CHAPTER 9
RATINGS AND OTHER RANKS SELECTION PROCESS

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CHAPTER 9

RATINGS AND OTHER RANKS SELECTION PROCESSES

SECTION 1 - RATINGS AND OTHER RANKS SELECTION INTERVIEW

0901. Ratings and Other Ranks Selection Interview

a. All ratings and other ranks candidates for regular service and Maritime Reserves are to be interviewed by a qualified CA. The purpose of this Selection Interview is to assess the candidates’ suitability for service, their Branch of Preference (BOP) and that they are ready to start training. The interview is BOP specific and any change of BOP before entry must be followed by a new selection interview for that branch. Re-entries (trained, part trained and untrained) and transfers from other services are also to be interviewed. The selection interview is normally conducted in an AFCO and the CA’s decision is final.

b. The interview lasts for approximately 45 mins to 1 hour and is semi-structured, covering the candidates’ home background, education, work record, spare time activities and motivation for joining the service and their BOP.

c. On completion of the interview, the CA will calculate the Selection Score for the Candidate based upon the following areas; Personal Situation, Teamwork, Physical Resilience, Mental Resilience, Discipline and Trustworthiness and Development/Motivation.

d. The Candidate is told face-to-face the outcome of the interview and subsequent actions required. This is completed by the CA who conducted the interview.

e. There are 3 possible outcomes from the interview which are as follows:

(1) **Successful.** Candidates who are successful are moved forward to the next stage. An update interview is required for all successful candidates at 6 monthly intervals, or when required, through to entry. See [sub para 1](#).

(2) **Not Suitable at Interview (Reject).** Candidates who are deemed unsuitable for Naval Service and who are very unlikely to become suitable in the future.

(3) **Not Suitable at Interview (User Defined Time Period).** Candidates who are unsuitable at the moment, but are likely to become suitable within 12 months. The amount of time before the candidate is re-interviewed is decided by the CA. An update interview is then conducted, Selection Score assessed, and suitability decision made.
f. Post interview, the CA produces the Interview Report (AFCO Form 101). This form contains all the information required by the NETE PSOs to assess eligibility to change branch during Phase 1 of training. It contains all the evidence gained during the selection interview and is used to produce the Selection Score. It also contains an “Interviewers General Impression” which details the CAs selection decision. The content and layout of the AFCO Form 101 is determined by RNCR in conjunction with NETE PSOs. Candidates who change branch before entry must be fully re-interviewed and a new AFCO Form 101 produced.

g. Selection Interviews for re-entries, branch transfers and the Maritime Reserves are based on the standard selection interview but are amended to deal with the different requirements and circumstances.

h. Conduct. Selection Interviews for Ratings and Other Ranks are only to be conducted by qualified Careers Advisers at authorised locations. Reference: ROM Ch 7 - Ratings and other Ranks Selection Interview contains instructions on the conduct and marking of these interviews.

i. Update Interviews

(1) NSI. If following an unsuccessful outcome at the initial selection interview the CA identifies potential to meet the required standard the candidate is to be re-interviewed at a later date decided by the CA. During this re-interview the CA is to concentrate on all areas of concern raised previously. Once the interview is complete the same method of scoring is to be used across all competencies.

(2) Routine Update Interviews. Routine 6 monthly updates are to concentrate only on the mandatory information required in the AFCO Form 101. The required narrative is to record only changes or new information.

(3) Final Update Interviews. The aim of the Final update is to ensure that the mandatory information required by the NETE is up to date and current prior to the candidate commencing their training.

(4) Other Occasions for Update Interviews. Any changes in the candidate’s situation, or failure at any further selection serial including PRMC, PED, Audition, Boards or PRNC. This does not include failure at medical, PJFT or SC where a comment in the journal will suffice.

0902. Competences Assessed in Ratings and Other Ranks Selection Interview and Selection Scores Awarded

The full matrix for assessing the Selection Score is available from the Royal Navy Centre of Recruiting website:

http://defenceintrtranet.diif.r.mil.uk/Organisations/Orgs/Navy/Organisations/Orgs/FOST/COMINTRMT/Pages/CaptainNavalRecruiting(CNR)RoyalNavalCentreofRecruiting(RNCR).aspx
0903. **Selection Scoring Rules**

a. With a maximum of 6 per competence, total = 36.

b. Pass score for all branches = 21.

c. A Selection Score of 1 or 2 in any competence is considered a failure, apart from a 2 in either ‘Personal Situation’ or ‘Mental Resilience’, but not both.
SECTION 2 - RATINGS AND OTHER RANKS SPECIALIST SELECTION PROCESSES

0904. Naval Airman Aircrewman (NA(ACMN))

a. Eligibility criteria for NA(ACMN) are at Para 0759.

b. A return of service of 3 years will apply on completion of Operational Conversion Unit Training.

c. On completion of PJFT, NA (ACMN) are to complete additional specialist testing (CBAT) as per ROM Ch 12.

d. Candidates who fail CBAT or are PMU Aircrew are to be contacted by the AFCO and career counselled with a view to either BOP change, CBAT re-sit or withdrawal. For those candidates assessed as PMU Aircrew and who elect to change BOP, the AFCO is to contact CNR SO3 MM to confirm that the candidate remains fit for the alternative BOP and that medical issues have not been exposed during the Aircrew medical that would make them unfit for that branch.

e. A candidate who fails CBAT may re-sit providing they remain eligible in all other respects. There must be an interval of at least 12 months, which applies to those seeking to improve their grade as well as failures and candidates will only be permitted to take the tests twice.

f. Rejection or Withdrawal of any Aircrew candidate post PJFT, but prior to Specialist Medical, must be notified to OES and CNR RP immediately.

g. AFCO staffs are reminded that there can be significant delays in undertaking the Aircrewman specialist testing and should take this into account when processing candidates to meet known entry dates. Additionally, they should manage candidates’ expectations with regard to the timescales for entry and possibility of failure at CBAT, selection and medical.

0905. RM Band Service - Auditions

a. Auditions are held annually and RMSM will inform CNR of the dates. The RMSM audition lasts from PM on the Monday and completes PM Thursday or AM Friday. The audition consists of a comprehensive musical audition, a dental examination, fitness profiles, tests and a personal interview.

b. The dates of the auditions and administration procedure will be issued by CNR as an RGM.

c. The recruiting process for RMBS is contained in the Specialist Selection ROM.

0906. Naval Nurse Selection Boards - Naval Nurse (Student)

a. Student NN Boards are held in Portsmouth. Dates of Boards and administration procedure will be published by CNR as an RGM.
b. **Eligibility Standards.** Educational eligibility standards are at Para 0750.

c. The recruiting process for Naval Nurse (Student) is contained in ROM Ch 12 - Specialist Selection.

0907. **Naval Nurse Selection Boards - Naval Nurse (Qualified)**

a. NN (Q) Boards are held in Portsmouth. Dates of Boards and administration procedure will be published by CNR as a RGM.

b. **Eligibility Standards.** Educational eligibility standards are at Para 0750.

c. The recruiting process for Naval Nurse (Qualified) is contained in ROM Ch 12 - Specialist Selection.

0908. **Diving Assessments**

a. **Aim.** The aim of the 2½ day (3 night) course is to show potential Divers where and how Naval diving training is conducted and, by undertaking exercises, including diving, give some exposure to the physical demands of Diver training.

b. The Assessment will take place at the Defence Diving School, Horsea Island, Portsmouth. Course dates and other practical arrangements will be promulgated by RGM. The maximum number of candidates for each course is 12.

c. The administration process for Diving Assessments is contained in ROM Ch 12 - Specialist Selection.

d. Grading is conducted by a Specialist Board, comprising the Diving Officer and SMDI. The board issues candidates one of the following results:

<table>
<thead>
<tr>
<th>Result</th>
<th>Description</th>
<th>CNR action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good</td>
<td>Candidate passed all aspects of PDA and performed at a good level throughout. Pass valid for 1 year.</td>
<td>Load candidate onto next available intake.</td>
</tr>
<tr>
<td>Recommended</td>
<td>Candidate passed all aspects of PDA. Pass valid for 1 year.</td>
<td>Process candidate in normal course.</td>
</tr>
<tr>
<td>Not Ready</td>
<td>Candidate failed one or more of the assessed criteria, but passed the try dive(s).</td>
<td>Candidate to return to PDA in 6 months, following further preparation.</td>
</tr>
<tr>
<td>Not Recommended</td>
<td>Candidate failed the try dive(s) serial.</td>
<td>Candidate assessed as unsuitable for further RN diver training.</td>
</tr>
</tbody>
</table>
0909. Potential Royal Marines Course

a. All candidates for the RM are required to undertake the Potential Royal Marines Course (PRMC) at CTCRM. A successful pass at PRMC will remain extant for a period of 12 months. Trained re-entrants into the RM will not be required to pass a further PRMC.

b. Candidates who fail to reach the standard required but are considered worthy of a further attempt are to be rejected. It is essential that candidates who fail the PRMC, but are in this category, are to be encouraged to continue with their application. A candidate may only attend PRMC three times. However, further attempts may be considered but at the discretion of the CA/PRMC WO as this will be dependent on the reasons for failure.

c. For PRMC waiver rules for ex-RMO candidates, see Chapter 10, Para 1024, sub para d.

0910. PRMC Injuries

ACTION: AFCO STAFF. AFCO Staff should brief candidates that the MOD will only meet claims arising from accidents or injuries to candidates attending PRMC, if MOD is held to be negligent. MOD will not accept liability for claims which are not attributable to MOD negligence. Candidates should be strongly advised to purchase personal insurance to protect themselves against any accident or injury not attributable to MOD negligence or Act of God during the PRMC.

0911. Pre Royal Navy Course (Ratings)

a. All entrants into HMS RALEIGH must have attended the Pre Royal Navy Course (Ratings) (PRNC(R)) which is conducted at either RNAC(N) (MoD Caledonia) or RNAC(S) (HMS Collingwood). Achieving the required standards at PRNC(R) will remain extant for a period of 12 months. Trained re-entrants into the RN are not required to complete PRNC(R).

b. As ‘bid for’ candidates are allocated to an entry by CNR Ops RA, the RNAC will liaise with the candidate’s AFCO to agree a date for attendance which shall be no more than 6 months prior to their planned entry date. The RNAC will complete TAFMIS booking procedure and the AFCO will issue the joining letter.

c. In exceptional circumstances for training pipeline management purposes only attendance at PRNC(R) can be waived with the authority of both FOST TE PM SO1 and CNR OPS SO1. Candidates who will be under 18 years of age on entry cannot be waived attendance at PRNC(R).

d. The details of the PRNC(R) course content are provided in the candidates joining letter and a video of the course is available via the RN web site.

e. On completion of the course each candidate will be invited to:

(1) Continue. Having achieved the required standard at the RNFT run time and passed a swimming test.
(2) **Defer.** The candidate will be referred back to the AFCO to determine the deferral period although this will be a minimum of 3 months.

(3) **Withdraw.** The candidate will be directed to return to the AFCO for counselling and processing of their withdrawal of application.

f. A candidate who demonstrates the potential to meet the New Entry standard may be allowed to attempt PRNC(R) on 3 separate occasions. A third attempt is authorised for popeline management and in exceptional circumstances, at which point the candidate will become ineligible for entry if they fail to meet the required standard. After a period of 3 years the candidate may re-apply to join the RN.

g. On successful completion of PRNC, the AFCO is to post the Candidate’s medical documents to:

   Medical Centre Co-ordinator  
   Medical Centre  
   HMS RALEIGH  
   TORPOINT  
   Cornwall  
   PL11 2PD

0912. Direct Entry Petty Officer Technicians (DEPOT/DET)

a. Eligibility criteria for DET are at Para 0759.

b. A return of service of 6 months from end of Phase 1 and Phase 2 Training.

c. Standard eligibility criteria for ET(ME) will apply, with the following exceptions:

   (1) Applicants must commence training before their 40th birthday.

   (2) RT is to be recorded in DRS but there is no set pass mark.

   (3) Basic eligibility and Baseline Personal Security Standard (BPSS) are to be checked when the applicant attends the AFCO for RT.

d. DET will attend a 1-day Assessment Centre which will include the following:

   (1) Briefing on and exercises in Practical leadership.

   (2) Engineering Case Study.

   (3) Competence and suitability interview.

e. The Selection Process may be found in the ROM Chapter 1.
0913. **RNR Cyber Reserves**

a. The RNR Cyber Reserves Branch will recruit only suitably qualified and experienced personnel (SQEP) who have demonstrated they have the requisite cyber skills and experience developed in academia and/or employment. The skill sets sought by the JCU(R) are in extremely short supply.

b. Candidates who do not meet the RNR standard criteria for age, fitness, medical or appearance criteria will still be considered for entry to the RNR Cyber Branch with the requisite waivers being assessed on a case-by-case basis by NAVY MR-CNR RCT SO1.

c. There is no requirement to apply for approval to process for over-age applicants.

d. RT and interview are to be conducted as normal, including verification of BPSS.

0914. **Under Graduate Apprentice Scheme UGAS**

a. UGAS eligibility criteria are detailed in the Eligibility Matrix at Para 0759.

b. Standard eligibility criteria for ET(ME) and (WE) apply, with the following exceptions:

   1. Age 18 - 34 years on entry.

   2. Minimum RT score of 90.

   3. 5 GCSEs or equivalent at Grade C or better including Maths, English and at least one science based subject.

   4. New UCAS Tariff Tables are being introduced for use from 1 Sep 17 onwards. Depending on the expected date of entry the following UCAS point achievement is required:

      a. For applicants expected to enter the Royal Navy prior to 1 Sep 17: using the 2016 UCAS Tariff Tables, a minimum of 160 UCAS Tariff points or equivalent with a minimum of 120 points derived from Science, Technology, Engineering and Maths subjects.

      b. For applicants expected to enter the Royal Navy on 1 Sep 17 or later: using the 2017 UCAS Tariff Tables, a minimum of 64 UCAS Tariff points or equivalent with a minimum of 48 points derived from Science, Technology, Engineering and Maths subjects.

c. UGAS applicants undertake an additional interview during Pre Royal Navy Course (Ratings).