CHAPTER 2

ESTABLISHMENT ADMINISTRATION

CONTENTS

Para
0201. Introduction
0202. Governance
0203. JPA Establishments
0204. Policy

ANNEXES

Annex 2A  Illustrative Structures for MTM and UTS in Organisations and Positions
Annex 2B  Position Categories and Organisation Status
Annex 2C  JPA Organisation Hierarchies
Annex 2D  Planned Augmentation and Establishment Administration
Annex 2E  Detailed Establishment Amendment Process
Annex 2F  Establishment Policy Specific to Ships and Submarines
PART 2

CHAPTER 2

ESTABLISHMENT ADMINISTRATION

0201. Introduction

a. References

   (1) JSP 462 Financial Management Policy Manual (Chapters 5 and 7).

   (2) JSP 755 Tri-Service Positions & Assignments – Instructions.

b. Purpose. The purpose of this Part of BR 3 - Establishment Administration - is to give guidance and direction for maintaining and making changes to JPA Establishments containing Naval Service manpower. The Establishment for a ship, unit, or other organisation shows the detail of its authorised and endorsed demand for manpower.

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

0202. Governance

a. Authority

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

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

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

(1) **Senior Posts.** The PPO Organisation is at Chapter 1 Para 0102.

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

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

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

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

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

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

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

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

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

![Diagram of an Establishment](image)

- **Unit: 42 Cdo RM**
  - Organisation: 42 CDO RM
    - Position: CO|1123446
    - Position: CDO 2IC|1123454

- **Organisation: 42 CDO RM - COMD COY**
  - Position: OCCMDCOY|1366609
  - Position: CMDCOYCSM|1366614

- **Organisation: 42 CDO RM - LOG COY**
  - Position: LOGCOYCOMD|1368334
  - Position: LOGCOYCSM|1368335 etc

**Notes:**

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

b. JPA Positions

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

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

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

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

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

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

(8) **Crisis Augmentation & Donor Positions.** Crisis Augmentation Positions are only activated for a specific period and for a specific reason, i.e. a ‘crisis’. Donor Positions are Enduring Positions that have been identified in advance as being suitable for providing personnel to fill the activated Crisis Positions. Some of these Donor Positions are designated as Dual Positions and in this case the incumbent is linked to a specific Crisis Position. These processes are explained further under the section in this Part on Policy and, as with all augmentation issues, the ACMP staff has the lead. Mobilisation policy is covered in JSP 753; Naval Force Generation, Augmentation and Crisis Management are expanded upon in Chapter 59.
(9) **Manning & Training Margin (MTM) and Untrained Strength (UTS) Pool Positions.** Within JPA there are a large number of MTM and UTS pool Positions that are used for assigning personnel who are temporarily unavailable for normal duties (common reasons for assignment to the MTM are that the individual is unwell, on a training course or on post operational leave). The PPO policy on MTM and UTS Positions is to strike a balance between having sufficient to support customer business needs without Establishment administration becoming unwieldy; thus the Establishment team will authorise the minimum necessary. Illustrative structures for margin activity organisations and positions are at Annex 2A. A more detailed explanation of MTM Positions and how they are managed is at Part 3 Annex 3B.

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

(11) **Liability Substitution (LS).** An LS is an enduring Position that is formally gapped within the employing TLB's Establishment in order to create a Temporary Position of between 3-12 months duration. An LS underpins the structural sustainability of the supplying Branch and ensures liability within the TLB remains in balance.

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

c. **JPA Positions and Organisations.** JPA Positions are tagged with the Position Category (sometimes referred to as Role) in which they are to be filled. A Position may have multiple categories and for a Position to be active it must have a category that matches the current status of its parent Organisation and have a valid EIT status. The Organisation will only ever have one status active at any time (eg. a ship under construction (Manned) will be in the 'Z' Role) and this will determine which of the positions within that Organisation require filling. Position Categories used by the Naval Service are shown at Annex 2B.

d. **JPA Organisations – Hierarchies and Workflows.** When creating a JPA organisation for the first time, or moving a JPA organisation, the following JPA functions need to be set up:
(1) **Command and Administration Hierarchies.** The Command Hierarchy shows where a JPA organisation features in the chain of command, whereas the Administration Hierarchy facilitates a number of administration support functions for a unit’s personnel. The Command and Administration Hierarchies are set up by the Establishment Administrator. These Hierarchies are explained in more detail at Annex 2C.

(2) **Organisation Workflows.** These are essential to the administrative functioning of an organisation and should be set up by the UEA, although the Establishment Administrator can also view and amend this data. Organisation workflows include those for the Unit Personnel Office (UPO), the medical facility, the UEA and the Commanding Officer. The latter workflow facilitates the organisation’s appraisal process.

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

**0204. Policy**

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

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

(1) **Funding.** Demands for NS manpower must be financially supported and, when requests are made to increase the requirement for Naval manpower, evidence of budgetary provision must be given.

(2) **Structural Impact.** The PPO must ensure that proposed Establishment changes do not place unmanageable stress on branch structures and that the affected specialisations remain controlled and sustainable.
(a) **Sustainability.** A sustainable Branch will normally have a broad base at the junior level and this will narrow at each higher rank. An unsustainable Branch does not allow the PPO to grow sufficient quantities of the required manpower at each level and it will not offer an acceptable career for those personnel within the Branch.

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

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

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

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

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

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

(3) **Liability Control.** The PPO has a manning ceiling, authorised annually by the Defence Board, covering the total liability for Naval Service manpower. To remain within the agreed liability, the PPO must be provided with a CR to offset the creation of new posts or a LS to stand up temporary posts. Further detail on the use of a CR or LS is given at Annex 2E.

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

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

(2) **Major Change.** A major change is any change that alters Liability, rank/rate, the Branch/Specialisation of a Position, or the organisation of Establishments. Before embarking on any major change, TLB Manpower Coordinators are encouraged to contact the relevant BM/CM to discuss the feasibility of the changes. For major reorganisation changes, a visit to the PPO Establishment Administration staff is strongly encouraged.

(3) **Minor Change.** Simple amendments that do not alter Liability or funding do not require full staffing; an e-mail outlining the requested change will suffice. Examples in this category are changing a Position name or supporting remarks.

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

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

ILLUSTRATIVE STRUCTURE FOR MTM AND UTS IN ORGANISATIONS AND POSITIONS

Fig 2A-1. Generic Example of Training Establishment MTM and UTS Structure

Key to Illustrations:

- JPA Organisation
- JPA Pool Position
Fig 2A-2. Generic Example of Ship Establishment UTS Structure

Note. Unlike shore establishments, UTS positions in Ships/SMs are not pool positions.
Fig 2A-3. Generic Example of Naval Base Establishment MTM Structure

MTM DRAKE
- MA4 MATERNITY
  - MA4A MATERNITY LEAVE ORDINARY
  - MA4B MATERNITY LEAVE ADDITIONAL
  - MA4C PATERNAL LEAVE DRAKE
  - MA4D ADOPTION LEAVE ORDINARY
  - MA4E ADOPTION LEAVE ADDITIONAL
- MA5 TERMINAL DRAKE
- MA6 SHORT PROJECT/STUDY
- MA6B MEDICAL DRAKE
- MA6C DISCIPLINE CASE PENDING

MTM DRAKE AUGMENTATION
- MA6A AVOIDING ASSIGNMENT DRAKE
- MA6B WELFARE DRAKE
- MA6C CAREER BREAK DRAKE

MTM DRAKE NA7 MEDICAL
- NA7A MEDICAL DRAKE
- NA7B UNPAID LEAVE DRAKE
- MA11A UNPAID LEAVE DRAKE
- MA12 AWOL DRAKE

MTM DRAKE NA11 UNPAID LEAVE
- MA11A UNPAID LEAVE DRAKE
- MA12 AWOL DRAKE
ANNEX 2B

POSITION CATEGORY AND ORGANISATION STATUS

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

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

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

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

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

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

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

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

3. **In Upkeep**
   a. For Ships/SM's approaching an Upkeep Period, the Establishment Team will normally set the S Status to commence at the Upkeep Period Start Date (UPSD), and the B Status Date to re-commence at Fleet Date (as advised by Navy Command Upkeep Support - NAVY SSM-SS E SUPPORT SO2).
   
   b. Career Managers will be informed of these dates by CNPers ManOps' monthly Rolling Brief.
   
   c. Once the Ship/SM's Upkeep Schedule is known, any required changes to On Stream Lead Times (OSLTs), in order to safely meet the prescribed SARC process and equipment STW prior to SSMOB date should be forwarded by the Unit to Navy RP for approval before being actioned on JPA by the Establishment Team.
   
   d. A typical manning profiles for a Ship in refit is illustrated in the figure below:

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

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

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

JPA ORGANISATIONAL HIERARCHIES

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

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

   Fig 2C-1. Command Hierarchy Linking JPA Organisation in MWS Collingwood

   ![Command Hierarchy Diagram]

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

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

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

Fig 2C-2. Administration Hierarchy for HMS Excellent

![Diagram of Administration Hierarchy]

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

4. Unit Position Lists (UPL)

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

PLANNED AUGMENTATION AND ESTABLISHMENT ADMINISTRATION

1. Introduction

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

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

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

2. Position Categories and Planned Augmentation

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

<table>
<thead>
<tr>
<th>Position Category</th>
<th>Meaning</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>SHORE Position required in peace but not crisis.</td>
<td>These are Donor Positions for Planned Augmentation.</td>
</tr>
<tr>
<td>PO</td>
<td>SHORE Position required in Peace and in Crisis.</td>
<td>Incumbents are not earmarked as Planned Augmentation donors.</td>
</tr>
<tr>
<td>BO</td>
<td>SEA Position required in Peace and in Crisis.</td>
<td>Used for ships and front line RM and aviation units.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Also used for temporary crisis Augmentation eg. TELIC &amp; HERRICK.</td>
</tr>
<tr>
<td>M</td>
<td>Crisis Position inactive during Peace but activated during Crisis.</td>
<td>Used for enduring crisis Augmentation that requires widespread activation of FLEET operational units.</td>
</tr>
</tbody>
</table>
b. **Donor Positions.** Incumbents of P Positions are at 30 days Notice to Move (NTM) for Planned Augmentation purposes. Some of the P Positions are further annotated as being either an ‘A Donor’ or ‘Dual Donor’.

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

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

### 3. Establishment Changes and Planned Augmentation

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

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

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

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

d. **Deleting a Dual Donor Position.** A Dual Donor Position must be replaced before it can be deleted. The creation of a new Donor Position requires careful negotiation and in the first instance the TLB wishing to delete the Dual Donor will be asked to find its replacement. Should it not be possible to find a replacement from any TLB, then the deletion proposal will be rejected.
e. Creating a New M Donor Position with Dual Donor Linkage. Once ACMP staff confirm the requirement for a new M Category Position linked to a specific Dual Donor Position then negotiations will take place to find a suitable Dual Donor. If a Dual Donor is found, then the new M Category Position will be created; if one cannot be found then the new M Category Position will be rejected or will be created without Dual Donor Linkage.
ANNEX 2E

DETAILED ESTABLISHMENT AMENDMENT PROCESS

1. Introduction

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

2. Establishment Amendment Background

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

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

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

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

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

   **Note.** It is the responsibility of the employing TLB to identify the CR which will be used to create the new requirement. Proposals to create permanent liability positions without a valid CR or endorsed ABC uplift will not be authorised and sponsors should engage with 2* Liability Change Committee points of contact in accordance with RNTM 01-034/18.

b. **Temporary Positions.** Temporary Positions are posts created for a specific purpose of between 3 months and one full assignment. Requests for temporary positions of longer than one full assignment will be rejected. Temporary positions do not count towards liability and, as a consequence, do not drive recruiting and promotion targets. In the current manning situation they can usually only be filled by gapping a liability driving position elsewhere, which is clearly undesirable. Temporary positions cannot be used as a means of masking a genuine enduring requirement and the PPO will pay close scrutiny to all requests.
(1) In order to stand up a Temporary Position, it is the responsibility of the employing TLB to identify a Liability Substitution (LS), which is the Gap that will be tied to the Temporary Position for the duration of the requirement. The LS will continue to underpin sustainability of the supplying Branch. Prior to the assignment being completed, the employing TLB should conduct a formal review of the requirement for the Temporary Position and the LS. When the position has end dated it will become invalid, will be removed from JPA and the LS position returned to the respective Career Manager. If as part of the review the position is viewed as enduring rather than temporary (greater than one full assignment), the TLB will need to provide a CR so that an enduring liability driving post can be created.

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

   (a) Has been gapped to stand up the NLD position, or
   
   (b) Through forecast, is unable to be filled by the CM during the forthcoming length of assignment requested.

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

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

4. **Establishment Supplementary Positions Policy**

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

   a. **RN SUPP.** RN SUPP positions are used for the sole purpose of providing sustainable branch structures and are not to be used as a means of addressing Unit Position List (UPL) or Whole Ship Watch and Station Bill shortfalls. Similarly, CMs should only fill SUPP positions on the basis that the individual is conducting branch/career specific training. Use for any other purpose requires the approval of Navy Establishments SO1; if required liaise with Navy Establishments SO2C (93832 8905). In addition, Units are not to retain an individual in a SUPP position once the intended branch/career specific training requirement has been achieved. Once the intended training requirement has been met, Unit staff should advise CMs accordingly. The CM should then re-assign the individual to fill a gapped enduring liability position within the same Unit, or elsewhere, or to a career/leadership course.
b. **RM SUPP.** RM SUPP positions are aligned to each RM sub-Unit for the sole purpose of transitioning personnel within Unit JPA architectures to onward assignments and are not to be used as a means of addressing manning/Unit Position List (UPL) shortfalls. Use for any other purpose requires the approval of Navy Establishments SO1; if required liaise with Navy Establishments SO2C (93832 8905). CMs should only fill a SUPP position when an individual is required to vacate a position in lieu of new arrival, but is required to remain within the existing Chain of Command.

5. **Type of Position**
   The type of SUPP position within JPA is dependent upon rank/rate and branch as outlined below.
   
   a. AB2 positions are to be pooled, multi-occupancy.
   
   b. All other ranked positions are to be single occupancy. However, in situations where handover periods are required, shared positions may be authorised by the PPO if suitable justification can be provided by Branch Managers (BM).
   
   c. RM positions, regardless of rank, are to be pooled and rank ranged.
   
   d. Positions attracting Recruitment & Retention Pay (RRP) are to be single occupancy unless BMs can demonstrate to PPA that all pooled personnel within the SUPP position qualify for RRP. If a requirement for RRP exists, BMs should submit full justification to PPA using policy detailed in JSP 754 Part 1 Section 6.

6. **Position Details**
   SUPP positions will be created using the following criteria:
   
   a. All positions are to be prefixed with SUPP, eg. **SUPP PWO1|1234567**.
   
   b. The JOB Value for all SUPP positions is to be **RN|Common|Supplementary**.
   
   c. All SUPP positions are to be correctly CM tagged.
   
   d. All SUPP positions are to be created as NLD and enduring (no end-date applied).
   
   e. SUPP positions shall only exist within Navy Command TLB (NC TLB) and not within other TLB Organisations.

7. **Establishment Amendment Detail**
   All proposed changes for JPA Positions and Organisations must be submitted using JPA Form JPA A001 (EAF), the latest version of which can be found in the JPA home page – JPA Forms.
   
   a. **Establishment Amendment Form (EAF).** The EAF has been designed to ensure that the following conditions are met:
      
      (1) An audit trail is in place and covers all associated authorisations (see below).
(2) Requested proposals contain the mandatory details required by JPA to make the changes.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Note. The JOB value for all single Service RN/RM Positions starts with RN
Examples are:

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

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

c. **JPA Competence.** These are the skills, competences or accomplishments allocated against a given Position to enable the incumbent to carry out their role. Requests to add competences may be referred to Capability Delivery Team (CDT) and Branch Manager's approval as the change may have Safety or Operational implications or may result in increased tasking on training schools and can restrict the number of personnel available to fill a post.

d. **General Billets (GBs).** The annotation of a GB competence to a Position enables that Position to be filled by personnel from more than one Specialisation. It allows more flexibility to CMs in filling the Position than if it were specified by the employer to one particular Specialisation. The task of filling the Position will be allocated to the specified CM, who may then pass it to other CMs if required. Not only will this reduce gapping levels within employment areas, but it will assist in balancing any gap or surplus that may exist. GBs are visible in JPA as competences and the following table shows those most commonly used.

<table>
<thead>
<tr>
<th>Competence</th>
<th>Definition</th>
<th>Rating Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB General Billet-Any Rating</td>
<td>Navy</td>
<td>Any Rating</td>
</tr>
<tr>
<td>GB General Billet-Any Submarine Rating</td>
<td>Navy</td>
<td>Any SM Rating</td>
</tr>
<tr>
<td>GB General Billet-Any Fleet Air Arm Rating</td>
<td>Navy</td>
<td>Any FAA Rating</td>
</tr>
<tr>
<td>GB May be Filled By Any Royal Marine</td>
<td>Navy</td>
<td>Any Royal Marine</td>
</tr>
<tr>
<td>GB Male Essential</td>
<td>Navy</td>
<td>Any Male Rating</td>
</tr>
<tr>
<td>GB Female Incumbent Essential</td>
<td>Navy</td>
<td>Position must be filled by Female Only</td>
</tr>
<tr>
<td>GB Female Incumbent Preferred</td>
<td>Navy</td>
<td>Position preferred to be filled by Female</td>
</tr>
</tbody>
</table>
e. **Recruitment and Retention Pay (RRP) Markers.** RRP Markers can be applied to specific Positions and approving their use depends on a number of factors, including that the post should only be filled by a person with the appropriate specialist qualification. Approval for the addition/removal of the RRP Markers to a Position must be given by the appropriate RRP authority before the Establishment Team will make the change in JPA.

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

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

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

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

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

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

   NAVY PERS-CM DACOS COORD SO2C on 93832 8836

j. **Loan/Secondment Positions.** All requests to create or amend a loan or a secondment position must have International Policy and Planning (IPP) approval as detailed in JSP 755 Chapter 4 and JSP 486.
k. **On-stream Lead-time.** A sea-going unit may be assigned a Status that requires a joining profile leading up to full B Status manning. Thus, in the Z, S and Q roles, a figure such as 0032 will mean that the Position concerned should be filled 32 weeks before the unit assumes the B Status. Changes to On-Stream Lead Times can impact on Liability and so full justification using a Change Proposal Form (CPF) and EAF is required when the request is made to Navy RP.

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

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

n. **Overlap.** Overlap indicates the handover period, in days. Where the field is blank in JPA then either the standard handover period of 4 days applies or there is no handover period. Career Manager authorisation is required for any increase to the standard handover period as this inevitably leaves a longer gap elsewhere.

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

ESTABLISHMENT POLICY SPECIFIC TO SHIPS AND SUBMARINES

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

2. The Manning Process

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

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

3. The Quarter Bill (QB)

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

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

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

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

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

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

5. Accommodation Margin

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

b. For each new project build IPT will use the Establishment, calculating in other factors as detailed in the Accommodation Margin Elements (see para 6), to find the accommodation requirement for the platform. The additional requirement for bunks is given by the Accommodation Margin and the total accommodation requirement is therefore driven by the Establishment plus the Accommodation Margin.
6. Accommodation Margin Elements

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

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

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

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

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