CHAPTER 26
LEAVE, ABSENCE AND SEPARATED SERVICE

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CHAPTER 26
LEAVE, ABSENCE AND SEPARATED SERVICE

SECTION 1 - GENERAL

2601. Introduction

a. The Tri-Service policy guidelines and regulations for leave and other types of absence can be found in JSP 760. This JSP has a broad remit and encompasses the majority of reasons for the absence of a Service person from their designated place of work. These include the various types of leave available and those occasions when Service personnel are absent for other reasons, such as jury service or when in civil custody. Absences may be either pre-planned or in reaction to particular circumstances. Either way, all absences must be recorded on the Joint Personnel Administration (JPA) System to allow for the appropriate pay, allowances or career management action to be taken, and for the provision of accurate management information. Service personnel will not be able to input Leave retrospectively onto the JPA system, therefore Annual Leave requests should be submitted at least 48 hours prior to the proposed period of absence.

b. JSP 760 is intended as general regulations to those responsible for absence management and provides a basis upon which reasonable decisions can be made.

c. All those responsible for the management and administration of leave and absence must make themselves conversant with the instructions contained in JSP 760.

2602. Management of Leave and Stand Downs

a. The management of leave is the responsibility of the Chain of Command.

b. Commanding Officers are responsible for ensuring that, wherever possible, individuals take their leave allowance in the leave year it was allocated.

c. Whilst Stand Downs are not to be used to replace or defer ALA (JSP 760 Chapter 2), COs should assess the appropriateness of awarding a stand down independently of, and without reference to, an individual's outstanding ALA balance.

2603. Granting and Timing of Absences

The granting and timing of all forms of absence (with the exception of the Statutory Maternity and Adoption Leave, or when absence is unavoidable e.g. Civil Custody or absence on medical grounds) is to be at the discretion of the Service and is subject to operational requirements and the general exigencies of the Service.

2604. Complaints about Refusal of Leave

Complaints about refusal of leave are covered under the internal redress of complaint procedures and must be submitted in writing within 3 months from the day on which the matter complained of occurred (JSP 831 – Redress of Individual Grievance: Service Complaints).
2605. Individual Leave Allowance

a. Individual Leave Allowance (ILA) consists of a combined total of 4 leave types: Authorised Absence; Post Operational Leave; Seagoers’ Leave; and Annual Leave. An application for ILA will reduce the individual balances in the following order of priority:

- Authorised Absence (AA)
- Post Operational Leave (POL)
- Seagoers’ Leave (SGL)
- Annual Leave Allowance (ALA)

Any ILA period which is subsequently cancelled, regardless of the reason, will be credited to the 4 absence types in the reverse order.

b. From 1 Apr 09 Service personnel have 38 days Annual Leave Allowance which includes Public Holidays. Service personnel are entitled to a minimum of 28 days annual leave per year under the Working Time Regulations (WTR). (JSP 760 Chapter 1 para 1.004.)

c. Personnel unable to take at least 28 days annual leave is a CAT A PFS breach and should be reported as such (see Annex 22A).

2606. Recording of Absences

a. The introduction of absence recording on JPA has reduced, but not totally eliminated, the need for paper-based absence requests. Additionally, unless deemed to be inappropriate, JPA has granted responsibility to those who hold the rank of Petty Officer or above to self-administer their own individual leave requests. Pivotal to the success of the Absence Process is prior planning with the Service Person’s Line Manager and this is to be encouraged at all times.

b. The recording of absence details on the JPA system by Service personnel, their CO or the Unit HR Administration staff, directly affects the efficient management of absences within a unit. Inaccurate recording and forecasting might have detrimental consequences both for the individuals within a unit and on the performance of that unit as an operational entity. All Service personnel must be made aware that they have a duty to record accurate and up-to-date absence information on JPA including that between assignments (Annex 26I). This is not only a policy requirement but is necessary for informed decisions to be made affecting pay, allowances and personnel management. The principal reasons driving the requirement for accurate leave recording are:
(1) The Armed Forces Pay Review Body (AFPRB) uses leave data in calculating its annual pay award recommendations to the Prime Minister. The ability to take leave is also one of the key components of the rationale behind the X-factor calculation. The accurate recording of leave is therefore important to the ongoing credibility of the pay award process.

(2) On the basis of legal advice, it was decided that MOD should commence making payments in lieu of untaken leave for Service personnel who die in service. However, the MOD can only make such payments on the basis of accurate and up-to-date leave records to provide the necessary audit trail.

(3) NCHQ is required to report annually to the Service Personnel Board (SPB) the number of personnel who have been able to take the minimum of 28 days ALA each year and the reasons why personnel are unable to achieve this. Lack of accurate recording masks the true extent of personnel unable to take leave for genuine operational reasons.

c. It is, therefore vital that all personnel keep their JPA leave records up-to-date and that the Chain of Command ensures this policy is enforced.
SECTION 2 - TYPES OF LEAVE AND ABSENCE

2607. JSP 760 References
The following references in JSP 760 give details on all types of Leave and Absence:

- Annual Leave - Chapter 1
- Authorised Absence including Stand-Downs – Chapter 2
- Post Operational Leave – Chapter 3
- Seagoers Leave – Chapter 4
- Rest & Recuperation – Chapter 5
- Domiciled Collective Leave (DOMCOL) - Chapter 6
- Re-Engagement Leave – Chapter 7
- Re-location Leave – Chapter 8
- Graduated Resettlement Leave – Chapter 9
- Invaliding Leave – Chapter 10
- Absence without Authority – Chapter 11
- Custodial Absence – Chapter 12
- Suspension from Duty – Chapter 13
- Jury Service – Chapter 14
- Absence on Medical Grounds – Chapter 15
- Compassionate Leave – Chapter 16
- Unpaid Leave – Chapter 17
- Career Intermissions – Chapter 18
- Terminal Leave – Chapter 19
- Maternity Leave & Arrangements – Chapter 20
- Adoption Leave – Chapter 21
- Paternity Leave – Chapter 22
- Parental Leave – Chapter 23
- Time off for Dependants – Chapter 24
- Shared Parental Leave - Chapter 25
- Call Forward of Leave - Chapter 26
- Transfer of Leave - Chapter 27
- Enhanced Leave - Chapter 28

2608. Relocation Leave
Relocation Leave (RL) is a period of authorised absence granted to Service personnel assigned between locations on non-operational tours of duty necessitating a change of accommodation, to facilitate the settling in/relocation process. It is in addition to, and not a substitute for, Annual Leave. All additional periods of absence taken between assignments i.e. AA and ILA, are to be recorded on JPA.

a. Allocation. Career Managers (CM) are to authorise RL in accordance with the direction given in JSP 760 Chapter 8 where possible. The award of RL, AA and ILA between assignments is subject to the requirement and exigencies of the Naval Service and can only be authorised by the CM after consultation with discharging and receiving units, taking into account personal circumstances wherever possible.
b. In the context of RL eligibility, Naval Service policy guidance is that a 'normal tour of duty' is defined as a permanent assignment iaw JSP 752 and therefore temporary assignments (any period of duty away from the permanent duty unit, of less than 183 days) do not qualify for RL. This does not preclude Commanding Officers from exercising their judgement to award Stand-down, iaw JSP 760, prior to, and on return from, temporary assignment, if the situation warrants it; say for an overseas detachment/temporary assignment period.

c. Any RL or AA granted by the CM is to be annotated on the Permanent Assignment Order (AO) e.g. Relocation Leave 1 Day, Authorised Absence 1 Day. Any additional periods of absence between assignments will be taken automatically from the Individual Leave Allowance in the following order of priority:

- Post Operational Leave.
- Seagoer's Leave.
- Annual Leave Allowance.

d. Once the AO has been issued, Unit HR Admin staff will credit the requisite RL or AA on JPA (in accordance with the JPA Business Process Guide). As the Service Person approaches their assignment date they are to apply for RL/AA/ILA on JPA through JPA Self Service (create a separate absence request using the Absence Type 'Relocation', 'Authorised Absence' or 'Individual Leave Allowance'). This process will enable RL/AA/ILA to be captured on JPA.

2609. Leave Abroad

a. Personnel should be aware that special security regulations can apply when travelling to certain countries. Details of these countries and the procedures to follow can be found in JSP 440. Certain restrictions also apply to Service Personnel wishing to visit Northern Ireland (NI).

b. Anyone intending to travel to NI or the Republic of Ireland (ROI) is to contact their USO, in the first instance, to ensure the appropriate briefing is given.

2610. Further Information

Further policy is contained within BRd 9467 (FLAGO), Chapter 12. Additionally, advice on all leave matters can be provided by NAVY PERS-CNPS EMPLOYMT POL SO1 or NAVY PERS-CNPS EMPLOYMT POL CPO.
SECTION 3 - MARITIME RESERVES LEAVE

2611. Introduction

Unless otherwise stated, Reserve personnel are eligible for the same allocation and types of absence as Regular personnel, although these may vary depending on the type of Reserve service being undertaken e.g. FTRS, ADC etc. However, Sponsored Reserves are not entitled to leave. Part Time Volunteer Reserve (PTVR) personnel attending on MTDs under RFA 96 Sections 22 and 27 are now entitled to attendance based paid leave proportionate to their Service. Detailed policy is contained within JSP 760 and 2013DIN01-225.

2612. Maritime Reserves Leave of Absence

Commanding Officers may grant up to six months leave of absence to any Reserve personnel who request it for civilian employment or other reasons. Such leave will not affect seniority or reckonable service in the Reserve. All applications for leave of absence exceeding 6 months’ are to be submitted to NPT (Reserves). Such submissions are to contain an assessment of the likelihood that the Reservist will resume training on completion of the stipulated period of absence.

2613. Maritime Reserves Extended Leave of Absence

The detailed regulations for extended leave of absence (more than 1 year) for Royal Naval Reserves are below. However, extended leave of absence may be granted by CMR in exceptional circumstances:

a. Junior Officers under Training will normally be required to be removed from the Active List and apply for re-entry on their return.

b. Officers with under 15 years’ service will be placed on List 6 for up to three years, thereafter they will be removed from the Active List. Whilst on this List they will neither accrue seniority in their rank nor reckonable service in the Reserve. Only one such period of absence will be permitted.

c. Officers with over 15 years’ service may revert to List 6 for up to 3 years. Thereafter they may be placed on the Retired List.

d. Ratings. Ratings may be placed on List 6 for periods of up to 3 years. For periods in excess of 3 years they are to be discharged. Should they wish to re-join at some future point, they may be permitted to re-enter in their previous rate, subject to the prevailing manpower situation, and in accordance with current re-entry regulations. Re-entry is not a right and cannot be guaranteed.

2614. Commanding Officers

Commanding Officers who for any reason intend taking a period of leave of absence in excess of one month are to report details to CMR.
SECTION 4 - LEAVE FOR 3 WATCH MANNED VESSELS

2615. Introduction
The 3WM methodology was developed in 1992 as the enabler for new operating patterns for the next generation of survey vessels designed to achieve high levels of availability through innovative solutions in both engineering and personal terms. The result of extensive studies within the RN was a lean complement working a watch rotation routine finely tuned to the role of each ship. Survey vessels in particular benefit from a highly predictable and stable programme albeit with long deployment periods; often this is not available to other Fleet surface units.

2616. Watch-keeping Cycle

a. The watch-keeping cycle will be determined by local management for each of the vessels subject to programming/operational commitments.

For an individual over a 3 year (1,095 days) rolling period intended to deliver 270/3 days of protected harmony:

<table>
<thead>
<tr>
<th>Days</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>804</td>
<td>Total days on watch</td>
</tr>
<tr>
<td>291</td>
<td>Total days off watch</td>
</tr>
</tbody>
</table>

Of this off watch time:

<table>
<thead>
<tr>
<th>Description</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALA (inc PH) (3 x 38 days pa)</td>
<td>114</td>
</tr>
<tr>
<td>SGL (3 x 12 days pa)</td>
<td>36</td>
</tr>
<tr>
<td>Respite (Authorised Absence)</td>
<td>120</td>
</tr>
<tr>
<td>TOIL (to be decided by Command)</td>
<td>21</td>
</tr>
</tbody>
</table>

b. Toil may be granted at the CO’s discretion up to a maximum of 21 days over a 3 year period (i.e. 3 x 7 days each year) to build the total of off watch time to 291 days. However, this element will not be protected and may be lost as programming constraints and necessary duties permit. The above figures apply to a constant on/off watch cycle and do not take into account potential programme commitments such as OST, etc. where the watch rotation may be suspended.

2617. Respite (Authorised Absence)
For every off-watch period, the CO may grant Respite as Authorised Absence (AA) which may be taken by individuals at their home, which can be privately owned or rented accommodation; SLA or SFA. This will be in lieu of harmony time at their normal place of duty (Base Port). However, it may be necessary for individuals to undertake Service commitments during periods of Respite, such as TEMs, medical appointments, etc.

1. For details of amount of ALA and qualifying criteria for SGL see JSP 760 - Tri Service Regulations for Leave and Other Types of Absences.
2618. Methods of Travel for Respite (AA)

a. When returning to the UK for an off-watch period, individuals are entitled to a publicly funded return flight. For budgetary reasons, Military Air Trooping (MILAT) should be used whenever possible. Should the individual be proceeding to their home or NOK address for leave or respite then a leave warrant should be used for this section of the journey. This is intended to allow the individual to go direct to the home/NOK address rather than return to the Base Port prior to being released to go on leave. It is recognized that there will be occasions when MILAT will not be available due to operational reasons e.g. late notice operational tasking, R&R flights, etc. and any delays in Ship's Company movement may result in a lack of platform availability and consequently the loss of value from the ship support contract. If the individual is delayed during the journey, this will count as lost stand down but not ALA/SGL as this will remain protected.

b. If Civil Air (CIVAIR)\(^2\) is utilized, the arrival point in the UK does not necessarily have to be either of the two main London airports. For example - for an individual traveling from the Gulf area to a final destination of Manchester, by combining the public expense and leave warrants, it may prove as economical and beneficial to the individual to travel from theatre to Manchester via Paris rather than via LHR/LGW. However, in accordance with MOD Guidelines, the most economical method and route must be used.

c. The table below summarises the reasons for travel, methods of travel together with the applicable method of funding:

<table>
<thead>
<tr>
<th>Reason for Travel</th>
<th>Theatre to Arrival point</th>
<th>Arrival point to final destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty (Attend course, TEMs, meetings etc.)</td>
<td>Public expense</td>
<td>Public expense (claim via JPA)</td>
</tr>
<tr>
<td>Leave (ALA/SGL)</td>
<td>Public expense</td>
<td>Leave travel SGW (claim via JPA)</td>
</tr>
<tr>
<td>Respite/Off-Watch (AA)</td>
<td>Public expense</td>
<td>Leave travel SGW (claim via JPA)</td>
</tr>
</tbody>
</table>

2619. Guidance on Recording Respite (AA) on JPA

a. Unlike ALA/SGL, Respite is not transferable between leave years, and is to be recorded on JPA under AA by UPO staff. Respite time is only to be recorded/added as AA for the current leave year and not amassed for the period of the assignment. This will ensure excessive leave balances are not automatically carried over to the next leave year. JPA does not record leave taken over weekends, therefore Respite/Off-Watch absence which includes a weekend must be deducted from the individual's AA balance.

b. To overcome the issues above, 3WM vessels may wish to consider the following option to ensure Watch Rotation Leave (WRL) is recorded accurately:

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2. CIVAIR should only be used when MILAT is not available.
(1) Upon joining a 3WM vessel, an individual has their JPA leave balance confirmed, printed and stored in their P-File (enabling HR staff to correctly apportion any outstanding leave if SP is landed to a non-3WM vessel/unit).

(2) The new joiner's balance is zeroed and their next instalment of WRL is added as AA (annotated as WRL).

(3) When proceeding on WRL, the Ship's Office record leave via Mass Update of leave for all watch personnel.

(4) Upon return from WRL, the next set of WRL is added to JPA as AA. This process is repeated for each rotation.

(5) If/When an individual leaves the ship and the 3WM system, the Ship's Office can calculate an individual's leave entitlement prior to joining their new unit and update JPA accordingly.
SECTION 5 - SEPARATED SERVICE RECORDING

2620. Introduction

a. The recording of Separate Service (SS) was introduced as a means of measuring Harmony on an individual rather than unit basis. Within the Naval Service, the Separated Service Planning Tool (SSPT) is used for planning (policy guidance for SSPT users can be found at Para 2631) and JPA used for recording an individual's accrued SS.

b. Since 1 Apr 04, all personnel within the Naval Service have their Harmony measured by recording SS against a threshold of 660 days over a rolling three year period (written as 660/3). This is a Category 'A' (mandatory) Personnel Functional Standard (PFS) for all RN and RM personnel on the trained strength (except badged SF personnel, 3WM personnel and RN/RM junior officers during their first 10 years on the trained strength for whom 660/3 is a Cat 'B' (desirable) standard). Any breach or anticipated breach of the 660/3 threshold, regardless of whether a waiver has been submitted, must be reported to NCHQ using the latest PFS Reporting Tool issued by NCHQ.

c. It is recognised that individuals assigned to 3WM Survey Vessels are likely to exceed the 660/3 SS threshold due to their long deployment periods. As a result, 3WM vessels are to report any anticipated breach of the protected figure of 270 harmony days (see Para 2615) as a Category 'A' PFS. This is equivalent to a SS threshold of 825/3\(^3\). Any breach or anticipated breach of the 660/3 SS threshold is to be reported as a Category 'B' PFS. NAVY PERS-CNPS EMPLOYMT POL CPO is to be informed of all Waivers and breaches.

d. Irrespective of whether personnel fall under Cat A or Cat B, the accurate and timely recording of SS is essential to ensure that Individual Harmony is fully understood and personnel do not exceed the maximum threshold of 660 days SS over a rolling 3 year period.

e. In times of significant war fighting it may be necessary to breach the SS threshold of 660/3 for all or part of the Naval Service. It is envisaged that this provision will only be used where there is a general (as opposed to limited) call out of Reservists.

f. SS recording is applicable to all Naval Service personnel including those on Exchange, Loan Service and Secondment, but excludes personnel undergoing initial training.

g. Under the call out powers of the RFA 96, the 'Time Out' Policy applies to Mobilised Reserve personnel such that they cannot be mobilized more than once in the period governed by JSP 753 (Tri Service Policy for Mobilised Reserves), unless they choose to volunteer.

3. \[1095 \text{ (3x365 days) - 270 days protected harmony} = 825 \text{ days}\]
2621. Definitions

Standard tri-Service definitions are:

a. **Separated Service (SS).** Absence from normal place of duty or lack of freedom to enjoy leisure at place of duty/residence at work address (RWA) or leave.

b. **Separated Service Day.** One SS day will be awarded for each period of 24 hours absence from an individual's normal place of duty/RWA.

c. **Normal Place of Duty.** This is defined as the base, station, unit, establishment, or Base Port in the case of HM Ships.

d. **Residence at Work Address (RWA).** This can be privately owned or rented property or Service Family and Single Living Accommodation (SFA/SLA) and applies irrespective of Personal Status Category.

e. **Duty Personnel.** Those who are members of a unit or organisation's Duty Staff for a period of at least twenty-four hours and as a result are required to sleep in accommodation specifically allocated for this task. Such personnel are deemed to have a ‘night out of bed’ at their RWA. Those whose duty is on call and not absent overnight from their RWA are not eligible for the award of duty SS. Personnel who are watchkeepers and are granted watchkeepers leave are not to be awarded SS. However, when watchkeepers leave is not given SS should be awarded.

2622. SS Reason Categories and Recording Codes

a. The SS Reason Categories and Recording Codes are defined in JSP 756 Chapter 3. SS recording has no immediate effect on pay and allowances, but is used to measure the separation from normal place of duty or RWA because of Service commitments. This provides the evidence to influence and inform personnel related management decisions. It records when an individual is away from their normal place of duty for 24 hours or more and also when their free time is limited because they are on duty at their normal place of duty. It must be stressed that SS is absence from normal place of duty/RWA and **not absence from family.**

b. Harmony time will be delivered at the normal place of duty. Non-qualifying Service, such as periods on Leave, undertaking Sport and Adventurous Training, together with exemptions are detailed at JSP 756 Chapter 3, Para 4. Personnel landed for harmony purposes, when not on leave, will be expected to work as normal; however, if they are subsequently required to undertake 24 hour duties or be absent from their base port, this will be recorded as SS.

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4. Different rules apply to personnel serving on 3WM Survey Vessels during off-watch periods (Para 2615 - Para 2619 refer).
2623. Recording Separated Service

a. SS will be recorded on JPA by the following processes:
   
   (1) Move and Track Arrival.
   
   (2) Move and Track Change of Location for Temporary Medical Reasons.
   
   (3) Move and Track Recording Separated Service for Duty Staff.
   
   (4) Move and Track Move Reasons.

b. Individuals are personally responsible for reporting to the HR Administrative Clerk to perform the 'Arrivals' procedure at the earliest opportunity upon arrival at their new unit, or on returning to their parent unit, when SS will be captured. Individuals without immediate access to HR Admin staff or units without access to JPA should report all changes to location and SS immediately to their parent administrative unit for input into JPA by the fastest means possible, such as e-mail. The form at Annex 26A should be used to report all absences to the individual's parent unit.

c. On arrival at a new unit, the EWO or equivalent is to verify the individual's Move and Track record for the last 3 years. Where excessive SS is evident through inaccurate recording, corrective action is to be taken by Unit HR staff and the previous unit notified. Individuals leaving a unit on assignment are to have their SS record verified prior to joining their next unit and any recording errors are to be rectified. Where Unit HR staff are unable to amend incorrect SS levels that are over 9 months old\(^5\), they are to forward the incorrect SS record to the nominated Senior Arrivals Clerk within that Parent/Unit Admin Authority or to the RN/RM Pay and Delivery Focal Point Team via e-mail - NAVY LOG INFRA-P&A DEL FP (MULTIUSER) for entries which are over 2 years old - supported by comprehensive documentation, for correction. A list of the units with nominated Senior Arrival Clerks is at Annex 26B.

2624. Separated Service Voluntary Waivers

A voluntary waiver is an individual's agreement that they are prepared to breach the 660/3 threshold in order to remain at sea or away from base port. However, this must not mask the individual's true SS balance and SS must continue to accrue during the period of the waiver. It is vital that Unit HR record all waivers on JPA and that the appropriate Reason Code is used. This will ensure that despite a waiver being submitted, individuals true SS is recorded in JPA. See Section 6 of this Chapter.

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5. SPVA has approved the extension of rollback function from 9 months to 2 years for 9 RN Unit HRs in major shore UPOs.
2625. **3WM Vessels including OPV and Survey Vessels**

a. Personnel serving in 3WM vessels will continue to have bespoke leave and travel arrangements which are detailed in Section 4 of this Chapter. The careful management of such 3WM arrangements will help maintain accurate SS recording and management of personnel serving in 3WM vessels. Additionally, 3WM personnel may request to submit a voluntary waiver of SS, in accordance with Section 6 of this Chapter, to accept that they will breach the ‘Protected Harmony’ figure in order to continue their sea service, but this should be carefully considered by the CO, accepted in extremis and for a limited time only. 3WM vessels must liaise closely with Career Managers when individuals with high SS balances are assigned back to General Service seagoing units.

b. It is recognised that individuals assigned to 3WM Survey Vessels are likely to exceed the 660/3 SS threshold due to their long deployment periods. Where it is considered necessary to breach the ‘Protected Harmony’ limit (SS greater than 825/3) for 3WM personnel and a solution has not been found, including individuals not electing to submit a voluntary waiver, then an application to breach an individual’s Protected Harmony threshold must be made, in advance, by the CO (having consulted the relevant OF5 Flotilla Commander, or equivalent) to DACOS Career Management; to be raised with CNPers as required. This would normally be on exceptional grounds to preserve unit operational capability. If the application is supported, SS continues to accrue and is to be addressed at the earliest opportunity. NAVY PERS-CNPS EMPLOYMT POL SO1/CPO is to be informed and an involuntary waiver is to be recorded on JPA.

c. Where 660/3 has, or is expected to be breached, the unit must report this as a Cat ‘B’ PFS breach.

2626. **Clarification of Accrual of Separated Service**

a. **Watchkeepers/Dutymen/Shiftworkers.** ‘Lack of freedom to enjoy leisure at place of duty/residence at work address, including leave’ applies only to those personnel who are required by their duty to remain on board their unit for periods of 24 hours or more. Personnel who are shift workers, watch keepers, or duty personnel, who are on duty for less than 24 hours, are not covered by the SS regulations (See Annex 26C). The X Factor and additional leave arrangements compensate for this kind of working.

b. **Late Working.** SS may be awarded where an individual works late on a frequent basis as this is the kind of overstretch that SS is trying to capture. Frequent basis should be taken as 3 consecutive days working where a minimum of 4 additional hours have been worked beyond normal secure on each day. In most cases this should mean working beyond 2000 on weekdays. One day’s SS should be awarded for each day this happens, backdated to the first day and triggered on passing the ‘frequent’ criteria; recording will cease as soon as the consecutive run is broken.
c. A manual SS entry, using the form at Annex 26D, will be required and must be authorised by the CO or Head of Department (HOD), Reason Code 16 is to be used in these circumstances. The form at Annex 26D can be customised to fit local conditions but must always be signed by the CO or HOD who will wish to monitor working practices closely. The forms should be retained for 12 months after the end of the period of Frequent Late Working.

d. **On Call.** Where personnel are on call, or at reduced notice to move, a SS day will only be awarded when called in for 4 hours or more\(^6\). Personnel on leave who are recalled should be awarded a SS day and be granted leave for the period recalled.

e. **Compassionate Assignments and Locally Managed Compassionate Relocation.** Compassionate assignments will be granted in the normal manner once approval has been received from CNPers following a Royal Navy Royal Marines Welfare (RNRMW) recommendation. If assigned or locally managed to another location for compassionate reasons, the new location will become the normal place of duty and SS will only be accrued for qualifying absences from the new location.

f. **Compassionate Leave.** Compassionate Leave will be granted/approved in accordance with the guidance contained in JSP 760 Chapter 16. The amount of leave will be entered into the individual’s JPA absence record by Unit HR. The individual is then to create an Absence Request under JPA Self Service Employee in the normal way applying for the number of days under Individual Leave Allowance. SS will not accrue for periods of compassionate leave providing the above guidance is followed and the SS Reason Code box is left blank when the Move & Track process is completed.

g. **Hospitalisation/Medical.** Periods of hospitalisation as a result of an injury or illness that is not attributable to the Service will not be recorded as SS and the SS Reason Code must be left ‘Blank’. However, SS is to be recorded where an individual is hospitalised as a result of an injury or illness directly attributable to their duty in a professional or representative capacity, or when employed on a named operation. In these circumstances Reason Code 08 should be used. When an individual leaves hospital or, if abroad, returns to the Base Port or RWA, SS will cease. If the individual returns to duty (or, if medically downgraded, is employed on duties other than the ones they were on before the injury) they will be entitled to SS under the normal rules. If an individual is assigned to a Recovery Cell (including Hasler Company), this new location will become the normal place of duty and SS will only be awarded for relevant absences from or duties at that location. When an individual goes on sick leave this will be entered onto the JPA Absence Record, but will not count towards the SS limit of 660/3.

\(^6\) This 4 hour period does not include travelling time
h. Training Courses

(1) If a course lasts for 6 continuous months or more (182 days), whether assigned or not, the location of the course will become the new normal place of duty and SS will not be awarded. LSA will cease at the start of such a period, but personnel may be eligible for Disturbance Allowances and/or GYH packages as appropriate under existing rules.

(2) If the course lasts less than 6 months and the individual is Permanently Assigned to the course, the Training Establishment becomes the new normal place of duty and SS will not be awarded.

(3) If the course lasts less than 6 months and the individual will be returning to their unit, SS will be awarded provided the course takes place outside of the Base area.

(4) For courses which are wholly residential (i.e. must live onboard throughout), personnel attending will be awarded SS for the entire course even if it is held in their Base Port/Parent Air Station/Base Unit area. If the course is partly residential, personnel attending will get SS for the days which are residential even if the course is held in their Base Port/Parent Air Station/ Base Unit area.

(5) For all other occasions not described in sub-paragraphs (1) - (4) above, such as if the Individual is Managed Moved to the course that takes place out of their normal place of duty/base port, they will be awarded SS for the length of the course.

i. Displaced Upkeep Periods

(1) For ships and submarines undergoing displaced upkeep periods where a formal base port change has occurred, SS is to be recorded only whilst personnel qualify for LSA payment or accrued through duties (paragraph a. refers).

(2) For ships and submarines undergoing displaced upkeep periods where no formal base port change has occurred, SS will be recorded whilst LSA remains in payment. SS recording will continue for those personnel who remain with the ship at the displaced upkeep location. It will cease for those in the Base Port Rear Link Organisation. However, SS is to be recorded for those personnel undertaking planned visits to the displaced upkeep location.

j. Personnel Under Punishment

(1) When an individual is awarded a custodial sentence, their SS will cease.

(2) When an individual ashore/alongside is punished with stoppage of leave, they will not be entitled to SS on grounds of lack of freedom to enjoy leisure time. If, during the period of stoppage of leave, the individual undertakes a normal, rostered duty they will be entitled to SS for that duty.
(3) If an individual is under punishment when deployed, they will continue to accrue SS for any days outside of their Base Port/place of duty.

2627. Ships at anchor or at buoy

a. Where a ship is at anchor or buoy within its Base Port, the following rules apply (for the purposes of this paragraph only, Base Port is the area controlled by the local QHM):

(1) Duty Watch personnel are entitled to a day's SS under the normal rules.

(2) If overnight leave is not granted, or if liberty boats are not available or precluded due to bad weather, all personnel will be entitled to SS days as Reason Code 5.

(3) Where overnight leave is granted and transport is provided to take people ashore, a SS day is not to be awarded, except to those covered by sub paragraph (1) above. Personnel granted leave but who choose not to go ashore are not to be awarded a SS day.

b. Annex 26E is a guide and provides scenarios that involve a change of SS.
SECTION 6 - SEPARATED SERVICE WAIVERS

2628. Background

a. Whilst it is a PFS Cat A requirement to maintain the 660/3 harmony threshold for personnel (see Chapter 22 Annex 22A), there may be occasions when personnel are prepared to breach that Harmony threshold in order to continue to serve at sea or away from their Base Port/Unit. Special arrangements are in place for 3WM personnel; where any policy states 660/3, replace with 825/3 (see Para 2624).

b. Individual harmony\(^7\) is delivered through a number of management processes that are used to prevent a breach of the 660/3 threshold. It is important to identify early when an individual approaches the SS threshold and take positive action to prevent and manage anticipated breaches. The management processes include squad or watch rotation, career management, assignment, voluntary waivers, unit programming, duty rosters and specific exemptions.

2629. Separated Service Voluntary Waivers

a. In order to provide personnel a greater say in the management of their own lives, it is recognised that there may be circumstances where individuals wish to continue to serve with their operational unit for personal or professional reasons, but in doing so would increase their SS days and breach their 660/3 threshold thereby reducing their availability for deployment.

b. The SS Voluntary Waiver Scheme is designed to allow individuals to declare that they are prepared to breach their Harmony threshold of 660/3 and continue to serve at sea or away from their base port/unit rather than be landed to drive down their SS balance. A voluntary waiver of SS is, therefore, an individual's acceptance that they are willing to breach the 660/3 threshold in order to remain at sea or be away from base port and will have the assurance that their actual SS record accurately reflects their time served away from base port/unit. To achieve this when a voluntary waiver is submitted and approved normal SS recording must take place in accordance with the guidelines in Section 5, above, for the period of the voluntary waiver.

c. For the purposes of managing the individual the voluntary waiver request form needs to be retained by the EWO to provide an audit trail and evidence that the individual has agreed to breach 660/3.

d. All personnel involved in considering applications for voluntary waivers must be confident the applicant is a 'volunteer' and that no perception develops that agreeing to a waiver will help an individual's career whilst not agreeing to one will have a negative impact on their prospects.

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7. Harmony is defined as "The freedom to enjoy leisure at the normal place of duty or residence at place of work, which includes leave."
e. On submitting a voluntary waiver application, the following conditions must be met. Only an individual can request a voluntary waiver, which must be for a specific purpose and for a limited time. EWOs should discuss the options of managing an individual's SS when it is apparent that the 660/3 threshold will be breached e.g. during a forthcoming deployment.

f. The waiver is voluntary, and no individual is to be placed under pressure to request a waiver.

g. The individual must formally request a voluntary waiver by submitting Annex 26F through the DEPCO, DO, Unit HR, EWO and, to ensure management visibility, this should be approved by the following as a minimum, the XO/HOD (for FF/DD), CO (for MM/PP), SPLIT/SOBS (for FAA Squadrons) or Company Commander (for RM).

h. When considering whether to approve a voluntary waiver of SS, Line Managers should consider the following factors:

(1) Is a waiver required or can operational imperatives be met within 660/3?

(2) Quality and appropriateness of work in the 'separated' location.

(3) Effect on peer group within the unit (duty rosters and career development etc.)

(4) Travel & Subsistence implications and affordability within the unit travel budget.

(5) The local CMC perspective with respect to employment of ‘pinch point’ cadres.

(6) The procedure for Squadded personnel requesting to work in an AFCO (see Para 2630 sub para b).

2630. Routines to be followed for Recording Voluntary Waivers

a. The outcome of the request for a voluntary waiver is to be formally recorded on JPA, by Unit HR in accordance with JPA Business Process Guides, and a hard copy of the completed waiver request form (Annex 26F) is to be retained by the EWO or DEPCO for a period of 4 years and an e-mail sent to NAVY PERS-CNPS EMPLOYMT POL CPO with the Name, Rank, Service Number and Waiver Dates (start/stop) of the individual and estimated SS total waiver end date. To ensure there is an adequate audit trail, a checklist and the routines to be followed when applying for and recording a voluntary waiver are at Annex 26G and Annex 26H respectively.

b. Should Squad personnel request employment in an AFCO, the EWO/SMC/COXN is to liaise with the CMC who will seek approval. The EWO/SMC/COXN should not liaise directly with CNR or AFCOs to arrange JR employment. There is no requirement to request a SS waiver as SS will not accrue providing the individual has volunteered for this employment and the SS Reason field is left 'blank'.

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c. It is important that Unit HR have a reliable Bring Up (BU) system in place to ensure that appropriate JPA action is taken to stop the waiver on the end date noted on the Request Form for a Voluntary Waiver.

d. In normal circumstances, the 660/3 threshold will not be breached, however, it is accepted that there may be occasions when it could be necessary to deliberately breach the 660/3 limit, generally for exceptional operational and resource reasons:

   (1) In times of significant war fighting.

   (2) To preserve unit Operational Capability.

In such circumstances, when all management processes have been exhausted (i.e. consultation with CMs, rotation or risk of taking a gap) and a solution has not been found, including individuals not electing to submit a voluntary waiver, then an application to breach an individual's SS threshold must be made by the CO (having consulted the relevant OF5 Flotilla Commander, or equivalent) to DACOS Career Management; to be raised with CNPers as required. If the application is supported, NAVY PERS-CNPS EMPLOYMT POL SO1/CPO is to be informed.
SECTION 7 - SEPARATED SERVICE PLANNING TOOL

2631. Introduction

a. These instructions give the policy guidance for the use of the Separated Service Planning Tool (SSPT); including fault reporting, training, assurance and the change process.

b. SSPT, in addition to providing units with a powerful manpower planning tool to manage Separated Service, also has functionality with which to manage Leave, Accommodation, Watch & Station Bills and Course Booking.

2632. Ownership

CNPers has overall responsibility for the use of SSPT across the Naval Service; however, policy guidance lies with CNPS EMPLOYMT POL SO1. Figure 1 provides a graphical representation of the additional areas of responsibility.

Fig 26-1. SSPT Responsibility Owners

2633. Overview

To enable the full functionality of SSPT to be captured, the following areas of policy are included at Annex 26J.

- Generic Terms of Reference.
- Generic Hierarchical Structures.
- User Definition and Functionality.
- SSPT Course Booking Request Process.
- SSPT Activity Definitions.
- SSPT Assurance Check-List.
- SSPT Fault Resolution and Ownership.
2634. **Direction & Guidance to Users**

   a. **Individual Plans.** Personnel assigned to the unit should reflect the Ship's plan and where the individual's plan varies from that of the Ship this must be annotated on the Individual's Gant Chart.

   b. **"WMO for Employment" Tick-box.** When populating personnel activity, unit planners (DepCos and EWOs) are to tick the 'WMO for Employment' box when the individual is to be employed by the WMO (Temporary Employment Cell (TEC)). Ticking this box automatically populates the "Shore/WMO Employment" Report.

   c. **SSPT Live / Mobile.** Units alongside for periods of time greater than 8 weeks can request, via their respective FEWO/COXN to have their SSPT data transferred to the Live system in order to utilise SSPT Live. Before returning to Sea, units are to return to SSPT Mobile by contacting their respective FEWO/COXN before physically starting the process on the server to allow DBS Technical Support time to check and setup the transfer at DBS. Users are reminded they are not to contact DBS direct with SSPT problems.

2635. **User Guide**

   The SSPT User Guide has the answer to most questions raised by users and can be accessed from the help menu located on the main SSPT interface. It provides comprehensive, step by step instructions and is illustrated with full colour screen shots. The guidance available includes:

   - Characteristics, set-up and use of the planning tool.
   - Course booking function.
   - Accommodation management function.
   - WMO(TEC) employment function.
   - Watchbill function.
   - Generation of reports using the report wizard.

2636. **Training**

   a. DEPCOs, EWOs, EWO(A)s and MM/PP Cox'ns will receive training at the RNLA as part of their attendance on the relevant Coordinators Management Course. Unit EWOs are to provide training for Commanding Officers, Heads of Departments, Divisional Officers and Divisional Senior Ratings using the onboard facility.

   b. The SSPT suite at the RNLA is available for use by EWOs and other users to conduct SSPT training. The RNLA EWO has limited spare capacity to deliver additional user training but, when not in use, the SSPT Classroom will be made available as a resource for EWOs to deliver their own SSPT training. The RNLA EWO is the training lead for SSPT and is the point of contact for SSPT classroom bookings.
2637. **Assurance**

   a. CNPers retains the overall responsibility for SSPT assurance. To assist the assurance process, the following audits are to be conducted:

       Flotilla EWO - annually.
       FOST - during OST.
       CNPers ManOps - during Unit Manpower Checks (UMCs).

   b. Audits are to ensure that relevant ToRs are in place for the key users of SSPT, that SSPT use is in accordance with BR3 and that data recorded in SSPT is relevant and correct. Guidance on conduct of SSPT audits is included in Annex 26J and feedback is to be provided to NAVY PERS-CNPS EMPLOYMT POL CPO.

2638. **Development Process**

   The BIS Req Team manages the overall development process with inputs from the user community to be provided via the SSPT Users Working Group; to be chaired by NAVY PERS-CNPS EMPLOYMT POL SO1 on a bi-annual basis.

2639. **Fault Reporting**

   SSPT Users should initially refer any fault to the EWO/COXN for resolution. Faults that cannot be resolved at Unit level are to be raised in accordance with Annex 26J.

2640. **Requests for Installation Media**

   SSPT software should be requested from NAVY PERS-PPLAN BIS REQ SPTOR7.
SECTION 8 - CAREER INTERMISSIONS

2641. Introduction

a. These instructions give guidance to Naval Service personnel with regard to Career Intermissions (CI). They detail the single Service process for delivering the CI policy set out in JSP 760 Chapter 18 which should be read in conjunction with these instructions.

b. A period of unpaid absence exceeding three months in length is defined as a 'Career Intermission'; 'unpaid leave' of 93 days or less may be awarded by Commanding Officers provided that they can be accommodated within an individual's current assignment and without relief.

c. CIs are not a right and can only be approved where manning margins allow and where they do not compromise operational effectiveness.

d. It is essential for personnel at junior levels to undertake a number of jobs, primarily at sea, in order to consolidate their training and develop their general skills so as to be effective members of the Naval Service (NS). To this end, officers and ratings/other ranks must, except in exceptional circumstances at the discretion of the Service, have completed a minimum period of service following completion of initial training (i.e. the end of professional training for officers; the end of initial training for ratings/other ranks) in order to be considered for a CI. Likewise, to avoid a reduction in the employability and deployability of personnel, individuals are normally restricted to a maximum of 3 CIs during their career and subject to an aggregated total length of 3 years.

2642. Eligibility

a. In order to be eligible for a CI, applicants must satisfy all of the following conditions:

(1) Must have completed at least 3 years’ service after completion of initial training (i.e. at least 3 years after joining the trained strength).

(2) Must have sufficient time left to serve on return from a CI that is equal to or greater than the length of the CI itself (but see Para b sub para (1) below).

(3) Must not be serving a Return of Service (RoS) for a FRI or training undertaken since joining the trained strength.

(4) Must not have submitted their notice to leave the Service.

(5) Must not be subject to disciplinary investigation or action.

(6) Must not be subject to formal warning or administrative investigation that might lead to administrative action or discharge.

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8. JSP 760 Paragraph 17.001.
(7) If attendance at the Naval Service Medical Board of Survey (NSMBOS) and Naval Service Medical Employability Board (NSMEB) is imminent, a CI application should be deferred until after such a referral has been made.

(8) Must not be intending to undertake civilian employment that falls outside the regulations in BR2 (QRRN), such as a retained fireman or a member of any constabulary.

b. Individuals must be wholly aware of the effects that a period of absence from paid service will have on their career and should consult widely, including with their Career Manager (CM), to fully understand the effects of taking a CI, prior to applying, as their original Terms and Conditions of Service (TCOS) will change as a result of being on a CI. Full details of the likely impact on individuals' TCOS (including pay and allowances, leave, accommodation, medical/dental care and travel) are contained in Annexes A and B to JSP 760 Chapter 18 and include the following:

(1) **Reckonable Service.** Although an unpaid CI counts towards a fixed-term commission/engagement/career it is not reckonable for pay or pension purposes. As a result, individuals may request a delay in their exit date that enables them to complete the same period of reckonable service towards their pension entitlement that their pre-CI Terms of Service (ToS) provided, if they so wish. It should be noted, however, that there may be exceptional reasons why this request may not be possible and individuals should engage early with CMs to establish their individual situation.

(2) **Return of Service (ROS).** If, exceptionally, individuals are awarded a CI despite having an outstanding ROS, time spent on a CI will not count towards the ROS period. Individuals will be required to complete the outstanding ROS liability, which will be ‘frozen’ for the duration of a CI, on returning to paid service.

c. **Career Compression.** The loss of career development opportunities that might be caused by a CI and the suspension of seniority may set individuals behind their peers with whom they joined the Service.

d. **Career Progression.** Time spent on a CI does not count towards seniority. Promotion is therefore likely to be delayed by a period of time equivalent to the length of the CI. However, individuals who are eligible to be considered for promotion will continue to be considered at promotion boards held during the period of the CI. In the Officer Corps, if selected for promotion whilst on a CI, the date of promotion will become effective either from the published date of promotion or the date on which individuals return to paid service, whichever date is later. Similar action will be taken for individuals eligible for consideration for transfer to longer commissions. For Ratings’ promotions, refer to Chapter 67 and Chapter 68.

e. **Redundancy.** Personnel on CIs will be eligible for selection for redundancy in the same manner as others of their rank and branch. Those selected for redundancy will have the same exit date as others, irrespective of the date they were due to return to service.
2643. Applications
All individuals who wish to apply for a CI should submit an application (Annex C to Chap 18 JSP 760) to their Commanding Officer at least 5 months\(^9\) before the requested start date of the CI, thereby allowing adequate time for the application to be processed and for appropriate assignment action to be taken on behalf of the individual and their relief.

2644. Processing the Career Intermission Application
a. On receipt of a CI application, the Commanding Officer is to complete Part 3 of the application form, giving his/her recommendation, notification of any compassionate or other leave already taken, the date by which a relief will be required and confirmation that the application is not made for the purpose of removing the individual as a result of misconduct. The completed form should be forwarded to NCHQ (for attention of the Terms of Service (TOS) Manager).

b. Once received in NCHQ, the TOS Manager will take ownership of the process and ensure that the application is logged and distributed as required for consideration by the Naval Service Flexible Employment Board\(^10\) (NSFEB) in accordance with the process at Annex 26L.

2645. Naval Service Flexible Employment Board (NSFEB)
a. The NSFEB will usually review CI requests 'Out of Committee'; however it will convene for more complicated cases or during times of increased volumes of applications. A decision will normally be made within 30 working days of receipt of a CI request and a letter will be sent to the applicant's CO informing them of the Board's decision:

(1) If the application is approved, the letter will include details of the changes to individuals' TCOS that will apply as a result of the CI. Individuals will be required to confirm their acceptance of these changes in writing before commencing the CI. Following written acceptance by the applicant, the CM will assign the individual to MTM NELSON MA11 UNPAID LEAVE for the duration of the CI.

(2) If the application is not approved, the letter will explain why it was unsuccessful. In the event that an individual wishes to complain about the rejection of their application, they should submit a Service Complaint\(^11\).

Note. All approved CIs must be assigned to NELSON in order that correct action is taken to suspend pay and allowances.

9. Assignment notice required to provide a SR relief Shore to Sea is 5 months. Exceptionally, applications submitted at shorter notice will be considered on a case-by-case basis.
10. The NSFEB comprises, when necessary, the SO2 ToS, DACOS Pers Cwk, DNLS EMPL LAW SO1, the relevant Career Manager/Requirements Manager and CNPS PPOL DACOS.
11. In accordance with JSP 831 (Redress of Individual Grievances: Service Complaints).
b. The award of a CI is not guaranteed. The current and future needs of the Naval Service will always be taken into account and applications will be approved/refused on a case-by-case basis taking into account manning margins, operational capability and the principles detailed above.

2646. Early Termination of a Career Intermission

a. In the normal course of events, a CI will terminate at the end of the agreed period, but the CM or individual may wish to end the arrangement earlier. Procedures for the premature termination of a CI are:

(1) **At the Instigation of the Career Manager.** If CNPers needs to terminate a CI, individuals will, where possible, be given 5 months' notice. Exceptionally, where overwhelming Service reasons dictate, the notice period may be reduced to meet the needs of the Service. This reflects the fact that individuals on a CI remain members of the Armed Forces and thus are liable to meet operational contingencies.

(2) **At the Instigation of the Individual.** An individual who wish to terminate a CI may apply to do so at any time but will need to give a minimum notice period of 5 months to allow for administrative and assignment action. If an earlier return to paid service is requested, the CM will endeavour to accommodate the request but no guarantees can be given.

2647. Assignment following a Career Intermission

In order to allow sufficient time for normal career management procedures and principles to apply, individuals on a CI should notify their CM of their assignment preferences and, if necessary, attend a career interview at least 9 months prior to returning to duty. If the CI is for a period of less than 9 months, this action should take place prior to the start of the CI.

2648. Notification of Pregnancy during a Career Intermission

Servicewomen who become pregnant during a CI should follow the procedures set out in current Service Maternity Policy\(^\text{12}\); rules for maternity leave prevail over those for a CI. Individuals should inform their CI of their pregnancy by the 15th week before the Expected Week of Childbirth (EWC) and state the date of the EWC and the intended start date of Maternity Leave (ML). If eligible under the current maternity regulations, Servicewomen will be transferred to Paid Maternity Leave on the date they wish Ordinary Maternity Leave to commence. Since ML and CI are deemed to run concurrently, the return to work date (for those who take this option) will not be extended beyond the last day of a CI unless there is a period of ML left to run. In that case, the return to work date will be the last day of ML (unless individuals opt to return to work sooner). Servicewomen who give birth whilst on a CI may postpone the RoS required by the Armed Forces Occupational Maternity Scheme until their return to work at the end of the CI.

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12. DIN 2011DIN01-115: Revised Maternity Policy for Servicewomen in the Regular Armed Forces
2649. Submission of Notice Option during a Career Intermission

Assuming no outstanding ROS commitment, individuals may give notice to leave the Service whilst serving on a CI. In such cases, they will be subject to the normal 12 month notice rule. The length of a CI will not necessarily be shortened because individuals give notice since the notice period can be served concurrently with time spent on a CI. However, depending on the needs of the Service, those who give notice with less than 12 months of their CI remaining could be required to return to service for part of the notice period. Conversely, if there was no requirement for an individual to return, early release may be approved, if requested. Each case will be judged on its merits. Guidance on eligibility to Resettlement Training and Terminal Leave can be found in JSP 534 and JSP 760.
### ANNEX 26A

**SEPARATED SERVICE – REPORT OF ABSENCE FROM PLACE OF DUTY**

<table>
<thead>
<tr>
<th>Rank/Rate</th>
<th>Surname &amp; Initials</th>
<th>Service Number</th>
<th>Place of Work</th>
<th>Tel No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

To be completed by individual – I will be/have been absent from my normal place of duty between the following periods:

<table>
<thead>
<tr>
<th>Date &amp; Time Out</th>
<th>Date &amp; Time Return</th>
<th>Overnight Absence?</th>
<th>Reason for absence (e.g. leave, Sport/AT, Course, Meeting) (For duty state location)</th>
<th>UPO SS Code</th>
<th>Leave Record</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td>Y/N</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y</td>
<td>Y/N</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Y</td>
<td>Y/N</td>
<td></td>
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<td>Y</td>
<td>Y/N</td>
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<td>Y</td>
<td>Y/N</td>
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<td></td>
<td>Y</td>
<td>Y/N</td>
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<td>Y</td>
<td>Y/N</td>
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<tr>
<td></td>
<td></td>
<td>Y</td>
<td>Y/N</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks

This represents a true record of my absence from my normal place of duty or restrictions placed on my leisure for the period above.

Signature | Date
----------|--------

UPO Use Only.
ANNEX 26B

UNITS WITH NOMINATED SENIOR ARRIVALS CLERK

CTCRM
WLSP(P)
HMS NELSON
RNAS CULDROSE
RNAS YEOVILTON
HMS DRAKE
WSO(D)
HMS NEPTUNE
WSO(C)
HMS EXCELLENT
HMS SULTAN
MWS COLLINGWOOD
HMS RALEIGH
BRNC DARTMOUTH
RM Poole
RM Stonehouse
40 Cdo RM
42 Cdo RM
45 Cdo RM
Cdo Log Regt
HQ JSU Gibraltar
JSU Northwood
## ANNEX 26C

### DEFINITION OF A WATCHKEEPER

<table>
<thead>
<tr>
<th>WATCHKEEPER</th>
<th>An individual who works in a dedicated watch-keeping rota which involves excessive, anti-social hours but for which is compensated by additional stand-down leave periods (incorporating Annual Leave Allowance) in order to re-balance hours worked over the year.</th>
<th>NO</th>
<th>If watch-keeper is not getting W/K Leave – Separated Service accrues as for being on duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHIFT WORKER</td>
<td>An individual who works a normal day in terms of hours but possibly at an unusual time. No additional time off granted.</td>
<td>NO</td>
<td>X-Factor and additional leave arrangements compensates for this kind of working</td>
</tr>
<tr>
<td>DUTYMEN</td>
<td>Individuals who are required onboard for 24 hour period(s) and unable to exercise personal choice about location of leisure time, without guaranteed compensating leave.</td>
<td>YES</td>
<td></td>
</tr>
</tbody>
</table>
ANNEX 26D

SEPARATED SERVICE – FREQUENT LATE WORKERS

Unit/Establishment Name:
From {Start Date}:
To {End Date}:
was a period of Frequent Late Working.
The following personnel Frequently Worked Late. It has not been possible to grant Time off In Lieu. Separated Service days are authorised for the personnel named.

<table>
<thead>
<tr>
<th>Rank/Rate</th>
<th>Surname &amp; Initial</th>
<th>Service Number</th>
<th>No of Days SS</th>
</tr>
</thead>
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</tr>
</tbody>
</table>

Signed:  
Name:  
Rank/Rate:  
Date:  

UPO Use Only

This form is to be retained for a period of 12 months from the End Date of the period of Frequent Late Working.

Notes:

1. Frequent Late Working is a period of 3 consecutive days working where a minimum of 4 additional hours has been worked beyond normal secure each day.

2. The CO or Officer in Charge must sign this form.
### ANNEX 26E

**SCENARIOS WHICH WILL INVOLVE A CHANGE TO SEPARATED SERVICE**

<table>
<thead>
<tr>
<th>SITUATION</th>
<th>LSA in issue</th>
<th>SS accrual</th>
<th>CODE TO BE USED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ship</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ship alongside in Base Port</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Ship sails for equipment trial</td>
<td>Yes</td>
<td>Yes</td>
<td>05 - Other/Routine Tasks (Unaccompanied Posting)</td>
</tr>
<tr>
<td>UK waters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ship returns to Base Port</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Ship sails for shakedown/ BOST</td>
<td>Yes</td>
<td>Yes</td>
<td>10 – Collective Training (Training for Primary Role)</td>
</tr>
<tr>
<td>Ship returns to Base Port post work up</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Ships sails for DCT prior to deployment</td>
<td>Yes</td>
<td>Yes</td>
<td>09 – Collective training (Pre-operations)</td>
</tr>
<tr>
<td>Ship returns to Base Port for leave</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Ship proceeds on deployment as directed by PJHQ</td>
<td>Yes</td>
<td>Yes</td>
<td>01 – Military Tasks (Deployed Operations)</td>
</tr>
<tr>
<td><strong>Individual</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Onboard ship at sea conducting day running from Base Port</td>
<td>Yes</td>
<td>Yes</td>
<td>05 - Other/Routine Tasks (Unaccompanied Posting)</td>
</tr>
<tr>
<td>Detailed to undertake Freedom of City of Derby march (2 days absence)</td>
<td>No</td>
<td>Yes</td>
<td>07 – Other/Routine Tasks (Routine Tasks/Primary Duties)</td>
</tr>
<tr>
<td>Returns to ship (now alongside in Hull)</td>
<td>Yes</td>
<td>Yes</td>
<td>05 - Other/Routine Tasks (Unaccompanied Posting)</td>
</tr>
<tr>
<td>Joins shore base on reassignment (lives ashore)</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Detailed for Duty onboard</td>
<td>No</td>
<td>Yes</td>
<td>16 – Duty personnel (Duty Staff)</td>
</tr>
<tr>
<td>Returns to employment at normal place of duty</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Major flood in area – gets detailed to assist civil authorities.</td>
<td>No</td>
<td>Yes</td>
<td>04 (Military Tasks (MACC))</td>
</tr>
<tr>
<td>Accommodated in TA Centre, unable to return home at night</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return from flood relief operations to normal place of duty</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Event</td>
<td>Action 1</td>
<td>Action 2</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------</td>
<td>----------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Detailed for November Ceremonies training</td>
<td>No</td>
<td>Yes – if out of Base Port area</td>
<td>06 – Other/routine tasks (Detachment)</td>
</tr>
<tr>
<td>Returns to normal place of duty</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Commences OPTAG training prior to OPTOUR</td>
<td>No</td>
<td>Yes – if out of Base Port area</td>
<td>09 – Collective Training (Pre-operations)</td>
</tr>
<tr>
<td>Returns to shore base o/c OPTAG</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Arrives at deployment unit conducting military ops in Iraq.</td>
<td>Yes</td>
<td>Yes</td>
<td>01 – Military Tasks (Deployed Operations)</td>
</tr>
<tr>
<td>Injured in theatre – MEDVAC’d to UK and is hospitalised at Selly Oak</td>
<td>No</td>
<td>Yes</td>
<td>08 – Other/Routine Tasks (Unestablished commitments)</td>
</tr>
<tr>
<td>Sent on sick leave at family home</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Joins shore base on return from sick leave</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
</tbody>
</table>

### Cdo Unit

<table>
<thead>
<tr>
<th>Event</th>
<th>Action 1</th>
<th>Action 2</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>At permanent camp</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>Winter Deployment to Norway</td>
<td>Yes</td>
<td>Yes</td>
<td>10 – Collective training (Training for Primary role)</td>
</tr>
<tr>
<td>Permanent camp</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
<tr>
<td>OPTAG</td>
<td>No</td>
<td>Yes – if undertaken away from permanent camp area (e.g. NELSON if based at Taunton)</td>
<td>09 – Collective Training (Pre-Operations)</td>
</tr>
<tr>
<td>Deploy on OPTOUR</td>
<td>Yes</td>
<td>Yes</td>
<td>01 – Military Tasks (Deployed Operations)</td>
</tr>
<tr>
<td>At permanent camp o/c OPTOUR</td>
<td>No</td>
<td>No</td>
<td>‘Blank’ – SS reason code left blank</td>
</tr>
</tbody>
</table>
ANNEX 26F

REQUEST FORM FOR VOLUNTARY WAIVER OF SEPARATED SERVICE

All Sections MUST be completed

SECTION 1  (to be completed by the individual)

Name …………………………. Rate/Rank …………… Service No  …………………..

Unit Name…………………………………………………………

Reason for Voluntary Waiver (VW): (Tick appropriate box)

A.  

☐ To remain with parent unit for service away from base port/area, e.g. deployment (BR3 Chapter 26 2638 refers).

B.  

☐ Other (explain)…………………………………………………………………….

Specify the start and end dates intended for the waiver:

Start Date …………………… End Date………………………..

Applicant’s Signature …………………….. Date ………………………………..

SECTION 2  (to be completed by the DEPCO/Manpower Controller (MM/PP/FAA)/Troop Sgt (RM)

The following are the SS figures for this individual:

Actual SS at start of VW period ………. Forecast SS at end of VW Period …………

Tick the box below to confirm that where applicable, the local CMC/temporary line manager during the VW period has been contacted and agreed to provide gainful employment.

☐ POC Name ……………………..   Tel No …………………………………..

Note 1: DEPCOs are to ensure that all programmed ALA is taken during the annual cycle and not carried over to the following year.

SECTION 3  (to be completed by the Divisional Officer/Troop Commander)

I recommend that the above named rating's/RMORs request for a VW of SS be approved.

Signed ……………………..Name……………………….. Rate/Rank ……………………………..
SECTION 4 (to be completed by Unit HR)

In liaison with the DEPCO it is confirmed that the above named rating/RMOR has all periods of leave taken or programmed to be taken in the course of the annual cycle.

I confirm that Travel & Subsistence implications have been considered including whether there is a Service requirement.

Specify Service Requirement (if applicable)..............................................................................................

Signed..............................................Rate/Rank..................Date........................................

SECTION 5 (for endorsement by EWO/Manpower Controllers (MM/PP/FAA)/CSM (RM))

I confirm that I have checked the validity of this request and therefore endorse it.

Signed ………………………….Rate/Rank……….Date…………………

SECTION 6 (to be completed by CO/XO/Sqn CO (for MM/PP/FAA))

Having taken into account the guidance in BR 3 Chapter 26 the above named rating’s/RMORs request for a voluntary waiver is (tick as applicable)

☐ APPROVED

☐ REJECTED

Signed ………………………………..Rank………………….Date………………

SECTION 7 (ACTION FOR UNIT (to be carried out by Unit HR))

1. Record of Individual, Service Number, and duration of waiver to be recorded and maintained in UPO within the Unit HR Supervisor’s Log.

2. Unit HR to ensure that the VW is stopped on JPA at the end of the VW period.

3. Original to be retained by the EWO for a minimum of 4 years.

4. EWO to E-mail NAVY PERS-CNPS EMPLOYMT POL CPO with: Name, Rank, Service Number and Waiver Dates (start/stop).
## ANNEX 26G

### CHECKLIST FOR APPROVAL OF VOLUNTARY WAIVER

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Individual has completed Section One of Request Form in sufficient detail</td>
</tr>
<tr>
<td>2</td>
<td>Individual has taken all leave or is programmed to take all leave in the course of the leave year</td>
</tr>
<tr>
<td>3</td>
<td>Quality of work elsewhere has been assessed as satisfactory</td>
</tr>
<tr>
<td>4</td>
<td>TDT&amp;S implications have been considered. Is there a Service requirement and entitlement to TDT&amp;S?</td>
</tr>
<tr>
<td>5</td>
<td>CMC/WOMC (for MM/PPs)/NPT(RM) for RM have been contacted to ensure individual's request is viable and/or practical.</td>
</tr>
<tr>
<td>6</td>
<td>Effect on other members of Ship's Company/Squadron/Cdo has been considered</td>
</tr>
<tr>
<td>7</td>
<td>Completed original Request Form retained by EWO (to be retained for a minimum of 4 years).</td>
</tr>
<tr>
<td>8</td>
<td>Unit HR record of waiver maintained for future reference in UPO Supervisors Log</td>
</tr>
</tbody>
</table>
## ANNEX 26H

### ROUTINE TO BE FOLLOWED TO APPLY FOR A VOLUNTARY WAIVER

<table>
<thead>
<tr>
<th>ACTION BY</th>
<th>ACTION TO BE CARRIED OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>Complete Section 1 of Request Form and forward to Divisional Officer/Troop Commander.</td>
</tr>
<tr>
<td>DEPCO/TP Sgt</td>
<td>Complete Section 2 of Request Form using Annex B (1-6), checklist and insert current and forecast SS balances.</td>
</tr>
<tr>
<td>DO/Tp Cdr</td>
<td>Complete Section 3 to confirm that the individual's request for Voluntary Waiver should be approved</td>
</tr>
<tr>
<td>Unit HR</td>
<td>Sign Section 4 of Request Form having confirmed that all leave has been taken or has been programmed to be taken and confirm TDT&amp;S implications have been considered.</td>
</tr>
<tr>
<td>EWO/Manpower Controller/CSM(RM)</td>
<td>Sign Section 5 to endorse validity of request for Voluntary Waiver</td>
</tr>
<tr>
<td>CO/XO/Sqn CO</td>
<td>Approve or reject the Voluntary Waiver at section 6 and return request to Unit HR</td>
</tr>
<tr>
<td>Unit HR</td>
<td><strong>Note.</strong> Ensure a 'Bring Up' system is in place to ensure that JPA action is taken on requests for a voluntary waiver submitted for a future date and end dates are not missed.</td>
</tr>
</tbody>
</table>

For period approved JPA action as follows:

**Reason A** To remain with parent unit for sea service away from base port/area e.g. deployment

Arrivals Clerk Armed Forces, Arrivals Tracking:
- Change effective date to start of waiver
- Select person
- Select radio button & Action
- Select radio button “Record Separated Service Waiver” & Start
- Select Separated Service “Involuntary/Voluntary” & Next
- Review & Submit

Arrivals Clerk Armed Forces, Arrivals Tracking:
- Change Effective date to start of waiver
- Select person
- Select radio button & Action
- Select radio button “Maintain Separated Service Reason” & Start
- Insert appropriate “Separated Service Reason” code & Next
- Review & Submit
<table>
<thead>
<tr>
<th>Reason B</th>
<th>Other (e.g. Harmony time away from parent unit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrivals Clerk Armed Forces, Arrivals Tracking:</td>
<td></td>
</tr>
<tr>
<td>- Change effective date to start of waiver</td>
<td></td>
</tr>
<tr>
<td>- Select person</td>
<td></td>
</tr>
<tr>
<td>- Select radio button &amp; Action</td>
<td></td>
</tr>
<tr>
<td>- Select radio button “Record Separated Service Waiver” &amp; Start</td>
<td></td>
</tr>
<tr>
<td>- Select Separated Service “Involuntary/ Voluntary” &amp; Next</td>
<td></td>
</tr>
<tr>
<td>- Review &amp; Submit</td>
<td></td>
</tr>
<tr>
<td>Arrivals Clerk Armed Forces, Arrivals Tracking:</td>
<td></td>
</tr>
<tr>
<td>- Change Effective Date to start of waiver</td>
<td></td>
</tr>
<tr>
<td>Select person &amp; Action</td>
<td></td>
</tr>
<tr>
<td>- Select radio button “Change of Location” &amp; Start</td>
<td></td>
</tr>
<tr>
<td>- Move reason – “Temporary other Administrative” &amp; Next</td>
<td></td>
</tr>
<tr>
<td>- Move &amp; Track 24 hr location – insert location</td>
<td></td>
</tr>
<tr>
<td>- Separated Service Reason box – Leave ‘blank’ or insert</td>
<td></td>
</tr>
<tr>
<td>appropriate Reason Code if SS is to accrue.</td>
<td></td>
</tr>
<tr>
<td>- Allowance Location – complete as required</td>
<td></td>
</tr>
<tr>
<td>- Complete all separation information required</td>
<td></td>
</tr>
<tr>
<td>- Review &amp; Submit</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EWO/Manpower Controller/CSM(RM)</th>
<th>Retain request for 4 years.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>E-mail NAVY PERS-CNPS EMPLOYMT POL CPO with: Name, Rank, Service No and Waiver dates (Start and stop).</td>
</tr>
</tbody>
</table>
ANNEX 26I

AWARD AND RECORDING OF RELOCATION LEAVE, AUTHORISED ABSENCE (AA) AND INDIVIDUAL LEAVE ALLOWANCE (ILA) BETWEEN ASSIGNMENTS

Reference: JSP 760 - Regulations for Leave & Other Types of Absence – Chapter 8

1. Aim
The aim of this Annex is to clarify the process of authorising, and subsequent recording, of Relocation Leave (RL), Authorised Absence (AA) and Individual Leave Allowance (ILA) between assignments.

2. Introduction
It is the individual’s responsibility to ensure that all periods of absence, including those between assignments, are recorded on JPA. The tri-service policy on the allocation of RL is at Reference A and this Annex is issued to clarify the Naval Service policy for the award and recording of RL and any additional AA and ILA taken between assignments. This policy came into effect on 1 Apr 2012.

3. Policy
RL is a period of authorised absence granted to Service personnel assigned between locations on non-operational normal tours of duty necessitating a change of accommodation, to facilitate the settling in/relocation process for themselves and for their dependants. It is in addition to, and not a substitute for, Annual Leave. All additional periods of absence taken between assignments, i.e. AA and ILA, are to be recorded on JPA.

4. Qualifying Move
Normal moves are those resulting from an assignment order normally necessitating a change of SFA, SLA, substitute equivalents, Residence at Work Address or Selected Place of Residence.

5. Allocation
Career Managers (CM) are to authorise RL in accordance with the direction given at Reference A where possible. The award of RL, AA and ILA between assignments is subject to the requirement and exigencies of the Naval Service and can only be authorised by the CM after consultation with discharging and receiving units, taking into account personal circumstances and the type of move wherever possible.

6. Recording

   a. Any RL or AA granted by the CM is to be annotated on the Permanent Assignment Order (AO) e.g. Relocation Leave 1 Day, Authorised Absence 1 Day. Any additional periods of absence between assignments will be taken automatically from the Individual Leave Allowance in the following order of priority:

      (1) Post Operational Leave

1. A ‘normal tour of duty’ is defined as a permanent assignment in accordance with JSP 752 Art 01.0205. Temporary Assignments (any period of duty away from the permanent duty unit, of less than 183 days) do not qualify as a ‘normal tour of duty’ and therefore are ineligible for RL.
Seagoer’s Leave

Annual leave Allowance

b. Once the AO has been issued, Unit HR Admin staff will credit the requisite RL or AA on JPA (in accordance with Reference A and the JPA Business Process Guide). As the Service Person approaches their assignment date they are to apply for RL/AA/ILA on JPA through JPA Self Service (create a separate absence request using the Absence Type ‘Relocation’, ‘Authorised Absence’ or ‘Individual Leave Allowance’). This process will enable RL/AA/ILA to be captured on JPA.

7. Clarification

All periods of absence are to be recorded on JPA and full details on RL, AA and ILA can be found in JSP 760. Further clarification in the application of RL can be sought from individual CMs. Policy enquiries should be directed to the NAVY PERS-CNPS EMPLOYMT POL desk.
1. **Generic Terms of Reference**

Terms of Reference for the key SSPT Users are detailed below; they are intentionally generic, and should be locally modified to meet the needs of the individual unit.

**EWO**

**Primary & Secondary Purposes:**

- a. To manage the Ship’s Company to meet operational requirements utilising SSPT to monitor individual personal harmony, training and development; liaising with CMC and Flotilla Staffs as appropriate.
- b. To be a member of the SSPT User Working Group.

**Principal Tasks:**

- a. To be the unit Administrator for SSPT and have EWO User access as described at the “SSPT User Role vs Functional Matrix” below.
- b. Approve all DEPCO raised activities on SSPT.
- c. To conduct onboard SSPT training for Commanding Officers, Heads Of Department, Divisional Officers and Divisional Senior Ratings.
- d. To act as a single point of contact with NAVY PERS-CNPS EMPLOYMT POL CPO/SO1 providing any onboard feedback on SSPT and utilising the SSPT Change process to raise any issues found onboard with SSPT.
- e. To endorse and retain hard copies of personal plans for all short term landed personnel.
- f. To oversee and manage the Separated Service Waiver process. Ensure that the Ship’s Office and NCHQ are informed of personnel who sign a waiver and the dates that this waiver is in force. To check that personnel who sign waivers are documented correctly within the JPA Unit Separated Service Report and that is distributed to the Command by the Ships Office on a monthly basis.

**EWO(A)**

**Primary Purpose:**

- a. To assist the EWO in all aspects of his/her duties, in managing the Ship’s Company to meet operational requirements utilising SSPT to monitor individual personal harmony, training, and development; liaising with CMC and Flotilla Staffs as appropriate.

**Principal Tasks:**

- a. To carry out the principal tasks of the EWO in their absence.
b. To be a Unit Administrator and have EWO(A) User access as described at the “SSPT User Role vs Functional Matrix” below.

c. To manage the allocation of accommodation utilising the facilities available within SSPT.

d. To act as the Ship’s Watch and Station Bill Manager, utilising SSPT in its production.

**DEPCO**

*Primary Purpose:*

- To manage the departmental manpower to meet operational manpower requirements utilising SSPT to monitor individual personal harmony, training and development.

*Principal Tasks:*

- To produce the departmental duty watch and leave requirements.

- To produce the Departmental Watch and Station Bills and to quality assure the departmental Unit Establishment List.

- To produce, endorse and retain hard copies of personal plans for short term landed personnel.

**DIVISIONAL OFFICER**

*Primary Purpose:*

- Responsible for the personal and professional development of all members of their division.

*Principal Tasks:*

- To utilise SSPT to meet their primary purpose, with DO level of SSPT access.

- To endorse and retain hard copies of personal plans for all short term landed personnel.

**CMC/GSP SUPERVISOR/USER**

*Primary Purpose:*

- Responsible for the personal and professional development of all members of their Career Management plot / GSP.

*Principal Tasks:*

- To utilise SSPT to meet their primary purpose, with DO level of SSPT access.
FLOTILLA EWO/FASFLOT COXN

Primary & Secondary Purposes:

a. To ensure correct use of the Ship’s Company in order to ensure operational requirements are being met and individual personal harmony, training and development are being managed.

b. To be the Flotilla SSPT fault resolution lead.

c. To be a member of the SSPT User Working Group.

Principal Tasks:

a. To carry out audits of individual units SSPT records, iaw this chapter, within their areas of responsibility.

b. To be a Central Administrator for their Flotilla; assisting with fault resolution as described at Para 7 below.

c. To be the Flotilla SSPT POC for liaising with DBS for transfer to and from SSPT Live and Mobile.

CENTRAL ADMINISTRATOR

Primary & Secondary Purposes:

a. To run Data Protection Act Prints following Parliamentary request.

b. To set up and configure new WMO organisations if required.

c. To act as a conduit for installation data between requesting unit and the SIO.

d. To be a member of the SSPT User Working Group.

Principal Tasks:

a. Organisation Control Configuration.

b. Co-ordinate changes to SSPT Reference Data Management, which will be implemented by the DBS Central Administrator only.

2. Generic Hierarchical Structures

SSPT has importance beyond the individual unit and it is therefore essential that a coherent structure exists across the Naval Service; the diagrams below provide a generic hierarchical structure for EWOs/Coxswains to follow.
3. **SSPT User Definition and Functionality**

Access to SSPT functionality varies according to the role of the user as detailed below:

a. **EWO/EWOA**: Senior User within the unit with full visibility across all departments.

b. **FEWO/FASFLOT COXN**: Administrator rights for WMO control and fault resolution.

c. **DEPCO/DEPT CPO**: Responsible for day to day planning of personnel with their allocated departments.
d. **CO/HOD/DO/DIVISIONAL SR:** Read only role limited to persons within his/her Division.

e. **CMC/GSP SUPERVISOR/USER:** Monitor and co-ordinate overall manning and Separated Service requirements across their associated units/GSP; but will not have day to day planning responsibility.

### SSPT User Role vs Functional Matrix

<table>
<thead>
<tr>
<th>User Role</th>
<th>Unit Administrator</th>
<th>Central Administrator</th>
<th>EWO</th>
<th>DepCo</th>
<th>GSP Supervisor</th>
<th>GSP User</th>
<th>WMO RM</th>
<th>Accom Department Mgr</th>
<th>Accom Mgr</th>
<th>Accom View</th>
<th>Assistant Adjutant RM</th>
<th>Company Sr Major RM</th>
<th>Watch Bill Planner</th>
<th>Watch Bill Mgr</th>
<th>Watch Bill View</th>
<th>Divisional Officer</th>
<th>Unit View</th>
<th>Department View</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>File</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Change Role</td>
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</tr>
<tr>
<td>Change Password</td>
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<td>Allocate Positions to Departments</td>
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<td>RM select Person by Specialisation</td>
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<td>Set User Profiles</td>
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<td>Unit &amp; Personnel Programme Planning</td>
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</table>

**File**

- Change Role
- Change Password
- Logoff

**Setup**

- Department Setup
- Allocate Positions to Departments
- Accommodation Setup
- Watch Bill Organisation
- Create Non Assigned Person
- RM select Person by Specialisation
- Set User Profiles

**Planning**

- Select Person
- Unit & Personnel Programme Planning
- Establishment Position Planning
- Establishment Person Planning
- Course Schedules
- Accommodation Planning
- Watch Bill Job Planning
- Watch Bill Person Planning
| User Role                        | Unit Administrator | Central Admin | EWO | DepCo | GSP Supervisor | GSP User | WMO RM | Accom Department Mgr. | Accom View | Assistant Adjutant RM | Company Sgt Major RM | Watch Bill Planner | Watch Bill Mgr | Watch Bill View | Divisional Officer | Unit View | Department View |
|---------------------------------|--------------------|---------------|-----|-------|---------------|----------|--------|-----------------------|------------|-----------------------|--------------------|-------------------|---------------|----------------|------------------|---------------|
| Reports                         |                    |               |     |       |               |          |        |                       |            |                       |                    |                  |               |                |                  |             |
| Report Wizard                   | x                   | x             | x   | x     | x             | x        | x      | x                     | x          | x                     | x                  | x                 |               |                |                  |             |
| Shore/WMO Employment            | x                   | x             | x   | x     |               |          |        |                       |            |                       |                    | x                 |               |                |                  |             |
| WMO Track Changes Manager      |                    |               |     |       |               |          | x      |                       | x          |                       |                    |                  |               |                |                  |             |
| Scribble Pad Notifications     | x                   | x             | x   | x     |               |          |        |                       |            |                       |                    |                  |               |                |                  |             |
| Course Booking Report           | x                   | x             | x   | x     | x             |          | x      |                       |            |                       |                    |                  |               |                |                  |             |
| Administration                  |                    |               |     |       |               |          |        |                       |            |                       |                    |                  |               |                |                  |             |
| User Setup                      | x                   |               |     |       |               |          |        |                       |            |                       |                    |                  |               |                |                  |             |
| View Error Logs                 | x                   |               |     |       |               |          |        |                       |            |                       |                    |                  |               |                |                  |             |
| Run Extract                     | x                   |               |     |       |               |          |        |                       |            |                       |                    |                  |               |                |                  |             |
| Final File Download             |                    |               |     |       |               |          |        |                       |            |                       |                    |                  |               |                |                  |             |
| Run Import                      | x                   |               |     |       |               |          |        |                       |            |                       |                    |                  |               |                |                  |             |
| Logon Audit Log                 | x                   |               |     |       |               |          |        |                       |            |                       |                    |                  |               |                |                  |             |
| Batch Program Schedules         | x                   |               |     |       |               |          |        |                       |            |                       |                    |                  |               |                |                  |             |
| Data Protection Act Prints      |                    |               |     |       |               |          |        |                       |            |                       |                    |                  |               |                |                  |             |
| System Administration Submenu   |                    |               |     |       |               |          |        |                       |            |                       |                    |                  |               |                |                  |             |
| Organisation Control            | x                   |               |     |       |               |          |        |                       |            |                       |                    |                  |               |                |                  |             |
| Set Up WMO Organisations       | x                   |               |     |       |               |          |        |                       |            |                       |                    |                  |               |                |                  |             |
| Reference Data Management       | x                   |               |     |       |               |          |        |                       |            |                       |                    |                  |               |                |                  |             |
| Help                            |                     |               |     |       |               |          |        |                       |            |                       |                    |                  |               |                |                  |             |
| About                           | x                   | x             | x   | x     | x             | x        | x      | x                     | x          | x                     | x                  | x                 |               |                |                  |             |
| Guides                          | x                   | x             | x   | x     | x             | x        | x      | x                     | x          | x                     | x                  | x                 |               |                |                  |             |
### SSPT Activity Definitions

To control the types of activities created, the planning tool uses the list of SSPT activities. In some cases, the use of the activity can appear ambiguous; the table below defines each activity.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Available to TEC for Employment</th>
<th>Definition / Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adventurous Training / Sport</td>
<td>N</td>
<td>Away on adventurous training or sport as a duty.</td>
</tr>
<tr>
<td>Augmentation</td>
<td>N</td>
<td>Away from parent unit on temporary augmentation to fulfil ACMP tasking (November ceremonies, Op HERRICK support), secondary roles activation (e.g. NP 1600) and MA10/11 Events/Exercise.</td>
</tr>
<tr>
<td>Unit Team Training</td>
<td>N</td>
<td>Away from Unit on team training (e.g. DRUI, Simulator, C2).</td>
</tr>
<tr>
<td>Leave</td>
<td>N</td>
<td>Leave periods recorded on JPA; including MA4 Maternity leave, MA8 Post Op Leave, MA5 Terminal leave and MA11 unpaid leave.</td>
</tr>
<tr>
<td>Loan Other Unit</td>
<td>N</td>
<td>Away from unit on temporary employment for OPDEF and PERREQ Support. Personal development (Task Book training).</td>
</tr>
<tr>
<td>Medical</td>
<td>Y</td>
<td>Medically downgraded for periods of less than 3 months but fit for employment.</td>
</tr>
<tr>
<td>Onboard Alongside</td>
<td>N</td>
<td>Self explanatory (on duty or not).</td>
</tr>
<tr>
<td>Other (Specify in Remarks Box) (Onboard)</td>
<td>N</td>
<td>Any other reason where a person is not employable by TEC. (e.g. Sick on Shore or MA9 untrained strength).</td>
</tr>
<tr>
<td>Other (Specify in Remarks Box) (Not Onboard)</td>
<td>Y</td>
<td>Any other reason where a person is employable by TEC.</td>
</tr>
<tr>
<td>Course/Training not Available by Course Booking</td>
<td>N</td>
<td>Away from unit on TEM iaw Assignment Order or resettlement. MA1 Career course and MA2 Non Career Course.</td>
</tr>
<tr>
<td>WMO(TEC) Employment</td>
<td>Y</td>
<td>Self explanatory.</td>
</tr>
<tr>
<td>Welfare Restriction</td>
<td>Y</td>
<td>Landed for Welfare reasons for periods of less than 3 months but fit for employment.</td>
</tr>
<tr>
<td>Non Deployable</td>
<td>N</td>
<td>Restricted to UK waters deployment only, due to medical or welfare restrictions (JPA code 408).</td>
</tr>
<tr>
<td>Short Notice For Sea</td>
<td>N</td>
<td>Period alongside where the ship is at short notice to sail iaw SGOs.</td>
</tr>
<tr>
<td>Deployed On Operations</td>
<td>N</td>
<td>Self explanatory.</td>
</tr>
<tr>
<td>Deployed on Exercise</td>
<td>N</td>
<td>Self explanatory.</td>
</tr>
<tr>
<td>Not Posted To Unit</td>
<td>N</td>
<td>Not to be used.</td>
</tr>
</tbody>
</table>

**SSPT Assurance**

Flotilla EWO / FOST SSPT Assurance Check-list:
<table>
<thead>
<tr>
<th>Ser</th>
<th>Item</th>
<th>Complied with Y/N</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Do the Terms of Reference for SSPT Users include SSPT responsibilities iaw Annex A?</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>10% (FF/DD &amp; below) or 5% (others) random check.</td>
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<tr>
<td>2</td>
<td>Is the hierarchical structure iaw the 'spirit' of Annex B?</td>
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<tr>
<td>3</td>
<td>Is the User SSPT functionality iaw Annex C</td>
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<tr>
<td></td>
<td>- Check 2 random Users.</td>
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<tr>
<td>4</td>
<td>Is the Ship's programme up to date?</td>
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<tr>
<td>5</td>
<td>Are personnel in possession of a Personal Plan?</td>
<td></td>
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<tr>
<td></td>
<td>- 10% (FF/DD &amp; below) or 5% (others) random check.</td>
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<tr>
<td></td>
<td>- Do they only show variations from the Ship’s programme?</td>
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<td>- Are the Personal Plans sufficiently detailed?</td>
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<td>6</td>
<td>Are landed personnel in receipt of a valid personnel plan?</td>
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<tr>
<td>7</td>
<td>Is the administrator deleting user accounts no longer required iaw Para 12.7.2 of the SSPT User Guide?</td>
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<tr>
<td>8</td>
<td>Is the administrator weeding folders iaw 12.7.3 of the SSPT User Guide?</td>
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</tr>
<tr>
<td>9</td>
<td>Is the SSPT Unit Administrator using the SSPT Log-on Audit Log iaw Chapter 8 of the SSPT User Guide?</td>
<td></td>
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</tr>
<tr>
<td>10</td>
<td>Are all Separated Service Waivers recorded on JPA.</td>
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</tbody>
</table>

Unit Manpower Check - Whilst checking Separated Service totals ensure that Ship’s Programme is up to date on SSPT. An SSPT Separated Service calculation should be run to show totals on the day of the UMC and also for the end of the deployment (for Pre MASC and Pre Deployment UMCs) or RFSD (for Pre RFSD UMCs). Check that all Separated Service waivers are recorded on JPA.

5. SSPT Fault Resolution and Ownership
The responsibilities and process for fault reporting are as follows:

a. By nominating a Fault Resolution Lead to any reported faults, resolution can be achieved in much shorter timelines. It is recommended that this role be assigned to an application user with a vested interest in resolving any issue. The suggested owner should be the Unit Administrator as they will have the correct roles within SSPT to resolve most minor issues users will encounter; they will also have a better understanding of the system due to deeper SSPT technical knowledge than an SSPT user.

b. Unit Administrators (EWOs) are strongly encouraged to adopt best practice by allocating the Unit Administrator Role to at least one additional user within their organisation. This will ensure that full unit management functionality exists, should the EWO be absent from the unit or in the event that the primary Unit Administrator account becomes locked.

6. Reporting of Faults

a. In any occurrence where the origin of any fault cannot be readily identified or resolved at Unit level, the respective EWO/COXN is to raise the fault in the manner stated below. Due to the nature of the application being used at present on two different server setups (Non-DII and DII(F)) there are two different methods of reporting faults. The following reporting methods are available:

b. For non-DII fitted units, SSPT related issues are raised and reported to either of the respective FEWOs or FASFLOT COXN who will then, on the Unit’s behalf, contact JPAC Helpdesk, providing as much evidence of the issue as possible, including screenshots and error codes where necessary to aid in fault resolution. JPAC will then issue a reference number.

c. For DII fitted units, any issues with the functional working of SSPT are to be raised to either of the respective FEWO or FASFLOT COXN who will then, on the Unit’s behalf, contact JPAC Helpdesk, providing as much evidence of the issue as possible, including screenshots and error codes where necessary to aid in fault resolution. For technical issues with SSPT, issues are to be reported to Atlas-DSMT. ATLAS will issue a CASD Number.

d. It is essential when raising fault reports that a comprehensive technical description is provided to the Helpdesk in the first instance as the resolution team does not use the SSPT programme.

7. Management of Faults

a. Once a fault has been submitted, the Fault Resolution Lead can request update reports from either support Agency. In the case of Non-DII SSPT problems, the JPAC Helpdesk is the focal point for communication stating the reference number. SPVA Technical Support may contact you for further information, but the Helpdesk must remain the point of contact for the issue and any updates. For DII SSPT issues, contact details of the particular Agent who has been assigned the fault can be obtained through the Helpdesk, to allow a more detailed discussion. Again, SPVA Technical Support may contact you for further information.

b. In the event that any fault is allowed to persist without progress towards a solution, further assistance can be obtained by liaison with the respective FEWO/FASFLOT COXN,
who will liaise with the JPAC Helpdesk on the Unit’s behalf to provide feedback of any progress towards a technical solution that has been made and pass on updates as required.

8. SSPT - Main Faults

The tables below show the main basic faults that occur within SSPT on both the mobile and live versions. It is worthy of note that faults are far easier to resolve on the live version as the respective FEWO/COXN can carry out fault rectification more often than not with their enhanced User Administrator rights. This is not the case with regard to SSPT mobile, as the SSPT database sits on the Unit’s individual server and, for this reason alone, it is imperative that mobile units maintain the correct level of security with regard to Unit Administrator password.

9. Unit Administrators (EWOs) are strongly encouraged to adopt best practice by allocating the Unit Administrator Role to at least one additional user within their organisation. This will ensure that full unit management functionality exists, should the EWO be absent from the unit or in the event that the primary Unit Administrator account becomes locked.

**DII SSPT Live Basic Fault Resolution Table**

<table>
<thead>
<tr>
<th>COMMON FAULT</th>
<th>IMMEDIATE POC</th>
<th>ESCALATED POC</th>
</tr>
</thead>
<tbody>
<tr>
<td>User locked out of SSPT or password reset</td>
<td>Unit Administrator</td>
<td>FEWO/COXN</td>
</tr>
<tr>
<td>Unit Administrator locked out of SSPT</td>
<td>Respective FEWO/COXN</td>
<td>FEWO/COXN</td>
</tr>
<tr>
<td>New Account Creation</td>
<td>Unit Administrator</td>
<td>FEWO/COXN</td>
</tr>
<tr>
<td>Account responsibilities change</td>
<td>Unit Administrator</td>
<td>FEWO/COXN</td>
</tr>
<tr>
<td>Organisation Management</td>
<td>Respective FEWO/COXN</td>
<td>FEWO/COXN</td>
</tr>
</tbody>
</table>

**Non-DII SSPT Mobile Fault Resolution Table**

<table>
<thead>
<tr>
<th>COMMON FAULT</th>
<th>IMMEDIATE POC</th>
<th>ESCALATED POC</th>
</tr>
</thead>
<tbody>
<tr>
<td>User locked out of SSPT or password reset</td>
<td>Unit Administrator</td>
<td>Not available outside of unit</td>
</tr>
<tr>
<td>Unit Administrator locked out of SSPT</td>
<td>CIS Run LogUnitAA.bat file on the server (reset password to unitaa password unlimited)</td>
<td>Not available outside of unit</td>
</tr>
<tr>
<td>New Account Creation</td>
<td>Unit Administrator/EWO</td>
<td>Not available outside of unit</td>
</tr>
<tr>
<td>Account Responsibilities Change</td>
<td>Unit Administrator/EWO</td>
<td>Not available outside of unit</td>
</tr>
<tr>
<td>Batch Runner not running files</td>
<td>Nominated SSPT CIS Rep</td>
<td>IT fault reporting route</td>
</tr>
</tbody>
</table>
10. Outstanding Technical Issues

There remain a number of interface errors that currently affect SSPT and the information it presents. Currently these errors include:

a. When a course is deleted in JPA, the instance remains in SSPT and is not deleted. As a result this remains visible and requests can be made to book personnel onto a non-existent course.

b. When block bookings are made in JPA, the details are not passed from JPA into SSPT, consequently the course details may still show available places where there are actually none available.

c. There are two methods that allow course competency prerequisites to be input into JPA, only one of these methods updates SSPT. This means that when attempting to book personnel on courses who do not have the required competency, this will not set off the warning flag.

d. The leave outstanding balance as displayed in SSPT is incorrect. Any individual leave balance in JPA is a sum of a static total and not a dynamically calculated total. SSPT only displays the static total.

11. These issues are faults that are hard wired into the JPA/SSPT interface and any fix will require a change in JPA to pass the necessary data across. Any potential fix is not likely to occur in the short term. While this remains less than ideal, it has been recognised and included in the JPA interfaces error project.
In accordance with JSP 760 Chapter 18, I wish to apply for a Career Intermission (CI). I have discussed the implications of such a CI with my Divisional Officer/Commanding Officer and Career Manager. I understand that:

- I remain a serving member of the Royal Navy/Royal Marines under the Armed Forces Act and may be recalled to Service at any time
- I might not be assigned back to my current unit or post
- For the period of the CI I am not entitled to Service pay or the majority of allowances
- My Terms of Service will be changed during my CI
- I understand that, if I wish to take up employment whilst on my CI, I must seek permission in accordance with QRRN\(^1\)

<table>
<thead>
<tr>
<th>Service No.</th>
<th>Rank/Rate</th>
<th>Full Name</th>
<th>Current Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Branch/Spec</th>
<th>Current Post</th>
<th>Future Availability Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requested start date for Career Intermission: ........../........../..........

Length of Career Intermission (min 3 months, max 3 years)

Proposed Return to Active Service Date: ........../........../..........

Type of Engagement/Commission

Current Engagement Expiry Date: ........../........../..........

Reckonable Service at Start of CI

Dates of Previous CI or Career Intermission (if applicable)

On my return from my CI I wish to apply to my CM for an Extension of Service to cover the period of my CI for pension qualifying time. Delete as appropriate

YES/NO

Reason/s for requesting a Career Intermission: (attach a letter addressed to the Commanding Officer if space is insufficient or if preferred)

---

1. QRRN 910.
<table>
<thead>
<tr>
<th><strong>Personal and Professional Benefit of CI:</strong></th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

**Is your application dependent on another person's successful application eg. spouse, civil partner - if so who and why**

**Is your application time critical?**

I confirm that I meet all the requirements of JSP 760 Chapter 18 and will inform my Commanding Officer if my application for a Career Break should subsequently become invalid by my failing to continue to meet the requirements.

I understand that if I wish to take up any employment whilst on my CI, I must seek permission directly from Navy Command HQ (NAVY LEGAL-CASEWORK D2) prior to commencing employment.

**Applicant's Signature: ____________________________**

**Date:**
ON COMPLETION OF PART 1, FORWARD APPLICATION FORM TO COMMANDING OFFICER

PART 2 - CONFIRMATION OF REQUIRED CRITERIA
Delete as appropriate to confirm whether or not the applicant fulfils the criteria, if not please give details:

<table>
<thead>
<tr>
<th>REQUIRED CRITERIA</th>
<th>MET OR NOT</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Must have completed at least 3 years’ service after completion of initial training (i.e. at least 3 years after joining the trained strength).</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>b. Must not have an outstanding ROS for any aspect of their career including: Training ROS, Financial Retention Incentive or ‘Golden Hello’ ROS.</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>c. Must not have submitted a request on JPA for Early Termination.</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>d. Must not be subject to a disciplinary investigation or action.</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>e. Must not be subject to formal warning or administrative investigation that might lead to administrative action or discharge.</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>f. Must not be in a reduced medical category with a condition that is likely to lead to premature discharge.</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>g. Must have given at least 5 months’ notice (the normal assignment notification period) of the wish to proceed on the CI.</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

LINE MANAGER/DIVISIONAL OFFICER/TROOP COMMANDER’S COMMENTS AND RECOMMENDATION

Line Managers/DOs/Tp Cdrs should note that for any CI of 6 months or less the post will remain vacant for the duration of the authorised CI.

Comments:

Recommendation:

I can confirm that the CI application and any impact that it may have on the applicant’s career has been discussed with the applicant.

LM’s Name (Capitals): ___________________________________________

LM’s Signature: ______________________________________ Date ____________

ON COMPLETION OF PART 2, THIS FORM IS TO BE SENT TO: TERMS OF SERVICE MANAGER, CNPS, NAVY COMMAND HEADQUARTERS, MP G-2, WEST BATTERY, WHALE ISLAND, PORTSMOUTH, PO2 8DX
PART 3 - COMMANDING OFFICER'S COMMENTS AND RECOMMENDATION

COs should note that for any CI of 6 months or less the post will remain vacant for the duration of the authorised CI.

Comments on Reason(s) given for CI; benefit to individual and Service of approving CI; impact of releasing Applicant

Recommendation:

I can confirm that the CI application and any impact that it may have on the applicant’s career has been discussed with the applicant.

Commanding Officer’s Name (Capitals): ____________________________

Commanding Officer’s Signature: _________________________________ Date ____________

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a. Must include comment on ability to release the individual on the date required and the implications of so doing. Possible succession and gap plan, as well as any known career implications should also be noted.
ANNEX 26L

CAREER BREAK APPROVALS PROCESS

1. Process
   In order to ensure that all Career Break (CB) requests are handled consistently and efficiently within NCHQ, the following process is to be followed.

   a. All applications for a CB are to be forwarded to the NCHQ TOS Manager to NAVY PERS-CNPS TERMS OR SO3 for Ratings’ applications or NAVY PERS-CNPS TERMS OF SO3C for Officers’ applications (the address is at the bottom of the application form).

   b. CB applications will be logged and forwarded to the appropriate NPTL, CNPS PPLAN R/O SO1, RM and CM for comment and recommendation.

   c. Applications will be forwarded to NAVY LEGAL-CASEWORK D2 where requests are made to undertake any employment during the CB.

   d. Applications will be forwarded to NAVY LEGAL-EMPLOYMENT LAW SO1 where requests require employment law scrutiny.

   e. Applications will be submitted to NAVY PERS-CNPS COS for approval (either out of committee or as part of the Naval Service Flexible Employment Board (NSFEB)).

   f. TOS Manager will inform the individual’s CO of the decision (normally within 30 days of receipt of application) and include revised TACOS, where applicable. Should the application fail, full details of the decision will be given.

2. Acceptance
   If the application is approved, the individual will be required to confirm acceptance of the revised TACOS before commencing the CB.

3. Assignment
   Following written acceptance by the applicant, the CM will assign to MTM NELSON MA11 UNPAID LEAVE for the duration of the CB.