

PROMOTION - PART TIME VOLUNTEER RESERVE OFFICERS

Introduction

1. This leaflet applies to officers on Part Time Volunteer Reserve (PTVR) TCoS.

Eligibility

2. **Time Promotion.** To be promoted on the basis of time, a PTVR officer must satisfy the mandatory training requirements, fulfil the appropriate conditions set out below and be recommended by his RAuxAF unit cdr; supporting evidence must be apparent in appraisal reports and the award of Certificates of Efficiency. The antedates of seniority published at Leaflets 301 or 302 should be applied and counted as actual service when calculating the time qualification.
3. **Promotion to Plt Off.** For promotion to the rank of plt off an officer must have satisfactorily completed ROIT.
4. **Promotion to Fg Off.** For promotion to the rank of fg off an officer must have satisfactorily completed 6 months substantive service in the rank of plt off and gained a positive promotion recommendation.
5. **Promotion to Flt Lt.**
 - a. For promotion to the rank of flt lt an officer must have satisfactorily completed 5 years' substantive service in the rank of fg off and gained a positive promotion recommendation.
 - b. Exceptionally, substantive fg offs with at least 2 years' seniority in rank, may be permitted to hold the acting rank of flt lt to fill an established unit vacancy. Candidates must in all aspects be qualified to fill the post, recommended for promotion and DACOS Reserves must endorse the appointment. This should not be used for the sole purpose of accelerating an individual's promotion to the rank of flt lt. Retention of acting rank and the rules governing relinquishment are contained in AP 3393 Chapter 6.
6. **Promotion (other than Time Promotion).** An officer can only be promoted if selected for promotion by a properly constituted Promotion Selection Board (PSB), as detailed in Reserve Forces Administrative Instruction No 4. For the purpose of filling a post established in the rank of sqn ldr or above, an officer on PTVR TCoS who has not previously held this or higher rank in a substantive capacity, will serve up to a maximum of 2 years in the acting rank. Substantive rank can be approved at any time by DACOS Reserves. Approval will be based on supporting evidence in appraisal reports, the satisfactory completion of any mandatory training in accordance with AP 7000 and the award of Certificates of Efficiency. Failure to meet these conditions within the maximum 2 year period may result in reduction to previous substantive rank. Unit HR staff are to maintain an Acting Rank Register to ensure that the maximum periods of acting rank are not exceeded. DACOS Reserves may authorise an extension to the maximum period of acting rank in exceptional circumstances.

7. **Minimum Substantive Seniority Requirements.** The normal minimum substantive seniority (as at the final day of a PSB), coupled with the same number of annual appraisals required for consideration for promotion varies by rank as follows:

Flt Lt to Sqn Ldr 3 years

Sqn Ldr to Wg Cdr 3 years

Wg Cdr to Gp Capt 3 years

8. All personnel with 3 years seniority and a positive promotion recommendation on their last OJAR are to be considered by a PSB. However, those without seniority but in receipt of a High or Exceptional for 2 ranks up on their last OJAR and an exceptional promotion recommendation, may be read and scored at pre-board and if deemed competitive, can be presented to the PSB. The seniority date is calculated as at the end date of the PSB. If awarded an exceptional recommendation for promotion, the relevant op sponsor will need to act as 3rd RO on the individual's OJAR to support the recommendation and be satisfied that there is enough evidence in the appraisal to justify it. In summary, for those without full seniority, the latest report must have the following:

a. OPG assessment of A-

An exceptional recommendation for promotion to the next rank.

A High or Exceptional recommendation for promotion 2 ranks up.

9. **Promotion Selection Board Procedures.** The PSB procedures for regular RAF personnel are well established and represent best practice in the annual competitions to fill vacancies. The selection of officers for promotion in the reserves is to be conducted, as far as is practicable, in a manner consistent with the PSB procedures in place for regular RAF officers. Guidance on promotions and qualifying criteria for reserves can be found in Reserve Forces Administrative Instruction No 4. The process to be followed for the selection of officers to fill command appointments is at Leaflet 305 to this AP.

10. **Promotion to Sqn Ldr.** Promotions to the rank of sqn ldr are made to fill vacancies established in the rank and must be in accordance with the PSB procedures in Reserve Forces Administrative Instruction No 4. To be considered for promotion to the acting rank of sqn ldr, officers must have a minimum of 3 years' service in the substantive rank of flt lt, have 3 appraisal reports as a substantive flt lt and have a positive promotion recommendation. They must also have completed the Junior Officer Development Programme (JODP), or legacy equivalent, in accordance with AP 7000. Subsequent promotion to the substantive rank of sqn ldr will be in line with para 3.

11. **Promotion to the Rank of Wg Cdr and Above.** Promotions to the rank of wg cdr and above are made to fill vacancies established in the rank and must be in accordance with the PSB procedures in Reserve Forces Administrative Instruction No 4. To be considered for promotion to the acting rank of wg cdr, officers must have a minimum of 3 years' service in the substantive rank of sqn ldr, have 3 appraisal reports as a substantive sqn ldr and have a positive promotion recommendation. They must also have completed the Intermediate Command and Staff Course (ICSC) (Air) Reserves, or legacy equivalent, in accordance with AP 7000. Subsequent promotion to the substantive rank of wg cdr will be in line with para 3. To be considered for promotion to the acting rank of gp capt, officers must have a minimum of 3 years' service in the substantive rank of wg cdr, have 3 appraisal reports as a substantive wg cdr and have a positive promotion recommendation. They should also have completed any advanced staff training, or

legacy equivalent, deemed desirable or essential by AP 7000. Subsequent promotion to the substantive rank of gp capt will be in line with para 3.

12. **Maternity Policy – Selection for Promotion.** An officer is not be overlooked for promotion because she is pregnant or has recently given birth. During pregnancy and ordinary maternity leave (OML) or additional maternity leave (AML) an officer remains eligible to apply for, or be selected for, promotion. During OML/AML the officer's RAuxAF unit cdr is responsible for informing her if plans for promotion are announced and she is eligible to apply for selection.

13. **Promotion – Medical Branch and PMRAFNS.** JSP 950 is the single source document for the career management of regular and reserve personnel of the medical branch and PMRAFNS. Clarification of the application of these regulations in relation to reservists should be sought from DACOS Medical Professional Support.

Acting Rank

14. **Eligibility.** Acting rank (AR) may only be authorised for reservists in line with the regulations in JSP 754 Chapter 3 Section 9.

15. **Authorisation of Acting Rank.** DACOS Reserves may authorise AR to fill a longer term vacancy in an established PTVR post, usually for periods in excess of 6 months. AR carries an entitlement to the pay, allowances and pension rights (except PTVR which is non-pension earning) of the higher rank. AR will only be authorised if the reservist is fully substantive in his current rank and fulfils the eligibility criteria contained in JSP 754. The reservist should also have a positive promotion recommendation on his last Appraisal Report. Action will be undertaken by RFMC to move the reservist to the vacant JPA Position Number (JPAN) at the higher rank. Therefore, before AR can be approved, RAuxAF unit HR staff must forward details of the vacant JPAN to OC RFMC. Care must be taken to ensure that the award of AR does not place individuals in positions of responsibility, in their trade specialist role, for which they have not been trained.

16. **Acting Rank while Mobilised.** DACOS Reserves may authorise the mobilisation of a reservist to fill a JPAN one rank higher than his substantive rank. AR while mobilised carries an entitlement to the pay, allowances and pension rights of the higher rank. In this case, the RAuxAF unit cdr should confirm in writing to OC RFMC that the case is supported by the unit and the op sponsor. The reservist should also have a positive promotion recommendation on his last Appraisal Report. As reservists could be representing the RAF in tri-Service and multi-national environments on operations, care must be taken to ensure that the award of AR does not place them in a position of responsibility for which they have not been trained, particularly in their trade specialist role.

17. If a reservist is mobilised in his substantive rank and subsequently fills a JPA Position Number one rank higher, the following action should be taken:

- a. OC RFMC should be notified immediately to ensure an amended 'Notice of Call-Out' is issued in the new rank.
- b. The new JPA Position Number, for the higher ranked post being filled, should be forwarded to OC RFMC so that the individual's mobilisation on JPA can be amended and the individual paid correctly. Under no circumstances can a reservist fill a post more than one rank higher than his substantive rank.

- c. The Adjudication Office should be notified immediately to ensure that any Reservist Award, where issued, is reassessed.

18. **Local Acting Rank Unpaid.** A RAuxAF unit cdr may authorise Local Acting Rank Unpaid (LARU) to cover a shorter term vacancy in an established PTVR post, usually for periods of less than 6 months, where the rank is required for operational or legal reasons. LARU carries no entitlement to the pay, allowances and pension rights of the higher rank. LARU should only be authorised if the reservist is fully substantive in his current rank and fulfils the eligibility criteria contained in JSP 754. The reservist should also have a positive promotion recommendation on his last Appraisal Report. Care must be taken to ensure that the award of AR does not place individuals in positions of responsibility, in their trade specialist role, for which they have not been trained. LARU carries no entitlement to pay.

19. **Substitution Pay (SUPA).** Reservists, through their RAuxAF unit cdrs, can submit an application to unit HR for Substitution Pay (SUPA) in accordance with JSP 754, Chapter 3, Section 8 for periods of up to 6 months. All periods in excess of 6 months should be forwarded to DACOS Reserves for approval. SUPA for the higher rank will only be authorised if the reservist has been promoted to substantive rank. A reservist who is awarded Local Acting Rank Unpaid can also receive SUPA, subject to meeting the eligibility criteria.

20. If a reservist is mobilised in his substantive rank and subsequently fills a JPA Position Number one rank higher, the following action should be taken:

- a. OC RFMC should be notified immediately to ensure an amended 'Notice of Call-Out' is issued in the new rank.
- b. The new JPA Position Number, for the higher ranked post being filled, should be forwarded to OC RFMC so that the individual's mobilisation on JPA can be amended and the individual paid correctly. Under no circumstances can a reservist fill a post more than one rank higher than his substantive rank.
- c. The Adjudication Office should be notified immediately to ensure that any Reservist Award, where issued, is reassessed.

Promotion with Lowered Joint Medical Employment Standard

21. A reservist with a lowered Joint Medical Employment Standard (JMES) may be considered and selected for promotion if his JMES is considered an acceptable risk. A lowered JMES should only be taken into account after the PSB has selected the individual for promotion and medical casework, through DACOS Reserves, has been consulted. Under no circumstances are individuals to be promoted until they are able to take up the duties of their new appointment. A temporary lowered JMES awarded to a reservist solely because of pregnancy does not constitute an unacceptable medical risk.

Promotion Process

22. **Promotion Recommendations.** All recommendations for promotion (acting or substantive) should be submitted on the forms at Annex A or B as appropriate.

23. **Check Sheet.** On promotion or appointment, the check sheet at Annex C should be raised. The completed check sheet should be retained on the individual's personal file.

Annexes:

- A. Recommendation for Time Promotion (Officers) – Plt Off/Fg Off/Flt Lt.
- B. Recommendation for Promotion (Officers) – Sqn Ldr and above.
- C. Promotion/Appointment (Officers) – Check Sheet.