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(3) Not qualified for the higher rate on the CPD for which selected (eg. not passed leadership and/or professional training), a rating attains the required qualifications within 12 months of the CPD and is considered eligible for backdated promotion.

If, on qualifying fully for the next higher rate, a rating is EFP qualified he/she is to be promoted by the CO with an effective date of promotion backdated to the CPD for which selected. However, if this does not apply, the CO is to give the rating three months from the date of qualifying for the higher rate in which to become EFP, but with the warning that deselection is a possibility if this deadline is not achieved:

(a) If the rating becomes EFP qualified in the time permitted, the CO is to decide whether to backdate his/her promotion to the CPD. This judgement is to be based on the individual's previous efforts to gain the requisite educational qualifications and, if agreed, the promotion is to be backdated accordingly. If not, the individual is to be promoted, post CPD, on the day after becoming EFP qualified if still eligible in all other respects.

(b) If the rating fails to gain the necessary educational qualifications in the time permitted, the CO is to determine whether there are any mitigating circumstances (eg. operational, medical or welfare reasons). If so, the CO may approve a time extension of up to three months. Beyond this, cases should be referred to SO1 Ratings' Promotions for consideration. If an extension is agreed and the rating gains the qualifications in time, the CO is to decide whether to backdate the promotion to the CPD. If agreed, the rating's promotion is to be backdated accordingly; if not, the individual is to be promoted on the day following qualification. If there are considered to be no mitigating circumstances for a rating's failure to become EFP qualified in the 3 months (or longer) allowed, the CO should recommend his/her deselection to the Ratings' Promotion Section.

**6718. Disciplinary Matters**

- a. **Career Check.** Where a Career Check is a qualification for promotion, a minimum of six months must have elapsed since a rating's last Career Check on the due date.
- b. Following reversion, the Career Check requirement for eligibility to be considered at the next Selection Board is a minimum of six months (Para 7007 refers).
- c. Following disrating from a substantive or acting rate, the Career Check requirement is extended to a minimum of 12 months before a rating may be re-advanced (Para 7002 refers).
- d. **Suspended Sentence.** Ratings under suspended sentence who require the requisite Career Check for promotion may, if recommended, be promoted on the date they would normally be eligible.
- e. **Disrating or Revision.** If, after having been selected for promotion, ratings are disrated or reverted before their actual promotion to the confirmed rate has taken place, their selection for promotion will be forfeited. After re-promotion or re-advancement, they may subsequently become eligible for selection again.
- f. **Recording of Convictions for Offences and Censures on Promotion Files.** Records of convictions by Service and civilian courts, together with details of sentences or Naval Penalties awarded, are to be retained on promotion files until they are 'spent' in accordance with the Rehabilitation of Offenders Act 1974 and MOD Policy. Once 'spent', all reference to these offences are to be expunged from promotion files by the Ratings' Promotion Section.

**6719. Loss of Entitlement to Promotion - Reversion and Deselection**

- a. Promotion will not be an issue in the following cases where, instead, ratings will be reverted (if applicable) and deselected:
  - (1) If outright failing a professional or leadership course, in accordance with Para 6912(a).
  - (2) If removed from, or withdrawn prior to, a professional or leadership course due to misconduct or other disciplinary reasons.
  - (3) If a second attempt of a professional or leadership course authorised in accordance with Para 6912(c) is subsequently failed.
  - (4) If refusing to attend a professional or leadership course.
  - (5) If submitting Notice to leave the Service after being selected for promotion.
  - (6) If failing to complete a course(s) within 12 months of the CPD or cancelling/ being withdrawn from a professional or leadership course within 2 months of the start date (unless due to medical or operational reasons).

(7) If failing to undertake the RNFT.

b. **Authority Requirements for Reversion.** The principles regarding the authority required to approve reversion at Para 7003 sub para f are unchanged and apply if a rating is to be reverted following signalled instruction from the Ratings' Promotion Section or because the CO considers the rating unable to perform his/her duties adequately. However, Para 7003 sub para f has been amended to permit COs of Lieutenant Commander rank and above to revert, without recourse to higher authority, ratings who hold substantive rank but who have not yet completed 12 months in the rank since the completion of professional training.

c. **Deselection - Appeals.** If, after a rating has been deselected, it is found that there are mitigating reasons, Service or otherwise, that may have precluded deselection a case may be made, in writing, through COs to SO1 Ratings' Promotions who may, in exceptional cases and following consultation with the Branch Manager, authorise the re-instatement of the selection, with or without penalties.

d. **Complaints Procedure.** Ratings who are reverted and/or deselected may exercise their right to make a formal Service Complaint in accordance with JSP 831.