

CHAPTER 91

ROYAL MARINES OTHER RANKS PROMOTION

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CHAPTER 91

ROYAL MARINES OTHER RANKS PROMOTION

SECTION 1 - PROMOTION GENERAL

9101. Introduction

The following regulations are specific to promotion of Royal Marines Other Ranks (ORs). RM ORs employed in the following Royal Navy Specialisations must refer to their specific BRd 3(1) promotion regulations: RN Aircrewman (RM ACMN) - Chapter 81. RN Logistician (Catering Services) (LOG(CS)) - Chapter 85. RN Medical Assistant (RMMA) - Chapter 87. Naval Personnel Team (NPT(RM)) and RM Career Managers (RM CMs) will be referred as PCAP(RM).

9102. Education

- a. **Qualifications.** The educational qualifications required for each rank up to and including the rank of WO1 are given at [Annex 91C](#) and [Annex 91D](#).
- b. **Exemptions.** An individual who has a minimum GCSE 'C' grade in English Language and Mathematics, or an equivalent examination grade, may be exempt from Literacy and Numeracy Testing and Education in the Royal Navy.

9103. Professional Qualifications

- a. The professional employment of each rank within specialisation is governed by the requirement to achieve Command and Specialist/Technical Qualification/ Specialisation upgrade training within the selection year specified by the Promotion Notification (PN) prior to a Common Promotion Date (CPD).
- b. **JNCOs/SNCOs:**
 - (1) **Cpls.** Qualification to SQ2/TQ2 level or RM Skill At Arms Course (RMSAA) is mandatory. Waiver of Command courses for RM Special Forces (RMSF) with Army qualifications and RMR Corporals is detailed at [Annex 91C](#).
 - (2) **Sgts.** Promotion is governed by the requirement to upgrade to SQ1/TQ1 where applicable.
- c. **CSgt.** Nil requirement.
- d. **WO2 RM.** With the exception of Bandmaster, successful attendance on the Advanced Command Course (ACC) is mandatory for promotion to WO2 RM.
- e. **WO2 Bandmaster.** Selection for promotion is governed by the requirement to have passed the Bandmasters' Course prior to the Promotion Selection Board (PSB).
- f. **WO1 RM.** Successful attendance on the WO1 course is mandatory for promotion to WO1.

9104. Candidature for Promotion

a. Normally a Mne will only be accepted as a candidate once they have served 12 months from King's Squad Pass Out (KSPO) or they attain SQ3/TQ3 qualification or, in the case of the RMBS, when a rank attains the M2/B2 qualification (the M2/B2 qualification may only be attempted after serving 12 months from attaining the M3/B3 qualification, unless they have been awarded advancement). In addition, candidates must be Qualified Educationally for Cpl having achieved Functional Skills (FS) Level 1 in Literacy and Numeracy and have not requested Early Termination.

(1) Automatic Candidature:

(a) Twelve months following KSPO, an individual will automatically be enrolled onto the Corps Roll of Candidates unless they are not Educationally Qualified for Promotion (EFP) or they have indicated on JPA they do not wish to become a candidate for promotion. RMBS have automatic candidature on completion of M2/B2.

(b) On completion of SQ/TQ qualification within 12 months following KSPO.

(2) Subsequent Candidature:

(a) Ranks who do not take automatic candidacy may subsequently apply on JPA through their respective Unit and the RM Promotions Section (RM PROMS). The Individual will be enrolled onto the Corps Roll of Candidates with effect of the date of the application.

(b) Ranks not enrolled onto the Corps Roll due to insufficient EFP will be enrolled automatically once notification of a minimum of FS Level 1 is received by RM PROMS.

b. **Accelerated Candidature.** Ranks may be awarded accelerated candidature based on their performance during recruit training in conjunction with the King's Badge Board. The Board may award immediate candidature with effect from KSPO or automatic candidature with effect from six months after KSPO to any deserving ranks.

(1) Royal Marines

(a) Holders of the King's Badge immediately on recommendation of King's Badge board (assuming EFP).

(b) Diamonds/Section Comds after a minimum of six months' service (time dependent on KBB recommendation).

(2) **Royal Marines Band Service (RMBS).** On successful completion of the M3/B3 examinations, holders of Prince's Badge, Wing and House Captains and Section Commanders will be awarded the following advancement for eligibility to attend M2/B2 course:

Prince's Badge	6 months (eligible 6 months after M3/B3 SQ)
Wing Captain	6 months (eligible 6 months after M3/B3 SQ)
House Captain	3 months (eligible 9 months after M3/B3 SQ)
Section Commander	1 month (eligible 11 months after M3/B3 SQ)

c. As a Candidate, an individual is a potential NCO and is to be given every encouragement and opportunity to improve their Command ability and to obtain the qualifications required for promotion.

d. **Seniority.** The seniority of a candidate is determined by the RM PROMS and will normally be 12 months from KSPO or the date of SQ/TQ. Subsequently, this date becomes the enrolment date on the Corps Roll of Candidates.

e. **Removal.** Commanding Officers (COs) may recommend that candidates be removed from the Corps Roll of Candidates for the following reasons:

- (1) At the Candidate's own request.
- (2) On the grounds of unsuitability arising from disciplinary or other reasons.

Recommendations for removal are to be forwarded to RM PROMS by special SJAR in the case of an enforced removal or, in the case of voluntary removals, via JPA.

f. **Reinstatement.** An individual who has been removed from the Corps Roll of Candidates may apply to their CO for reinstatement. This request, if supported by the CO's recommendation, must be forwarded to RM PROMS for approval. The following caveats apply:

- (1) The individual is not to be reinstated until a minimum period of 12 months and one day has elapsed since removal.
- (2) Individuals reinstated on the Corps Roll of Candidates will have their former seniority as a candidate taken into account if they have been removed at their own request. However, if they have been removed for any other reason, their seniority will normally be the date of recommendation for reinstatement, with all former seniority being forfeit.

9105. Eligibility for Promotion

a. Ranks on EC ES3 are considered for promotion selection in order to support structural sustainability.

b. Ranks on Extension of Service (EoS) will not be considered for promotion selection.

- c. Individuals serving in N/A specific Continuity positions will not be considered for promotion, as there is no substantive promotion requirement for those in Continuity positions.
- d. Ranks who have a Termination Date prior to the start of the next training year (TY) will not be considered by the PSBs (ie. 31 Mar). Ranks whose Termination Date falls within the next TY will be considered by the PSB for promotion (ie. 1 Apr). In such cases ES3 or EoS may be granted as required under the authority of the RM Branch Manager (RM BM).
- e. Ranks who have requested Early Termination will be considered at the PSB but will not be selected for promotion. They may, on withdrawal of notice, be subsequently selected depending on the RM BM's authority. A rank will still be considered for selection in their source branch whilst on a long training course.

9106. Promotion to Acting (Paid) Lance Corporal

a. COs of Units (RM, Army and RAF), HM ships and RN establishments are authorised to promote Mnes to the rank of Acting (Paid) LCpl where NCO rank is considered appropriate for leadership, prestige, status or training reasons. Details of Units allocated quotas are held by RM BM. Approval to promote above these ceilings must be secured from the BM WO before any action can take place. Individuals who have attended and passed JCC/JCC(B) are to remain Acting (Paid) LCpl whilst awaiting their CPD.

(1) On completion of trade training, individuals in the following specialisations will automatically be promoted to LCpl: Combat Intelligence (CI), Military Police (MP), Royal Marines Communications Technician (RMCT) and Special Forces Signaller (SFC) and Telecommunications Technician (TT).

(2) All ranks attending JCC/JCC(B) are to be promoted to the rank of Acting (Paid) LCpl whilst on their respective Command Course.

(3) Musicians and Buglers (Musns and Bugs) must be qualified either M2 or B2 to be eligible to be promoted to the rank of Acting (Paid) LCpl.

b. **Administrative Reversion.** COs are to revert a LCpl to Mne when:

(1) An individual ceases to hold an assignment for which the rank is considered necessary, or is assigned out of the unit.

(2) When a rank is selected under the Direct Specialisation Scheme (DSS) to attend an SQ/TQ course.

c. In the following circumstances, COs must not revert:

(1) LCpl (MP2).

(2) LCpls who have passed JCC/JCC(B).

9107. Selection and Promotion up to the Rank of WO2 RM General Service

- a. **Promotion Eligibility** (further guidance is at [Annex 91C](#))
- (1) **Marine to Corporal.** All Mne's (including LCpls) will be considered for promotion to CPL if they are EFP and have a positive recommendation for promotion.
 - (2) **SQ2 Level Entry Specialisation.** Candidates can volunteer for one of the SQ2 Level Entry Specialisations on receipt of a positive recommendation for promotion on their SJAR. They must attend and pass the relevant aptitude having first been authorised to transfer through the RM Branch Manager. RMBS ranks must have attained M2/B2 SQ in order to become a candidate. Ranks entering SQ2 (AIRCREW, DL, PT or RMIS etc.) must have passed JCC.
 - (3) **Corporal to Sergeant.** All substantive Cpls will be considered for promotion to Sgt if they are EFP and have a positive recommendation for promotion.
 - (4) **Sergeant to Colour Sergeant.** Sgts must have a positive recommendation for promotion.
 - (5) **Sergeant to Colour Sergeant Technical**
 - (a) **Promotion to Colour Sergeant - VM/ATV.** Promotion to Colour Sergeant will be determined by the requirement to pull-through from Sergeant to WO2. Whilst PSBs will consider this as a single cohort, the requirement will be split into VM and ATV.
 - (b) **Promotion to Colour Sergeant - TT/AT.** Promotion to Colour Sergeant will be determined by the requirement to pull-through from Sergeant to WO2. Whilst PSBs will consider this as a single cohort, the requirement will be split into TT and AT.
 - (c) **Promotion to Colour Sergeant - RMIS/FoS(IS).** Promotion to Colour Sergeant will be determined by the requirement to pull-through from Sergeant to WO2. Whilst PSBs will consider this as a single cohort, the requirement will be split into RMIS and FoS(IS).
 - (6) **Colour Sergeant to WO2 RM.** All substantive CSgts will be considered for promotion to WO2 RM if they are EFP and have a positive recommendation for promotion.
- b. **Promotion Selection Boards.** PSBs will take place on an annual basis and additionally exceptional PSBs will take place when required. The PSBs will be conducted as follows:
- (1) **PSB Board Member Composition:**
 - (a) OR7 to OR8: OF4, OF3, OR9.

- (b) OR6 to OR7: OF4, OF3, OR9.
- (c) OR4 to OR6: OF3, OF2, OR8.
- (d) OR2 to OR4: OF3, OF2, OR8.

(2) **Conduct.** PSBs will consider all candidates by rank within SQ. The PSBs will produce an Order of Merit (OoM) from which, based on the promotion requirement, ranks will be nominated for promotion or identified as Reserves. The OoM and subsequent nominations form the basis of the Promotions Notification (PN). The OoM formulated by a PSB remains valid until the subsequent annual PSB. Reserves may be called forward throughout the Training Year (TY) dependent on the requirement.

c. **Training Requirement.** In order to be substantively promoted ranks selected for promotion are required to complete mandatory Command/SQ/TQ/RMSAA training prior to a CPD. To ensure that selected ranks are trained on the most appropriate Comd/SQ courses, specialisation advisers (Spec Advs) will co-ordinate with RM PROMS identifying Command Course loading priorities. RM PROMS will promulgate all Command Course Loading Notifications (CLN), with the exception of RMBS. NPT(RM) will promulgate all SQ/TQ/RMSAA CLNs, including RMBS.

d. **Common Promotion Date (CPD).** Fully qualified ranks will be promoted to their substantive rank on 31 Mar of the CPD.

e. **SBS Selection and Promotion up to WO2 RM.** SBS ranks will be selected for promotion using the same principles of Merit Based Promotion (MBP) as the RM General Service (GS). Taking into consideration the special nature of their employment, the PSBs will incorporate representation from SBS.

f. **RMBS Policy** (further guidance is at [Annex 91D](#))

(1) **Merit Based Promotion (MBP).** RM Band Service substantive promotions are selected through MBP.

(2) **Marine to Corporal.** All Mne's (including LCpls) will be considered for promotion to CPL if they are EFP and have a positive recommendation for promotion.

(3) **Promotion to Sergeant.** All substantive Cpls will be considered for promotion to Sgt if they are EFP and have a positive recommendation for promotion.

(4) **Promotion to Colour Sergeant.** Sgts must have a positive recommendation for promotion.

(5) **Bandmaster Course Selection.** Band NCOs will not be selected to attend the WO Bandmaster Course unless they have passed the SCC(B), are M1 SQ and are EFP to WO2 Bandmaster.

(6) **Promotion to Colour Sergeant (Bandmaster).** Sgts must have the Bandmaster qualification and a positive recommendation for promotion.

(7) **Promotion to WO2 Bugler/Bandmaster.** Successful attendance on the Advanced Command Course (ACC) is mandatory for promotion to WO2.

(8) Colour Sergeant Buglers who are EFP to WO2 Bugler will be selected to attend the ACC at CTCRM, the successful completion of which is a pre-requisite for promotion.

g. **RM and RMBS Promotion Progression.** RM and RMBS Promotion Progression flow diagrams can be found at [Annex 91C](#) and [Annex 91D](#).

9108. Selection and Promotion to the Rank of WO1 (further guidance is at Annex 91A)

a. **Introduction.** WO2s can volunteer for either WO1(Specialisation/Any/RMBS). The selection is based on a generic WO1 RM PSB which will ensure a common standard.

b. **Terminology.** For the purposes of this section, a distinction must be made between WO1s (ie. WO1(Spec Advs), WO1 (Any) and WO1 (RMBS). To this end, WO1 RM position will be termed WO1 RM.

c. **Eligibility.** Individuals selected for promotion must meet the specific promotion criteria set out in [Annex 91C](#) and [Annex 91D](#).

d. **Reporting Requirements.** WO2 SJARs should reflect an individual's suitability for promotion to WO1 RM. Reporting Officers should also specify suitability for a WO1 appointment (eg. JCTATT, RNMC, RDCA AADJT etc.).

e. **Training for WO1 RM.** WO2s who are selected for either appointment must attend the WO1 RM course prior to substantive promotion.

f. **Subsequent Appointing of WO1s.** Additional appointing of WO1 RMs is at the discretion of the Corps Drafting Officer (CDO) in consultation with the RM BM.

g. **Engagements.** All selected WO1s will be awarded sufficient period of time to allow the individual to complete future appointments if required. WO1(RSM)(SBS) and WO1(SBS) will be offered periods of further service based on the requirements of DSF.

9109. Substantive Promotion

- a. **Selection of Royal Marines for Promotion.** Substantive promotion of WOs and NCOs is announced through the PN issued by RM PROMS on behalf of DACOS(Prom) and promulgated on completion of PSBs or periodically according to the promotion requirement. The PN will be published according to rank. It will identify those ranks selected for promotion to the next higher rank and give a CPD on which substantive promotion is to take effect. Copies of the PN are issued to all Units (RM, Army and RAF) RN ships and establishments in which RM WOs, NCOs and Other Ranks selected for promotion are serving. Following a CO's release, sufficient copies of the PN should be made available for scrutiny by all personnel.
- b. **Eligibility Criteria.** Individuals selected for promotion must meet the promotion eligibility criteria set out in [Annex 91C](#) and [Annex 91D](#).
- c. **Confirmation.** The substantive promotion date promulgated by a PN is not effective until confirmed by the Promotion Confirmation Notification (PCN). The CO must effect the promotion from the date reflected in the PCN.
- d. **Deferment.** A CO is authorised to withhold or defer promotion in the following circumstances:
- (1) **Poor Performance or Conduct.** Where an individual has shown by their recent conduct or inefficiency that they are unsuitable for promotion. Further guidance can be found at Chapter 54.
 - (2) **RM Basic Fitness Test (RM BFT) Failure.** Where an individual Fails the RM BFT due to a lack of personal fitness, the deferment will remain in force until they have passed the RM BFT. Ranks unable to attempt the RM BFT, owing to their medical category, may be promoted provided a Medical Officer can confirm the individual is expected to reach the necessary standard within 6 months (Para 6908 (JMES Criteria) and BR 1750A (Handbook of Naval Medical Standards) refers). Units are to ensure the RM BFT competency (Medical Exempt/Fail) is correctly recorded by a Physical Training Instructor (PTI). The PTI must ensure that the previous RM BFT competency is correctly end dated and a new RM BFT competency is entered on JPA.
- e. **Permanent Medical Downgrade (PMD).** PMD is regarded as being when an individual has been graded below the medical standards required for service in their particular Specialisation. Individuals in a PMD category will have had their capabilities specifically defined by the Naval Service Medical Board of Survey (NSMBOS)/Naval Service Medical Employability Board (NSMEB) and may be exempt from the RM BFT, CFT and have other restrictions placed upon them. However, the individual may be promoted in line with the regulations set out in Para 6908 and BR1750. In the case of those individuals who have been assessed by the NMBOS/NSMEB for suitability to attend Command Course Training, Unit MO's/CO's must refer to [Annex 91E](#) to form a considered decision on a rank's suitability to attend an RM Modified ACC, SCC or JCC Command Course Training.

9110. Failure to Achieve Qualifications in Selection Period (further guidance can be found at [Table 91-1](#))

a. Ideally, a rank would complete command and then subsequently SQ training but, due to course programming, this will not always be possible. It follows therefore that individuals could be loaded onto a SQ/TQ course before a command course. It is important to remember that successful completion of both command and SQ/TQ training together is required to qualify for substantive promotion. Those ranks who are unable to achieve the promotion qualifications in the Training Year (TY) will fall into the following categories:

(1) **A Rank's SQ/TQ Training Overruns the TY.** A rank who, having successfully completed command training, is unable to complete SQ/TQ training within the TY due to course clashes or a non-programmed Operational Deployment will be loaded to the next available SQ/TQ course. If this course overruns the individual's CPD, once they have successfully completed the course, they will receive seniority of the originally intended CPD.

(2) **A Rank Fails either Command or SQ Training.** Individuals who Fail a command or SQ training course will, if possible, be loaded to another course within the same TY. If the rank fails the second course they will be de-selected and a reserve will be nominated to take up the vacant position. The de-selected rank will **not** be considered at the next annual PSB. This rule also applies to SQs that have only one course per year. In the event that a rank fails the one SQ course, they will be de-selected for that TY.

(3) **A Rank Passes a Course on a Second Attempt.** In the event that a rank passes on a second attempt, and the end of the second course falls within the same TY, they will receive the same CPD as other ranks selected in the same year. If, however, the second course ends after the selection year the rank will receive a CPD at the end of the TY in which they qualify.

b. There will be occasions when ranks who have been selected for promotion will be unable to pass Command Training within two attempts during the TY as described above. In order that promotion vacancies are filled within the selection year some ranks may have to be de-selected and reserves nominated in order to fill vacant selection places. In these cases, the following rules will be applied, and in each of these, DACOS (Proms) will be the final arbiter for de-selection (see following table).

c. In accordance with the needs of the Service, a candidate who has not been selected for promotion may be selected by the RM BM to attend Command Training. This will normally be where critical gaps exist and where training places on Command Courses are available. Should this rank pass the Command Course they will be eligible for Acting Higher Rank (AHR) only where gaps exist but must be selected for promotion and pass an SQ/TQ 2/1 Level Course before being promoted substantively. Passing Command Training does not guarantee selection for promotion.

Table 91-1. Rules Concerning De-selection

Serial	Occasion	Resulting Action	Remarks
	(b)	(c)	(d)
1	Failure to achieve pre-requisite Command Cse Joining Instructions (JIs) criteria (See Note 6).	Re-loaded to next command course 6 months. Deselect if 2 strikes.	Deselect if rank fails second JIs criteria.
2	Failure on Command Cse in TY 1. (See Note 6).	Reloaded to next Command Cse six months later.	i. If rank passes second Command Cse, they are awarded CPD at end of TY in which they qualify for promotion. ii. Deselect if rank fails second Command Cse. iii. A rank may attend SQ/TQ Trg whilst prohibited from Command Training.
3	An individual elects not to attend or VWs from Command or SQ Cse. (See Note 1).	Deselect.	(See Note 7).
4	Failure to remain on Command Course due to Medical RTRU. (See Note 2).	Await reload pending Medical authorities' consent, the rank is fit to attend a Comd Cse. Deselect.	(See Note 7).
5	Failure to remain on Command Course due to a Welfare RTU. (See Note 3).	Await reload pending authority from the Welfare Agencies, rank is fit to attend Comd Cse. Deselect.	(See Note 7)

6	Failure to attend any Command Cses due to being Operationally Deployed. (See Note 4).	Rank is loaded to first available Command and SQ Trg Cse on completion of the deployment.	i. Rank passes Cse: Awarded preserved CPD, if authorised by RM PROMS. ii. Rank awarded deferred pass: Rule in Para 9123 applies. iii. Rank fails Cse: Serial 2 applies.
7	Failure to address Command Cse deferred pass. (See Note 5).	Automatic Command Cse Fail (See serial 2).	See Serial 2.
8	Failure on SQ/TQ Cse. (See Note 6).	Rank is loaded to next available SQ/TQ Cse.	Deselect if rank fails second SQ/TQ Cse. (See Note 7).
9	Ranks not trained within 2 TYs. (See Note 1).	Deselect.	 (See Note 7).

Notes:

1. Unless valid Operational, Welfare, Medical, Maternity or other reasons, Units/CofC are to state their case to RM PROMS in writing. Each eventuality will be judged on a case-by-case basis.

2. If a rank is RTU Medically from a Command Course, they will have a Medical Strike. If RTU Medical a second time (ie. 2 x Medical Strikes) the rank will be de-selected.

3. If a rank is RTU Welfare from a Command Course, they will have a Welfare Strike. If RTU Welfare a second time (ie. 2 x Welfare Strikes) the rank will be de-selected.

4. This does not include programmed deployments where Command and SQ training continue regardless. Exceptions to this ruling will only be granted with the agreement, in writing, of RM PROMS (eg. preserved CPD).

5. In the event that such ranks are unable to address their shortfalls due to Operational, Welfare, Medical, Maternity or other reasons, Units are to state their case to RM PROMS in writing. Each eventuality will be judged on a case-by-case basis.



**Notes:**

6. *RM PROMS will assess all representations by Units concerning individual selection, de-selection or CPD on a case by case basis.*
7. *Ranks will **not** be considered at the next annual promotion Selection Board following deselection. Ranks will only be considered in the future providing they continue to meet the eligibility criteria.*

9111. Erroneous Promotion

If a promotion is subsequently found to be erroneous the promotion will be rescinded from the date that it was authorised.

9112. Does Not Want Promotion (DNWP)/DEV SJAR

When an individual DNWP or has been awarded a DEV SJAR 1 Rank Up waiting CPD, they will have their promotion selection rescinded and will automatically be deselected. The deselected rank will **not** be considered at the next annual promotion Selection Board following promotion refusal. Ranks will be presented to promotion selection boards thereafter providing they continue to meet the eligibility criteria. Individuals with an approved Termination Date or Transferred to another Service/Spec on JPA will have their promotion selection rescinded and will be deselected.

9113. Unit Administrative Action for Promotion and Relinquishment

a. **RM PROMS will issue PCN (PORMs).** Units are to email NAVY PCAP-PROM RM WO, having checked promotion qualifications criteria at [Annex 91C](#) and [Annex 91D](#) and completed Orderly Room procedure. Once an individual has been either promoted or reverted at CO's Orderly Room, units must ensure that the following actions are undertaken:

- (1) Details of the promotion/reversion are published in Unit Daily Routine Orders (DROs).
- (2) With the exception of promotions to, and reversions from, substantive rank, where action will be taken by the RM PROMS.

b. For promotions that are withheld or deferred by COs and then at a later date confirmed, Units are to email NAVY PCAP-PROM RM WO when Orderly Room procedures are completed and RM PROMS will complete JPA action.

SECTION 2 - SELECTION FOR COMMAND AND SPECIALIST TRAINING

9114. General Provisions

a. The RM Branch Manager is responsible for forecasting the requirements for command, TQ/SQ, RM Band and other specialist training. The numbers required are ratified by means of the Customer Executive Boards (CEB) process and the annual RMC training plan is published as the RM Customer Statement of Training Requirement (SOTR).

b. All Mnes on completion of recruit training will be assigned to the GD specialisation, except those that volunteer for SQ3 training direct from recruit training and RMBS personnel who are assigned direct to the Band Service. The selection of those to undergo specialisation training is made from approximately 12 months after completion of recruit training and following a Career Counselling Interview (CCI). PCAP (RM) is authorised to assign accordingly. |

9115. Command and Specialist Training

a. **Command Training.** The RM BM is responsible for forecasting the annual requirement for Command Training. RM PROMS is responsible for selecting individual WOs, NCOs and Mnes for promotion and thus those attending such courses. PCAP(RM) is responsible for assigning individuals to attend Command Training. |

b. **SQ/TQ/Spec Training.** PCAP(RM) is responsible for assigning WOs, NCOs and Mnes to attend SQ/TQ training. The number of ranks required for promotion or for Mne SQ training is set by the RM BM. |

9116. Eligibility for Courses and Return of Service (ROS) for Training.

Details of the ROS for higher training courses undertaken by RM personnel can be found in Chapter 53.

9117. Re-entries

Details of the rules concerning basic, Command, SQ/TQ for re-entries are contained in Chapter 48. However, in all cases, the RM BM will consider each re-entry application on its merits in view of the RM manning levels at the time of application and re-training requirement in conjunction with Specialisation Advisers.

SECTION 3 - COMMAND COURSE REPORT (CCR)**9118. Introduction**

The assessment and reporting procedures for the Junior (JCC), Senior (SCC) and Advanced Command Courses (ACC) will be recorded on the CCR Form.

9119. Guidance for Assessment

Information on assessment criteria can be found at [Table 91-2](#) below.

9120. Deferred Pass Procedure

An individual may be awarded a C2 Deferred pass on the JCC and SCC. In these instances the student will have met most of the training objectives, but with clearly identified weaknesses in one module. The individual must return to CTCRM, Command Wing (CW), for the specific phase or phases on subsequent Command Course to be re-taught and re-assessed within six months to the satisfaction of CO CW. The individual can only return to CW once during the six months period. The point at which the individual should re-join Command Training will be discussed between CW staff, respective Spec Advs and the Individual's Chain of Command.

9121. Command Course Fail (CCF) Procedure

Failures are those students that have not achieved Role Performance Statement (RPS). In all but exceptional circumstances, they must not return to re-attempt for at least six months or a subsequent course.

9122. Removal from Command Course (RFCC)

RFCC individuals can be removed from Command Training on the authority of CW at any stage during the Course. CW must email the details of RFCC to the parent Unit, NPT(RM) and RM PROMS. This must be followed by a letter from CO CW giving the reasons for RFCC. RFCC action will fall into three main categories; CCF, RFCC and Medical/Welfare.

Table 91-2. Guidance for Completion of Command Course Report

Individual Module Percentage Boundary^a	Overall Grade (SJAR-aligned)	
85-100	A	Performing to the highest standard in all respects.
80-84	A-	Performing above the standard expected in all respects.
75-79	B+	Performing above the standard expected in most respects.
70-74	B	Performing to the standard expected in all respects.
65-69	B-	Performing to the standard expected in most respects.
60-64	C	Performing to the standard expected in some respects.
55-59	C2	Has failed to achieve the standard pass in one respect. Not applicable to the ACC.
Less than 55	D	Performing below the standard expected in some or all respects.

a. Grade boundaries are rounded up from the .5 mark, for instance a student with a score of 74.5 would be awarded a B+ a student who scores 74.4 would be awarded a B.

SECTION 4 - OTHER ISSUES

9123. Relative Seniority of NCOs

- a. NCOs holding substantive rank take precedence over other NCOs holding the same acting rank, irrespective of seniority. Reserve NCOs who are mobilised or undergoing training with Regular NCOs take precedence according to the date of seniority of their substantive rank.
- b. NCOs holding acting rank take precedence over NCOs holding a substantive rank junior to the acting rank. This applies irrespective of type of service or seniority in substantive rank. NCOs holding the same acting rank take precedence according to seniority in their substantive rank.
- c. Regular and Reserve NCOs of identical seniority under the foregoing rules take precedence as follows:
 - Regular.
 - Recall Reserve Liability.
 - Royal Fleet Reserve.
 - Royal Marines Reserve.

9124. Promotion of Prisoners of War, Internees and those Kidnapped

- a. Promotion is not to be authorised during an individual's captivity or internment except under the following provisions:
 - (1) **Individuals due for Promotion before Capture.** Fully qualified NCOs, Mnes/Bug/Musns whose promotion was authorised, or to be effected on a date earlier than that of capture or internment, but who were not actually promoted, may be granted the higher rank whilst in captivity or internment with effect from the original promotion date.
 - (2) **Individuals Reported Missing or who Die in Captivity**
 - (a) Individuals reported missing and who remain unaccounted for until death is presumed may be promoted for the purposes of pay, dependants' pensions etc, from the date on which promotion would have been authorised provided that the date of authorisation is earlier than the official date of presumption of death.
 - (b) Individuals reported missing who are subsequently reported officially as having died, and POWs and internees who die in captivity, are to be treated as at Para 9123 a (2) [sub para \(a\)](#). The period subsequent to the date on which the rank was reported missing or taken prisoner is to be taken into account. Such individuals are to be allowed promotion to any rank for which they would have qualified by service alone, prior to the known or calculated date of death. It is to be assumed that such individuals would have obtained the necessary qualifications for promotion within the period.

- b. **Acting Rank.** Acting rank (granted under the provisions of [Para 9129](#)) held at the time of capture may be retained during captivity and for a period of 61 days after date of repatriation or until the date of rejoining a unit for effective service, whichever is earlier. The NCO is then to be reverted to their substantive rank.
- c. **Promotion after Repatriation or Liberation.** Provided an individual is not to be discharged from the Service on completion of hospital treatment or following leave granted having been a POW or an internee, and they return to full duty with an unbroken record of service, their promotion may be authorised under the following rules:
- (1) The individual must first successfully complete all the mandatory training required for promotion to the higher rank.
 - (2) The effective date from which their promotion may be authorised is then to be calculated by adding the length of time taken to undertake mandatory training since return to duty from the date of capture.
- d. **Further Promotion.** Eligibility to qualify for further promotion following the implementation of the rules in Para 9123 [sub para c](#) is to be determined as follows:
- (1) The date of eligibility to undertake mandatory training is to be calculated from the adjusted seniority in rank.
 - (2) The effective date of completing the mandatory training is to be antedated as in Para 9123 c [sub para \(2\)](#). Selections for further promotion will be made on this basis, provided that the individual has applied to undertake mandatory training within a reasonable period after return to full duty and provided that they pass at the first attempt.
 - (3) When no professional or other qualifications are required for a higher rank, further promotion may be authorised in retrospect.

9125. Formal Reversion

- a. **At Own Request.** Commanding Officers may approve the reversion of WOs or NCOs at their own request, either to a lower NCO rank or to the rank of Mne, and are to report such reversions to the RM Branch Manager and the RM PROM by letter. The latter will undertake the necessary JPA action. The individual is to assume their original seniority in the lower rank, but is not to be considered again for promotion until they so request. Any such request must be submitted in writing (letter or via JPA). A NCO who is reverted to the rank of Mne at their own request may not retain a 1st Class SQ/TQ specialisation except in certain specialisations where the holding of such 1st Class SQ/TQ is permitted (eg. Armourers, Vehicle Mechanics).
- b. **Swimmer Canoeist (SC) Specialisation Transfer.** An NCO who is accepted for transfer to the SC specialisation, is likely to be required to revert to a lower non-commissioned rank.

9126. Reduction

The procedure for reduction in rank is set out in Chapter 70.

9127. Promotion of Former NCO Re-entries

Former NCOs who re-enter the Corps are subject to approval by the RM BM.

9128. NCOs Under Warning

The Warning procedure is set out in Chapter 57.

9129. Promotion to Acting or Local Acting (Paid) Rank (Cpl and above)

a. **Introduction.** Acting and Local Acting Rank is authorised by RM PROMS. Acting or Local Acting rank may be refused, or withdrawn, if Corps manpower ceilings are likely to be exceeded. In all cases, substantive promotion takes precedence over Acting or Local Acting rank. Relinquishment or reversion from Acting or Local Acting rank has no consequential effect on the individual's consideration by PSB for substantive promotion other than those instances where reversion is for poor performance.

b. **Acting and Local Acting**

(1) Acting rank may only be awarded to those ranks who have been selected for promotion. The administrative Acting promotion must be reviewed by NPT(RM) at the twelve month point.

(2) Local Acting rank may be awarded to Mnes, Cpls Sgts and CSgts who have not been selected for promotion but are candidates for such and are identified in Unit as capable of filling a gap at the next higher rank. The administrative Local Acting promotion must be reviewed by NPT(RM) at the six month point.

There is no difference in pay or status, but this is simply a means of identifying those who have been selected for promotion and are awaiting a CPD and those that have not been selected.

c. **Circumstances.** The administrative promotion to Acting or Local Acting rank of NCOs and Mnes to one rank above their substantive rank may be appropriate in the following circumstances:

(1) Where a shortage of individuals of a particular rank and/or SQ/TQ leads to a vacancy in that rank and/or SQ/TQ against the complement of a unit which is not expected to be filled for at least 21 days.

(2) Where an NCO is absent for reasons of sickness, compassionate leave or service requirements (excluding Command or SQ/TQ course, or margin action), and where the vacancy is not expected to be filled within 21 days.

d. **Criteria.** COs must be satisfied that the individual to be administratively promoted is capable of performing the full duties of AHR and is the most suitable person within the Unit ie. the individual should normally satisfy the following criteria:

- (1) The individual must be EFP for promotion to the higher rank.
- (2) The individual should have been recommended for promotion 1 Rank Up with EXCP, HIGH or YES on their latest SJAR.
- (3) An individual should not have failed a Command or SQ/TQ upgrading course within the last 12 months.
- (4) An individual who has received a Deferred Pass on Command Course may be promoted to AHR subject to manpower restraints.
- (5) In the case of promotion to Acting (Paid) WO1 RM, an individual must have already passed the WO1 RM Selection Board.
- (6) In the case of promotion to Acting (Paid) WO2, individuals must have been selected for promotion to WO2 RM.

e. If no suitable command trained other rank is available to fill a position, COs may consider someone who has a place booked on a Command Course scheduled to start within the following 12 months. Any such decision must mitigate the duty of care implications of employing an Other Rank in the next higher rank who has not completed all prerequisite training, both on behalf of the individual and those whom they will lead. The award of the acting rank should be reviewed at the 12 month point to ensure that the individual is performing well in the temporary vacancy. If the latter does not apply or the individual has failed to successfully complete the respective command course, unless under exceptional circumstances, they should be reverted to their substantive rank and consideration should be given to awarding the acting rank to another individual, preferably one who has completed the relevant Command Course. Reporting the award of the acting rank (and any change of individual at the twelve month review) should be made in accordance with details at Para 9129 [sub para f](#). Exceptionally a suitable Other Rank who has not been selected for promotion may be promoted to local acting rank, in which case it is to be reviewed at the six month point.

f. **Authority for Administrative Promotion.** Where there is a gapped liability driven position, COs are to seek authority for AHR from RM PROMS. Where there is a gapped liability driven position.

g. **Circumstances for Reversion.** Reversions from acting or local acting rank are to be effected as follows. An Acting or Local Acting NCO is to be reverted to their substantive rank when:

- (1) The vacancy which resulted in their administrative promotion ceases to exist.
- (2) They are reassigned from the ship or unit.
- (3) They go on a course within the unit, or elsewhere, involving an absence of more than 35 days from the duties for which the acting or local acting rank was granted.

- (4) They are absent from duty through sickness or leave for longer than 28 days.
- h. Consideration should be given to reversion when an individual:
 - (1) Fails to achieve a recommendation for promotion 1 Rank Up (EXCP, HIGH or YES grade) on their SJAR.
 - (2) Rejects selection for a command or SQ/TQ/Spec upgrading course, unless for compelling reasons (ie. legitimate welfare or medical etc).
- i. **Disciplinary.** The discipline procedure is set out in Chapter 70.
- j. **Award and Removal Action.** The JPA Award and Removal of Acting and Local Acting rank is to be taken by PCAP(RM) following confirmation from the Unit.

9130. Promotion to Local (Unpaid) Rank (Cpl and above)

- a. **Local Rank is authorised by the RM PROMS.** Promotion to Local rank, which carries no entitlement to pay, allowances or pension rights, may be given in the following circumstances, and must be reviewed by PCAP(RM) at the six month point:
 - (1) Where it is desired to exceed, temporarily, the authorised complement for such purposes as special operations and training, subject to manpower constraints.
 - (2) Where it is necessary for attendance on courses or duties with other Services.
 - (3) Where it is necessary for prestige purposes, or to enable an NCO to carry out their duties more effectively, subject to manpower constraints.
 - (4) The individual must not have failed a Command or SQ/TQ upgrading course within the last 12 months.
- b. An NCO/OR who has been awarded the Local rank may be entitled to SUPA in accordance with JSP754.
- c. **Local WO1.** Promotion to local WO1 will not be granted unless the applicant has passed the WO1 RM Selection Board. Those ranks not employed in an OR9 liability driven position on completion of the WO1 RM Course will be reverted back to their substantive rank.
- d. **Award and Removal Action.** The JPA Award and Removal of Local rank is to be taken by PCAP(RM) following confirmation from the Unit.
- e. **Relinquishment.** The relinquishment procedure is set out in Chapter 70.

9131. Swimmer Canoeist Senior Command Course Attendance

Swimmer Canoeists (SCs) are required to attend only Weeks 1-5 of the Senior Command Course (SCC). SCs will be assessed in the following areas.

a. Instructional Technique

- (1) 30 Minute Lecture.
- (2) Point Brief.
- (3) Instructional Assessment.

b. Individual Skills

- (1) Military Knowledge Test 1.
- (2) Physical Ability.
- (3) Training Programme (Design).
- (4) Administration Assessment.

c. Command and Leadership

- (1) Troop Commander's Appointment.
- (2) Troop Sergeant's Appointment.

SCs will conduct their Troop Sergeant's Appointment during the Hasty Attack Package and their Troop Commander's Appointment during Ex FIRST SHOT. If a SC fails either of their Command and Leadership assessments, they will be required to remain with the course until Week 9 in order to be re-assessed during Ex FINAL COMMAND. In the unlikely event of continued failure the policy at [Para 9123](#) will apply.

d. End Of Course Report. SCs will receive an amended course report which will include details of only the assessments they have completed. The report will grade an individual against their peer group over the last 12 months.

e. End Of Course Prizes. SCs will not compete for any of the following prizes: Chosin Trophy, Helmand Prize, Commandant's Prize.

f. Exceptions. This policy applies only to SCs. Special Forces Communicators and members of the Maritime Manoeuvre Group will continue to complete the full SCC.

ANNEX 91A

WO1 SELECTION PROCEDURES

1. Introduction

The selection for promotion to WO1 RM will consist of a common Promotion Selection Board (PSB) procedure to be administered by RM PROMS.

2. Selection Board Format

The common WO1 PSB is based on four stages, as follows:

a. **Step 1 - Career Reports Assessment.** A pre-selection process involving the scrutiny of all candidates' reports; this will narrow the field of candidates to no more than 3 candidates for each appointment in all bar the most exceptional of circumstances. Those selected during Step 1 will be called forward by email for Steps 2 and 3.

b. **Step 2 - Academic Assessment.** This is an in-unit assessment conducted under exam conditions. RM PROMS will co-ordinate between Unit Adjutants, Unit Education Officers and the Corps Tutor who will set and mark the assessment. The content is as follows:

- (1) A current affairs essay on a topic not previously notified.
- (2) Additionally, and to be completed in candidates' own time:
 - (a) A 1,500 word Specialisation set essay.
 - (b) A Personal Questionnaire (Q101) for all candidates.

c. **Step 3 - One Day Personal Assessment.** The One Day Personal Assessment involves a Planning Exercise Assessment and an Interview Assessment. On completion of the Personal Assessment, candidates are divided into various pools and informed of whether their names will be forwarded to Step 4. The pools are graded as follows:

- (1) Unsuitable WO1 RM - Names not forwarded to Step 4.
- (2) Suitable WO1(Specialisation Adviser/Any/RMBS).

d. **Step 4 - Final Selection Board (FSB).** The FSB completes the selection process and comprises the same Officers as for Step 3. It is conducted after all the One Day Personal Assessments. Candidates are given the opportunity to return to hear directly from the FSB whether or not they have been successful. A consolidated Selection Notification (SN) of those selected will be published to inform the wider audience. The SN will place those not selected for WO1 RM as reserves in order of merit and some will be liable to conduct training alongside the selected candidates. Reserves, if not selected, must re-attend the PSB if they aspire to be substantive WO1 RM.

3. SBS(WO1) Selection

Successful candidates will not be appointed through the FSB, they will be pooled and promoted and appointed to the requirements of DSF based on the future appointment recommendations of the FSB. The CO SBS or their representative will be one of the voting members of the WO1 SBS Selection Board.

4. Bde RSM Selection¹

The Bde RSM will be selected by the Bde Comd, Deputy Comd and CDO from senior WO1(RSM)s.

5. CTCRM RSM Selection²

CTCRM RSM will be selected by the Comdt CTCRM and CDO from senior WO1(RSM)s.

6. Corps RSM Selection³

The Corps RSM will be selected by CGRM or DCGRM, Bde Comd and CDO from senior WO1(RSM)s who have completed a minimum of 2 WO1(RSM) appointments.

1. The Corps RSM will be present in a consultative capacity.
2. The Corps RSM will be present in a consultative capacity.
3. The Corps RSM will be present in a consultative capacity.

APPENDIX 1 TO ANNEX 91A

WO1 PRELIMINARY SELECTION BOARD INSTRUCTIONS

1. These instructions relate to RM Preliminary Selection Boards (Pre-PSB) for promotion to WO1 RM.
2. The WO1 Preliminary Selection Board is to select ranks for further consideration by the WO1 Promotion Selection Board (PSB) in an objective, impartial and diligent manner in order to meet the Requirement.
3. Eligibility for promotion to WO1 is detailed at [Para 9108](#). Warrant Officers not recommended for promotion by their CO's, temporarily medically unfit or awaiting Court Martial will be considered by the Pre-PSB but, if selected, their call-forward to the PSB may be deferred or cancelled depending upon the outcome of the prevailing circumstances.

4. Promotion Requirement (PR)

Board Members will be informed of the PR by the RM BM. The Pre-PSB should not feel obliged to select candidates for call-forward to the PSB if there are insufficient candidates of the required quality. When assessing candidates, and to facilitate the smooth running of the process and not generate unrealistic expectations, Board Members should aim to forward 2-3 times the PR of candidates for consideration by the PSB.

5. Merit-Based Selection

Candidates will be selected on merit, defined as follows:

Suitability and capacity, and having sufficient experience, to be employed in at least the next higher rank. De facto, promotion is not always awarded for current or previous good performance. Factors such as consistency of success in delivery, (especially in the face of particular challenges), leadership and management acumen, accomplishment with people, ability to make things happen, ability to think on a level above the peer group, potential flair for command and future employability in specialist and/or broader assignments all constitute merit.

Therefore, Pre-PSB Members' assessment of merit should be based upon their reading of all the papers in the individual's Promotion Dossier.

6. Candidate Grading

- a. Board Members are required to grade candidates on merit against their peers (i.e. the other candidates). Where a candidate is the most suitable on paper, they are given a score of 1, the second a score of 2 etc. The average score between Board Members will provide an Order of Merit (OOM), from which candidates will be selected to go forward to the PSB.

b. In considering how to grade Warrant Officers, the following observations may be helpful:

(1) Junior Warrant Officers will have had limited opportunity to build up a track record which demonstrates, unequivocally, their full potential and suitability for promotion to the higher ranks. However, if that Warrant Officer has demonstrated outstanding promise in the relatively short time they have been a WO2, they should be graded accordingly.

(2) More senior Warrant Officers should have a wealth of broad experience by virtue of their age. However, as the best of their contemporaries will have been promoted already, it is unlikely that they will be truly outstanding. Nonetheless such Warrant Officers can still merit promotion, as their attributes may better equip them than a less experienced candidate for a variety of jobs, or they meet the requirement in a narrower field where deep specialist skills are important.

7. Candidates are to be considered for promotion on the basis of their whole record. Therefore, the Preliminary Selection Board is not bound to accept the recommendation of a current Reporting Officer. If a candidate receives a recommendation identifying unsuitability for promotion, the reason should be stated in the report. Nevertheless, the Board may choose to select a Warrant Officer if they feel that other considerations outweigh the recommendation to defer promotion, or if they disagree with the reason given for deferment. If the recommendation is Insufficient Knowledge (IK), the Board should base its judgement on earlier reports; in this way, no Warrant Officer will be unfairly treated due to discontinuity of reporting.

8. Supporting Documentation

The Promotion Dossier is a pack of Periodic, Special and other relevant authorised reports/letters written on the Warrant Officer that is collated and prepared by the RM PROMs staff. The Warrant Officer's CV, a standard print taken from JPA, is contained within the Promotion Dossier to provide Board Members with an overall picture of the candidate.

9. The Preliminary Selection Board will consist of:

President	RM OF 5	To be invited by RM PROMs WO
Member 1	RM OF 4	CDO
Member 2	RM OF 4	To be invited by RM PROMs WO
Secretary	RM WO1	WO1 ORPS
Advisers	-	Corps RSM/Specialist Officers as necessary

10. The Preliminary Selection Board involves the following activity:

a. The Board will consider any specific matter raised, such as the Terms of Reference for a particular Specialisation Adviser position, the Promotion Requirement, the number of candidates etc.

b. Board Members are to declare personal knowledge of candidates.

- c. RM PROMS will conduct a time estimate and brief the Board Members on the amount of time available for the consideration of each candidate.
- d. Board Members read the Promotion Dossiers of all Warrant Officers nominated as candidates by their COs, in isolation and without discussion.
- e. Board Members assess the merit of all eligible candidates and grade them in accordance with where they consider the candidate to be on the OOM (1 – the best candidate, 2 – the second best etc). Board Members should be prepared to justify their grades and should appreciate that it is essential to identify, and then maintain, a consistent scoring standard.
- f. Once in session, the Board reviews the overall OOM generated by individual Members' votes. Where large discrepancies appear between Members' scores, Promotion Dossiers will be re-circulated until consensus is achieved.
- g. The Board agrees the list of Candidates to be called forward to the PSB. Unless the most exceptional of circumstances prevail, this is to be no more than three times the Promotion Requirement.
- h. On completion of the Pre-PSB, RM PROMs will prepare a closing statement to be signed by the Board President. This document will contain details of all the Warrant Officers considered by the Pre-PSB, their position within the OOM and the decision of the Board regarding which candidates have been nominated to be called forward to the Pre-PSB. All other records including the votes cast by individual Pre-PSB members will be destroyed by RM PROMS, in accordance with the Data Protection Act (DPA).

APPENDIX 2 TO ANNEX 91A

WO1 PROMOTION SELECTION BOARD INSTRUCTIONS

1. The Promotion Selection Board (PSB) will assess candidates in accordance with the procedures at [Annex 91A](#). The PSB members are to be as follows:

President	RM OF5	To be invited by RM PROMs WO
Member 1	RM OF4	CDO
Member 2	RM OF4	To be invited by RM PROMs WO
Secretary	RM OR9	RM PROMS WO1
Advisers	RM OR9	Corps RSM

2. The PSB will assess candidates against the following criteria:

- a. Current performance.
- b. Future potential.
- c. Experience.
- d. Power of Communication.
- e. Effective Intellect.
- f. Co-operation and Teamwork.
- g. Motivation.
- h. Courage and Values.
- i. Service Knowledge.
- j. Personal qualities.

3. Candidates assessed as suitable for WO1 RM by the PSB will be forwarded to the FSB in accordance with the procedure detailed at [Annex 91A](#).

ANNEX 91B

MERIT BASED PROMOTION

1. MBP Promotion Selection Board Documentation

PSBs will be provided with the following documentation:

- a. A complete set of Promotion Dossiers for all ranks under consideration.
- b. Consideration lists. |
- c. The Requirement by rank and SQ.
- d. A copy of the instructions to PSB members. |

APPENDIX 1 TO ANNEX 91B

POST PSB ACTION

1. The Selection Notification (SN) will be released electronically soon after the completion of the last PSB.
2. This Notification will initiate liaison between RM PROMS and the Spec Advs. Following the issuing of the SN, the Spec Advs/Units are to liaise directly with RM PROMS, in order to co-ordinate Command Course loading and PCAP(RM) for SQ/TQ course loading and reassignment of the individual. This co-ordination is to de-conflict (where possible, and secondary to the exigencies of the Service) the following factors:
 - a. Command course availability.
 - b. SQ/TQ course availability.
 - c. The preferences or any constraints (e.g. welfare) on the individual.
 - d. Onward assignment following course completion.
3. The Course Loading Notification (CLN) will be issued by RM PROMS, and will indicate which Command Course each nominated rank is to attend.
4. Once all ranks nominated for promotion have been allocated places on Command and SQ/TQ courses (subject to the Requirement), each individual will receive an Assignment Order, issued by PCAP(RM), which will contain the following information:
 - a. The rank's CPD.
 - b. Command Course.
 - c. SQ/TQ Course.
 - d. Onward assignment/New Appointment (where confirmed).
 - e. Authority for acting rank (where applicable, authorised RM PROMS).

APPENDIX 2 TO ANNEX 91B

SPECIALISATION ADVISERS - TASKS AND RESPONSIBILITIES

1. The Spec Adv tasks and responsibilities are detailed below. The provision of accurate information, advice and assistance from the Spec Adv is critical to the success of Merit Based Promotion (MBP). Spec Adv provide intra-specialisation man-management.
2. Under the remit of MBP, Spec Adv are to:
 - a. Provide accurate termly 'State of the Specialisation' reports to the RM BM and PCAP(RM), which are central to the formulation of an accurate Requirement and assist the effective management of the Specialisation.
 - b. Be prepared to offer the specialist advice to the Promotions Office and the Promotion Selection Boards (PSBs).
 - c. Liaise, following the publication of the Selection Notification Signal (SNS), and taking account of RM Programming, between the following parties:
 - (1) CTCRM and other course agencies.
 - (2) The individual.
 - (3) RM PROMS and PCAP(RM).
 - d. Provide RM PROMS with a list of course preferences, by rank, of the entire SQ.
3. Specialisation Advisers are to ensure:
 - a. An individual's preferences (secondary to the exigencies of the Service).
 - b. Any constraints (eg. anticipated welfare situations, such as childbirth) are taken into consideration when allocating course and onward drafts. Furthermore, Specialisation Advisers are to counsel each individual nominated in the SNS on the implications of refusing a Command Course.
4. It is intended that this liaison and de-confliction will:
 - a. Maximise an individual's warning and preparation time between notification by the SNS and Day 1 of the Command Course (approximately three months before Command Course 1/0X) and potentially up to 13 months (Command Course 4/0X).
 - b. Optimise an individual's opportunity to prepare for a Command Course and therefore maximise the number of ranks passing Command training, thus reducing the NCO under-bearing at the optimum rate possible.
 - c. Reduce the domestic turbulence and 'churn'.
 - d. Permit increased drafting flexibility.

- 5.** This mission and these tasks are to be included in Specialisation Advisers' TORs.
- 6.** For the duration of the Boarding process, DACOS(Proms) will have priority regarding the employment of the Specialisation Advisers. |

ANNEX 91C

RM OTHER RANKS (GENERAL SERVICE) AND SPECIAL FORCES – CAREER PROGRESSION PATH

New Entry

1. Complete recruit training.
2. One year from end of recruit training, or on completion of SQ/TQ Training, whichever is the earlier (see [Note 1](#), [Note 2](#) & [Note 6](#) [SC SQ]).
3. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and recorded on JPA with the appropriate competence. To be educationally qualified for promotion (EFP) in accordance with Para 9636 and the appropriate competences recorded on JPA.
4. Automatic enrolment onto Roll of Candidates.

Candidate for Promotion to Corporal

1. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.
2. Must have a valid RM Basic Fitness Test (BFT) pass (recorded on JPA) or hold an approved permanent waiver or a temporary operational/medical extension at the Common Reporting Date (CRD) and Common Promotion Date (CPD).
3. To be EFP in accordance with Para 9636. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.
4. Selected for promotion at PSB.
5. Nominated to attend JCC.
6. Promoted to Lance Corporal to attend JCC. (See [Note 5](#))
7. Pass JCC. (See [Note 3](#) and Note 6 (RMSF only))
8. Qualified SQ2/TQ2. (See [Note 4](#))
9. Medically fit for promotion at CPD.
10. Promotion Confirmation Notification issued by RM PROMS.

Corporal to Sergeant

1. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.
2. Must have a valid RM Basic Fitness Test (BFT) pass (recorded on JPA) or hold an approved permanent waiver or a temporary operational/medical extension at the Common Reporting Date (CRD) and Common Promotion Date (CPD).
3. To be EFP in accordance with Para 9636. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.
4. Selected for promotion at PSB.
5. Nominated to attend SCC.
6. Pass SCC. (see [Note 3](#))
7. Qualified SQ1/TQ1. (See [Note 4](#))
8. Medically fit for promotion at CPD.
9. Promotion Confirmation Notification issued by RM PROMS.

Sergeant to Colour Sergeant

1. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.
2. Must have a valid RM Basic Fitness Test (BFT) pass (recorded on JPA) or hold an approved permanent waiver or a temporary operational/medical extension at the Common Reporting Date (CRD) and Common Promotion Date (CPD).
3. Qualified SQ1/TQ1.
4. Selected for promotion by PSB.
5. Medically fit for promotion at CPD.
6. Promotion Confirmation Notification issued by RM PROMS.

Colour Sergeant to Warrant Officer 2nd Class

1. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.
2. Must have a valid RM Basic Fitness Test (BFT) pass (recorded on JPA) or hold an approved permanent waiver or a temporary operational/medical extension at the Common Reporting Date (CRD) and Common Promotion Date (CPD).
3. To be EFP 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.
4. Selected for promotion by PSB.
5. Nominated to attend Advanced Command Course (ACC).
6. Passes ACC.
7. Medically fit for promotion at CPD.
8. Promotion Confirmation Notification issued by RM PROMS.

Warrant Officer 2nd Class to Warrant Officer 1st Class

1. Promotion to Warrant Officer 1st Class is by personal interview and Selection Board.
2. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.
3. Must have a valid RM Basic Fitness Test (BFT) pass (recorded on JPA) or hold an approved permanent waiver or a temporary operational/medical extension at the Common Reporting Date (CRD) and Common Promotion Date (CPD).
4. To be EFP 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.
5. Selection for promotion at WO1 RM PSB.
6. Nominated to attend WO1 RM Course.
7. Medically fit for promotion at CPD.
8. Promotion Confirmation Notification issued by RM PROMS.

Warrant Officer 1st Class

Notes:

1. *Reduced period for recruits awarded King's Badge, Prince's Badge and Section Diamond in Training.*
2. *Holders of Level 3 SQ/TQ specialisation may become candidates on completion of 3 level training course.*
3. *Ranks completing command training with C2 grade (deferred pass) will not be promoted until they have received a C365B from Command Wing, CTCRM. In exceptional circumstances, RMR Corporals may be considered for a JCC waiver on transferring to a Full Career (FC) Engagement as a substantive Corporal. This requires 1* approval - the RM Branch Manager can advise on procedures.*
4. *GD ranks are not required to complete SQ3, SQ2 or SQ1 training before becoming eligible for promotion, but must complete RMSAA before promotion to Cpl.*
5. *Candidates attending Junior Command Course must hold the minimum rank of Lance Corporal (LCpl). On successful completion of the course ranks are to retain LCpl rank.*
6. *The Career Progression Path for SC ranks is contained in the SBS Handbook. The three key points are that:*
 - a. *All ranks on joining SC SQ revert back to Mne rank.*
 - b. *SC ranks are required to pass JCC, SCC and ACC for promotion to Cpl, Sgt and WO2 respectively in accordance with the RM GS rules. Given the routine transfer of Army and RM Mne ranks between SBS and SAS, involving a change of Service, the Army Command Courses (Junior and Senior Brecon) will be considered as equivalent to JCC/SCC, on application to RM ORPS.*
 - c. **Shadow Rank Assessment Board (SRAB).** *Badged RMSF ranks (either SBS/SAS) are only entitled to SF Pension and Terminal Benefits on becoming Permanent Cadre (PC) at 6 years' SF service. If a rank dies or leaves the service for medical reasons prior to achieving PC, his terminal benefits will be based on his assessed Shadow rank, which is that rank he could have been expected to achieve had he remained in his previous SQ. The RM Branch Manager can advise on the SRAB procedures.*



ANNEX 91D

RM OTHER RANKS (BAND SERVICE) – CAREER PROGRESSION PATH

New Entry Musician/Bugler (Musn/Bug)

1. Complete 15 week basic training package.
2. Musns complete 2 yrs 8 months musical training, Bugs complete 1 yr 8 months musical training.
3. Complete all training, achieve M2 SQ (Musn), B2 SQ (Bugs) normally after 12 months after completion of training following a recommendation from the Director of Music (DoM).
4. Commence receiving annual Appraisal Reports (SJARs).
5. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and recorded on JPA with the appropriate competence. To be educationally qualified for promotion (EFP) in accordance with Para 9636 and the appropriate competences recorded on JPA.
6. Request for candidature approved by RM PROMs.

Candidate for Promotion to Corporal

1. Recommended 'Yes' or higher for promotion 1 Rank Up in annual SJAR.
2. Must have a valid RM Basic Fitness Test (BFT) pass (recorded on JPA) or hold an approved permanent waiver or a temporary operational/medical extension at the Common Reporting Date (CRD) and Common Promotion Date (CPD).
3. To be EFP in accordance with Para 9636. Achieved minimum Level 1 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.
4. Selected for promotion at PSB.
5. Nominated to attend JCC(B). (see Note 1)
6. Promoted to Band Lance Corporal/Lance Corporal Bugler to attend JCC(B).
7. Pass JCC(B).
8. Qualified M1/B1. (See Note 2).
9. Medically fit for promotion at CPD.
10. Promotion Confirmation Notification issued by RM PROMS.

Corporal to Sergeant

1. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.
2. Must have a valid RM Basic Fitness Test (BFT) pass (recorded on JPA) or hold an approved permanent waiver or a temporary operational/medical extension at the Common Reporting Date (CRD) and Common Promotion Date (CPD).
3. To be EFP in accordance with Para 9636. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competences recorded on JPA.
4. Selected for promotion at PSB.
5. Nominated to attend SCC(B) and M1/B1 SQ Course. (see Note 1)
6. Passes M1/B1 SQ course and SCC(B). (see Note 2)
7. BdCpls with M1 SQ become eligible for selection to WO Bandmasters' Course.
8. Medically fit for promotion at CPD.
9. Promotion Confirmation Notification issued by RM PROMS.

Sergeant to Colour Sergeant/Bandmaster Colour Sergeant

1. Recommended 'Yes' or higher for promotion 1 Rank Up. (see [Note 3](#) and [Note 4](#))
2. Must have a valid RM Basic Fitness Test (BFT) pass (recorded on JPA) or hold an approved permanent waiver or a temporary operational/medical extension at the Common Reporting Date (CRD) and Common Promotion Date (CPD).
3. Selected for promotion by PSB.
4. Medically fit for promotion at CPD.
5. Promotion Confirmation Notification issued by RM PROMS.

Colour Sergeant to Warrant Officer 2nd Class

1. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.
2. Must have a valid RM Basic Fitness Test (BFT) pass (recorded on JPA) or hold an approved permanent waiver or a temporary operational/medical extension at the Common Reporting Date (CRD) and Common Promotion Date (CPD).
3. To be EFP 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.
4. Selected for promotion by PSB.
5. CSgt Bug candidates to pass ACC.
6. BdCSgt candidates to pass WO Bandmasters' Course
7. Medically fit for promotion at CPD.
8. Promotion Confirmation Notification issued by RM PROMS.

Warrant Officer 2nd Class to Warrant Officer 1st Class

1. Promotion to Warrant Officer 1st Class is by personal interview and Selection Board.
2. Recommended 'Yes' or higher for promotion 1 Rank Up on SJAR.
3. Must have a valid RM Basic Fitness Test (BFT) pass (recorded on JPA) or hold an approved permanent waiver or a temporary operational/medical extension at the Common Reporting Date (CRD) and Common Promotion Date (CPD).
4. To be EFP 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.
5. Selection for promotion at WO1 RM PSB.
6. Nominated to attend WO1 RM Course.
7. Medically fit for promotion at CPD.
8. Promotion Confirmation Notification issued by RM PROMS.

Warrant Officer 1st Class

Notes:

1. *In exceptional circumstances candidates not yet selected for promotion can be loaded onto command courses or M1/B1 courses at the discretion of Headquarters Band Service.*
2. *Ranks failing command training will be loaded onto the next available course if all MBP criteria are met. Ranks failing M1/B1 SQ course return to RMsOM to retake course elements as directed by RMsOM.*
3. *No command/SQ training is required for promotion to BdCSgt/CSgt Bug.*
4. *ACOS(PCap) authorises accelerated promotion on PSB in order to avoid possible shortages of SNCOs qualified to WO2. BdSgts will be divided into Bandmaster and Non-Bandmaster qualified promotion pools to ensure pull-through to WO2 Bandmaster.*



ANNEX 91E

ROYAL MARINES MODIFIED COMMAND COURSE TRAINING

1. Introduction

a. The Naval Service Medical Board of Survey (NSMBOS) and Unit Medical Officers seek to place both fully fit and unfit personnel into appropriate medical categories. The Board considers both new and review cases with the aim of declaring ranks fully fit (MFD - Medically Fully Deployable) or placing them in a medical category which seeks to safeguard them from the full rigors of Royal Marines' service life either temporarily or permanently.

b. An important part of the NSMBOS process, which relates solely to RM ranks, is an individual's general suitability to attend RM command course (CC) training, which is physically and mentally demanding. However there remains the opportunity for medically downgraded ranks to attend modified command courses in order to allow career progression and assist RM manning. Consideration should therefore be given to a rank's sustainability if attending the course medically downgraded.

2. Aim

The aim of this Annex is to detail precisely what individuals are required to physically achieve on the regular and modified Junior Command Course (JCC), Senior Command Course (SCC), and Advanced Command Course (ACC), in order that NSMBOS members and Unit MOs can make a considered decision on a rank's suitability to attend the appropriate CC training.

3. Physical Requirements to Attend RM CC Training

a. CC training is not specifically designed to be a test of physical ability. However, the training and assessments place practical leadership tasks in a simulated operational environment. Consequently, both JCC and SCC, and to a lesser extent the ACC, contain serials that are both mentally challenging and physically demanding. Furthermore, busy course programmes afford very little time for recovery. Ranks nominated for CC training must be physically and mentally robust; they must not be allowed to commence training with an injury or illness that is likely to preclude them from successfully completing set criteria of the course.

b. During various phases of CC training, individuals will be expected to load carry different equipment orders. The following is a guide for those not familiar with the various configurations:

- (1) **CEFO (Combat Equipment Fighting Order).** 20-30lb of equipment with 11lb rifle.
- (2) **Patrol Order.** As above, but including day sack, 50-60lb of equipment and 11lb rifle.
- (3) **Marching Order.** As above, but including Full Bergen, 75lb of equipment and 11lb rifle.

In all cases the rifle may be substituted or supplemented with another weapon system (GPMG, LSW, LAW etc).

4. Fully fit (MFD). MFD ranks must be able to carry out the following:

- a. **RM Basic Fitness Test.** 5 x over grasp pull-ups, 50 x sit-ups, 1.5 mile squaddled road run in 15 min wearing boots followed immediately by a 1.5 mile best effort run to be completed under 11 min 30 sec (this varies according to age). JCC, SCC and ACC.
- b. **4 MSM.** Four mile speed-march, carrying CEFO and rifle in 40 mins. JCC and SCC only.
- c. **Troop Attacks.** JCC candidates must be capable of conducting a minimum of 3 days section/troop attacks over rough terrain carrying CEFO and weapon. SCC candidates must be capable of conducting up to 10 days of troop attacks over rough terrain carrying CEFO and weapon. JCC and SCC only.
- d. **Field Exercises.** Two Field Exercises of between 5 and 10 days duration by day and night, in arduous conditions, occasionally carrying Marching Order for up to 13km, often in inclement weather and under conditions of fatigue and stress. JCC and SCC only.
- e. **NAVEX.** Night navigation exercises, up to 11km across rough ground, at night, with CEFO and rifle at 3km per hour. JCC and SCC only.
- f. **OBUA.** A week long Operations in Built Up Area (OBUA) Training Exercise, including entering and exiting buildings via window frames and necessitating jumping onto concrete. JCC only.

5. Permanently Medically Downgraded MLD and MND (Medically Limited/Not Deployable)

- a. Downgraded individuals who can meet the minimum requirements will be considered on an individual basis depending upon the nature of their injury. Their treatment in principle will be no different from those who are injured during the course. There is the opportunity for permanently medically downgraded ranks to undertake a modified JCC (Mod JCC) or modified SCC (Mod SCC) in order to allow them to progress. If any rank appearing before the NSMBOS is unable to complete any of the above physical tests as a result of a medical condition then, for their own protection, they must be medically downgraded, either for a review period or permanently. Additionally, should an individual present themselves at NSMBOS and the Board considers that, whilst able to complete the criteria tests, completing a course of this nature may exacerbate the individual's known medical conditions, consideration must be given on suitability to attend a modified course. Downgrading does not necessarily preclude the rank; they may be able to undertake CC training within the guidelines below. Based on a RM Commando's primary role, a rank attending Mod JCC or Mod SCC must be able to carry out the following:

(1) **Section/Troop Attacks.** Section/troop attacks over rough terrain carrying CEFO and rifle. Typically the training area for JCC and SCC is Woodbury Common, Dartmoor, Caerwent or Sennybridge. The terrain, whilst not extreme, can vary considerably from easy going, clearly defined tracks to deeply rutted, steep ground covered in gorse and/or rocks. Therefore a rank carrying out a section or troop attack (day or night) is usually working hard physically and doing so across ground which they may or may not be able to see where they are placing their feet. During the attacks the rank will be required to carry out a wide range of physical activities, which may include walking, crawling, throwing grenades and sprinting. A medically downgraded rank will only be required to lead up to 3 Section/Troop Attacks per exercise. They will not necessarily be required to act in a support role for all the remaining section/troop attacks where other JCC/SCC ranks are in command, but should expect to participate in some prior to their own assessment in command to maximise their chance of success.

(2) **Field Exercises.** A 5-10 day field exercise by day and night, in arduous conditions, occasionally carrying for short distances up to 60lbs of additional stores and, routinely during the exercise, carrying Patrol Order and weapon for up to 13km, often in inclement weather and under conditions of fatigue and stress. The terrain will be almost identical to Para 5.a.[sub para \(1\)](#) above. The speed of movement will generally be a great deal slower due to the weight of equipment being carried and the tactical nature of the task. A medically downgraded rank will not be required to carry their Bergen during any yomping phases (it will be moved around the training area for them). However, they must be capable of carrying Patrol Order as described above and must be capable of moving their Bergen short distances.

(3) **NAVEX.** Night Navigation Exercises - up to 11km across rough ground, at night, carrying CEFO and rifle at 3km per hour. Medically downgraded ranks must participate fully.

b. If any rank appearing before NSMBOS is unable to complete any of the above physical tests as a result of a medical condition then for their own protection they must be declared UNFIT Mod JCC and Mod SCC.

c. There are a number of additional points to consider:

(1) If a rank is to attend CC training he must be capable of lifting and carrying weight as described in Para 3.b [sub para \(1\)](#) - [sub para \(3\)](#). If a rank cannot carry or lift weight then they must be declared UNFIT Mod JCC or SCC. Medically downgraded ranks are expected to carry CEFO and weapons, negative Bergen as a concession where appropriate. In applying medical criteria to the requirements of CC training a robust stance must be adopted, as inappropriate attendance is both a disadvantage to the course and the individual.

(2) It is appreciated that some medical conditions permit lower intensity physical activity than others and for this reason some ranks are deemed physically able to attend Mod JCC and Mod SCC. The requirement for Mod JCC and Mod SCC ranks to be able to complete physical tests in accordance with [Para 5](#) is to be the minimum standard and will serve to protect all parties.

6. Relevant Medical Categories

An individual may be medically downgraded and awarded one of 2 medical categories, which would allow them to remain in service:

- a. **MND.** Any rank given the MEDCAT MND (non-deployable) should automatically be declared UNFIT Mod JCC/SCC. In this instance a rank will only be able to attend CC training once they have been re-boarded by NSMBOS and been placed into a higher medical category (MLD or MFD).
- b. **MLD.** Ranks given a MLD MEDCAT (deployable with certain restrictions) remain eligible to attend Mod JCC/SCC. The F/Med 23 will be annotated accordingly to reflect this stating what physical limitations are to apply.
- c. A rank may be made MLD and made UNFIT Mod JCC/SCC. In this instance and where ranks wish to be reconsidered, they can either be reviewed at NSMBOS after a period of time or remain at the rank they hold at the time they are medically downgraded. Service needs and requirements will subsequently determine whether or not it wishes to employ that downgraded rank. The significance of not being declared fit for CC training must be briefed prior to the rank expressing their opinion of whether they wish to be retained or invalidated, ie. prior to completion of NSMBOS forms.

7. Course Reports

Ranks attending Mod JCC or Mod SCC are to have mention of this fact in their end of course reports, eg 'LCpl X has successfully passed the modified JCC'.

8. Guidance Notes

Unit Medical Staff, Medical Officers and Coy Comds (DOs) are to complete their respective sections of the Certificate at [Appendix 1](#) to Annex 91E. This will devolve responsibility for assessing medical suitability to the unit MO, whilst the Coy Comd will be responsible for the non-medical aspects such as motivation, attitude and commitment.

APPENDIX 1 TO ANNEX 91E

GUIDANCE NOTES FOR MEDICAL STAFF, MEDICAL OFFICERS, COMPANY COMMANDERS AND DIVISIONAL OFFICERS WHEN CONSIDERING FITNESS FOR COMMAND TRAINING

1. Introduction

These notes provide guidance for Medical Staff, Medical Officers (MO), Company Commanders (Coy Comd) and/or Divisional Officers (DO) when considering the medical fitness and general suitability of an individual nominated to attend a command training course. The Weapon Handling Tests and Essential ITD Tests sheet signed off by a Unit before release to Command Courses is issued by CTCRM as part of the Joining Instructions and is not part of this Appendix.

2. Certificate of Fitness

The Certificate of Fitness for Command Training is at Appendix 2. This is to be completed by the Unit Medical staff (or the Unit MO for Permanently downgraded individuals) and the rank's Coy Comd (or DO) for all nominees and reserves selected to attend Command Course training once the selection notification signal has been announced by RM Promotions Section (RM PROMS). The signed and dated Certificate is then to be returned direct to the NAVY PCAP-PROM RM NCO, Room 179, Victory Building, HM Naval Base, Portsmouth, PO1 3LS, in accordance with the timings detailed in the signal. The individual is to hand a copy to the relevant Chief Instructor on arrival at CTCRM.

3. Aim of the Certificate

The aim of the Certificate is to confirm an individual's medical and physical fitness and general preparedness at the time they are selected for the course, in order to prevent under use of training capacity.

a. **Part 1: Medical.** If the individual is MFD, and in date for PULHHEEMS medical, or temporarily downgraded, the form can be completed by the Unit medical admin staff; there is no longer a requirement for the MO to sign for individuals who fall into these categories. The Unit MO will only see permanently downgraded individuals in order to assess whether there has been any deterioration in their condition.

(1) **MFD or Temporarily Downgraded.** Unit Medical admin staff are to complete the relevant section of Part 1, confirming the individual's PULHHEEMS status from their FMed4 and DMICP. The form should be signed and date stamped. Individuals who are temporarily downgraded MLD/MND are automatically UNFIT for any CC training. Additionally, MFD candidates should sign the self-declaration box indicating that they have no recent injuries that may cause problems on a CC.

(2) **Permanently Downgraded.** The Unit MO is to see the rank and confirm that the individual remains fit to attend CC training within the limitations imposed by the NSMBOS. If there has been any deterioration, the individual should be further downgraded, and the form should be annotated; the rank becomes automatically UNFIT in accordance with para 3 a. [Sub Para \(1\)](#).

- b. **Part 2: Chain of Command.** The Coy Comd/DO is to certify that the candidate selected by the RM PROMS is considered by the Unit to be ready to attempt the command course with respect to motivation and welfare situations.

4. Command Course Training

Command Course training is not specifically designed to be a test of physical prowess. However, for obvious reasons the training and assessment vehicle in most cases is a practical leadership task in a simulated operational environment. Consequently, both the Junior Command Course (JCC) and Senior Command Course (SCC) and to a lesser extent the Advanced Command Course (ACC) contain many training serials that are both mentally challenging and physically demanding. Furthermore, busy course programmes afford very little time for recovery. Ranks nominated for command training must be physically robust and they must not be allowed to commence training with an injury or illness that is likely to preclude them from successfully completing the course. Temporarily medically downgraded individuals are NOT eligible for command training. Furthermore, nominees must be withdrawn if, at the time of selection, they are not medically fit to undertake the following activities:

- a. **RM Basic Fitness Test:** 5 x over grasp pull-ups, 50 x sit-ups, 1.5 mile squaddled road run in 15 min wearing boots followed immediately by a 1.5 mile best effort run to be completed under 11 min 30 sec (this varies according to age). JCC, SCC and ACC.
- b. **Four mile Speed March:** 4MSM, carrying CEFO and rifle in 40 mins. JCC and SCC only.
- c. JCC candidates must be capable of conducting a minimum of 3 days section/troop attacks over rough terrain carrying CEFO and weapon. SCC candidates must be capable of conducting up to 10 days of troop attacks over rough terrain carrying CEFO and weapon. A medically downgraded rank will only be required to lead up to 3 section/troop attacks per exercise. They will not necessarily be required to act in a support role for all the remaining section/troop attacks where other JCC/SCC ranks are in command, but should expect to participate in some prior to their own assessment in command to maximise his chance of success.
- d. **Field Exercises.** FEs of between 5-10 days duration by day and night, in arduous conditions, occasionally carrying Marching Order for up to 13km, often in inclement weather and under conditions of fatigue and stress. A medically downgraded rank will not be required to carry their Bergen during any yomping phases (this will be moved around the training area for them). However, the individual must be capable of carrying Patrol Order as described above and must be capable of moving their Bergen short distances.
- e. **Night Navigation Exercises.** Night navigation exercises, up to 11km across rough ground, at night, with CEFO and rifle at 3km per hour. JCC and SCC only.
- f. **OPIBUA.** A week long Operations in Built Up Area (OBUA) Training Exercise, including entering and exiting buildings via window frames and necessitating jumping onto concrete. JCC only.

5. Further Guidance

If further guidance is required, then it may be obtained from the following sources:

- a. General information on the JCC and SCC: OC Command Wing, CTCRM Ext 4016.
- b. Medical advice on fitness for JCC and SCC: PMO, CTCRM Ext 4021.

APPENDIX 2 TO ANNEX 91E

CERTIFICATE OF FITNESS FOR COMMAND TRAINING

Unit:.....

Name:.....

Rank:.....

Number:.....

SQ:.....

Nominated for Cse No JCC/SCC/ACC

This Certificate provides confirmation of an individual's medical fitness, commitment and general preparedness for command training at the time of his provisional selection and must be completed in ink, firstly by the Unit medical staff (MO for permanent downgraded individuals) then by the rank's Coy Comd, DO or equivalent. On completion, it is to be returned direct to RM PROMS NCO, Room 179, Victory Building, HM Naval Base, Portsmouth PO1 3LS, in accordance with the timings detailed in the Command Course loading signal. A copy must also be taken by the individual to CTCRM and handed to the respective Chief Instructor.

Part 1: Medical

Latest PULHHEEMS Status – dated..... (completed by Unit Medical Staff)

P	U	L	H	H	E	E	M	S

MFD (completed by Unit Medical Staff and candidate)

MFD Candidate (in date PULHHEEMS)	
	Medical Centre Stamp, Date and Signature
I confirm there has been no deterioration in my medical condition since my last PULHHEEMS and that I am not carrying any injury that may adversely affect my suitability for Command Training.	Candidate's Signature

Temporary Medically Downgraded (completed by Unit Medical Staff)

<p>MLD or MND Candidate UNFIT Command Training (Nomination to be withdrawn immediately)</p>	<p>Medical Centre Stamp, Date and Signature</p>
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