



Ministry  
of Defence

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6 October 2017

Dear [REDACTED]

Release of Information

Thank you for your correspondence of 27 September 2017 in which you requested the following information:

*'I am requesting the information regarding the last three job evaluations for the Royal Navy Writer Branch, for both General Service and Submarine specialisation.*

*Ideally if you could provide me with the last three job evaluations, the scores, and the report to accompanying this would be much appreciated.*

*Also the time scales in which military branches are to be evaluated, and the supporting document governing this.'*

Your enquiry has been considered to be a request for information in accordance with the Freedom of Information Act 2000.

A search for the information has now been conducted within the Ministry of Defence and I can confirm that some of the information in scope of your request is held. With regard to your request for information on the last three job evaluations, this information is detailed in the accompanying Annex to this letter however, please be aware that no report is held by the Department.

In response to your request for information on the time scales in which military branches are evaluated and the supporting document governing them, the first evaluation in 2000 informed the introduction of 'Pay 2K' with effect from April 2001. There was no set periodicity for evaluations at that time but instead was a compressed period of work.

The second evaluation in 2004 was part of a 5 year programme to re-examine all trades post introduction of 'Pay 2K'. This programme completed in 2006. Beyond that, job evaluations were undertaken based on need and the likelihood of pay range changes rather than within a rolling programme of work. This criteria applies to the evaluation in 2008.

Under the Pay 16 regime, each trade has to be job evaluated (either by Job Evaluation (JE) Full or by Job Evaluation (JE) Update) within a 5 year cycle.

Under section 16 – Duty to Provide Advice and Assistance – of the Act, please see the attached link to the Pay16 Armed Forces Pay Model which you may find useful.

<https://www.royalnavy.mod.uk/~media/files/cnr-pdfs/rates%20of%20pay%202014%20optimised.pdf>

I have also enclosed the link to the Royal Navy Factor Plan and Scoring Matrices which may also be of use to you.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/522045/HOCS\\_FOI2\\_016\\_04019\\_Attachment- Job evaluation factor plan for Armed Forces Annex D .pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522045/HOCS_FOI2_016_04019_Attachment- Job evaluation factor plan for Armed Forces Annex D .pdf)

If you have any queries regarding the content of this letter, please contact this office in the first instance

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely

Navy Command Secretariat – FOI Section

Trade	Able Rate	Leading Hand	Petty Officer	Chief Petty Officer	Warrant Officer	Date of Job Evaluation	Full/Update	Pay system
RN Logistics Personnel/Writer	Low 175	Low(Discretion) 214 L	High 310	High(Discretion) 358 H	H 435	Jul 00	Full	Pay 2K
	Low 167	L(Discretion) 208 L	Low(Discretion) 287 H	Low(Discretion) 342 H	High(Discretion) 412 H	Feb 04	Full	Pay 2K
	Low 177	L(Discretion) 217 H	High(Discretion) 296 H	High(Discretion) 356 H	High(Discretion) 408 H	Jun 08	Full	Pay 2K/Pay 16
	180	228	310	366	420	Jun 16	Update	Pay 16
Pay 2K Pay Boundary Lines	190	218	290	355	400			

Notes:

- Under Pay 2K, there was a pay boundary line for each rank and these are shown in red in the bottom row;
- Either side of each Pay Boundary Line (PBL), a 5% discretionary zone existed to allow a trade/rank to be paid in the opposite pay range to that indicated by the Job Evaluation (JE) Score. For example – a Leading Hand in the June 2008 evaluation with a score of being in the Low (Discretion) zone but discretion being exercised to pay the rank in the High pay range;
- Under Pay 2K there was only one Job Evaluation Process – JE Full;
- Under Pay 16 – there were two Job Evaluation Processes – JE Full and JE Update;
- Under Pay 16, the Whole Ranks Scores shown above are put through an algorithm in order to produce a Through Career Whole Trade Score (TC WTS);
- The June 08 JE scores were rolled forward to inform Pay 16 and produced a TC WTS of 297.4 and the trade is being paid in Pay Supplement 1 (the lowest of four pay supplements);
- The JE Update in June 2016 currently produces a TC WTS of 307.1; however
- The Pay 16 model works on average individual rank scores (across all trades and Services), average score across all ranks and all trades and the differentials between them. Each new set of JE scores loaded into the system has the potential to change existing scores, albeit so far, these have been subtle rather than seismic changes;
- For all of the above mentioned evaluations, General Service (GS) and Submariners (SM) were considered as one, ensuring that at each rank they were paid on the same Pay Range (Pay 2K) and that the trade as a whole is paid on the same Pay Supplement (Pay 16).
- The June 2016 JE Update evaluation will not be implemented until April 2021;
- Under Pay 16, management discretion can still be exercised but such decisions are taken on a senior tri-Service (Defence People and Training Board level) basis and not by the single Services alone; the 5% margin no longer exists and decisions are based on fairness across the Services.