

CHAPTER 81

WARFARE BRANCH – FLEET AIR ARM

POINT OF CONTACT - PART 8

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WARFARE BRANCH – FLEET AIR ARM

8101. General Terminology

a. Naval Airman entrants will be required to qualify in Aircraft Handling (AH), Aircraft Controller (AC) or Survival Equipment (SE) specialisations. Candidates for the Photographer and Aircrewman specialisations are recruited from within and therefore can be selected from any branch including Royal Marines (Aircrewman will become a Direct Entry Branch from January 2014). SE ratings, whilst considered to be part of the Warfare FAA branch, are managed by NPT(E) AE Branch Manager. Similarly as the NA(METOC) specialisation has been superseded by the OM(HM) specialisation, branch management for legacy NA(METOC)s is undertaken by the GS Warfare Branch Manager – see [Chapter 77](#).

b. For the purposes of this Chapter, Airman and Aircrewman refer to both male and female ratings.

8102. Examination for Advancement or Promotion - General

a. **Recommendations.** All recommendations for advancement/promotion, examination or course are to be made with due regard to the conditions in [Para 6901](#).

b. **Application for Examination.** Application is to be made according to [Para 6914](#).

c. **Examinations.** The types of examination used in the Air categories are as follows:

(1) Professional Qualifying Examinations (PQE) - set and marked by the Specialist Schools.

(2) Provisional Examinations (PE) - set and marked by the Specialist Schools.

(3) Local - conducted by officers of the rating's own ship or squadron.

The general rules for examinations, including failures and refusal to take a Qualifying Course or Examination, are given in [Para 6911](#) to [Para 6914](#) and Lead School publications and apply to all examinations in the Fleet Air Arm (non-Air Engineering).

d. PE and PQE dates are published by DIN or RNTM.

e. Detailed instructions on the regulations and assessments within the NA(SE) specialisation are contained in the Manual of Naval Air Engineering Training (MNAET).

8103. Naval Airman (Aircraft Handler) Specialisation – Promotion Flowchart

New Entry: Up to 37 years. (see [Note 1](#))

NAVAL AIRMAN 2

Naval Airman 1 – Advancement Criteria

- a. Pass Naval Airman Qualifying Course (Phase 2a Training). (1)(2)(3)
- b. Completed OJT TB - achieved OPS as NA(AH) (4) to be awarded JPA competence 'Professional|OPS for NA(AH) UQ50|Navy
- c. In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement; recorded under JPA competency 'CMS|Fitness Test|Navy|'.
- d. At least 6 months since last Career Check (if any) on date due advancement.
- e. Awarded NA(AH)1 Badge (One Star Badge). Achieved NAMET 7:7.

Advanced to NAVAL AIRMAN (AH) 1

Leading Airman (AH) – Pre-Selection Requirements

- a. Achieved minimum NAMET 5:5 or Level 1 Functional Skills (or equivalent) in English and Mathematics at Common Reporting Date (CRD) 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 QELH/ Cpl|Navy|" recorded on JPA.
- b. Minimum of 18 months' seniority as NA(AH)1 12 months prior to Common Promotion Date (CPD) (Para 6703 b [sub para \(3\)](#)).
- 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. (11)
- e. In date RNFT or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy|'. (12)

Leading Airman (AH) – Pre-Promotion Requirements

- f. Passed Leading Airman Qualifying Course. (7)(10).
- g. Leading Rates Leadership Course (LRLC) completed and recorded as JPA competency 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'. (14)
- h. In date RNFT or waiver obtained at nominated CPD; recorded as JPA competency 'CMS|Fitness Test|Navy|'. (13)
- i. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).

Promoted to LEADING AIRMAN (AH)

Petty Officer Airman (AH) – Pre-Selection Requirements

- a. Passed PE for POA(AH) (5)
- b. Minimum of one year's seniority as a LA(AH) 12 months prior to the CPD.
- c. Serving on FC/OE1 or EC/2OE that expires after the nominated CPD.
- d. Recommended for selection on Appraisal Report at CRD (11).
- e. In date RNFT or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy|'. (12)

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f. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at CRD and recorded on JPA with the appropriate competence. To be EFP in accordance with [Para 9640](#) and the competence "Educational|RN/RM QEPO/Sgt|Navy|" recorded on JPA.

Petty Officer Airmen (AH) – Pre-Promotion Requirements

- f. Passed PO Qualifying Course. (8)(12)
- g. Senior Rates Leadership Course (SRLC) completed and recorded as JPA competency 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|. (14)
- h. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy|. (13)
- i. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).

Promoted to
PETTY OFFICER AIRMAN (AH)

Chief Petty Officer Airmen (AH) – Pre-Selection Requirements

- a. Minimum of 3 years' seniority as PO Airmen (AH) 12 months prior to the CPD.
- b. Serving on FC/OE1 or EC/2OE that expires after the nominated CPD.
- c. Senior Rates Leadership Course (SRLC) completed and recorded as JPA competency 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'
- d. Recommended for promotion on Appraisal Report at CRD.
- e. In date RNFT or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy|. (12)

Chief Petty Officer Airmen (AH) – Pre-Promotion Requirements

- f. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy|. (13)
- g. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER AIRMAN (AH)

Warrant Officer 1 – Pre-Selection Requirements

- a. Minimum of 3 years' seniority as a CPO 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.
- c. Serving on FC/OE1 or EC/2OE that expires after the nominated CPD.
- d. Recommended for promotion on Appraisal Report at CRD.
- e. In date RNFT or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy|. (12)

Warrant Officer 1 – Pre-Promotion Requirements

- f. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy|. (13)

- g. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).
- h. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to WARRANT OFFICER 1 (AH)
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Notes:

1. Ratings entering the Fleet Air Arm in the Naval Airman (AH) specialisation enter as a Naval Airman 2. They undergo Phase 1 New Entry training at HMS RALEIGH and are then assigned to Naval Airman Qualifying Course (NAQC) at the RN School of Flight Deck Operations (RNSFDO), RNAS CULDROSE.
2. Although included within the NA(AH) Phase 2 syllabus, the completion of Outdoor Leadership Training (OLT), NBCD 23 First Aid Level 2 and Category B Driver Training are not mandatory pass elements.
3. Ratings who fail NAQC may be 'back-classed' or, unless willing to transfer to another specialisation under existing regulations, will normally be recommended for discharge Unsuitable During Training (DUOT) by the Commanding Officer RNAS CULDROSE.

Instructions for completion of NA(AH) Task Book

4. The NA(AH) Task Book is issued to ratings on completion of NAQC. The purpose of the NA(AH) Task Book is to detail the On-Job Training (OJT) requirements to develop the individual from Training Performance Standard (TPS), completion of this Task Book will result in the rating achieving OPS and consequently being rated NA(AH)1.

Aircraft Handler Provisional Examinations (PE)

5. The PE for POA(AH) may be taken at any time by confirmed Leading Hands (or, post the CPD for which selected, by those who have completed pre-promotion training but have yet to be promoted for reasons shown at Para 6716 sub para c), provided that the rating's Commanding Officer considers that the candidate is adequately prepared for the Petty Officer (AH) Qualifying Course (PO(AH)QC) and has the potential for future promotion to Petty Officer. Applications for the examination should be forwarded to the Commanding Officer, RNSFDO, Helston, Cornwall, TR12 7RH, on Form S442 in duplicate. Examination papers will be forwarded to the candidate's ship or establishment and completed papers should be returned without delay. CO RNSFDO will inform Commanding Officers and Navy Command/Commodore Naval Personnel (CNPers) of results.

Aircraft Handler Qualifying Courses

6. **LA(AH) Qualifying Course (LAQC).** Ratings selected by the LA (AH) Promotion Board will be assigned to LAQC by the Aircraft Handler Career Manager. Candidates assigned to LAQC will be sent a pre-course study CD, and will be examined on arrival using the content of the pack to confirm their training standard. This is a formally assessed examination; an initial failure will attract a Formal Caution, any student subsequently failing the re-sit will be deemed to have failed LAQC, be de-selected and returned to unit.

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7. *Ratings nominated to attend Leading Rates Leadership Course (LRLC) within three months of completion of LAQC are to ensure that all LRLC pre-requisites have been accomplished (i.e. medical examination and fitness test completed). The LAQC syllabus does not allow time to be released from training to undertake these requirements.*

8. **POA(AH) Qualifying Course (POQC).** *Ratings selected by the POA(AH) Promotion Board will be assigned to POQC by the Aircraft Handler Career Manager.*

9. *Ratings nominated to attend Senior Rates Leadership Course (SRLC) within three months of completion of POQC are to ensure that all SRLC pre-requisites have been accomplished (i.e. medical examination and fitness test completed). The POQC syllabus does not allow time to be released from training to undertake these requirements.*

10. **Failure of LAQC/POQC.** *LAQC and POQC assessment takes the form of theoretical examination and practical assessment. Ratings must achieve a pass in all phase examinations and assessments to successfully complete the courses. Failure of LAQC or POQC will attract the penalties detailed in [Para 6912](#).*

11. **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.*

12. **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](#).*

13. **RNFT (at CPD).** *Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a NSMBOS or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD (or later). See [Para 6720](#).*

14. **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).*

8104. Legacy Naval Airman (Meteorology and Oceanography) Specialisation – Promotion Flowchart

NAVAL AIRMAN (METOC) 1

Leading Airman (METOC) – Pre-Selection Requirements

- a. Complete LS(HM)(M) Task Book.
- b. Serving on FC/OE1 or EC/2OE that expires after the CPD (Para 6703 b [sub para \(7\)](#)).
- c. 6 months' sea service as AB1 at CRD. Recorded as JPA competency 'CMS|12 Months Sea Time AB|Navy|'
- d. Recommended for promotion on Appraisal Report at CRD.
- e. In date RNFT or waiver obtained at SED; recorded as JPA competency 'CMS|Fitness Test|Navy|'. (7)

Leading Airman (METOC) – Pre-Promotion Requirements

- f. Passed LS(HM)(M) PQC by CPD+12 months (awarded 2-star specialisation badge). (7).
- g. LRLC completed and recorded as JPA competency 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'. (9)
- h. Achieved minimum NAMET 5:5 or Level 1 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 QELH/Cpl|Navy|" recorded on JPA. (2)
- i. In date RNFT or waiver obtained at CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy|'. (8)
- j. At least 6 months since last career check (if any) on CPD or date due promotion (if later).
- k. In date Annual OPS Check recorded as JPA competency 'CMS|Annual OPS Check AB1|Navy|'. (3)

Promoted to
LEADING AIRMAN (METOC)

Petty Officer Airman (METOC) – Pre-Selection Requirements

- a. Completed LS(HM)(M) OJT TB. Achieved OPS as Leading Airman (METOC). OPS is to be recorded under 'Professional|OPS for LA(METOC)|Navy|' (3, 4)
- b. Serving on FC/OE1 or EC/2OE that expires after the CPD.
- c. Recommended for promotion on Appraisal Report at CRD.
- d. In date RNFT or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy|'. (7)

Petty Officer Airman (METOC) – Pre-Promotion Requirements

- e. 6 months' sea service as LH at CPD Recorded as JPA competency 'CMS|12 Months Sea Time LH|Navy|'.
- f. Passed PO(HM)(M) PQC by CPD+12 months (awarded PO specialisation badge (Crown)). (7)(9)
- g. Senior Rates Leadership Course (SRLC) completed and recorded as JPA competency 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'. (9)
- h. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics and recorded on JPA with the appropriate competence. To be EFP in accordance with [Para 9640](#) and the competence "Educational|RN/RM QEPO/Sgt|Navy|" recorded on JPA. (2)
- i. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy|'.(8)
- j. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).
- k. In date Annual OPS Check recorded as JPA competency 'CMS|Annual OPS Check LH|Navy|'.(3)

Promoted to
PETTY OFFICER AIRMAN (METOC)

Chief Petty Officer Airman (METOC) – Pre-Selection Requirements

- a. Achieved OPS as PO(HM)(M); recorded as JPA competency 'Professional|OPS for PO LQ30|Navy|'.
- b. Minimum of 3 years' seniority as a PO 12 months prior to CPD.
- c. Serving on FC/OE1 or EC/2OE that expires after the nominated CPD.
- d. Recommended for promotion on Appraisal Report at CRD.
- e. In date RNFT or waiver obtained at Common Reporting Date (CRD); recorded as JPA competency 'CMS|Fitness Test|Navy|'. (7)
- f. Senior Rates Leadership Course (SRLC) completed and recorded as JPA competency 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'.

Chief Petty Officer Airman (METOC) – Pre-Promotion Requirements

- g. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy|'. (8)
- h. At least 6 months since last career check (if any) on CPD or date due promotion (if later).
- i. Passed CPO (HM)(M) PQC by CPD+12 months. Promoted to ACPO(HM)(M). (6)

Promoted to
CHIEF PETTY OFFICER AIRMAN (METOC)

Warrant Officer 1 Airman (METOC) – Pre-Selection Requirements

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

Warrant Officer 1 Airman (METOC) – Pre-Promotion Requirements

- f. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy|'. (8)
- g. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).
- h. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to
WARRANT OFFICER 1 AIRMAN (METOC)

Notes:

1. **Employment.** Ratings that have successfully completed the Professional Qualifying Course for Leading Airman (METOC) or the former Higher Skills Course at either Leading Airman or PO Airman (METOC) is deemed qualified as an assistant forecaster. Qualified ratings can assist in forecasting duties in accordance with METOC tasks included in Queen Regulations for the Royal Navy (BR 2) under supervision of the METOC Qualified Officer.

2. **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.

3. **OPS Checks**

a. Completion of the OJT section of the professional Task Book defines the achievement of OPS. Thereafter, the continued maintenance of OPS (including RNFT) is fundamental to further development and advancement. In order to monitor individual maintenance of OPS, an annual OPS Check has been introduced. The OPS Check is administered by Air Station/Ship's staff and takes the form of a local board based upon a question/task bank maintained by FOST HM. For ABs and LHs who have completed their Professional TB (not CBRNDC), an opportunity for an OPS Check will be scheduled and conducted. For each individual, an OPS Check must be achieved annually, the basic date being the TB completion date. To ensure equity for all, ships are required to schedule an opportunity for OPS Checks every 4 months. The METOC Department Training Co-ordinator will be responsible for scheduling 4-monthly OPS Check opportunities and for ensuring compliance with the annual requirement for every AB and LS via a BU system. Individuals may, however, request an earlier OPS Check by Request Form to their HOD whenever they feel ready to do so. FOST HM will generate and issue a set of questions/tasks (practical demonstration of skills will be included) on 3 fixed dates each year to all ships automatically and to any other units that request them. Actual conduct of the OPS Check will be a matter for onboard management but the result, which must be recorded on JPA, must certify that each individual:

- Has been checked and has shown the requisite knowledge laid down in the OPS for the current rate, and
- Is in-date for RNFT.

b. Prior to Selection Boards, Commanding Officers' will certify achievement by individuals who have met both of the above criteria. Accordingly, two new 'Annual OPS Check' competencies have been created on JPA, namely 'CMS\Annual OPS Check AB1\Navy' and 'CMS\Annual OPS Check LH\Navy', each with a Pass, Waiver or Fail category and End Date. For ABs and LHs to be considered for selection for promotion, the appropriate JPA 'Annual OPS Check' field must be entered on and by subsequent CRDs.

c. In exceptional circumstances, some individuals may be unable to achieve the mandatory OPS Checks. Where this is the case, the Branch Manager should be consulted for advice.

4. **Mechanism for Unacceptably Slow Progression.** Consideration of the warnings process should be given to those LHs who fail to attain OPS 12 months after completion of Career training due to non-service reasons. The Branch Manager is to be consulted for advice.

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5. **Promotion to Leading Airman and Petty Officer.** Promotion to Leading Airman and PO is by Selection Board. Selection for promotion will be on merit and to requirement:

a. **Completion of CBRNDC Task Book.** This TB may be issued to a rating at Naval Airman (METOC)¹ and can be completed at any time after issue. Although not a requirement for selection, all ratings are to complete this TB before promotion to PO including APO. Ratings that are assigned to an Air Station and cannot be released to complete the AB-LH CBRNDC TB are to sit the CBRNDC Examination (See [Para 6904](#)).

b. **PQC and LRLC/SRLC.** The PQC and LRLC/SRLC should normally be undertaken as a package. The Selection Signal will be the trigger for EWOs/WMO/CNPer 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.

6. **CPO(HM)(M) Qualifying Course.** PO Airman (METOC) will normally be rated Acting CPO on successful completion of the CPOQC in order to undertake On Job Training (OJT) in a CPO's position at a Naval Air Station. OJT will normally be conducted using a Task Book. If, subsequently, an individual fails OJT they will be reverted to PO Airman (METOC). Confirmation for all Acting CPOs will be on successful completion of OJT and the achievement of OPS as a CPO Airman (METOC). On completion of the OJT the qualification of forecaster is awarded (JPA Competency FAA\CPO(METOC)-NAS Meteorological Forecasters Course|Navy).

7. **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](#).

8. **RNFT (at CPD).** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a NSMBOS or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD (or later). See [Para 6720](#).

9. **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, non-service (outwith control) or non-service reasons (within control).

10. **Accelerated Incremental Pay Points (AIP).** In order to reward achievement of milestones the following AIP will be awarded. On completion of PO PQC banked until being rated PO(METOC) – 12 months' AIP.

8105. Naval Airman (Photographer) Specialisation – Promotion Flowchart

<p style="text-align: center;">ABLE RATING (Any specialisation including RM ORs)</p>

Volunteer for Photography Specialisation

- a. Recommended by Commanding Officer. (1)
- b. Application to Navy Command (CNPer) for manning clearance.

- c. 5 day Photographic Aptitude and Interview with Photographic Branch Specialist Adviser (4)
- d. Medical specialisation MFD with colour perception grade 2.
- e. 12 months' seniority as Able Rating (Any).
- f. Selected for training (4).
- g. 3 years to serve from end of course. (7)
- h. When applying for manning clearance, must have achieved minimum NAMET 5:5 or Level 1 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 QELH/Cpl|Navy|" recorded on JPA.

Course for LEADING AIRMAN (PHOTOGRAPHER) (9)

- a. Successfully complete Photographic Qualifying Course. (10)
- b. Leading Rates Leadership Course (LRLC) completed and recorded as JPA competency 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'.
- c. In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement; recorded under JPA competency 'CMS|Fitness Test|Navy|'.
- d. At least 6 months since last career check (if any) on advancement.

Advanced to
LEADING AIRMAN (PHOTOGRAPHER)

Petty Officer Airman (Photographer) – Pre-Selection Requirements

- a. Complete Task Book.
- b. Passed Provisional Examination (PE) for Petty Officer Airman (Photographer). (11)
- c. Minimum of 2 years' seniority as a Leading Airman 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. Recommended for selection on Appraisal Report at Common Reporting Date (CRD). (14)
- f. In date RNFT or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy|'. (15)
- g. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at CRD and recorded on JPA with the appropriate competence. To be EFP in accordance with [Para 9640](#) and the competence "Educational|RN/RM QEPO/Sgt|Navy|" recorded on JPA

Petty Officer Airman (Photographer) – Pre-Promotion Requirements

- h. Senior Rates Leadership Course (SRLC) completed and recorded as JPA competency 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'. (17)
- i. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).
- j. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy|'. (16)

Promoted to
PETTY OFFICER AIRMAN (PHOTOGRAPHER)

Chief Petty Officer Airman (Photographer) – Pre-Selection Requirements

- a. Minimum of 3 years' seniority as PO Airman (Photographer) 12 months prior to the CPD.
- b. Serving on FC/OE1 or EC/2OE that expires after the nominated CPD.
- c. Senior Rates Leadership Course (SRLC) completed and recorded as JPA competency 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'.
- d. Recommended for promotion on Appraisal Report at CRD.
- e. In date RNFT or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy|'. (15)

Chief Petty Officer Airman (Photographer) – Pre-Promotion Requirements

- f. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy|'. (16)
- g. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER AIRMAN (PHOTOGRAPHER)

Warrant Officer 1 – Pre-Selection Requirements

- a. Minimum of 3 years' seniority as a CPO 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.
- c. Serving on FC/OE1 or EC/2OE that expires after the nominated CPD.
- d. Recommended for promotion on Appraisal Report at CRD.
- e. In date RNFT or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy|'. (15)

Warrant Officer 1 – Pre-Promotion Requirements

- f. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy|'. (16)
- g. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).
- h. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to
WARRANT OFFICER 1 (PHOTOGRAPHER)

Notes:

1. *A volunteer must be positively recommended by their Commanding Officer as being suitable for promotion to Leading Hand. This is to be based upon above average qualities of confidence, self-reliance, tact and the ability to work unsupervised. A history of an interest in photography is highly desirable. Photographers may be required to undertake flying duties in the course of their employment.*

2. *Applications for manning clearance should be made to CNPers in accordance with current regulations. Manning clearance, if approved, will be valid for two years.*
3. *Once manning clearance is approved, an application to undertake grading is to be made to NAVY MEDIACOMMS-PHOTOPS WO1. Applications are to contain last 3 SJAR reports. SJARs are to be specially written for the occasion.*
4. *The Photographic Branch Specialist Advisor will make a provisional assessment of the applicant's suitability for photographic training. If suitable, the applicant will be called forward for a five day aptitude and interview board. Aptitude and interview results will be forwarded by letter to Commanding Officers, copied to CNPers. If successful, a copy of the letter is to be placed in the candidate's Service Documents and is to be retained until the rating is assigned to the Defence School of Photography or his/her name is withdrawn.*
5. *Candidates who are successful on the Photographic Aptitude will be assigned by CNPers to the Joint Service Photographic Qualifying Course at Defence School of Photography. CNPers is to ensure that the total intake is kept within the limits set by the Commodore Naval Personnel Strategy (CNPS). A successful aptitude and interview remain extant for two years.*
6. *Commanding Officers are to inform CNPers and Navy Command Headquarters if a rating becomes ineligible or no longer wishes to transfer. Transfer to the Photographic specialisation will be on completion of the 27-week course.*
7. *LA(Phot)s are required to give a minimum of 3 years return of service from completion of Photographic Qualifying Course (see [Chapter 53](#)). The 3 years period may include the 12 month notice period.*
8. *Ratings, including those already confirmed as a LH in their source specialisation, will be rated Leading Airman (Photographer) on successful completion of the Photographic Qualifying Course and LRLC. See [Para 6909](#) and [Para 6915 a sub para \(4\)](#) regarding non completion of LRLC and advancement to AHR in exceptional circumstances.*
9. *The Defence School of Photography will notify Captain Naval Recruiting of any RM personnel successfully completing course. Marines will then be instructed to join HMS RALEIGH for the issue of clothing and documentation.*
10. *The first 12 months' service as a LA(Phot) will be a probationary period during which personnel will be required to complete a Task Book. Any rating who fails to complete the Task Book and/or who does not perform satisfactorily is to be considered for reversion to source specialisation.*
11. *The Provisional Examination (PE) for Petty Officer Airman (Photographer) (POA(Phot)) may be taken at any time after completion of the Task Book, subject to recommendation by the Commanding Officer. The examination is set by the DCAE, RAF Cosford, on forms S442 at least one month prior to the date of the examination. Examination papers will be forwarded to the candidate's ship or establishment and completed answer papers should be returned without delay; Commanding Officers and CNPers will be informed of the results, which will also be forwarded to the Advancement Authority. The date of passing the examination will be the basic date for promotion purposes.*
12. *Promotion to POA (Photographer), CPOA (Photographer) and Warrant Officer 1 will be by selection.*

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13. Any rating disgrated or reverted to Able Rating is to be returned to their source specialisation (see Para 7002 [sub para o](#) and Para 7007 [sub para f](#)).

14. **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.

15. **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](#).

16. **RNFT (at CPD).** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a NSMBOS or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD (or later). See [Para 6720](#).

17. **Failure to complete 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 (out with control) or non-service reasons (within control).

8106. Naval Airman (Survival Equipment) Specialisation - Promotion Flowchart

Entry to HMS RALEIGH (see [Note 1](#))

NAVAL AIRMAN (SURVIVAL EQUIPMENT) 2

Naval Airman (SE) 1 – Advancement Criteria

- a. Complete Phase 1 New Entry Training and NA(SE) QC (Phase 2A Training).
- b. Complete NA(SE) WT (Phase 2B Training) and award of QM. (2)
- c. Recommended for advancement. (3)
- d. In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement; recorded under JPA competency 'CMS|Fitness Test|Navy|'.

Advanced to
NAVAL AIRMAN (SURVIVAL EQUIPMENT) 1

Leading Airman (SE) – Pre-Selection Requirements

- a. Achieved minimum NAMET 5:5 or Level 1 Functional Skills (or equivalent) in English and Mathematics at Common Reporting Date (CRD) 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 QELH/Cpl|Navy|" recorded on JPA.
- b. Minimum of 18 months' seniority as NA(SE)1 12 months prior to Common Promotion Date (CPD) (Para 6703 b [sub para \(3\)](#)).
- 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. (7)

- e. In date RNFT or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy|'. (8)

Leading Airman (SE) – Pre-Promotion Requirements

- f. Successful completion of Leading Rates Qualifying Course. (4)(10)
- g. Leading Rates Leadership Course (LRLC) completed and recorded as JPA competency 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'. (4)(10)
- h. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy|'. (9)
- i. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).

Promoted to LEADING AIRMAN (SURVIVAL EQUIPMENT)

Petty Officer Airman (SE) – Pre-Selection Requirements

- a. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at CRD and recorded on JPA with the appropriate competence. To be EFP in accordance with [Para 9640](#) and the competence "Educational|RN/RM QEPO/Sgt|Navy|" recorded on JPA.
- b. Hold Certificate of Competence to Supervise Survival Equipment Maintenance (CCSEM) and passed LRLC. (5)
- c. Minimum of 2 years' seniority as Leading Airman 12 months prior to the CPD.
- d. Serving on FC/OE1 or EC/2OE that expires after the nominated CPD.
- e. Recommended for promotion on Appraisal Report at CRD. (7)
- f. In date RNFT or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy|'. (8)

Petty Officer Airman (SE) – Pre-Promotion Requirements

- g. Successful completion of Petty Officer Qualifying Course. (4)(10)
- h. Senior Rates Leadership Course (SRLC) completed and recorded as JPA competency 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'. (4)(10)
- i. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy|'. (9)
- j. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).

Promoted to PETTY OFFICER AIRMAN (SURVIVAL EQUIPMENT)

CPO Airman (SE) – Pre-Selection Requirements

- a. Minimum of 3 years' seniority as a PO Airman 12 months prior to the CPD.
- b. Serving on FC/OE1 or EC/2OE that expires after the nominated CPD.
- c. Senior Rates Leadership Course (SRLC) completed by nominated CRD and recorded as JPA competency 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'.
- d. Recommended for promotion on Appraisal Report at CRD.
- e. In date RNFT or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy|'. (8)

CPO Airman (SE) – Pre-Promotion Requirements

- f. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy|'. (9)
- g. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later). (9)

Promoted to CHIEF PETTY OFFICER AIRMAN (SURVIVAL EQUIPMENT)

Warrant Officer 1 Airman (SE) – Pre-Selection Requirements

- a. Minimum of 3 years' seniority as CPO Airman (SE) 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.
- c. Serving on FC/OE1 or EC/2OE that expires after the nominated CPD.
- d. Recommended for promotion on Appraisal Report at CRD.
- e. In date RNFT or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy|'. (8)

Warrant Officer 1 Airman (SE) – Pre-Promotion Requirements

- f. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy|'. (9)
- g. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).
- h. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to WARRANT OFFICER 1 (SURVIVAL EQUIPMENT)
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Notes:

1. *All new entrants are rated Naval Airman (SE)2 with seniority from date of entry. They join HMS RALEIGH and undergo Phase 1 training before being assigned to the Defence School of Air Engineering (Gosport) for the Naval Airman (Survival Equipment) Qualifying Course (NA(SE) QC) (also known as Phase 2A training).*
2. *Naval Airman (Survival Equipment) Workplace Training (NA(SE) WT) (also known as Phase 2B training) is primarily carried out at a Royal Naval Air Station SE section. Successful completion of NA(SE) QC and WT culminates in the award of "Qualified to Maintain" (QM). Regulations regarding the award of QM are contained in the Manual of Naval Air Engineering Training (MNAET).*
3. *All NA(SE)2 must have successfully completed NA(SE) QC, NA(SE) WT, QM Award and a minimum of 12 months' reckonable service before being recommended for advancement to NA(SE)1.*

4. Ratings selected for promotion to Leading Airman (Survival Equipment) (LA(SE)) or Petty Officer Airman (Survival Equipment) (POA(SE)) will be promoted on the CPD if they have successfully completed the LRQC/POQC and LRLC/SRLC respectively prior to this date. Ratings who are unable to complete the relevant professional and/or leadership training by the CPD are to be treated in accordance with [Para 6716](#).

5. **Certificate of Competence to Supervise Survival Equipment Maintenance (CCSSEM).** Survival Equipment personnel who have passed the LA(SE) Professional Qualifying Course subsequently undergo Workplace Training at a Royal Naval Air Station SE Section. Successful completion of WT culminates in the award of CCSSEM, and regulations regarding this award are contained within the MNAET.

6. There are no professional or leadership training requirements for promotion to CPOA(SE) or WO1(SE).

7. **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.

8. **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](#).

9. **RNFT (at CPD).** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a NSMBOS or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD (or later). See [Para 6720](#).

10. **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).

11. **Rules Regarding Failure.** The action to be taken when SE specialisation ratings fail training or an examination is shown below:

Table 81-1a.

Success	Failure
Phase 1 Training	Back class. Re-examine. Consider branch transfer or discharge SHORE. In accordance with Para 5748 .
NA(SE) QC	Back class. Re-examine. (Note 1) Consider branch transfer or discharge SHORE. In accordance with the MNAET.
NA(SE) WT (QM - MNAET)	Repeated failures. Consider branch transfer or discharge SHORE (Note 2)
Notes:	
<p>1. <i>With due regard to SERE course availability and planning constraints, ratings who fail SERE051 or SERE059 may be allowed to continue on to NA(SE) WT. Failure of each of these courses is subject to the warnings procedure. The training deficiency must be recorded on the ratings SJAR and include the remedial action required.</i></p> <p>2. <i>Ratings subject to the provisions of Note 1 must have passed SERE051 and SERE059 before they can successfully complete NA(SE) WT.</i></p>	
NAVAL AIRMAN (SE) 1st CLASS	
Leading Airman Qualifying Course LRLC	Not to be promoted. Not to be promoted. Refer to Para 6716 .
LEADING AIRMAN (SE)	
C of C Petty Officers Qualifying Course SRLC	Not to be promoted/consider reversion. Not to be promoted. Not to be promoted. Refer to Para 6716 .
PETTY OFFICER	
CHIEF PETTY OFFICER	
WARRANT OFFICER	

8107. Aircrewman Specialisation - Qualifications for Entry

a. Qualifications for Entry (open to RN ratings and RM other ranks)

- Able Rating or Leading Hand (or RM equivalent).
- Volunteer for transfer into the Aircrewman specialisation.
- Age 19-30.
- At time of applying for manning clearance, 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.
- Passed RN/RM Swimming Test and in date RNFT (RN only).
- Clear potential for early promotion to Leading Hand/JNCO - positive recommendation by CO is required.
- Medical category A1, L1, M1, E1.
- Passed Flying Aptitude Tests (FATs).
- Completed LRLC/JCC (exceptionally may be completed after completion of Aircrewman course).

- Six months since last career check (if any).
- Nationality - sole British or dual national (British plus one other)

b. **Procedure for Application:**

(1) Ratings and other ranks that meet the entry criteria should request manning clearance for sideways entry into the Aircrewman (ACMN) specialisation - see [Para 5119](#).

(2) On gaining manning clearance, 705 CPO Aircrewman will advise candidate of the procedure needed to achieve an initial Aircrew Medical and booking of a Flying Aptitude Test at RAF Cranwell. This medical process is initially undertaken by the Medical Centre at RNSA Culdrose.

c. **Aircrewman Flying Grading:**

(1) The Aircrewman grading is conducted at RAF Cranwell and utilises the Flying Aptitude Test procedure, on gaining manning clearance the 705 CPO Aircrewman will arrange this test. Early engagement is required with the 705 CPO on gaining manning clearance. Successful candidates will return to their units to await assignment to flying training. It is stressed that a pass of FATS does not guarantee that further flying training will be given as candidates with a higher FATS pass will be given priority over those with lower passes. RN candidates will be streamed either ASW or CDO to meet the Service requirement. RM candidates will be streamed CDO only. Candidates who are not assigned to flying training within the 2 year period of manning clearance will need to obtain an extension of the clearance if they wish to continue with their application.

(2) Individuals who do not pass FATS are not allowed a second attempt.

d. **Flying Training:**

(1) *Return of Service.* ACMN are required to give a minimum of three years' return of service from completion of flying training (refer to [Chapter 53](#)). Consequently, volunteers will be required to sign RN Form S2658 prior to being assigned to course.

(2) *Length of Training.* Candidates can expect to undertake the following courses subject to streaming:

(a) *AIR 424.* All ACMN will attend a series of short courses on Aviation Medicine, First Aid, Survival and Survival Equipment at HMS SULTAN, RAF Henlow, RNAS Yeovilton and MWS Excellent (4 weeks).

(b) *Level C SERE.* RAF St Mawgan 2 weeks.

(c) *Common Core Ground School.* ASW ACMN attend this course at 705 NAS, RAF Shawbury (4 weeks) for general aviation awareness training. CDO Aircrewman undertake the Multi Engine Rotary Wing Course at 60 Sqn, RAF Shawbury (36 weeks).

(d) *Basic Acoustic Course.* ASW ACMN undertake this course in 824 NAS at RNAS Culdrose (12 weeks).

(e) CDO ACMN Aircraft Conversion and Operational Conversion Phases are undertaken at 28 Sqn RAF Benson (28 weeks)

(f) *Merlin HM Mk2 Aircraft Conversion and Operational Conversion Phases*. 824 NAS for ASW ACMN. (50 weeks).

(3) *Failures during Flying Training*. Students suspended from flying training will be referred to the Naval Aircrew Advisory Board (NAAB). Confirmation of a failure will result in withdrawal from flying training and return to source branch.

(4) *Award of Wings*. On successful completion of Flying Training, ratings will be awarded the flying badge ('Wings') transferred to the Aircrewman category and rated Leading Aircrewman or Corporal RMAC as appropriate.

(5) *Promotion to LH/Cpl or PO/Sgt after Selection for Training*. All individuals transferring to the Aircrewman specialisation will no longer be considered for promotion in their source branch once Aircrew training has started (see [Para 6704](#)).

(6) *First assignment*. On completion of the Flying Training Course, ACMN will be assigned to a Front Line Squadron for a probationary period where they will be required to successfully complete On Job Task Book Training followed by the award of a Certificate of Competence (CoC). Failure to achieve a CoC will be treated in the same manner as a failure during Flying Training and if confirmed by NAAB an individual will revert to source branch at their original rate/rank and seniority.

(7) *Subsequent Suspension from Flying Duties*. LACMN/Cpl RMAC who are suspended from flying duties for reasons beyond their control will normally be returned to their source branch in the rate held at the time of transfer and with their original seniority. POACMN/Sgt RMAC and above, who are permanently grounded for reasons beyond their control, may be retained in the ACMN category and be employed on non-flying duties until the end of their current engagements provided that they remain medically fit for General Service. They will cease to be eligible for SP(F) from the date of grounding. They will not be eligible for further advancement/promotion. They will therefore be given the option of discharge SHORE with normal terminal benefits (including eligibility for PRVT) - Para 5122 c (4) [sub para \(e\)](#) refers.

e. Transfer flowchart

ACTION	RESPONSIBILITY
Request manning clearance for sideways transfer to ACMN in accordance with Para 5119	Current unit
Signalled response - Provisionally approved/not approved	CNPS
If provisionally approved:	
Arrange Aircrew Medical under guidance of 705 CPO Aircrewman	705 CPO Aircrewman

Called forward to FATS	705 CPO Aircrewman
Assign to flying training course to meet NCHQ CAP AV FT pipeline requirements	CNPers
Specialisation - Changed to LACMN or RMAC upon award of Wings	CNPers
Assume assignment responsibility	CNPers

8108. Anti-Submarine Warfare and Commando Aircrewman Specialisation - Promotion Flowchart

**LEADING AIRCREWMAN/
CORPORAL AIRCREWMAN**

Petty Officer Sergeant/Aircrewman – Pre-Selection Requirements

- a. Complete On Job Training Task Book.
- b. Awarded Certificate of Competence - recorded as JPA competency 'Professional|Certificate of Competence for LACMN(LA(SE))(UQ41)|Navy|'.
- c. Minimum of one year's actual service from the award of 'wings' as Leading Aircrewman/Corporal Aircrewman 12 months prior to the CPD.
- d. Serving on FC/OE1 or EC/2OE that expires after the nominated CPD (Para 6703 b [sub para \(7\)](#)).
- e. Recommended for selection on Appraisal Report at Common Reporting Date (CRD). (1)
- f. In date for Royal Naval Fitness Test (RNFT)/Battle Fitness Test (BFT)(RM) on CRD; recorded as JPA competency 'CMS|Fitness Test|Navy|'. (2)
- g. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at Common Reporting Date (CRD) 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.

Petty Officer/Sergeant Aircrewman – Pre-Promotion Requirements

- h. Senior Rates Leadership Course (SRLC)/Senior Command Course(SCC)(RM) completed and the relevant competency recorded on JPA. (4)
- i. In date RNFT/Battle Fitness Test (BFT)(RM) or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy|'. (3)
- j. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).

Promoted to
**PETTY OFFICER/SERGEANT
AIRCREWMAN**

Chief Petty Officer/Colour Sergeant Aircrewman – Pre-Selection Requirements

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- a. Minimum of 3 years' seniority as a Petty Officer/Sergeant 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.
- c. Senior Rates Leadership Course (SRLC)/Senior Command Course(SCC)(RM) completed and the relevant competency recorded on JPA.
- d. Recommended for promotion on Appraisal Report at CRD. (1).
- e. In date RNFT/Battle Fitness Test (RM) or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy|'. (2)

Chief Petty Officer/Colour Sergeant Aircrewman – Pre-Promotion Requirements

- f. In date RNFT/Battle Fitness Test (RM) or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy|'. (3)
- g. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).

Promoted to
**CHIEF PETTY OFFICER/COLOUR SERGEANT
AIRCREWMAN**

Warrant Officer 1 Aircrewman – Pre-Selection Requirements

- a. Minimum of 3 years' seniority as a CPO/Colour Sergeant 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.
- c. Serving on FC/OE1 or EC/2OE that expires after the nominated CPD.
- d. Recommended for promotion on Appraisal Report at CRD (1)
- e. In date RNFT or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy|'. (2)

Warrant Officer 1 Aircrewman – Pre-Promotion Requirements

- f. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy|'. (3)
- g. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).
- h. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to
WARRANT OFFICER 1 AIRCREWMAN

Notes:

1. **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.

2. **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](#).

3. **RNFT (at CPD).** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a NSMBOS or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD (or later). See [Para 6720](#).

4. **Failure to complete Professional and/or Leadership Course.** Refer to [Para 6716](#) for rules on the impact on a rating's promotion if they fail 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).

8109. Aircraft Control Specialisation – Qualifications for Entry

a. **Direct Entry Aircraft Controllers:** Direct Entry Aircraft Controllers will arrive at HMS RALEIGH for Part 1 training having met the following entry criteria:

- Minimum of 2 GCSE or equivalent at Grade A-C.
- Nationality UK or Dual (British plus one other)
- Aged up to 25.
- Min RT score 72.
- Air Traffic Control (ATC) medical standard achieved.
- Visual acuity II colour perception 2.

b. **Branch Transfer Candidates:** Qualifications for transfer into the Aircraft Control (AC) specialisation are as follows:

- Able Rating or Leading Hand of Warfare specialisation.
- At time of applying for manning clearance, 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.
- Nationality - sole British or dual national (British plus one other)
- Air Traffic Control (ATC) medical standard achieved
- Visual acuity II, colour perception 2.
- Firm recommendation by Commanding Officer of potential for promotion to LH (Able Rating only) and suitability for transfer to the AC specialisation.
- Free from a career check within the last six months.
- In date RNFT.

c. **Branch Transfer Application Procedure:** The procedure for transfer to the AC specialisation is as follows:

(1) *Application for Transfer.* Applications for manning clearance, for ratings that meet the entry criteria, should be made to CNPERS. Commanding Officers should be satisfied that applicants have achieved high standards in their source specialisation and endorse their candidate's suitability, in all respects, for promotion to LH if applicable. Applicants will be notified by signal of CNPERS decision and successful applicants will receive manning clearance pending medical and grading results. This clearance will be valid for two years.

(2) *ATC Medical.* On gaining manning clearance, ratings are to contact RNAS Culdrose Medical Centre to arrange an initial ATC Medical. The AC Mentor will act as a point of contact with candidate and Culdrose once manning clearance has been approved.

(3) *Fast-Track.* Applicants from a warfare background will be fast-tracked through to LACPQC, during this process the Helicopter Controller Non Tactical Course will be undertaken. This course can be undertaken prior to achieving ATC Medical.

(4) *Failure during AC Training.* Branch transfer candidates who fail to achieve the required standard on HCNT or LAC Course will be reverted to their source specialisation.

(5) *Failure of ATC Medical during transfer process.* If a candidate fails to achieve the medical standard required during the transfer process, manning clearance will be removed. This is irrespective of HCNT having been successfully undertaken.

d. **The Training Pipeline from New Entry to LAC.** Upon completion of Phase 1 training at HMS RALEIGH the AC candidate will undertake the following professional courses.

(1) *Warfare Training.* Candidates will complete a Warfare Specialist (WS) course at MWS Collingwood in order for them to obtain Action Information Organisation and Systems knowledge prior to being employed in an AB2 WS position.

(2) *Helicopter Controller Non-Tactical (HCNT).* HCNT is undertaken Post Warfare Specialist training. The course is of three weeks duration during which suitable candidates will be taught how to safely control a single rotary wing aircraft in a non-tactical environment. The course covers pre-flight briefing, meteorology, ATC regulations, NATO Control Rules, controlled approaches and aircraft emergencies.. Candidates who fail WS or HCNT training will be referred to HMS RALEIGH for re-employment. Those who pass will be made GTS upon completion.

(3) *Sea Assignment.* This assignment is likely to be 2 years in duration and maybe across a number of platforms, candidates will initially be assigned to an AB2 WS position within a FF/DD. During this assignment, they will be required to complete an AB2 WS Task-book and achieve WS OPS levels of competency. Once OPS is achieved NA(AC) should focus on completing, CBRNDC and HCNT Taskbooks to allow attendance at LACPQC at the 2 year point in their assignment. On achieving OPS, an NA(AC) is to be rated AB1.

(4) *LRLC.* Candidates will normally be assigned to LRLC immediately prior to LACPQC and therefore they should maximise every opportunity to develop CLM skills throughout their time at sea. By exception LRLC can be undertaken post LACPQC, with the approval of AV BM WO1 in the needs of the service.

(5) *Leading Aircraft Controller Professional Qualifying Course*. The LACPQC is the Professional Qualifying Course that needs to be successfully achieved in order to be rated LAC. Full Tactical Aviation Warfare and enhanced Command System training is conducted at both RNSAC and MWS Collingwood. The course concludes with up to a minimum of one week embarked in a ship controlling live aircraft at sea in order to achieve the appropriate NATO control status. NATO qualified Aircraft Controllers are then authorised to provide tactical control to all NATO aircraft subject to their NATO control grade. Successful candidates will be advanced to LAC upon completion. Those who do not achieve the required standard will be given the opportunity to re-stream into the Warfare Specialist branch as an AB1 in order for them to re-establish a career path within the Service.

e. **AC Branch Mentor**. Throughout the period that candidates spend at sea preparing for LACPQC the AC Branch Mentor will monitor the progress of each individual and in consultation with AC Career Manager and COs, he/she will load candidates onto courses to ensure the LAC Training requirement is met.

f. **Further Professional Training**. The following are courses that are available to Petty Officer Aircraft Controllers:

(1) *NATAC*. NATAC equips the LAC with the basic Air Traffic Control (ATC) knowledge that will enable the individual to conduct ATC assistant's duties.

(2) *Joint Air Traffic Controller's Course*. The JATCC is conducted at RAF Shawbury for those volunteers accepted for full Air Traffic Control training and who wish to widen their career prospects outside of the tactical environment. This course is only available for Senior Ratings and generates a 3 year return of service commitment.

g. **Stars and Crowns**. Stars and Crowns are awarded as follows:

- 1 star awarded upon achieving NA(AC)1.
- 2 stars awarded upon successful completion of LACPQC.
- Crown worn on promotion to POAC

8110. Aircraft Controller Specialisation – Career and Promotion Flowchart

NEW ENTRANT

a. Completed Part 1 New Entry training.

NA(AC) 2

b. Completed Phase 2 Training.

c. Completed AB2 WS Task-book - achieve WS OPS and awarded competency Professional|OPS for WS1 LQ50|Navy

d. In date RNFT recorded as JPA competency 'CMS|Fitness Test|Navy' (5).

Advanced to NA(AC)1

e. Completed HCNT and CBRNDC Task-book.

f. Recommended for advancement by CO.

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- g. Completed LRLC.
- h. Pass LACPQC (1)
- i. In date RNFT recorded as JPA competency 'CMS|Fitness Test|Navy'. (5)

Advanced to
LEADING AIRCRAFT CONTROLLER

- j. Achieve OPS as LAC.

Petty Officer Aircraft Controller – Pre-Selection Requirements

- a. Passed Written Provisional Qualifying Examination (PQE) for POAC.
- b. Minimum of 2 years' seniority as a Leading Aircraft Controller 12 months prior to the Common Promotion Date (CPD)(Para 6703 b [sub para \(3\)](#)).
- 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 Common Reporting Date (CRD). (3)
- e. In date RNFT or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy'. (4)
- f. Achieved minimum Level 2 Functional Skills (or equivalent) in English and Mathematics at CRD 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.

Petty Officer Aircraft Controller – Pre-Promotion Requirements

- g. Selected by Promotion Board
- h. Senior Rates Leadership Course (SRLC) completed and recorded as JPA competency 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'. (6)
- i. In date RNFT or waiver obtained at CPD recorded as JPA competency 'CMS|Fitness Test|Navy|'. (5)
- j. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).

Promoted to
PETTY OFFICER AIRCRAFT CONTROLLER

Chief Petty Officer Aircraft Controller – Pre-Selection Requirements

- a. Minimum of 3 years' seniority as POAC 12 months prior to the CPD.
- b. Serving on FC/OE1 or EC/2OE that expires after the nominated CPD.
- c. Recommended for promotion on Appraisal Report at CRD.(3)
- d. In date RNFT or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy|'. (4)

Chief Petty Officer Aircraft Controller – Pre-Promotion Requirements

- e. Selected by Promotion Board
- f. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).
- g. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy|'. (5)

Promoted to
CHIEF PETTY OFFICER AIRCRAFT CONTROLLER

Warrant Officer 1 Aircraft Controller – Pre-Selection Requirements

- a. Minimum of 3 years' seniority as CPOAC 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.
- c. Serving on FC/OE1 or EC/2OE that expires after the nominated CPD.
- d. Recommended for promotion on Appraisal Report at CRD. (3)
- e. In date RNFT or waiver obtained at CRD; recorded as JPA competency. (4)

Warrant Officer 1 Aircraft Controller – Pre-Promotion Requirements

- f. Selected by Promotion Board
- g. In date RNFT or waiver obtained at nominated CPD (or when eligible for promotion (if later)); recorded as JPA competency 'CMS|Fitness Test|Navy|'. (5)
- h. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).
- i. Satisfy terms of Assignment Order issued by Promotion Authority.

Promoted to
WARRANT OFFICER 1 AIRCRAFT CONTROLLER

Notes:

1. *Branch Transfer candidates from a warfare background will be fast-tracked to enter the pipeline at this point. They will retain their previous rate until successful completion of LACPQC. They will then be rated Leading Aircraft Controller.*
2. *The written Provisional Qualifying Examination (PQE) for Petty Officer Aircraft Controller.*
 - a. **General Information.** *The aim of the PQE is to ensure a common professional standard for ratings promoted to POAC. Due to asset and unit availability upgrading to NATO Grade B is at a premium and has therefore been removed as a prerequisite for PQE.*
 - b. **Examination Frequency and Content.** *Two PQEs are held annually as promulgated by DIN. The PQE examination is based on the content of the current POAC Advancement Study Guide and is designed to prepare LACs to undertake duties required of a POAC, including those in Air Traffic Control.*
 - c. **Conduct of Examinations.** *The PQE is set, marked and administered by RNSAC, RNAS Yeovilton. The examination consists of a single written paper in two parts, which is sat and invigilated in the applicant's parent ship or establishment, in accordance with the instructions accompanying the paper.*
 - d. **Applications.** *Applications to sit the PQE are to be made to 2i/c, RNSAC, RNAS Yeovilton. Applications, in triplicate, on Form S442 should reach RNSAC at least 21 days prior to the promulgated date of the PQE.*

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e. **Results.** Results of the PQE will be promulgated by signal and S442 action will be taken by RNSAC.

3. **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.

4. **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](#).

5. **RNFT (at CPD).** Ratings are to be in date RNFT or in possession of either a permanent medical exemption as issued by a NSMBOS or temporary exemption (as issued by the Commanding Officer) on the appropriate CPD (or later). See [Para 6720](#).

6. **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).

8111. Removal of Aircraft Controller Qualification

The rules and procedures regarding the withdrawal of AC qualifications are detailed in BR 766 Article 1806. The future employability of these individuals will be determined by BM AV SO1.