

CHAPTER 49

COMMISSION, TRANSFERS AND CONTINUANCE IN THE SERVICE

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CHAPTER 49

COMMISSION TRANSFERS AND CONTINUANCE IN SERVICE

SECTION 1 - OFFICER COMMISSION TRANSFERS

4901. Instructions applicable to all Commission Transfers

These rules apply to all officers in the Naval Service serving on any commission other than a Full Commission Stage (or equivalent).

4902. Commission Transfers

a. As stated at Para 4801, all transfers from an Initial Commission Stage (ICS) (or equivalent pre-April 2015 commission (Initial Commission (IC) or Short Commission (SC)) will be to the Career Commission Stage (CCS). This will extend an officer's career to 20 years' length of service or to age 40, whichever is later.

b. Individuals serving on a CCS or equivalent pre-April 2015 commission (Career Commission, Medium Commission or Medium Career Commission) will, on selection, transfer to a Full Commission Stage (FCS), with service to age 55. FCS beyond age 55 will be known as Commission Extension (CE) and will be for successive periods of up to 5 years to age 60 (and beyond in exceptional cases). Additional service on a CE will be by selection and strictly to meet Service requirements.

4903. Eligibility and Qualifications

a. **ICS/IC/SC to CCS.** In order to be eligible for a commission transfer to a CCS, an officer must be on the trained strength and:

- (1) Be able to complete a further period of service beyond an ICS/IC/SC up to retirement age (see Table 54-2).
- (2) Be recommended by their Commanding Officer (CO).
- (3) Not awaiting Court Martial or other disciplinary proceedings. Eligibility in each case will be decided on its merit.
- (4) Be medically fit for transfer ([Para 4904](#)).
- (5) Be within the appropriate zone ([Para 4912](#)). Officers who are over-zone for selective promotion may still be considered for a CCS within the normal transfer zones. If transferred, they will be eligible for promotion within the appropriate zone on the new commission.
- (6) Additionally:
 - (a) For ME, MESM, WE and WESM officers - be in possession of a Charge Qualification and Recommendation for Charge.
 - (b) For AE officers - be in possession of a Certificate of Competency.

(c) For Training Management (TM) officers - must have achieved 60M Credits of the Post Graduate Diploma in either Training Management and Consultancy or Human Resource Development.

(d) **For Logistics Officers.** Have been selected for, or be a substantive, Lieutenant Commander.

b. **CCS/CC/MCC/MC to FCS.** In order to be eligible for a commission transfer to a FCS, an officer must be on the trained strength and:

(1) Be able to complete a further period of service beyond their CCS/CC/MC (as appropriate) up to retirement age (see Table 54-2).

(2) Be recommended by their CO.

(3) Not awaiting Court Martial or other disciplinary proceedings. Eligibility in each case will be decided on its merit.

(4) Be medically fit for transfer ([Para 4904](#)).

(5) Be within the appropriate zone ([Para 4912](#)). Officers who are over-zone for selective promotion may still be considered for a FCS within the normal transfer zones. If transferred, they will be eligible for promotion within the appropriate zone on the new commission.

(6) Additionally:

(a) For Engineer and TM Officers - have been promoted to Lieutenant Commander. However, based on the MAuN requirement, a limited number of transfers may be available for Lieutenants servicing on a CC/CCS who are overzone for promotion.

(b) For TM Officers only - must be in possession of a Post Graduate Diploma in either Training Management and Consultancy or Human Resource Development.

(c) For Logistics Officers - the minimum professional standard for selection for transfer to FCS requires a candidate to have achieved, or be achieving, the objectives in a Professional Logistics Command assignment (see Annex 59A). Since this assignment is undertaken in the rank of Lt Cdr, Lts are not eligible for transfer to FCS.

c. Officers who are not eligible for automatic transfer and who are not selected for transfer to a CCS or FCS may be able to continue to serve on an EOS basis if there is a Service need, and they will continue to be eligible for late selection to CCS/FCS. Selection to FCS will guarantee service to age 55, even if the officer was previously subject to a rank related retirement age of 50 or 53.

- d. Officers who are chronologically eligible for transfer but who have submitted their Notice remain eligible for consideration provided that they are still serving the day after which the transfer board has sat.

4904. Medical Fitness

- a. Officers and Ratings who are medically downgraded, and those who are likely to be categorized as permanently unfit for sea service or be restricted otherwise medically in the future, will normally remain eligible for further service. The following principles apply:

- b. **Personnel with a Permanent JMES.** All individuals who have been awarded a permanently reduced JMES code by NSMBOS or by ROHC will be assessed by the NSMEB for their suitability for further service beyond the individual's current Tx date as part of their determination in retaining an individual in service. This determination will take into account age, past experience, seniority, the nature and extent of the medical limitations, and types of assignment for which the individual might be required to undertake in continued service. If the NSMEB deems that further service is appropriate, then they will be categorised as 'Eligible for Commission Transfer' or 'Eligible for ES'. If the NSMEB deem that further service is not appropriate, then they will be categorised as 'Not Eligible for Commission Transfer' or 'Not Eligible for ES'.

- c. **Personnel with a Temporary JMES.** Individuals in a temporary JMES should undergo medical assessment by an accredited GMP or Consultant Occupational Physician.

- (1) Where there is an expectation that the individual will regain MFD status within the next 12 months, the Medical Officer should deem the individual medically fit for further service.

- (2) Where an expectation that a temporary JMES would be removed and the individual will regain a previous permanent JMES within 12 months, then individuals should be assessed as per their previous NSMEB determination (see para b above).

- (3) Where a Servicewoman is pregnant and has the JMES code of E6, her fitness for further service should be assessed in light of her previous JMES, providing that there is an expectation that this will be regained following the pregnancy and period of maternity leave. If previously MFD then she should be considered fit for further service. If she was previously in a permanently reduced JMES, she should be assessed as per her previous NSMEB determination (see para b above). If temporarily downgraded prior to the pregnancy then an assessment must be made as to the likelihood of being upgraded within 12 months of a return from maternity leave and if it is likely, then the individual should be deemed fit for further service. If it is not deemed likely, then the individual will need to be referred to NSMBOS for a permanent medical category to be awarded and their eligibility is to be determined by NSMEB.

- (4) Where it likely that the individual will need a permanently reduced JMES, the Medical Officer should deem the individual unfit for further service subject to the subsequent NSMBOS/ROHC and NSMEB recommendations.
- (5) Any doubtful case is to be referred to the NSMEB.

4905. Officers Requesting Early Termination

Officers selected, or who have applied, for a transfer to a longer commission but who subsequently submit an application for Early Termination prior to the effective date of transfer will have their transfer cancelled immediately the Early Termination request is received by the Career Manager. Officers who later withdraw their Early Termination request and wish to be reconsidered for transfer must apply formally through their CO who should raise a 'Special' AR (MOD Form 2020) with the appropriate recommendation, if the Common Reporting Date (CRD) prior to the next Selection Board has passed.

4906. Transfer Guidelines

For transfer to a CCS, the key criterion will be employability in the current rank and not necessarily the potential for promotion to the next rank. In addition to their CO's recommendation, officers will be expected to have met the minimum professional standards promulgated in the annual DIN. For transfer to a FCS, officers will be expected to be showing clear potential for promotion to Lt Cdr/Maj and have demonstrated an inclination towards long term employability as well as satisfying the minimum professional standards also promulgated in the annual Defence Instruction Notice (DIN).

4907. Applications for Commission Transfer

- a. All officers on an ICS (or equivalent commission) will be considered automatically for transfer to a longer commission even though they may have declared themselves a "non-volunteer" on their most recent AR (MOD Form 2020).
- b. Officers wishing to be considered for transfer from a CCS (or equivalent commission) to a FCS, are required to 'opt-in' i.e. volunteer for commission transfer and should ensure that the appropriate sections of the AR (MOD Form 2020) indicate 'Volunteer' (see JSP 757 Chapter 7 Annex A). Precise dates for the rendering of ARs are issued annually by DIN.
- c. All officers wishing to transfer from an ICS (or equivalent commission) to a CCS or from a CCS (or equivalent commission) to a FCS may apply simultaneously for extensions of service to their current commission (see also [Para 4913](#) and [Para 4926](#)). However, while officers are selected for transfer on the strength of their ARs, applications for extensions of service are to be forwarded by letter through First Reporting Officers (1ROs) to the appropriate Career Manager.
- d. Supplementary guidance for ROs writing ARs on officers wishing to transfer is contained in JSP 757 Pt 2 Vol 2 Annex A para 9 and Annex C.

4908. 'Opt-out' of Transfer to a CCS

Officers who do not wish to accept transfer to a CCS are permitted to 'opt-out' providing they declare their intention to do so in writing through the administrative chain by the published deadlines laid down in the annual transfer DIN. Selected officers who do not indicate their intention to 'opt-out' will be assumed to be volunteers and will be transferred accordingly. Officers who "opt-out" having been selected for transfer will not be considered at the next and subsequent Boards. Should they wish to be reconsidered for transfer at a later date, they must apply in writing through the administrative chain to their CO, who should raise a 'Special' AR (MOD Form 2020) and recommend them appropriately, if the CRD prior to the next Selection Board has passed.

4909. Officers Not Recommended for Transfer to a Longer Commission

a. Officers who are not recommended for transfer to a longer commission but who meet all other requirements listed at [Para 4903](#), will also be considered by the Board for transfer. There may be circumstances known to the Board which negate the reasons for the non-recommendation. To aid this process, ROs are encouraged when making non-recommendations to expand on the reason(s) for doing so.

b. In isolated cases when an officer meets all criteria for an automatic transfer to a longer commission but is otherwise constrained in their employability by other factors (for example security restrictions, medical exemptions) the CM will refer their candidature to the next annual Transfer Selection Board. Transfer Selection Board members will decide if any constraint adversely affects an individual's ability to serve in gainful employment beyond their current commission, whereupon they are empowered to withhold the transfer until the required level of employability is restored.

4910. Withdrawal of Application for Transfer to a FCS

Withdrawal of application (Non-Volunteer Declaration) for transfer to a FCS is to be made by AR with the appropriate section suitably annotated (see JSP 757 Pt 2 Vol 2 Annex A para 9). Where the withdrawal is late and it is no longer practical to render a further AR, withdrawal may exceptionally be made in writing through COs direct to the DACOS Promotions (DACOS (Prom)) and must be received by 31 Oct (annually) for Lt (X, E, L) and Capt RM, and by 31 Jan for Lt (MED, DEN, MS, QA), Lt Cdr (X, E, L, MED, DEN, MS, QA), Maj RM and Cdr (MED, DEN). Withdrawal will not prejudice any subsequent re-application for transfer.

4911. Selection Boards, Membership and Transfer Dates

a. Transfer boards for the Warfare (X), Engineering (E), Logistics (L) and Royal Marines (RM) branches will sit annually in Nov for Lt/Capt and Feb for Lt Cdr/Maj. Applicants will first be considered at the Board immediately preceding their zone entry or, if already in zone, the first Board following their application. For Lt/Capt results will be promulgated at the end of Nov with transfers effective on 1 Feb. For Lt Cdr/Maj, results will be promulgated in mid Mar with transfers effective from 1 May.

b. Transfer Boards for the Medical Services and QARNNS branches will sit annually in Jan/Feb for Lt, Lt Cdr and Cdr and in Mar for Medical and Dental officers. Applicants will first be considered at the Board immediately preceding their zone entry or, if already in zone, the first Board following their application. Results will be promulgated in Jan for MS/QARNNS and in mid Mar for Med/Dent with transfers effective on 1 Feb for Lt and 1 May for Lt Cdr/Cdr.

c. Transfer Boards for Chaplains will sit annually in Mar. Applicants will first be considered at the Board immediately preceding their zone entry or, if already in zone, the first Board following their application. Results will be promulgated with the RN Lt Cdr Commission Transfers in Mar. The effective date of transfer is 1 May.

d. The principles and procedures applied by Transfer Boards are similar to those defined for promotion (see Chapter 66) including the rules for confirmation of transfer on the due date (see Para 6622). Selection Board membership is summarised in [Table 49-1](#).

Table 49-1. Transfer Board Membership

Transfer Board	TSB Membership
Lt/Capt to CCS/FCS	Chair: Branch CM Cdr/LtCol Branch CM LtCdr/Maj Branch LtCdr/Maj Sec: PROMOF-BS
Lt Cdr/Maj to CCS/FCS	Chair: Branch CM Cdr/LtCol Branch Cdr/LtCol Branch Cdr/LtCol Sec: PROMOF-BS
CCS/FCS to FCS(A)	Chair: ACOS AV Capt/Col FAA Capt AE SO1 CM Air Sec: PROMOF-BSX
Chaplains	Chair: NCS PSO SO1 CE Chaplain (over 10) CSFC Chaplain (over 10) RC Chaplain (over 10) Sec: PROMOF-BSR

4912. Transfer Zones

a. Zones for transfer to longer commissions are calculated as follows (see [Table 49-2](#) and [Table 49-3](#)):

- (1) **Zone Entry.** Entry is calculated on the length of service achieved on 1 Feb for Lt/Capt and 1 May for Lt Cdr/Maj/Chaplain annually, the effective date of transfer.
- (2) **Zone Exit.** Officers with less than one year (or as specified in this Para) to serve on their current commission, including extensions of service, will be ineligible for normal consideration on 1 Feb for Lt/Capt and 1 May for Lt Cdr/Maj.

b. As a consequence of the effective date of transfers being 1 Feb and 1 May under the 3TC, some officers already serving on 1 Apr 99 may find themselves ineligible for their final selection opportunity. Any officers so affected will, exceptionally, retain their existing entitlement. The following zones are based on time served at zone entry, though exit will take into account any extensions of service authorised.

Table 49-2. Officer Commission Transfer Zones (X, E, TM, L, RM, MS officers, and Chaplains)

(Reference points for zone calculation: 1 Feb (Lt/Capt) of the year following the board, and 1 May (Lt Cdr/Maj) and 1 Aug (Chap) of the year of the Board.)

RN/RM	Commission	Transfer Zone
RN/RM (Note 1)	ICS12	5-11 years'* officer service
RN (Note 2)	IC12	5-11 years'* officer service
RM (Note 3)	IC8	3-7 years'* officer service
RN/RM (Note 4)	CCS20	8 years' officer service - 1 year before end of CC*
RN (Note 5)	CC16, 18 or 20	8 years' officer service - 1 year before end of CC*
RM (Note 6)	CC16, 18 or 20	6 years' officer service - 1 year before end of CC*
RN (Note 7)	Former SL SCC12	3-11 years* officer service on 1 Feb
RN (Note 8)	Former SL MCC	3 years' officer service - 1 year before end of CC*
Chaplain (Note 9)	ICS6	3-5 years' officer service*
Chaplain (Note 10)	IC6	3-5 years' officer service*
Chaplain (Note 11)	CCS20	8 years' officer service - 1 year before end of CC*
Chaplain (Note 12)	CC16 and 18	8 years' officer service - 1 year before end of CC*

* Plus extension of service if applicable

Notes:

1. *Officers who joined the RN or RM on or after 1 Apr 15.*
2. *Officers who joined the RN between 1 Apr 99 and 31 Mar 15.*
3. *Officers who joined the RM between 1 Apr 99 and 31 Mar 15.*
4. *Officers who joined the RN or RM on or after 1 Apr 15, or who joined before but transferred to a CCS after 1 Apr 15.*
5. *Officers who joined the RN between 1 Apr 99 and 31 Mar 15, or who joined before but transferred to a CC after 1 Apr 99.*
6. *Officers who joined the RM between 1 Apr 99 and 31 Mar 15, or who joined before but transferred to a CC after 1 Apr 99; (including SO(LE) and SO(LE)(BS)).*
7. *Officers who joined the RN before 31 Mar 99; Aircrew (P, O and ATC) only.*
8. *Officers who joined the RN before 31 Mar 99.*
9. *Officers who joined on or after 1 Apr 15.*
10. *Officers who joined pre-1 Apr 15.*
11. *Officers who joined on or after 1 Apr 15, or who joined before but transferred to a CCS after 1 Apr 15.*
12. *Officers who joined between 1 Apr 99 and 31 Mar 15, or who joined before but transferred to a CCS after 1 Apr 15.*



Table 49-3. Officer Commission Transfer Zones (Medical, Dental and QARNNS Officers)

(Reference points for zone calculation: 1 Feb (Lt) and 1 May (Lt Cdr/Cdr) of year of the Board.)

Branch	Commission	Transfer Zone
Medical	ICS/SC	From 2 years' officer service on ICS/SC after full GMC registration or from date of entry if already registered whichever is later
Dental	ICS/SC	From 2 years' office service on ICS/SC after full GDC registration or from date of entry if already registered, whichever is later
QARNNS	ICS/SC	From 2 years' officer service on ICS/SC
Medical	CCS/MC/MCC	From 2 years' officer service on CCS/MC/MCC
Dental	CCS/MC/MCC	From 2 years' officer service on CCS/MC/MCC
QARNNS	CCS/MC/MCC	From 2 years' officer service on CCS/MC/MCC

4913. Applications from Officers Serving on an Extension of Service

Officers who have accepted to serve, or are serving, on an extension of service may be considered for transfer to a longer commission up to 1 year prior to the end of their extended service.

4914. Over-Zone Applications

Opportunities for over-zone transfer are very limited and will be solely dependent on the requirements of the Service. Applications are to be made in writing through COs from those officers who did not apply for transfer while in the normal transfer zone. The covering letter accompanying the application must clearly state the reasons for the late request and explain why the officer concerned was not a volunteer while in zone. Exceptionally, officers who have been considered and not selected, but for whom there may be extenuating circumstances, may also apply; their reasons must be identified in either the request or in the covering letter forwarded by COs. Requests are to be forwarded to DACOS(Prom). The supporting AR, written either at the time of the application or to meet the next the deadline of the next transfer Board, **must** show that the officer is both in zone and a volunteer; otherwise the Promotion Section database will not list the officer correctly. Transfer Boards may also, at their discretion, award an over-zone opportunity to candidates not selected on their last in-zone board who are considered to merit special consideration; however, such awards are likely to be rare.

4915. Former Service – Effect on Transfer Zones

a. Former service will be taken into account when calculating transfer zones for the following officers:

- (1) Those who re-enter the Naval Service to complete the balance of their previous commission.

(2) Those who transfer from the Army or RAF to complete the balance of a comparable commission in the Naval Service.

(3) Those who transfer between branches or specialisations without changing to a different commission.

b. If officers have been given a wholly new commission, for which former service has been denied for pension or retired pay purposes, then the former service will also be denied when calculating transfer zones. In these cases, transfer zones will be calculated from the start of their new commissions and officers should be aware that this break in their service continuity may adversely affect their transfer prospects.

4916. Automatic Commission Transfers

a. **Baseline Requirements.** Notwithstanding the individual cases below, all candidates need the eligibility criteria at [Para 4903](#) and their CO's recommendation. Application for an automatic transfer remains the responsibility of the individual and should be made through the Chain of Command to the Career Manager who, when satisfied the application meets the criteria at [Para 4903](#), will direct the Promotions Office to action the transfer on JPA.

b. **Declining Transfer.** An officer being offered automatic transfer has no obligation to accept. Subject to meeting all other eligibility criteria, any officer who declines an automatic CCS or FCS transfer will be transferred as soon as they volunteer again.

c. **Fast Jet Pilots.** In view of the very small number of pilots qualified to fly Fast Jet aircraft and the high cost and length of training, all pilots serving on an IC who are selected for Fast Jet training will automatically be transferred to a CC on successful completion of Operational Flying Training. Details of the return of service (ROS) for Fast Jet pilot training are contained in Annex 53C.

d. **Rotary Wing Pilots and Observers.** On achievement of Operational Performance Statement (OPS), post Operational Conversion Unit (OCU) and successful award of Certificate of Competence (CofC), along with a recommendation from the CO on their OJAR and remaining fully medically fit, all pilots and observers will automatically transfer to a CCS.

e. **RM Pilots.** RM pilots who joined pre-1 Apr 15 will, on receipt of their wings, automatically have their commission extended to a 12-year ICS. Details of the ROS for RM pilot training are contained in Annex 53C.

f. **Warfare Officers CCS Transfers.** Automatic transfers to a CCS will be offered at the following stages:

(1) On achievement of Operational Performance Statement (OPS) and receipt of a CO's recommendation as a Fleet Navigating Officer (FNO) (SS and SM), Mine Clearance Diver (MD), Mine Warfare Officer (MWO), GS(X) Fighter Controller (FC), GS(X) (Intelligence) officer or Hydrography/Meteorology and Oceanography (HM) officer.

(2) On completion of first operational tour within the Special Reconnaissance Regiment (SRR) or Defence Humint Unit (DHU).

(3) On appointment as the First Lieutenant of a River Class OPV (including XO HMS CLYDE). Transfer will be offered once an individual has achieved a CQ1 qualification and received a recommendation from the Commander Fishery Protection Squadron and is subject to meeting all criteria at [Para 4903](#).

g. **Warfare Officers FCS Transfers.** Automatic transfers to a FCS will be offered at the following stages:

(1) To PWOs and PWO (SM) watchleaders - on achieving OPS and having a CO's recommendation.

(2) To X(HM) officers - on successfully attaining H or M Charge, providing they have a CO's recommendation entered in JPA, are a volunteer for FCS transfer and meet the criteria at Para 4903 [sub para b](#).

(3) To GS(X) officers - on successful completion of a junior SASB1 assignment (i.e. P2000 Command, RCOPV XO), subject to having a Squadron Commander's (CO 1PBS/CFPS) recommendation and meeting the eligibility criteria at Para 4903 [sub para b](#).

(4) To Pilots – on completion of qualification as a Qualified Flying Instructor (QFI)/Qualified Helicopter Instructor (QHI) and successful re-categorisation from B2 (Provisional) to B1 (Competent), along with a recommendation from their CO.

(5) To Observers – on completion of qualification as a Qualified Observer Instructor (QOI) and successful re-categorisation from B2 (Provisional) to B1 (Competent), along with a recommendation from their CO.

(6) To any Aircrew officer who successfully qualifies as a PWO(AV), along with a recommendation from their CO.

(7) To any Pilot who successfully completes ETPS, or any Pilot/Observer completing Aero-systems course, along with a recommendation from their CO.

h. **Air Traffic Control (ATC) Officers.** The bearing of ATC officers is very small and as such, is susceptible to short term fluctuations and early losses after the lengthy training process. It is necessary, therefore, to safeguard this cadre of personnel by awarding them an automatic transfer to a CCS on completion of their first complement position. This is to be taken as 2 years cumulative service following completion of Part B training. As a consequence, SUY ATC officers, who will already have completed Part B training as ratings, will be offered transfer to CCS immediately on completion of initial officer training at BRNC. This automatic transfer will be applicable to all officers completing ATC training on or after 1 Jun 03. Automatic transfers will be offered to individuals subject to a satisfactory recommendation from their CO on their latest OJAR/Standard Report Form. Should an officer refuse the CCS transfer ('opt out'), they will no longer be considered for a CCS transfer until they formally request, through their CO, to be re-considered. The application will then be processed through the normal selective transfer route.

i. **Barrister Training.** Officers selected for Barrister training whilst serving on an ICS (or equivalent commission) will be committed to an automatic transfer to a CCS 1 month before completion of bar finals/upon successful completion of bar final examinations. The ROS liabilities for Barrister training (see Chapter 53) are unaffected by this automatic transfer.

4917. **Specific Career Courses/Training**

a. Following the introduction of the 3TC, it was clear that a number of courses/training either straddled commissions or involved considerable investment by the Service and effort by those involved without assurance of longer term employment. As such an assurance would benefit both the individuals concerned and the Service, it was decided that certain courses/training, in addition to the automatic transfers detailed above, should be automatically linked with a transfer to a CCS.

b. Consequently, personnel who are selected for courses/training listed below and are not already on a CCS (or equivalent commission) are committed to transfer to the next commission prior to being assigned to the course. The actual transfer will be deferred, however, until the course is successfully completed. Officers who fail to complete the course/training and have not yet transferred to the next commission will continue to be considered by Transfer Boards until either they are selected for transfer or they successfully complete the course and are automatically transferred. This arrangement gives personnel direct access to the next commission once the course is completed, thus eliminating the need for subsequent transfer board consideration. Officers who are volunteers to transfer to the next commission, but are not selected for any of the courses/training listed in Para 4917 [sub para c](#), will be considered for transfer under the normal arrangements described in this Chapter.

c. Successful completion of the following courses/training will result in attendees automatically transferring to a CCS:

(1) MM/PP Commanding Officers' Designate Course (CODC).

(2) Principal Warfare Officers' (PWO) Course (including pre-PWO technical course).

- (3) Professional Logistics Command Course.
- (4) Air Engineer (Observer) (AE(O)) and Air Engineer (Pilot) (AE(P)) training (All IC AE(O) and AE(P) Air Engineer Officers (AEOs) will be automatically transferred to the CCS on successful completion of Operational Flying Training).

4918. Transfer to Full Commission Stage (Aviator)

- a. The FCS(A) (or FTC(A) as previously known), was introduced in Apr 03 as part of a number of recruitment and retention measures for RN/RM aircrew. The FCS(A) has created, for selected commissioned aircrew at or beyond their Initial Pension Point (IPP) or Early Departure Point (EDP), a commission structure with a pay spine that decouples pay from rank and offers a career to age 55 that continues in or near to the cockpit. Personnel on FCS(A)/FTC(A) are eligible to apply for an extension of service (EOS) beyond the age of 55 in accordance with [Para 4920](#). Personnel on a FCS(A)/FTC(A) are not eligible for Recruitment and Retention Pay (Flying) (RRP(F)) as their basic rates of pay are enhanced to recognize their aircrew skills and the Service's need to retain them employed in flying and flying related assignments up to the rank of Lt Cdr/Maj.
- b. FCS(A)/FTC(A) officers who are temporarily medically downgraded will remain on the commission, however, individuals who are permanently medically downgraded and cannot fill both flying and flying related posts cannot remain on a FCS(A)/FTC(A). In these circumstances, personnel will be offered a transfer back to the main aviation career stream (manning requirement permitting) and reversion to the current pay scales, or discharge from the Service. FCS(A)/FTC(A) personnel accumulating less than 5 years continuous service on their commission are not eligible for an enhanced pension and, instead, will receive a pension in accordance with their existing AFPS.
- c. Full details of the FCS(A) can be found at [Annex 49A](#).

4919. Reports

- a. An officer is to indicate his/her transfer volunteer status for the next commission on JPA self-service page and this status is automatically embodied in the AR. An AR is the sole indicator of transfer intentions and it must be completed thoroughly and to strict deadlines as follows:
 - (1) All such reports are to contain specific assessments of the officer's suitability for transfer and his/her potential in relation to other officers on the commission to which he/she may transfer, regardless of whether or not they are a volunteer for a longer commission.
 - (2) Reporting Officers should describe the candidate's employability in terms of an appropriate specialist skill and identify those qualities and aspirations, which will enable him/her to do well in broader assignments.
- b. A single report must cover all eventualities. In addition to transfer recommendations required by this Chapter, it must clearly cover recommendations for promotion, extensions of service etc., if appropriate.

4920. Service Beyond Age 55 for OF4s and Below

With the exception of Medical, Dental and QARNNS officers who can serve up to age 60 in some cases (see Para 5426), service beyond age 55 can be achieved via the following:

a. **EOS.** Officers may apply, or be invited to apply, to extend their service to a maximum age of 60. Extensions will normally be granted to retain individuals with deep specialist knowledge or to assist in alleviating shortages. Officers serving on an EOS are not eligible for promotion, but will continue to be eligible for selection back onto their former commission stage or the next commission stage.

b. **Commission Extension.** This is a change in Engagement Expiry Date (EED) that extends the current commission stage and, as a consequence, extends the promotion and/or transfer eligibility window. CE will take the form of either:

(1) **Continuance in Service on ICS or CCS.** This method will generally apply to the SUY/SCC cadre or other late entries to the Officer Corps eg. Chaplains. If there is a Service requirement, officers serving on an ICS/IC or a CCS/CC on their 55th birthday may be selected to serve out the balance of their commission stage up to a maximum age of 60. Should an officer's commission not extend to age 60, selection for service beyond age 55 will include an automatic transfer to the next applicable commission stage (CCS/FCS). Officers will remain eligible for promotion within extant promotion windows.

(2) **Extension of FCS.** FCS extensions will be limited according to Service requirements. The requirement by branch and specialisation will be generated annually and controlled by a Maximum Authorised Number (MAuN) - sometimes the MAuN will be zero. Those serving on extended FCS will remain eligible to be considered by the Officers' Promotion Board for selection to the next rank. The officer must be selected, and the transfer must become effective by age 52 to allow the individual to remain in zone for promotion continuously until 3 years prior to their final date in Service.

4921. Service Beyond Age 55 for OF5s

With the exception of Medical, Dental and QARNNS officers who can serve up to the age of 60 in some cases (see Para 5426), continued service beyond age 55 for OF5s is subject to approval by the Naval Secretary. It will be offered on a job-by-job basis and will be limited to the envisaged duration of the post and include any post-operational tour leave that will be accrued during the post, Graduated Resettlement Time and Terminal Leave. Service will normally be awarded by means of changing the individual's EED, which might result in additional opportunities for selection for substantive promotion to OF6.

SECTION 2 - RATINGS AND OTHER RANKS - LONGER ENGAGEMENTS

4922. Transfer to Engagement Stage 2

Ratings and other ranks join on a 12-year Engagement Stage 1 (ES1). A transfer to Engagement Stage 2 (ES2) is awarded automatically when a rating or other rank has qualified in all respects for substantive promotion or advancement to Leading Hand or Corporal RM, i.e. he/she has passed all requisite professional and leadership courses, is in date for RNFT, is recommended as suitable and has reached the Common Promotion Date (CPD). An ES2 extends a rating/other rank's career to 20 years' length of service or age 40, whichever is later, in alignment with the AFPS15 Early Departure Payment (EDP) point.

4923. Transfer to Extended Career at End of ES1

Ratings and other ranks who do not achieve substantive promotion to Leading Hand or Corporal will not be eligible for transfer to a ES2 but may have their career extended on ES1 past the 12-year length of service point via on the following mechanisms, though the Service requirements for such action are expected to be small:

- a. **An Extended Career (EC).** Current regulations governing EC will continue to apply. Periods of EC are offered for a specific Service need and selection is based primarily on future employability.
- b. **An Extension of Service.** In accordance with the rules at [Para 4926](#).
- c. **A Revised Engagement Expiry Date (EED).** An AB/Mne who has not been able to qualify for selection for promotion to LH/Cpl e.g. due to Service reasons, maternity leave, career intermissions or a previous medical downgrade, may apply to have their career extended through a delay to their EED, thereby allowing them further time on ES1 to qualify for selection. PPLAN SWPR SO1 will ultimately decide whether such applications are approved, based on the prevailing workforce requirements.

4924. Transfer to Engagement Stage 3

- a. **Introduction.** ES3 is awarded by selection and strictly to meet the needs of the Service. Service will be on identical terms to an Extended Career or 2OE, initially for 5, 10 or 15 years and thereafter in 5-year blocks. The final block offered which would take an individual's time in service to age 60 can be less than 5 years but must be at least 1 year in length. Individuals currently serving on an EC or 2OE (or an Extension of Active Service (EOAS) in the case of other ranks) will complete their current period but any offers of further service will be on ES3.

(1) Those serving on an ES2 who are not selected for transfer to ES3 may continue to serve past the 20 year/age 40 point on an EOS to meet a specific Service need. They will continue to be eligible for selection and late transfer to an ES3 from their EOS. Likewise, those who are selected for an ES3 but not for service past their initial 5, 10 or 15-year period on an ES3 may be selected to serve instead on an EOS to meet a specific Service need. They will continue to be eligible for selection and transfer from an EOS back to ES3.

(2) In accordance with Para 6712 sub para a, individuals serving on an ES3 will be eligible for promotion whereas those serving on an EOS will not.

b. **Selections for ES3.** Transfer to an ES3 will be by selection at a Board convened annually by the Ratings' Promotion Section in Mar/Apr for senior ratings and SNCOs and Sep/Oct for junior ratings and JNCOs and other ranks. Periods of ES3 are offered for a specific Service need, therefore there will be no opportunity to transfer between specialisations or branches, or between Submarine Service and General Service (or vice versa) unless it is in the interest of the Service or there are exceptional circumstances (such as medical reasons) to consider a change. Any other specific service need concerning the period of ES3 will be detailed in the ES3 signal.

c. **Eligibility.** All ratings and other ranks will be considered automatically for an ES3, or further ES3 (as required by Branch Managers), provided they:

(1) Are serving in the last 4 years of an ES2/FC/OE (or an extension of such - see also Para 4933 [sub para e](#)), or are on an ES3/EC which expires after the end of the calendar year in which the Selection Board sits. This includes those ratings who have submitted Notice and who would have been serving in the last 4 years of a regular engagement which would have expired after the end of the calendar year in which the Selection Board sits had it not been for the submission of Notice. Eligible ratings who have submitted their Notice must still be serving on the day after which the transfer board sits in order to be presented.

(2) Are recommended for further service on their latest SJAR.

(3) Are volunteers and are recommended for an ES3, as indicated on their latest SJAR. Any change in a candidate's volunteer status or recommendation since the last SJAR was rendered is to be reported to the Ratings' Promotions Section by 31 Jan for senior ratings/SNCOs and 31 Jul for junior ratings/JNCOs and other ranks of the year in which the Board sits.

d. **Quotas.** The Strategic Workforce Planner, in conjunction with Branch Managers, will formally set the requirement for the numbers of ES3 per rank and specialisation. This quota system is used to establish numbers of ES3 vacancies for each specialisation and rank; taking into account the numbers eligible for transfer, promotion prospects and the overall Service requirements. The quotas will also include vacancies that could be offered fairly to re-entrants who, having completed a 20-year ES2, 18-year FC or 22-year OE, are serving on an extension of service (see [Para 4926](#)).

e. **Basis of Selection.** Selection is based primarily on future employability and potential candidates should be aware that failure to acquire certain specific professional qualifications might reduce significantly their chance of selection. Further details can be provided by the relevant Branch Manager.

f. **Reserve Selection.** In order to meet unexpected shortfalls arising from a lower than anticipated acceptance rate, a limited number of reserve selections may also be made at the same time as the main selections. These selections will not be announced unless subsequently called forward. Reserves who are not called forward will be considered for reselection at the subsequent Boards if still eligible for ES3; any previous reserve selection will be lost.

g. **Offer Acceptance and Refusal**

(1) Selected ratings and Other Ranks will be provisionally offered further service on an ES3 by signal. The signal will specify the new engagement expiry date, a date which is non negotiable. Individuals have two months from the date of the selection signal in which to decide whether or not to take up the offer of an ES3, the decision is to be emailed (copy to Career Manger) to:

(a) Ratings - NAVY PCAP-PROM RM PO

(b) Other Ranks - NAVY PCAP-CM CORPS INFO MGR

in the following format:

Subject: ES3 Selection

Name	Rank	Service Number	Decision
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(Decision is either AO (Accepts Offer) or NI (Not Interested ie. refuses offer)).

(2) Individuals whose decision is NI will be considered at the next ES3 board providing they are eligible in all respects in accordance with Para 4924 [sub para b](#) and are recommended by the CO on their latest SJAR.

(3) Individuals who accept an offer of ES3 are also required to complete Form S62, see also Para 4924 [sub para h](#).

h. **Effect on an Individual's Termination Date if a Period of ES3 is Accepted.**

Having accepted an offer of ES3, an individual's original/current Termination Date is cancelled and they lose their right to leave on that date. The new Termination Date will be that offered in the ES3 selection signal. From the date of final acceptance (submission of Form S62), they will have to submit Notice and serve out the 12-month period if they wish to leave the Service before the end of the agreed new ES3. For engagement purposes, the period of an ES3 starts on completion of the original ES2/FC/OE.

i. **Medical Fitness Requirement. See [Para 4904](#).**

j. **Withdrawal of an ES3 Offer.** If, during the period between an offer of further service on an ES3 being made and its commencement, the CO considers that an individual's performance has deteriorated due to misconduct or other serious reason (eg. resulting in the award of a career check, warning, disrating or reversion) to the extent that the individual is no longer recommended for further service, this should be brought to the attention of the Ratings' Promotion Section for their consideration of the withdrawal of the ES3 offer. If the offer is withdrawn, the individual concerned will no longer be considered for an ES3 unless the CO considers that their personal and professional standards have improved to the point where they are deemed to merit a recommendation for ES3 once more.

k. **Active Service.** Ratings and other ranks serving on an ES3 will remain on active service and will retain any sea service liability (where applicable) although every effort will be made for the final 6-12 months of service to be served in a shore position - see also Para 5916.

l. **Conduct/Career Check.** If, having been selected for further service on an ES3, but prior to final acceptance (submission of Form S62), the CO considers that the rating's performance has deteriorated due to misconduct or other serious reason (eg. a Career Check) and that they are no longer recommended for further service, the selection may be withheld. In such cases, a Form S62 is to be forwarded to the Ratings' Promotion Section, with a covering letter outlining the circumstances, who will confirm the de-selection. The individual may be considered at future ES3 Boards if suitably recommended.

m. **Unsatisfactory Ratings and Other Ranks**

(1) **Discharge to Pension.** Ratings or other ranks serving on an ES3 may be given 12 months' Notice of discharge to pension when their performance in any respect of their duties, possibly for reasons outside their control, falls below the level normally expected of their rank and seniority, but not to the extent where is such that they would be a candidate for discharge SHORE (see Para 5442). Before giving Notice to a rating or other rank, a CO should preferably have 6 months' knowledge of the individual's performance.

(2) **Warning and Process.** Ratings or other ranks are to be warned at the time Notice is given that their performance will be reviewed in six months' time. If there is a marked and sustained improvement in performance during this period, the CO may withdraw the Notice. Where there is no such improvement, the CO is to seek the approval of the Fleet Commander or Flag Officer for confirmation of the rating's or other rank's discharge to pension on completion of 12 months' Notice. The application, which is to contain the full circumstances of the case and be accompanied by the individual's full Service Documents, is to be forwarded to Navy Command Headquarters Casework Cell (see Annex 1E) for consideration by the Fleet Commander through the appropriate Administrative Authority and copied to the Career Manager. The application must also contain confirmation that the rating or other rank has been reminded at this point of their right to present the case and, if they elect to do so, their presentation must also be forwarded with the application.

(3) **Early Release when under Warning of Discharge.** A rating or other rank given notice under this regulation may apply to be released early. Approval will be authorised by the appropriate Career Manager, subject to the needs of the Service.

(4) **Reversion on Request.** If a rating or other rank, other than a Warrant Officer, has been promoted while serving on an ES3, they may apply to be considered for reversion at their own request as an alternative to discharge to pension. Any such request is to be forwarded for consideration when the application for confirmation of discharge is submitted.

4925. Employment on Professional Aviators' Spine - Non-Commissioned Aircrew

a. **Terms of Employment.** Aircrewmembers (ACMN) will be offered employment on the Professional Aviators' Spine for Non-Commissioned Aircrew (PAS NCA) until RA55 and will generally be employed in flying or flying related assignments. A flying assignment is one requiring an individual to undertake flying duties utilising their aircrew specialisation required by the position specification. A flying related assignment is an assignment such as an aviation management role, a short Operational Tour or an aviation staff assignment which may not necessarily require the incumbent to undertake actual flying duties. The exception will be Executive assignments, the availability of which will be limited only to those occasions when it is in the Service's interest.

b. A superior rate/rank PAS NCA ACMN may be assigned to a position normally filled by a lower rate/rank if there is a Service need to provide additional expertise or experience within a frontline or training unit. However, as the MAuN at each rate/rank cannot be exceeded, this practice does not allow additional promotions to be made.

c. **Eligibility.** RN and RM ACMN will be eligible if they meet the following criteria: |

(1) Are at or beyond their IPP/EDP (individuals may apply for consideration at IPP -5 years - see Para 4925 [sub para d](#)).

(2) Are in receipt of RRP(F) (either at the full or reserve band rates).

(3) Have not applied for Early Termination (ET) or have not had an ET exit date approved.

(4) Are not permanently medically downgraded as unfit for flying duties. Personnel who are temporarily downgraded will have their suitability for entry onto the PAS NCA assessed on a case-by-case basis.

(5) Do not have an application for an officer commission in progress.

(6) Are fully qualified in all respects to hold the substantive POACMN/Sgt (RMAC) rate/rank, including the successful completion of relevant leadership/command courses.

(7) Would be able to complete 5 years' service from their date of entry to the PAS NCA to NRA55, regardless of their current engagement.

d. **Application Procedure.** ACMN who meet the eligibility criteria and who would wish to be considered for PAS NCA are to complete the RN/RM PAS NCA Application Form at [Annex 49C](#) and forward it to the Career Manager by 1 Mar. Individuals who are not yet at or beyond their IPP/EDP, but who would otherwise meet the eligibility criteria, will be eligible for selection when they pass the IPP/EDP -5 year point. Accordingly, applications may also be submitted by personnel who on the 1 Mar will be at or beyond their IPP/EDP -5 year point. Only correctly completed and signed original Application Forms that reach the Career Manager within the stated timeline will be presented to the Board.

e. **Return of Service.** Entry to the PAS carries a 5-year ROS which will be effective from their IPP/EDP or the nominated date of transfer, whichever is later. In applying to join the scheme, individuals will be required to confirm that they understand and accept the five year ROS liability on joining the PAS scheme.

f. **Appraisal Report.** Selection for PAS NCA will be determined by an individual's flying and professional skill in their current rate/rank rather than potential for promotion. Therefore, Reporting Officers are required to comment specifically on the individual's suitability for PAS NCA in the Performance section of the next annual appraisal report following the application. The report must emphasise the individual's professional ability, in particular highlighting any aviation related attributes that demonstrate the applicant's suitability for employment.

g. **Selection Criteria.** Transfer to PAS NCA will be by selection and the MAuN, skill set and rate/rank of personnel required for each year will be set by the Warfare Aviation Branch Manager.

h. **Selection Board.** To allow reports for all ratings/ranks to be completed post the submission of applications, the annual Selection Board will be held in Nov. The Board will use the latest report, in conjunction with previous annual and NFSF(RW) reports, to select personnel that best meet the requirement. Results will be announced by signal. If unsuccessful, an individual will need to resubmit a new application if they wish to be considered by the next Selection Board.

i. **Confirmation Process.** Successful applicants are required to confirm their initial acceptance of the transfer by signal in accordance with the Selection Signal. They are also responsible for ensuring that the Ratings' Promotions Section receives their acceptance documentation within the timelines stated. Individuals who fail to comply with this will be considered deselected.

j. **Entry on to PAS.** The effective date of transfer to PAS NCA will be the individual's IPP/EDP or, if the individual has already passed their IPP/EDP, 1 Apr of the year immediately following the Selection Board, whichever is the later. In the case of medical clearance being delayed, it will be the date of final medical clearance being obtained.

k. **Medical Downgrading.** PAS NCA personnel who are temporarily medically downgraded will remain on the PAS. However, PAS NCA personnel who are permanently downgraded to a medical category that prevents them from being employed under the PAS NCA terms of employment will be withdrawn from PAS NCA.

l. **Promotion.** PAS NCA personnel remain eligible for promotion in competition with their non-PAS NCA counterparts. PAS NCA personnel who are promoted will not receive a pay rise as rates of pay on PAS NCA are determined by length of service rather than rank. Selection for PAS NCA will render the selectee ineligible for commissioned rank. In applying for PAS NCA, an individual is required to confirm that they are not a SUY/SCC candidate.

m. **Pay and Pensions.** Details of pay and pension for PAS NCA personnel can be found in JSP 754 Chapter 5 Section 7.

SECTION 3 - EXTENSIONS OF SERVICE

4926. Introduction

Personnel may apply or be invited to apply to extend their service beyond the normal length of their commission/career/engagement or compulsory retirement age for various reasons (see [Para 4928](#)). Opportunities for some extensions will depend on the shortage in applicants' branches, arms and specialisations and the individual's suitability and medical fitness. Before making formal application for an extension of service (EOS), which is not to be confused with transfer to a longer commission (see [Section 1](#)) or selection for an Engagement Stage 3 (see [Para 4924](#)), individuals should check current requirements with their Career Manager. The following information refers primarily to Regular Service personnel. For members of the Maritime Reserve (RNR and RMR) see BRd 3(2) Para 0221.

4927. Types of Extension

- a. **Career Manager's EOS.** An extension of up to 6 months, a CM's EOS is designed to allow the adjustment of an individual's terminal expiry (TX) date to meet the precise timings of assigning a relief and similar assignment exigencies. Any EOS which results in a cumulative total of over six months (ie. rolling) will be treated as a 'Full' EOS.
- b. **Full EOS.** Typically, an extension of between 6 months and 2½ years, a Full EOS requires staffing and, in particular, consideration of the long-term liability against the forecast strength - in exceptional circumstances, an EOS of up to 5 years may be considered. In general, RM Other Ranks will be granted up to 2 years on an EOS, with any further service being given as an ES3.

4928. Situations in which an EOS may be Appropriate

- a. An EOS may be awarded in the following cases:
 - (1) As a short-term manpower regulator to increase the total bearing of all specialisations to match the global requirement.
 - (2) To assist in alleviating shortages in any particular specialisation or sub-specialisation that cannot be resolved by other means.
 - (3) To retain individuals with deep specialist skills or knowledge where there is a shortage.
 - (4) To help to meet shortages in certain ranks and branches or to meet a specific requirement.
 - (5) For commissions of less than 8 years' service. The extensions shown will be routinely available (subject to retirement age criteria) and not subject to formal Selection Boards (see annual DINs). Requests are to be forwarded in writing through Commanding Officers:
 - (a) Medical and Dental officers on a 6 or 7-year ICS (or equivalent commission) may be extended up to 14 years' service.

(b) QARNNS officers on a 6-year ICS (or equivalent commission) may apply to extend their commission up to 8 years' service. |

(c) Chaplains on a 4 or 6-year ICS (or equivalent commission) may be extended up to 10 years' service. |

(6) For Gratuity Earning Commissions (Aircrew). Prior to 1 Apr 99, aircrew officers were able to enter the Service as pilots on a 12-year gratuity earning commission in order to complete their return of service (ROS) for flying training. This particular commission ceased to be available to officers commencing a commission on or after 1 Apr 99. However, in order to ease difficulties in maintaining a sufficient strength of aircrew, a limited number of officers serving on 12-year gratuity earning ICS may be considered for an EOS. Extensions will only be for a fixed, 2-year duration, following immediately from the last day of gratuity-earning service. |

(7) To complete two years' service in a higher rank if subject to APFS75. The requirement to serve for 2 years in the higher rate is no longer a condition of promotion, however, under AFPS75, a minimum of 2 years' service is still required in the higher rank to safeguard a final pension in the higher rank (see Para 6707).

(8) Following an Early Termination request. Individuals who have submitted 12 months' Notice to leave the Service may apply for an EOS; if the reasons are deemed to be exceptional and the request is approved, a short EOS will be granted.

(9) To complete time for pension or gratuity for unpaid leave or unpaid service for officers, ratings and other ranks who have forfeited pensionable service, whether it be for unpaid leave or unpaid service. A delay in an individual's exit date that is equal to the length of the unpaid leave or unpaid service may be requested.

(10) To complete time for pension or gratuity for those awarded a Career Intermission (CI). Although a CI counts for commission/career/engagement purposes, it is not reckonable for pay or pension purposes. A delay in an individual's exit date that is equal to the length of the CI may be requested when applying for a CI (see Para 2642 b sub para (1) and JSP 760 Chapter 18).

(11) When an individual's commission/career/engagement ends whilst serving overseas. Individuals who are entitled to claim their discharge on completion of their current commission/career/engagement before they have completed their period overseas may volunteer to remain overseas to complete their final tour.

(12) To complete Graduated Resettlement Time (GRT). An EOS may be granted to individuals who have insufficient time to complete all or part of their GRT allocation as a result of Service reasons. For further details about the GRT scheme, see JSP 534 (Tri Service Resettlement Manual).

(13) Following a Naval Service Medical Employability Board (NSMEB) decision to discharge an individual from the Service on medical employability grounds. An EOS may be sought to allow the individual to undertake or complete further medical treatment, rehabilitation, resettlement and/or similar activities.

(14) In order to fulfil a training Return of Service requirement if an individual does not have sufficient time left to service on their existing engagement (see Para 5304 sub para f)

b. An EOS will not be granted in the following situations:

(1) To undertake an ES3. Individuals will not be given an extension in order to have sufficient time to complete an ES3 under any circumstances.

(2) To delay the release of Medically Downgraded individuals. There are no grounds for delaying an individual's release from the Service when they are medically downgraded (see BR 1991 (Instructions for the Royal Naval Medical Service) Para 0829 e).

4929. Eligibility for an EOS

a. Officers serving on any commission and ratings/other ranks serving on any regular career or engagement may apply for an EOS.

b. Applicants must be certified as medically fit for service (normally medical category MFD A4L1M1E1). Applications from individuals in restricted medical categories may be considered in exceptional circumstances.

c. Applicants should not have submitted an application for Early Termination (but see Para 4928 a [sub para \(8\)](#) for exceptional cases).

d. Applicants should be able to complete their EOS by the age of 55 (but see Para 4928 [sub para a](#) for service beyond age 55 in exceptional circumstances).

e. Extensions to an IC must not take officers beyond a maximum of 14 years' service under any circumstances. Similarly, the normal maximum extension which may be granted to officers serving on a CCS (or equivalent commission) is 5 years.

4930. Timing of an EOS Application

The timing of an EOS application is generally from 4 years to 1 year before the individual's current Engagement Expiry Date (EED). At this stage, it will usually be possible for a CM to predict shortages, which may generate a requirement for an EOS. However, in specific branches that are predicted to be in deficit, applications will be considered earlier than 4 years before the individual's current commission/career/engagement expiry date. The refusal of such an early application is no bar to subsequent applications closer to the individual's retirement age. Applications will also be considered exceptionally at less than 1 year before the individual's current commission/career/engagement expiry date but will not be considered once an individual has commenced their terminal leave.

4931. Staffing and Approval of an EOS application

a. Application

(1) After discussion with their CM, an individual wishing to apply for an EOS should complete a RN Form S61, which can be found under 'Forms (Royal Navy)' in the A-Z of the RN Web, and forward it through their Commanding Officer to the appropriate CM. In the case of Chaplains, EOS applications should be sent directly to the Chaplain of the Fleet or, where appropriate, to the Principal Chaplain.

(2) An individual's Medical Documents are to be scrutinised and a signature from a Medical Officer required on Form S61 declaring whether the individual is fully fit to continue general Naval service in any part of the world and giving details of any restricted medical category (not required for a Career Manager EOS). See flowchart at [Annex 49C](#).

(3) Applicants should have a recommendation on their suitability for further service on their current AR (if the recommendation is not articulated or the AR is more than 6 months old, a special AR should be raised).

b. Authority to approve an EOS

(1) **Career Manager's EOS.** SO1 CMs (officers) and SO2 CMs (ratings) have delegated authority to approve CM's EOS. Authority for granting an EOS for RM Other Ranks lies with the RM Corps Drafting Officer (CDO).

(2) **Full EOS.** Final approval is given by the appropriate SO1 Branch Manager after consultation with the relevant ACOS (PCap) PPLAN SO1. Where there is a disagreement between the CM and Branch Manager, DACOS CM and DACOS BM will adjudicate.

(3) **Post NSMEB.** Authority for granting an EOS to allow an individual to undertake or complete further medical treatment, rehabilitation, resettlement and/or similar activities rests solely with the appropriate ACOS (PCap) PPLAN SO1.

(4) **Extensions which take Individuals Beyond Age 60.** Extensions beyond age 60 may be granted exceptionally for certain branch/specialisations by DACOS (CM).

4932. Withdrawal of an EOS Offer

An EOS offer may be withdrawn in the period between an EOS offer being made and its commencement in the following circumstances:

- a. If a Commanding Officer considers that the individual's performance has deteriorated due to misconduct or other serious reason (eg. a career check, warning, disrating or reversion, warning) to the extent that the individual is no longer considered to be suitable for further service, he/she should raise their concern with the Career Manager and, if appropriate, ask for the Approving Authority (see Para 4931 [sub para b](#)) to consider withdrawing the EOS offer. If the offer is withdrawn, the individual will not be considered further for an EOS unless the Commanding Officer considers that the individual has attained and maintained the required personal and professional standards to the point where the individual could be recommended for an EOS again.
- b. If an individual has been granted an EOS with the sole intention of carrying out a specific specialist role but subsequently refuses an Assignment Order.

4933. Applicable Terms of Service whilst serving on an EOS

- a. **Assignment.** All medically fit personnel will be fully assignable on an EOS.
- b. **Rank and Promotion.** Individuals on an EOS are not eligible for promotion or advancement but may be given paid acting higher rank on a local acting basis. See Para 9105 for RM policy.
- c. **Early Termination.** Normal ET rules apply to personnel who have been accepted for, or who are serving on an EOS.
- d. **Commission Transfer.** Officers on an EOS may apply, and be considered, for transfer to a CCS or FCS providing they have 1 year or more left to serve on their extension as at 1 Feb for Lieutenant RN/Captain RM or 1 May annually for Lieutenant Commander/Major RM as appropriate (see [Para 4912](#)).
- e. **Consideration for an Extended Career (EC).** Ratings serving on an EOS may be considered for selection to an EC but, as detailed at [Para 4924](#) and Para 4928 [sub para a](#), individuals cannot be given an EOS in order to undertake an EC under any circumstances.
- f. **Conduct of Ratings who have Served For More Than 20 Years (on an ES2), 18 Years (on an FC) or 22 Years (on a OE1) Pensionable Service.** Such individuals whose conduct results in their being considered for Discharge SHORE for inadequacy should be dealt with in accordance with Para 5443 a (3) sub para (c).
- g. **Special Service Pay (SSP).** SSP will only be payable where it is considered that personnel are serving in assignments directly related to that SSP.

h. **Terminal Leave.** When there is no break between completion of normal service and the commencement of an EOS, terminal leave is deferred until completion of the EOS and will not exceed the maximum of 20 working days. Where EOS follows a break in service, there is no entitlement to any further terminal leave.

i. **Terminal Benefits.** See JSP 754.

ANNEX 49A

RN/RM FULL COMMISSION STAGE (AVIATOR) (FCS(A))

1. Aviation Career Paths

There are three career paths open to the Naval Aviator, namely Specialist Aviator, Career Aviator and Executive Aviator. Personnel selected for transfer to FCS(A) are categorised as Specialist Aviators and are employed specifically in flying or flying related assignments. Personnel following the Career Stream (CS) path on FCS/FTC are categorised as Career Aviators and Executive Aviators. Career Aviators will be employed in flying and flying related posts, aviation executive and command assignments and career broadening opportunities such as PSO, staff training, out of branch and CAPPS. In general Executive Aviators will be employed in the same way as Career Aviators for two or three flying assignments before qualifying as PWOs and pursuing a similar broad career path but focused on Sea Command. Career and Executive Aviators will continue to receive basic pay and RRP(F), if appropriate.

2. Flying and Flying Related Assignments

On transfer to FCS(A), Specialist Aviators accept a career path restricted to flying or flying related aviation management and staff assignments with promotion normally limited to Lt Cdr or Maj. A flying assignment is one requiring an individual to undertake flying duties utilising their aircrew specialisation required by the post specification. A flying related assignment such as an aviation management and supervision role at sea or ashore, a short Operational Tour or an aviation staff assignment may not necessarily require the incumbent to undertake actual flying duties.

3. Employment

Specialist Aviators will generally be employed in similar flying or flying related assignments as Lt and Lt Cdr Career Aviators but with the primary focus in the cockpit at sea and ashore. Aviation Executive and Command assignments will be limited only to those occasions when it is in the Service's interest. There will also be occasions when a Specialist Aviator Lt Cdr will be assigned to a flying post normally allocated to an experienced Lt to provide additional expertise or experience within a frontline or training unit.

4. Eligibility

The following eligibility criteria will apply:

- a. Personnel will normally be eligible to apply for entry to FCS(A) from IPP or EDP minus five years.
- b. RN Warfare Branch Officers (Lt and Lt Cdr) on one of the following:
 - (1) An Initial Commission Stage (ICS) or Initial Commission (IC) (RN Senior Upper Yardmen (SUY) Observers only).
 - (2) A Career Commission Stage (CCS) or Career Commission (CC).
 - (3) A Full Commission Stage (FCS) or Full Term Commission (FTC).
 - (4) An Extension of Service (EOS) that takes them past their IPP/EDP.

- c. RM Aircrew Officers (Lt, Capt and Maj) on one of the following:
 - (1) An ICS/IC (RM Staff Officer (Late Entry) only).
 - (2) A CCS/CC.
 - (3) A FCS/FTC.
 - (4) An EOS that takes them past their IPP/EDP.
- d. Personnel must be in receipt of RRP(F).
- e. Personnel must not have applied for Early Termination or, if this is the case, have not had an exit date approved unless they apply to rescind their notice application and this is subsequently approved.
- f. Personnel must not have been permanently medically downgraded as unfit for flying duties. Personnel who are temporarily downgraded will have their suitability for entry onto FCS(A) assessed on a case-by-case basis by the Service Manning Authorities.
- g. Personnel must be able to serve a minimum of five years from date of entry to FCS(A) to the Normal Retirement Age (NRA) or end of any EOS if applicable.
- h. Lt Cdrs or Maj's who have accepted an Aircrew FRI will not be eligible for FCS(A) until completion of the attendant five year ROS.
- i. All RN/RM Warfare FAA OFs must be CQA1.

5. Application Procedure

Aircrew wishing to be considered for FCS(A) should apply through, and be reported upon by use of, the OJAR or JPA Appraisal system. It will be incumbent on the individual to volunteer for transfer to the FCS(A) by recording the fact on their current Appraisal (box 1b) ensuring that a new FCS(A) insert slip is completed and handed to the 1RO for inclusion in the annual report. An extant insert slip is indicative of a wish to be considered and must be rendered annually. No insert slip will mean that an individual will not be presented to the Transfer Selection Board. The insert slip is not available through the OJAR or JPA Appraisal software and must be produced locally. The inclusion of an FCS(A) insert slip is to be recorded on the OJAR as 'Spec'. There is no similar method of tagging on the JPA system, therefore the insert slip is to be forwarded separately to the Career Manager and Officers' Promotions Section with a note giving reference to the relevant parent electronic JPA Appraisal report. Details on the Appraisal process are as follows.

- a. Post the annual reporting round, Special OJARs, or JPA Appraisals will only be accepted in exceptional circumstances and must be with the Officers' Promotions Section by 31 October each year. They are to be forwarded under cover of a letter from the CO which should outline the reasons behind the special OJAR.

b. ROs should complete the OJAR or JPA Appraisal in the normal course ensuring that all aviation attributes are fully reported. A short commendation should be given by the 1RO and 2RO on the individual's professional suitability to serve on the FCS(A). The Selection Board will use the insert slip in conjunction with the last three annual reports to select personnel for FCS(A). The data set out in the insert slip will be weighted accordingly to requirements at each Board and an order of merit for consideration for transfer will result. Accurate and comprehensive completion of the insert slip is therefore essential.

c. Although officers may apply for both FCS and FCS(A), the individual should state a clear career path preference either as a Specialist or Career Aviator. It is incumbent on ROs to comment in the OJAR on the officer's potential for both commissions. It is important to recognise that the FCS(A) career path is focused around the cockpit and flying related assignments which may initially limit an individual's ability to show early potential for promotion by broadening outside aviation. However, the specialist skill sets of Aviation Supervisors and Managers, Flying Instruction, Test Pilot, Aero-Systems Qualification and Aviation Warfare specialisation offer ample opportunity to demonstrate leadership, management and staff skills required by both FCS and FCS(A).

d. Personnel who no longer wish to be considered for FCS(A) must cease filling in the insert slip and inform their Career Manager and Officers' Promotions Section through their Command Chain.

6. Selection Criteria

a. Transfer to FCS(A) will be by selection and the number, skill set and rank of personnel selected each year will be established by the Aviation Branch Manager commensurate with the Service's requirement to achieve the desired aircrew Sustainable Experience Profiles. The aim is to provide a spread of experience within the Specialist Aviator cadre without adversely affecting the stability of the Career Aviator Cadre. In general, FCS(A) selection will occur in two zones, namely:

- (1) Lts RN and Capts RM before, at or after IPP or EDP.
- (2) Lt Cdrs and Maj after IPP or EDP.

b. Although Service manning requirements will vary, Lt RN and Capt RM candidates should be first and foremost proven Aircraft Captains. As a guideline, the following will also help make a candidate competitive: qualifications in shortage aircraft categories; aviation supervision and management experience; recommendations for or qualifications as Flying or Warfare Instructors, Test Pilots or Aero Systems specialists; and good leadership, management and organisational skills with potential for promotion. Lt Cdr and Maj candidates will need to show broader aviation experience, expertise and recent currency. Experience and qualifications in operational aviation supervision and management, Aviation Battle Staffs, A2 Instructor, aircraft Trials and Test programmes, Aero Systems specialists or other experience within aircraft procurement will also assist a candidate's competitiveness.

7. Selection Board

- a. There will be one Selection Board annually, with selections announced at the end of February and effective from 1 April. This date will be the date on which calculations relating to transfer to the FCS(A) are based (entry point onto FCS(A)).
- b. Individuals selected for FCS(A) will be required to confirm their acceptance of the transfer and the associated terms and conditions of service in writing to their Career Manager and Officers Promotion Section within 30 days of selection, as detailed in the Selection Signal.
- c. The selection, notwithstanding written acceptance, will be provisional for those not yet at their IPP or EDP with transfer dependent on them continuing to meet all eligibility criteria. Officers so selected may subsequently, during this period, withdraw their acceptance of transfer and remain on their current commission. Provided the officers remain eligible for transfer, they may apply at a later stage for transfer to FCS(A) but will have to be selected through the Transfer Board.

8. Promotion

The following rules govern promotion arrangements for personnel serving on the FCS(A):

- a. **Promotion from Lt to Lt Cdr (RN) or Capt to Maj (RM).** It is important that Specialist Aviators continue to aspire to the greater career opportunities offered by promotion to Lt Cdr. Specialist Aviator Lt/Capt RM FCS(A) personnel remain eligible for promotion to Lt Cdr/Maj in competition with Career Aviator personnel.
- b. With effect from 1 Jan 08, all Lts and Capt RM on a FCS(A) have a promotion zone of six years' seniority as an OF2 to Retirement Age minus three years (RA-3). Officers who were previously recorded as over zone under the rules established for IC, CC and FTC and who have not as yet reached RA-3 on an FCS(A) will become eligible for consideration for promotion.
- c. Specialist Aviators on FCS(A) selected for promotion may apply to transfer to FCS as a Career Aviator on the CS. The transfer decision will depend upon the Services' manning requirements at the time. Officers transferred to FCS will become subject to the existing rules for promotion. Depending on Service requirements, FCS(A) officers who transfer to the CS on promotion to Lt Cdr/Maj may, subject to satisfying the relevant criteria, apply, via insert slip, for consideration for selective transfer back to FCS(A).
- d. A specific case exists if an OF2 on a commission other than FCS(A) is selected for promotion to OF3 and for transfer to FCS(A) in the same year. The transfer to FCS(A) takes effect on 1 Apr and the promotion to OF3 on 1 Oct, and the officer could be disadvantaged on the starting pay level when joining the FCS(A) pay spine. In such a circumstance, the Aviation Branch Manager will examine the case and if appropriate may delay the transfer to FCS(A) until after the promotion to OF3.

e. **Promotion to Cdr/Lt Col.** Specialist Aviator Lt Cdr/Maj FCS(A) personnel remain eligible for promotion to Cdr/Lt Col in competition with Career Aviator personnel. However, if the officer has service prior to 1 Apr 99, the end of zone for consideration for selection to OF4 will be based on their Rank Related Retirement Age (RRRA), i.e. 50 for a Lt Cdr, and that officer will not be able to claim an end of zone of RA-3. This condition exists because on promotion to Cdr/Lt Col the officer must transfer to a FCS (RRA) as Career Aviators and cannot rejoin the FCS(A) at any future point and an equivalent OF3 on a FCS with service prior to 1 Apr 99, has an end of zone of age 50. If an officer does not have service prior to 1 Apr 99 or has accepted RA55 (and has a Normal Retirement Age of 55), the end of zone will be RA-3.

9. Return of Service and Early Termination

On transfer to FCS(A), personnel will be required to complete a five year return of service (ROS) from their IPP/EDP or date of entry to the scheme, whichever is later. Officers will be able to submit an application for Early Termination at any point on or after reaching 12 months from the end of the ROS period (the notice period to run concurrently with the ROS where applicable) however, depending on the circumstances, individuals may be able to seek prior approval to apply for non-standard Early Termination – see Chapter 54 for further details. The pay of FCS(A) personnel will not reduce on approval of an Early Termination application.

10. Pay Structure

On transfer to FCS(A), officers enter the Professional Aviators' Spine (PAS), a sequence of 35 incremental levels on one range that provides scope for Yearly Incremental Progression. Pay on the PAS is based on length of service rather than rank; for further details, see JSP 754 Article 05.0606. An officer on FCS(A)/FTC(A) who has been granted an EOS will continue to accrue pay increments if they have not reached the top scale prior to the EOS

11. Pensions

a. Under AFPS75, pensions for PAS personnel will be enhanced by adding a daily supplement to the standard representative rank based pension that an individual is entitled to on leaving the Services. This will be the CS standard representative rank based pension. The supplements will be calculated each year to reflect the pension headroom differential between the normal maximum representative pay rate for rank and the maximum pay point on the PAS that an individual can reach. The appropriate daily supplement will be earned for each day of service on the PAS, provided that a minimum of five years paid and pensionable service on PAS terms has been given before retirement. The pension supplements are promulgated annually by Directed letter.

b. Personnel who exit the Service prior to completing five years' service on the PAS will receive the standard CS representative rank based pension.

c. Pensions for those serving under AFPS 05 will be based on the final pensionable salary; no supplements are payable under AFPS 05. Personnel leaving the service prior to age 55 will qualify for an EDP.

d. Pensions for those serving under AFPS 15 will be based on 1/47th of their annual pensionable salary from 1 Apr 16 dictating their final pension pot value. Personnel leaving the service prior to age 60 will qualify for a EDP.

APPENDIX 1 TO ANNEX 49A
RN/RM FCS(A) NCA APPLICATION FORM

Applicant to complete

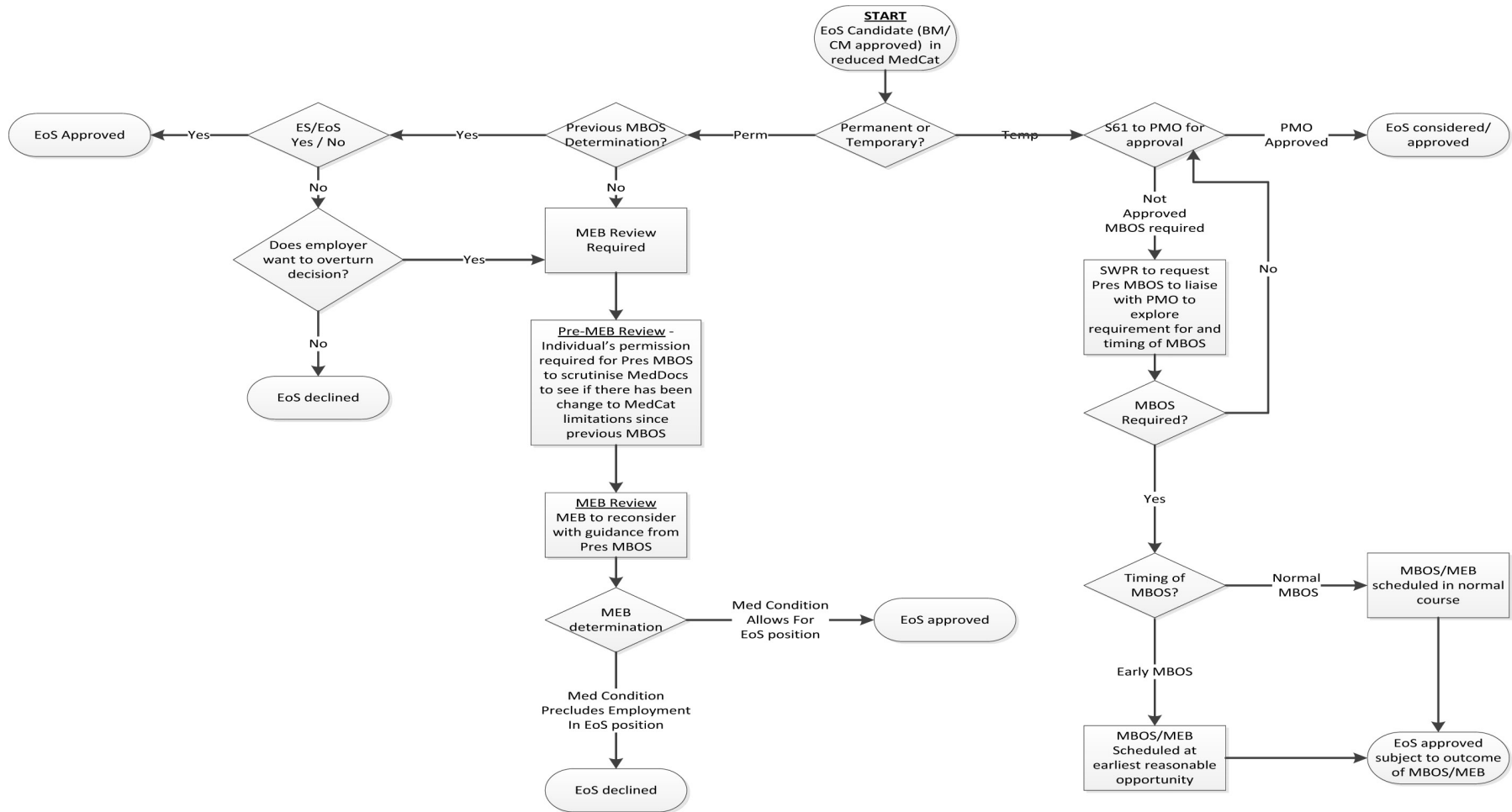
Name		Rate/Rank		Service Number		Unit	
Current Comm IPP/EDP date		Terminal date		DoB			
Flying hours	Day	Night	Total				
Current A/c type							
Other A/c types previously qualified on							
Competencies and other key aviation related attributes for consideration by the Board (Applicant to list all Competencies and give a brief outline of key skills)							
<p>In applying for FCS(A) NCA, I confirm that I am familiar with the Scheme's terms and conditions of service, as set out in BR3 Annex 49A and JSP 754.</p> <p>Signature: _____ Date: _____</p>							

Commanding Officer

I certify that this is a true and accurate record and I confirm that this individual meets the eligibility criteria for FCS(A) NCA.			
Signature	Name	Rank	Date

ANNEX 49B

MEDICAL FITNESS FOR FURTHER SERVICE-FLOWCHART



ANNEX 49C

RN/RM PROFESSIONAL AVIATORS' SPINE (NON-COMMISSIONED AIRCREW)

APPLICATION FORM

Name		Rate/Rank		Ser No		Unit	
Current engagement		Terminal date		DoB			
Flying hours	Day	Night	Total				
Current A/c type & mark							
Other A/c types/marks previously qualified on							
Competencies and other key aviation related attributes for consideration by the board (Applicant to list all Competencies and give a brief outline of key skills)							
<p>In applying for PAS NCA, I confirm that I understand and accept the PAS scheme's terms and conditions of service, as set out in BRd 3(1) Para 4925 and JSP 754, notably the fact that I will be liable for a 5 year return of service on transferring to the scheme. I also confirm that I am not a SUY/SCC candidate.</p> <p>Signature: _____ Date: _____</p>							

1RO

I Certify that this is a true and accurate record. I will comment on this individual's suitability for PAS NCA in the Performance section of the next annual appraisal report.			
Signature:	Name:	Rank:	Date:

2RO

I confirm that this individual meets the eligibility criteria for PAS NCA. I will comment on this individual's suitability for PAS NCA in the Performance section of the next annual appraisal report.			
Signature:	Name:	Rank:	Date: