

CHAPTER 77

WARFARE BRANCH

POINT OF CONTACT - PART 8

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CHAPTER 77

WARFARE BRANCH

7701. General

This Chapter covers the career regulations for all General Service Warfare Branch specialisations with the exception of Divers ([Chapter 78](#)), Royal Navy Police ([Chapter 80](#)), Physical Trainers ([Chapter 82](#)) and Communications Technicians ([Chapter 84](#)). Divisional Officers are to ensure that a copy of this Chapter and the appropriate Annex is placed in the PDR of every member of the specialisations listed at [Para 7702](#).

7702. Specialisations of the Warfare Branch

- a. The following specialisations (and sub-specialisations) exist:

Branch Designator (BD)

WS	Warfare Specialist
	(AWW) (Abovewater Warfare Weapons)
	(AWT) (Abovewater Warfare Tactical)
	(UW) (Underwater Warfare)
	(EW) (Electronic Warfare)
CIS	Communication Information Systems
SEA	Seamanship
MW	Mine Warfare
HM	Hydrographic and Meteorological
SR	Survey Recorder
WA	Weapons Analyst
D	Diver (See Chapter 78)
RNP	Royal Navy Police (See Chapter 80)
PT	Physical Training (See Chapter 82)
CT	Communications Technician (See Chapter 84)

- b. **Specialisation Selection.** General Service ratings will be selected for the WS, CIS, SEA, HM or MW specialisations at Careers Offices. The Warfare Ratings Branch Managers will manage requests from individuals to transfer specialisation, both within the Warfare Branch and the RN as a whole, on a case-by-case basis.

- c. **Warfare Specialist Sub-Specialisation Selection.** AB(WS) employment and training should be in line with the following direction:

(1) Once qualified as an EW sub-specialist, ratings should only be employed in EW positions. Only WS(EW) rates, identified during Phase 1 & 2 training, are to be placed on EW TEMs unless exceptional approval is given by the Warfare Ratings Branch Managers.

(2) All other AB(WS) ratings shall be trained in no more than 2 sub-specialisations, one of which is to be (AWT). This prevents ABs being trained in both (AWW) and (UW) specialisations as structurally, these sub-specialisations are the most vulnerable.

d. AB(WS) ratings will be streamed (AWT), (AWW) or (UW) by the relevant Warfare Ratings Branch Manager prior to AB to LS Promotion Boards. Individuals will be streamed on a number of factors, which include, but are not limited to:

(1) The Individual's competency profile, sub-specialisation requirements and/or needs of the Service.

(2) *SJAR*

(a) 1RO/2RO recommendations within the Potential section of the individual's appraisal report.

(b) Individual's comments within the Career Preferences and Aspirations section of the appraisal report.

(3) *Electronic C240* - On promotion to AB1 individuals who have not been identified or trained as WS(EW) are to submit a C240 with their sub-specialisation preference. The Electronic C240 should be forwarded to NAVY PERS-BM WAR GSW WO1.

7703. Warfare Branch Training - Career Progress, Targeted Employment Modules and Written Professional (Qualifying) Examinations

Career Progression for Warfare Branch Ratings are detailed within [Annex 77A](#) to Annex 77F. In addition to Career training, individuals will be required to undertake Targeted Employment Modules (TEMs) in accordance with the Unit Establishment List (UEL).

a. **Training Performance Statements, On Job Training Task Books and Operational Performance Standard.** On successful completion of PQCs for AB2, LS and PO, a WB rating will have attained the Training Performance Statement (TPS) for the current rate. Individuals will be issued with the appropriate OJT Task Book (TB) or a Professional Certification Record (PCR). In the subsequent sea assignment, a rating will be deemed to have achieved Operational Performance Standard (OPS) on successful completion of the core career OJT section of the relevant TB (TPS+OJT=OPS) for AB/LS and PCR for PO. On achievement of OPS as an AB1, LS and PO, the Warfare Training Co-ordinator must inform the unit Human Resource (HR) administrator so that the relevant competencies (see Annexes for details) are input to JPA. When an individual is advanced to AB1 the HR administrator is to ensure a Promotion Authorisation Request (PAR) is signalled to their parent Career Management Cell (CMC) who will authorise the promotion and change the rank on JPA. It is important that achievement of OPS is input to JPA before the PAR date; thus stating that the rating has achieved OPS before attempting to be advanced to AB1. A rating's OPS is defined and owned by the relevant Branch Manager.

b. **Mechanism for Unacceptably Slow Progression.** It is entirely possible that some ratings may not achieve OPS. Within the Warfare Branch there is no scope to employ individuals who cannot or will not progress themselves beyond AB2. It must be realised that AB2s are primarily employed to gain experience and to advance to a higher rate. It therefore follows that the ultimate sanction for those who cannot or will not progress beyond AB2 is the application for an administrative discharge on the grounds of un-employability. Within the WS and CIS specialisations an initial warning is set at 12 months, whilst SEA, MW and HM is set at 18 months from the end of Phase II Training (unless it has been given earlier supported with unequivocal statements of non-recommendation for promotion in an Appraisal Report). Warnings will then continue 3-monthly within the Appraisal process for an aggregate total of 18 months under warning, whereupon application for administrative discharge on the grounds of un-employability will be sought.

c. **Targeted Employment Modules.** These are the method by which additional individual skills, as required by UEL position numbers, are delivered. As TEMs are linked to UEL position numbers, the Warfare Department Co-ordinator must liaise closely with the Executive Warrant Officer (EWO) in order to manage Squad members effectively. MWS course capacity and scheduling can restrict the timely delivery of TEMs to meet short notice requirements, therefore, individuals may need to be "assigned" between UEL position numbers up to eight months in advance of assuming a particular role in order to achieve the appropriate TEM in good time. Some TEMs are graded whilst others are Pass/Fail:

(1) *Pass.* Training establishments and units that are responsible for conducting TEM courses are to report successful completion and ensure their Human Resource (HR) administrators input the relevant competencies to JPA.

(2) *Failure.* In the event of failure, students are to be back-classed either by course module, where appropriate, or for the entire course. If a student fails an entire TEM course, a written report is to be forwarded by MWS units and establishments (as appropriate) to the individual's parent unit and the receiving ship. The individual could be considered for Discharge SHORE in accordance with [Chapter 54](#) or, in the case of LS, immediately warned formally by the parent unit for reversion in accordance with [Para 7705](#). The need to assign a rating to the next available TEM course may mean that the formal warning period may be less than three months. The Course Booking Cell (CBC), as advised by the ship's EWO, may allocate an individual who has failed a TEM or another member of the ship's Squad to a place on a later TEM. The EWO must assess the manning implications.

(3) *Second Failure.* After a second failure, LS or above will be subject to reversion for unsuitability. Able Ratings who fail a TEM a second time are not to be employed in any UEL position number that requires that competence and are not to attempt that TEM for another 12 months. The ship is to assess the individual's employability within the Squad. If deemed unemployable, the matter is to be referred to the relevant Warfare Ratings Branch Requirements Manager.

d. **TEMs OJT requirements.** In addition to OJT TB, AB2s, AB1s and LHs attending TEMs will also be issued with the relevant OJT in loose leaf format for inclusion in their current TBs.

e. **Written Provisional Examination/Written Professional Qualifying Examination.** AB and LS of the SEA/MW/HM branches must pass a Seamanship Written Provisional Exam (WPE) which is managed by the MWS Seamanship Training Unit (STU). AB (SEA)s are also required to pass a WPE in Tactical Communications whilst LS (SEA) will be required to pass a WPQE in Tactical Communications. The WPE/WPQE only needs to be passed once, whereas the OPS Check requires annual re-validation. The WPE/WPQC is a pre-selection requirement for the next higher rank for SEA/MW/HM.

f. **Completion of AB1 CBRNDC Task Book.** This TB may be issued prior to a rating being promoted AB WS1 and can be completed at any time after advancement to that rate. Although not a requirement for selection, all ratings are to complete this TB before promotion to LH including ALH

g. **Attendance on Next Higher Professional Qualifying Course.** A rating will not be eligible to attend the PQC for a higher rate unless he/she is in date for the Annual OPS Check in the lower rate and has been selected for promotion by a Board. The PQC and LRLC/SRLC should normally be undertaken as a package. The Selection Signal will be the trigger for EWOs/CMCs/CNPer's to load candidates on the next available PQC/LRLC/SRLC. It will not be possible to achieve this for every individual immediately but priorities must be adjusted to achieve commencement of PQC at least, within 12 months of selection. On implementation, it is possible that a surge in applications will exceed available places. The Career Manager's judgement will be necessary to manage pinch-points.

h. **Failure to Complete Professional and/or Leadership Course.** Refer to [Para 6716](#) for rules on the impact on a rating's promotion if he/she fails to complete PQC and/or LRLC/SRLC before CPD or within 12 months of CPD as a result of service reasons, non-service reasons (outwith control) or non-service reasons (within control). If the LS or PO PQC is refused, [Para 6913](#) will apply. In the event of failure during a LS or PO PQC, [Para 6912](#) will apply.

i. **OPS/WPE/WPQC Lead Authority.** The following table details the Lead School where there is an OPS Check and WPE requirement.

	WS	CIS	SEA	MW	HM
Ops Check	MWS	MWS	MWS(STU) & MWS	MWS*(STU) & MWS	MWS(STU) & HMTG
Seamanship WPE			MWS(STU)	MWS(STU)	MWS(STU)
Tactical Communications WPE/WPQE			MWS		

Sea/MW/HM OPS Checks all have both Seamanship and Specialist components, i.e.

SEA = Seamanship (MWS Seamanship Training Unit (STU)) + Tactical Communications (MWS)

MW = Seamanship (MWS(STU)) + MW (MWS)

HM = Seamanship (MWS(STU)) + HM (FOST HM)

7704. JPA Recording - Competences, Annual OPS Check, RNFT, Sea Time and Pay Qualification Points

a. **Recording of Competencies.** Once a WB rating has successfully completed a PQC, TEM, core career OJT TB and achieved OPS or a Written Provisional Examination (WPE) that competence is to be input to JPA by the appropriate unit HR administrator.

b. **Annual OPS Check.** All personnel are expected to remain at OPS while building up experience towards promotion. Maintenance of OPS is to be monitored through an annual OPS Check process co-ordinated by the Warfare Training Co-ordinator who is to ensure that sufficient opportunities are provided for this purpose within the constraints of the manpower planning cycle. Ratings assigned to positions outside of core warfare disciplines are expected, where possible, to maintain OPS. However, it is recognised that this may not be possible due to location and employment patterns. Therefore all individuals rejoining Front Line Units from shore assignments are to be given an OPS check as soon as practical after arrival. Whilst not a pre-selection requirement, being 'in date' for annual OPS is a pre-requisite for all promotion career courses for AB-LS and LS-PO and for promotion to the next higher rank at CPD. Divisional Officers and Line Managers of ABs and LHs who are serving ashore when selected for the next higher rate are to arrange for an Annual OPS check via the lead training school (see table below) prior to the individual attending promotion career training. OPS qualifications will be checked on attendance of LH and PO career course training. Ratings that are not in date for OPS will be returned to Unit. Sub-Specialisation Training Groups within MWS, MWS (STU) and FOST HMTG will define and regulate the standards required to pass an OPS Check and will promulgate them to Fleet Units. Guidance on the process of conducting OPS checks is given in BR 1984 - Warfare Training Regulations.

c. **RNFT.** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a Naval Service Medical Board of Survey (NSMBOS) or temporary exemption (as issued by the Commanding Officer) on the appropriate CRD and CPD. See [Para 6720](#) for full details.

d. **Sea Service.** A minimum period of sea service (not including JR Squad time) is required as a pre-selection requisite for promotion to PO and CPO and is to be recorded on JPA (See Annexes for individual specialisation minimum sea time requirements). [Para 6905](#) defines criteria for award of sea service.

e. **Pay Qualification and Accelerated Incremental Pay Points.**

(1) *Qualification Points (QPs) have been set against certain competencies for each Warfare Specialisation. Until a rating achieves the competency set against a QP, their Yearly Incremental Progression will be automatically suspended within JPA. The progression will only re-commence when the competency has been achieved and awarded. The flow diagrams at the annexes list QPs against the various requirements. Full details of QPs can be found in JSP 754 Chapter 3 Section 4.*

(2) *Accelerated Incremental Pay Points (AIP)*. In order to reward achievement of milestones the following AIP are available.

- (a) On achieving OPS as AB1 - 12 months' AIP.
- (b) On completion of PO PQC banked until being rated PO - 12 months' AIP.
- (c) On achieving Level 5 NVQ Diploma in Management (PO to WO1) - 12 months' AIP.

Individuals are restricted to a total award of two 12-month AIP awards within a career. Full details on requesting the award of AIPs can be found in JSP 754 Chapter 3 Section 6.

7705. Appraisal Reports

a. **Appraisal Reports.** Appraisal reports are required in order to provide selection boards with the detail of an individual's performance and suitability for promotion. They are also required to provide indication of a sub-specialisation for AB(W/S) not already streamed as WS(EW). Appraisal reports are to be raised annually (30 Nov for all ABs; 31 Jan for all LS). Individuals who cannot maintain OPS, or who receive an unequivocal statement of 'non-recommendation' in a SJAR appraisal, must be given a clear plan of action to remedy the situation. This plan must be summarised in the report. If no clear improvement is forthcoming within 3-6 months, individuals should be issued with a formal Divisional Officer, HOD or Commanding Officer's warning for inadequacy. In cases where a warning has been issued and an individual has not achieved or maintained OPS within the 3-6 month period, the relevant Branch Manager is to be consulted for advice.

b. **SJAR Recommendation.** Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. If an individual has been awarded a positive recommendation for promotion (as above) in the last SJAR and, since that report, has become eligible in all other respects for selection, he/she will be placed before the Promotion Board. Where an otherwise fully eligible candidate has received an SJAR assessment of 'Insufficient Knowledge' at last report, presentation before the next Board will be determined by the Promotion Section using the previous report recommendation. Ratings may be deemed as 'developing' at the annual reporting stage, but this should not be based solely on not having achieved OPS. The requirement to be in date for Annual OPS check as a pre-selection requirement for promotion to LS and PO has been removed.

7706. Re-categorisation between Specialisations - Voluntary Re-categorisation

Ratings may request to re-categorise from one specialisation to another. Units may loan ratings to the lead school for aptitude testing. Requests to re-categorise and results of the aptitude tests are to be forwarded to the relevant Branch Manager who will make a decision depending on the requirements of the Service. The request may be deferred or refused altogether, depending on the circumstances at the time.

7707. Warfare Branch Badges

- a. Specialisation badges are to be shipped on completion of Phase II training.
- b. Stars and Crowns are to be shipped as follows:
 - 1 Star On advancement to AB1 by HOD (OPS achieved).
 - 2 Stars For (CIS)/(SEA)/(MW)/(HM) - on completion of the LS PQC.

 For ((AWW)/(AWT)/(UW)/(EW) - on completion of the LS PQC and primary employment TEM.
 - Crown On completion of the PO PQC.

7708. Warfare Branch History Sheets

History Sheets are no longer used in accordance with RNTM 231/11

7709. Education for Promotion

A Leading Hand must be educationally qualified to Level 1 Functional Skills and a Petty Officer to Level 2 Functional Skills in English and Mathematics or a suitable equivalent for either or both of these qualifications. See [Chapter 96](#) for further information.

7710. Warfare Branch - General Service - Promotion Flowcharts

Detailed promotion flows for each of the Warfare Branch sub-specialisations are listed in the Annexes to this Chapter (see bookmarks), along with specific notes relevant to that specialisation.