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20 February 2020

Dear [REDACTED],

Thank you for your email of 06 February in which you requested the following information:

“Please can you supply me with a copy of Royal Engineers People Policy Note 1908 in PDF Format.”

I am treating your correspondence as a request for information under the Freedom of Information Act (FOIA) 2000. A search for the information has now been completed within the Ministry of Defence, and I can confirm that the information in scope of your request is held and is below.

In response to your request please find attached a copy of Royal Engineers People Policy Note 1908. Some of this information is exempt from release under section 40 (Personal Data) of the FOIA. Section 40(2) has been applied to some of the information to protect personal information as governed by the Data Protection Act 2018. Section 40 is an absolute exemption and there is therefore no requirement to consider the public interest in deciding to withhold the information.

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

Manning Portfolio 2
Army Secretariat

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12 November 2019

File reference: 20191115-04-02-02-15-PPN 19-08-Gaining Cbt Engr qualifications on transfer in RE and QGE-FINAL-SO1 People-O_

See Distribution

People Policy Note 19-08- Gaining Combat Engineer qualifications on transfer within and into the RE and QGE

1. Introduction. Chapter 7 of the RE/ QGE Regular Soldier Career Management Manual and MS Directive (CMM) (Amendment 1) describes how personnel can transfer into the RE/ QGE and also how serving RE/ QGE soldiers can transfer trades. It says how transferees need to attain the correct Cbt Engr qualification for their rank but at the time of printing, it was not possible to formalise how that would be achieved. The aim of this PPN is to confirm the training requirement for those transferring into and across the RE/ QGE. This policy takes immediate effect.

2. Rules for Personnel Transferring into the RE/ QGE. The RE Transfer Board will make decisions on SP applying to transfer into the RE/ QGE in accordance with the direction laid down at page 2-7-A-1 of the CMM, with APC copy/ pasting the training plan onto reverse of the Assignment Order for the transfer. However if a non-RE/QGE applicant is already serving in an Engr Regt, then the SPSO is to load the SP onto courses but will not need to interview the SP. Transferees ranked OR4 and above will not be offered an additional ME trade but instead employed specifically as ME (Cbt) or as ME (EOD&S) if transferred under the EOD&S OTT policy. SP transferring into the RE/ QGE are to follow the training plan laid out below:

| Rank on transfer | Training Plan | Comment |
|---|---|---|
| Spr (OR1/2) | - CI3 Cbt Engr Cse. - CI2 Cbt Engr Retention Test. - ME Trade course if offered by RE Transfer Board. | - SP may also attend CI1 Cbt Engr Cse if time permits but CI1 qualification is not necessary for promotion to LCpl. |
| LCpl (OR3) | - CI1 Cbt Engr. - ME Trade course if offered by RE Transfer Board. | - Attend CI3 Cse with supervisory elements of CI1 Cbt Engr Cse to gain CI1 qualification. |
| - Cpl (OR4) - LCpl (OR3) selected for promotion. | - CI1 Cbt Engr. - Fd Sect Comd Cse. | - Attend CI3 Cse with supervisory elements of CI1 Cbt Engr Cse to gain CI1. - SP needs to gain CI1 Cbt Engr qualification before attending FSCC. |
| - Sgt (OR6) and above - Cpl (OR4) selected for promotion. | - CI3 Cbt Engr Cse. - 2 x Modules of the RE Tp Comd Cse. - Fd Sgt Cse. | - New RE Tp Comd Cse will be piloted in Sep 20. - SP who transfer at OR8/9 will only attend QMSI course if the qualification is needed for employment. |

3. Rules for RE/ QGE Personnel Transferring to a Cbt Engr trade. SP transferring into a Cbt Engr Trade will need to gain the Cbt Engr qualification applicable to their rank on transfer¹. SP are to have achieved at least CI2 Cbt Engr before the transfer takes place. SPSO does not need to interview SP who are changing trades but does need to advise when the applicant can attend courses. RE Employments, APC, will send a letter to the applicant, relevant Chain of Command and assignment desk officer in APC

¹ Cbt Engr Trades = Armd, ACR, B&C, B&SF, C&J, Cbt, Const Mat Tech, Des Dtmn, Dtmn E&M, Elec, EOD&S, Fab, Ftr Gen, Ftr Eqpt, Ftr U&P, H&P, Svy Engr.

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stipulating the training plan for the transferee, as well as confirming the date for the trade transfer to take place. The training plans by rank are summarised as follows:

| Rank on transfer | Training Plan | Comment |
|--------------------------------|--|--|
| Spr/ LCpl | - C11 Cbt Engr Cse. - New trade course if authorised by RE Transfer Bd. - EOD&S courses as laid down in Chap 8 of CMM. | |
| Cpl and LCpls selected for Cpl | - Fd Sect Comd Cse. - EOD&S courses as required. | - Cbt Engr C11 qualification required before SP can attend FSCC. - SP of OR4 and above will not be offered a new trade but instead employed as Cbt Engr or EOD&S. |
| Sgt and above | - Fd Sgt Cse. - EOD&S courses as required. | SP who transfer at OR8/9 will only attend QMSI course if the qualification is needed for employment. |

4. **Risk Management.** The RSME Gp are required to manage the risk (of having both trained and untrained soldiers on the same Cbt Engr C13 course. COs of the Engr Regts receiving transferees are ensure transferees are sufficiently supervised until deemed fully competent.

5. **Course Loading Priorities.** SP are to be loaded onto courses in accordance with the following priorities:

- a. RE/ QGE soldiers already given a trade course start date (i.e. they were recruited for a specific trade, not a trade 'group' under simplified loading/ Proj UPNOR.
- b. Transferees.
- c. QGE soldiers loaded as Sections or Troops to keep QGE SP together.
- d. Any other SP.

6. **CMM Update.** The procedures and policies outlined above will be incorporated into the next annual amendment of the Regular RE/ QGE Soldier CMM by RHQ RE.

[Signed]



Distribution:

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