PERSONNEL WISHING TO LEAVE THE NAVAL SERVICE EARLY – ADDITIONAL GUIDANCE FOR 2011

(Sponsor: Deputy DNPers 93832 8836)

References:
A. GALAXY 29-2010 Naval Service Personnel Redundancy And Drawdown Programme.
C. BR3 (Naval Personnel Management) Para 5404c - Application For Early Termination - ROS
D. BR3 (Naval Personnel Management) Para 5412 - Early Release within 12 month waiting period – Applications.
E. BR3 (Naval Personnel Management) Para 5412b.
F. DIN 2010DIN01-146: Manning Priorities for the Naval Service.

Background

1. The Naval Service needs to reduce in size to about 30,000 in 2015; this will be achieved through the Redundancy and Drawdown plan announced at Reference A.

2. This RNTM provides additional guidance, as advised at Reference A, for the process of application for the discharge of individuals who are not eligible to give Voluntary Outflow (VO) notice or where other categories of discharge are not appropriate. Applications will be considered on a case-by-case basis taking account of the manning situation.

Junior Ratings and Other Ranks subject to an Initial Training Return of Service (ROS)

3. Reference B outlines the policy regarding ROS for Ratings and Other Ranks after the expiry of the six month statutory discharge period. Individuals only become eligible to submit their application for Early Termination on completion of a minimum of 2½ years’ service (except for Student Naval Nurses (3 years) and Artificer Apprentices/Medical Technicians (3½ years)) from the end of their Standard Initial Training Period (SITP).

4. Annex A provides detailed guidance for Commanding Officers when they become aware that a person who is subject to this ROS wishes to leave the Service. In considering applications, the general and specific manning issues will be taken into account. This guidance, which may apply to some other situations, will be included in BR3 at the next change.

Naval Service Personnel who are subject to ROS for Further Training

5. As outlined in Reference C, personnel can only apply for Early Termination when they are within one year of completing any outstanding ROS. However, exceptionally, and in the context of the specific manning situation, applications to give VO notice from Naval Service personnel who are subject to ROS for further training (iaw BR3 Annexes 53B and 53C), or financial ROS arising from receipt of a bursary, cadetship, financial retention incentive (FRI) or other scheme, may also be considered favourably.

6. Individuals with an outstanding financial obligation will be required to repay the amount in full, in accordance with the terms of their signed undertaking, if a VO application is approved (JSP754 Art 07.0413).

7. Any individual, subject to a further training ROS, who wishes to give VO notice should contact their Career Manager (who will consult with the appropriate Requirement Manager) before submitting their application on JPA to determine whether it is likely to be successful.
Early Release within 12 month waiting period – Applications

8. In the current manning situation, all applications for early release within the 12 month period will be considered. New applications should be made in accordance with Reference D, noting that this can be done at the same time as applying for a ROS waiver (paras 5-7 above). COs should specifically comment on the gapping/availability of a relief (Reference E) when submitting their comments on the original JPA VO workflow.

9. COs should note that the assignment of a relief will be in accordance with the manning priorities at Reference F.

10. Any individual who wishes to reduce the waiting period, should contact their Career Manager (who will consult with the appropriate Requirement Manager) before submitting their application on JPA to determine whether it is likely to be successful. Personnel who have already had their VO application approved, but who now wish to leave early, should contact their Career Manager who will amend their Termination Date if the request is successful.
DISCHARGE SHORE IN THE BEST INTERESTS OF THE SERVICE _ GUIDANCE TO COMMANDING OFFICERS

1. Where a Commanding Officer (CO) considers that the Service interest is not met by the retention of rating/other rank and no other category of Discharge SHORE is appropriate, a CO may make an application for Discharge SHORE as being in the best interests of the Service (iaw BR3 para 5446).

2. In determining the Service interest, the interests of the individual may need to be taken into account by the CO. For example, where an individual is serving under a Minimum Time to Serve (MTS) and cannot therefore Voluntarily Outflow (VO), but nevertheless wishes to leave the Service, it may be in the Service interest to make application for discharge as being in the best interests of the Service.

3. Where the chain of command (eg, DO, Troop Cdr) is made aware that the individual wishes to leave the Service in these circumstances, that person should be seen as a requestman or orderly room, as appropriate. In these circumstances where the CO determines that an application should be made for Discharge SHORE as being in the best interests of the Service, the individual should nonetheless be given the opportunity to make a representation or waiver that right prior to the application being made to NCHQ (iaw BR3 para 5450(h)). This is necessary because the application for termination of the individual’s service is being made by the Service; not the individual, unlike a VO application.

4. All applications for Discharge SHORE in the best interests of the Service should be made to the NCHQ Casework Cell (the application should include the application letter, a Spec SJAR, the representation/waiver of representation and the individual’s service docs.)

5. The point of contact is Lt Cdr James Murphy on 93832 8778. (FLEET-DNPERS HR TOS REDRESS SO2 (Murphy, James Lt Cdr))