

## CHAPTER 79

### WARFARE BRANCH – SUBMARINE SERVICE

#### POINT OF CONTACT - PART 8

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**Annex 79A** Submarine Service Warfare Specialist – Promotion Flowcharts

## CHAPTER 79

### WARFARE BRANCH – SUBMARINE SERVICE

#### 7901. General

This Chapter covers the career regulations for all Warfare Branch specialisations with the exception of Coxswain (Submarine) ([Chapter 83](#)). Divisional Officers are to ensure that a copy of this Chapter and Annex is placed in the PDR of every member of the Warfare Specialist specialisations listed at [Para 7902](#).

#### 7902. Specialisations of the Warfare Branch (Submarine)

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

Coxn(SM)      Coxswain (Submarine) – see [Chapter 83](#)

WS              Warfare Specialist

(TSM)          (Tactical Submarine)

(SSM)          (Sensors Submarine)

CISSM          Communication Information Systems Specialist Submarine

- b. **Specialisation Selection.** Warfare Branch (Submarine) ratings will be selected at Careers Offices as either CISSM, WS(SSM) or WS(TSM). Individuals requesting to transfer specialisation, both within the Warfare Branch and the RN as a whole, will be managed on a case-by-case basis by the Warfare Ratings Branch Manager. |

- c. **Coxswain (Submarine).** Selection into the Coxswain (Submarine) specialisation will be by sideways entry only. See [Chapter 83](#) for full details.

#### 7903. Submarine Warfare Branch Training - Career Progression and Targeted Employment Modules

Career Progression for Warfare Branch Ratings is detailed within [Annex 79A](#). 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 Annex 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 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 Submarine WS and CISSM specialisations an initial warning is set at 12 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 EL position numbers, are delivered. As TEMs are linked to EL position numbers, the Warfare Department Co-ordinator must liaise closely with the Coxswain in order to manage Squad members effectively. Course capacity and scheduling can restrict the timely delivery of TEMs to meet short notice requirements, therefore, individuals may need to be "manage-moved" between EL 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 the training unit or establishments (as appropriate) to the individual's parent unit and the receiving submarine. 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 7006](#). 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 submarine's Coxswain, may allocate an individual who has failed a TEM or another member of the submarine's Squad to a place on a later TEM. The Coxswain 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 submarine is to assess the individual's employability within the Squad. If deemed unemployable, the matter is to be referred to the Submarine Warfare Ratings Branch 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. **Attendance on next higher Professional Qualifying Course.** A rating will not be eligible to attend the PQC for a higher rate unless they are 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 Coxns/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 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. Where available, spare PQC training capacity may on occasion be offered to non-selected, suitably recommended volunteers.

f. **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.

**7904. JPA Recording - Competences, Annual OPS Check, OPT Examinations, RNFT Sea Time and Pay Qualification Points**

a. **Recording of Competencies.** Once a Submarine WB rating has successfully completed a PQC, TEM, core career OJT TB and achieved OPS 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 Common Promotion Date. Divisional Officers and Line Managers of ABs and LHs selected for the next higher rate are to arrange for an Annual OPS check via the OPT facilities within three months of the individual attending Promotion Career training. OPS qualifications will be checked on attendance of LH and PO Career Course training. Ratings not in date for OPS will be returned to Unit.

c. **Annual Operational Performance Training (OPT) Examination.** The OPT examination forms part of the annual OPS Check and is valid for 12 months from the date of the examination. The examination is to be conducted at the OPT Facility in either Faslane or Devonport. Ratings assigned or loaned to units outside of these geographical locations are to contact the OPT Facility Faslane (93255 6110) to request authorisation to conduct an 'outstation OPT examination' Guidance on the process of conducting OPS checks and OPT examinations is given in BR 1984 - Warfare Training Regulations.

d. **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.

e. **Sea Service.** A minimum of 12 months 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 [Para 6905](#) for full details.

f. **Pay Qualification and Accelerated Incremental Progression 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. Progression will only re-commence when the competency has been achieved and awarded. The flow diagrams at the annex list QPs against the various requirements. Full details of QPs can be found in JSP 754 Chapter 3 Section 4.

(2) *Accelerated Incremental Progression (AIP) Points.* 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.

## 7905. 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. 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 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, they 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. For promotion up to the rate of PO, Streamlined Eligibility Dates (SED) of 31 Mar, 31 Jul and 30 Nov in any year will apply. 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.

**7906. Recategorisation 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 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.

**7907. 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 (OPS achieved).
  - 2 Stars On completion of the LS PQC.
  - Crown On completion of the PO PQC.

**7908. Warfare Branch History Sheets**

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

**7909. 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 [Para 9640](#) for further information.

**7910. Submarine Warfare Specialisation - Promotion Flowcharts**

Detailed promotion flows for the Submarine Warfare specialisation are at [Annex 79A](#).