

**CHAPTER 83**

**WARFARE BRANCH – COXSWAIN (SUBMARINE)**

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## CHAPTER 83

## WARFARE BRANCH – COXSWAIN (SUBMARINE)

## 8301. Entry into the Coxswain (Submarine) Specialisation

a. The Coxswain Submarine (SM) specialisation consists of Warrant Officers 1st Class (WO1s) and Chief Petty Officers (CPOs). It is sustained by Sideways Entry, with volunteers being sought from all specialisations of the SM Service and on a case by case basis from General Service specialisations. All transfers to Coxswain (SM) are subject to manning clearance. Those ratings seeking transfer must be eligible for promotion to CPO on completion of the transfer process. Therefore, only those ratings who are CPOs, selected for CPO in their current specialisation or Petty Officers (POs) with a minimum of 18 months' seniority in their current specialisation on the date of the Selection Board will be considered.

b. **Responsibilities.** The responsibilities of a Coxswain (SM) as follows:

- (1) Carry out the duties of the Squad System Manager.
- (2) Regulate personnel in accordance with QRRN and Armed Forces legislation.
- (3) Administer the Ship's Company for leave and travel including Blue Cross Travel, recording of Separated Service, JPA arrivals and assignments, JPA SOB and Customs.
- (4) Advise the Command on all aspects of morale, welfare and the conditions of service of all ratings.
- (5) Act as Chairman of the Departmental Co-ordinators (DEPCOs).
- (6) Be a qualified Ship Control Officer of the Watch (SCOOW).
- (7) Co-ordinate the requirements of (SM) Qualification, Planesman, SCOOW and Fwd. Duty Watch training and professional standards.
- (8) Manage the training requirements and material state of the Submarine Escape System.
- (9) Act as the Assistant Budget Control Officer.

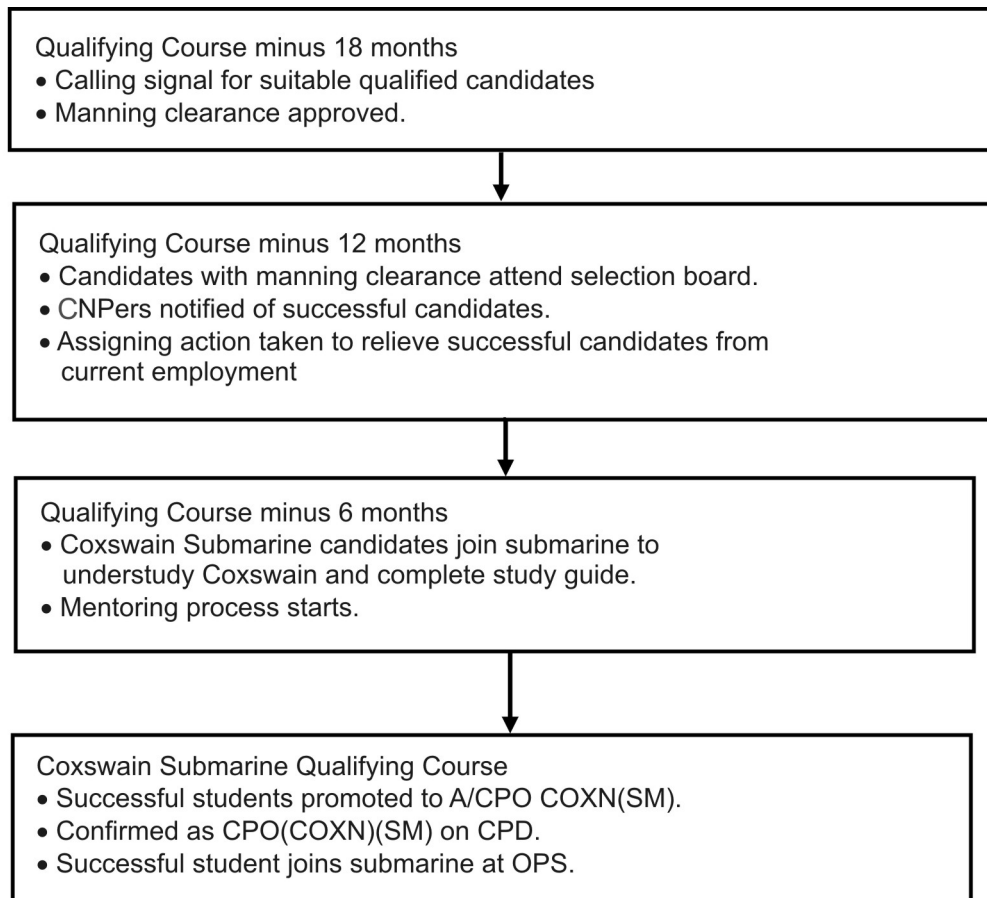
c. **Identification.** Potential entrants into the Coxswain (SM) specialisation will be identified by Commanding Officers at CPO or PO level. Recommendations will be based on the Commanding Officer's judgement as to the rating's potential to undertake the duties and responsibilities of a Coxswain (SM) as a CPO, with due regard for the necessary qualities of leadership and power of command.

d. **Selection for Coxswain (SM) and Promotion to CPO Coxswain (SM).** The Fleet Commander Interview Panel for Coxswain (SM) and the CPO Coxswain (SM) Promotion Selection Board are combined into a single Coxswain (SM) Selection Board. This Selection Board will be held annually.

e. Before application is made, in accordance with Para 8301 [sub para g](#), all candidates must be qualified as shown below. Waivers will not be granted unless there are exceptional circumstances. Pre-requisites for application are as follows:

- (1) Hold the (SM) Basic Sea Qualification.
- (2) Successfully completed SCOOW qualifying course.
- (3) Successfully completed Senior Rates Leadership Course.
- (4) Be either a CPO, or selected for promotion to CPO, or a PO with a minimum of 18 months' seniority in their current specialisation on the date of the Selection Board applied for.
- (5) Have at least one recommendation from a Submarine Command Qualified Officer of Commander rank or above.
- (6) Be qualified in handling the 5.56mm rifle and in-date for APWT.
- (7) Have a Commanding Officer's recommendation for transfer to the Coxswain (SM) specialisation.

f. Potential candidates should complete SCOOW qualifying course prior to attending the Selection Board. Candidates who are successful at the selection board will be required to qualify as a SCOOW prior to commencing the Coxswain Submarine Qualification Course (SMCOXNQC). Failure to gain SCOOW qualification prior to SMCOXNQC will necessitate removal from course and de-selection for promotion. In this circumstance, the individual will be assigned back to their source specialisation and the Coxswain selection process re-started.

**Fig 83-1. Selection and Training Process - Flowchart of Coxswain Submarine Selection Process and Training**

g. **Selection Procedure.** Applications for transfer should be forwarded direct to Navy Command/FLEET CWOSM, copy to the Career Manager (NAVY PERS-CM OR WAR UWSO2) and Branch Manager (NAVY PERS-BM WAR SM SO2) in accordance with the instructions laid down in Para 5125. A copy of the individual's Full Service Documents and a recent report recommending the applicant for transfer should accompany the applications. CWOSM will acknowledge the application but will not, at this stage, indicate whether the candidate is to appear for interview. NAVY PERS-CM OR WAR UWSO2 will administer the pre-Board selection dossier, as required, and pass promotion clearances to CWOSM and NAVY PERS-BM WAR SM SO2.

h. CWOSM WO1 will signal the names of those candidates called forward for interview to all providing units. The interview panel will consist of a Cdr X(SM) as Board President and a second Cdr/Lt Cdr X(SM), both Command Qualified, the Branch Manager, Career Manager, CWOSM, FOST ST111/112. Candidates will have the opportunity to meet the COXN QC course manager. Others, as appropriate, may be invited to observe the Board. Candidates will be informed on completion of the selection board whether or not they have been successful at the Board.

- i. The Fleet Commander/Deputy Chief of the Naval Staff will signal the names of all candidates in alphabetical order, annotated with 'Selected' or 'Not Selected', as appropriate, to the Royal Naval Submarine School (RNSMS), NAVY PERS-CM OR WAR UWSO2, the Branch Manager and the providing units.
- j. **Placement on Coxswain (SM) Qualifying Course (QC) and Pre-Qualifying Course Training.** NAVY PERS-CM OR WAR UWSO2 will assign selected ratings to sea for pre-qualifying course training 6 months prior to commencement of the (SM) Coxswain QC. Ratings will remain in their current specialisation until successful completion of QC.
- k. **Coxswain (SM) Qualifying Course.** After selection by the Coxswain (SM) Selection Board and a suitable period of assignment notice, the successful candidate will serve a minimum period of 6 months' practical training as an understudy to the Coxswain of an operational submarine. During this period the candidate must gain full qualification as SCOOW. When the rating has completed the Study Guide and his mentors, ST111 or ST112 and CWOSM are content with his progress, the candidate will commence Coxswains (SM) QC. Submarine Commanding Officers should be aware of the requirement of gaining the SCOOW qualification, or maintaining their SCOOW skills, during this 6 month period and will play an important part in the mentoring process.
- l. **Pre-Qualifying Course Sea Training.** The SMCOXNQC is administered by the RNSMS and is conducted at HMS RALEIGH, HMS EXCELLENT and MWS COLLINGWOOD. The Qualifying Course lasts approximately 3 months and Coxswain (SM) candidates will achieve OPS on the final day of the QC. Ratings with insufficient time to complete a full sea assignment on completion of training will be required to extend their service or take EC to achieve this. The successful candidate will be promoted A/CPO(COXN)(SM) when reaching OPS and will be confirmed on the Common Promotion Date (CPD) (31 March annually). If the rating was a CPO in their original specialisation, their existing seniority will be retained. Subsequent promotion to WO1 will be in accordance with [Para 8302](#). High priority will be given to assigning newly qualified Coxswains to sea immediately on completion of training and individuals should plan for this accordingly.
- m. If a rating, accepted for Coxswain (SM) training, is selected for promotion to CPO in his source specialisation, he will be promoted on the CPD or to A/CPO(COXN(SM)) on the day the Coxswain (SM) training is completed, whichever is the sooner.
- n. Approval may be given for ratings who voluntarily request to return to their original source specialisation within 12 months of beginning Coxswain (SM) training in accordance with Para 5128. In such cases, the rating will not normally be allowed to re-apply to enter the Coxswain (SM) specialisation at a later date.
- o. **Return to Source Specialisation.** If, at any stage before final transfer to the Coxswain (SM) specialisation, a rating is disrated, reverted or found to be unsuitable, they will be returned to their source specialisation.

p. If, after transfer to the Coxswain (SM) specialisation, a rating is disrated or, under the provisions of Para 7006, reverted to a rate below CPO, they will be returned to their source specialisation and the provisions of Para 7007 sub para k will apply.

### 8302. Coxswain (Submarine) Specialisation – Promotion Flowchart

The following qualifications are required for promotion from CPO Coxswain (SM) to WO1 Coxswain (SM):

**CHIEF PETTY OFFICER COXSWAIN  
(SM)**

#### Warrant Officer 1 - Pre-Selection Requirements

- a. Minimum of 3 years' seniority as a CPO 12 months prior to the Common Promotion Date (CPD).
- b. Serving on an ES2/FC/OE1 or ES3/EC/2OE that expires after the CPD. (Para 6703 b sub para (7)).
- c. Recommended for promotion on Appraisal Report at Common Reporting Date (CRD).

#### Warrant Officer 1 – Pre-Promotion Requirements

- d. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competence 'CMS\Fitness Test|Navy'. (1)
- e. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).
- f. Satisfy terms of Assignment Order issued by Promotion Authority.
- g. Educationally qualified for promotion in accordance with Para 9636. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.

Promoted to  
**WARRANT OFFICER 1 COXSWAIN (SM)**



**Note. RNFT (at CPD).** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a NSMBOS or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD (or later). See Para 6718.

### 8303. Acting Chief Petty Officer Coxswain

The rules at Para 6916 sub para m apply.

### 8304. Selection for Chief of the Boat

Should the requirement arise for a Chief of the Boat due to shortages in the Coxswain (SM) specialisation, Fleet Commander/DCNS will issue separate instructions.

**8305. Optional Exit Points**

Ratings in receipt of RRP(SM) and may be eligible to submit an Optional Exit Point application which will enable them to leave the service at an earlier point than their current Termination Date without any loss of RRP; full details can be found in Annex 54K.