

## CHAPTER 12

### RE-ENTERING THE NAVAL SERVICE

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## CHAPTER 12

## RE-ENTERING THE NAVAL SERVICE

**1201. Re-Entry Policy**

No rating/other rank is to be re-entered after a break in Regular Service without the approval of CNR (CNR RP). This requirement for CNR approval is irrespective of the length of the break in Service or the time that the candidate had served. SPVA and the New Entry Training Establishments (NETE) will not action re-entrants pay indocs without written authority from CNR, using the appropriate MIS letter. The CNR approval letter must be included with PEPs when they are forwarded to the NETE.

**1202. Re-Entry References**

Terms of Service for entry and re-entry into the Naval Service are contained in Chapter 48.

- a. Instructions for the award of Former Service are contained in BR3 Part 8.
- b. Pay scales for those awarded Former Service are contained in JSP 754.
- c. For entry to RNR with former Regular Service see Chapter 11.

**1203. Re-Entry Process**

A condensed processing sequence to illustrate the recruiting process for candidates with former Regular or Reserve Service who are applying to enter or re-enter on Full or Tailored Careers is shown below:

- a. Sight candidate's discharge Service documents (including SMIT return where applicable) and establish eligibility for entry/re-entry. Note: service leavers are no longer issued with a Service Certificate (SC).
- b. Apply to CNR for approval to process and to gain initial rate of pay.
- c. CNR will assess eligibility for re-entry/entry and issue an approval or rejection letter.
- d. **Re-Entry/Entry – Rank/Rate.** The approval letter will state the candidate's approved rank/rating on entry, this letter must be included with PEPs. Candidates can then be processed for re-entry and informed of the approved rank/rating on entry.
- e. Confirm Re-entry Service/Branch of Choice eligibility.
- f. Process Eligible Candidates.
- g. Apply to CNR for approval to enter.
- h. **Re-Entry/Entry - Allocation.** The CNR approval letter will allocate a provisional entry date for Trained re-entries. Untrained re-entries are to be 'bid' for in the normal way.

- i. Allocation and entry brief.
- j. The CNR letter of approval is provisional and subject to final approval at CTCRM/HMS RALEIGH.

#### 1204. Re-Entrant – Definitions

For CNR processing and for the processing of candidates on entry to the New Entry Training Establishment (NETE), Trained and Untrained definitions are as follows:

- a. **Trained Re-Entrant.** Definition: A fully trained and qualified Junior or Senior Rating who applies to return to the Royal Navy in the same branch/specialisation from which they exited. Manning approval will be sought in all cases from relevant Branch Managers, and for those whose date of re-entry is more than 3 years of leaving the Service, training requirements will also need to be determined. Thereafter, movements are controlled by Assignment Order, in liaison with the appropriate Lead School. Trained re-entrants join HMS RALEIGH for administrative purposes only. Trained Re-entries have no right to Premature Voluntary Release.
- b. **Partially Trained Re-Entrant.** Definition: A trainee who completes Phase 1 Training before electing to leave the service, who re-enters service within 18 months. The majority of Partially Trained re-entry candidates will have left the service immediately prior to, or during Phase 2 Training, and may re-enter into their original branch/specialisation, or into a different branch of choice (BOC). This category of re-entrant will join HMS RALEIGH for administrative purposes only, and thereafter will be assigned to their appropriate Lead School for Phase 2 Training. The date of joining will generally coincide with the commencement of their Phase 2 course. Partially trained re-entrants have no right of Early Termination (previously known as PVR).
- c. **Untrained Re-Entrant.** Definition: A recruit who did not complete Phase 1 Training prior to discharge. Untrained Re-entrants will re-join in their original or a new BOC at HMS RALEIGH in order to undertake complete Phase 1 and Phase 2 Training. Unless previously discharged under the 56-day rule, untrained re-entrants will generally have no right of Early Termination.

#### 1205. RN Ratings - Trained Re-Entries

- a. Trained RN re-entries will be allocated to enter HMS RALEIGH by 0730, normally, on the nominated dates. CNR will forward nominal lists to HMS Raleigh at least 2 weeks before the planned entry dates.
- b. HMS Raleigh aims to process candidates as quickly as possible. On completion of documentation and kit issue, candidates will be given a PSO interview and training assessment. On completion, they will be assigned to Phase 2 training or, in the case of fully trained personnel, immediately onto the trained strength. In the normal course of events, re-entries will be processed and onward moved within the first week of joining. However, those who left the Service prior to 1991 will require a Military Training package and onward assignment will therefore be delayed until the end of the second week.

- c. If candidates are in-date for the RN Fitness Test (ie. carried out the test within the past 12 months), they will not have to re-take the New Entry physical tests or the Naval swimming test, however Careers Staff must stress to candidates that they need to follow an appropriate form of fitness programme prior to entry. Otherwise, candidates out of date for the RN fitness test will have to undertake the PJFT.
- d. Once an entry date has been allocated, candidates should be advised to contact their relevant Careers Manager for assignment advice. Candidates can also be advised that they may make an application for a Married Quarter. Careers Staff should advise individuals to write to the relevant area Married Quarter's Officer.
- e. Trained re-entries may use their own transport. Those opting to use own transport are to be issued with a C30 and the Regional HQ UIN is to be used. Overnight accommodation is available for those arriving after midday on the previous day. There will be no service transport available from Plymouth rail station to HMS Raleigh.
- f. HMS Raleigh main gate staff will direct junior rates to the Ship's Company accommodation, and Senior Rates to the Warrant Officers and Senior Rates Mess and instruct them to report to the New Entry Division.
- g. Normal night and weekend leave may be granted whilst at HMS Raleigh.

#### **1206. RN Ratings - Untrained Re-Entries**

- a. Former RM/RAF/Army candidates will enter HMS Raleigh as new entrants and complete full new entry training.
- b. Untrained re-entries will enter HMS Raleigh as new entrants. HMS Raleigh will decide the training requirement for all Untrained re-entries. Re-entrants will be assessed individually and will undergo training at HMS Raleigh and Phase 2 training at the school appropriate to their branch. The stage of training reached on discharge and the time spent out of the Service will be taken into account when making the training assessment.

#### **1207. RM Other Ranks - Untrained Re-Entries**

Untrained RM re-entries will enter with new entries on allocated Troop entry dates and their training requirement will be assessed by CTCRM.

- a. Service transferees and candidates joining the RM with previous Army/RAF service will be similarly assessed by CTCRM. Candidates will be allocated to a Troop at the point in the training syllabus most appropriate to their previous training and experience. 'Non-infantry' candidates will normally complete the full 32-week syllabus.
- b. Untrained former RM Band re-entrants will enter with new entrants at HMS NELSON on completion of audition.

c. Former Untrained RM other ranks will be administered using the following process:

(1) Candidate attends AFCO with RM Discharge Certificate and Certificate of Service. AFCO Staff copy documents and return originals to Candidate. Candidate Signs former Service "Medical Documents release" form, to allow FEMI access to their documents. (Release of medical documents can take up to 4 weeks).

(2) Nominated CA confirms Candidate's eligibility for re-entry based on discharge category and recommendation from CTCRM Wastage Return. If eligible, CA is to forward the following details to PSO CTCRM for consideration of PRMC Waiver, by phone or E-mail: Surname, Initials, DOB, Date left training.

(3) Decision by CTCRM regarding requirement for PRMC sent to AFCO and CNR RP, CA forwards 'approval to process' request to CNR RP using relevant TAFMIS letter. CNR RP to check and re-confirm eligibility.

(4) Candidate processed as a New Entry, with the following additions:

(a) Re-Sit RT if original test more than 3 years old.

(b) Full AFCO interview after recovering original AFCO 101 from archive if necessary.

(c) Candidates who were discharged P2 (fully Fit) within 12 months of application must have their medical documents sent to CNR OPS RP CA1 to be forwarded to CNR SO3 MM who will decide whether a full AFCO ME medical and eye test are required. Any candidate who was discharged longer than 12 months must complete the full AFCO ME.



**Note.** *If candidate medically discharged, SMO SE approval required prior to processing. Mandatory requirement to sight former Service Medical Documents in all cases.*

(5) If necessary an Over age Waiver requested via CNR RP from Branch Manager BM.

(6) Pass PJFT.

(7) Attend PRMC if required.

(8) Final Approval For Entry Given by SO2 Ops/CNR RP.

(9) Bid for Entry.

(10) Assessment of training requirement made by CTW once recruit has re-joined service.

- d. Candidates who re-enter have no 6 month statutory discharge option. Eligibility to give notice iaw Chapter 53 (ie. must complete Standard Initial Training Period plus a minimum time to serve period of 2 years 6 months before being eligible to give 12 months' notice).
- e. Individual queries regarding eligibility, recommendations from wastage returns etc are dealt with on a case by case basis by CNR RP seeking advice from PSO CTCRM with final decision as applicable by OC Ply Coy.
- f. **RM Musician Re-Entries – Audition.** Former untrained RM Musicians must undertake a further Audition prior to re-entry.

#### **1208. Discharge Categories – Unaccepted**

- a. CNR must be contacted if Careers Staff are in any doubt about the validity of former Service documents or discharge categories.
- b. No former rating/other rank is permitted to re-enter who was discharged:
  - (1) Deserted.
  - (2) Dismissed.
  - (3) Services No Longer Required (SNLR). Including those discharged following a Compulsory Drug Test (CDT).
  - (4) Not Recommended for further Naval Service.

#### **1209. Recommendation for Further Naval Service**

- a. With the exception of those to be discharged Deserted, Dismissed, or SNLR, all ratings/other ranks who have served less than 22 years are assessed as to their suitability for further Naval Service prior to discharge. This recommendation is recorded on the candidate's personal copy of the Form S3300c – RORRS 3 Appraisal Report/SJAR.
- b. Candidates 'Not Recommended for Further Naval Service' are not permitted to re-enter and have no RFR liability.
- c. In the absence of a recommendation notation on the Form S3300c/SJAR, Careers Staff are to use the following guidance when assessing eligibility for re-entry:
  - (1) To be recommended as suitable for further Naval Service, during their last three years of Service, the 'Conduct' of a rating/other rank was no less than 'GOOD' on one occasion, and the remainder 'VG'. The 'Efficiency' of a rating/other rank was no lower than 'MOD' on one occasion with the remainder 'SAT' or higher.

(2) 'Career Records' were introduced on 1 January 2000. To be recommended as suitable for further Naval Service a rating/other rank should be free from any 'Career Checks' during their last three years of service. Their 'Effectiveness' assessments during the same period should be commensurate with rate, experience, qualifications and seniority.

#### 1210. Discharge Categories

a. **Shore - Unsuitable During Training.** Candidates who were discharged 'Unsuitable During Training' may be processed and the discharge recommendation shown on the Wastage Return/SMIT Return used for guidance. Wastage Return/SMIT recommendations are valid for a maximum of three years from date of discharge after which time candidates may be interviewed and processed on their merits.

b. **Shore - Unhappy Under-18s.** This discharge category applies to ratings/other ranks whose six month discharge option point has passed but are still under the age of 18, and it is considered that they are so unhappy with Service life that it is unlikely that they would ever settle down. Candidates are not to be processed for re-entry until a minimum of 12 months has elapsed since their discharge. Candidates may then be processed and each candidate considered on their individual merits.

c. **Shore - All Other Categories.** CNR must be contacted for all other categories of discharge 'SHORE' before candidates are processed. CNR will consider each case on its individual merits, consulting the CNLS Casework Cell as necessary.

d. **Discharge as of Right – Wastage/SMIT Return Recommendations.** Candidates who exercised their 'Discharge as of Right' during their first 6 months' Service may be processed using the discharge recommendation shown on the Wastage Return/SMIT Return as guidance. Wastage Return/SMIT recommendations are valid for a maximum of three years from date of discharge after which time candidates may be interviewed and processed on their merits.

e. **Fraudulent Entry.** Former ratings/other ranks discharged 'Fraudulent Entry' will normally be refused re-entry. However, each application will be considered by CNR on its merits.

#### 1211. Discharge Categories - Former Army

a. No former Army rank is permitted to enter the Naval Service who was discharged in any of the following categories:

(1) QR (Army) 9.396 or 9.397: Discharge by Court-Martial.

(2) QR (Army) 9.403 or 9.404: Misconduct, Indiscipline.

(3) QR (Army) 9.405 : Retention Undesirable.

(4) QR (Army) 9.382: False Statement.

b. CNR must be contacted, before candidates are processed, for the following discharge categories:

- (1) QR (Army) 9.375 or 9.402: Compassionate Grounds.
- (2) QR (Army) 9.383: Unsuitable for Army Service During Training.
- (3) QR (Army) 9.411 to 9.414: Not Required/ SNLR. Personnel discharged from the Army after a positive CDT test result are ineligible for entry into the Naval Service.
- (4) QR(Army) 9.406 or 9.434 to 9.436 inclusive: Mentally/Temperamentally Unsuitable.
- (5) QR (Army) 9.381 and 9.385 to 9.387 inclusive: Medical.

#### **1212. Discharge Categories - Former RAF**

a. No former RAF airman/airwoman is permitted to enter the Naval Service who was discharged in any of the following categories:

- (1) QR (RAF) 607(6) and 607(7): Dismissed.
- (2) QR (RAF) 607(20): False Statement.

b. CNR must be contacted, before candidates are processed, for the following discharge categories:

- (1) QR (RAF) 607(11): Compassionate.
- (2) QR (RAF) 607(22): SNLR. Personnel discharged from the RAF after a positive CDT test result are ineligible for entry into the Naval Service.
- (3) QR (RAF) 607(15) to (18) inclusive: Medical.

#### **1213. Discharge Categories - All Former Regular Service – Medical**

a. Candidates who are currently in receipt of a Disability or Invalid Pension are not to be considered for entry.

b. Candidates previously Medically discharged are not to be processed without the prior approval of CNR. This category includes: '56 Day Rule', 'Invalided', 'Not Finally Attested', 'Defect in Enlistment Procedure', 'Unsuitable for Further Army Service', 'Ceasing to Fulfil Medical/Physical Standards' and 'Temperamentally Unsuitable'.

c. Candidates are to complete the online application form where their details are transferred on to MIS. A covering letter and original Medical documents are then to be forwarded to CNR for consideration for entry by the SMO SE. Each case will be considered individually on its merits and, in most cases, forwarded to a Service Medical Consultant for opinion.

**1214. Discharge Categories - All Former Regular Service – Compassionate**

Candidates who were discharged 'Compassionate' are to be interviewed informally, preferably with the spouse or parents, and the reason for discharge established. If it appears that the reasons for discharge have been resolved, Careers Staff are to contact CNR for approval before candidates are processed. CNR will consult Naval Personnel and Family Services (NPFS) where necessary. If required, NPFS will arrange with the candidate for a home visit to investigate the current family circumstances.

**1215. Discharge Categories - All Former Regular Service – Redundant**

a. If entered/re-entered into the Naval Service within 60 months of being made Redundant, candidates will be required to repay a proportion of the Special Capital Payment (Redundancy payment) they received on discharge. As a guide to the candidate the following formula should be used to estimate the sum to be repaid:

$$\text{Refund} = (1 - (A/60)) \times B.$$

Where A = number of complete months since last day of paid service.

B = amount of Special Capital Payment.

b. If approved for entry, CNR will liaise with Veterans UK to obtain the exact sum to be repaid by the candidate. The CNR approval letter will allocate a provisional entry date and will include a Repayment Acknowledgement Form. The candidate is to complete the Acknowledgement Form, attach a cheque for 50% of the amount to be repaid (the remainder will be recovered from pay over 2 years), and forward them to Veterans UK.

c. The provisional entry date is not to be given to the candidate until a receipt is received from Veterans UK. This receipt is to be included with the PEPs when forwarded to the NETE.

d. In the event of a candidate making a repayment and then subsequently not entering the Naval Service, candidates are to be advised to write to Veterans UK for a refund.

**1216. Discharge – Repayment of Gratuity/Grants/Pension etc.**

a. Candidates who were discharged: 'Redundant', 'Notice', 'Pension', 'Request', 'Engagement/Time Complete', who were given a pension and terminal grant on discharge, will not be required to repay the terminal grant. The pension will cease on entry and any commutation of pension will be recovered from pay throughout their remaining Service.

b. Those given a Resettlement Grant on discharge will not have to repay this if the break in service is in excess of 121 days.

**1217. Ratings Re-Entry - Sight of Candidate's Discharge Documents and Grounds for Refusal**

a. **ACTION: CAREERS STAFF.** Careers Staff must sight the candidate's discharge documents before processing can begin. It is the responsibility of the candidate to present their former Service discharge documents.

(1) **Former RN And RM – Discharge Documents. ACTION: CANDIDATE.** Former RN and RM must produce either their Service Certificate, Certificate of Discharge or Form S3300c – RORRS 3 Appraisal Report. Candidates who cannot produce their discharge documents must be instructed to provide a subject access request (SAR) to the address shown.

(2) **Former RAF And Army – Discharge Documents. ACTION: CANDIDATE.** Former RAF and Army must produce either their Certificate of Service or Full (not Temporary) Certificate of Discharge. Candidates who cannot produce either of these documents must be instructed to contact the relevant discharging authority and request a 'certified record of Service'.

b. In order that that the incremental pay level of entrants with previous service in the Army or RAF can be assessed correctly, candidates should supply a pay statement from the final year of their previous service. This pay statement should be included in the PEP. The Field Force should note that failure to provide a pay statement from previous service is not a bar to re-entry. However, candidates should be advised that failure to do so will prevent the correct assessment of the incremental pay level. They will therefore be paid at the lowest incremental level in the rank/rate at which they re-enter.

c. **ACTION: CAREERS STAFF.** Once the candidate's discharge documents have been checked and eligibility has been established, Careers Staff must then obtain the candidate's full Service record and Medical documents from the relevant discharging authority before processing.

**1218. Re-Entrant's Documents to be Forwarded to CNR**

a. **ACTION: CAREERS STAFF.** Careers Staff must obtain all former service documents and forward them to CNR if a candidate has had any period of former Regular Service. A brief covering letter indicating the candidate's BOC and photocopies of documents are to be forwarded to CNR.

b. **ACTION: AFCO.** AFCO is to retain original documents and forward them to the NETE with PEPs. The following documents are required as enclosures to the standard MIS letter:

(1) **Former Royal Navy, Royal Marines and QARNNS**

(a) Service Certificate or, if unavailable, a certified Service Record from Post Services Records.

(b) Certificate of Discharge if available.

- (c) Form C25 – Cessation of Pay.
  - (d) Most recent AFCO 101.
  - (e) Wastage/SMIT Return (if applicable).
- (2) **Former Army**
- (a) Certificate of Service (not Temporary Certificate of Discharge) or; Soldier's Record of Service (B200) or; if neither are available, a certified Service Record from Army Personnel Centre.
  - (b) Most recent AFCO 101.
- (3) **Former RAF**
- (a) Certificate of Discharge/Transfer to Reserve or; Statement of Service or; if neither are available, a certified Service Record from RAF Personnel Centre.
  - (b) Most recent AFCO 101.
- (4) **Trained RNR/RMR**
- (a) Service Certificate.
  - (b) Most recent AFCO 101.
- (5) **Former Commonwealth Regulars**
- (a) Service Certificate.
  - (b) Most recent AFCO 101.

#### **1219. Commonwealth Regular Service**

The RN may award former service towards qualification for promotion and advancement to those with former Commonwealth Regular service provided that the candidate achieved at least the Able Rate or equivalent and held that rate for a minimum of twelve months. The decision for an award will be made during Part 2 training iaw BR 3(1) Part 7.

#### **1220. Re-Entry - Eligibility and Branch Vacancies**

- a. **Trained Re-Entries - Former RN 1st Class Designation and MNE 1st Class on Discharge.** Candidates may be processed provided that their BOC is open to recruiting and they were not qualified for L/Hand on discharge.

- b. **Trained Re-Entries - Former Senior Rates/SNCOs/Leading Hands/RM Corporals (re-entering their former Branch).** A covering letter and photocopy of the candidate's SC must be forwarded to CNR before candidates are processed. A covering letter and photocopy of the candidate's SC are also to be forwarded to CNR (before candidates are processed) for former Leading Hands and Corporals applying to re-enter as ratings/other ranks and for former ratings/other ranks who were qualified for LH on discharge. Each application will be assessed individually by the relevant Branch Manager. CNR will inform the AFCO verbally whether or not a candidate can be processed.
- c. **BOP - Untrained Re-Entries.** Untrained re-entries can be processed provided their BOP is open to recruiting and they meet the requirements laid down in Summary of Entry Standards.
- d. **Re-Entry Eligibility - Former Officers.** Former Officers who apply to enter as rating/other ranks may be processed provided that they did not complete officer training. Former trained officers will not normally be considered for entry as ratings/other ranks.
- e. **Eligibility - Serving Personnel in UK Armed Forces.** Serving RN/RM, RAF and Army enquirers wishing to transfer to a new service are to be given the relevant CPs and instructed to make an application to transfer through their Unit Commanding Officer. Personnel who are on terminal leave may be considered for entry.
- f. **Eligibility - Serving Personnel in Commonwealth Regular Armed Forces.** Serving Commonwealth Services are not eligible to 'Transfer' to the Naval Service. Candidates must be discharged from their relevant service before entry into the Naval Service. However, candidates may be eligible for the award of former Commonwealth service.
- g. **Eligibility - Full Time Reserve Service (FTRS).** Applications to enter or re-enter the Naval Service from candidates who are serving on FTRS commitments are to be referred to CNR.

#### **1221. Re-Entries - Medicals**

- a. All candidates with former Regular or Reserve service must be fully medically re-examined before re-entry. However, serving RNR candidates may be accepted without a further medical examination provided that they have had a recruiting medical within the last twelve months and they have had no medical problems. See BR 1750A Chapter 2.
- b. Previous Service Medical documents must be obtained from the relevant discharging authority before candidates with former Regular or Reserve Service or are processed. Service Medical Records will not be released by the discharging authority without the written consent of the candidate. The MIS produced Proforma must be used for medical document requests.

c. On receipt of the Medical documents the inner sealed envelope is never to be opened by Careers Staff. Medical documents for eligible candidates must be forwarded to the AFCO ME with the FMed 1 for the Medical examination.

d. Candidates with former Regular Service, previously discharged for medical reasons, are not to be processed without approval from CNR. They are to complete the online application form for their details to be transferred across onto MIS, and a covering letter with the original Medical documents forwarded to CNR for consideration by SMO SE.

#### **1222. Re-Entries (Trained) - MIS/PJFT**

a. **MIS.** All branches should be allocated a trained category for MIS input. Any queries should be addressed to CNR RA.

b. **RNFT.** If the candidate has not undertaken the RNFT within the previous 12 months they are required to carry out the PJFT.

#### **1223. Re-Entries - Security Clearance**

a. Re-application for Security Clearance (SC) is usually unnecessary if there is a gap of not more than one year between leaving the Naval Service and rejoining. The candidate should not have resided overseas for more than 6 months during this time.

b. The following procedure is to be followed by AFCO staff:

(1) Contact the NSV Help Desk to confirm particulars of the applicant (full names, date of birth, Service number, etc) and that the criteria are met.

(2) Request the transfer of SC by letter, fax or MOD e-mail the appropriate TAFMIS Letter.

Contact Details:

Tel: 01904 66 2644 or 2541

Fax: 01904 66 2213

MOD e-mail: DBS-NSV-CustomerEnquiries (MULTIUSER)

Internet: DBS-NSV-CustomerEnquiries@mod.uk

c. Candidates re-entering the Service must be submitted to NSV for a new SC. Documentation for trained re-entries is not to be forwarded to CNR for approval to enter until candidates have been allocated SC.

d. Serving RNR and RMR candidates must complete a new MOD Form 493. Unspent declared criminal convictions must meet the relevant eligibility criteria. Candidates who are eligible in all other respects and their current SC details are available will not need further SC clearance.

e. When applying for security clearance, former service details are to be shown on the BPSSVR and the relevant section of the NSV 001. If known, the previous security clearance number is also to be shown on the BPSSVR.

- f. If a Nationality waiver has been given for the original entry then this remains extant and a further application for a waiver is not required.
- g. Applicants who have resided overseas since previous discharge are to be processed within the Residency rules.

#### 1224. Re-Entries - Engineering Ratings

- a. **Eligibility.** Regular and Reserve basic eligibility remains unchanged.
- b. **Age Limit.** There is no upper age limit for re-entry.
- c. **Qualifications.** Must have achieved OPS.
- d. **Initial Meeting.** Held in the AFCO to ascertain identity and gain permission to access personal data. If successful, approval to process is to be sought from CNR OPS RP CA1 and medical records sought by AFCO. The relevant Branch Manager is then to decide whether a provisional offer for re-entry should be made.
- e. **Selection Interview.** If provisional offer of re-entry is made, a standard Selection Interview is to be held by the AFCO.
- f. **Medical**
  - (1) Candidate must be fully deployable.
  - (2) Candidate is required to obtain a Defined Medical Summary (DMS) covering the period since leaving the Service.
  - (3) For Candidates with less than 12 months since their discharge medical, their Service medical documents and DMS are to be forwarded to CNR OPS MM SO3 for assessment.
  - (4) For Candidates with more than 12 months since their discharge medical, they must be booked onto a standard AFCO CAPITA medical. Their Service medical documents and DMS are to be provided to the AFCO ME at the appointment. CNR OPS MM SO3 is to be informed of any Candidate made Temporarily Medically Unsuitable (TMU).
- g. **SC.** SC remains valid if less than 12 months since discharge. If greater than 12 months has elapsed, a new SC is to be requested. A waiver, if required, is to be requested from CNR OPS RP CA1 in the standard method.
- h. **RNFT.** A RNFT is to be completed by all those under 40. All Candidates over 40 may elect to take an RNFT or complete a RPW during their re-entry induction process.
- i. **Allocation to Entry.** With no alignment to a Phase 2 course, allocation will be in liaison with CNR OPS RP CA1, in order to complete the 3-day re-entry process.

**1225. Re-Entries - Naval Nurses**

CNR (SO3NMD) is to be contacted for trained Naval Nurses to be assessed prior to re-entry.

**1226. Re-Entries (Trained) – LPTI**

LPTIs who wish to re-enter must have an Enhanced Disclosure and Barring Service (DBS) Check before re-entering.

**1227. Re-Entries (Trained) - RT Requirements**

a. Former Able Rates/Mnes and above re-entering in their former Branch are not required to re-take the RT.

b. Former Able Rates/Mnes and above re-entering in a different branch or Service from that on discharge must meet the current RT Part and Total scores for the new BOP. Candidates whose original RT scores are more than 3 years old or do not meet the current RT requirement for the new BOP are to be re-tested and the RT score obtained for initial entry is to be disregarded. Candidates will be allowed the same number of RT attempts as a first time applicant.

**1228. Re-Entries (Untrained) - RT Requirements**

a. Irrespective of the candidate's former rank/rating or branch, Untrained re-entries must meet the current BOP entry standards. RNR ratings RT score may be used without a further RT provided that the test result is less than three years old and meets the requirements of their selected BOP.

b. Candidates who had previously achieved the necessary RT Total and Part scores for their BOP do not need to re-take the RT for a period of three years from the date of their first attempt. Candidates must meet the re-take criteria as for first time candidates. However, candidates who had previously taken the RT twice will normally be allowed a third attempt at the discretion of the RRO.

**1229. Re-Entry - Selection Interview**

a. The original AFCO 101 is to be obtained from CNR provided that it is less than three years old from the date the candidate was discharged. The relevant MIS letter is to be used.

b. **ACTION: CAREERS STAFF.** Irrespective of the length of break in Service, a new AFCO 101 is to be raised for each candidate. Careers Staff will have a great deal more information available to them about a candidate re-entering the Service than those entering for the first time. Prior to the interview, Careers Staff should make full use of the following documents:

- (1) The original AFCO 101 (if less than 3 years old).
- (2) Training record (if available).
- (3) Training wastage return (if available).

(4) Notations recorded on the Service Certificate.

c. Since more information is available about the candidate, the re-entry interview will differ significantly from an initial interview. It is essential that the reason the candidate was discharged from the Service, and motivation for re-entry, are fully investigated and recorded on the AFCO 101.

d. **ACTION: CAREERS STAFF.** All candidates who are interviewed are to be given a full AFCO CA interview, which is to be recorded on the AFCO 101. The AFCO interview should reflect the interviewer's assessment of the candidate's personal suitability for training and Service life irrespective of test scores. The AFCO interview should be calculated immediately after the interview and prior to a final selection decision being made.

e. Careers Advisers have no discretion with the minimum acceptable AFCO interview for a BOP.

f. **Trained Re-Entrants.** Candidates in this category will be former RN/RM who achieved at least the Able Rate or equivalent before discharge and are re-entering the Naval Service in their former Branch. It also applies to serving RFR/RMR candidates entering on a Special Short Service Engagement. Since the Trained re-entrant will very quickly enter on to the Trained Strength, it is essential that the Careers Advisers Selection Report is as comprehensive as possible. The Interview should concentrate on the following areas:

(1) Family circumstances and, if applicable, how they differ from previous Service. What provision is being made for the care of any children and future housing requirements should also be noted.

(2) Educational qualifications are to be compared with those noted on the applicant's Service Certificate. Only further education and qualifications obtained since leaving the Service need to be covered in this section.

(3) Details of employment or unemployment since leaving the service and steps taken to find employment. Financial outgoings and Debts must be fully covered and the individual's ability to manage on future Service pay.

(4) Spare time activities and physical or sporting involvement or interests since leaving the Service.

(5) Reasons for leaving the service and changes in circumstances to prompt application to re-enter and, if entering a new BOC, motivation and BOC knowledge.

(6) Previous notice submissions, decorations received, advancement qualifications, poor character and efficiency assessments.

g. A comprehensive Selection Report and recommendation is to be made by the Careers Adviser in the AFCO 101. It is important to note that the Forms 101 are frequently referred to in the event of in Service representations and complaints.

h. **Untrained Re-Entrants.** The interview should follow the formal interview format but additional emphasis must be placed on changes to the candidate's circumstances, work record and achievements since leaving the Service. If applicable, the steps taken by the candidate to rectify adverse comments shown on Training Records or Training Wastage returns are to be recorded on the AFCO 101.

### 1230. Re-Entries (Trained) - Royal Marines

a. **PRMC.** There is no requirement for trained RM or trained RMR other ranks to undertake a PRMC prior to re-entry.

b. **Trained Musician – Audition.** CNR is to be contacted to establish whether or not a trained RM Musician is required to undertake an Audition prior to re-entry.

### 1231. Re-Entries - RMOR Fast-Track Re-Entry Procedure

a. This procedure must result in the recruit completing the re-joining process, including medical at CTCRM, within 28 calendar days of leaving training with a 'Training Wastage Return' re-entry time of Immediate.

b. Only those recruits recommended for immediate re-entry will be eligible for the 'fast track' scheme. All 'immediate' category RMOR who leave by voluntary Early Termination from CTCRM will be issued an "Immediate Re-join" letter stating their "Re-entry Time". This letter will be the introduction back to the AFCO.

c. Those who have taken voluntary Early Termination who in the opinion of CTCRM could be accepted back "immediately" will fall into 3 categories.

(1) Those who re-apply through an AFCO within 21 days of release from CTCRM, and are therefore capable of being processed and re-entered such that a medical can be conducted at CTCRM within 28 calendar days of discharge.

(2) Those who re-apply through an AFCO outside 21 days.

(3) Those not seen again.

d. An MIS Journal entry is to be created for the candidate, titled 'Fast track Re-entry' and the following information inserted:

Date candidate attended AFCO  
Lack of voluntary Early Termination option briefed  
S3049 issued  
SC (insert no.) re-instated  
Re-entry date to CTCRM



**Note.** CAs are not to alter the candidate's 'involvement level' ie. this is to remain at 'Entered Service'.

**1232. Re-Entries - RMOR 'Immediate' Re-Entry Procedure**

Recruits recommended for 'immediate' re-entry who wish to rejoin will be directed to visit the nearest AFCO (preferably the originating AFCO) at the earliest opportunity, taking with them the letter issued at discharge. Careers Staff are to confirm that the recruit exactly fits category 5.a. i.e. that the date they make contact with the AFCO is within 21 days of discharge from CTCRM.

- a. CAs are to confirm that it is the candidate's intention to re-enter and ensure they are aware that their 6 month voluntary Early Termination option no longer exists.
- b. The CA is to contact NSV to inform them of the candidate's re-entry, in order to revalidate their SC.
- c. CAs are to confirm the earliest possible re-entry date with CNR RP. This will normally be between Monday-Thursday. A joining date of a Friday will be used only in exceptional circumstances in order to meet the 28 day deadline. Final clearance to re-enter will be provided by CNR RP.
- d. **Joining Documentation.** This will solely consist of a duplicate S3049 and any travel documentation, such as rail warrants. Candidates are to be provided with a new S3049. CAs are to call up the candidate's original TAFMIS record, which should be at the status 'Entered Service'. They should then locate the form S3049 and reproduce it, giving a copy to the candidate. No joining letter is required and PEPs will not be forwarded to CTCRM.
- e. The only other administrative action required is to produce travel documentation if required.

**1233. Officer Re-Entry - Basic Principles**

Officers may re-enter the Naval Service from a wide variety of source areas including those presently serving on Full Time Reserve Service (FTRS) or from the RNR.

**1234. Officer Re-Entry - Application and Selection Process**

- a. The single point of contact for all re-entry candidates, including ex-regulars or ex-reservists wishing to enter or re-enter the Reserves, will be the Admiralty Interview Board (AIB). Re-entry candidate applications sent to any other authorities, for example the Career Manager, should be forwarded to the AIB and the candidate informed.
- b. For **Trained** re-entrants a request should then be made to NPT(Res) for the retrieval of the Candidate's Personal File. For **Untrained** re-entrants, a request should be made to the Navy Command Terms of Service for the Candidate's Personal/AIB File; these are then to be forwarded to NPT (Res).

c. NPT (Res) will then determine, in liaison with the appropriate Branch Manager (BM) and Career Manager (CM), whether the individual meets the Service requirement, having regard in particular to the manpower strength within the Re-entrant candidate's Specialisation cohort and the relevant skills, experience and qualifications they are able to offer. This is a GO/NO GO decision point. If 'NO GO', the file is to be returned to AIB who will issue a rejection letter to the candidate and inform the relevant AFCO/OCLC. It is important that an accurate reason for the rejection is included; this should have been fully minuted when the application was staffed by NPT (Res) in conjunction with the appropriate BM and CM. The CM should recommend an initial seniority date, commission and pay increment level to enable the Terms of Service Team to create the actual terms and conditions for re-entry.

d. If a 'GO' decision is made, the personal file is to be passed to the relevant CM, concurrent with a note to the AIB to commence the recruiting procedures as soon as possible. AIB will advise the relevant AFCO/OCLC to obtain the candidate's previous Service medical documents and book an AFCO ME appointment. On successful completion of the medical, all medical documents are to be sent to AIB. AIB will then commence the Security Clearance for the candidate. If unsuccessful, the previous Service medical documents are to be returned to the relevant source.

e. CMs are to make direct contact with the candidate in order to determine the exact timing of any potential re-entry and the candidate's individual preferences on appointment. Additional discussions should cover any bespoke training package, probable career path and promotion opportunities.

f. The Terms of Service Team, in liaison with the Officer Promotion Section, will assign the type of commission for re-entry, rank and seniority on re-joining, reserved rights owing from service prior to 1 Apr 99, return of service liability for bespoke training (if deemed appropriate) and the appropriate pay increment level which should have been proposed by CNPS and CNPers. Once complete the personal file should be passed to BMs to determine any entitlement to Special Service Pay, FRI payments, uniform issue/allowances, pension information, and, in a small number of cases, gratuity repayment details.

g. The file is then to be returned to the relevant CM who, once an entry date and appointment have been agreed, will complete the offer conditions and pass to the relevant DACOS Career Manager for clearance. The full offer details will then be forwarded to CNR who will sign the final letter approving re-entry for return to the candidate once security clearance process has been satisfactorily completed.

h. If the candidate wishes to proceed, they should accept the job offer in writing, whereupon they can be administered by the AIB for re-entry to the Service.

**1235. Officer Re-Entry - Untrained Re-Entrants**

a. In considering untrained candidates who have left the training pipeline at an early stage, CAIB will utilise Final Board Mark and BRNC/CTCRM recommendations to decide whether to reject or re-board a candidate. If a re-board is necessary, the candidate will proceed as if a new entrant. Close liaison between CAIB, CNPERS and the FOST SO1 Training Pipeline Manager will be required to define the re-boarding criteria.

b. The details of candidates who have left the training pipeline at a later stage, but who have not joined the Trained Strength, and have sufficient previous service records to reflect a satisfactory performance in training, will be forwarded directly to the FOST SO1 Training Pipeline Manager for consideration. Whenever candidates would be able to quickly alleviate shortfalls in Gains to the Trained Strength (GTS) targets or specific manning shortfalls, there should be close liaison between all parties. All successful applications will be administered by the AIB for re-entry to the Service.

**1236. Officer Re-Entry - Entry Dates and Joining Instructions**

a. Trained RN re-entries will enter at a unit of CNPERS' direction.

b. If candidates are in-date for the RNFT (i.e. carried out the test within the past 12 months), they will not have to re-take the New Entry physical tests or the Naval swimming test. However, the AIB must stress to candidates that they need to follow an appropriate form of fitness programme prior to entry. Otherwise, candidates out of date for the RNFT must undertake a fitness test within the first month of re-joining.

c. Once an entry date has been allocated, candidates should be advised to contact their relevant CM for advice. If eligible, candidates should also be advised that they may apply for Service Family Accommodation. The CM should advise individuals to submit an application to the relevant Defence Estates Housing Information Centre (HIC) in accordance with JSP 464.

d. Trained re-entrants may use their own transport for joining their assignment. Those opting to use own transport can claim for the journey on JPA using the receiving unit UIN. Alternatively they may request a train ticket from ACOS(PCap).

**1237. Officer Re-Entry - Royal Marines**

See Para 4814.