or EMT.

b. The CAT, LDA or EMT should interview the individual to identify barriers to learning and scope their learning support needs. Only if required should individuals be referred for further assessment.

c. The EMT, LDA or SpLDA carry out assessments using the appropriate diagnostic tool\(^{32}\). If an individual is identified with learning support needs, the EMT, LDA or SpLDA draws up an Individual Learning Plan (ILP) and, working with the line manager and relevant instructors, provides the support that has been agreed between EMT, LDA or SpLDA and the individual.

d. The ILP will list coping strategies and remediation recognised as reasonable. Only coping strategies and reasonable remediation deliverable within the scope of TPS will be permissible.

e. Where supported by diagnostic results, a full assessment by an Educational\(^{33}\) or Occupational Psychologist leading to a formal statement of needs can be obtained. Approval to spend requires authorisation by NAVY TRG HQ-LDO POL ACCRED EFP.

9674. **Tracking**  
On identifying an individual with a potential learning support need, clear and concise individual records, marked appropriately (OFFICIAL-SENSITIVE) are to be kept. If appropriate, there must be prompt transfer of individual records when an individual is posted or detached. Records will be sent to the relevant line manager or training establishment. There must also be close liaison between losing and receiving units to ensure that adequate provisions are in place for any learning support requirements.

\(^{32}\) EMTs have access to a number of tools, DAST, BKSB, Dyscalculium

\(^{33}\) If appropriate, a specialist teacher registered with PATOSS may be utilised.
9675. **Funding**

a. Public funding for the provision of learning support will be provided by L&D Pol, applications should be made by e-mail to NAVY TRG HQ-LDO POL ACCRED EFP. This includes:

   1. Specialist assessment for NS personnel.
   2. Where appropriate, specialist training for NS Advisers.
   3. The supply of initial screening and assessment kits to appropriately qualified staff.

b. Spending will be approved against a list of approved educational products and professionals held by the LDO staff.

c. **Standard Learning Credit (SLC).** NS personnel who have been diagnosed and found to be ‘at risk of having a severe form of SpLD’ are eligible (post Phase 2 Training) to claim SLC support for Specialist tuition, recognised SpLD products (such as a Colorimeter diagnostian/optometrist’s assessment) and computer software support, provided that the following provisions are met:

   1. The product or software has been recommended in the ILP or in the Educational/Occupational Psychologist’s report.
   2. The product or software is bought in direct support of the individual’s SpLD. The individual’s line manager is also required to provide a report, via the unit SpLDA.
   3. All other requirements for claiming SLC are observed.

d. **Enhanced Learning Credit (ELC).** Financial support for personnel with SpLD may be eligible for funding support under the ELC scheme, where SpLD needs have been diagnosed by an Educational/Occupational Psychologist. Such support can be class delivered or in ‘one-to-one’ tuition. In accordance with JSP 822, Part 1, 6.5. para 33, the course provider must be an ‘Approved ELC Provider’.

9676. **Governance and Assurance**

The RN SpLD Working Group will meet on at least an annual basis chaired by LDO COS. Any amendments to Tri Service Policy will be reflected in guidance provided therewith and briefed upwards to the Education Steering Group co-chaired by ACOS(T) and ACOS(PCap). Adherence to this policy is to be assured as part of routine RN Assurance of Training Establishment Programme under Navy Training HQ SO2 Training Assurance, or through targeted assurance activity directed by Cdr LDO through LDO SO3 Assurance.
SECTION 11 – RESETTLEMENT POLICY

9677. Naval Resettlement Policy

a. **General.** The Naval Service (NS) adheres to the tri-Service resettlement policy, which is underpinned by the following principles:

1. To provide all Armed Forces personnel with access to timely and accurate resettlement information and advice.

2. To provide Service Leavers (SL) with access to resettlement provision based on best practice, which meets individual needs.

3. To provide resettlement assistance on a graduated basis, both in terms of provision and time available, according to length of service.

4. To provide contracted resettlement services, which include advice, workshops, training and job finding, which are flexible, responsive and effective in order to meet the individual needs of Service personnel, both in terms of accessibility and content. Where these meet the appropriate training outcomes, these should be considered as courses of first choice.

5. To provide resettlement assistance to all SL.

6. To make available appropriate resettlement allowances to assist SL.

7. To ensure that resettlement training, in meeting the appropriate training outcomes and contractual policy in JSP 534, is undertaken locally to SL home base or available Service accommodation in order to reduce expenditure on T&S budgets. Non-local or overseas training should only be agreed as an exception and to meet training outcomes not available locally in the UK.

b. Tri-Service Resettlement policy is set out in JSP 534.

c. **Points of Contact.** Each unit should have either a Naval Resettlement Information Officer/Royal Marine Resettlement & Information Officer or an Education and Resettlement Officer (ERO) who should act as the initial point of contact for all resettlement queries. Any outstanding queries should be directed, via the ERO, to the NS Resettlement policy desk officer, NAVY TRG HQ-LDO POL RESET ELC, 93832 5954.

9678. Early Service Leaver Policy

a. **Scope.** JSP 534 outlines the issues and to provide guidance to units and individuals on what provision should be in place in order to assist Early Service Leavers (ESL) in their transition to civilian life. The aim of this section is to communicate how this policy is implemented in the NS.
b. **Definition.** An ESL is defined as a SL who is discharged:\(^{35}\):

1. Compulsorily from the trained strength or untrained strength.

2. At their own request from the trained or untrained strength, having completed less than 4 years' service.

c. **Provision.** ESLs are entitled to a reduced provision of resettlement support as detailed in JSP 534. As a minimum, they are to receive a mandatory resettlement brief and a one-to-one resettlement interview given at unit level.\(^{36}\) The support provision has been enhanced to include a more focussed intervention and this will be delivered through the Future Horizons programme (FHP)\(^{37}\). The programme will have the following deliverables:

   1. ESL Support Service.
   2. Tracking.
   4. Referral to specialist partner organisations.

d. **Structure of Provision.** The NS will operate a hub and spoke structure to deliver this service. The NS ‘hub’ will be collocated with the Career Transition Partnership (CTP) in HM Naval Base Devonport. Contact details are as follows:

   Telephone Number: 01752 557635 or 07794 656862

   Fax Number: 01752 557611

   E-mail: Tmurphy@futurehorizons.uk.com

   This structure will give Units in the Southwest (Raleigh, BRNC, and CTCRM) direct access to the enhanced support, with all other Units having ‘remote’ access.

e. **Process.** The process will be as follows:

   1. Units are required to conduct an ESL brief in the normal way including information on the support available from the Future Horizon scheme.

   2. The ERO/NRIO/Personnel Selection Officer (PSO) will interview the ESL and raise a manual Form 1173A.

   3. As part of this interview, the ESL is to be briefed on the FHP programme and the ESL given the opportunity to ‘opt-in’ to the scheme. The Unit is to retain a copy of the F1173A.

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\(^{35}\) JSP 534, Section 3, Para 0302 provides the full definition.

\(^{36}\) Guidance on who should deliver these activities and the content of the briefing and interview is contained in JSP 534.

\(^{37}\) The Future Horizons Programme is delivered through the RFEA.
(4) A copy of the F1173A is to be passed with the FHP ‘opt-in’ form (Annex 96H) to the FHP Employment Consultant. For ‘spoke’ Units, a copy of the F1173A is to be faxed, accompanied by the FHP ‘opt-in’ form, to the NS FHP Hub at Devonport.

(5) If appropriate, ensure the ESL is seen by the Employment Consultant who will register the ESL on the CTP database (ADAPT). Alternatively, the ESL will be registered on the CTP database remotely following receipt of the ‘opt-in’ form.

(6) It is incumbent upon the NRIO/EROs to ensure that all ESL (from both trained and untrained strength) are made aware of the enhanced provision and are processed in a timely manner so that the CTP/FHP staff can interview the ESL and determine level of transition support.

(7) It is incumbent upon the NRIO/EROs to ensure that JPA is updated with details for ESL within 14 working days.

9679. Naval Service Medical Discharge Resettlement Policy

The Defence resettlement policy that applies to all personnel who are subject to Medical Discharge (MD) is outlined in JSP 534, Section 6. This policy acknowledges that there are different levels of support required dependent on the need of the individual and personnel should be given the opportunity to access resettlement activities in a timely manner. The process for NS personnel to access resettlement is outlined in the JSP.

38 The Devonport hub will also deal with Army and RAF ESLs. ERO/NRIOs registering Army/RAF ESLs remotely should forward 1173/Opt-in forms to the appropriate FHP hub – contact details in JSP 534.
### ANNEX 96A

**LEARNING AND DEVELOPMENT ORGANISATION - POINTS OF CONTACT**

#### Learning and Development Centres – General Enquiries

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portsmouth Naval Base – NETS (East)</td>
<td>9380 25292</td>
</tr>
<tr>
<td>Devonport Naval Base – NETS (West)</td>
<td>9375 65362</td>
</tr>
<tr>
<td>Clyde Naval Base – NETS (North)</td>
<td>93255 3641</td>
</tr>
<tr>
<td>HMS SULTAN</td>
<td>93843 2675</td>
</tr>
<tr>
<td>HMS COLLINGWOOD</td>
<td>93825 2747</td>
</tr>
<tr>
<td>HMS RALEIGH</td>
<td>9375 41509</td>
</tr>
<tr>
<td>BRNC Dartmouth</td>
<td>93749 7086</td>
</tr>
<tr>
<td>RNAS Culdrose</td>
<td>93781 2381/2147</td>
</tr>
<tr>
<td>RNAS Yeovilton</td>
<td>93510 5451/5232</td>
</tr>
<tr>
<td>CTCRM Lympstone</td>
<td>93785 4204</td>
</tr>
<tr>
<td>RM Poole</td>
<td>93884 2314</td>
</tr>
<tr>
<td>RMB Stonehouse</td>
<td>9375 36288</td>
</tr>
<tr>
<td>RM Chivenor</td>
<td>93779 7200/7417</td>
</tr>
<tr>
<td>40 Cdo</td>
<td>93780 4398</td>
</tr>
<tr>
<td>42 Cdo</td>
<td>93788 7026</td>
</tr>
<tr>
<td>45 Cdo</td>
<td>93387 2037</td>
</tr>
<tr>
<td>JSU Northwood</td>
<td>9360 57825</td>
</tr>
<tr>
<td>JSU Gibraltar</td>
<td>94110 3461/3370</td>
</tr>
</tbody>
</table>

#### Naval Resettlement and Information Officers

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRIO East</td>
<td>9380 24254/24127</td>
</tr>
<tr>
<td>NRIO West</td>
<td>9375 67668</td>
</tr>
<tr>
<td>NRIO North</td>
<td>93255 3241</td>
</tr>
<tr>
<td>NRIO Fleet Air Arm: Culdrose</td>
<td>93781 2381</td>
</tr>
<tr>
<td>NRIO Fleet Air Arm: Yeovilton</td>
<td>93510 5073</td>
</tr>
<tr>
<td>RMRIO Royal Marines Lympstone</td>
<td>93785 4109</td>
</tr>
<tr>
<td>INM – NRIO Medical Services only</td>
<td>9380 68060</td>
</tr>
</tbody>
</table>
Learning and Development Organisation (Operational)

LDO (Ops) OC 9380 24470
LDO (Ops) East SO3 9380 24482
LDO (Ops) West SO3 9375 67722
LDO (Ops) North SO3 93255 3644
ERO Course Information 9380 24482

Ships Library/Language Library/RN Film Library Requests

Ships' Libraries Officer 9380 25986
RN Film and Language Library 9380 27872
ANNEX 96B

DUTIES OF THE EDUCATION AND RESETTLEMENT OFFICER

1. The purpose of the Naval Service Learning and Development Organisation (LDO) is: “to support 2SL, ACNS(T) and Commanding Officers to develop the intellectual potential of their people to maximise Operational Capability (OC) and ultimately prepare them for return to the national workforce”. The Education and Resettlement Officer’s primary role is to provide information and support to facilitate personal and professional development to the Unit.

2. The specific education duties include:
   
a. Liaising with the LDO (Ops) Officer assigned to the Unit for all L&D queries and for relevant information.
   
b. Participating in the RN Education and Resettlement Officers group on Defence Connect to obtain the latest EL3R information and share good practice among EROs.
   
c. Maintaining the Cat A PFS requirement of access to an educational professional by arranging NETS (Ops) visits at least once in every 18 month period: alongside before deployment, during deployments and when in long refit.
   
d. Receiving the Education and Resettlement Officer Brief within two months of assuming the role.
   
e. Arranging deployed visits by LDO (Ops) and acting as host during that visit.
   
f. Maintaining an Education for Promotion (EFP) record based upon JPA-extracted data (provided by LDO (Ops)), and liaising with Divisional Staff to ensure personnel are aware of their EFP requirements.
   
g. Liaising with LDO (Ops) and L&D Policy E1A to ensure accurate recording of EFP qualifications and Upper Yardman/Senior Upper Yardman competences.
   
h. Supervising and maintaining the Ship’s Library and SCPAL.
   
i. Providing information on Service Academic Qualifications:
      
      (1) EFP Maths and English.
         
         (a) Act as or nominate a unit Functional Skills mentor.
         
         (b) Refer learner to English and Mathematics Tutor or LDO (Ops).
         
         (c) Advise on EFP Examinations and reporting procedures.

      (2) University Short Course Programme.

      (3) Route to Honours for Officers.
(4) Sponsored Post-Graduate Study opportunities.

j. Providing Access to Non-Service Academic Qualifications:

(1) GCSEs and A Levels:
   
   (a) Advise on provision by distance learning providers.
   
   (b) Act as Exams Officer for Unit through Defence Examinations Centre.
   
   (c) Ensure that candidates have sufficient chance of passing the examination to justify the spending of Service funds.
   
   (d) Arrange tuition onboard or at Learning and Development Hubs (LDH).
   
   (e) Act as Invigilating Officer, or delegate appropriately.

(2) Degree or other academic examinations: Liaise with LDO and appropriate bodies to provide access to non-DEC examinations should they be requested by learners.

k. Providing advice on Educational Allowances:

(1) Standard Learning Credits (SLCs):
   
   Act as signatory for SLC Claims and maintain records.

(2) Enhanced Learning Credits (ELCs):
   
   Refer ELC claims to NETS (Ops) or LDC.

l. Supervising Part Time Service Instructors (PTSI), ensuring provision is in accordance with BRd 3(1) Chapter 96 and JSP 752.

m. Directing personnel to regional LDCs for advice on Specific Learning Difficulties (SpLD).

n. Maintaining relevant Temporary Memoranda, noticeboards and personal development areas on the shared computer drives pertaining to EL3R, including (but not limited to) information on:

   (1) Elective Education.
   
   (2) Language learning and testing.
   
   (3) Royal Navy Through Life Education Pathway.
   
   (4) Royal Marine Officer Career Development Programme.
3. Specific resettlement duties include:

a. Directing Service Leavers to NRIO for mandatory resettlement interview.

b. Advising personnel on core resettlement entitlement:

(1) Advise on GRT.

(2) Advise on IRTC.

(3) Advise on support available from NRIO.

(4) Advise on support available from CTP.
ANNEX 96C

PART TIME SERVICE INSTRUCTION (PTSI) REQUEST

1. This request form is mandatory for all planned PTSI and must be submitted for signature by the Unit ERO. It must then be forwarded to L&D Policy Section for final approval before instruction commences.

Part 1 - For completion by the PTSI

<table>
<thead>
<tr>
<th>Name and rank of PTSI</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course to be taught</td>
<td></td>
</tr>
<tr>
<td>Academic qualification of PTSI</td>
<td></td>
</tr>
<tr>
<td>Teaching or coaching qualification held by PTSI</td>
<td></td>
</tr>
<tr>
<td>Date of attainment of teaching or coaching qualification</td>
<td></td>
</tr>
<tr>
<td>Will you be available to complete all requisite periods of instruction prior to the examination?</td>
<td></td>
</tr>
<tr>
<td>Do you agree to give all PTSI out of core working hours?</td>
<td></td>
</tr>
<tr>
<td>Do you acknowledge that PTSI should cease as soon as the course number drops below the minimum stipulated?</td>
<td></td>
</tr>
<tr>
<td>Do you agree to liaise with the ERO in the formal maintenance of education records, data and statistics?</td>
<td></td>
</tr>
<tr>
<td>Signature of PTSI requesting authorisation</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

Part 2 - For completion by the Unit ERO/NETSO

<table>
<thead>
<tr>
<th>Ship/Unit and address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you consider the PTSI competent to deliver the course?</td>
<td></td>
</tr>
<tr>
<td>Has the PTSI outlined his plan for delivering the course and is this plan viable given operational constraints?</td>
<td></td>
</tr>
<tr>
<td>Signature of Unit ERO/NETSO</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>
2. When completed, send this form to L&D Policy, ACNS(T), MP 3.3, NCHQ, Leach Building, Whale Island, Portsmouth, PO2 8BY. Instruction is only permitted after ACNS(T) approval has been returned to the Unit.

Part 3 - For completion by L&D Policy

<table>
<thead>
<tr>
<th>Signature of L&amp;D Policy</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>
### ANNEX 96D

**ENGLISH AND MATHEMATICS - QUALIFICATIONS, LEVELS AND PROXY QUALIFICATIONS**

1. **Certificates in Adult English and Mathematics Qualification Levels**

<table>
<thead>
<tr>
<th>Adult English and Mathematics Level</th>
<th>Attainment Equivalence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2</td>
<td>GCSE A* - C¹</td>
</tr>
<tr>
<td>Level 1</td>
<td>GCSE D – G (see Footnote 1 below)</td>
</tr>
<tr>
<td>Entry Level 3</td>
<td>Entry levels are intended specifically for adults with limited Basic Skills to enable them to return to learning. Consequently, they do not have qualification equivalents.</td>
</tr>
<tr>
<td>Entry Level 2</td>
<td></td>
</tr>
<tr>
<td>Entry Level 1</td>
<td></td>
</tr>
</tbody>
</table>

2. FS sit at either Level 1 or 2 on the NQF.

3. **MOD Approved Proxy Qualifications For Functional Skills Qualifications**

   Where a FS is required to meet a statutory requirement, eg. for completion of an Apprenticeship, only FS are acceptable; HM Government has directed that there are to be no proxy qualifications for FS. However, MOD is free to determine its own range of proxies for FS. Therefore the UK qualifications that are acceptable by the Naval Service as proxies to the Level 1 and 2 Functional Skills Qualifications are shown below:

   a. **Level 1**

<table>
<thead>
<tr>
<th>Functional Skills Qualification in English – Level 1</th>
<th>Functional Skills Qualification in Mathematics – Level 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCSE English – Grades A* - G (see Footnote 1)</td>
<td>GCSE Mathematics – Grades A* - G (see Footnote 1)</td>
</tr>
<tr>
<td>GCSE English Literature – Grades A* - G (see Footnote 1)</td>
<td>Standard Grade Mathematics – Credit</td>
</tr>
<tr>
<td>AQA GCSE General Studies – Grades A* - G (see Footnote 1)</td>
<td>Standard Grade Mathematics – General</td>
</tr>
<tr>
<td>Standard Grade English – Credit</td>
<td>Mathematics – Intermediate 1</td>
</tr>
<tr>
<td>Standard Grade English – General</td>
<td>Mathematics – Intermediate 2</td>
</tr>
<tr>
<td>English and Communication – Intermediate 1</td>
<td>Mathematics – Higher</td>
</tr>
<tr>
<td>English and Communication – Intermediate 2</td>
<td>Mathematics – Advanced Higher</td>
</tr>
<tr>
<td>English and Communication – Higher</td>
<td>Applied Mathematics – Advanced Higher</td>
</tr>
<tr>
<td>English – Advanced Higher</td>
<td>Maths (Higher Level) Grade A1 – C2</td>
</tr>
<tr>
<td>Leaving Certificate English (Higher Level) Grade A1 – C2</td>
<td>Leaving Certificate Maths (Ordinary Level) Grade A1 – B3</td>
</tr>
<tr>
<td>Leaving Certificate English (Ordinary Level) Grade A1 – B3</td>
<td>Leaving Certificate Maths (Ordinary Level) C1 – D3</td>
</tr>
<tr>
<td>Leaving Certificate English (Ordinary Level)</td>
<td>Key Skills (Application of Number) Test</td>
</tr>
</tbody>
</table>

---

1. From Summer 2017 the GCSE grading system was progressively reformed, English and Mathematics GCSEs being the first to be changed; grades 9 – 4 equate to A* - C, grades 3 – 1 equate to D – G.

2. Qualifications table is extracted from JSP822 Part 1, 3.2 Armed Forces Literacy and Numeracy direction. This list is not exhaustive and confirmation of proxy qualifications or education equivalencies can be sought from NAVY TRG HQ-HQ-EL3 E1A (Leach Building 93832 5684).
<table>
<thead>
<tr>
<th>Functional Skills Qualification in English – Level 1</th>
<th>Functional Skills Qualification in Mathematics – Level 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade C1 – D3</td>
<td>Pass or Full Qualification Levels 1 – 5</td>
</tr>
<tr>
<td>Key Skills (Communication Skills) Test Pass or Full Qualification Levels 1 - 5</td>
<td>GCE Mathematics Grade A* - E</td>
</tr>
<tr>
<td>GCE English Language and Literature Grade A* - E</td>
<td>GCE AS Use of Mathematics Grade A - E</td>
</tr>
<tr>
<td>GCE AS Level English Language Grade A – E</td>
<td>GCE AS Level Mathematics Grade A - E</td>
</tr>
<tr>
<td>GCE AS Level English Literature Grade A – E</td>
<td>GCE AS Level Pure Mathematics Grade A - E</td>
</tr>
<tr>
<td>GCE AS Level English Language and Literature Grade A - E</td>
<td>GCE AS Level Further Mathematics Grade A - E</td>
</tr>
<tr>
<td>GCE A Level English Language Grade A* - E</td>
<td>GCE AS Level Statistics Grade A - E</td>
</tr>
<tr>
<td>GCE A Level English Literature Grade A* - E</td>
<td>GCE AS Discrete Mathematics Grade A - E</td>
</tr>
<tr>
<td>Certificate in Adult Literacy – Level 1</td>
<td>GCE AS Applied Mathematics Grade A - E</td>
</tr>
<tr>
<td>Certificate in Adult Literacy – Level 2</td>
<td>GCE A Level Mathematics Grade A* - E</td>
</tr>
<tr>
<td>Certificate in Skills for Life English for Speakers of Other Languages (ESOL) Level 1</td>
<td>GCE A Level Pure Mathematics Grade A* - E</td>
</tr>
<tr>
<td>Certificate in Skills for Life English for Speakers of Other Languages (ESOL) Level 2</td>
<td>GCE A Level Further Mathematics Grade A* - E</td>
</tr>
<tr>
<td></td>
<td>GCE A Level Statistics Grade A* - E</td>
</tr>
<tr>
<td></td>
<td>Certificate in Adult Numeracy – Level 1</td>
</tr>
<tr>
<td></td>
<td>Certificate in Adult Numeracy – Level 2</td>
</tr>
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</table>

b. **Level 2**

<table>
<thead>
<tr>
<th>Functional Skills Qualification in English – Level 2</th>
<th>Functional Skills Qualification in Mathematics – Level 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCSE English – Grades A* - C (see Footnote 1)</td>
<td>GCSE Mathematics – Grades A* - C (see Footnote 1)</td>
</tr>
<tr>
<td>GCSE English Literature – Grades A* - C (see Footnote 1)</td>
<td>Standard Grade Mathematics – Credit</td>
</tr>
<tr>
<td>AQA GCSE General Studies – Grades A* - C (see Footnote 1)</td>
<td>Mathematics – Intermediate 2</td>
</tr>
<tr>
<td>Standard Grade English – Credit</td>
<td>Mathematics – Higher</td>
</tr>
<tr>
<td>English and Communication – Intermediate 2</td>
<td>Mathematics – Advanced Higher</td>
</tr>
<tr>
<td>English and Communication – Higher</td>
<td>Applied Mathematics – Advanced Higher</td>
</tr>
<tr>
<td>English – Advanced Higher</td>
<td>Leaving Certificate Maths (Higher Level) Grade A1 – C2</td>
</tr>
<tr>
<td>Leaving Certificate English (Higher Level) Grade A1 – C2</td>
<td>Leaving Certificate Maths (Ordinary Level) Grade A1 – B3</td>
</tr>
<tr>
<td>Leaving Certificate English (Ordinary Level)</td>
<td>Key Skills (Application of Number) Test Pass</td>
</tr>
<tr>
<td>Functional Skills Qualification in English – Level 2</td>
<td>Functional Skills Qualification in Mathematics – Level 2</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Grade A1 – B3</td>
<td>or Full Qualification Levels 2 – 5</td>
</tr>
<tr>
<td>Key Skills (Communication Skills) Test Pass or Full Qualification Levels 2 - 5</td>
<td>GCE Mathematics Grade A* - E</td>
</tr>
<tr>
<td>GCE English Language and Literature Grade A* - E</td>
<td>GCE AS Use of Mathematics Grade A - E</td>
</tr>
<tr>
<td>GCE AS Level English Language Grade A – E</td>
<td>GCE AS Level Mathematics Grade A - E</td>
</tr>
<tr>
<td>GCE AS Level English Literature Grade A – E</td>
<td>GCE AS Level Pure Mathematics Grade A - E</td>
</tr>
<tr>
<td>GCE AS Level English Language and Literature Grade A - E</td>
<td>GCE AS Level Further Mathematics Grade A - E</td>
</tr>
<tr>
<td>GCE A Level English Language Grade A* - E</td>
<td>GCE AS Level Statistics Grade A - E</td>
</tr>
<tr>
<td>GCE A Level English Literature Grade A* - E</td>
<td>GCE AS Discrete Mathematics Grade A - E</td>
</tr>
<tr>
<td>Certificate in Adult Literacy – Level 2</td>
<td>GCE AS Applied Mathematics Grade A - E</td>
</tr>
<tr>
<td>Certificate in Skills for Life English for Speakers of Other Languages (ESOL) Level 2</td>
<td>GCE A Level Mathematics Grade A* - E</td>
</tr>
<tr>
<td></td>
<td>GCE A Level Pure Mathematics Grade A* - E</td>
</tr>
<tr>
<td></td>
<td>GCE A Level Further Mathematics Grade A* - E</td>
</tr>
<tr>
<td></td>
<td>GCE A Level Statistics Grade A* - E</td>
</tr>
</tbody>
</table>
|                                                     | Certificate in Adult Numeracy – Level 2 }
ANNEX 96E

PROJECT NOS:                      UIN: To be completed once authorised

NCHQ APPRENTICESHIP FUND GRANT APPLICATION

<table>
<thead>
<tr>
<th>Ship/Establishment/Unit</th>
<th>Sponsor Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Rank/Title:</td>
</tr>
<tr>
<td></td>
<td>Tel No:</td>
</tr>
<tr>
<td></td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

Project Title:

ProjectDetail: (Attach a business case appropriate to overall cost of the project. As guidance, this must include the requirements, options, through life support costs, timeline for completion, interim payments and meet all current MOD (N) and Commercial Policy and Procedures. All establishments conform to MoD procurement protocols so ensure that you have investigated how goods for the project will be purchased. The local Supply Chain/Finance office will advise how items can be procured via Low Value Purchase Orders, using MoD preferred suppliers who have already passed a due diligence process. Local establishment Projects Teams will advise on larger projects and may be able to state if there is a MOD enabling contract already in existence. Utilising CP&F or using an existing Enabling Contract could enable seamless procurement of goods. Attach any evidence that may support this application. Grant applications should not be used to cover the costs normally associated with core training requirements. You should supply evidence that other MoD funding routes have been exhausted – this could be an email confirming that no other budget is available to draw upon. Attach 3 quotes by VAT registered companies if not using a MoD supplier).

Estimated Project Start/Completion dates:

Cost Requirement including VAT: 

Procurement Route. (to be fully investigated in line with establishment process CP&F etc. including any enabling contract that may be in place)

Disclaimer: This project complies with due financial propriety

Project Officer Signature………………………………….Date

- To be forwarded to Establishment Apprenticeship Manager

<table>
<thead>
<tr>
<th>Comments/Signatures/Date</th>
<th>Apprenticeship Manager: Establishments only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Ensure that a valid statement and explanation is given as to how the grant will benefit the apprentices)</td>
</tr>
<tr>
<td>Assurance Check</td>
<td></td>
</tr>
<tr>
<td>Cdr LDO/SO2 Apps (For projects less than £100K)</td>
<td></td>
</tr>
<tr>
<td>Chair of the NCAEAC (For projects more than £100K)</td>
<td></td>
</tr>
</tbody>
</table>
PROJECT REJECTED:

This project has been rejected for the following reasons:
Name………………………………..Signature…………………………Date ……………..
Job Title………………………………

PROJECT CONTROL FORM

PROJECT FINANCIAL COMPLIANCE

This project complies with due financial propriety and I confirm that ESFA Funding can be used for this project.
Name………………………………..Signature…………………………Date ……………..
Job Title………………………………
Note: For projects in excess of £25k this must be NCHQ Finance Training Budget Manager

PROJECT CRITERIA

PROJECT FINANCE FUNDING : £ ESFA grant figures including VAT

PROJECT ESTIMATED START/COMPLETION DATES:

A copy of this form must be sent to: an appropriate Apprenticeship Manager who should then define support to apprentices and forward to:

SFA Co-ordinator
Ramsay Building
HMS Collingwood
Fareham
PO14 1AS

Email: contract.support@rnc.co.uk
Tel: 01329 333283/01329 333533
## ANNEX 96F

### RN OFFICER – OFFICER LEARNING & DEVELOPMENT PATHWAY (OL&DP) SCHEMATIC

<table>
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<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lt Cdr/Cdr</strong></td>
<td><strong>ACSC</strong></td>
</tr>
<tr>
<td><strong>Lt Cdr</strong></td>
<td><strong>CTSC (On selection for ACSC)</strong></td>
</tr>
<tr>
<td><strong>Lt/Lt Cdr</strong> <strong>Surg Cdr Capt/Maj RM WO RN/RM 2/O RFA</strong></td>
<td><strong>ICSC(M)</strong></td>
</tr>
<tr>
<td><strong>Lt/Lt Cdr</strong> <strong>Surg Cdr Capt/Maj RM WO RN/RM 2/O RFA</strong></td>
<td><strong>Naval Analysis</strong></td>
</tr>
<tr>
<td><strong>Lt/Lt Cdr</strong> <strong>Surg Cdr Capt/Maj RM WO RN/RM 2/O RFA</strong></td>
<td><strong>JOLC2 or equivalent</strong></td>
</tr>
<tr>
<td><strong>Lt/Lt Cdr</strong> <strong>Surg Cdr Capt/Maj RM WO RN/RM 2/O RFA</strong></td>
<td><strong>Naval Knowledge (Under development)</strong></td>
</tr>
<tr>
<td><strong>SLt</strong></td>
<td><strong>Essay Stage 1 (ARNO Sponsored)</strong></td>
</tr>
<tr>
<td><strong>Mid</strong></td>
<td><strong>INT(O)</strong></td>
</tr>
</tbody>
</table>
ANNEX 96G
APPLICATION TO SIT AN EXAMINATION

Complete all sections in BLOCK CAPITALS

Surname: ___________________________________  Rank/Rate: ______________________

Forenames: ______________________________________________________________________

Service No: _________________________________  Date of Birth: ______________________

Current Place of Work: ______________________________________________________________________

Internal e-mail address: _________________________________  Work Tel No: __________

Civilian e-mail address: _________________________________  Mobile Tel No: __________

Exam Subject/s:
1. ___IGCSE FIRST LANGUAGE ENGLISH (Extended) ______________________
   (Delete as necessary)
2. ___IGCSE MATHEMATICS (Core) ______________________
3. ___Other ________________________________________________

Relevant Work Undertaken for Examination: ____________________________________________

Is this a re-sit? If so, enter your previous Candidate Number ________  Centre Number ________

When was the exam?  May/June or Oct/Nov 20 ___

--------------------------------------------------------------------------------------

Students must have undertaken an Initial Assessment demonstrating they are working at Functional Skills Level 2 under the EFP Scheme prior to undertaking a course.

Students requiring special arrangements (eg. dyslexia, impaired vision) need to provide supporting evidence by the following deadlines: 21 Jan for the Summer and 1 May for the Winter examinations.

Examination results take approximately 3 months: the Summer session certificates will be issued mid-Oct and the Winter session certificates will be issued mid-Mar of the following year. If you are due a draft after taking the examination please include a forwarding address where you wish the results/certificates to be forwarded.

Examination Fees: IGCSE £40.95. Civilian candidates should make cheques payable to "The Accounting Officer, Ministry of Defence" and submit with their application form.
Instructions to Candidates

Students are reminded that they are on duty whilst sitting the examination: late arrivals and other irregularities will not be tolerated and could result in disqualification. The exams are publicly funded and failure to attend, without a valid service reason, will result in action being taken to recover examination costs.

I confirm & attach evidence (copy of certificate/JPA screenshot) that I have undertaken an Initial Assessment/hold a Functional Skills Level 2 in Literacy/Numeracy (*delete as necessary*).

Applicant’s Signature: _____________________________ Date: __________________

Divisional Officer’s/Line Manager’s Approval

The above named individual will be released for the examination.

Name (Print): _____________________________ Rank: __________________

Signature: _____________________________ Date: __________________
ANNEX 96H

EARLY SERVICE LEAVER – FUTURE HORIZONS PROGRAMME OPT-IN AGREEMENT

1. The Future Horizons Programme has been developed in response to the recognition and commitment from The Ministry of Defence, to improve resettlement provision to Early Service Leavers (ESLs). Future Horizons believes that everyone who has served in the services, even for a short period of time, is entitled to this support and recognise for many, moving back into civilian life is a critical point in their lives. The main aim of the programme is to assist and support ESLs with that transition and help them find and remain in appropriate employment once they leave. Practical support is also available if the ESL has more immediate needs, for example finding accommodation, support with debt issues or health concerns.

If you wish to join the Future Horizons Programme, please complete the following information in full.

Along with a copy of the front page of the MOD Form 1173A, please fax this form to 01752 557611

Title: _____ Surname: _____________ First Name: ____________ Ethnicity: ___________

DOB: _______________ Service Number: _______________ Rank/Rating: ___________

NI Number: _______ Do you have a Driving Licence? (Please circle): Yes / No /
Provisional

Service Type (Please circle): RN / RM / Army / RAF / Reserves / FTRS

Enlistment Date: _______________ Discharge Date & Category: _______________

Discharged From (Please circle): Trained Strength / Untrained Strength

Current Unit Name: _______________ Location: _______________________________

Home Address: ____________________________________________________________

Post Code: _______________________

Telephone No: __________________ Mobile: ________________________________

Email Address: _____________________________________________________________
2. I understand that the Future Horizons Programme (FHP), or its partners, may use the information I have provided to register me on their database in order to access their services in the future.

3. Department for Work & Pensions (DWP) are a partner in this project. If you agree, FHP will pass your NINO, name, address, sex and DOB to the DWP who may use this information for research and statistical purposes. They will match these details to your benefit and employment records. This will allow them to understand the impact this project has on your employment and benefit outcomes. DWP may then use the details we pass to contact you for future research related to employment experiences. Your personal details will, of course, be kept completely confidential and secure. Your dealings with DWP will not be affected in any way. Your details will be destroyed 12 months after the FHP has ended. No personal information will be passed to anyone who is not a partner in the FHP.

4. The MOD is not responsible or liable for any aspect of the programme or actions resulting from it.

5. I also understand I have the right at any time to ask to see the information held about me from any partner organisation involved in the programme, or the right to withdraw my consent for any partner to use this information. This can be obtained by contacting the FHP on 0121 2360058.

Signature: ____________________________ Date: ____________________________
CHAPTER 97

SPARE
CHAPTER 98

SPARE
CHAPTER 99

SPARE
CHAPTER 100

SPARE
CHAPTER 151

RECALL RESERVE (NAVAL AND MARINE)

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<td>15121.</td>
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CHAPTER 151

RECALL RESERVE

15101. Definition
The Recall Reserve (RR) does not form part of the RFR and is not a Reserve Force. It is rather a convenient collective term for those liable to recall under RFA80 s30 or RFA 96 Part VII. Because Naval and Marine Officers whose commissions have not been terminated remain members of the RFR(C) for life, Officers will not form part of the RR.

15102. Recall Reserve - Liability for Recall Under RFA 80

a. Individuals who:

(1) were enrolled in the RN or RM on or before 31 March 1997;

(2) have not become Officers;

(3) have not on or after 1 April 1997 re-enrolled, re-enlisted, re-engaged or extended their service;

(4) have not elected (with the permission of an Authorised Officer in the NPT, which will not normally be granted to those who left the RN or RM before 1 April 1997, and may not be granted to others) to be liable to recall under RFA 96; and

(5) are in receipt of a Service pension in respect of their service in the RN or RM;

will be liable to recall under RFA 80 s30 as amended whenever a recall order under RFA 96 s68 (see Para 15103 sub para b) ordering the recall of persons who have served in the RN or RM is in force. They may be required to serve for the duration of the emergency. While so serving they shall continue to receive their pensions. The liability lasts for life, although in practice it is unlikely that those over the age of 55 would be recalled.

b. Ratings or Other Ranks currently serving in the RN, RM or RFR(NC) who joined the RN or RM before 1 April 1997 may also elect irrevocably to be subject to RFA 96 in respect of their future recall liability (see Chapter 13 Para 1303).

c. Recall Reserves at any time can elect, irrevocably, to cease being a member of the Original Transitional Class (RFA 80) and become fully subject to the provisions of the RFA 96 including the changes made to the call-out powers in RFA 96 by Section 45 of the Defence Reform Act 2014.
15103. Recall Reserve - Liability For Recall Under RFA 96

a. All those who enrolled in the RN or RM on or after 1 April 1997 and who do not subsequently become Officers, and those enrolled earlier who are not liable to recall under RFA 80 because Para 10102.a sub para (3) or sub para (5), or Para 15102 sub para b applies will be liable to recall under RFA 96 at the end of their regular service. The liability will last for 6 years or until the age of 55, whichever is the sooner.

b. Her Majesty may make an order authorising the recall of members of the RR (RFA 96 s68) if:

(1) it appears to Her that national danger is imminent or that a great emergency has arisen; or

(2) in the event of an actual or apprehended attack on the United Kingdom.

c. Recall Reserves at any time can elect, irrevocably, to cease being a member of the Second Transitional Class (RFA 96) and become fully subject to the provisions of the RFA 96 including the changes made to the call-out powers in RFA 96 by Section 45 of the Defence Reform Act 2014.

15104. Administration of the RR

a. The Registrar of Reserves will be responsible for administering the RR.

b. Individuals in the RR may be required to provide information to the Registrar of Reserves in accordance with the requirements laid down in the Annual Reporting Certificate issued annually by JPA.

15105. Eligibility for Service in the RR

To be eligible for entry into the RR a Rating or Other Rank must satisfy the following conditions:

a. Is medically and dentally fit for recall. (Personnel are required to be MFD; however, those in a reduced category may exceptionally be considered by NSMBOS SE SO1 in consultation with NPT(Res)).

b. Female Ratings or Other Ranks leaving the Regular service on or after 1 April 1997 who have not served under the post-1 April 1997 terms may elect irrevocably to be subject to call-out under RFA 96, including the changes made to the call-out powers by Section 45 of the Defence Reform Act 2014; they will also have to apply to enrol in the RFR(NC).

15106. Country of Residence or Temporary Residence Abroad

Temporary or permanent residence overseas does not in itself exempt Ratings and Other Ranks of the RR from their liability for recall, however, such personnel will not normally be amongst the first to be recalled for service.
15107. Leaving the RR

a. **Age for Leaving.** Members of the RR who are liable to recall under RFA 96 will leave the RR not later than the age of 55 years. Those liable to recall under RFA80 s30 will, in theory, remain on the list for life. However, in practice it is unlikely that they will be recalled for service after the age of 55.

b. **Leaving at the End of Liability.** At the end of his/her period of liability (that is, 6 years after leaving Regular service or at age 55 if sooner) a Rating/Other Rank liable to recall under RFA96 will be entitled to leave provided he/she is not at that time recalled for permanent service.

c. **Leaving to Join Alternative Service.** If an individual joins, or re-joins, one of the regular armed services, including the armed services of another country, or the volunteer reserves, his/her recall liability under RFA 96 (and that under RFA 80 s30) will be exempted for the duration of that service. This does not apply to those joining the Cadet Forces (the Sea Cadet Corps, the Army Cadet Force, the Air Training Corps or the Combined Cadet Force) who will retain their liability for recall as members of the Recall Reserve. The 6-year period specified in RFA 96 will continue to run in each case.

d. **Removal for Misconduct**

   (1) Any Rating or Other Rank who may so misconduct him/herself as to bring discredit on the RR will be liable to be removed from the RR.

   (2) Ratings/Other Ranks committed to prison by the Civil Power are, as a general rule, to be removed from the RR as from the date of conviction.

15108. **Rating or Rank to be Held**

A member of the RR recalled to the RN or RM will join in the Rank or Rate he/she held on discharge from Regular Service.

15109. **Length of Recalled Service**

a. A Reservist recalled for service under RFA 80 s.30 can be required under that section to serve until the recall order under which he/she was recalled is revoked. However, that liability is relaxed by this regulation (made under RFA 96 s.73) so that no-one will normally be required to serve beyond the age of 55.

b. When a Reservist is recalled under RFA 96 s.68, the maximum obligatory duration of continuous service permitted is 3 years, which can be extended by Order of Her Majesty to 5 years. The same limit applies to the maximum length of obligatory aggregated service, counting the current period of permanent service and any permanent service after call-out or recall in the previous 6 years.

c. Successive voluntary extensions of 12 months recalled service are permitted, providing the conditions of RFA 96 s.69 are met.
15110. Appointments Whilst on Recalled Service

A Rating or Other Rank who has been called out and is on permanent service will be placed under the command of such Officers as the Defence Council or an Authorised Officer may direct and may be attached to any body or unit of Her Majesty's Armed Forces. They may also, without their consent, be assigned to any Naval or Marine body or unit by order of the Defence Council or an Authorised Officer (RFA 96 s.20).

15111. Length of Recall Liability

a. The liability under RFA 80 s.30 is to age 55.

b. Liability to recall under RFA 96 ends at the age of 55, or 6 years after leaving the RN or RM, whichever is the sooner. However, an individual's obligatory or extended permanent service after recall may continue beyond then. Recall liability is superseded by the call-out liability resulting from membership of a Reserve Force, but the 6 years continues to run during that time. Those leaving the RN or RM will thus typically serve 3 years in the RFR, and then have 3 years subject to recall.

15112. Training

There is no training requirement under RFA 80 or RFA 96 for those liable to recall.

15113. Recall Regulations

a. When members of the RR are recalled to service, whether on a voluntary or on a compulsory basis, the NPT will serve on each Reservist a Recall Notice. The issue of a formal Recall Notice is a requirement of both RFA 80 s.35 A and RFA 96 s.68; it will be issued to all Reservists whether they are subject to RFA 80 or to RFA 96. The Notice will state:

  1. The legal provision under which the Reservist is recalled;
  2. The time at which the Reservist is to report for service; and
  3. The place at which the Reservist is to report for service. This may be direct to his/her war or crisis billet (a dormant draft) or to the Mobilisation Centre, or anywhere else as required. The Notice will also require the Reservist to remain there until informed that he/she is or is not accepted into service.

b. An individual's liability to report for service on recall is triggered by the serving of a Recall Notice. It will thus be the normal practice for the appropriate authority in the NPT to issue notices. In special circumstances, however, individuals who could be served with a Recall Notice may instead be invited by other means (e.g. broadcast announcement) to report and, if they do so, they may be accepted into permanent service (see Para 15114). They will not, however, be under any liability to punishment if they fail to respond to such an invitation.
c. A Recall Notice may be served by delivering it to the person concerned, or by leaving it at or sending it by post to his/her last known address. If the notice is delivered to that address by 'Royal Mail Signed For’ in the UK it is deemed to have been served. Recall Notices will usually be dispatched by NPT Reserves by signed for post.
d. A Recall Notice may be varied or revoked by a further notice in the specified form.

15114. Acceptance into Service

a. Section 71(2) of RFA 96 and Section 36 of RFA 80 require an individual who has been recalled and accepted into permanent service to be informed of this fact. It is convenient to inform the individual at the same time that they are subject to Service Law.

b. Those individuals reporting to a Centre without a Recall Notice (section 71(5)) will also fall under this regulation (see also Para 15115.sub para a).

c. A form in the format of JPA Form C018 should be used by the Authorised Officer to inform individuals or groups of their acceptance. The individual is to countersign the form, which should be retained in the individual’s NPT(Res) Personnel File. The Authorised Officer is to ensure this occurs.

d. A written record of the notice is to be retained in the individual’s NPT(Res) Personnel File. The Authorised Officer is to ensure this occurs.

15115. Non-acceptance into Service

a. There is no requirement to accept into permanent service everyone who reports in response to a Recall Notice. RFA 96 s. 71(3) and RFA 80 s.30 provide that if an Authorised Officer decides not to accept an individual, he/she shall inform him/her of that fact.

b. The purpose of this is to signal unambiguously that the individual is free to leave the Centre. For the avoidance of doubt, the individual should always be given written notice using a form in the format of JPA Form C019, which should be retained in the individual’s NPT(Res) Personnel File. The Authorised Officer is to ensure this occurs.

c. The Authorised Officer is normally to inform the individual why he/she has not been accepted into service. Possible reasons would be in response to a justified request by the individual, because of failure to meet the required standards or because all suitable vacancies have been filled.

15116. Exemption from Service

A Reservist who reports for service as a result of a Recall Notice may apply, or may have applied, for exemption from, or deferral or revocation of, recall. A Reservist's employer may also apply, or may have already applied, for the individual to be exempted or for the recall to be deferred or revoked. Procedures in connection with these applications for exemption from Service are set out in JSP 753, Part 2, Chapter 2.
15117. Reporting for Service without a Recall Notice

Should a Reservist present him/herself for service to an Authorised Officer even though he/she has not been served with a Recall Notice, he/she may be accepted into service (RFA 96 s.71(5) and RFA 80 s.36). The appropriate procedures at Para 15114 are to be followed. The Reservist may, however, change his/her mind at any time before formal acceptance into service.

15118. Earlier Effective Date of Entry into Service

a. By virtue of RFA 96 s.72(3), provision may be made to allow a person to be treated as if they had been accepted into service on a date earlier than that on which they were actually accepted.

b. The application of this regulation is to be taken into account in calculations made to determine when the person is to be released under RFA 96 s.69.

c. Any person who has been delayed in presenting him/herself for acceptance into service must demonstrate clearly that the delay was through no fault of their own.

d. When considering reasons for delay due regard must be given to the effects of RFA 96 s.70(7) and 71(5).

15119. Extension of Recalled Service

a. Section 69(3) of the Reserve Forces Act 1996 requires that a written agreement from a Reservist is needed if he/she consents to an extension of his/her current period of service.

b. The agreement will provide for an extension of his/her service for a period not exceeding 12 months.

c. The extension will commence either:

(1) on the day following that on which he/she would have been entitled to be released under 69(2) by virtue of his/her service under the order made under s68; or

(2) when his/her service under the order and any other relevant service, in aggregate, exceeds 3 years; or

(3) on the day following that on which any existing agreement under this section ceases.
15120. Release from Recalled Service

a. By virtue of RFA 96 s. 72(2), a person who is in permanent service following the issue of a recall order is to be discharged from permanent service with all convenient speed, when either he/she is no longer required for recalled service or, if not already discharged, when:

1. their current and any relevant service (as defined in RFA 96 s.69(8)), exceed three years (RFA 96 s.69(2) (or five years if an order under s.69(6) is in force) unless he/she has consented to an extension under s. 69(3); or
2. an order is made under RFA 96 s. 68(8) revoking the recall order which authorised the individual's recall; or
3. it has been determined that the individual is entitled to be discharged from service following an application for exemption under RFA 96 s.79.

b. The entitlement to be discharged "with all convenient speed" means that the necessary administrative procedures are to be carried out with the means, and in a manner, that avoids any unreasonable delay in the discharge procedure which would allow an individual to make a complaint through the normal service procedures.

c. Attention is drawn to RFA 96 s. 72(5) which provides that a person will not be released or discharged while he/she is liable to be proceeded against for an offence under Service Law.

d. On discharge from service a formal demobilisation routine is to be followed. A mobilised Reservist will receive notice of his/her discharge date through an Assignment Order.

e. When the demobilisation routine has been completed, the Reservist is to be given a Certificate of Discharge which should be retained in the individuals’ NPT(Res) Personnel File. The Authorised Officer is to ensure this occurs.

15121. Exemption from, or Relaxation of, Liability for Recall

a. RFA 96 s.73, allows for the exemption or relaxation of liability to recall. The exemption or relaxation could be of either a temporary or permanent nature and applied to either individuals or groups.

b. It is a power which is exercised by the Services when specified circumstances arise and is distinct for RFA 96 s.79 which allows the individual to apply for exemption from recall.

c. This regulation allows for relaxation or exemption of liability over a range of circumstances. Examples of such circumstances are compassionate grounds (or other personal or personnel grounds so specified) and employment in occupations which, by their content, characteristics and or position in the community, affects the occupant’s liability to recall. See JSP 753 for further details.
## CHAPTER 152

**NAVAL CADET FORCES**

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CHAPTER 152

NAVAL CADET FORCES

15201. Naval Cadet Forces

The MOD-sponsored Naval Cadet Forces aim to provide a challenging and stimulating contemporary ‘cadet experience’ that develops and inspires young people within a safe environment.

15202. Regulations

Detailed regulations for the administration of MOD sponsored Naval Cadet Forces are contained in the following publications:

a. JSP 814 - Policy and Regulations for MOD Sponsored Cadet Forces.


c. JSP 313 - RN Supplement.

d. Sea Cadet Regulations.

e. Volunteer Cadet Corps Regulations (VCCRs).

15203. Sea Cadet Corps (SCC)

a. The SCC is a voluntary nautical youth organisation that is administered by the Marine Society and Sea Cadets (MSSC) and is governed by charity law and its own regulations plus a Memorandum of Understanding (MOU) with the MoD. The MSSC is the governing body of the SCC. Each Sea Cadet Unit is a registered charity and is a member of the Corps by virtue of its affiliation to the MSSC. Detailed regulations for the running of the SCC are contained in the MOU, JSP 814 and SCRs.

b. The SCC is defined as those properly constituted maritime cadet units, which conform to the policies of the Sea Cadet Regulations, established by the MSSC and which are formally affiliated to it.

c. The MSSC is a Registered Charity; it is managed by an independent group of trustees. The objects of the MSSC, as set out in the governing instruments of the charity, are inter alia to promote the development of young people in achieving their physical, intellectual and social potential as individuals and as responsible citizens by the provision of education and leisure time activities using a nautical theme, to advance the education of seafarers, including members of the Sea Cadet Corps and to promote the customs and traditions of the Royal Navy (RN).

d. The MSSC meets its charitable objects by providing administration support, marketing, training resources, field management, financial management, supervision and health and safety guidance to the SCC. It promotes the development of young people in achieving their physical, intellectual and social potential as individuals and responsible citizens and takes individuals from all backgrounds and circumstances
15204. Volunteer Cadet Corps (VCC)

a. The VCC is a voluntary nautical youth organisation that is sponsored by the MOD and is under the command of Assistant Chief of Naval Staff (Training)/Flag Officer Sea Training (ACNS(T)/FOST) and is administered by Commander Core Naval Training and Recruitment (COMCORE).

b. The VCC operates in accordance with JSP 814 and VCRs. Sponsorship, funding, access to training facilities and estates, and other support from the MOD is provided in accordance with the Memorandum of Agreement for the Support of the Volunteer Cadet Corps.

c. The VCC aim is to provide opportunities for young people to develop into responsible, dependable and useful members of society, employing the traditions and practices of the Naval Service as the basis for their activities.

d. Detailed regulations for the administration of the VCC are contained within JSP 814 and VCC Volunteer Cadet Corps Regulations (VCRs).

15205. The Combined Cadet Force (CCF RN-RM)

a. The CCF RN-RM is a youth organisation which is part of an educational partnership between the DfE, schools and the MOD. Governance of the CCF RN-RM is delivered through a bilateral agreement between COMCORE and Army Regional Command (RC).

b. CCF RN-RM is under Operational Command (OPCOM) of COMCORE and Operational Control (OPCON) is delivered by Army RC. As such Army RC may task RN CCF to deliver priorities and provide the best experience for CCF cadets and Adult Volunteers, increasing efficiency and effectiveness. This will include the need to meet direction from MOD, RN and Army chains of command. RC will have authority over how the RN syllabus is delivered.

c. The aim of CCF RN-RM is to offer young people a broad range of challenging exciting, adventurous and educational activities to enable development of personal responsibility, leadership and self-discipline. Afloat training is the defining activity of the Naval Cadet Forces. The Royal Navy proficiency syllabus bases its training emphasis on leadership, afloat activities and adventurous training.

d. Detailed regulations for the administration of the CCF RN-RM are contained with JSP 814 and JSP 313, including the RN Supplement.

15206. Status of SCC and CCF RN-RM Officers

SCC and CCF RN-RM officers, formerly of List 8 of the RNR and RMR, are members of the SCC and CCF List. Members of this list have honorary RNR and RMR status only, they are not considered to be members of a Reserve Force as defined by RFA 96. They do not hold commissions in the RNR and RMR and have no RNR or RMR training commitment or recall/call out liability. Officers are authorised to wear Naval uniform in accordance with BRd 3(1) Part 6, notably Chapters 38 and 39 or as amended by SCRs. SCC and CCF RN-RM officers are included in the Navy List.
15207. Status of VCC Officers

VCC officers do not have honorary RNR or RMR status. VCC officers are not members of a Reserve Force as defined by RFA 96. They do not hold commissions in the RNR or RMR and have no RNR or RMR training commitment or recall/call out liability. Officers are authorised to wear Naval uniform in accordance with BRd 3(1) Part 6, notably Chapters 38 and 39 or as amended by VCRs. VCC officers are not included in the Navy List.

15208. Cadet Forces Commission (CFC)

a. Officers of the SCC, VCC and CCF RN-RM, following successful completion of individual SCC, VCC, and CCF RN-RM training/development programmes, are appointed to a Cadet Forces Commission as approved by the Sovereign.

b. SCC, VCC and CCF RN-RM Commissioned officers are not members of the regular or Reserve Armed Forces of the Crown or subject to the Armed Forces Act when on duty.

c. SCC, VCC and CCF RN-RM Cadet Forces Commissioned officers are entitled to wear military uniform and rank appropriate to the RN and RM in accordance with SCC, VCC and CCF RN-RM dress regulations, and are to be accorded by members of the Armed Forces and others, the appropriate respect and privileges appertaining to that rank when undertaking training and volunteer related activities in uniform.

d. SCC, VCC and CCF RN-RM Cadet Forces Commissioned officers will have authority over more junior ranking Cadet Force Adult Volunteers (CFAVs) and Cadets when undertaking cadet activities.

e. The Cadet Forces Commission does not qualify for any post nominals by virtue of the commission.

f. SCC, VCC and CCF RN-RM officers who transfer from RN to RM or RM to RN will retain their existing Cadet Forces Commission and will not be entitled to a second Cadet Forces Commission.

g. Applications or Cadet Forces Commission will be administered through COMCORE by SCC, VCC and CCF RN-RM Cadet Headquarters through submission to Defence Business Services (DBS) People Services of officers of each respective Naval Cadet Force who have qualified for the appointment of a Cadet Forces Commission.

15209. Naval and Marine Reserve Forces

Regulations, processes and guidance on Naval Reserves are at BRd 3(2).