

ANNEX 84B

CT SPECIALISATION FLOWCHART – ENTRY AFTER 1 NOV 06 (DIRECT ENTRANTS) / 1 SEP 07 (SIDEWAYS ENTRANTS)

Entry Qualifications

Nationality (Para 8403 refers)

Education standards – GCSE Grade C or better in English Language and Mathematics

Visual Acuity – 6/18

Hearing 2:2 – Standard hearing: Colour Perception 4

Age-16-37 years

Selected for General Service/Warfare Branch/CT Specialisation

[Earlier rules covering Communications Technicians are archived in BR1066]

ABLE SEAMAN COMMUNICATIONS TECHNICIAN 2

- a. Pass Phase I training (Raleigh)
- b. Pass Phase IIa training (MWS)
- c. Pass Phase IIb training (Sea) including;
 - AB-LH CBRNDC Task Book; recorded as JPA competency Professional|Completion of CBRNDC Task Book (All Ratings) (9J94)|Navy|'.
 - CT Task Book 1
- d. 9 months' seniority as AB CT2
- e. Completed CT TB1 - at OPS as ABCT, authorised by Warfare HOD. OPS is to be recorded under 'Professional|OPS for ABCT|Navy|' (DE AB awarded one star CT specialisation badge) (2)
- f. In date for Royal Naval Fitness Test (RNFT) or waiver obtained on date due advancement; recorded under JPA competency 'CMS|Fitness Test|Navy|'.
- g. Recommended for advancement.

Advanced to ABLE SEAMAN COMMUNICATIONS TECHNICIAN 1

- a. Pass Phase II Part c (1) - BCE1 – DCCIS (Blandford) (1).
Pass Phase II Part c (2) - BCE 2 & ACE DISC (Chicksands). (SE AB1 and LS CT Awarded one star CT specialisation badge) (3)
- b. Leading Rates Leadership Course (LRLC) completed and recorded as JPA competency 'Miscellaneous|Leading Rates Leadership Course (RNLA 102)|Navy|'.¹
- c. Completed relevant section of CT Task Book 2 (Qualification Point) (13).
- d. Achieved OPS as LSCT. Recorded as JPA Competency 'Professional|OPS for LSCT|Navy|'. (SE LS Awarded two star CT specialisation badges) (3) (8) (9)
- e. At least 6 months since last career check (if any) on date due promotion.
- f. Recommended for promotion on Appraisal Report.
- g. In date for RNFT or waiver obtained on date due advancement; recorded under JPA competency 'CMS|Fitness Test|Navy|'.
- h. 9 calendar months since completion of Phase II Part c (2) training.
- i. In date Annual OPS Check recorded as JPA competency 'CMS|Annual OPS Check LH|Navy|'. (9).

1. N/R for SEs who have already passed in source specialisation.

Promoted to
LEADING SEAMAN COMMUNICATIONS TECHNICIAN

Petty Officer – Pre-Selection Requirements

- a. Minimum of 9 months' seniority as LSCT prior to the Streamlined Eligibility Date (SED).
- b. In date RNFT or waiver obtained at SED; recorded as JPA competency 'CMS|Fitness Test|Navy|'. (15)
- c. Serving on FC/OE1 or EC/2OE that expires after the nominated Common Promotion Date (CPD) (Para 6703 b [sub para \(7\)](#)).
- d. Rating recommended for promotion on Appraisal Report by Commanding Officer at SED. (18).

Petty Officer – Pre-Promotion Requirements

- e. In date Annual OPS Check recorded as JPA competency 'CMS|Annual OPS Check LH|Navy|'. (9) (10)
- f. Completed Senior Rates Leadership Course (SRLC) and recorded as JPA competency 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'. (17)
- g. Completed POCTQC by nominated CPD+12 months. (17).
- 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|'.(16)
- i. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).

Promoted to
PETTY OFFICER COMMUNICATIONS TECHNICIAN

Chief Petty Officer – Pre-Selection Requirements

- a. Minimum of 3 years' seniority as POCT 12 months prior to the CPD (Para 6703 b [sub para \(3\)](#)).
- b. Completed Senior Rates Leadership Course (SRLC) and recorded as JPA competency 'Miscellaneous|Senior Rates Leadership Course (RNLA 103)|Navy|'.
- c. Serving on FC/OE1 or EC/2OE that expires after the nominated CPD.
- d. At least 6 months since last career check on date due promotion.
- e. Recommended for promotion on Appraisal Report at Common Reporting Date (CRD). (18)
- f. In date RNFT or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy|'. (15)

Chief Petty Officer – Pre-Promotion Requirements

- g. Completed CPOCTQC by nominated CPD+12 months. (17).
- 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|'. (16)
- i. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).

Promoted to
CHIEF PETTY OFFICER COMMUNICATIONS TECHNICIAN

Warrant Officer 2 – Pre-selection Requirements

- a. Minimum of 3 years' seniority as CPOCT 12 months prior to the CPD.
- b. Serving on FC/OE1 or EC/2OE that expires after the nominated CPD.
- c. To be educationally qualified for promotion (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.
- 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 2 – Pre-Promotion Requirements

- f. Completed WO2CT PQC by nominated CPD+12 months (17).
- 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.
- 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'. (16)

Promoted to WARRANT OFFICER 2 COMMUNICATIONS TECHNICIAN

Warrant Officer 1 – Pre-Selection Requirements

- a. Minimum of 3 years' seniority as WO2CT 12 months prior to the 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 (or equivalent) in English and Mathematics and the appropriate competence recorded on JPA.
- d. In date RNFT or waiver obtained at CRD; recorded as JPA competency 'CMS|Fitness Test|Navy'. (15)
- e. Recommended for promotion on Appraisal Report at CRD.

Warrant Officer 1 – Pre-Promotion Requirements

- f. At least 6 months since last career check (if any) on nominated CPD or date due promotion (if later).
- g. Satisfy terms of Assignment Order issued by Promotion Authority.
- 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'. (16)

Promoted to WARRANT OFFICER 1 COMMUNICATIONS TECHNICIAN

Notes:

1. **Developed Vetting (DV).** The DV questionnaire will be issued to prospective CTs approximately 12 weeks prior to joining the Service. The completed DV forms must be with the DVA York, before commencing the third week of Phase I training. Any later and the DVA will be unable to process in time for the SCU module at the end of Phase IIa, which will mean affected students will be unable to continue training.

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2. **Able Seaman CT2 to Able Seaman CT1.** Phase IIa training is of 18 weeks' duration and takes place at MWS Collingwood. It consists of basic communications, morse training, typing, Action Information Organisation (AIO)/Command Support System (CSS), general warfare awareness, adventurous training and an SCU module. This is followed by Phase IIb comprising 18-26 weeks of Initial Sea Training (IST), during which the AB-LH CBRNDC Task Book² and CT Task Book must be completed and a working knowledge of the AIO gained. On successful completion of this training and achieving OPS Direct Entry AB CTs are to be awarded one star CT Specialisation badges (For Sideways Entry ratings see Note 3 d [sub para \(2\)](#) and [sub para \(3\)](#)).

3. **Able Seaman CT1 to Leading Seaman CT:**

a. Phase II Part c (1) Training - Sideways Entrants (and Royal Marines) merge with Direct Entry CTs and commence their professional CT instruction with Phase II Part c (1), which is the Basic Communications Exploitation Part 1 (BCE 1) course comprising five weeks of communications principals, Electronic Warfare, computer and security training. This training will be conducted at the Defence College of Communications and Information Systems (DCCIS) training school at Blandford.

b. European Computer Driving Licence (ECDL) parts 1, 2, 3 & 7 and Touch-Typing to 12 words-per-minute and morse to twelve words per minute are prerequisite skills for commencing BCE1 training at Blandford. SEs who do not meet these pre-requisite skills should contact SCU (CTBPO) for guidance.

c. Phase II Part c(2) continues the professional CT instruction at Sigint Wing, DISC in the form of the 15 week BCE 2 and the 11 week Advanced Communications Exploitation (ACE) modules respectively. The 2 week LRLC is included as an integral part of CT basic training.

d. On successful completion of all modules (i.e. on the final day of training), students will join the trained strength. The following administrative action is to be taken:

(1) The date of joining the trained strength is to be recorded in the CT's History Sheet.

(2) Sideways Entry AB1 are to be rated ABCT1 and adopt one star CT Specialisation badges.

(3) Sideways Entry LHs are to be rated LSCT and adopt one star CT Specialisation badges until reaching OPS as LSCT when two star CT Specialisation badges are awarded.

4. **Leading Seaman CT to Petty Officer CT:**

a. For the CT specialisation, Selection Boards will be held each July with the number of those chosen for promotion being determined by the vacancies at the higher rate and 'merit', as identified in SJARs.

2. In cases where this cannot be achieved SCU should be contacted for a waiver or provision of targeted training (e.g. in HMS Bristol) that will be considered on a case by case basis.

b. *The Selection [Board Results] Signal is the trigger for candidates to attend the POCT Qualifying Course (POCTQC) and to be placed onto the first available SRLC. The CT Career Manager will allocate individuals to qualifying course. Where possible training should be completed within 12 months of selection.*

c. Under normal circumstances CTs will be considered for Language or SD training when the listed requirements for promotion to POCT have been met.

d. The first AIP will be awarded on the day of promotion to POCT ([Note 12](#) refers).

5. Petty Officer CT to Chief Petty Officer CT:

a. *POCTs who meet the listed pre-selection requirements will be presented to the Selection Board. Selection boards will be held each October with the number of those chosen for promotion being determined by the vacancies at the higher rate and 'merit', as identified in SJARs.*

b. *The Selection [Board Results] Signal is the trigger for successful candidates to attend the CPOCT Qualifying Course (CPOCTQC). The CT Career Manager will allocate individuals to qualifying course. Where possible, this training should be completed within 12 months of selection.*

c. *The second AIP will be awarded on the day of promotion to CPOCT.*

6. Chief Petty Officer CT to Warrant Officer 2 CT:

a. *CPOCTs who meet the listed pre-selection requirements will be presented to the Selection Board. Selection Boards will be held each September with the number of those chosen for promotion being determined by the vacancies at the higher rate and 'merit', as identified in SJARs.*

b. *The Selection [Board Results] Signal is the trigger for raising RN Form S442 for successful candidates to attend the WO2CT Professional Qualifying Course (WO2CTPQC). Where possible, this training should be completed within 12 months of selection.*

c. *The WO2CT's CPD will be 31 March - approximately 18 months after the Selection Board sits. ([Note 11](#)).*

7. Warrant Officer 2 CT to Warrant Officer 1 CT:

a. *WO2CTs who meet the listed pre-selection requirements will be presented to the Selection Board. Selection Boards will be held each February or March with the number of those chosen for promotion being determined by the vacancies at the higher rate and 'merit', as identified in SJARs.*

b. *The WO1CT's CPD will be 31 March - approximately 12-13 months after the Selection Board sits. ([Note 11](#)).*

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8. CT Task Books:

a. *In addition to the CT Task Book 1, issued for Phase II b training, another CT Task Book - Task Book 2 - will be issued immediately upon joining the CT trained strength. Individuals will be assigned to a T22 Frigate for a minimum period of 9 months to enable completion of Task Book 2.*

b. *Completion of the relevant parts of the Task Book will certify the CT at the LH OPS level and is a prerequisite for both promotion to LSCT and attending the promotion board for POCT. It should, therefore, be completed at the earliest opportunity.*

c. *Unless the delay is due to exigencies of the Service, any CT who has failed to complete the CT Task Book within two years of joining the trained strength may be considered for discharge SHORE. Where it is determined that such a situation is developing advice should be sought, in good time (circa 18 months from joining the trained strength), from the SCU.*

9. OPS Checks:

a. *Completion of the CT Task Book 2 signifies the attainment of OPS for the LCT. Maintenance of this level of professional competence is to be reaffirmed at least annually, thereafter, until promotion to POCT.*

b. *OPS Checks should be administered by the ship/unit's staff under the tutelage of the HOD and should take the form of a local, oral, board based upon a selection of tasks a rating at OPS should be able to perform.*

c. *A database of LSCT level tasks will be maintained by the SCU (TD) and made available to each unit employing CTs as required. When units need to conduct an OPS check the SCU (CTBPO) should be contacted to be issued with a selection of general task questions. Additional oral questions are then to be added by the employing unit to probe the CT's knowledge of his/her own ship/unit and operational experience.*

d. *The results of each OPS Check should be recorded in the CT's History Sheet and in JPA.*

e. *OPS Checks are to be carried out annually after completing the CT Task Book. Although individuals may request OPS Check earlier than the mandatory annual point, if they feel ready to do so, the CT Task Book must be completed before the first OPS Check can be carried out.*

f. *In exceptional circumstances some individuals may be unable to achieve the mandatory OPS Checks. Where this is the case the SCU (CTBPO) should be consulted for advice.*

g. *A detailed description of the OPS Check process is laid down in BRd 1984 Chapter 5.*

10. Streamlined Eligibility Date (SED):

a. *Following the progressive rollout from Nov 08 of the SJAR appraisal system, a fundamental change to the way individuals are presented to their relevant promotion board came into effect from 31 Mar 09. The Ratings Promotion Section will only present to promotion boards those individuals who are eligible according to JPA.*

b. A main component of the promotion process is the annual OPS check. 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.

c. 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 SED and CRDs.

11. Common Promotion Dates (CPD):

a. For promotion to PO across the Warfare Branch, there is provision for as many as three Selection Boards per annum if the sustainability of the specialisation requires it, results being announced on 31 March, 31 July and 30 November. However, because the number of CTs is small in comparison to other specialisations only one Selection Board per annum will usually be convened for promotion to POCT, which will take place in July. Selection Boards for promotion to CPOCT, WO2CT and WO1CT will be held annually.

b. The CPD represents the date on which an individual will be substantively promoted subject to completing PQC and LRLC/SRLC as appropriate. The CPD will be 12-18 months after the Board at which an individual was selected for promotion and will be announced in the Selection [Board Results] Signal. The CT reporting cycle is as outlined below;

Entry prior to 1 Nov 06 (DE)/1 Sep 07 (SE)

A.	B.	C.	D.	E.
Board	CRD	Board sits	Results signal	CPD = D. + ↓
CPO - WO2	30 Jun	Sep	By 30 Sep	18 months
WO2 - WO1	30 Nov	Jan / Feb	By 31 Mar	12 months

Entry after 1 Nov 06 (DE)/1 Sep 07 (SE)

A.	B.	C.	D.	E.
Board	CRD	Board sits	Results signal	CPD = D. + ↓
LS - PO	31 Mar	July	By 31 July	12 months
PO - CPO	31 May	Oct	By 31 Oct	17 months
CPO - WO2	30 Jun	Sept	By 30 Sep	18 months
WO2 - WO1	30 Nov	Jan / Feb	By 31 Mar	12 months

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12. Advanced Incremental Progression (AIP):

a. The maximum amount of AIP that can be acquired in a rating's career is 24 months, which is normally split into two separate periods of 12 months.

b. The CT specialisation has allocated two distinct occurrences to trigger AIP under the revised structure:

(1) On promotion to POCT³.

(2) On promotion to CPOCT.

NB: For the 'entry prior to 1 Nov 06 (DE)/ 1 Sep 07 (SE) structure, AIP trigger is unchanged as follows;

(3) On becoming a LSCT.

(4) On passing the CPOCT PQE.

13. Qualification Points (QPs):

a. QPs are hurdles that are placed at certain points in rating pay ranges to inhibit further incremental progression without professional attainment. The aim of the QP is to encourage career progression whilst discouraging low levels of professional development.

b. For the CT specialisation, a QP has been set at the AB-LH level. This will effectively hold CTs at increment level 2. To pass it, and progress to incremental level 3, OPS must be achieved by completion of CT Task Book 2. If a QP can not be achieved due to the exigencies of the Service, an interim QP may be awarded. In such cases the SCU should be contacted for guidance.

14. Education for Promotion. A LH must be educationally qualified to Level 1 Functional Skills and a PO 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.

15. RNFT (at SED/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 SED/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. See [Para 6720](#).

17. 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).

3. Sideways Entrants who have already been granted an AIP will **not** qualify for this increment.

*18. **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. Streamlined Eligibility Dates of 31 Mar, 31 Jul and 30 Nov in any year will apply. If a streamlined promotion candidate has been awarded a positive recommendation for promotion (as above) in the last SJAR and, since that report, has become eligible in all other respects for selection, he/she will be placed before the Promotion Board.*