

**CHAPTER 13**

**'TRANSFERS' TO NAVAL SERVICE - RATINGS/OTHER RANKS**

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## CHAPTER 13

## TRANSFERRING INTO THE NAVAL SERVICE

**1301. Definition**

Although the term 'transfer' is used throughout this Chapter, the individual is being 'prematurely discharged from one Service to enter another' - see Chapter 48 Section 3.

**1302. Reserve Forces**

Transfers between the Reserve Forces should be dealt with in a similar manner to their Regular equivalents, as described in the following paragraphs.

**1303. Transfer to the RM from the RN**

Processing is as follows:

- a. Rating requests to Commanding Officer to transfer iaw Chapter 48.
- b. Commanding Officer forwards rating's application to CNR (CNR RP) requesting manning clearance.
- c. **ACTION: CNR.** CNR applies for manning clearance to ACOS(PCap) REQM (for those on the Trained Strength) and to FOST NE (for ratings under training).
- d. CNR will forward the application to CTCRM PSO for ratings who are given manning clearance.
- e. **ACTION: CTCRM PSO.** PSO will liaise with rating's Commanding Officer to arrange PRMC and PSO interview.
- f. CTCRM PSO will inform CNR if the rating is recommended for entry to the RM.
- g. **ACTION: CNR.** For recommended ratings, CNR will:
  - (1) Liaise with CNPers CM for a suitable date for the rating to be discharged from the RN.
  - (2) Allocate rating to a suitable Troop entry.
  - (3) CNR will then issue the transfer letter to rating's Commanding Officer giving date of entry to RM and instructions for the rating to be processed at a suitable AFCO. CNR forwards a copy of the CTCRM PSO report to the AFCO with the transfer letter.
- h. **ACTION: AFCO.** Rating attends AFCO for documentation and AFCO ME for medical examination.
- i. Obtain rating's current SC number from NSV for use on entry to the RM.
- j. Rating is processed by the AFCO to enter CTCRM as a new entry.

**1304. Transfer to the RM from the Army or RAF**

Processing is as follows:

- a. Airman/rank requests to Unit Commanding Officer to transfer iaw individual Service instructions.
- b. Army/RAF Personnel HQ forwards application to CNR.
- c. **ACTION: CNR.** CNR forwards the application to CTCRM PSO.
- d. **ACTION: CTCRM PSO.** PSO will liaise with airman/rank's Unit Commanding Officer to arrange PRMC and PSO interview.
- e. CTCRM PSO will inform CNR if airman/rank is recommended for entry to the RM.
- f. **ACTION: CNR.** For a recommended airman/rank, CNR will:
  - (1) Liaise with Army/RAF Personnel HQ for a suitable date for the airman/rank to be discharged.
  - (2) Liaise with the airman/rank's nearest AFCO for a suitable date for documentation and medical examination.
  - (3) Allocate airman/rank to a suitable Troop entry.
- g. **ACTION: CNR.** CNR will then issue the transfer letter to airman/rank's Unit Commanding Officer and Personnel HQ giving date of entry to RM and instructions for the airman/rank to be processed at a suitable AFCO. CNR forwards a copy of the CTCRM PSO report to the AFCO with the transfer letter.
- h. Airman/rank attends AFCO for documentation and AFCO ME for medical examination.
- i. **ACTION: AFCO.** AFCO processes Airman/rank to enter CTCRM on the allocated Troop entry date.
- j. Obtain rating's current SC number from NSV for use on entry to the RM.
- k. Army/RAF transferees will join with their allocated Troop and will be assessed by CTCRM. They will normally complete the full 32-week syllabus, though this may be shortened for those with suitable previous training and experience.

**1305. Transfer to the RN from the RM**

Processing is as follows:

- a. Other Rank requests to Commanding Officer to transfer iaw Chapter 48.
- b. Commanding Officer forwards Other Rank's application to CNR requesting manning clearance.

- c. **ACTION: CNR.** CNR applies for manning clearance to CNPS REQM.
- d. For Other Ranks who are given manning clearance, CNR will then arrange for them to be processed at their nearest AFCO.
- e. Candidate attends AFCO for processing into requested BOP and must:
  - (1) Meet the BOP entry criteria laid down in the Summary of Entry Standards.
  - (2) Undertake a further RT if the original RT is over three years old or does not meet the entry requirements for selected BOP.
  - (3) Be recommended for entry by a Careers Adviser at Selection Interview.
  - (4) Be passed medically fit by the AFCO ME.
  - (5) Be in date for fitness test or re-take PJFT.
- f. Obtain Other Rank's current SC number from NSV for use on entry to the RN.
- g. **ACTION: CNR.** For recommended Other Ranks, CNR will:
  - (1) Liaise with HQRN for a suitable date for the Other Rank to be discharged from the RM.
  - (2) Arrange an entry date.
- h. CNR will then issue the transfer letter to Other Rank's Commanding Officer and HQRN giving date of entry to RN.
- i. Other Rank is processed by the AFCO to enter RN as a new entry.

**1306. Transfer to the RN from the Army or RAF**

Processing is as follows:

- a. Airman/rank requests to Unit Commanding Officer to transfer iaw. individual Service instructions.
- b. Army/RAF Personnel HQ forwards application to CNR.
- c. **ACTION: CNR.** CNR assesses availability of requested BOP.
- d. CNR will then arrange for candidate to be processed at their nearest AFCO.
- e. Candidate attends AFCO for processing into requested BOP and must:
  - (1) Meet the BOP entry criteria laid down in the Summary of Entry Standards.
  - (2) Undertake the RT.

- (3) Be passed medically fit by the AFCO ME.
- (4) Conduct PJFT.
- (5) Be recommended for entry by a Careers Adviser at Selection Interview.
- f. Obtain airman/rank's current SC number from NSV for use on entry to the RN.
- g. **ACTION: CNR.** For a recommended airman/rank, CNR will:
  - (1) Liaise with Army/RAF Personnel HQ for a suitable date for the discharge.
  - (2) Arrange an entry date.
- h. **ACTION: CNR.** CNR will then issue the transfer letter to airman/rank's Unit Commanding Officer and Personnel HQ given date of entry to RN.
- i. **ACTION: AFCO.** AFCO processes candidate to enter RN as a new entry.

**1307. Transfer To Full Career - Trained RMR Other Ranks**

- a. Trained RMR ranks transferring to Full Career are required to undertake a 12 month probationary period on FTRS/SSSE in a regular RM unit (ideally a CDO) and be approved for transfer by the regular unit CO.
- b. It is preferable for the RMR rank to be on General Duties Mne FTRS contract, but during periods of Mne manning balance there may not be any Mne GD gaps and only FTRS SQ contracts will be available for the probationary period.

**1308. Transfer To Full Career - Serving RNR/RMR**

- a. Trained RMR ranks on transfer to Full Career will be allocated to enter CTCRM by 0800, normally, the first Tuesday of each month. CNR will forward nominal lists to CTCRM and RDCA WO1 at least two weeks prior to the planned entry date. |
- b. Candidates cannot make an application for Service Family Accommodation until they have successfully completed the re-training programme.
- c. Trained re-entries may use their own transport. Those opting to use own transport are make a claim on JPA using the regional HQ UIN. Overnight accommodation is available for those arriving PM on the Monday. |
- d. Normal night and weekend leave may be granted whilst at CTCRM.
- e. CTCRM will process Trained re-entries and draft them to the Trained Strength, normally, within the first month of joining CTCRM. However, it must be stressed to Trained RM re-entries that they will be required to pass all elements of the Training Assessment listed below within four weeks of arrival at CTCRM. |

f. CTCRM Joining Routine and Initial Training Assessment. Joiners report to SO3 Human Resources at 0800. On completion they will undertake an Initial Training Assessment and complete Enlistment/Joining Brief/Documentation. Dependent upon the initial training assessment, individuals will join Infantry Support Wing (ISW) for up to 4 weeks. Within the Wing they will be administered by the Central Training Team (CTT) Staff and complete the following criteria checks:

- (1) PSO Interview and Initial Training Assessment.
- (2) Medical and Dental Checks.
- (3) Kit and AGR Issue.
- (4) Using SA80, complete Annual Personal Weapon Test, Weapon Handling Tests, and Weapon training revision.
- (5) Pass Basic Fitness Test and basic Swimming Tests.
- (6) Complete fieldcraft and other revision as a member of FTS.
- (7) Complete NBC theory and practical and annual NBC tests.
- (8) Written military skills and knowledge tests.
- (9) Formal interview with CO CTCRM.

g. On successful completion of applicable tests, SO3 Human Resources will inform ACOS(PCap) of those who have successfully completed re-entry training. Trained re-entries will then be assigned. Trained re-entries who do not successfully complete re-entry training will be Discharged SHORE. |