

## CHAPTER 10

### OFFICER SELECTION PROCESS

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**CHAPTER 10****OFFICER SELECTION PROCESSES****SECTION 1 - INITIAL OFFICER SELECTION PROCESSES****1001. Officer Recruiting - Basic Principles**

a. All applicants to the Naval Service must complete CRM, RT, Medical, PJFT and Security Clearance. Candidates who have the academic qualifications may then be offered Officer application. The AFCO staff will complete the initial stages of CRM, RT, Medical and PJFT, after which potential officer applicants should normally be handed over to the OCLC staff to arrange Sift interviews.

b. Thereafter, all stages of officer candidate progression through the officer recruiting system must be co-ordinated through the Officer Careers Liaison Centre (OCLC). This ensures a single point of contact for both candidate and ACLO. For this to work ACLOs must keep the OCLC Admin Staff informed of their diary plans at least one month in advance allowing for the planning of short notice interviews. Additionally, all correspondence to and from the candidate must be sent via the OCLC to comply with current regulations concerning the Data Protection and Freedom of Information Acts.

**1002. Officer Recruiting - Allocation of ACLO**

Once a candidate is confirmed as eligible, having proven their academic achievement and passing the RT, an ACLO is to be nominated for the candidate by postcode area. The ownership of the candidate, post PJFT, will be transferred from the AFCO to OCLC, thus creating an MIS alert is to be generated to inform the ACLO of the allocation.

**1003. Initial Officer Career Interview**

a. The Initial Officer Career Interview (IOCI) is used to mentor candidates and to facilitate earlier engagement between ACLOs and Officer Candidates.

b. Post RT the ACLO is to conduct IOCI with all Officer candidates irrespective of their RT result although limiting this for those who fail RT.

c. The following areas are to be covered, to allow the ACLO to determine the candidates' desire and suitability to be an Officer:

- (1) The candidate's RT result and implications.
- (2) The branch of preference that the candidate wishes to join and the candidate's eligibility, including documentation check.
- (3) The competence evidence given by the candidate in the OAQ, particularly the strength of Leadership and Teamwork.
- (4) The next recruiting stage and action required.

d. The ACLO has the ability to utilise their discretion with the RT score, providing sufficient compensating qualities are displayed during the IOCI. Para 0807 refers.

e. Depending on whether the candidate's RT score is a Pass, Fail or Narrow Fail, the IOCI will result in one of the following outcomes:

- (1) Reject.
- (2) Defer (Sift).
- (3) Defer (RT).
- (4) Fast Track.
- (5) Process.

#### 1004. Sift Interview for Officer Candidates

a. **ACTION: OCLC.** OCLC is to book a Sift interview within 14 days of receipt of the candidate pack (S1605) from the AFCO. An invitation letter should be sent to the candidate as per **ROM Ch 2 - MIS**. Whilst there may be a need to introduce regional variations in contact details or venues the core elements of the letter should remain. Additionally, the candidate should be notified of the location, time and date for the Sift interview.

b. The Sift interview is used to determine the candidate's suitability to be forwarded to AIB.

(1) Competencies assessed during a Sift interview include: Motivation, Leadership, Values and Powers of Communication.

(2) The Sift result is valid for 12 months (with the exception of URNU students). For URNU students, providing that they remain in the URNU, the validity of an URNU student's AIB success is valid up to the year of their graduation and for one calendar year from the September of the year of their graduation.

(3) There is a minimum deferral period of 6 months, however in exceptional circumstances, this may be reduced to 3 months with RRO approval. Candidates may be deferred for a maximum period of 12 months.

(4) Candidate's deemed unsuitable at Sift can re-apply after a minimum period of 12 months.

c. **REFERENCE: ROM Ch 8 - Sift Interview** contains explanatory details for the conduct and scoring of a Sift Interview.

**1005. AIB Application Forms**

**ACTION: ACLO/OCLC/CNR OES.** On completion of a successful Sift interview the Candidate is to be issued AFCO Form 104. When completed, this form is to be returned to the OCLC. The completed and checked Application Forms are forwarded to the AIB by the Admin Staff. **REFERENCE: ROM Ch 9 - CNR(OES)** contains details on application forms required by the CNR OES.

**1006. Potential Officer Candidate (POC) Visits**

a. POC visits provide an opportunity for candidates to see the Service at first hand and meet serving personnel in their workplace. The aim is to broaden candidates' understanding of Service life, inform them about the Service and the career opportunities within it and give them an insight into the Service ethos.

b. **Types of Visit.** Visits can be made to ships and/or shore establishments and can include an element of training and development (such as the BRNC summer camp). CNR is also involved in other presentational events and there are opportunities for candidates to be involved in these.

c. **Visit Programming and Allocation.** The visits programme is run by CNR OPS VISITS who allocates a number of places on CNR sponsored visits to each OCLC. ACLOs put forward suitable candidates for the visit iaw local OCLC procedures. The finalised list of recommended candidates for the OCLC is forwarded to CNR OPS VISITS who will dispatch joining instructions and rail tickets directly to the candidates. Visit places are limited and ACLOs should carefully consider the candidates they recommend for visits. Candidates with reasonable potential for passing AIB but who have only had limited exposure to the Service (i.e. no family connections or cadet time) are ideal.

d. ACLOs are to record the POC Visit details on the MIS.

**1007. No Longer Interested (NLI), Withdrawals and Rejections (Officer Candidates)**

If a candidate decides at any stage during the recruitment process that a career as an Officer in the Naval Service no longer appeals to them, then the ACLO should ascertain the reasons and ensure that the candidate has not come to this decision lightly. The candidate may well still be eligible for other branches in the Naval Service (including Ratings/Other Ranks) and should be advised accordingly but if these are of no interest then the candidate's application is to be withdrawn as NLI. CNR OES are to be informed should a candidate withdraw from the recruiting process at any point post AIB application.

**1008. Officer Candidates - Follow-up Interviews (ACLO)**

a. **ACTION: OCLC.** OCLC is to book follow up interviews after the Sift interview using the relevant MIS letter. If the response form is not returned within a maximum of 6 weeks, the application will be withdrawn by the OCLC. This process is to take place at each interview booking stage.

b. **Follow-up Interview Periodicity.** The degree of ACLO-to-Candidate contact can vary widely, dependent on the candidate's age, stage in the process and selected entry pattern. However, the following should act as a guide to minimum periodicity:

- (1) Potential Welbexian - Once per term.
- (2) Potential Sixth Form Scholar - Once per term.
- (3) Undergraduate - 6 monthly.
- (4) Employed - 6 monthly.

c. Further interviews with the Candidate are to be arranged by the ACLO in accordance with the timescales above to nurture the Candidate's interest in the Naval Service, monitor the development of the Candidate's commitment and Service Knowledge and to advise the Candidate on how to prepare for selection and entry in to the RN or RM. The nurturing process should be augmented through POC visits, both to increase Service Knowledge and understanding of the different career profiles available and also to maintain enthusiasm. It is vital that after each interview the Candidate and ACLO are absolutely clear on the next steps to be taken and the timescales involved.

#### **1009. Actions Following a Further Interview**

**ACTION: ACLO.** ACLO is to make a full record of the interview as a Journal entry in MIS. Relevant MIS data fields are to be completed/ amended as appropriate with further information gleaned during the interview. Copies of any additional hardcopy documentation (e.g. recently awarded educational certificates) are to be put in the candidate's file, and this fact is to be recorded in the MIS Journal. Finally, the ACLO is to set a User Defined Alert (UDA) to prompt the action (e.g. arrange interview, check exam results and bring up date).

#### **1010. Transfer of Candidates between ACLOs**

The receiving ACLO must transfer the candidate's details from the previous ACLO using the MIS system. This will create an automatic Journal entry.

#### **1011. Officer Recruiting - Pre-AIB/POCRM Briefings**

a. **ACTION: ACLO** is to carry out a face-to-face brief with the Candidate on the conduct of the AIB. (Candidates from the Channel Islands, IOM or Scottish Isles may be briefed on AIB by telephone if a face to face meeting is impossible). The POCRM brief is to give candidates enough time to be at the peak of fitness, and must be held not less than 6 weeks before the POCRM. It is to include the following key areas:

- (1) AIB/POC DVD.
- (2) Briefing Sheet.
- (3) Discussion of strengths/weaknesses.
- (4) Clear instructions on how to get to CTCRM/AIB.

- b. **Potential Royal Marines Officer Development Course (PRMODC).** RM Officer candidates who attend POCRM and narrowly pass or narrowly fail the course may be given the opportunity to attend a PRMODC run by Bicton College. Selection for, and invitation to take part in, the PRMODC is the responsibility of OC POC in the Office of the Corps Colonel.
- c. **REFERENCE: ROM Ch 10 - POC and AIB Briefs** contains explanatory detail for conduct of such briefings.

## **1012. Maritime Reserves Officers Recruiting Process**

- a. In overview the recruiting process for Maritime Reserves Officers is the same as that for Regular Service officers.
- b. **RNR Officers.** There are 5 routes for Officers to enter the RNR:
  - (1) **General Officer Entry.** General Entry Officer candidates will not be allocated a branch until successful completion of Fleet Board. Although they may express a preference at the time of joining, their allocation will ultimately be in accordance with prevailing service requirement.
  - (2) **Medical and Nursing Officers.** For Medical and QARNNS(R) Officers who have transferred to new Common Terms and Conditions of Service or who joined after 1 Apr 05, the Regulations in JSP 527 (Career Management Regulations for Defence Medical Services Medical Services, Dental Officers and Nursing Personnel) take primacy. For medical and QARNNS(R) officers who have not transferred to new CTOS, legacy regulations continue to apply in full.
  - (3) **Merchant Navy Officers.** For Amphibious Warfare Reserve Officers FLEET-CMRRNRCTPOLSO1 is to be forwarded the candidates unique MCA CoC registration number; name as it appears on the certificate; date of birth and date of issue in order that the details be validated against the MCA certificate database and the candidates journal to be allocated to reflect that the CoC is valid and current.
  - (4) **Chaplains.** Candidates are to provide a CV for forwarding to Chaplain of the Fleet (COTF) (NavyChaplaincy-COTFEA@mod.uk Tel: 02392 625553) with info copy to NPT(Res) Requirements Manager (NAVY PERS-BMRESSO2@mod.uk).
  - (5) **Temporary Commissions in Times of Emergency.** The Defence Council may grant a temporary commission in the RNR/RMR, in such rank as may be deemed appropriate, to suitable persons who volunteer their services in times of emergency. Temporary officers of the RNR/RMR will be entitled, while so employed, to the rank, pay and allowances of the corresponding permanent rank in the RNR/RMR and generally will be treated in all other respects, and be subject to the same regulations, as permanent RNR/RMR officers. Such officers will be liable to service either ashore or afloat as may be directed by the Defence Council until their commission is terminated.

(6) All RNR officer candidates are to be actively encouraged to maintain ongoing contact with their local RNR Unit prior to AIB but care must be taken to manage expectations and to ensure that such contact is kept at an acquaint level.

(7) ACLOs are to ensure that candidates are invited to meet the local RNR unit Commanding Officer (CO) but there is no requirement for the CO to provide a reference or recommendation for the candidate. Specifically, the RNR unit CO is not interviewing or approving candidates for entry.

(8) The RNR does not currently require competitive selection or a Final Selection Board post-AIB. All successful RNR candidates will be sent an Offer Letter by NAVY CNR-AIB TSO which the candidate is required to acknowledge receipt to CMR HQ. In turn CMR HQ will confirm the candidate's specific terms and conditions of service (TACOS) including date of entry, uniform grant, pay scale and rank on entry.

c. **RMR Officers.** Candidates with a previous Commission who have also successfully attained their Green Beret are eligible to apply for direct entry as an RMR officer. However, entry for all such candidates is subject to Manning Clearance from the RMR Career Manager (NAVY PERS-CM OR RMWO) via CNR OES.

d. Attendance at the AIB is not required for an officer who has already held a Commission, eg.

(1) Former Naval Service Officers.

(2) Former officers of the other UK Regular and Reserve forces and former officers of Commonwealth Armed Services.

**SECTION 2 - ADMIRALTY INTERVIEW BOARD (AIB)****1013. AIB - General Information**

- a. **Aim of AIB.** The aim of the AIB is to assess the suitability of applicants to be trained as Officers, to fill a first complement appointment, and to make recommendations for the granting of Scholarships, Reserved Places and Bursaries.
- b. **The Process.** The AIB is a competence-based selection process designed to assess the suitability of candidates for direct entry to the various Naval Services and in-Service commissions and specialisations for which they are eligible. In particular, to assess whether, on successful completion of training, they are likely to have the potential to become mid-seniority Lieutenants RN or Captains RM. The competences measured during the AIB's assessment process are derived from the Operational and Training Performance Statements for Junior Officers. They underpin the generic qualities required of all junior officers regardless of specialisation and, as such, the AIB process provides an essential measure of an individual's suitability for officer training.
- c. **Composition and Duration.** Officer candidates attend the AIB in HMS SULTAN. Each Board is under the presidency of a Commander/Captain RN or a Lieutenant Colonel RM, assisted by a Lieutenant Commander RN and a Lieutenant RN. The Board takes account of the results of psychometric and written tests, performance in practical exercises and at interview. Candidates attend the Board for 2 nights and 2 days. Aircrew candidates will be required to stay an additional night to complete the aircrew medical.
- d. **Final Board Mark (FBM).** The Board's final assessment of candidates is expressed in terms of a Final Board Mark, which can range from 60 to 300. The FBM of 180 generally indicates that the applicant has demonstrated a satisfactory level of evidence to undergo initial training. Candidates will be told either that they have been forwarded for selection or have not been forwarded for selection at this time.

**1014. AIB - Applications and Forms**

Every eligible candidate has the right to apply to AIB. No one however has the right to interview at AIB. The decision to attend AIB should be a mutual one between the candidate and the ACLO, i.e. made when the candidate is: ready to commit to a career in the Naval Service; is confident of passing the Board; and when the ACLO is assured that this commitment is genuine, and that the candidate is indeed prepared by passing the Sift interview. On successful Sift, the candidate is to be issued with the relevant Application Forms. **REFERENCE: ROM Ch 9 - CNR(OES)** contains further details on administration of AIB applications.

**1015. AIB - Candidate Wishes to Withdraw During Application or Selection**

A candidate may decide against pursuing a Commission after submitting an application to AIB. **REFERENCE: ROM Ch 9 - CNR(OES)** contains administrative actions to be taken in such circumstances.



#### **1016. AIB - Candidate Becomes Ineligible During Application or Selection**

A candidate may become ineligible after submitting an application to AIB. It is most likely that this ineligibility will be determined in the first instance by the ACLO. **REFERENCE: ROM Ch 9 - CNR(OES)** contains administrative actions to be taken in such circumstances.

#### **1017. Pre-AIB Eligibility Checks and Admin Procedures**

- a. **REFERENCE: ROM Ch 9 - CNR(OES)** contains supporting instructions.
- b. **Ineligible Candidates.** If eligibility is in doubt the file is to be referred to XOES who will seek advice from TSO, Cdr E, Cdr A and Col RM as necessary. Candidates that have been transferred to the CNR OES who are identified as not meeting the eligibility criteria will be forwarded a written explanation by XOES copied to the candidate's record. Candidates who meet the eligibility criteria but who are not invited to proceed will be forwarded a written explanation from TSO or CAIB.
- c. **Allocation to Flying Aptitude Tests (FATs); Potential Officers' Course (POC) and the Admiralty Interview Board (AIB).** Sufficient places for candidates are to be arranged for FAT, POC and AIB events by XOES in Liaison with OASC, OC POC, TSO and Captain AIB (CAIB).
- d. **Fleet Air Arm Assessment.** OES will check with OASC for previous test results. Candidates who have taken the tests before will be reviewed by Cdr A who will decide if further tests are permissible. When a re-test is approved, there must be a minimum of 12 months between tests.
- e. **POC.** Successful candidates will be allocated to the next available AIB in the usual way. Candidates will normally be given 6 weeks' notice, but this may not always be possible, and they should be prepared to attend at short notice if required. This is particularly relevant in the 2 months prior to allocation. Unsuccessful candidates should wait for 12 months before returning to the POC unless a 3, 6 or 9-month comeback recommendation is given by the POC. A maximum of 3 attempts at the POC for RM is allowed unless approved by the Corps Colonel.
- f. Pre-AIB Checks are carried out by OES to ensure that all the documentation required by the Board and the post board section is present in the packs. This used to be full eligibility checks, but these should now have been completed before AIB application. The documentation required by the Board is the Sift report, POC/FAT results sheet and Q101. Also checked is that any documentation obtained between application and Board is present and correct such as additional references, place of birth waivers, SC.
- g. **Notification of AIB Date.** Once OES have assigned the candidate to a Board, the ACLO will be notified with the date for AIB by CNR OES.

h. **AIB Brief. ACTION: ACLOs** are to ensure that the candidates are fully aware of the requirements of the selection process. It is important that candidates are made aware of the intensive nature of the AIB, and ACLOs may advise candidates on profitable directions for preparation. ACLOs are not, however, to 'coach' candidates for the AIB, but should restrict their briefings to the general information covered in the AIB DVD and the AIB Guide for Candidates. ACLOs should not discuss Board marks with candidates. Basic competencies assessed at AIB are as follows:

- (1) Effective Intelligence.
- (2) Leadership.
- (3) Powers of Communication.
- (4) Values.
- (5) Motivation.

i. **REFERENCE: ROM Ch 10 - POC and AIB Briefs** contains explanatory detail for conduct of an AIB brief.

#### **1018. AIB - Results Notification**

a. The candidate will be informed of the result of their AIB in a verbal de-brief by the Board President before leaving HMS SULTAN. A letter confirming this result and giving a forecast of Selection opportunities is then sent to the candidate arriving within a week of their attendance. The ACLO will also be informed of the result and the candidate's score by way of the AIB Feedback Form which is attached to the candidate's record on completion of the AIB Board.

b. **ACTION: ACLOs.** ACLOs are to contact all candidates (by phone if appropriate) within 14 days of their candidate's return from AIB, irrespective of the candidate performance, and debrief them. This is an essential part of the ACLOs role in maintaining the good profile of the Service within the wider community.

c. Before debriefing any candidate, should the ACLO be in doubt, ACLOs may contact NAVY CNR-AIB-TSO to gather selection/options details to ensure that the information provided is coherent with the AIB position at the time of interview.

d. ACLOs should advise candidates who failed the Board on the best route for a further application (referring to AFCOs where appropriate).

- (1) **Candidate has Demonstrated Potential. ACTION: ACLO** is to remind the candidate (without belittling this significant achievement) that a pass at AIB does not guarantee selection and therefore entry into Officer training. There is no requirement for the ACLO to arrange a further interview, but the candidate should be assured that the ACLO is available to be contacted should there be any further questions regarding the prospective training and service in the RN/ RM. The candidate then awaits selection.

(2) **Candidate has not Demonstrated Potential.** **ACTION:** ACLO is to advise the candidate on the options available and the recommendations made by the Board in the AIB Feedback Form. The candidate will be aware of the recommendations from the verbal de-brief given by the Board President. However, these should be reiterated to the candidate to ensure there is no confusion. The following 3 recommendations will be in the report form:

(a) 'RECOMMENDED TO RETURN' is allocated to candidates who presented some evidence at the board but not enough to pass on the first attempt. However, the board gathered sufficient evidence to believe that the candidate could be successful on a second attempt in no less than 12 months. **ACTION:** ACLOs should contact these candidates after the board and encourage them to apply again.

(b) 'DO NOT ENCOURAGE' is allocated to candidates who presented little evidence at the board but could be borderline at a second attempt. **ACTION: ACLOs** should not actively encourage or chase up these candidates but rather let the candidates take the initiative by showing that they are worth another board.

(c) 'SHOULD NOT RETURN' is allocated to candidates who are deemed entirely unsuitable to become officers. 'Should not return' rather than 'Not to return' recognises the fact that occasionally candidates do not take full account of the feedback received and are re-boarded when, despite robust advice, there are extenuating circumstances and a second attempt is allowed. If the candidate, following a failure at Board, is no longer interested in pursuing a Commission then they are to be dealt with as a candidate NLI.

e. The AIB file will be weeded in accordance with current DPA legislation.

f. CNR OES will endorse all travelling expenses claims received, confirming attendance and checking the information provided by the candidate.

#### **1019. AIB - Selection Categories and Follow-up Procedures**

a. By passing AIB, including satisfying the medical standards, a candidate has demonstrated sufficient potential to be expected to successfully complete INT(O) at either BRNC or phase 1 training at CTCRM. This does not mean that a candidate has been selected for entry as an Officer in the Naval Service which should be made very clear to candidates throughout the recruiting and selection process. A pass at AIB is valid for 12 months so long as the candidate remains eligible for Officer Entry.

b. **Candidate Selected for Officer Training.** Upon selection, the candidate will receive a letter stating the specialisation, Commission, seniority and joining date for BRNC/ CTCRM being offered. The ACLO will be informed by MIS upon Selection as the candidate's Status is progressed to Potential Entrant.

- c. **Candidate Selected for a Sponsorship Award.** Upon being awarded sponsorship, the candidate will receive a letter stating the specialisation, Commission, financial value and start date of the award being offered. The ACLO will be informed of this selection.
- d. **Candidate Not Selected.** If a candidate has not been selected for entry or sponsorship a year on from the day of attending Board then they will need to re-attend AIB so long as they remain eligible in all respects for Officer training.
- e. **Pre-Joining Medicals for Bursary and Scholarship Award Holders.** Prior to NETE entry begin granted, Bursary and Scholarship award holders will be required to pass a second medical examination only if they were under 18 years of age when they undertook their AFCO ME medical examination. The candidate will be informed by the AIB at least 6 months before being appointed to BRNC or CTCRM. Candidates will be invited by OES. **ACTION: OES** to instruct current ACLO to invite candidates to AFCO ME for this repeat examination.

#### 1020. AIB - Re-Attending

- a. Candidates may wish to re-attend AIB for three reasons:
  - (1) Failing to achieve a pass at Board.
  - (2) Passing the Board but not being selected for training.
  - (3) Returning for a different scheme of entry (e.g. 2nd year Sixth Form Scholars wishing to gain university sponsorship).
- b. Regardless of the reasons for returning to AIB, there must be at least 12 months between each attendance (in exceptional cases, e.g. reaching the age limit or at TSO's discretion for those that are 'Pass Not Selected', candidates could be allowed to return in less than 12 months). However, candidates are allowed to apply before this 12-month stand over has passed, in order that they may be in a position to re-attend as soon as possible after that point. Candidates are normally only allowed to attend AIB 3 times (regardless of the result) and this should be borne in mind with regards to the enthusiasm some candidates may have to go back as soon as possible. ACLOs should be assured that candidates who failed a previous attempt have made sufficient progress to overcome the shortcomings identified by the AIB before re-attending. If, in the ACLO's judgement sufficient improvement has not been demonstrated, then those candidates should be most strongly advised to delay re-applying until they are ready, in order to prevent them from squandering one of their limited opportunities to reappear before the Board.
- c. Attending AIB under the Sixth Form Sponsorship/ Reserved Place scheme or Welbeck does not count as one of the 3 AIB attempts allowed.

d. **AIB Re-Attendance for Engineer Officer Candidates Awarded a Two Year Scholarship or Reserved Place.** Candidates who have been awarded a Two Year Scholarship or Reserved Place, and are already guaranteed a place on the Defence Technical Undergraduate Scheme (DTUS) or a Bursary to attend a non-DTUS University, do not re-attend AIB.

e. If a candidate has passed the Board and wishes to re-apply then the candidate's 'Status' is to remain as 'Rejected' 'Not suitable at Interview' or in the case of candidates who have passed the Board but not selected, changed to 'Rejected' 'Not suitable after Interview'. A new application should then be started using the same URN. Candidates should only need to complete AFs once. Providing that the candidate's circumstances have not changed drastically, e.g. a scholar who re-applies after university, candidates should be issued with the AFCO Form 4 only.

f. **Reimbursement of Earnings.** Candidates in employment will not be reimbursed for loss of earnings. This also applies in respect of candidates attending Flying Aptitude Tests and the RM Potential Officers Course.

g. AIB(OES) will remain the point of contact for changes to university courses, length of degree etc to ensure that the correct OCLC and ACLO remain assigned to the Reserved Place candidate. ACLOs are to ensure that candidates keep AIB informed when personal details change.

#### **1021. Pre-Joining Briefs**

**ACTION: ACLOs.** All successful candidates are to receive a pre-joining brief from the ACLO, not more than 4 weeks prior to joining BRNC or CTCRM.

**SECTION 3 - OFFICER SPECIALIST SELECTION PROCESSES****1022. Specialist Recruitment for Medical, Dental, Nursing and Environmental Health Officers and Chaplains**

- a. Due to the intricacies of the required civilian qualifications and assessment of relevant experience, recruitment of candidates interested in gaining Commissions as Medical, Dental, Nursing and Environmental Health Officers or in becoming Naval Chaplains is handled in concert with the relevant Specialist Recruiter in CNR HQ.
- b. All Medical Branch candidates (RN and RNR) can start process up to a year before fulfilling the educational and registration criteria to be given a conditional offer.
- c. Post ICP or IMRP, all Medical Branch candidates need to email their CV listing their qualifications and experience to the NMD SO3, email: NAVY-CNR-OPSNMDS03@mod.uk.
- d. **ACTION: CAREERS ADVISERS.** Careers Advisers are to give such candidates advice on the general nature of a career in the Naval Service. They should then be transferred to the relevant Specialist Recruiter for further advice and processing once they are undergoing the required training for that profession (e.g. started at medical school). The procedures are as follows:

**(1) Medical, Dental and Environmental Health Officers**

- (a) CAs/Contact Centre are to issue candidates the latest recruiting literature. They may also show relevant recruiting videos and provide general advice to Medical/Dental candidates. If at that time the candidate's choice remains for a Medical/EHO/Dental career, they should be referred to the Medical/Dental recruiter.
- (b) Medical/EHO/Dental enquirers who are at university and beyond may be issued with the latest recruiting literature and shown relevant recruiting videos and are then to be referred to the appropriate recruiters for specialist counselling.

**(2) Queen Alexandra's Royal Naval Nursing Service - Officers**

- (a) Qualified nurses become eligible to join as officers or as a Naval Nurse (Qualified) following registration with the Nursing and Midwifery Council. All QARNNS candidates must hold a first level degree in Adult nursing or alternatively a Diploma in Adult nursing with the addition of a relevant post graduate specialist nursing degree. QARNNS specialist recruiters will advise as to relevancy. It is the individual's responsibility to maintain their NMC registration throughout their naval career.

- (b) After completion of BRNC, QARNNS Officers will be assigned to an MDHU or RCDM dependent on the amount of post graduate clinical experience they hold. If they have less than two years postgraduate clinical experience they will commence on the postgraduate mentorship programme at MDHU Derriford.
  - (c) Military and civilian undergraduate nurses may commence Officer entry application at the beginning of their third academic year.
  - (d) CAs/Contact Centre may issue candidates with the latest recruiting literature and may also show relevant recruiting videos and provide general counsel advice to QARNNS candidates, but they then must refer eligible candidates to the Specialist Recruiter for further guidance.
  - (e) **ACTION: CAREERS ADVISERS** must inform all candidates that rating entry is also available on completion of training. Candidates who are interested, and would like more information on rating entry, are to be referred to the Nurse Recruit Assistant.
  - (f) Candidates who are not qualified nurses but interested in nurse training within QARNNS are to be referred to the Nurse Recruit Assistant and their nearest AFCO to be advised on the selection process for NN(S).
- (3) **DGE Medical/Dental Officers.** Applications are accepted from the start of foundation year one, for entry post foundation year two.
- (4) **Chaplains**
- (a) Once registered as a candidate AFCOs are to issue the standard pre-RT documents and literature (minus the Procedures and Practice Test Booklet) along with the Chaplain Supplement.
  - (b) Upon receipt of the documents back, the AFCO is to:
    - Book an IOCI, using 'Call In For IOCI (Chaplains)' Letter.
    - Waive the RT on TAFMIS.
    - Forward a copy of the Chaplain Supplement to the Chaplain of the Fleet Co-ordinator (COTF COORD) at the following address:  
  
Mrs Lee King  
Naval Chaplaincy Service Coordinator/Asst CM  
NCHQ MP1-2  
Leach Building  
Whale Island  
Portsmouth  
HANTS  
PO2 8BY
  - (c) ACLO is to assess Candidate post-IOCI in accordance with the ROM.



- (d) **PJFT.** Where Candidates are aged 40 or over, they are to complete the Rockport Walk (RPW) at the AIB instead of a 2.4km PJFT run.
- (e) For Candidates successful at SIFT, the OCLC is to book an AIB and forward the Candidate's pack to OES.
- (f) OES are to organise the COTF's Interview Board pre-AIB via phone call to COTF COORD.
- (g) Successful Candidates at COTF's Interview Board will receive an AIB invitation from OES.
- (h) Candidates are required to achieve a grade of 180 at the AIB.
- (i) On successful completion of AIB, OES are to forward the application pack to COTF's office.

### 1023. Flying Aptitude Tests (FATs)

#### a. **FATs Booking**

- (1) On successful completion of RT and IOCI, the AFCO is to request a specialist interview on TAFMIS. OES will then book the Candidate onto FAT and issue joining instructions directly to the Candidate.
- (2) On completion of FATs, OES are to make a journal entry on TAFMIS and set an alert to inform the AFCO.
- (3) The ACLO is to continue processing the Candidate as concurrent activity throughout the FAT process.

#### b. **FATs Results**

- (1) The candidate will be informed of the test results by the RN Liaison Officer at OASC before leaving RAF Cranwell. These results will be published on the MIS and an alert generated for OCLC to action.
- (2) **ACTION: ACLO.** ACLO is to get in contact to discuss the implications on the career options now open to the candidate. For successful candidates, the FATS results are combined with the FBM at AIB to generate the Pilot and Observer Recruiting Assessment (PANDORA or T score) by which Fleet Air Arm (FAA) candidates can be listed in order of merit.
- (3) **Candidate Passes FATs for Chosen Aircrew Sub-Specialisation.** If the candidate has passed for Pilot, Observer and Air Traffic Controller, or has passed all those Tests that are pre-requisites for the candidate's aircrew sub-specialisation of choice, then all that is necessary is to arrange an AIB Brief for the candidate.



(4) **Candidate Fails FATs for Chosen Aircrew Sub-Specialisation. ACTION:** **ACLO** should advise the candidate on the alternative career options available within the Fleet Air Arm. Every effort should be made to maintain the candidate's enthusiasm in a Fleet Air Arm career despite this set back. The candidate may also want to consider a Naval career outside of the Fleet Air Arm, which may require a further interview. If the candidate is content to continue in an alternative aircrew sub-specialisation offered by the Board, or to pursue a second-choice branch choice, then the candidate is to confirm this decision in writing to CNR OES and an AIB Brief is to be arranged.

(5) **Candidate Fails All FATs. ACTION:** **ACLO** will need to advise the candidate on the alternative career options available within the Naval Service. Every effort should be made to maintain the candidate's enthusiasm in a Naval career despite this setback and this may well necessitate a further interview to brief in more detail on, for example, Warfare Officer. AIB/OES will not allocate the candidate to a Board unless the AFs indicate a second preference career outside of the Fleet Air Arm. If the candidate has expressed a second branch choice and is content to proceed then an AIB Brief is to be arranged, otherwise the candidate should inform AIB in writing of their intentions. The candidate may wish to take time to consider the options available before progressing further and may therefore decide to withdraw the application in the meantime.

c. **FATS - Re-attending.** A candidate may re-sit FATS provided they remain eligible in all other respects. There must be an interval of at least 12 months before re-sitting the tests. Candidates will be allowed to retake the tests up to the age of 26. Any candidate who scores below 90 must be referred to Cdr Air AIB, for approval. Cdr Air AIB is the authority for deciding who is eligible for resits, without recourse to CNR or Flying Training. Sitting the aptitude tests for the Special Flying Award (which are different from the FATs) will not preclude a candidate from sitting the full FATS.

#### **1024. Potential Officers' Course Royal Marines (POCRM)**

##### **a. Bookings**

(1) Booking Royal Marine Officer candidates on the POCRM at CTCRM is the responsibility of CNR OES. CNR OES will send a 'System Generated Alert' to inform the ACLO as 'Confirmation of Booking' once a candidate is allocated a place on POCRM at CTCRM.

(2) **ACTION: ACLO** should, by this stage, have made the candidate aware of the high level of physical preparation required for POCRM, but he will be required to attend a POCRM brief by the ACLO about the Course. POCRM joining instructions and travel warrants will be issued by CTCRM.

b. **POCRM Brief.** The POCRM Brief should cover the format of the course, the aim of the course and the qualities that the course is designed to test in the candidates. There is no necessity for the brief to be carried out by a RM ACLO, but to be fully conversant with the format and ethos of the Course RN ACLOs should visit CTCRM and observe a POCRM at least once early in their appointments. **REFERENCE: ROM Ch 10 - POC and AIB Briefs** contains explanatory detail for conduct of a POCRM brief.

c. **POCRM Results.** Once the candidate has attended the course a 'System Generated Alert' will inform the ACLO of the result. The candidate will already have been informed of his result in his de-brief by OC POCRM before leaving CTCRM.

(1) **Candidate Passes POCRM.** If the candidate passed the course, then CNR OES will automatically book the candidate on to an AIB. Therefore, an AIB Brief should be arranged as soon as possible. **REFERENCE: ROM Ch 10 - POC and AIB Briefs** contains explanatory detail for conduct of an AIB brief.

(2) **Candidate Fails POCRM.** Candidates who fail POCRM will normally be required to wait 12 months before they can re-attend. The ACLO needs to ascertain whether the candidate wishes to continue with Royal Marines Officer selection at a later date and/or consider alternative careers in the Naval Service, either as an officer, such as RN Warfare Officer, or as an other rank. CNR OES will not allocate the candidate to a Board unless they have indicated a second preference career in the RN on AFCC Form 4. **ACTION: ALCO** should arrange an AIB brief if the candidate has expressed a second branch choice and is content to proceed; otherwise the candidate should inform CNR OES. If the candidate is intent on pursuing a Commission in the RM, then he will need to re-apply in 12 months. **REFERENCE: ROM Ch 10 - POC and AIB Briefs** contains explanatory detail for conduct of an AIB brief.

d. Candidates who have passed POC but subsequently fail AIB or pass AIB but are not selected can be given the option of making a RMOR application with the requirement to pass the PRMC waived so long as entry is within one year of passing the POC. All other elements of the RMOR process are to be completed in accordance with **REFERENCE: ROM Ch 1**. Of note, this is not the case of a PRMC pass being used instead of a POC, as POC also assesses key Officer qualities as well as physical attributes.

e. **Bursars**

(1) RM University Bursary candidates seeking bursaries of more than one year in duration will only be required to attend Day 1 of the RM POC where their fitness will initially be assessed through completion of the RM Fitness Assessment (RMFA) and the Basic Fitness Test (BFT). Following a successful RMFA/BFT, candidates will then attend AIB. If successful in gaining a University Bursary at AIB, these candidates will then be required to pass a full POCRM in the September or October of their final year at university to allow sufficient time for remedial training, plus a second attempt at POCRM should that be required. Once the candidate has passed POCRM, they will join RM Officer training the following September.

- (2) Bursars who do not pass the full POCRM prior to commencement of training, or drop out of the selection process, will be required to repay the cost of their Bursary or apply to join the Naval Service in an alternative specialisation.