THE PEOPLE BRIEF - AUTUMN 2018

CONTENTS

VIP Introduction - Rear Admiral Mike Bath
Assistant Chief of Naval Staff (Personnel)

Editor’s Notes

Subject Briefs: M = MANDATORY Brief (Remainder are Recommended)

1. CWO’s Page - M
2. Year of the Engineer 2018
3. Substance Misuse - M
4. Moodle Mobile - M
5. JPA Fraud
6. Naval Service Casualty Cell
7. Credit Unions
8. Stem Cell and Blood Donations - M
9. Naval Careers Service Assistance
10. Pensions - M
11. Reward and Recognition – M
12. NAAFI – M
13. Improving Health and Wellbeing – M
14. Parenting Network
15. My SCIO – M
16. Forces Pensions Society
17. Promotions and Appraisals
18. RBL Fund
19. RNRMC Storybooks
20. RNRM Welfare
21. Aggies
22. Navy Sport – M
23. Project Gunwharf
24. Shipmates and Oppo’s Programme
25. BFPS
26. Exit Questionnaire – M
27. Project Semaphore
28. Project Firefly
29. Miscellany

Adverts: Year of the Engineer 2018
Ceremonial Events
Credit Unions
Forces Finance
Forces Pensions Society
Reading Force
AFCAS
NFF
Forces Network

Divisional and Regimental Reference List
Navy Command Executive Team Contact Details
INTRODUCTION
Rear Admiral Mike Bath
Assistant Chief of Naval Staff (Personnel)

Ladies and Gentlemen,

Welcome to my first introduction to the People Brief (formerly the Personnel Support Brief). Having taken over as the Assistant Chief of Naval Staff (Personnel) in June 18 I decided to change of name of this vital Divisional briefing material for several reasons.

Firstly, I am passionate about my role in delivering the very best standards in terms of opportunity, development and support for all members of the Naval Service, so that the highest levels of Operational Capability can be achieved and sustained. As we progress amidst a period of acute global uncertainty, it will be as important as it has ever been that we are able to deliver maximum operational output when called upon. Looking after our people is the key underpinning factor that will enable us all to perform as we must in this regard.

Secondly, resilience continues to be one of 1SL’s top priorities for 2018. Delivering a resilient Whole Force, especially at a time – unprecedented in recent history – whereby the Naval Service finds itself with a requirement to grow, is set to be a challenge. However, it is certainly one that we can achieve provided we all take ownership of creating and preserving the best working conditions we can for our people, both military and civilian alike.

Thirdly, as society evolves to meet the changing economic and political circumstances affecting all of us, so must the Naval Service adapt to meet the emerging threats and opportunities that subsequently arise. It is a simple fact that the way in which we do our business must also evolve so that the Service retains its poise and ability to tackle these challenges head on, overcome them and thereby improve the working conditions for all at every turn.

This People Brief touches on a number of areas in which we can continue to raise the bar in this respect.

One that I take very seriously is Improving Health and Wellbeing (brief 13) – and I expect every member of the Divisional System throughout the Service to do likewise. Instead of simply shifting the focus of the people space to recruitment, we must continue to tease out every bit of potential from the manpower resources we already possess. Taking a positive interest in our people’s health and wellbeing, and improving behaviours in this regard, is one of the salient ways in which we can achieve this.

Equally, keeping our people informed as to their own careers is an area in which I want to see a positive step change. Use of the My SCIO web application (brief 15) proves to be a very useful tool for individual service personnel to keep up to date with the career information that pertains directly to them. The Divisional System can leverage the most out of this development provided that all our people are encouraged to use it.

Whilst these are two areas in which I wish to see positive progress, I hope that you will continue to promote all items covered within this brief so that we can continue to provide the best possible support to all our people in all their roles.

Yours,

NAVSEC
EDITOR’S NOTES

Welcome to the Autumn 18 edition of the PB produced by the NCXT.

You are now viewing the latest edition of the People Brief reflecting the continuous on going work in the Personnel (PCAP) and People Support areas (NPS). As always, the articles cover a wide array of topics and issues but are fundamentally designed to assist you and your families whether permanently deployed, at sea or based ashore. The PB is supported by the interim EXEC MATTERs newsletter every Mar, Jul and Nov.

Support to Divisional Officers / Troop Commanders remains the principal remit of this publication as well as driving the Divisional feedback battle rhythm of the Fleet. Within this edition are several pieces on health, wellbeing and fitness including substance misuse. There are plenty of financial articles including guidance on Credit Unions and Pensions and more on rewards and recognition. It has often been stated that the PB favours the ‘Service Leaver’ more than the ‘front line’. This is fundamentally not true. Although there are regular items such as Firefly or FTRS, the majority (typically 27 of 30 briefs) are absolutely targeting current serving personnel. Similarly, the PB needs to target EVERY sailor and marine in the service; it is not simply a tool for deployed personnel. Never under-estimate the sheer speed of throughput of personnel within the service. Every term there will be 100s of people who will be seeing the PB for the first time.

Additionally, it should be understood that not every brief is mandated. You will see against some of the briefs a bold ‘M’ on the contents list on the previous page which indicates those briefs which are mandated. These briefs should be read to all staff whereas the non-mandated items can be locally selected to be read based on the perceived need and relevance. Similarly, although there is much contained within the Brief, Unit Commands, Flotillas and Squadrons may also wish to add their own topics to their Termly Meeting Agendas. As always, the PB and associated PowerPoint presentation are published to the NCXT Divisional and Executive page of ‘The Helm’ in 2SL’s People Portal, and also to the Defence Gateway, shortly after distribution.

ALL UNITS FROM ALL FIGHTING ARMS ARE REMINDED OF THE MANDATED REQUIREMENT IN BR3 2118 AND ANNEX 21F (JUN 16 V8 EDITION - VIA THE ‘FORMS’ BUTTON ON THE FRONT PAGE) TO SEND FEEDBACK FROM TERMLY DIVISIONAL / REGIMENTAL MEETINGS TO NAVY COMMAND EXEC TEAM. This feedback loop is now fully established. All feedback received originating from your Summer 18 PB meetings has now been answered and published on the Intranet at the NCXT page on the HELM. I would also like to say thank you to all Commands and Executives who continue to pass valid and relevant feedback into the HQ. Please continue to sanitise all proposed feedback so as to ‘weed out’ repeat questions/comments and to not submit items of a local/tactical nature. The linking of Divisional feedback with the PFS return remains sat with 2SL.

Feedback for the Autumn 18 Term must be received in the HQ (to: Fighting Arm CWO and cc: FXO) no later than Fri 30 Nov.

The Divisional and Regimental System forms the basis for all people management and support issues underpinned by our Service’s Core Values and Standards. DOs, Troop Commanders and their respective Senior Rates and SNCOs should all be fully conversant with Chapter 21 of BRd3 (Jun16 V8 edition has now been released), remaining up to date with all the issues and policies affecting our sailors and marines. This PB is, ergo, part of that process.

Bottom Line - The importance of being a good DO or Troop Commander and knowing your people cannot be over stated. This publication is to be given the widest distribution through the Divisional and Regimental system within your unit and do keep in touch.

The deadlines for the next 3 editions of the PB are listed over.
BRIEF 1 - MANDATED
COMMAND WARRANT OFFICER (CWO) - CHANGE

Key Points:

• As CWO (SS) I am in a privileged position to visit Ships/Units, but more importantly the personnel within the Surface Flotilla. Whether you serve within a Ship/Unit (Tip of the Spear), in an Operational role or provide support to Operations the (Shaft), we all have a key role in the Management and Leadership of our people.

• EWOs make a point of reminding me that we all own N1, feeding the Ship’s Company, maintaining vital machinery, practise Warfighting, Ship’s Husbandry, Logistics or even Rounds, which often shift focus from our people.

• Ships/Units are utilising the following N1 solutions which may be used anywhere:
  a) Divisional hour once a month, to allow DOs to work with their Divisions
  b) Department sponsored ‘Town Hall’ meetings once per month.
  c) New joiner’s bunks made, with Joining Routines, Sea Survival items laid out.
  d) Monthly N1 DO meetings with EWO/XO.
  e) Core Military/Maritime Skills (CMS) hour/day to align CMS.
  f) DO’s daily walk round of their patches.

• We can all share what works and what doesn’t but making time for our people is priceless and should be at the front of our minds.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>e-mail</th>
<th>Telephone</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td>WO1 Keith Weller RN</td>
<td>CWOSS</td>
<td>NAVY NPS-CWOSS</td>
<td>93832 8709 02392 62 8709</td>
<td>07342 032987</td>
</tr>
<tr>
<td>WO1 Andy Knox RN</td>
<td>CWOSM</td>
<td>NAVY NPS-CWOSM</td>
<td>93832 8708 02392 62 8708</td>
<td>07747 765704</td>
</tr>
<tr>
<td>WO1 Ed Stout RM</td>
<td>CWORM</td>
<td>NAVY NPS-CWORM</td>
<td>93832 8707 02392 62 8707</td>
<td>07585 795599</td>
</tr>
<tr>
<td>WO1 Paul Stevenson RN</td>
<td>CWOFAA</td>
<td>NAVY NPS-CWOFAA</td>
<td>93832 8706 02392 62 8706</td>
<td>07971 606813</td>
</tr>
<tr>
<td>WO1 Janice Cox RNR</td>
<td>CWORNR</td>
<td>NAVY MR-HQ CWO RNR</td>
<td>93832 5672 02392 62 5672</td>
<td>07809 867384</td>
</tr>
</tbody>
</table>

Brief prepared by WO1 Keith Weller CWOSS / 93832 8709.
What is it?

- A pan-Government national campaign aimed at repositioning engineers in society, showing engineering as a valuable and rewarding career choice.
- The aim is to help fill the national skills gap; the UK is short of 20,000 graduate engineers and 64,000 apprentices per year.

Monthly Themes:

September ... Back to School
October ....... Engineering: Shaping the Future
November .... Tomorrow’s Engineers
December .... Year of Engineering Legacy & Next Steps

The RN Year of Engineering 2018 Campaign has:

- planned over 240 events through 2018.
- reached >2.5 million people on Social Media.
- registered over 340 personnel as STEM Ambassadors.

Almost a third of the Royal Navy are engineers.
- The Royal Navy offers world class training and routes to Professional Registration.
- STEM Outreach is supported and encouraged.
- Engineering is a key driver of social mobility.
- Engineers form the “beating heart of OC”.

How are you getting involved?

For more information and to share your engineering story use #inspireanengineer, #takeacloserlook and #yoe, linking to @RoyalNavy and @YoEgovUK, or contact Cdr N Benstead RN, YOE18 S01, ES Div, NCHQ.
BRIEF 2

YEAR OF ENGINEERING 2018 CAMPAIGN (YOE18)

Key Points:

- The RN is a key strategic partner in the pan Government national YOE18 campaign.
- The campaign is seeking to reposition engineers and technicians in society, showing engineering to be a valuable and rewarding career, enhancing social mobility.
- The RN is recognised internationally for the quality of its training.
- STEM Outreach is encouraged; there are over 340 registered RN STEM (Science, Technology, Engineering and Maths) Ambassadors.
- Engineers and technicians form the ‘beating heart’ of operational capability.
- The RN is a key strategic partner and is at the forefront of the campaign, led by Engineering Support Division and linking to the wider Defence and national objectives. The campaign seeks to challenge people’s ideas about engineering, inspiring the next generation of innovators, inventors and problem solvers by showing that engineering is a rewarding, exciting and creative career choice which is open to all. This is not a recruiting campaign for the RN, but there are clear links and cross over between the campaign and recruiting; further information and details of the national campaign can be found at www.yearofengineering.co.uk.
- Playing an active part in the national campaign, the RN is leading the way in highlighting the roles and responsibilities available to engineers and is showcasing the ‘cradle to grave’ benefits to the individual through social mobility.
- The RN employs nearly 12,500 engineers and technicians (over a third of the Naval Service) who form the ‘beating heart’ of operational capability. Engineering is around us in everything we do, and naval engineers are crucial to the design, build, generation, testing, operation and sustainment of aircraft, ships, submarines and vehicles around the globe.
- The RN is hosting over 240 YOE18 events and activities throughout the year and has used its existing network of STEM Ambassadors to promote the campaign. There are STEM Ambassadors and YOE18 Champions in all naval establishments, dockyards and airstations. Such outreach events and open days are useful in demonstrating engineering in action, while informing a younger generation of the career options available, of which their careers advisors may not be aware.
- RN STEM Ambassadors are serving members of the RN who see the benefits to be gained in the promotion of STEM careers. STEM Ambassadors often return to their hometowns to ‘give something back’ to their old school or community, where activities can range from speaking about experiences (in engineering or disaster relief, for example) to assisting at careers fairs or supporting practical science experiments in class. Feedback indicates that STEM Ambassadors find this secondary role to be very rewarding and fulfilling, often building confidence in their own abilities when back in their workplace. The number of RN STEM Ambassadors has increased from 70 in Dec 17 to over 340 by the end of Aug 18.
- The STEM Ambassador programme is so successful that all SEMCs at HMS SULTAN and HMS COLLINGWOOD now include an Introduction Lecture, and inclusion in SR and JR courses is also being investigated so that in time STEM activities will become more routine. If you are interested in becoming a STEM Ambassador you can go to www.stem.org.uk or read RNTM 07-030/17.
• Internally, the digital footprint of the YOE18 campaign has seen the development of the Year of Engineering Defence Intranet and Defence Gateway pages. Over time the intranet page will become the ‘go-to’ page for engineering information, becoming the ‘Engineers’ Portal’. The YOE18 Defence Connect site is in its infancy at present, but provides a platform for personnel to find engineering related information even from personal electronic devices, as it can be accessed through the Defence Gateway on the internet.

• As part of the YOE18 campaign there has been a revitalisation of the ‘Rewards and Recognition’ available to all engineers and technicians in the Engineering Branch (see RNTM 09-006/18); several other new awards have been established, including the new ‘Institution of Engineering and Technology (IET) Armed Forces Apprentice and Technician of the Year Awards 2018’ (see RNTM 09-005/18), the Royal Navy Effectiveness Trophies, RNTM 09-010/18, the Admiral Wildish Award, and the IMarEST’s Operational Engineering Award for Engineering Technicians, a new category in an established set of awards. Engineers can also now also claim back their Professional Body Fees in JPA, details for which can be found at RNTM 07-039/18.

• You can get involved by registering as an RN STEM Ambassador and hosting an event. The more that we can collectively promote our own stories the more people will witness how our engineers form the ‘beating heart’ of operational capability. The aims of the campaign are outlined in RNTM 07-064/17 ‘The Year of Engineering 2018’.

• If you are part of an event in support of the campaign, you can Tweet using the hashtags #inspireanengineer, #takeacloserlook and #yoe18, linking in @RoyalNavy and @YOEGovUK to ensure the widest possible coverage of your event. It does not have to be your CO or HoD alone who decides to support the campaign. Our social media campaign has already engaged over 2.5 million people at the halfway stage, we should aim to at least double that number by the end of the year.

• The YOE18 campaign is raising awareness of the range of possibilities available to engineers and will help thousands of young people benefit from such activities in future years. We are on track to leave a strong and lasting legacy from YOE18, but we can only do this with your continued support. As attention turns towards 2019 and the ‘Era of Engineering’, it is up to us, as the legacy builders, to entrench Engineering in peoples’ minds, particularly if we are to fill the skills gap and get the recognition that we deserve across society as the wealth creators and professionals that we are.

Brief prepared by Cdr Neil Benstead RN; Engineering Support Division / RN YOE18 Campaign Manager / YOE18 SO1 / Mil Tel No. 93 832 3528.
BRIEFS 3 - MANDATED
SUBSTANCE MISUSE

Key Points:

- There have been 100 positive CDT results to date in 2018, from over 15,000 tests.
- Use of illegal or controlled drugs will lead to administrative discharge.
- The CDT teams will continue to conduct both random and requested testing anytime, anywhere.
- "If we can't rely on you, then you need to go." Fleet Commander.
- Fleet Commander has made the RN's view on the use of illegal drugs clear, there is no place in the service for people who misuse drugs, and if they cannot be trusted, they need to go. All RN personnel should now have had the opportunity to see the Fleet Commander’s address and supporting drugs misuse campaign videos. If you have not you can find them on the NCXT Defnet page at this address: (Link to follow)
- Until 12 Sep this year, there have been 100 positive results from 93 personnel, the discrepancy in figures is due to 4 personnel having more than one drug in their system and 3 personnel returning more than one sub cut-off result. Most notably, there have been nil exceptional retentions, This re-enforces the message that no matter the reason, if you willingly, knowingly or recklessly ingest illegal drugs, you will be discharged.
- The RN's Zero Tolerance stance is widely publicised and a key point made in the mandatory Substance Misuse and Alcohol CMS brief. It is your responsibility to ensure you attend this brief annually if you are under 30, and every 3 years if you are over 30. You are also reminded that you must ensure your attendance is recorded on JPA, currently 6000 RN/RM personnel are out of date. Being out of date for this brief is no excuse for failing CDT.
- One recurring theme in statements from those who return positive results is significant family difficulties and hardship, resulting in an alcohol fuelled 'blow out' and subsequent misuse of drugs. Difficult times are no excuse for drug misuse, if you are having family difficulties and need support, the RN has an extensive support network and every serving person and their family is entitled to receive help, be it divisional, medical or pastoral. Use the Divisional / Regimental system.
- Another recurring theme is admission of recklessness through alcohol consumption, this is never an excuse. Be under no illusion that if you cannot remember the events of an evening having chosen to consume excessive alcohol, this will be deemed as recklessness. Look out for each other and keep your drinks with you at all times. If you are spiked then ensure you tell someone as soon as possible, regardless of whether you are at home on leave, in a foreign country or in base port, make sure you seek appropriate medical attention, contact the police and let your DO or OOD know.

Remember spiking is illegal, you must report it immediately!
- The CDT team has now tested over 15,000 RN/RM personnel, and is set to exceed its 20,000 target for 2018. Testing is not only random, but can be called upon by any CO for an individual or group they suspect of drug misuse. When called upon the CDT team can normally have a team in place, anywhere in the world, by the following day.
- The RN does not tolerate drug misuse, if you are found to have willingly, knowingly or recklessly ingested an illegal drug, you will not only lose your career, but all the benefits that go with it.

Brief prepared by Lt Greg Sinclair RN; Fleet Exec SO3 & CDT Lead / NAVY NPS-EXEC SO3 / 93832 5545.
BRIEF 4 - MANDATED
MOODLE MOBILE

Key Points:

- Courses hosted on the Defence Learning Environment (DLE) can now be accessed offline.
- Personnel can download the Moodle Mobile App to their mobile/tablet.
- Courses can be downloaded when connected to the internet for completion offline.
- RNTM 07/033/18 provides detailed instructions how to download and use Moodle Mobile.

- Moodle Mobile enables deployed personnel access to DLE courses whilst offline. All personnel are encouraged to download the Moodle Mobile App and utilise the ability to complete DLE courses offline.
- Personnel can use Moodle Mobile to keep in date for Core Maritime Skills and other role specific training through the Moodle Mobile App.
- The Moodle Mobile App can be downloaded from any App Store. This allows personnel to conduct learning whilst deployed or where there may be poor internet access.
- To use the DLE offline, users must first download their course materials whilst online. When the user re-connects the Moodle Mobile App to the internet, the learner record will be updated on the DLE to reflect learner progress and completions.
- The DLE hosts mandated training, but there are also a wide variety of courses personnel may choose to do out of interest. These range from Electronic Warfare and Counter Fraud & Corruption to Domestic Abuse Basic Awareness.

Brief prepared by Lt Cdr Caila Barnett RN / SO2 Training Policy / Caila.Barnett609@mod.gov.uk / 93832 5791.
For a full list of events see RNTM 09-001/18 or contact:
WO1 Dean Waller RM
NAVY PCAP-PLANS EX WO
93832 3533
BRIEF 5

JPA FRAUD AND IRREGULARITY

Key Points:

• Fraud is still a concern throughout MoD.
• MoD has a zero tolerance policy on fraud.
• Everyone has a responsibility to report and prevent fraud from happening.
• During the financial year of 2017/18 21 personnel were dismissed from the Service due to fraud related instances that were reported to the Confidential Hotline.
• The highest reported fraud type last year was theft of assets. These assets include helmets, clothing, night vision kits and other general Naval Stores items.
• A total of £1,756,153.51 expense claims was recovered from JPA last year due to input errors or irregularity.
• Personnel should not be discouraged from inputting claims into JPA for which they are entitled but claims must be fully supported and entered correctly. There are step by step guides available in the JPA library for anyone who needs advice. Your Unit UPO/Ships Office will also be able to assist if you need additional help.
• There are current fraud investigations ongoing for personnel who have failed to update JPA or the UPO with changes to personal circumstances such as change of address, marriage/separation etc.
• If you suspect anyone of fraudulent activity you should report it to your DO/Line Manager or the Confidential Hotline (can be anonymously).

Brief prepared by CPO Alec Hicks: NCHQ JPA External Auditor / alec.hicks239@mod.gov.uk / 93832 5269.
BRIEF 6
THE NAVAL SERVICE CASUALTY CELL: THE IMPORTANCE OF KEEPING YOUR PERSONAL INFORMATION ON JPA UP TO DATE

Key Points:

• The Naval Service Casualty Cell (NSCC) acts as the single point of contact and Notifying Authority (NA) for notification, management and tracking of all Naval Service casualties. The team maintains a Duty Casualty Officer rota which ensures a 24/7 service.

• The NSCC works closely with the Joint Casualty and Compassionate Centre (JCCC) in Gloucester, which is the Joint Service lead for the casualty reporting and notification process.

• JCCC deal with compassionate cases where Service Personnel can be returned from deployment on compassionate grounds in the event of an unexpected death in the family, serious illness or serious family crisis.

• Combined, the NSCC and JCCC provide specialist advice to the Naval Service on policy and procedure when dealing with deaths, injuries and illnesses. This policy can be found in JSP 751.

The NSCC - What do we do?

• If an incident occurs, either through accident, operations or natural causes, resulting in a Naval Service casualty that is deemed notifiable, the parent Unit of the Service Person (SP) involved raises a Notification of a Casualty (NOTICAS) signal to the JCCC. The JCCC uses JPA to confirm details of the casualty’s Emergency Contact (EC)/Next of Kin (NoK) and then disseminates the information to the NSCC whose first action will be to check whether the EC/NoK has been informed. Very often, primarily for minor injuries, it is the casualty their self who informs their EC. For all Deceased, Missing, Very Seriously Ill (VSI) or Seriously Ill (SI) casualties the NSCC will arrange for the EC/NoK to be informed using a Casualty Notification Officer (CNO).

• It is Naval Service policy that, where possible, cloth on cloth notification will occur i.e. RM for RM casualties and RN for RN casualties. (If you are interested in becoming a Casualty Notification Officer more information may be found in RNTM 01-046/17).

• The Naval Service maintains a list of approximately 700 CNOs throughout the UK and in key locations abroad. CNOs can be activated at any time to conduct the KINFORMING of the casualties’ EC/NoK, giving information on the state and location of the casualty.

• Once notification has taken place the RNRMW will allocate a Visiting Officer to the casualty and their EC/NoK and thereafter they will become the sole point of contact between the family/friends and the Service.

• For all Naval Service deaths the NSCC also maintains a database of trained Funeral Officers. It is MOD policy to arrange a service funeral at public expense or provide funding towards the cost of a private funeral dependent upon the wishes of the family. The Funeral Officer liaises closely with the NoK and will explain the options available. As with Casualty Notification Officers, all Funeral Officers are volunteers from throughout the Naval Service. More information can be found in RNTM 01-047/17.
How can you help the NSCC?

• The roles of the CNO and FO are particularly challenging, it is therefore vital they are given the most accurate information available. In particular they need to be 100% confident they are speaking to the right people.

• There have been numerous occasions where a serviceperson’s EC/NoK details on JPA have been those of former partners, ex-wives/husbands or contained old addresses. In addition, there are many examples where children’s details haven’t been entered onto the system and out of date will information remains.

• In a recent case a CNO was tasked with kinforming an SP’s parent who, it later transpired, had been dead for 3 years.

• Similarly, an FO began discussing funeral arrangements with an SP’s parent, who he thought was the NoK, only to discover that the deceased SP had a child who was in fact the NoK.

• These completely avoidable situations, created because an SP could not be bothered to update their JPA information, caused enormous stress to the CNO/FO as well as delays to the notification process, major embarrassment to the unit/MOD, but most importantly totally unnecessary distress and anxiety to the family and friends of the SP at an already difficult time.

• This is why the accuracy of EC/NoK information on JPA must be maintained and Divisional Officers and Line Managers must do all they can to ensure those in their charge check and update it regularly.

Social Media

• The NSCC also faces challenges with regards to social media. There have been a small number of instances where details of casualties have been shared on social media websites before families have been informed by the Service. This causes obvious additional trauma and distress to the family. Please be extremely careful what you post on social media, suffice to say any reference to casualties should be avoided at all costs.

Our plea to you

• The NSCC is responsible for ensuring that any casualty’s EC/NoK are informed of their loved one’s condition and location in a timely, appropriate and sensitive manner. This is a complicated and difficult task that requires the utmost compassion, professionalism and dedication.

• Please assist us by ensuring that all your personal information on JPA is correct; this will ensure that if the worst should happen to you, your loved ones are informed quickly and sensitively.

Brief prepared by SLt Williams / NAVYNPS-PEOPLESPTCRMSO3 / 9380 28068.
LOANS & SAVINGS MADE SIMPLE WITH REPAYMENTS STRAIGHT FROM YOUR PAY.

www.joiningforcescu.co.uk

Request a workplace visit:
info@joiningforcescu.co.uk
BRIEF 7
THE ARMED FORCES CREDIT UNION SERVICE
The Military’s best kept secret

Key Points:

• Simple savings accounts and affordable loans for military personnel.
• Repayments straight from your military pay.
• Not-for-profit ethical alternative to other financial providers.

• In October 2015, a new service offering simple savings accounts and “affordable” loans to military personnel, who can sometimes struggle to get access to financial products, has been launched.
• Joining Forces CU is an arrangement, backed by the Ministry of Defence, means Armed Forces personnel will be able to save regularly or repay loans with Credit Unions directly through their pay packets, via deductions from their payroll.
• People serving in the Armed Forces have reported difficulties accessing credit because their job involves moving regularly and it can be challenging to build up a good credit rating. It adds that some personnel report being targeted by high-cost lenders.

The example on the right shows the difference in cost between the Credit Union Service and a typical Payday lender.

The Credit Unions selected to offer the service are Plane Saver Credit Union, Police Credit Union and London Mutual Credit Union. A new website –www.joiningforcescu.co.uk – has been launched with details of the services being offered.

• The Credit Union service now serves over 4,500 members of the Armed Forces, having helped Service personnel save over £1.5million and lent over £8million in affordable loans.
• Despite the success there are still many Service personnel who are not aware the facility is available.

Who qualifies to join?

• The Credit Union service is available to serving Personnel, their immediate family members and veterans who are in receipt of a pension.
• To learn more or join one of the three Credit Unions available visit: www.joiningforcescu.co.uk

Brief prepared by Rob Lovesey; Marketing Manager/ robertlovesey@planesaver.co.uk / 0203 1433 322.
BRIEF 8 - MANDATED
VOLUNTEERING FOR STEM CELL AND BLOOD DONATION

Key Points:

• Stem cells are amazing. They can grow into any other cell in your body and can be used to treat a wide range of blood cancers and disorders. For some people, a stem cell transplant (also known as a bone marrow transplant) is the only hope of survival. But matching donors and patients isn’t easy. Between 65-75% of those in need are unable to find a sibling match so rely on the generosity of strangers. To make the best possible match, there are over 28 million potential donors registered across the world and these donors help save hundreds of lives in the UK and overseas every year.

• Similarly, giving blood saves lives. Donated blood is a lifeline in an emergency and for people who need long-term treatments and over 6,000 blood donations are needed every day. Many people would not be alive today if donors had not generously given their blood.

• Each year, approximately 200,000 new donors are needed and most people between the ages of 17-65 are able to give blood. Since over half of current donors are over 45, more young people (over the age of 17) need to start giving blood, so that transfusion services can make sure there is enough blood available in the future.

• When men aged 16-30 year old not currently registered as stem cell donors or blood donors were asked what would discourage them from signing up to the register, the top answers included ‘I’m scared that donating is painful’ (34%), ‘I don’t know anything about it’ (22%) and ‘I’m squeamish about needles and/or hospitals’ (27%). This is despite their linking the word ‘brave’ most strongly with being a ‘real man’. Even the top reason for people to sign up, ‘If a friend or family member needed a transplant’, was worryingly a motivation for just a third (34 per cent) of all British adults who are not currently registered as stem cell donors.

The Facts:

Stem cell donation:

• You can help save lives by volunteering for stem cell and blood donation. Every 20 minutes, someone is diagnosed with a blood cancer (leukaemia and lymphoma). For many of these people, a stem cell transplant from a donor is their last chance of life. The problem is, not enough people are signing up to the stem cell donation registers.

• Leukaemia incidence rates are projected to rise by 5% in the UK between 2014 and 2035. This includes an increase for males and a drop for females and it is projected that there will be 13,758 new cases of leukaemia (8,714 in males, 5,044 in females) diagnosed in the UK in 2035.

• Men aged 16-30 are by far the most in demand as stem cell donors, and are 3.5 times more likely than average to donate once they join a register – but worryingly, they make up only 15% of the register.

• The processes are simple and usually quick. There are so many myths that surround stem cell donation. It isn’t necessarily about being ‘brave’, as the process is so straightforward. To register as a donor, all you have to do is fill out a simple form and you will be sent a swab pack to provide a saliva sample. If you are a match for someone, you can donate your stem cells in two ways. Nearly 90% of people donate quickly and easily in a process similar to

1 www.blood.co.uk
2 Source: Anthony Nolan, 2016
giving blood, called peripheral blood stem cell collection. The other 10% donate through bone marrow, where they give cells from the bone marrow in their pelvis.

- It does not matter which register you join (NHSBT, DKMS, Antony Nolan) as all registers will be checked when a donor is required.

**Blood donation:**

- Most people can give blood if they are:
  - are fit and healthy
  - weigh between 7 stone 12 lbs and 25 stone, or 50kg and 160kg
  - are aged between 17 and 66 (or 70 if you have given blood before)

- Men can give blood every 12 weeks and women can give blood every 16 weeks.

- More donors from all blood groups and types are needed, especially people from black, Asian and minority ethnic communities – the NHS Blood and Transplant Service are aiming to find 40,000 black donors to provide much needed blood donations for black patients with sickle cell disease. They need life-saving blood from black donors, which provides the closest match to their own.

- Register today as a blood donor either online or by calling 0300 123 2323 and book an appointment to give blood and help someone in need today.

**Summary**

Everyone in the Royal Navy and Royal Marines is strongly encouraged to volunteer for this life saving activity. For those worried about time away from the workplace, be assured that your contribution has the full support of Command.

**Brief prepared by Surg Capt Marcus Evershed FRCGP RN; DACOS Med Pers Pol, marcus.evershed801@mod.gov.uk, Tel: 93832 5582.**

---

3 [www.blood.co.uk - Black, Asian and minority ethnic communities](http://www.blood.co.uk)
NAVAL CAREERS SERVICE (NCS)

Key Points:

• The NCS offers employment opportunities for WO’s and SR’s as Careers Advisers (CA) and JR’s as Assistant Careers Advisers (ACA).

• Positions are focused on recruiting, working in one of the 49 Nationwide Armed Forces Careers Offices (AFCO).

• It is open to both Regular Service leavers and Ex-Naval Regulars, serving on FTRS Limited Commitment terms of service.

• The NCS play a vital and respected role helping to nationally recruit the right number of suitably committed and capable young people to join the Naval Service (Royal Navy, Royal Marines, RM Band Service, Maritime Reserve Forces and RFA).

• They provide advice and counselling to candidates considering careers in the Royal Navy as well processing and nurturing candidates, through the selection process.

• The NCS also plays a key role, supporting public events and ambassadors for the Naval Service.
  • Benefits include
  • Good rates of pay
  • Accrue another pension
  • Learn new creditable skills
  • Opportunities for promotion (CA’s only)

• Eligibility
  • Under 52 (preferably 40 for JR’s).
  • Served at least 12 years (5 for JR’s) and held the substantive rank for a minimum of 2 years.
  • In an employable Medical Category.
  • A letter of recommendation from the Commanding Officer or employer for those who have left service.

• If you are passionate about the Naval Service and possess good people skills, why not put them to good use and consider a rewarding second career in the NCS.

• For further information - Call WO1 Paul Jones on 02392 628784.

Brief prepared by WO1 Paul Jones Navypcap-cmwffengwo@mod.gov.uk/ 023 92628784.
BRIEF 10 - MANDATED

SO WHAT DOES MY £0 PENSION CONTRIBUTION BUY ME?

Key Points:

• I don’t pay into my work-place pension so why do I need to worry about it?

  • Firstly, because it is your money and your future, you just don’t see the money other than through the annual Benefit Information Statement. This money starts working for you the day you join the Armed Forces.

  • Secondly, one day you will be older and wondering how you will cope once you leave the Service and/or stop working. This point of interest in pensions is, for the average adult, too late to affect any pension benefits due or generate a significantly larger income.

  • Thirdly, one day you will be relying on this income. Will it keep you in the lifestyle you have worked for?

  • Fourthly, this is over and above any State Pension you receive (State Pension is currently up to £8,300).

• So how much do I need to have in my pension pot?

  • Pensions are complicated, fact! And no one size fits all as each pension scheme or provider will use different calculation factors but as the Armed Forces Schemes are Defined Benefits (you are told what you will get) I would concentrate less on the size of the pot (this is used mainly for testing against pension tax) but what the pot provides you in income and lump sums. So, don’t get hung up on the size of the pot.

  • Recently published figures suggest that an individual would need to generate a pension of 2/3 of their working income equivalent to maintain them in their old age (pension age). On the national average earnings of £27,000 this would be a pension income of £18,000 per year, or £1,500 per month. With a full state pension of £691 per month an individual would need an additional £801 per month (£9,600 per year) to meet their target. A civilian private/work place pension pot of just over £300,000 would guarantee an income for life of £801 per month to a 65-year-old in good health.

  • An example of the AFPS 15 could be an individual joins at age 20 in 2016 and promotes every 5 years, LH in 2021, PO in 2026 and CPO in 2031; leaving in 2036.

  • On current pay rates this would generate a pension at State Pension Age of £13,171. If we assume the individual would have paid full National Insurance throughout their working life even after Service they would also have a full State Pension (plus £8,300 at today’s rate). So, not a bad income but let’s not forget a few other factors:

    • The CPO only worked for 20 years in the Armed Forces to generate this pension, so there is likely to be additional work-place pensions to add to the AFPS and State Pension.

    • In addition, the Armed Forces are the only pension schemes which have an Early Departure Payment (EDP) which is a lump sum and income stream once you reach the 20/40 point. In the case of the CPO above, on leaving at age 40 he would receive a lump sum of £29,636 and an income stream of £4,478 until State Pension Age when this increases to £13,171 as a pension.

    • Oh, and if you are hung up on pension pots, after only working 20 years using today’s values the pension pot that generated an EDP and a £13,171 pension (ie lump sum and income stream for life from age 40) was only £263,420 (ie less than that generating a £9,600 pension from a private annuity from age 65). Even before indexation increase values the EDP is worth £160,000, if the individual lives to 80 they will also draw over £158,000 in pension, total income of over £318,000 from a pot of money valued at £263,420).
• So why are private and work-place pension pots so expensive compared to the Armed Forces?

• Quite simply because financial companies don’t want to carry the risk, so demand significant pots of money to generate an income. Public Sector are paid by the Government. On the example of the individual who raised £300,000, by the time they were 80, based on drawing from age 65, they would have drawn £153,600; approx. half of their pot.

• Is there a benefit from paying into a pension early?

• Yes, pensions are a pot of money, savings, if you leave them for a life-time they will work for you as they grow in value year on year. Within the Armed Forces personnel generally join between the ages of 16 and 25 based on when they finish a level of education. To see the benefit of starting early we can use an example of an individual paying into a private pot; the individual starts working at 20 on £20,000, rising to £30,000 at age 30 and earning £40,000 from age 40 until retirement. They will work from 20 to age 65 and will generate a pot worth £500,000 (based on 5% indexation). Depending on when the individual starts paying into their pension they would need to invest:
  • Starting at age 20 – 11% of their monthly salary for 45 years.
  • Starting at age 30 – 16% of their monthly salary for 35 years.
  • Starting at age 40 – 26% of their monthly salary for 25 years.
  • Starting at age 50 – 57% of their monthly salary for 15 years.

• So is the AFPS 15 a good deal?

• Yes, it is not as lucrative as the AFPS 75 or AFPS 05 but those are legacy schemes and there are many things today which are not as generous compared to years gone by. The simple fact is that these pension schemes were unaffordable to the Government and the tax payer (which includes all of us). However, when compared against other Public Sector schemes of today, and any private scheme, the AFPS is exceptionally competitive. The AFPS 15 remains one of the best pension schemes in existence and was listed as No.2 workplace pension scheme in the UK in a recent Moneywise article.

• For those on AFPS 15 how much you put into your pension pot annually can be worked out by taking your basic pay (core pay, trade supplement and X-Factor), make sure you include any Acting Higher Rank or Substitution Pay paid that year, divide this sum by 47 and multiply by 16 (e.g Supp 3 IL4 CPO £42,915/47 x 16= £14,609.36; this is in addition to basic pay, allowances and any additional subsidies provided due to Service in the Armed Forces).

• And, don’t forget, on top of your AFPS you will also receive the State Pension and also any other workplace or private pensions you have paid into. In addition, there are other financial options to make your money work for you, private pensions, stocks and shares, ISAs, savings bonds etc, personnel are advised to seek independent financial advice when considering financial matters.

Brief prepared by Lt Cdr Scott Bell RN; NPS PPA3 / NAVY NPS-PPA 3 SO2 / 9621 83455.
BRIEF 11 - MANDATED
ROYAL NAVY AND ROYAL MARINES HONOURS AWARDS REWARD AND RECOGNITION PORTAL

Key Points:

• The Royal Navy and Royal Marines Honours, Awards, Reward and Recognition Portal is currently under testing and has a current go live date of 15 October 18.

• Rewards and recognition within the Naval Service are to highlight the performance of individuals and/or teams for their efforts, whilst also increasing motivation, morale and team cohesion.

• Recognition is a key management tool. It acknowledges the efforts of those who perform consistently at a level above that expected, or go above and beyond when necessary, inspiring and encouraging others to do the same.

• It has been recognised that there is a need for a one stop shop for all matters relating to Honours, Awards, Reward and Recognition in the Naval Service to enable more effective management of the process.

• As a result, over the past 6 months the Honours and Awards team within the Naval Secretary’s office have been working on a portal that will enable the management team to effectively recognise and reward the achievements of those within their areas.

• Currently the regulations for Honours and Awards, and information on Reward and Recognition are found in a number of places so it can often be difficult to find what you are looking for, this portal brings all those pieces of information into one central repository.

• The aim of the portal is to provide an oversight of what is available in the Naval Service to its Regular and Reserve personnel.

• The portal should answer any questions you have, but if you need more information:

  • For queries relating to Honours and Awards, you should contact Howard Hale on 93832 8901 or 02392 628901.

  • For queries relating to Reward and Recognition, you should contact WO1 Pat McCafferty 93832 5527 or 02392 625527.

  • Direction to Honours and Awards for the Civil Service under Navy TLB can be found linked within the portal.

• The portal can be found under the Navy A-Z on DefNet and has a go live date of 15 October 2018.

Brief prepared by LWtr Chris Ihme; Naval Secretary’s Leading Writer/93832 5538.
BRIEF 12 - MANDATED

NAAFI – OPTIMISING SUPPORT TO DEPLOYED PLATFORMS

Key Points:

• References:
  • BRd2 Queen’s Regulations for the Royal Navy Chapter 80.
  • BRd 9600 Ship’s General Orders Chapter 10.

• All beer and wine embarked for sale to Junior Ratings in HM Ships is to be purchased from NAAFI.

• All beer, wines, spirits and minerals embarked by senior ratings’ messes is to be purchased from NAAFI.

• In small ships, and submarines, where there is no NAAFI canteen, Senior Ratings are to draw spirits on repayment from the Wardroom.

• Background. The cost and availability of beer, wines and spirits supplied through NAAFI to deployed platforms has been occasionally reported as significantly greater than commensurate items that might be locally purchased and that some commodities could not be supplied due to limited availability thereby restricting choice onboard.

• In supporting our deployed platforms and meeting the requirements of the references, NAAFI has established a global network of suppliers that should satisfy the demand for beers, wines and spirits:

• Important caveat. Although NAAFI can satisfy demands, a practical and pragmatic approach should be adopted when considering the availability of major UK brands abroad as overseas chandlers will routinely offer only a limited range of imported UK brands at higher prices or local alternatives. Lesser known UK brands and the full range of flavours are generally unavailable outside the UK.

• Planning the replenishment of Mess and bulk stock holdings should be as much a part of the deployment logistics planning process as it is for all classes of supply, other commodities (including foreign currencies) and the movement of personnel, mail and cargo. Where NAAFI Canteen Managers are embarked, they must be fully integrated into the logistics planning process from the outset.

• Port Guides should be consulted to determine locations where cost and availability have been reported as acceptable or not. Where information is not available in Port Guides then liaison with Port Agents and the NAAFI Operations Manager is recommended to aid planning for effective replenishment.

• It is however noted that despite the best efforts of NAAFI to secure availability at the best prices; local wholesalers may, on occasion, offer more attractive offers for direct purchases – this is an acknowledged risk associated with any commercial venture. It is therefore the intent of early planning to identify where this may be an issue and avoid this situation.

• Platforms should not be ‘going out of their way’ to seek cheaper suppliers to undercut NAAFI or to substantiate a request for exceptional dispensation to procure from alternative suppliers.

• A more holistic approach should be taken to understanding comparative regional costs and planning accordingly as understanding the constraints and limitations under which NAAFI operates overseas is as much a part of building the Recognised Maritime Logistics Picture as it is for all other classes of supply.

• Where costs for NAAFI supplied stock do appear to be genuinely ‘unreasonable’ compared to the ‘regional norm’ then early referral to NAAFI and the Fleet Logistics Officer’s team for examination should be considered along with replenishment through NAAFI at alternate locations.

• Immediate feedback of concerns and/or issues to the NAAFI Operations Manager (Richard. Keyte100@mod.gov.uk), the Fleet Logistics Officer (marc.evans132@mod.gov.uk) and then subsequently through the Port Guides is encouraged to aid the reporting platform ahead of its own future port visits, other deployed/deploying platforms and NAAFI in their negotiations with suppliers.

Brief prepared by Cdr Marc Evans RN, Fleet Logistics Officer 9380 7426.
BRIEF 13 - MANDATED

NAVAL SERVICE HEALTH AND WELLBEING – CURRENT ASPIRATIONS

Key Points:

- **SERVICE GOAL:** “TO DEMONSTRABLY IMPROVE THE HEALTH AND WELLBEING OF OUR PEOPLE” (NAVSEC – RAdm Bath; First Day Message; June 2018)

- Improving the health behaviours of personnel will positively impact upon physical and mental health, as well as the morale and effectiveness of the Naval Service.

- Inactivity, poor diet, high alcohol consumption and smoking habit adversely impact on health and wellbeing.

- Supporting personnel who choose to engage in Defence healthy lifestyle behaviour change programmes, such as the DOfit, will increase retention and support “Manpower Growth”.

- **Leaders at all levels** should create a positive and supportive environment that encourages personnel to take responsibility for their health and wellbeing.

  - Positive health behaviours include physical activity, balanced diet, moderate alcohol intake and smoking cessation. These will improve physical and mental health, and improve OC.

  - In contrast, inactivity and poor diet leading to excess body fat, high alcohol consumption and smoking habit adversely impact on health and wellbeing, increase the risk of musculoskeletal injury and medical downgrading, worsening manning pressures and hindering the retention of skilled and experienced Service Personnel (SP). This reduces and hinders OC.

- Improving health behaviours and addressing weight management issues would positively contribute to the morale and effectiveness of the workforce, as well as providing a timely and cost efficient contribution to “Manpower Growth” in the Naval Service (NS).

- The revised Armed Forces Weight Management Policy was published as 2017DIN01-179 in Nov 2017 with the specific aim of promoting the health and wellbeing of personnel.

- There are two key delivery components to the policy:

  - Public Health workforce training for Physical Development staff and health professionals to support SP in best practice ‘healthy lifestyle behaviour change’ (e.g. the Defence Health and Wellbeing Advisor (DHWA) course); and,

  - An approach to identifying, assessing and managing personnel ‘at risk’ of overweight or obesity-related poor health, in accordance with National Institute for Care and Health Excellence (NICE) Clinical Guideline 189 (e.g. the “DOfit” programme).

- The NS, and wider-Defence, is developing a network of DHWA-trained Physical Training Instructors (PTIs), Exercise Rehabilitation Instructors (ERIs), nurses, Medical Assistants (MAs) and Physiotherapists to provide a multidisciplinary team approach to health behaviour change.

- In time, DHWA-trained subject-matter experts will work collaboratively between the Gym, Medical Centre, Primary Care Rehabilitation Facility, and Regional Rehabilitation Unit, to deliver person-centred lifestyle, physical training and/ or rehabilitation support to SP.

- The DOfit is a DHWA-led ‘health and wellbeing’ training package that incorporates NICE best practice, supporting SP in addressing poor health behaviours and improving physical fitness.

- It is the intention that each NS region will deliver at least one DOfit course per term.

Brief prepared by Dr Jo Fallowfield, Head of Applied Physiology, Institute of Naval Medicine, Joanne.Fallowfield258@mod.gov.uk, 9380 68067.
BRIEF 14
UPDATES ON PARENTING SUPPORT AND OTHER NETWORKS

Key Points:

• Re-naming RN Maternity Cells and services.
• Update on Naval Service Parents Network (NSPN)
• Update for the pilot for Service Parents Coaching Network (SPCN)

Re-naming of Maternity Cells

• In order to have a more appropriate and inclusive title which reflects the services and support that is provided to our service parents, Maternity Cells have now been retitled Parenting Support and Information Teams (PS & IT). This will ensure that all service parents have access to support and information regarding associated leave (Maternity, Shared Parental and Adoption leave), and can be provided with the relevant resources and if necessary be sign-posted to further appropriate support for their needs.

Naval Service Parents Network (NSPN)

• Developed to provide support to all Naval Service Parents both at home and whilst deployed
• “The aim of the Naval Service Parents’ Network is to provide Naval parents, both deployed and in the UK, with a support network for advice, views and information on family issues”
• The Naval Service Parents’ Network (NSPN) is a professional network for parents in the Naval Service, established to improve retention, encourage and enable individuals to achieve their potential and provide an opportunity to gather feedback to make a positive contribution to shape future personnel policy. Membership is open to all mothers and fathers serving in the Royal Navy, Royal Marines, Maritime Reserve and Royal Fleet Auxiliary. The network aims to deliver benefits to the whole of the Naval Service and as a resource for all line managers, career managers and policy staff.
• If you would like further information please contact us and we will endeavour to answer any queries or concerns. We do have a Facebook site where serving parents can ask questions and share information with each other. It is an official RN site which is moderated.

Introduction of the Service Parents Coaching Network (SPCN)

• A pilot scheme for the Service Parents Coaching Network (SPCN) will be introduced to the Naval Service in Autumn 2018. The network aims to offer coaching to service parents who have returned to work from “parenting leave” (Maternity, SPL or Adoption leave), and is ideally suited for those who have returned to work within 9 – 12 months. It is envisaged that the network will help the service parent feel valued, empowered and be confident to overcome any challenges presented to them. This in turn will encourage retention and will also help to reduce the burden on Divisional Officers and Line Managers.
• The Service Parent will be able to access the network directly without having to seek approval from their Line Manager or Divisional Officer. The Naval Service as a whole will benefit from the provision of this network as it will provide a team of dedicated volunteer coaches who will ensure that service parents have a single point of contact and provide additional support during what can be considered as a key decision point in their careers. The coaches are all appropriately trained, accredited, managed and therefore will be credible in providing the right level of support and guidance at the right time.
• SPCN has a website on Defence Intranet. Further Information about the launch of SPCN will be promulgated through RNTMs and future PSB’s
• Any Service Parent who requiring information about any parenting support be it PS & IT, NSPN or SPCN should contact WO1 Rosie Dodd (Rosemary.Dodd658@mod.gov.uk)

Brief prepared by WO1 Rosie Dodd; RN Parenting Support and Information Team/ Rosemary.Dodd658@mod.gov.uk / 9380 23711.
My SCIO – EASY TO READ JPA PERSONAL DATA, ACCESS TO THE JOBS LIST AND PROMOTION BOARD PERFORMANCE

Key Points:

- **My SCIO** – An easy to read application of personnel information available to all members of the Naval Service.

- **Access to My SCIO** is via the HRA Portal - http://web.apps.royalnavy.r.mil.uk/hra

- **Gives Ratings information on Planned and Published Promotions and Extensions Boards.** Officers’ Boards will be available from November 2018.

- JPA is not necessarily the most straightforward way for NS personnel to review their own personal data and in particular the things that are important to them in career terms. My SCIO has been developed as a simple way of enabling people to see such information on a single page.

- The data on My SCIO page shows amongst other things, current annual salary (and average salary in next rank), recent OPG scores and recommendations, eligibility for promotion or performance at the most recent board, and whether or not key attributes such as RNFT or SC/DV are in date. In addition, there is access to the Jobs List which shows roles which are available in the current and higher rank and enables the individual to highlight positions which they would like to their Career Manager to be aware of; both good and bad. It also provides shortcuts to the My Offer and the Pension Calculator websites.

- The **My Info link** provides a one stop shop for all relevant items held within JPA; these include personal info, contact type, current assignment with the FKSEs the position attracts (Officers only) and preference details.

- For avoidance of doubt the **My SCIO page** is unique to the individual - it is their JPA data they view, no-one else’s. Where individuals have concern over the accuracy of the My SCIO page they are directed on it to their DO or HR line management to discuss. The information within My SCIO reflects JPA data which is no more than 48 hours old.

- **SP** will be able to check whether they are going to be presented to the upcoming Promotion and Extensions Board. They will either have a status of Eligible for Board Automatic in which case they will be presented or Not Eligible for board Automatic in which case it will state in the comments what requirement they are failing on.

- **Boards** should be checked by the SP around 3 months prior to the board commencing and if the SP believes their status to be incorrect i.e Not Eligible for board Automatic they should in the first instance contact their Divisional Officer and/or Unit Personnel Office.

- Ratings’ **Published Boards** will be published the week after the Promotions Board has sat, normally at 1200 on the Monday. SP are then able to see if they were selected for promotion, selected as a reserve or not selected in which case they will be able to see the position they came on the board in terms of top, middle or bottom third.

- The ability to self-manage an individual’s career is pivotal in allowing the individual to feel valued. The My SCIO application allows all NS Personnel the facility to effectively manage their own careers in one central location without the need to use multiple dashboards and applications.

**Brief prepared by Lt Rab Burns RN; Human Resource Analytics SO3/ SCIO Project Manager / richard.burns114@mod.gov.uk / 93832 8767.**
BRIEF 16
FORCES PENSION SOCIETY

Key Points:

• Pension News
• Pay Rise
• Death in Service – The Charlotte Hughes Case

• Into the new term soon and that back to school feeling coupled with the cool feel of the air reminds me that dark nights, hearty casseroles and open fires will soon be back. I love the autumn particularly as my birthday crops up soon.

• At the beginning of the summer I had a very successful trip briefing the Royal Marines in the South West, with a significant number joining the Forces Pension Society subsequently. We have given more pension briefs this year than ever before to the Royal Navy & Royal Marines but we would still like to deliver more as we strongly believe that every service person should understand how their Armed Forces Pension Schemes will benefit them.

Pension News

• Pay Rise - The 2018 Report of the Armed Forces’ Pay Review Body (AFPRB) was published on 24 July. The AFPRB’s headline recommendation was for a 2.9% increase in pay for all up to 1-star level.
• The Government has considered the AFPRB’s Report and decided to implement the following:
  
  • A 2% increase in all rates of pensionable pay (consolidated pay), backdated to 1 April 2018 and payable alongside September 2018 salaries (i.e. in bank accounts at the end of September 2018).
  
  • A lump sum bonus element equivalent to 0.9%, payable later in the financial year (details to be confirmed in due course).
  
• The Charlotte Hughes Case - This has been one of our main focuses of campaigning for some time. Very simply, Charlotte was denied the lump sum death benefit payment following the death of her husband, Sgt Hughes, because he had some years earlier when he was single, filled in the form in respect of someone else and had not changed the form even though he had changed his will. In response to our campaigning the Ministry of Defence have now closed the stable door after the horse has bolted, and have proposed a change of the rules so that when there is a marriage the earlier nomination will be cancelled and the nomination will automatically change to the wife (or husband). All of which is helpful as far as it goes, but the Society continues to press for dealing with such cases more sensibly. We also believe that this proposed change in the rules makes it even more unfair that Charlotte was treated as she was; we have spoken with Charlotte’s MP and will be raising the case with the Veterans Minister.
  
• These and many other issues can be brought to life in an informative and concise presentation wherever you are based. If you want to know more about your pension then go and pester your nearest admin bod or if you would like to book one, please contact Roadshow Manager Kate Goodchild at kateg@forpen.co.uk or 07725 555012.

Brief prepared by Kate Goodchild – Roadshow Manager kateg@forpen.co.uk 07725 555012.
BRIEF 17
PROMOTIONS AND APPRAISALS

Key Points:

• Data in JPA must be accurate and up to date to support the promotions process.

• My SCIO enables individuals to see JPA data easily and gives promotions info.

• Appraisal common weak areas remain lack of Page 1 info, lack of evidence and no MPAR.

• The Proms Sections can only present those personnel who are eligible according to the data in JPA to promotion boards. However, JPA is not necessarily the most straightforward way for personnel to review their own personal data and in particular the things that are important to them in career terms. My SCIO has been developed as a simple way of enabling people to see such information on a single page.

• The Proms application in SCIO allows the Proms Sections to: set up boards - including the automatic identification of candidates using rules based on the eligibility criteria in BR3, conduct boards - displaying relevant candidate information to board members and facilitate post board communications and actions. The Proms Sections are not responsible for the accuracy of an individual’s data in JPA and both OBIEE and SCIO rely on JPA so, it is essential that individuals, ROs, LMs, DOs/Tp Cdrs and the Chain of Command ensure that the data in JPA is correct; remember - if it’s not in JPA it doesn’t exist and a candidate missing required eligibility criteria (set out in BR3) will be deemed not entitled for presentation to a Board.

• The Promotions tab in My SCIO currently gives Ratings and RMOR information on planned and published promotions and career extension Boards. Officers’ Promotion and Commission Transfer Boards will be available from Nov 18. Individuals can check whether they are going to be presented to the upcoming promotion and career extensions Board. They will either have a status of Eligible for Board Automatic in which case they will be presented or Not Eligible for board Automatic in which case it will state in the comments what requirement they are failing on. Boards should be checked by the individual candidates around 3 months prior to the board commencing and if the individual believes their status to be incorrect i.e Not Eligible for board Automatic they should in the first instance contact their Divisional Officer and/or Unit Personnel Office who can follow this up with Career Managers and Proms.

• The results of Ratings and RMOR boards will be published the week after the Promotions Board has sat, normally at 1200 on the Monday. Individuals are then able to see if they were selected for promotion, selected as a reserve or not selected in which case they will be able to see the position they came on the board in terms of top, middle or bottom third.

• Selection boards are only allowed to use the evidence in OJARs and SJARs to make their decisions. The Board needs to see reports that contain; a comprehensive page 1, evidence of consistent achievement against demanding objectives and real evidence of Merit; including demonstration of intent, additional capacity, thinking above peer group, developing subordinates and flair for command (applicable to all leadership positions), with recommendations that are fully supported in the text. Conducting an MPAR is not an option – it is mandatory. MPAR date is to be recorded on the O/SJAR in JPA.

Brief prepared by Capt Bob Brown OBE RN; DACOS Proms / robert.brown431@mod.gov.uk / 938027424.
THE REBALANCING LIVES FUND – GRANT APPLICATIONS

Key Points:

• The Rebalancing Lives (RBL) Fund (Public Money) aims to help improve the work/life balance of RN/RM personnel by providing financial assistance to projects that deliver RBL benefit in order to combat disruption, uncertainty, drudgery & boredom, wasteful working and an unreasonable pace or weight of work.

• The RBL fund has an annual budget of 200K.

• The fund is controlled and managed by NAVY PERS-PFCS AFC SO2 (9380 28027).

• The fund can be used to assist with small one-off projects or equipment to help improve working conditions, ways of working and improve morale for RN/RM personnel and Reserves.

• Funds are allocated to 2 distinct areas:
  
  • RBL initiatives such as better equipment or facilities that would not normally be funded by other means.

  • Command, Leadership and Management (CLM) initiatives and events.

• Funding may be allocated to appropriate and worthy projects which have been assessed and satisfy one or more of the following criteria:

  • Linked to an initiative to improve work/life balance by saving work time, which thereafter is available to be used constructively as recreation or down time.

  • Must not be a past failed contender for non-public funds unless due to the size of claim.

  • Should not be for initial infrastructure, which is clearly for others to provide, such as, through contract provision.

  • Must benefit a reasonable number of people unless the measure alleviates a specific pinch point of imbalance.

  • Must identify (although not necessarily cover) through life costs.

  • Must fulfil the normal public money criteria.

• Whilst funds are allocated on a first request basis, all allocations are scrutinised to ensure that the budget is being spent equitably across the whole of the Naval Service (NS) to ensure as many Service personnel and units, including Reserves as possible benefit.

• All applications must be endorsed by the CO/XO of Ships, establishments and Units prior to being submitted for consideration/approval.

• Additional funding may be available through the RNRMC.

• For further information and an application form go to: http://defenceintrananet.diif.r.mil.uk/Organisations/Orgs/Navy/Organisations/Orgs/ACNS(Pers)NavSec/CNPers/Pages/RebalancingLives.aspx

Brief prepared by Lt Cdr Charles Stewart; NAVY PERS-PFCS AFC SO2 / 9380 28027.
Have fun with your family...
Share a book and scrapbook together

Doing Reading Force gets everyone involved and brings your family closer, whether at home together or apart because of deployment, training or distance.
You don’t have to be in the same place to share the same story.

“ I enjoyed being able to share a book with my family even though I wasn’t at home. It really made me feel included. ”

“ I loved doing Reading Force with all my family because it brought everyone together! ”

Claim your free book
Send us the voucher inside your scrapbook and we’ll send your family a good read to get you started.

www.readingforce.org.uk
FREE BOOK TO HELP CHILDREN COPE WITH DEPLOYMENT

Key Points:

• Zoe and the Time Rabbit is a delightful children’s book aimed at helping Naval families cope with the long experiences they experience.

• This book is available free to our families – email giving name and address to book@rnrmchildrensfund.org.uk

• The Royal Navy & Royal Marines Children’s Fund have produced a book, Zoe and the Time Rabbit, aimed at helping Naval families cope with the long separations they experience. Typically there are around 56,000 men and women deployed in the Armed Forces, 15 thousand of whom are Naval Personnel, potentially leaving behind their children temporarily without at least one parent. As deployments usually last between three and nine months, these absences can have a profound emotional impact.

• Our new campaign is all about helping those children cope with long parental absences. This is particularly important because children perceive time as moving more slowly than adults making any absence feel much longer for a child than for an adult. Registered Psychologist Dr. Carolyne Keenan, who helped develop the book, explains: ‘Early research by Piaget indicates that children perceive time to be longer when they are engaged in more difficult tasks. So if a child is finding the absence of a parent difficult they may perceive time to be longer than it is.’ The Children’s Fund have dubbed the idea that time seems to move more slowly for children “The Kid Years Effect”

• This is why we commissioned Zoe and the Time Rabbit – an original work of children’s literature written and illustrated for the Children’s Fund by Sarah McMenemy. The story follows Zoe and her emotions when her father has to go away and the help she gets from a magical time rabbit. The book is intended to help any family where a parental figure might be away for an extended period – enabling them to have those conversations with their child about how they are feeling and coping. We are giving this book away FREE to our families. Please send an email to book@rnrmchildrensfund.org.uk with name and address and one will be posted.

• The Royal Navy & Royal Marines Children’s Fund is the only charity dedicated to supporting children in times of crisis whose parents serve, or have served, in the Naval Service. The Children’s Fund provides support including childcare (in times of crisis/illness), special needs education, days out and in-home support in times of crisis. In the last year alone the Children’s Fund has supported over 1800 children. For more information visit www.rnrmchildrensfund.org.uk or call 02392 639534 to speak to a Caseworker.

Brief prepared by Clare Scherer, Director, The Royal Navy & Royal Marines Children’s Fund 023 9263 9536 director@rnrmchildrensfund.org.uk.
Key Points:

- Royal Navy Royal Marines Welfare (RNRMW) play a vital role in ensuring operational capability, especially important during deployment.

- An Initial Planning Meeting should be arranged to ensure full support from RNRMW is recognised.

- Informative publications for Service Personnel and their Families.


- RNRMW prioritises support to deploying and deployed units. Key to this is building relationships with units prior to deployment through a combination of proactive services, such as briefings and information exchange.

- To ensure the unit is fully up to date with service provision it is essential that an Initial Planning Meeting (IPM) is held preferably 3 months prior to day of deployment to ensure certain mandatory requirements, such as the Ship’s company Pre-deployment Brief, are arranged. Further details of RNRMW support and mandatory requirements can be found in BR 9600 Chapter 0722.

- Information tailored around deployment is available for both Service Personnel and their families. There is no longer the requirement for Units to edit such items themselves as both the FLEET EXEC and RNRMW carry this out to ensure up to date and relevant information is available to all.

- Deployment Guidance Booklet (was Deployment Passport) provides guidance to Service Personnel on important personal matters/planning prior to deployment. This can be ordered via Navy Graphics. Unit crests can be requested if required. RNRMW will also hold a small stock of these as a discussion point at the IPM. To order email: “NAVY WARFARE-NPGO PRINT MAILBOX (MULTIUSER)” NAVYWARFARE-NPGOPRINTMAILBOX@mod.gov.uk quoting: navygraphics 18/523.

- Deployment Information Pack (DIP) is readily available from RNRMW. This can be requested by individuals and will be placed directly in the post to the family member. A covering letter from the CO can also be placed within this pack. Packs can be requested direct via NAVY NPS-PEOPLE SPT RNRMW INFO or in person at the Pre-deployment Brief or local RNRMW office.

- The Royal Navy Website provides a central point for information relevant to the Naval Service and its wider community. Within this is the RN Forum which is a secure environment for units to share sensitive information with their families away from external platforms such as Facebook and Twitter. RNRMW moderate this area 365 days per year to ensure OPSEC/PERSEC and to provide support and guidance to any members as and when required. Each Unit has their own bespoke area which families can subscribe to with notifications send directly to their registered email account.

- RNRMW also create and help to administer/moderate official Facebook groups for deploying Units. These work alongside the RN Forum as an information tool to Family and Friends. These closed groups also provide a great communication tool for families, receiving support from other members of the Units extended community.

Brief prepared by Jo Gower; NPS PS-RNRMW NICC / navynps-peoplespstrnmwnicc@mod.gov.uk / 93832 5504.
BRIEF 21
DAME AGNES WESTON’S ROYAL CHARITY FOR THE NAVAL SERVICE

Key Points:

- **Provision of Pastoral Support to serving members of the Royal Navy and Royal Marines and their families.**

- **Provision of STORYBOOK WAVES to support serving families who are separated.**

- **Provision of practical activities.**

- “Dame Agnes Weston’s Royal Charity for the Naval Service” (or “Aggie Weston’s”) is one of the oldest naval charities and has been serving members of the naval service and their families since 1876.

- Aggie’s PASTORAL WORKERS are based in and around Royal Navy and Royal Marine establishments across the UK. They can be found in HMS Nelson, HMS Sultan, HMS Collingwood, HMS Drake, RNAS Culdrose, RNAS Yeovilton, RM Bickleigh, RM Stonehouse RM Poole, RM Condor (Arbroath), CTCRM Lympstone, MOD Caledonia Roysth and in the SFA communities at Rowner, Widewell and in Helensburgh.

- Pastoral Workers generally work in close collaboration with the Naval Chaplaincy Service. Their primary role is to provide ‘pastoral support’, so they are there to listen to you when you need to talk, and to offer encouragement, comfort and support. They will also have knowledge of where specialist advice is should you need. There are many places to seek advice and it can be confusing, but a Pastoral Worker will be very happy to point you in the right direction.

- Aggie’s Pastoral Workers provide a range of PRACTICAL ACTIVITIES for sailors, marines and their families, both in and around UK establishments. They run coffee bar facilities in many places, and often hold events such as bacon butty mornings or pool tournaments. On the SFA estates they will run social gatherings such as coffee mornings, craft sessions or toddler ‘stay and play’ events.

- Aggie’s STORYBOOK WAVES is a free service that enables serving personnel to record a bedtime story for their child to listen to whilst they are separated. The service is available through recording centres across the UK and is FREE to everyone serving in the Royal Navy and Royal Marines both regular and reserve.

- Aggie’s Storybook Waves provides recording kits that are ‘deployable’ and can be sent to deploying ships and units. For more information on this please contact the project manager on StoryBookWaves@Aggies.org.uk.

- Aggie’s offer a “Welcome to Scotland” package for personnel who have been assigned to Faslane. This includes two nights in a local guest house for the serving person and his/her family. A Pastoral Worker will help the family to become acquainted with the area (looking at schools, Service Family Accommodation, facilities etc) so that they can make the decision over whether to relocate or not.

- Full information on Aggie Weston’s is available at www.aggies.org.uk

*Brief prepared by Kathryn Hearn, Project Manager for Aggie Westons, StoryBookWaves@aggies.org.uk; 023 9265 505.*
AFCAS FACTS 2018
Facts from the 2018 Armed Forces Continuous Attitude Survey about life in RN/RM

SATISFACTION WITH PAY & BENEFITS
- My basic pay
- Pay and benefits fair for work I do
- Better than industry offer

SATISFACTION WITH CAREER
- My promotion opportunities
- Involvement in decisions affecting my career

SATISFACTION WITH TRAINING/PERSONAL DEVELOPMENT
- Opportunities for personal development
- Opportunities for professional development
- Opportunities to gain civilian accreditation
- Doing the job I was trained for

RESPONSE RATES FOR 2018 SURVEY
- RN 35%
- RM 44%
- NS 38%

What to expect in future?
- We will be compiling a you say/we did graphic to better illustrate what the Naval Service is doing to have a positive impact on the issues raised by your responses to AFCAS.
- Focussed at the DACOS/OF5 level – would your team/work area like a presentation on the key findings? Understand what the data means and how it can be interpreted for a specific Fighting Arm or branch. See contact details below.

Points of contact in Naval People Strategy
- Head of Research
  Joann Robertson
  Joann.Robertson156@mod.gov.uk
- Senior Occupational Psychologist
  Nicki Jarrett
  Nicola.Jarrett100@mod.gov.uk
- Business Analyst
  Amy Horne
  AmyHorne219@mod.gov.uk
- This is just a snapshot - interested in other aspects of the report then please email our group mailbox: NAVYNPS-RSCHMAILBOX@mod.gov.uk

NAVYGRAPHICS 18/0865
BRIEF 22 - MANDATED
NAVY SPORT
Key Points:

• NAVYfit Festivals 2018 – 4 successful Regional Festivals - East, West, North and Fleet Air Arm.

• Grassroots Sport – Overall healthy with continued emphasis on moving forward and increasing participation across all sports.

• Inter Service Sport – RN continues to punch above its weight with some excellent results in 2018.

• Sports Awards – Strong candidates for this year’s RN awards and potential for UKAF honours.

• NAVYfit - 4 Regional NAVYfit Festivals took place over the period May to August 2018 hosted by HMNB CLYDE (North), HMS DRAKE (West), HMS COLLINGWOOD (East) and HMS HERON (FAA). All were very well organised and run by the respective PT departments and supported by RN Sports Associations and other linked organisations. Attendance by a mix of civilian and service personnel varied by region but averaged over 300. Interactive stances and integral competitions were key to success with weather (very good this year) playing a major part in encouraging attendance. Currently garnering feedback and starting the planning for next year’s programme. Details will be published by DIN early in 2019 so come along and see what sport and activities are available to you!

• Grassroots Sport - The good news is that in 2018 the RN has continued to see a resurgence in grass roots sport across a wide range of the 39 sports available to RN personnel. This has been due to the considerable hard work by the PTs, the coaches and volunteers of the RN Sports Associations and of course the players. While in a good position generally the pressure is on to stimulate grassroots participation across all the sports. To get active and involved see your PTI; checkout the NAVYfit portal and social media or contact Sports Admin Rebecca Mahmud on 9380 28033/ email Rebecca.Mahmud563@mod.gov.uk. Make playing sport a key part of your work life balance.

• Inter Service Sport – 2018 has seen another good year for Navy Sport. Epic wins in boxing and basketball are accompanied by equally laudable success in telemark skiing, cresta tobogganing, paragliding, sailing and fencing at team and individual level. There are sure to be more so keep an eye on NAVYfit media and the Navy News.

• 2018 Sports Awards – Dedicated and awe inspiring the individuals and teams deserve this recognition and appreciation. We are expecting a good crop of nominations again and there are already some very strong candidates for this year’s award ceremony taking place at HMS NELSON on 16 Nov. While recognition at RN level is highly prestigious in its own right, some of the RN winners will be in the hunt for United Kingdom Armed Forces sporting honours which will be announced in early 2019. Keep an eye on NAVYfit media and Navy News.

Brief prepared by Mr Jon Glass; NAVY NPS-PEOPLE SPT SPORT SO2 / SO2 Navy Sport / Jon.Glass106@mod.gov.uk / 9380 29063.
Selfless personal commitment is the foundation of naval service and enables us to demonstrate a sense of authority and purpose. We must be prepared to serve whenever and wherever we are required, and to do our very best at all times. This means that we accept that we will be expected to put the needs of the mission, and our team, ahead of our own interests.
BRIEF 23
PROJECT GUNWHARF

Key Points:

• Shore employment opportunities for all General Service Junior Ratings (JRs).
• Divisional Care, responsibility to the employing Officers/Senior Ratings.
• Provide clear Branch/Specialisation employment pathways that provide meaningful, rewarding and beneficial shore employment opportunities.
• Interim Operational Capability Apr 2018 at PORFLOT/DEVFLOT.
• Full Operational Capability Apr 2019 at PORFLOT/DEVFLOT.

• The current JR waterfront manning model is being redesigned to meet the aspirations of our sailors and provide meaningful employment that support frontline activity.

• Project Gunwharf seeks to address:
  • Under-employment, by introducing more meaningful options.
  • The delivery of specific employment related training.
  • Improve the ability to plan lives and the development of long term career plans.
  • Improve Divisional Care.

• A refreshed shore side Operating Model under the name GUNWHARF will be implemented before Apr 19. Designed to balance the operational need of the Service with a revised approach to the nature and management of General Service JRs employment ashore. Designed to move away from the current waterfront Geographic Squad Pools, this new approach will assign JRs to shore employment across the Naval Service for a specified length of time. Military Judgement Panel activity has identified assignment opportunities that have significance and purpose, leading to professional satisfaction and to make a positive contribution to the Royal Navy.

• These revisions will not affect the current Waterfront Recovery Cells (part of the current Personnel Support Groups), who will continue to focus on the recovery of those individuals who are unable to work, or whose recovery pathway places significant constraints on the nature and location of their work.

• All JRs will be career managed into a role by placing them in trade specific jobs. Gunwharf assignments will enhance Command Leadership and Management and promotion prospects. Individuals will be able to maintain their promotion prospects whilst in shore employment or in a reduced medical category.

• Recognising the importance of developing cadres of experienced ratings able to deliver in the next higher rate is important.

Brief prepared by WO1 Doc Holloway; Navy PCAP-CM OR WAR SURF WO1 / 93832 8746.
Our Mission
Speaking up for Naval Service families

Active
We ensure that our Naval Service families have their views heard by those in positions of power.

Trusted
Our services are confidential. We work to build and maintain the trust of everyone we work with and support.

Empowering
We provide advocacy support when appropriate, and offer signposting and guidance to help find the best route to resolve an issue.
BRIEF 24

SHIPMATES AND OPPOS PROGRAMME

Key Points:

- The Royal Navy’s support programme for personnel leaving the RN, RM & RFA.
- It’s a signposting service, managed entirely by ex-Navy/RM and provides a sympathetic low-hassle point-of-contact fluent in ‘jackspeak’. Helping sailors through the maze of help after discharge.
- Unique for Naval Service Leavers is the annual ‘wellbeing’ check which involves either an e-mail or phone call and simply asks how they are and if we can assist. This contact is always well received and quite often produces a resolution to a minor issue instantly, just by chatting.
- It’s free, independent of the MoD, run by the Royal Naval Association and funded by Greenwich Hospital.
- The idea is that a little help early on should help prevent bigger problems developing that take longer and more money to fix.
- Leavers can register at any time on the website www.shipmatesandoppos.co.uk (Service Leavers can opt out at any time, there is no pressure)
- Over 2,000 leavers have registered since March 2016 and over 500 have been called or emailed since April 2017.

Background

- What’s on offer? The programme administrators can direct you in a variety of areas where help may be needed, including:
  - If you need help beyond the Career Transition Partnership, we can assist with 1-2-1, confidence building and help in creating a desirable CV that demonstrates your transferrable skills. A number of people have taken up this offer leading to success at interview.
  - Assisting you to find regional authority contacts, Service Associations, charities and useful organisations including the Veterans Welfare Service, the Royal British Legion, SSAFA and the Forces Pension Society.
  - If you are struggling financially we can direct you to Naval charities that can help.
    - White Ensign Association can give direct advice on managing your money and jobs.
    - Royal Navy Benevolent Trust provides help for Ratings and former ratings.
    - Royal Navy Officers’ Charity provides help for Officers and retired Officers.
    - Royal Marines Charity provides help for serving and ex Royal Marines.
    - Women’s Royal Naval Service Benevolent Trust for females who joined the WRNS.
    - Royal Fleet Auxiliary Association.
    - Sailors Advice and Information Line (SAIL) – 0800 160 1842 or advice@sailine.org.uk
    - Straightforward advice on where to go with a pension question. General veteran information such as retirement options, respite, discounts exclusive to the ex Service community, campaigns or getting a grant.
  - The offer includes one year’s free membership to any of the partner charities; the Royal Naval Association, Royal Marines Association, White Ensign Association and the Association of Royal Navy Officers, with continued support from Greenwich Hospital in providing the funding and encouraging naval charities to work together.

For further information or to register please contact the Shipmates & Oppos Administrator on 02392 720782 or visit shipmatesandoppos.org.uk/join. NCHQ contact is the Fleet Executive Officer.

Brief prepared by by Captain Paul Quinn OBE RN (Rtd) General Secretary Royal Naval Association / 02392 720782.
THE FORCES NETWORK (BFBS)
Informing, Entertaining, Connecting and Championing
Royal Navy Personnel and their Families

• **BFBS TV** is a unique mix of the best of current British TV available to all those serving overseas. BBC One and ITV are alongside live sport from Sky and BT, with additional top-flight action on the BFBS Sport channel, and twice weekly editions of The Forces Sports Show.

• Movie premieres, high-end drama and comedy are sourced from more than 40 UK broadcasters, and worldwide producers such as Channel 4, Amazon and Hollywood can be found on BFBS Extra, along with daily editions of Forces News. From The Great British Bake Off to F1 British Grand Prix, enjoy TV favourites and top sporting action, even if you’re overseas or at sea.

• **BFBS TV PLAYER** Serving personnel posted overseas with access to a good internet connection can now enjoy 22 TV channels via the BFBS TV Player plus catchup TV for the previous 24 hours. The BFBS TV Player is accessed via your Defence Gateway account using iPhone, iPad or Android apps and on PC or laptop browsers. For details go to www.getbfbs.com/bfbs-player

• **Forces TV** Daily editions of Forces News and extended features can be found on Forces TV and are at the heart of a schedule of military-themed documentaries and classic entertainment series such as Knight Rider and Battlestar Galactica. Forces TV is available in the UK on Sky 450, Freesat 165, Virgin 277, Freeview/YouView 96, and overseas via BFBS TV channel 09.

• **FORCES RADIO** BFBS combines great music and entertaining shows with forces news and features. In the UK, BFBS Portsmouth is on the DAB+ service in the Portsmouth area and Forces Radio BFBS is on FM, DAB+, the BFBS Radio app, Sky 0211, Freesat 786 and at www.forces.net across the country. Our new station at UK NSF Bahrain has recently gone on air, and Forces Radio BFBS is also available live on board HM Ships via MiPlayer. Royal Navy personnel and families can also listen overseas on FM and online.

• **MiPLAYER** delivers thousands of hours of live and catch-up TV, training materials, electronic newspapers and magazines to RN and RFA ships, operational deployments, and across locations with limited or no internet connectivity. MiPlayer is also available at UK NSF Bahrain.

• **FORCES LIVE EVENTS** (CSE) provides innovative, high-end events and live entertainment for military personnel, their families and veterans. CSE welcomes the opportunity to provide a quote and advise on any event, large or small, for more information go online to www.forces.net/live-events. The team also invite applications for CSE funding – for beneficiary criteria please email cse@ssvc.com

• **FORCES CINEMAS** has a circuit of cinemas overseas and in the UK, including The Seahawk Cinema at RNAS Culdrose. In addition, the Movie Machine is our 80-seater mobile cinema for service communities based in the UK. This unique facility turns from an HGV lorry into a fully-equipped heated and air-conditioned digital cinema, showing the latest movies in 2D and 3D. It has provided entertainment at many Naval and Royal Marines bases in the UK, and we’re taking the Movie Machine to HMS Cambria in October. For more info email movie.machine@bfbs.com

• **CINELINK** from FORCES CINEMAS is exclusively for HM Forces and their families based in the UK, overseas, remote locations and operational theatres. Films are available 6 weeks after cinema release, licenced for one month with unlimited screenings for a fixed fee. Movies are received either electronically via automatic download or USB stick, and the portable Cinelink box can be self-installed via a TV or projection equipment. Cinelink boxes are currently located at HMNB Clyde, RNAS Yeovilton and UK NSF Bahrain. For more info see www.forcescinemas.com/cinelink

Brief prepared by BPFS, further details at www.getbfbs.com
BRIEF 26 - MANDATED

FAREWELL ‘EXIT INTERVIEW PROFORMA’...

... Welcome ‘LIS’ (Leaver’s Intention Survey)!

- The RN is very keen to understand why people decide to leave and what could be done in order to improve retention across the services in future. This is a chance for everybody to provide honest feedback and reflect on their experience in the Naval services prior to departure. Regardless if positive or negative - every opinion counts and is highly valued.

Why another survey?

- In 2014, the ‘Exit Interview Proforma’ survey was created as a first attempt to capture leavers’ data in a more scientific and evidence based way. However, very low response rates and inconsistent data made it difficult to draw any conclusions from data collected between 2014 and now. Initially, only ratings were targeted and asked to answer the survey during the exit interview. Officers’ leaving motives remained largely unexplored.

- LIS is a short questionnaire asking about the overall experience, career prospects and future plans of those individuals who decided to hand in their notice. The survey is going to be accessible online via SCIO and printing or posting of hard copies will no longer be necessary. Responses are treated confidentially and won’t be shared with the chain of command at any time. That way, everybody will get the opportunity to honestly reflect on their experience without any constraints.

Who collects the data?

- The current policy for Service Leavers remains 2015DIN01-027. This DIN has now been fully reviewed and, following a short trial, is about to be renewed (via RNTM) this year (expect an October release RNTM prior to BR3 inclusion). As part of this exit process, all service leavers will be asked to answer the Leaver’s intention survey (LIS) after the mandatory exit interview. Data will be collected, collated and analysed for trends and patterns by occupational psychologists of the NPS Research team and published internally as part of quarterly and annual updates on retention figures and initiatives. Individual answers won’t be published. Data protection laws apply at all times.

Overview

<table>
<thead>
<tr>
<th>Leaver’s intention survey (LIS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Launch date:</strong></td>
</tr>
<tr>
<td><strong>Format:</strong></td>
</tr>
<tr>
<td><strong>Target population:</strong></td>
</tr>
<tr>
<td><strong>Data collection:</strong></td>
</tr>
<tr>
<td><strong>Participation:</strong></td>
</tr>
<tr>
<td><strong>Owner:</strong></td>
</tr>
</tbody>
</table>

Brief prepared by Constanze Dostal, Naval People Strategy, NCHQ
T 02392 625495 E Constanze.dostal100@mod.gov.uk
NAVAL SERVICE CORE VALUES

LOYALTY

The Nation, the Naval Service and those with whom we serve rely on our commitment, dedication and support. We must therefore be loyal to our leaders, those that we lead, our team, and our duty. Pass this test and we will never let others down.
BRIEF 27

PROJECT SEMAPHORE: IPADS FOR VETERANS, AN ROYAL NAVAL ASSOCIATION INITIATIVE FUNDED BY THE AGED VETERANS FUND

Key Points:

• To address the issue of digital isolation in older Veterans, which exacerbates loneliness and poverty. Whilst we provide iPads, it is not an IT Project: it is a Project to provide friendship, support and practical help, with the outcome of better spiritual and mental health.

• Eligibility criteria – Must have served in the RN or RM, aged 65 or over and do not have regular access to the Internet.

• Request an Application Form from the Project Team; no involvement from a Case Worker, no requirement for a Form A.

• A recent study equated loneliness in the elderly to the effect of smoking 15 cigarettes a day. Shipmates who qualify for an iPad can make new friends, learn new skills and connect with their family and friends. We support Shipmates in their homes if they are unable to join a group or attend a Workshop. Project Semaphore has been a huge success, to date, we have issued over 650 devices and the Project is ongoing.

• Mindful that many Veterans have a fear of technology, they feel overwhelmed at the idea of learning new skills, worry about their personal security and need help and support to realise the benefits of the financial savings offered online. Whilst an iPad is ideal, as it is lightweight and portable, they fear of breaking it by pushing the wrong button and therefore the support of our dedicated (and very patient!) Volunteers is key to provide reassurance and encouragement.

• Working in collaboration with over 20 Charities, organisations and Care Homes who have embraced the opportunity to offer iPads to their eligible Veterans to enhance the activities they deliver. Addressing isolation from families, as well as offering the opportunity to explore or develop interests and hobbies including photography, games, researching ships, naval and family history has proved most popular and improved the quality of family visits. Sharing images and stories on the iPad and learning from IT savvy children and grandchildren!

• We welcome Volunteers with the required skills and time who are willing to share their knowledge and contribute to changing the lives of fellow Veterans, we pay travelling expenses and in return Volunteers gain a sense of purpose, pride and the opportunity to impart their knowledge in a safe environment with like-minded people. We maintain regular contact with our ‘A Team’ of Volunteers, to express our thanks for their time and dedication… we couldn’t deliver this Project without them!

• Facetime and Skype provide a window on the world, and it is a joy to watch arthritic fingers getting to grips with the concept of a touch screen. Digitally isolated Veterans are blind to and invisible to the digital world. Please get in touch for more information, to Volunteer or to request an Application Form and be part of this amazing Project.

Brief prepared by Sarah Clewes, Project Semaphore Project Manager. sarah@royalnavalassoc.com 02392 723747.
PROJECT FIREFLY – REGULAR TO MARITIME RESERVES

Key Points:

- Project Firefly offers the Service Leaver (SL) an opportunity to seamlessly transfer from Regular Service directly into the Maritime Reserve (Royal Naval or Royal Marine Reserve).

- As a Reservist you will be well rewarded for your time, earning extra money, accruing an additional pension and receiving an annual tax free bounty currently up to £1759.

- It provides opportunities for continued professional development and promotion.

- Offers a chance to remain a part of the Naval/Corps Family with its unique camaraderie.

- Project Firefly has since, its inception in April 2013, seamlessly transferred over 1000 highly-skilled SL’s into the Maritime Reserves (MR).

- The project has attracted considerable political, public and media interest and is influencing the size and shape of the Reserve Forces, which are an integral part of the UK’s Defence capability.

- This Autumn it is planned for Project Firefly to extend into the Ex-Regular community; having been granted approval to process those who left Naval Service up to 24 months post TX date.

- The project is widely advertised through both internal and external media channels and is also on Defence Connect and the RN Website.

- The Firefly team are regular attenders at the CTP Career Transition Workshops (CTW) as well as their Employment Fairs; locations during the Autumn Term 2018 include The Ageas Bowl, Southampton in October and The International Centre, Telford in November.

- The maximum joining age is 56 for RNR and 51 for RMR.

- Some of the many benefits to be had for a commitment of just 24 days include:
  - Good rates of pay.
  - A pension and a respectable annual tax-free bounty (currently up to £1759).
  - Opportunities for promotion and further personal development.
  - A stable work life balance, with an initial 2 year harmony period (although, you are still expected to commit to your 24 annual Reserve Service Days).
  - Opportunities to take up full time positions through FTRS.

- It should be noted that all MR benefits are in addition to any civilian pay/benefits received and will not affect any service pension accrued.

- The Firefly team are willing to travel and brief groups or conduct individual interviews.

Further information can be found in 2015DIN 01-213, or email paul.jones595@mod.gov.uk
The team look forward to hearing from you.

Brief prepared by WO1 Paul Jones: NAVYPCAP-CMWFFENGWO/023 92628784.
BRIEF 29

MISCELLANY

DEATH IN SERVICE PAYMENT INCREASED

• RNRMC Death in Service Grant Increased.
• Amount will change from 12k to 15k.
• Increase will take place with immediate effect.
• The Royal Navy and Royal Marines Charity (RNRMC) has increased the ‘Death in Service’ grant for all Royal Navy personnel.
• The amount available has been increased from £12k to £15k.
• The RNRMC provide the grant with the intention of helping naval families through difficult period in their lives.
• Since 2007, the RNRMC has helped 213 families following the death of a loved one in uniform.
• From life changing grants during times of immediate need, to smaller deployment grants that aid morale and retention - the RNRMC works hard to ensure that no one is forgotten.

Brief prepared by Mandy Lindley; Director of Relationships & Funding at the RNRMC; mandy.lindley@rnrmc.org.uk; 023 9387 1524.

CLOSURE OF THE PORTSMOUTH COURT MARTIAL CENTRE, HARDY BLOCK, HMS NELSON

• Portsmouth Court Martial Centre has now closed.
• All RN Courts Martial and Summary Appeals will now take place in Bulford.
• RNTM 01-043/18 contains further information and points of contact.
• Following a review of all three Services’ Court Martial Centres, it was been decided that from 16 Jul 18 all Royal Navy Courts Martial will be held at Bulford Court Martial Centre. This means that all personnel whose discipline case has been sent to the Service Prosecuting Authority (SPA) for trial by Court Martial, personnel who have elected to have their case heard at Court Martial and personnel who have appealed the finding and/or sentence of their Summary Hearing will have their case heard at Bulford Court Martial Centre. The same will be true for Assisting Officers, Witnesses, Board Members, Waiting Board Members, Divisional Officers, and nominated Court Administration Party members (where required).
• For more information, contact details and directions to Bulford Court Martial Centre personnel should read RNTM 01-043/18.

Brief prepared by Cdr Kara Chadwick RN; SO1 Discipline Law / kara.chadwick753@mod.gov.uk / 93832 5737.

MARITIME HUMAN FACTORS TRAINING

• Recently the Maritime Safety Strategy 2018 (MSS18) has been released and aims to improve safety across the Naval Service (NS). The introduction of Human Factors training is one aspect that falls out of MSS18. Therefore, the Navy Safety Centre (NSC) has developed a Human Factors Introduction (HFI) training package which is now delivered to all trainees within Ph 1 establishments. The aim now is to introduce this HFI to all other personnel within the NS, however the NSC is unable to achieve this tasking on its own. Prior to the HFI Core Military Skill (CMS) becoming mandatory, units/ships are encouraged to provide willing volunteers
to attend the NSC 4 ½ day Maritime Human Factors Facilitators Course, which will qualify personnel to deliver the HFI.

- Further details can be found within RNTM 07-56/17 or by contacting NAVY SAFETY CNTR-TRG ED SO3 DEL.

**MarHFFC dates:**
- 26 – 30 Nov 18
- 21 – 25 Jan 19
- 11 – 15 Mar 19

- Ultimately the aim of HF training within the RN is to control exposure to risk and enhance the effective delivery of maritime war-fighting capability, enabling us to be ‘Safe to Fight’.

**What are Human Factors (HF)?**
- Those factors involved in each situation where individuals and their interactions with other people, rules and procedures, tools and equipment or with the operating environment, influence the outcome of that situation. A considerable amount of research in HF has been conducted over recent years and it is estimated that as much as 90% of incidents involve HF causes[1]. Consequently, the development and implementation of HF training has been adopted by many hazardous industries to minimise the likelihood of an accident and the associated equipment and personnel cost.

---

**Brief prepared by Lt Harry Birkett RN; NSC Training & Education SO3 / NAVY SAFTY CNTR-TRG ED SO3 DEL / 93832 5072.**

---

**Credit Union Offers Military personnel payday loan payoff facility**

- Military personnel with Wonga loans are being offered a ‘payday payoff’ loan facility from Plane Saver Credit Union* following the collapse of payday lender Wonga, who went into administration last week.

- The facility has been provided to support serving military personnel,* who may be affected by the withdrawal of the payday lender from the marketplace. The credit union offer is significantly better than Wonga’s as interest rates will range between 3.4% - 26.8% and could save some individuals as much as £500.00 in interest payments.

- Plane Saver CEO, Valerie Walwyn, who is also an Army Veteran says: When I heard about Wonga going into administration & the Archbishop of Canterbury’s concerns, my attention immediately went to our military personnel who may have previously taken out Wonga loans. We want to help them avoid any potential interest rates increases and are inviting anyone with a Wonga loan to get in touch, so we can look to repay their loan and offer them our favourable interest rate loan offer.

- Ms Walwyn also added “We will also assist with consolidating any other payday or high interest rate loans. Over the years we have been developing products to assist military personnel and recently launched the Flexi Credit Facility to offer a cheaper and more flexible alternative to expensive payday loans, which runs alongside a savings account, in an aim to help combat excessive payday borrowing by our military members.”

- Anyone who is a member of the Armed Services or working in the Airline Industry with a Wonga loan and is interested in this special offer should contact the credit union immediately. They can also visit: https://planesaverCU.co.uk/loans/payday-payoff

*Terms and conditions apply

- The ‘Payday Loan Payoff’ loan facility is a promotional offer which is fixed at 26.8% APR, available on loans of up to £1,000 repayable over a maximum of 12 months. Plane Saver’s generic loan rates are 3.4% - 26.8% APR.
Each one of us has the exceptional responsibility of bearing arms, either collectively as part of a unit or individually, and when necessary of using controlled force. In addition, we will sometimes have to live and work under extremely difficult conditions. In such circumstances, it is particularly important that we show the greatest respect, tolerance, understanding and compassion for others regardless of their personal background; leadership and teamwork depend on it, and we have the fundamental right to expect to be treated with the same degree of respect and dignity by all with whom we serve.
### Appraisals, Promotion and Transfers

<table>
<thead>
<tr>
<th>Repository No</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNTM 01-055/18</td>
<td>Changes to Logistics Officers’ Eligibility Criteria for Transfer to Full Commission Stage and Introduction of Additional OF3 Professional Logistics Command Positions</td>
</tr>
<tr>
<td>RNTM 01-054/18</td>
<td>SO2 Professional Command Selection Board (Logistics) (PCSB(L))</td>
</tr>
<tr>
<td>RNTM 01-050/18</td>
<td>RN Intelligence Officer Selection and Training</td>
</tr>
<tr>
<td>RNTM 01-037/18</td>
<td>My SCIO - Easy to Read JPA Personal Data, Access to the Jobs List and Promotion Board Performance</td>
</tr>
<tr>
<td>RNTM 01-026/18</td>
<td>Upper Yardmen, Senior Upper Yardmen and Senior Corp Commissioning Seniority Offer</td>
</tr>
<tr>
<td>RNTM 01-024/18</td>
<td>Engineering Branch Upper Yardmen Routes to Officer</td>
</tr>
<tr>
<td>RNTM 01-023/18</td>
<td>Introduction of Engineering General Service CIS Specialist Fast Track</td>
</tr>
<tr>
<td>RNTM 01-022/18</td>
<td>Changes to Upper Yardmen and senior Upper Yardmen selection</td>
</tr>
<tr>
<td>RNTM 01-021/18</td>
<td>RN/RM officers uniform tax relief 18/19 (includes SNCOs)</td>
</tr>
<tr>
<td>RNTM 01-013/18</td>
<td>Officers and Ratings Career Extensions, Extension of Service and Extended Service</td>
</tr>
<tr>
<td>RNTM 01-002/18</td>
<td>Ratings and Other Ranks De-Selection from Promotion At Own Request and Voluntary Withdrawal from Professional Qualifying Courses</td>
</tr>
<tr>
<td>RNTM 01-009/17</td>
<td>Warrant Officer 1 Commissioning Route - Senior Upper Yardman (Warrant Officer) Scheme</td>
</tr>
<tr>
<td>2018DIN01-032</td>
<td>Naval Service OJAR and SJAR Definition of Merit for Promotion</td>
</tr>
</tbody>
</table>

### Branch Matters

<table>
<thead>
<tr>
<th>Repository No</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNTM 09-011/18</td>
<td>The Institute of Marine Engineering, Science and Technology (IMarEST) – Naval Service Operational Engineering Award (Engineering Technicians) 2018</td>
</tr>
<tr>
<td>RNTM 09-010/18</td>
<td>Royal Navy Effectiveness Trophies</td>
</tr>
<tr>
<td>RNTM 09-009/18</td>
<td>The First Sea Lord’s Greenwich Hospital Prize</td>
</tr>
<tr>
<td>RNTM 09-005/18</td>
<td>The Institution of Engineering and Technology (IET) Armed Forces Apprentice and Technician of the Year Awards 2018</td>
</tr>
<tr>
<td>RNTM 07-010/18</td>
<td>Movement of Logistics Senior Rates courses to Worthy Down from 1 Apr 18</td>
</tr>
<tr>
<td>RNTM 01-016/18</td>
<td>RN Ratings Intelligence Specialisation Request for Volunteers</td>
</tr>
<tr>
<td>RNTM 01-071/17</td>
<td>RN Ratings Intelligence Specialisation Vision</td>
</tr>
</tbody>
</table>

### Career Management

<table>
<thead>
<tr>
<th>Repository No</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNTM 01-033/17</td>
<td>New Employment Model (NEM) JPA career management information</td>
</tr>
<tr>
<td>RNTM 01-032/17</td>
<td>New Employment Model (NEM): New JPA career management information report types</td>
</tr>
<tr>
<td>RNTM 01-056/18</td>
<td>ESM branch management roadshow schedule autumn 2018</td>
</tr>
<tr>
<td>RNTM 01-053/18</td>
<td>The Use of JMES Medical Limitation 5000 – Geographical / Regional Assignment Restriction for Naval Service Personnel</td>
</tr>
<tr>
<td>RNTM 01-052/18</td>
<td>Extension of the financial recruitment incentive (Golden Hello (GH)) to logistics branch chef and steward ratings</td>
</tr>
<tr>
<td>Document Code</td>
<td>Title</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>RNTM 01-049/18</td>
<td>Recruiting for Royal Navy welfare (RNW) and Royal Marine welfare (RMW)</td>
</tr>
<tr>
<td>RNTM 01-048/18</td>
<td>Terms and conditions of service for new entrants from April 2019 to the Royal Navy and Royal Marine welfare specialisations</td>
</tr>
<tr>
<td>RNTM 01-045/18</td>
<td>Changes to recruitment and retention pay (hydrographic)</td>
</tr>
<tr>
<td><strong>Diversity and Inclusion</strong></td>
<td></td>
</tr>
<tr>
<td>RNTM 07-057/18</td>
<td>Equality, Diversity and Inclusion Advisor Course Booking Guidance for XO/EWO/ Coxswain Course Managers</td>
</tr>
<tr>
<td>RNTM 07-027/18</td>
<td>Equality, Diversity and Inclusion Advisor and Assistant Advisor Course Booking for Naval Personnel</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td></td>
</tr>
<tr>
<td>RNTM 01-044/18</td>
<td>Change of Tattoo Policy in the Naval Service</td>
</tr>
<tr>
<td>RNTM 09-001/18</td>
<td>Volunteering for RN Ceremonial Events 2018</td>
</tr>
<tr>
<td>2018DIN 01-062</td>
<td>Announcement of the Award of the Contract for Provision of Personal Accident Insurance (PAX PA) Cover</td>
</tr>
<tr>
<td>2018DIN 01-061</td>
<td>Announcement of the Award of the Contract for Provision of Life Insurance (PAX Life) Cover</td>
</tr>
<tr>
<td>2018DIN 01-037</td>
<td>Scottish Rates of Income Tax</td>
</tr>
<tr>
<td>2018DIN 01-011</td>
<td>Tax-Free Childcare (TFC) Scheme for Eligible Working Parents</td>
</tr>
<tr>
<td>2018DIN01-020</td>
<td>Armed Forces Continuity of Education Allowance (CEA) – 6th Form Reapplication</td>
</tr>
<tr>
<td>2017DIN01-002</td>
<td>Joint Personnel Administration (JPA) Electronic Continuity of Education Allowance Eligibility Certificate (CEA EC)</td>
</tr>
<tr>
<td><strong>Terms of Service</strong></td>
<td></td>
</tr>
<tr>
<td>2016DIN09-023</td>
<td>Revised Regulations for the Long Service and Good Conduct Medal</td>
</tr>
<tr>
<td>RNTM 369/15</td>
<td>Implementation in Navy Command of Service Complaint Reforms and Transformation of the Service Complaints Commissioner to an Ombudsman</td>
</tr>
<tr>
<td><strong>Training and Education including Joining Instructions</strong></td>
<td></td>
</tr>
<tr>
<td>RNTM 07-026/18</td>
<td>Command Leadership and Management Development Officers’ Course</td>
</tr>
<tr>
<td>RNTM 07-060/17</td>
<td>Mandatory Information Skills Training</td>
</tr>
<tr>
<td>RNTM 01-008/18</td>
<td>Divisional Training in the Royal Navy Including Joining Instructions</td>
</tr>
<tr>
<td>RNTM 07-058/17</td>
<td>Divisional Refresher Training Via the Defence Learning Environment (DLE)</td>
</tr>
<tr>
<td>RNTM 07-019/18</td>
<td>Joining Instructions for the Senior Rates and Leading Rates Leadership Courses</td>
</tr>
<tr>
<td>RNTM 03-040/17</td>
<td>Survival, Resistance, Extraction (SERE) Training Policy</td>
</tr>
<tr>
<td>RNTM 07-040/17</td>
<td>Joining Instructions Junior Officers Leadership Course</td>
</tr>
<tr>
<td>RNTM 07-050/18</td>
<td>Junior Officers’ Leadership Course 2 (JOLC2)</td>
</tr>
<tr>
<td>RNTM 07-058/17</td>
<td>Divisional Refresher Course on the Defence Learning Environment</td>
</tr>
</tbody>
</table>

Brief Prepared by Divisional Training Team RNLA 93825 3184.
WE ENSURE NO ONE STANDS ALONE

Supporting our sailors, marines, and their families, for life.

To show your support please text RNRMC to 70500 to donate £5*

*£5 plus your standard network charge will be deducted from your next bill. The charity will receive 100% of your donation. For full terms and conditions please visit rnrmc.org.uk. The Royal Navy and Royal Marines Charity is a company limited by guarantee registered in England and Wales (no. 6047294) and is a registered charity (no.1117794) and Scotland (SC041898). Registered Office: Building 29, HMS EXCELLENT, Whale Island, Portsmouth, PO2 8ER

rnrmc.org.uk
### CONTACT LIST – NAVY CNPERS EXEC DIVISION (Sep 18)

**Postal Address:**
- **Leach Building:** NCXT/CWOs MP 3-1, NCHQ, Leach Building, Whale Island, Portsmouth, PO2 8BY
- **Phoenix Building:** CDT Room 156 Phoenix Bldg, Whale Island, Portsmouth PO2 8DX

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Role</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cdr Simon Howell RN</td>
<td>EXEC SO1</td>
<td>Leach Building MP 3.1, 3rd Floor</td>
<td>NAVY NPS-EXEC SO1</td>
<td>8701</td>
</tr>
<tr>
<td>Lt Cdr James Thomson RN</td>
<td>FXO</td>
<td></td>
<td>NAVY NPS-EXEC FXO</td>
<td>8699</td>
</tr>
<tr>
<td>Lt Greg Sinclair RN</td>
<td>EXEC SO3 (CDT)</td>
<td></td>
<td>NAVY NPS-EXEC SO3</td>
<td>5545</td>
</tr>
<tr>
<td>WO1 Keith Weller</td>
<td>CWO SS</td>
<td></td>
<td>NAVY NPS-EXEC CWOSS</td>
<td>8709</td>
</tr>
<tr>
<td>WO1 Andy Knox</td>
<td>CWO SM</td>
<td></td>
<td>NAVY NPS-EXEC CWOSM</td>
<td></td>
</tr>
<tr>
<td>WO1 Paul Stevenson</td>
<td>CWO FAA</td>
<td></td>
<td>NAVY NPS-EXEC CWOFAA</td>
<td>8706</td>
</tr>
<tr>
<td>WO1 Ed Stout</td>
<td>CWO RM</td>
<td>Leach Building MP 3.4, 3rd Floor</td>
<td>NAVY MR-HQ CWO RNR</td>
<td>5672</td>
</tr>
<tr>
<td>WO1 Janice Cox</td>
<td>CWO MR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WO1 Kevin Boulton</td>
<td>WO CDT (Ops &amp; Planning)</td>
<td>Phoenix Bldg Room 156</td>
<td>NAVY NPS-EXEC CDT WO1</td>
<td>7324</td>
</tr>
<tr>
<td>CPO Aaron Evans</td>
<td>Substance Misuse Education Lead</td>
<td></td>
<td>NAVY NPS-EXEC CDT SMA ED1</td>
<td>7314</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(07876 476937)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(07747 768353)</td>
<td></td>
</tr>
<tr>
<td>Cdr Kay Burbidge RN</td>
<td>PLT Cdr</td>
<td>Leach Building MP 3.1 3rd Floor</td>
<td>NAVY NPS-PLT CDR</td>
<td>8927</td>
</tr>
<tr>
<td>WO1 Ed Froude</td>
<td>PLT WO</td>
<td></td>
<td>NAVY NPS-PLT WO</td>
<td>5937</td>
</tr>
<tr>
<td>PO McNamee</td>
<td>PLT SR</td>
<td></td>
<td>NAVY NPS-PLT SR</td>
<td>5277</td>
</tr>
<tr>
<td>LH Tom Lynch</td>
<td>PLT LH</td>
<td></td>
<td>NAVY NPS-PLT JR</td>
<td>5521</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NAVY NPS-PLT GROUP MAILBOX</td>
<td></td>
</tr>
</tbody>
</table>
The Naval Service must be a disciplined service if it is to be effective. We must therefore obey all lawful orders from our superiors. Self-discipline is fundamental; being able to discipline ourselves will earn us the respect and trust of others, and equip us to cope with the difficult, individual decisions we will have to make during our service.