

CHAPTER 20
NAVAL CAREERS SERVICE

SECTION 1 - SCOPE

Para

- 2001. General
- 2002. Eligibility of Personnel

SECTION 2 - EMPLOYMENT PROCEDURES

- 2003. Registering Interest
- 2004. Career Advisers (CA) Assessment Board
- 2005. The Commitment

SECTION 3 - TERMS AND CONDITIONS OF SERVICE

- 2006. General
- 2007. Terms of the Commitment
- 2008. Types of Commitment
- 2009. Age limits
- 2010. Completion of Commitments
- 2011. Extension of Service (EOS)
- 2012. Changes to Commitment
- 2013. Early Termination
- 2014. Grievance Procedures
- 2015. Medical Fitness
- 2016. Long Term Medical and Dental Care
- 2017. Sickness or Other Absence
- 2018. Medical Downgrading
- 2019. Medical Discharge from the Service
- 2020. Attributable Benefits
- 2021. Compulsory Drug Testing
- 2022. RN Fitness Test (RNFT)
- 2023. Maternity/Adoption Benefits
- 2024. Transfer/Re-entry into the Regular Forces
- 2025. Call-Out Whilst on FTRS(NCS)
- 2026. Safeguard of Employment
- 2027. Service, Advancement, Promotion
- 2028. Honours and Awards
- 2029. Annual Reports
- 2030. Security Clearance
- 2031. Discipline
- 2032. Pre-Employment Training
- 2033. Amortization of Training Costs
- 2034. Pay
- 2035. Allowances and Charges
- 2036. Pensions

- 2037. Leave
- 2038. Uniform
- 2039. Resettlement
- 2040. Electoral Registration
- 2041. Jury Service
- 2042. Welfare Support
- 2043. Electoral Candidature

CHAPTER 20

NAVAL CAREERS SERVICE

SECTION 1 - SCOPE

2001. General

The Naval Careers Service (NCS) is a Special Service that constitutes one of the four main groupings of the Naval Service. BR 2 (QRRN) and the Queen's Order in Council of 2 May 1962 stipulate that the NCS is to be comprised of former Regular Service personnel on "restricted" Terms and Conditions of Service (TACOS). Following a comprehensive review, the Second Sea Lord endorsed¹ the progressive replacement of current NCS personnel on extended Regular Service engagements by placing ex-Regular Service, Royal Fleet Reserve (RFR) personnel onto Full Time Reserve Service (FTRS) commitments with their own tailored TACOS. Together with other improvements to the NCS structure, such as extending the eligibility to include ex-Regular Service Petty Officers/Sergeants, the introduction of bespoke Careers Adviser (CA) grades of CA3, CA2 and CA1 were introduced.

2002. Eligibility of Personnel

Applicants for the NCS may apply if they are:

- a. Regular Service RN/RM/QARRNS WOs or Senior Rates/SNCOs with a minimum of 12 years' service and have held the substantive rate of at least a PO/SGT RM for a minimum of two years prior to completion of Regular Service. Copies of the last 3 SJARs are required with a recommendation for further naval service annotated on the final report.
- b. Ex-Regular Service RN/RM/QARRNS WOs and Senior Rates/SNCOs may apply up to two years after their termination date from Regular Service. Applicants are to provide a minimum of two references from a professional source, or a source of good understanding (eg. former Divisional Officer or most recent employer), as well as any Service appraisals they may have retained from their last five years' Service.
- c. Ex-Regular Service RN/RM/QARRNS WOs and Senior Rates/SNCOs who have subsequently maintained currency in the RNR/RMR may apply for employment in the NCS for a period of five years following their Termination Date in the Regular Service. Candidates are to provide a minimum of two references - one from their reserve Unit CO and the other from a source of good understanding (eg. former Divisional Officer or most recent employer), as well as any Service appraisals they may have retained from their last five years' Service.
- d. All applicants must be under the age of 52 on commencement of an FTRS(NCS) commitment in order to allow a three year commitment and cessation of employment at age 55 years; which is the normal retirement age (NRA) limit for those on FTRS NCS commitments.

1. DCI 86/01 - Transfer of Naval Careers Service to bespoke FTRS(NCS) TACOS.

e. Individuals may not apply if discharged from the RN, RM or QARRNS for: Desertion; Dismissal; Discharge SNLR, including discharge following Compulsory Drug Testing; Discharge Shore. Individuals who have not been recommended for further Naval Service on their last appraisal before leaving the Service are also not eligible to apply.

f. At the commencement of employment, each applicant must be in possession of a full UK driving licence, be clear of unspent criminal convictions, Security Cleared and in a Medically Employable category.

SECTION 2 - EMPLOYMENT PROCEDURES

2003. Registering Interest

An applicant who meets the criteria should contact the Royal Navy School of Recruiting, in Bovington Camp, Dorset, on 01929 403172, where details of the process, availability of jobs and any other details can be discussed with the applicant.

2004. Career Advisers (CA) Assessment Board

Prior to being offered a commitment and a place on the Careers Advisers (CA) 3 course at RNSR Bovington, the applicant must pass the CA assessment board.

2005. The Commitment

a. Personnel who are offered FTRS(NCS) commitments should read the commitment carefully. If content they should sign the commitment and return the signed original to the WF Cell in NCHQ West Battery, Whale Island, Portsmouth. |

b. The Reserves Career Manager will countersign the commitment and a copy will be returned to the individual as the authority to commence employment. Personnel should not anticipate commencing FTRS(NCS) until their commitment has been signed by all parties.

SECTION 3 - TERMS AND CONDITIONS OF SERVICE

2006. General

FTRS(NCS) personnel are assigned to a specific post within one of the Armed Forces Careers Offices across the UK. They should normally be employed in the assignment stated, and may not be moved to alternative employment without their agreement and the authority of the WF Cell. Full details of the Terms and Conditions of Service for FTRS(NCS) personnel can be found in this section in conjunction with the references.

2007. Terms of the Commitment

The Commitment will:

- a. Define the start date and length of FTRS(NCS) that is to be undertaken, which is initially three years and subsequent three year rolling commitments up to the individual's 55th birthday.
- b. Specify, in broad terms, the duties the Reservist will be expected to undertake, and his/her Parent Unit.
- c. Contain details of any specialised training that they have to undergo either before taking up duties or during their FTRS(NCS) commitment.
- d. Refer them to these regulations for their TACOS.

2008. Types of Commitment

The type of Commitment under which a member of the Reserve Forces may undertake a period of FTRS is delineated by the duties and Detached Duty/deployment requirements of the post. In this context Detached Duty is defined as overnight absence from the normal place of permanent duty where the requirement for overnight absence is for Service reasons. The types of Commitment under which a member of the Naval Careers Service may undertake a period of FTRS(NCS) are:

- a. **Full Commitment.** Fulfilling a full range of duties and with a liability for detached duty over 35 days in the UK in any one year with no single detachment lasting in excess of 21 days. Applications staffed by both the CM WF SO1 and the PPLAN FTRS Branch Manager for the exceptional award of Full Commitment may be approved by ACOS(PCap) where it has not been possible to fill with Limited or Home Commitment in either of the following circumstances:

- (1) Having advertised the post continuously for a minimum of three months:
 - (a) No suitable candidates are willing to take up the post at the advertised level of commitment;
 - (b) The normal place of residence of the individual who will hold the post is outside the normal daily commuting distance of the post's location;
 - (c) Where SLA exists near the place of duty a waiver is not forthcoming, or a SSSA waiver is not forthcoming where no SLA exists.

Or

(2) Having advertised the post continuously for a minimum of six months and where no suitable candidate has applied for the post and, were the post to remain unfilled, a measurable impact to Defence Final Outputs or Department of State functions would result.

b. **Limited Commitment.** Fulfilling a full range of duties in one assigned location, but with a liability for compulsory detachment for up to 35 days in the UK in any one year with no single detachment lasting in excess of 21 days;

2009. Age limits

Applicants for FTRS(NCS) must be under age 52 on commencement of their commitment and cessation of employment is at NRA 55. Where there is a service requirement only, extensions beyond NRA 55 in the NCS can be exceptionally authorised by CNR up to 60 years of age.

2010. Completion of Commitments

Where FTRS(NCS) personnel do not wish to renew their rolling commitment, they should inform NPT(Res) through their Chain of Command no less than 3 months prior to the last day of service or completion of current commitment. All accrued annual leave and terminal leave² must be taken before the last day of the commitment.

2011. Extension of Service (EOS)

CAs may apply or be invited to apply to extend their service beyond the Normal Retirement Age 55 (NRA 55). The NCS CM has the authority to award EOS of up to 6 months. Extensions in excess of six months are to be authorised by PPLAN FTRS Branch Manager and CNR. Situations in which an EOS may be appropriate are as follows:

- a. As a short term manpower regulator to increase the total bearing to match Service requirement.
- b. To assist in alleviating shortages in specific AFCOs until reliefs can be nominated.
- c. To retain individuals with deep specialist skills or knowledge where there is a shortage.

2012. Changes to Commitment

An FTRS(NCS) commitment may be superseded or varied with the consent of the Reservist concerned. Should the Reservist not consent to the variation of the FTRS(NCS) commitment, their obligations under the original commitment are to remain unaffected.

2013. Early Termination

The WF Cell may at any time revoke, in writing, an FTRS(NCS) commitment before the beginning of the specified period of full-time service, whether at the request of the individual or not.

2. Terminal leave may only be taken once, and is to be at the end of a continuous commitment.

- a. Limited FTRS(NCS) personnel who wish to terminate their service before the expiry of their conditioned term will be allowed to do so, but four weeks' notice is required to be submitted to the WF Cell through their Chain of Command.
- b. Full Commitment FTRS(NCS) personnel who wish to terminate their service before the expiry of their conditioned term will be allowed to do so, but 6 months' notice is required to be submitted to the WF Cell through their Chain of Command.
- c. The Naval Service may terminate a commitment once it has commenced if there is the consent of the Reservist, or other good cause such as on disciplinary or inefficiency grounds. Application for termination of the commitment may be made to the WF Cell who may authorise the termination. If approved the normal notice of one month will be given. An NCS Reservist may appeal against this decision, which should be made to CNR within 28 days.

2014. Grievance Procedures

The usual grievances procedures will apply if appropriate; JSP 831 refers.

2015. Medical Fitness

To ensure that a member of the NCS is medically fit, within two weeks of commencement, and immediately on completion, of their FTRS(NCS) commitment, it is essential that the Medical Certificates supplied with the commitment are completed. This is, on both occasions, to be completed by a Medical Officer at a Service Medical Centre. The following regulations apply:

- a. It is the responsibility of the Employing Unit to ensure that this procedure is carried out and that a copy of the completed Medical Certificate is sent to the WF Cell.
- b. In order to assess an individual's fitness for employment, the examining Medical Officer is to be provided with a Job Description/ToRs relating to the FTRS role. Should the Reservist be considered medically fit to undertake the FTRS(NCS) commitment but in a temporarily reduced medical category, the Medical Officer should annotate this fact on the Medical Certificate, together with an estimated duration of the medical downgrading. However, where it is considered that the cause of the medical downgrading is likely to be of a permanent nature, the case is to be referred to NAVY CNR-MED OPS SMOSE with full medical history. SMOSE will determine if the individual may be employed in the role and award a permanent JMES (including Restrictions). The completed JMES assessment is to be forwarded to the Registrar of Reserves who, in consultation with CNR, when required, will make the final decision whether to approve the FTRS commitment.

2016. Long Term Medical and Dental Care

- a. Those on FTRS(NCS) FC commitments are entitled to receive the full range of medical and dental care afforded to Regular personnel.

b. Those on FTRS(NCS) LC commitments should remain registered with their local civilian medical and dental practitioners. They will, however, be entitled to receive emergency medical and dental treatment from Service sources. When they are required to undergo medical treatment by virtue of their Service duties (eg. inoculations prior to proceeding overseas), they are entitled to such treatment from Service sources or to receive reimbursement from Service funds for treatment received from their Medical Practitioner.

2017. Sickness or Other Absence

a. If a member of the NCS is absent from work through injury, sickness or for any other reason, he/she is to inform his/her Line Management on the first day of absence, wherever possible, of the cause and likely duration of his/her absence. Any unauthorised absence for a period of seven consecutive calendar days is to be explained in writing.

b. If a member of the NCS is absent for more than seven consecutive calendar days due to sickness or injury, he/she is to provide his/her Line Management with a doctor's Statement of Fitness to Work certificate. An individual may be required to be examined by a Service Medical Officer. Provided that this procedure is observed, a member of the NCS will be entitled to sick absence with pay, in respect of the days on which he/she would normally have worked, for the duration of the Commitment. If the required procedure is not followed, or if abuse of the sick absence with pay arrangement is suspected, the MOD may withhold the individual's pay for the relevant period and may institute disciplinary action.

2018. Medical Downgrading

Any Reservist who is medically downgraded whilst on FTRS(NCS) FC will be subject to the same regulations as Regular personnel.

2019. Medical Discharge from the Service

If a member of the NCS serving on FTRS(NCS) becomes permanently medically unfit for FTRS(NCS) service he/she will be subject to the same medical discharge procedures as Regular personnel.

2020. Attributable Benefits

Any member of the NCS serving on FTRS will be eligible for the appropriate 'attributable' benefits if he/she suffers death or injury which is attributable to, or aggravated by, his/her service.

2021. Compulsory Drug Testing

Members of the NCS undertaking periods of FTRS(NCS) commitments are subject to compulsory drug testing.

2022. RN Fitness Test (RNFT)

All NCS members are strongly encouraged to maintain their fitness to ensure that they correctly represent the standards and bearing required for representative duties.

2023. Maternity/Adoption Benefits

Entitlement to maternity/adoption benefits for those on FTRS(NCS) will be in accordance with current service regulations.

2024. Transfer/Re-entry into the Regular Forces

A member of the NCS undertaking FTRS(NCS) may apply to transfer to the Regular Forces. Although subject to the mandatory notice period prescribed above, exceptional consideration may be given to premature termination of the FTRS(NCS) commitment where a relief can be assigned, or if it is acceptable for the FTRS(NCS) position to be gapped.

2025. Call-Out whilst on FTRS(NCS)

a. In the event of an operation involving Call-out of the Reserve Forces, it will normally only be necessary for FTRS(NCS) FC personnel to be called-out if the period of their participation in the operation is likely to exceed the remaining period of their FTRS(NCS) commitment. Reservists serving on FTRS(NCS) LC who are required to take part in an operation involving mobilised Reservists should normally be called-out. Call-out of FTRS(NCS) personnel must be considered very carefully, with the financial and other implications being stringently evaluated.

b. Those undertaking FTRS(NCS) will remain subject to the Call-out powers under RFA 96 which result from their service in the Royal Fleet Reserve or Recall Reserve.

c. Those whose period of FTRS(NCS) has not expired when they are released from permanent service after Call-out are to continue in FTRS(NCS) under their original agreement to the set termination dates.

d. See Chapter 14 for more detail on Call-out.

2026. Safeguard of Employment

Individuals serving on FTRS(NCS) commitments and who are called out before the end of their commitment (or within four weeks of the end of it if they have not commenced work under another employer) are to be treated as if the Reserve Forces (Safeguard of Employment) Act 1985 applied with the NCS considered as their former employer.

2027. Service, Advancement, Promotion

a. Those who are successful at the Careers Adviser Assessment Boards (CAAB) and are offered an FTRS(NCS) commitment by CM WF Res SO2 will usually be offered an initial three year commitment.

b. They will serve as a CA3 (PO/SGT) irrespective of the Rank/Rate that they held on completion of their Regular Service. NCS personnel will be entitled to wear the rank/rate held on leaving Regular Service.

c. Advancement/promotion to a higher Rank/Rate is permitted if the individual meets the promotion requirements and is successful at the Careers Adviser promotion board. If successful, a CA3 (PO/SGT) candidate may be substantively promoted to CA2 (CPO/CSGT). If successful, a CA2 (CPO/CSgt) candidate will be promoted to CA1 and hold the rank of Honorary WO1.

- d. A member of the FTRS(NCS) who transfers back to the RFR/RNR may return in the rank/rate gained whilst serving in the FTRS(NCS) subject to an assessment of their SQE capability.

2028. Honours and Awards

Service on FTRS(NCS) counts as reckonable service for the Volunteer Reserves Service Medal (VRSM). Applications for the VRSM should be forwarded through the individual's Chain of Command.

2029. Annual Reports

Those undertaking FTRS(NCS) commitments are subject to the same reporting procedures as Regular personnel, although the Common Reporting Dates differ and are issued under local orders. All FTRS(NCS) personnel should be reported on with regard to their potential for further FTRS(NCS) service and recommendations for promotion.

2030. Security Clearance

All those undertaking FTRS(NCS) will hold, as a minimum, a Security Check, although the service may take personnel on risk for those awaiting clearance. A Disclosure and Barring Service (DBS) Check is also required for all NCS personnel and will be sought once an FTRS(NCS) commitment has commenced.

2031. Discipline

Those undertaking FTRS(NCS) commitments are at all times subject to Service Law and the provisions of the Armed Forces Act 2006 for the period specified in the FTRS(NCS) commitment or until released from service, whichever is the sooner.

2032. Pre-Employment Training

Those joining the NCS are required to complete and pass a Careers Advisers 3 course at RNSR Bovington. This course may be completed prior to or during the individual's FTRS(NCS) commitment. Those who are unsuccessful will have their commitment revoked.

2033. Amortization of Training Costs

An individual who fails to complete a Careers Adviser 3 course may be required to amortise the costs of the training. Such costs may be recovered by deduction from pay or allowances. In the event that any outstanding pay or allowances are insufficient to cover repayment of such training costs, the individual may be required to refund the difference to the MOD.

2034. Pay

FTRS(NCS) personnel are paid in accordance with current Service regulations. Rates of pay are published in the annual Armed Forces Pay Review Body Directed Letters.

2035. Allowances and Charges

Entitlement to allowances and payment of charges for FTRS(NCS) are in accordance with current Service regulations.

2036. Pensions

Full details of attributable pensions and the effects of FTRS(NCS) on ex-Regular preserved pensions, resettlement grants, or compensation lump sums are available from the Defence Business Services (DBS) Organisation.

2037. Leave

- a. Leave and free leave travel entitlement will be granted on a pro-rata basis in accordance with the rules laid down for Regular personnel.
- b. Previous outstanding service leave in either the Regular or the Reserve Forces should be taken prior to joining the NCS.
- c. All leave must be taken within the specified leave year, unless approval to carry over leave is granted. CO RFF approval must be obtained for authority to carry forward leave in excess of 15 days.
- d. Terminal leave will be granted on a scale of one working day per calendar month up to a maximum of 10 working days.
- e. Terminal leave is usually given at the end of each separate FTRS(NCS) commitment; however, for NCS personnel who accept further continuing commitments, terminal leave can only be taken at the end of their final commitment.

2038. Uniform

- a. FTRS(NCS) staff will normally wear the uniform of the Rank/Rate they held in Regular Service and conform to the Regular Service dress regulations. However, there will be times when recruiting uniform may be worn and the regulations for this are detailed in Regional Desk Instructions.
- b. When in uniform, the NCS Badge is to be worn at all times.
- c. Those joining the NCS are entitled to have their Home Retention Scale of Kit made up to a scale detailed in BRd 3(1) Part 6, Chapter 39, Annex 39C (Para 3), Uniform Regulations for Regular Service. If necessary, NCS personnel will be entitled to a gratuitous issue of a full uniform.

2039. Resettlement

The entitlement for resettlement is in accordance with current Service Regulations.

2040. Electoral Registration

Those undertaking FTRS(NCS) commitments are not eligible to register as Service Voters. They are, however, entitled to proxy or postal votes in the same way as civilian electors.

2041. Jury Service

Those undertaking FTRS(NCS) are no longer excused jury service as of right under the Jury Act 1974. In order to be excused, CNR must certify to the Summoning Officer that it would be prejudicial to the efficiency of the Service if the individual was required to be absent from duty.

2042. Welfare Support

Those on FTRS(NCS) are eligible to receive an appropriate level of welfare support through RNRMW although recommendations for compassionate appointments will need to be discussed with the WF Cell. Welfare investigations may be required to support recommendations for compassionate leave or early termination of commitment. |

2043. Electoral Candidature

The restrictions which apply to members of the Regular Forces, set out in BR 2 QRRN Chapter 66 also apply to Reservists serving on FTRS(NCS).

- a. No member of the NCS may be either a declared prospective or elected member of a Local Authority, a National Assembly, the House of Commons, the European Parliament or any other Legislative Assembly.
- b. Those who wish to stand for election must apply to the WF Cell through their Chain of Command to terminate their FTRS(NCS) Commitment, observing the notice periods set out in the FTRS commitment. |
- c. An unsuccessful candidate will have no right to resume his/her FTRS(NCS) commitment.