

ANNEX 80A

RN POLICE – PROMOTION FLOWCHART

- a. Passed RN Police Initial Course (RNPIC) (14 weeks) at DSPG); recorded as JPA competency 'Provost & Security|Service Police-RN Police Initial Course (RNPIC)|Navy'. (1)
- b. Passed First Aid Course (1 week); recorded as JPA competency 'Medical|Level 2 First Aid (CBRNDC 23)|Navy'. (1)
- c. Passed All Arms Unit Custody Staff Course (2 weeks); recorded as JPA competency 'Course Qualified|All Arms Unit Custody Staff Course|Joint' at Military Corrective Training Centre Colchester. (1)
- d. Passed LRLC; recorded as JPA Competency 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy'. (1)
- e. Completed AB-LH CBRNDC Task Book; recorded as JPA competency 'Professional|Completion of NBCD Task Book (All Ratings)|Navy'.
- f. Hold current driving licence (Cat B); recorded as JPA competency 'Drivers|Civilian Driving Licence|Navy'. (1)
- g. In date RNFT or waiver obtained on date due advancement to Leading Regulator; recorded as JPA competency 'CMS|Fitness Test|Navy'. (6)
- h. At least 6 months since last Career Check on date due advancement.

Rated LEADING REGULATOR

Regulating Petty Officer – Pre-Selection Requirements

- a. Passed Volume Crime Investigations Course (VCIC); recorded as JPA competency 'Provost & Security|Service Police-Volume Crime Investigations Course (VCIC)|Navy¹. (2) (3) (9)
- b. Achieved OPS; recorded as JPA competency 'Professional|OPS for LREG (PQ40)|Navy'. (Qualifying Point for Accelerated Incremental Progression - for non-achievement of OPS, a pay bar is set at Increment Level 2). (2)(3) (8)
- c. Minimum 2 years' service as an LReg 12 months prior to the Common Promotion Date (CPD) (Para 6703 b [sub para \(3\)](#)).
- d. Serving on FC/OE1 or EC/2OE that expires after the nominated CPD (Para 6703 b [sub para \(7\)](#)).
- e. In date RNFT or waiver obtained at the Common Reporting Date (CRD); recorded as JPA competency 'CMS|Fitness Test|Navy'. (3)(6)
- f. Rating recommended for promotion on Appraisal Report at CRD. (5)

1. Or the former competencies: Q|Q-P-VCIC (Police-Volume Crime Investigators Course)|Joint|, or Q|Q-P-L2IC|RAF| or Regulating|Professional Investigators Course|Navy|.

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Regulating Petty Officer – Pre-Promotion Requirements

- g. Passed Annual OPS Check or waiver obtained within 12 months of achieving OPS on first occasion (may be achieved before 12 months) or within 12 months of last Annual OPS Check at CPD; recorded as JPA competency 'CMS|Annual OPS Check LH|Navy'. (3) ([Annex 80B](#))
- h. Completed 12 months sea service on a seagoing ship as a LReg at CRD; recorded as JPA competency 'CMS|12 Months Sea Time LH|Navy'. (11) ([Annex 80B](#))
- i. Passed Serious Crime Investigations Course (SCIC) (9 weeks) at CPD; recorded as JPA competency 'Provost & Security|Service Police-Serious Crime Investigations Course (SCIC)|Navy'². (Qualifying Point for Accelerated Incremental Progression). (7) (8) (10)
- j. Passed Senior Rates Leadership Course (SRLC) at CPD; recorded as JPA competency 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy'. (7)
- k. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy'. (6)
- l. At least 6 months since last Career Check (if any) CPD or date due promotion (if later).
- m. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and recorded on JPA with the appropriate competence. To be educationally qualified for promotion (EFP) in accordance with [Para 9640](#) and the competence "Educational|RN/RM QEPO/Sgt|Navy|" recorded on JPA. (4)

Promoted to REGULATING PETTY OFFICER
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Master At Arms – Pre-Selection Requirements

- a. Minimum of 3 years' experience as a RPO 12 months prior to the CPD (Para 6703 b [sub para \(3\)](#))
- b. Serving on FC/OE1 or EC/2OE that expires after the nominated CPD (Para 6703 b [sub para \(7\)](#))
- c. Recommended for promotion on Appraisal Report at CRD. (5)
- d. In date RNFT or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy'. (6)

Master At Arms – Pre-Promotion Requirements

- e. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy'. (6)
- f. At least 6 months since last Career Check (if any) on CPD or date due promotion (if later).
- g. Completed 12 months sea service on a seagoing ship as a RPO; recorded as JPA competency 'CMS|12 Months Sea Time PO|Navy' (11) ([Annex 80B](#))

2. Or the former competencies: AGC|SIB L3I CSEQUAL| Army] or Q|Q-P-L3IC|RAF].

Promoted to
MASTER AT ARMS

Warrant Officer 1 – Pre-Selection Requirements

- a. Minimum of 3 years' experience as a MAA 12 months prior to the CPD.
- b. To be EFP in accordance with Para 9642. Must have achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and the appropriate competence recorded on JPA. (4)
- c. Serving on FC/OE1 or EC/2OE that expires after the nominated CPD (Para 6703 b sub para (7)).
- d. Recommended for promotion on Appraisal Report at CRD. (5)
- e. In date RNFT or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy'. (6)

Warrant Officer 1 – Pre-Promotion Requirements

- f. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy'. (6)
- g. At least 6 months since last Career Check (if any) on nominated CPD or date due promotion (if later).
- h. Passed Serious Crime Investigations Course (SCIC) (9 weeks) at CPD; recorded as JPA competency 'Provost & Security|Service Police-Serious Crime Investigations Course (SCIC)|Navy'³. (10) (12)
- i. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to
WARRANT OFFICER 1 MASTER AT ARMS

Notes:

1. *Ratings of all specialisations selected for transfer to the RNP will undergo a 14 week RNPIC at DSPG, 2 weeks All Arms Unit Custody Staff Course at Military Corrective Training Centre Colchester, 1 week First Aid Course followed by the LRLC (see [Para 8010](#)) where this has not been achieved beforehand. This, in turn, will be followed as necessary by driver training (Cat B Licence).*

2. *All newly qualified LRegs will be assigned to a RNP Headquarters for a minimum period of 18 months for their first assignment to enable Task Book completion (which must be completed within 12 months). On successful completion, the LReg Task Book is to be forwarded to DSPG (FAO MAA at the Training Wing), to be kept on file. Additionally, during this first assignment, NPMs are to ensure that newly qualified LRegs are employed in the Enquiry Team, Discipline Office duties and where possible they should spend a period of attachment to the RNPSIB to enable them to gain experience prior to their first sea assignment. Furthermore, the 3 remaining units of the Royal Military Police Advanced Apprenticeship Scheme in Policing (C & G Diploma in Policing) must be completed within 16 months of completing the RNPIC.*

3. Or the former competencies: AGC|SIB L3| CSEQUAL| Army| or Q|Q-P-L3|C|RAF|.

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3. OPS Checks (See also [Annex 80B](#))

a. Completion of the LRLC, LReg Task Book (no JPA competency) and the VCIC or the former L2IC/PIC defines the achievement of OPS; recorded as JPA competency 'Professional|OPS for LREG (PQ40)Navy'. (Qualifying Point for pay progression - for non-achievement of OPS, a pay bar is set at Increment Level 2). Thereafter, the continued maintenance of OPS (including RNFT and Personal Safety Training (PST)) is fundamental to all further development and advancement. In order to monitor individual maintenance of OPS, an annual OPS Check; recorded as JPA competency 'CMS|Annual OPS Check LH|Navy' must be achieved by LRegs irrespective of where they are serving. Within the RNP, OPS checks are to be achieved by continuous assessment by a Senior Rating of the RNP specialisation, or if unavailable, the XO or Line Manager. If the XO or Line Manager is unable to certify an LReg as being OPS for any reason advice/assistance is to be sought from the WO1 (MAA) (T&R), HQ PM(N).

b. The requirement to be 'in date' for an Annual OPS Check - recorded on JPA at the Common Reporting Date (CRD) as a prerequisite for presentation at Promotion Boards has ceased. **However, there remains a requirement to be 'in date' for an Annual Ops Check which must also be recorded on JPA.** Additionally, this competence must also be recorded on JPA by the CPD.

4. Education for Promotion. See Chapter 96 [Section 6](#).

5. Recommendation. Awarded 'Exceptional', 'High' or 'Yes' recommendation for 'Promotion - 1 Rank Up' on SJAR by final RO. 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.

6. RNFT (at CRD). 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. See [Para 6720](#).

7. 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 by nominated CPD+12 months as a result of service reasons, non-service reasons (outwith control) or non-service reasons (within control).

8. Accelerated Incremental Progression (AIP) points. In order to reward achievement, AIP will be awarded for achievement of OPS as a LReg and on successful completion of the SCIC (JSP 754 Chapter 3, Section 6 refers). For non achievement of OPS, a pay bar is set at Level 2 for Incremental Progression. (JSP 754 Chapter 3, Section 4 refers).

9. Volume Crime Investigations Course (VCIC). The VCIC is a 5 week course at DSPG, which must be completed 15 - 24 months following the RNPIC. Loading to the VCIC is the responsibility of CNPers NPT(X). The VCIC is mandatory and is a pre-requisite for a LReg joining a ship, Op Tour, LFS or expected to conduct volume crime investigations. A minimum period of 3 months study is required by candidates prior to commencement of course. An Entrance Examination will take place on the first day of the course; a failure will necessitate a resit on day 3 and a further failure will result in removal from course. In this instance, candidates are to return to DSPG for course after a further minimum period of 3 months study.

10. **Serious Crime Investigations Course (SCIC).**

a. The SCIC is a 9 week course at DSPG. The SCIC is for personnel who have been selected for RPO. However, exceptionally LRegs may attend the SCIC at the discretion of the WO1(MAA) (T & R) HQ PM(N). Loading to the SCIC is the responsibility of CNPERS NPT(X) in consultation with the WO1(MAA) (T & R), HQ PM(N). The SCIC consists of 4 modules and candidates must pass an entrance examination (module 1) for acceptance on the course. Prior to the entrance examination, candidates require a minimum period of 3 months self study. Line Managers should mentor and monitor candidates progress during their preparation for the entrance examination. Any concerns should be raised with WO1(MAA) (T & R). Candidates are strongly encouraged to commence study immediately following selection to RPO.

b. SCIC entrance examinations take place 1 month prior to the commencement of course at nominated locations/education centres by the candidates. Examination failure will result in a re-sit 1 week later. A candidate, having failed the re-sit examination, will be allowed a further 2 month period of study before sitting a second entrance examination and, if necessary, re-sit examination 1 week later. If a candidate, having taken 2 entrance examinations (including 2 re-sits) is unsuccessful, he/she will be deselected from the promotion signal and the full penalties applied (see Para 6912 a [sub para \(1\)](#)). Results of the entrance examination will be disseminated via the WO1(MAA) (T & R). Candidates having passed the entrance examination will be loaded to the SCIC.

c. **SCIC Residential Phase.** The Residential Phase consists of modules 2-4; knowledge assessment for modules 2-3 is conducted by written examinations and Module 4 (Environmental Phase) consists of practical testing/assessments.

d. **SCIC Failure Procedure.** Should a student fail a module written examination, 2 days later they will re-sit the examination. If the student fails the re-sit examination, he/she will fail that module. If the student subsequently fails another module examination (including re-sit examination), the SO1 of the Training Wing (DSPG) will remove the student from training. In this event the student should not return for the SCIC before completing a minimum period of 2 months self study. The student is not required to re-sit the DLP entrance examination. Additionally, the procedures at Para 6912 [sub para c](#) should be followed. When a student returns to the SCIC, any further failure of a module written examination (including re-sit examination) automatically results in removal from course, de-selection from the promotion signal and the full penalties applied (see Para 6912 a [sub para \(1\)](#)).

e. If a student fails either modules 2, 3 or 4 and is then successful in all other modules, the student will be required to return to DSPG after a minimum period of 2 months to re-sit the failed module and then complete and pass the Environmental Phase (module 4). Knowledge assessment for module 4 is conducted by examining student's practical skills in a criterion-reference format by the course instructors on a standardised form. Failure of this module will result in the penalties above.

11. **Sea Service** (See also [Annex 80B](#)).

a. For the purpose of promotion for RNP personnel, sea service is only counted if achieved at sea. A minimum period of 12 months' sea service is required for a LReg to be eligible for selection to RPO. LRegs and RPOs require a minimum of 12 months sea service to be eligible for promotion to RPO and MAA respectively. A MAA can expect to serve on a seagoing ship for 24 months, an RPO for 24 months and a LReg for 24 months.

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b. *The requirement to have the sea service competency recorded on JPA at the CRD as a prerequisite for presentation at Promotion Boards has ceased. However, if a RPO or LReg is selected for promotion, their sea service competency must be recorded on JPA prior to the CPD.*

12. *There is a requirement for all personnel selected to WO1(MAA) to have completed the SCIC or the former L3IC before being able to fulfil the roles and responsibility in any RNP Specialisation specific WO1(MAA) position. Failure to successfully complete the SCIC by CPD+12 months will result in de-selection from the promotion signal iaw Para 6912 a [sub para \(1\)](#).*

13. *Personnel are reminded that it is an individual rating's responsibility to ensure that JPA correctly reflects all the competencies they have achieved at their CRD and/or CPD. Individuals are advised to check the flow chart above to ascertain those required for pre-selection and subsequent promotion or to contact the relevant section within the Ratings' Promotion Section for advice. Individuals may not be presented to promotion boards if JPA records do not correctly reflect achievement of these competencies. Although the onus is placed on individuals to check their JPA records, this does not absolve Divisional Officers from their responsibilities in accordance with [Para 2120](#).*

14. Personal Safety Training (PST)

a. *Any member of the RNP engaged in police duties where the use of Personal Safety Equipment (PSE) is likely must be qualified and in date for the use of Service issue Batons and Handcuffs. This legal requirement is achieved through attendance on the basic Personal Safety Training (PST) course, completion of which ensures compliance with Home Office standards and the overarching guidelines issued by DSPG Association of Chief Police Officers (ACPO) Personal Safety Manual 2013. The PST qualification is valid for a 12 month period from completion of the basic course, following which continuation training must be conducted on an annual basis thereafter. This is an enduring commitment to which relevant RNP staffs and their respective line managers have a mandatory requirement to adhere to.*

b. **General Users.** *RNP personnel who have completed the basic PST course must complete a minimum of 12 hours continuation training per year in order to maintain the PST competency; this can be achieved locally through the use of PST Unit Instructors (PST UI) and where possible should be evenly spread throughout the year in order to avoid last minute 'bulk' training before the qualifying period expires. Conversely, RNP staffs about to deploy overseas should ensure that they receive sufficient training to keep them in date for the duration of the deployment.*

c. **PST Unit Instructors.** *PST UI must have successfully completed the 10 day trainer's course at DSPG, be in date for the annual PST UI refresher training and be qualified Level 2 First Aid. They are pivotal to the delivery of continuation training at the local level and should aim to conduct training sessions on a monthly basis with advance warning promulgated on unit daily orders or other available means, such as MOSS announcements, group e-mails or divisional briefings. The training itself should be conducted with a ratio of no less than one PST UI for every eight students and a unit record/database of RNP staffs attending the training should be maintained. It is the responsibility of NPMs via their PST UI to ensure that all RNP within their AOR receive regular continuation training to maintain this competency.*

d. **Fit to Undertake Continuation Training.** All personnel undertaking continuation training must be medically fit. No person will be allowed to undertake continuation training if they are medically unfit, medically exempt (recorded on medical records), suffering from any injury/illness, pregnant or suspected to be pregnant. On each occasion of conducting continuation training, personnel will be required to verbally state and sign a declaration to the PST UI that they are medically fit to attend continuation training

e. See PM(N) TI No 17 for further details.

15. All Arms Unit Custody Staff Course (AAUCSC)

The AAUCSC is a 10 day course conducted at MCTC Colchester and it is a mandatory requirement for all RNP serving in RNPHQs, Diego Garcia and ships deploying on APT(S), APT(N) and Op Kipion to complete this training. Additionally, there is a requirement for all RNP who have completed this course to remain 'in date' Level 2 first aid and to attend the one day AAUCSC Refresher on an annual basis.