



Notice/Attestation Form for entry/re-entry into the Naval Service



Candidate's Copy

AFCO Copy

**Part 1 – Candidate's Personal Details**

Surname:

First Names:

Date of Birth:  Nationality:

Candidate No:  Rank on Entry/re-entry:

AFCO:  Official No:

Vetting No:  Vetting Expiry Date entered Service:

(Note: Where 'reckonable service' is quoted in this document it means service that counts towards an engagement)

**Part 2 – Engagement**

**2.1 Engagement Stage 1 (BR3 Part 7 Chapter 48)**

Engagement Stage 1 (ES1) is for a term of 12 years' service from the date of entry. If you wish to leave before the end of an ES1 you may either:

- a) Claim your statutory RIGHT of discharge within the first 6 months of entry or before your 18<sup>th</sup> birthday whichever is later (see paragraph 5.1c) or ;
- b) Apply to do so by giving 12 months written notice of your intention to your Commanding Officer.

Note: Student Naval Nurse apart, the earliest date on which a new entrant can submit 12 months notice to leave the Naval Service is 2 years 6 months from completion of the Standard Initial Training Period (SITP), the length of which is determined by his/her specialisation. Student Naval Nurses are required to provide a minimum of 3 years service from the end of their SITP before being eligible to submit their notice.

2.2 With the exception of those who left under the category "Not Finally Approved (Medical)", re-entrants do not have a 6 month statutory RIGHT of discharge but, instead, are eligible to submit 12 months' notice with immediate effect unless they have agreed to forfeit their right to leave as a result of undertaking a bespoke training package and/or receiving a financial payment.

2.3 With the exception of leaving within the first 6 months or before your 18<sup>th</sup> birthday (if appropriate), you will have an initial period of reserve liability in the Royal Fleet Reserve (Non Commissioned) if you elect to leave the Service without completing your ES1. If you complete your ES1, that liability will be in the Recall Reserve. Details are in BR3 Part 7 Chapter 54 Section 8 Para 5464 and Annex 54I.

In accordance with the Data Protection Act 1998, The Ministry of Defence will collect and process information supplied on this form in connection with matters concerning personnel administration and polices. In order to comply with our statutory obligations, the data will be retained and reviewed if necessary, and may be transferred to electronic media. The MOD is committed to ensuring that your personal data is kept securely and that it will not be disclosed unlawfully.

### Part 3 – Declaration by Careers Adviser

3.1 I certify that:

- This candidate meets all the eligibility requirements and criteria for entry into the Naval Service.
- The candidate has been examined by the Armed Forces Careers Office Medical Examiner and found to be medically fit for entry.
- Parental approval has been obtained if the candidate is under the age of 18 years (MOD Form 486 attached).
- I have discussed with the candidate the branches and specialisations available.
- I have explained the terms and conditions of service of the candidate's branch of choice.

Careers Adviser  
Name

Careers Adviser  
Signature

Date

### Part 4 – Candidate's Agreement to Join

4.1 **To join on new Engagement Stage 1** (Recruits on Initial Entry and Re-entrants who did not previously reach the trained strength).

I agree, subject to the rights in paragraphs 5.1c and 5.2b, to serve as long as I may be required, to complete an ES1

(Insert date).

4.2 **To re-join on the balance of an Engagement Stage 1** (Re-entrants who had reached the trained strength but had not reached the rate of leading hand or completed 12 years service)

I agree subject to the rights in paragraph 5.2b to serve for

(Insert years, months, days).

from my date of re-entry, being the term necessary, when added to the reckonable service under my previous engagement(s), to enable me to complete a total of 12 years of reckonable service.

4.3 **To rejoin on an Engagement Stage 1 with an Extended Career** (Re-entrants with previous service before 1 Apr 15 who had reached the trained strength and completed more than 12 years' service but had not reached the rate of Leading Hand).

I agree subject to the rights in paragraph 5.2b to serve for

(Insert years, months, days).

from my date of re-entry, being the term necessary, when added to the reckonable service under my previous engagement(s), to enable me to complete a total of 20 years' reckonable service or to serve to age 40 whichever is later.

4.4 **To rejoin on the balance of an Engagement Stage 2** (Re-entrants who were previously a Leading Hand or above)

I agree subject to the rights in paragraph 5.2b to serve for

(Insert years, months, days).

from my date of re-entry, being the term necessary, when added to the reckonable service under my previous engagement(s), to enable me to complete a total of 20 years' reckonable service or to serve to age 40 whichever is later.

## Part 5 – Declaration by Candidate

### 5.1 I understand that:

- a) I may be discharged from the Naval Service:
  - (i) If I have knowingly given false information during the recruiting process
  - (ii) On medical grounds during Phase 1 training
  - (iii) If I fail the New Entry Fitness Test
  - (iv) If during Phase 1 or Phase 2 of training, I am found to lack the attitude, discipline or fitness to continue in the training environment.
- b) I am liable to periods of service at sea or ashore in any part of the world and that I may be called upon to serve in any type of establishment, naval ship, submarine or merchant ship taken up from trade.
- c) Regardless of the engagement terms set out on this form, I have the RIGHT to claim discharge provided I have completed 4 weeks service (excluding leave) by giving 14 days notice during my first 6 months service or before my 18<sup>th</sup> Birthday whichever is later. *(The right to claim discharge within the first 6 months does not apply to re-entrants who re-enter the same service i.e. ex RM re-entering the RM, apart from those previously discharged under the 'Not Finally Approved (Medical) rule').*

### 5.2 Engagement Stage 1

- a) If I claim my discharge as a RIGHT within 6 months of joining or before my 18<sup>th</sup> birthday, whichever is later (paragraph 5.1c), I will have no liability for Recall or for service in the Royal Fleet Reserve
  - b) If I do not, or am not entitled to, claim discharge within 6 months of joining or before my 18<sup>th</sup> birthday, I can apply for discharge by giving 12 months notice to my Commanding Officer at any time after / / (insert date 2 years 6 months from completion of SITP or any re-entry training unless a Student Nurse, in which case insert 3 years after SITP).
- 5.3. If I give 12 months notice, I will be liable for call-out or recall for up to 6 years from the date of leaving, part of which may be served in the Royal Fleet Reserve, but I will have no claim to join the Royal Fleet Reserve as of right I understand that I may find further details of my liabilities in BR3 Part 7 Chapter 54 Section 8 Para 5464 and Annex 54I - Reserve Liability and Eligibility Guide.
- 5.4 If I forfeit any period of my engagement (e.g. because of desertion or time spent in detention), I may be required to delay the date on which I can give notice, or the date on which my engagement ends.

### Part 5 - Declaration by Candidate Continued

I certify that:

- a) The Careers Adviser has informed me of the various branches and specialisations that I can enter and that once I have entered I can not expect to be able to transfer to a different branch. However, I understand that the service may transfer me to any branch that assumes the functions of the branch which I first entered. I am content with my branch of choice and have chosen to enter as:

- b) The terms and conditions of service in this rank have been explained to me and I understand them. I have not been persuaded to join by any other offer

Candidate's Signature  Date

Signature Witness 1  Rank

Print Name

Signature Witness 2  Rank

Print Name

### Part 6 – Final Approval to Serve in the Naval Service

6.1 I am satisfied that this candidate meets the requirements for entry into the Royal Navy

Signature  Rank  Date

Print Name