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07 October 2021

Dear [REDACTED]

Thank you for your email of 01 October in which you requested the following information:

*“Could you please provide the most recent copy of the Royal Corps of Signals Policy Directive 006 (PD006) Promotion - Soldiers, PD008 (Foreman of Signals) and PD009 (Yeoman of Signals), or if these have superseded, a copy of the replacement documents.”*

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 below listed documents are attached to this letter.

RSignals Policy Directive 006- Promotion Soldiers

Annex D

Annex E

Annex F

RSignals Policy Directive 012- Supervisory Selection, Training and Initial Employment

Appendix 1 to Annex A

Annex C

Please note that PD012 has replaced various PDs including PD008 and PD009.

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,

Workforce Portfolio 2  
Army Policy & Secretariat

# ROYAL SIGNALS POLICY DIRECTIVE 006

EDITION 26 – MAY 21

## PROMOTION - SOLDIERS

The information contained within this Policy Directive is specific to Royal Signals officers and soldiers; Regular, Reserve and Queen's Gurkha Signals where specified. This is in accordance with the overarching direction contained within the relevant Joint Service Publications and Army Policies which retain primacy.

This Policy Directive provides governance policy relating to: **R SIGNALS & QG SIGNALS Soldier Promotion**

Issued under the authority of: **HQ R SIGNALS**

Owner: **SO1 Soldiers R SIGNALS, CM Comd Sp, APC**

Author: **SO1, SO2 Soldiers R SIGNALS, CM Comd Sp, APC**

Consulted: **HQ R SIGNALS, E1MB**

This edition (26) supersedes all previous editions. Any queries on content should be directed to the owner. Previous editions can be obtained by contacting the Corps Adjutant.

Major changes in this edition include:

1. Clarification on which SP will receive promotion on completion of ITT.
2. Exemptions to CCE transfer policy for transfers completed as a result of the MTfP Allocation Panels.
3. A waiver for Class 1 competence for Networks Engineer and Information Services Engineer trade groups within R SIGNALS for eligibility for presentation to the Cpl-Sgt promotion board in May 2021 will apply.

### References:

- A. [Career Management Handbook](#)
- B. [Army Leadership Development Programme \(ALDP\) Handbook](#)
- C. [Queen's Regulations 1975 \(Amdt 39 – Jul 20\)](#)
- D. [Promotions and Appointments Warrant \(Amdt 2 - Jul 09\)](#)
- E. [Soldier Terms of Service Version 2 May 21](#)
- F. [Army Commissioning Regulations \(1<sup>st</sup> Edition - Nov 19\)](#)

### Introduction

1. Selection for promotion in R SIGNALS and QG SIGNALS is based upon:
  - a. The requirement to fill vacancies<sup>1</sup>.
  - b. Eligibility.
  - c. Merit.
  - d. Experience in rank.
  - e. Years of service.

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<sup>1</sup> As they occur within the quota of substantive ranks, authorised by D Pers Workforce Plans (WF Plans) and agreed by the Colonel R SIGNALS.

2. The Colonel R SIGNALS is responsible for all policy relating to the promotion and career development of R SIGNALS soldiers. The Corps' policy is documented in this Policy Directive (PD), in conjunction with references A-F. SO1 Career Management (CM) R SIGNALS Soldiers Section, Command Support (Comd Sp) Branch, APC (known hereafter as R SIGNALS Soldiers Section) is responsible for advising Colonel R SIGNALS on the rules and qualification requirements for soldier promotions and how they should be best applied to R SIGNALS and QG SIGNALS Soldiers. R SIGNALS Soldiers Section is required to plan and monitor the career of every R SIGNALS and QG SIGNALS soldier so that they receive the appropriate training and experience to qualify for promotion. For the purposes of the remainder of this document, this policy applies entirely to QG SIGNALS and R SIGNALS unless there is a specific exception. In executing this responsibility, R SIGNALS Soldiers Section works closely with Commanding Officers (COs) who have the authority and responsibility for the employment and management of all R SIGNALS and QG SIGNALS soldiers under their command.

## Terminology

3. Unless specified to the contrary, the term "promotion" in this PD means substantive promotion.

## Aim

4. The aim of this PD is to interpret Army and Defence policies, as given in the reference documents, and clarify the rules governing promotion for R SIGNALS soldiers.

## General

5. **Scope.** This PD and the promotion system that is detailed within applies to all Regular R SIGNALS and QG SIGNALS soldiers.

6. **Promotion.** All promotions are ordered to fill vacancies against unit Workforce Requirement (WR) and will only occur within the Substantive Rank Quota (SRQ) for R SIGNALS as given to APC by D Pers Workforce Plans.

7. **Promotion Rolls.** R SIGNALS Soldiers Section maintains a separate promotion roll for each trade. Every soldier is listed on the promotion roll appropriate to his trade and throughout their career they will be assessed for promotion purposes on this roll. The only exception to this is when non-supervisory SSgts are considered for promotion to WO2. A separate roll will be produced for the WO2 promotion board for all non-supervisory SSgts from all trades eligible and recommended for promotion to WO2. This roll will continue to be used after the cessation of the RD Main Trade for Pay (MTfP) from 1 Apr 21. Those selected for promotion to WO2 on or after 1 Apr 21 will be promoted in their current MTfP.

8. **Eligibility.** The eligibility rules for promotion at each rank are detailed within Annex A.

9. **Principle.** Eligibility and merit, tempered by experience and years of service, are the guiding principles for all promotion.

a. The eligibility element is determined by the soldier achieving the minimum qualifications required for further promotion and earning a recommendation for promotion on his current Soldier Joint Appraisal Report (SJAR).

b. The merit element is determined by assessing the quality of all the reports received during the soldier's service; including employment, military, education and specialist courses attended.

- c. The experience element, generally interpreted as years of service, is reflected by the variety of roles and tasks in which the soldier has served.

### **Reporting (including Redresses & Representations)**

10. **JSP 757.** This JSP is the authoritative document regarding appraisal reporting. This PD highlights some key aspects of the JSP but defers in every case to the JSP in case of a dispute.

11. **Responsibility.** Unit Commanders are responsible for ensuring that up to date SJARs are raised and forwarded to R SIGNALS Soldiers Section by their due date, or when requested. Annex B highlights the key dates for the reporting year. Final responsibility will lie with the chain of command (CofC) who must ensure R SIGNALS Soldiers Section has the most up to date SJAR available for each soldier who is to be considered by a promotion board. The procedure at Annex C is to be followed by units to address overdue SJARs. This serious occurrence must be avoided at all costs.

12. **Completion.** SJARs should be completed in accordance with JSP 757, ALDP Policy Handbook and SP Pol Service Conditions and Welfare guidelines. All soldiers who are assigned onto a long course (over 6 months) must have an SJAR raised by the losing unit if there is a 6-month gap between their last report and their start date on the course. This rule also applies to soldiers who are assigned onto the Wounded Injured and Sick (WIS)<sup>2</sup> posts. Those soldiers on a long course will have an approved course report written in lieu of a SJAR where SJARs are not produced.

13. **Maternity, Extended Paternity and Adoption Leave.** When a Service person has informed the chain of command that they will be taking a period of maternity, shared parental or adoption leave, the timing of the next AR will need to be reviewed by Unit Admin Staff and the requirement and timing of the AR notified in accordance with policy set out in JSP 757, Part 2<sup>3</sup>. This may result in the dates for ARs being brought-forward or deferred, with due consideration given to minimum and maximum RPs. The AR should be raised as closely as possible to the start of leave date.

14. **Flexible Working.** Flexible service will have no impact on a Soldier's Reporting Period. An SJAR should be raised IAW JSP 757. Flexible Service must not be mentioned in a Soldier's Appraisal Report.

15. **Overall Performance Grade (OPG) of 'C' or 'D'.** Units must note that by awarding a soldier an OPG 'C' or 'D' they will trigger an automatic process where the subject will have their entitlement to further pay increments suspended<sup>456</sup>. Where an OPG of 'C' or 'D' has been awarded, the 2RO must consult with the 3RO to seek approval. The 2RO must comment in the narrative 'OPG agreed with 3RO'.

16. **Service Complaints.** ORs may submit a formal complaint against an SJAR. The formal complaint process is known as a Service Complaint (SC)<sup>7</sup> and must comply with the timelines specified within JSP 831. . Where a soldier has initiated a complaint regarding their SJAR and the outcome is unknown at the time of the next promotion board, the following action is to be taken:

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<sup>2</sup> [AGAI 99.](#)

<sup>3</sup> [JSP 757 – Part 2, Vol 2, Chap 2, Para 25.](#)

<sup>4</sup> [JSP 757 – Part 1, Chap 5, Para 16b.](#)

<sup>5</sup> [ABN 083/18](#)

<sup>6</sup> [ABN 046/19](#)

<sup>7</sup> [JSP 831 – Redress of Individual Grievances: Service Complaints.](#)

a. Where a **recommendation for promotion has been given**. The SJAR is to be put before the Board as normal. No mention is to be made of the ongoing complaint. If the original SJAR is not available a draft copy is to be used and the Board advised that the original is not available. Should the outcome of the complaint subsequently affect the content of the SJAR, the soldier is to be presented to a Special Grading Board (SGB) and the following outcomes are possible:

(1) Where the soldier is selected for promotion in the SGB, they will be granted backdated promotion and seniority as appropriate.

(2) Where the soldier has already been selected for promotion and the revised score is less, it is to be ignored.

b. Where a **recommendation for promotion has not been given**. SO1 R SIGNALS Soldiers Section with the authority of CM Policy Branch can decide whether to put the soldier before the normal Board and direct the Board to treat the last SJAR as a recommendation for promotion.

(1) If the soldier is boarded and selected for promotion, this is to be held pending the outcome of the complaint. If the complaint is upheld and the content of the SJAR changed to give a recommendation but the pen picture remains largely unchanged, the original promotion is to stand, and the soldier promoted in merit order.

(2) If a recommendation is given and the pen picture is changed significantly, the soldier is to be re-boarded at the first available opportunity. If still selected for promotion, the soldier is to be promoted as appropriate.

(3) If the soldier has not been boarded and the SJAR is changed to give a recommendation for promotion the soldier is to be boarded at the first available opportunity.

(a) If successful, the soldier is to be promoted as appropriate.

(b) If unsuccessful, the soldier is to be advised in writing that a special promotion board considered their amended SJAR, but they were not successful.

## The Promotion System

17. **Promotion and Reckonable Service**<sup>8</sup>. To assist every soldier to reach their full potential, irrespective of which engagement they are on, their career is divided by constraints on promotion based on reckonable service. These constraints are designed to ensure that a soldier can gain the relevant experience and recommendations required before selection for further promotion. They are also designed to ensure that service in the R SIGNALS offers the optimum opportunity to progress and minimises the chances of blockages at any rank.

18. A soldier's reckonable service is calculated from the date of enlistment<sup>9</sup>. The earliest a soldier can promote is as follows:

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<sup>8</sup> [Queen's Regulations \(QRs\) 1975 \(Reference C\) \(AC13206\) paras 9.108](#)

<sup>9</sup> Reckonable service for those enlisted prior to 1 January 2008 is calculated from the date of attaining the age of 18 years or date of attestation, whichever is later.

Rank	Years of service <sup>10</sup>	Remarks
Lance Corporal (LCpl)	12 Months from gaining Class 3 competence.	
Corporal (Cpl)	4 years of reckonable service.	See para 19
Sergeant (Sgt)	7 years of reckonable service.	See para 19
Staff Sergeant (SSgt)	10 years of reckonable service.	See para 19
Warrant Officer Class 2 (WO2)	16 years of reckonable service.	See para 19
Warrant Officer Class 1 (WO1)	17 years of reckonable service.	See para 19

19. **Early Promotion<sup>11</sup>**. Apart from promotion to LCpl, the lower limit for reckonable service for promotion can be advanced by 24 months. 12 months can be granted on the personal authority of SO1 R SIGNALS Soldiers, and 24 months can be granted by the personal authority of the Colonel R SIGNALS. Both cases require formal submission by the Chain of Command to R SIGNALS Soldiers Section. This only applies to reckonable service not time in substantive rank.

20. **Accelerated Promotion**. The two preceding paragraphs will not apply when a soldier is graded EXCP for 1UP. Soldiers with this grading will be eligible no matter what reckonable service or time in substantive rank, however they must have completed the required Military Training and Education for their current substantive rank (both Army Level and Cap badge).<sup>1213</sup> It does not affect residual service rules (i.e. even with an EXCP grading a soldier will not be eligible to promote if they do not have 12 months service remaining as at the first day of the promotion year).

21. **Promotion on Completion of Initial Trade Trg (ITT)**. R SIGNALS SP who commence ITT on or after 1 Apr 20 will not be eligible to promote to LCpl on completion of their course but will instead promote via selection on the F Board when eligible. There are two exceptions to this. Firstly, the EWSI (formerly EW Sys Op) CEG, who remain eligible to promote to LCpl following completion of ITT. Secondly, all Info Svcs Eng who started or completed ITT prior to 31 Mar 20 will retain their 'grandfather rights' under Ref D<sup>1415</sup>, irrespective of subsequent trade classification as either Info Svcs Eng or Nets Eng<sup>16</sup>. Promotion of these eligible SP will only occur after all of the the below criteria are met:

a. **Completion of ITT (less Driver Training)**. Eligible SP who leave training without passing ITT will be a substantive Signaller until they achieve a pass<sup>17</sup>. On promotion, their sub date will be either the date they passed LCpl ALDP or their first recommended SJAR (whichever is the latest).

b. **Receiving a recommendation for promotion on their course report**. A Course Report in Lieu is only required for EWSI CEG.

c. **Completion of LCpl ALDP (recorded on JPA)**. Eligible SP who leave training but are unable to complete LCpl ALDP will be assigned on acting rank. Sub rank will be issued once LCpl ALDP has been completed. Sub LCpl will be backdated to the acting rank date.

<sup>10</sup> Calculated on first day of the promotion year.

<sup>11</sup> This is valid until May 21 when it is replaced by the new Accelerated promotion rules (see para 20 and/or [ABN 071/2020](#) for more information).

<sup>12</sup> [ABN 071/2020](#)

<sup>13</sup> The first eligible cohort is Cpls, reporting period 31 Jan 2021.

<sup>14</sup> The award of CS Eng Class 3 competency in the period 1 Jan 2001 to 31 Mar 2020 confers grandfather rights to a SP so that they will promote to LCpl IAW Ref D.

<sup>15</sup> Except from QG SIGNALS Recruit Intake 19 (RI19). This intake are all being treated the same to maintain kaida as some ITT course starts were split either side of the 1 Apr 20 boundary. RI19 Info Svcs Eng will not be promoted to LCpl on completion of their CEBR course.

<sup>16</sup> Eligible SP who started CEBR prior to 31 Mar 20 who have failed to substantiate their rank as a LCpl or been reverted to Sig previously will remain eligible to re-promote (either acting or substantively) on receiving a recommendation for promotion.'

<sup>17</sup> This will not apply to those in the EWSI CEG who will have to CCE to an alternate CEG should they fail ITT.

d. **MTfP has been updated on JPA.**

22. **Promotion to Local Unpaid LCpl.** Signallers may be awarded local unpaid rank on the authority of the Bde Comd (QR para 9.160) for a maximum of 12 months.

23. **Residual Service.** Any soldier on a Notice Engagement, Open Engagement or Versatile Engagement, who still has 12 months residual service as at the first day of the promotion year, if qualified, will present to the promotion board<sup>18</sup>. An Individual with less than 1-year remaining service on their original End of Engagement Date (i.e. for their full contract, not as the result of NTT) may still be recommended for promotion but will be filtered out of their respective Promotion Board as ineligible<sup>19</sup>.

24. **Notice to Terminate and Residual Service.** Soldiers who have applied for Notice to Terminate (NTT) will still be considered by a Promotion Board where their original End of Engagement Date (EED) was after the start of the promotion year. If selected by the Board, they have 30 days from results publication to apply and have NTT withdrawal accepted<sup>20</sup>. SP will not be considered for substantive rank or attend ALDP training unless they withdraw their application to NTT. Personnel joining the Reserves may request to attend ALDP training even if they have submitted NTT and where space is available will be loaded to courses by R SIGNALS Soldiers Section. Those soldiers that have given NTT will have their acting rank removed should they reach their 12-month point in rank before leaving.

25. **VEng Continuance.** A soldier serving on Continuance is *not* eligible for further substantive promotion iaw Reference E. Eligibility for commissioning for those on Continuance is covered in the Army Commissioning Regulations (ACRs) at Reference F, as the authoritative document for Commissioning rules, and details are announced annually in a pan Army DIN.

## Promotion boards

26. **Scope.** Promotion boards are required to grade all qualified and recommended candidates<sup>21</sup> and to place them in an order of merit. The board will then select the number of candidates required in the next higher rank to meet the requirements for the following promotion year.

27. **Authority.** All soldier promotion boards are convened by R SIGNALS Soldiers Section with the authority of the Military Secretariat (MS).

28. **Type, Timing and Composition.** Annex B details the type, timing and composition of promotion boards convened by R SIGNALS Soldiers Section.

29. **Number of Promotion Vacancies.** R SIGNALS Soldiers Section calculates the number of promotions required to fill vacancies in each rank and trade during the promotion year under consideration. These will then be submitted to D Pers WF Plans to ensure the Corps quota is in line with Army manning priorities and constraints. R SIGNALS Soldiers Section staff are to consider the requirements of the target structure and the effect of all known gains and losses to ensure an even flow of promotions each year and try to avoid promotion blockages.

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<sup>18</sup> AG/HQ/1/8/1 dated 22 Jan 07 – The Residual Service Rule.

<sup>19</sup> D/DMCM/127/16 (DMS) dated 02 Feb 07 – Change to residual service rule for soldier promotions – Impact on reporting.

<sup>20</sup> [ABN 038/2021 Workforce Levers](#) applies and only priority cohorts are likely to be accepted for NTT withdrawal.

<sup>21</sup> Less those selected for promotion from any previous board (i.e. they are or are to be promoted and holding acting rank before the end of the promotion year). If a soldier has not substantiated by the end of the promotion year they will run to the next board in their substantive rank.



## Selection for Promotion

30. **Notification of Selection for Promotion.** After each promotion board the names of those selected for promotion will be notified to units via the MS chain by the APC in line (in alphabetical order) with the harmonised promulgation results.

31. **Medical Standards.** All soldiers will be boarded regardless of their medical state and board members will not have access to this information. All downgraded soldiers who are selected for promotion (less MND(P)) will have their names published. Individuals that are MND(P) will not be included in any notification of promotion results as they are 'Below the Minimum Medical Retention Standard' and the AGAI 78 process should be followed<sup>22</sup>. Those who are MND(P) will only be promoted subject to Occupational Health (OH) approval and in line with AGAI 78 Army Medical Employment Policy (PULHEEMS Administrative Pamphlet). Downgraded soldiers will only be substantiated if they complete ALDP. Units must routinely submit, on PAPMIS, the latest Appendix 9s for all downgraded soldiers to R SIGNALS Soldiers Section as these are required to assist Career Managers with gaining OH advice on employability and future assignments.

32. **Loan Service.** It should be noted that the Host Nation may restrict Service personnel from wearing their new promoted rank for the duration of their tour. This will not however affect the individual's pay, allowances and pension<sup>23</sup>.

33. **Follow up Action.** Initial notification will be followed, in due course, by the actions outlined below:

- a. **R SIGNALS Soldiers Section.** Promulgate individual promotion advice containing the Substantive date. This will typically be the reporting date for assignment in the new rank on acting promotion.
- b. **Unit.** On receipt of individual promotion advice units are to:
  - (1) Inform R SIGNALS Soldiers Section if soldiers are no longer recommended for promotion. The promotion advice is to be returned immediately, then an interim SJAR raised and to be with R SIGNALS Soldiers Section within 1 month if a Significant Change Report is authorised by AH Comd Sp.
  - (2) Counsel the individual on qualifications required for substantive promotion. This process can be achieved with the assistance of respective RCMO.

## Change of Career Employment

34. Soldiers who are in the process of Change of Career Employment (CCE) or transferring should note:

- a. Soldiers that are in the process of CCE and have been selected for promotion in their previous Career Employment Group (CEG) will not be granted promotion in their new roster as the selection for promotion would have been made to fill a vacancy in their current roster.
- b. Soldiers that have undergone transfer or CCE will be boarded for promotion in their new CEQ after having spent a minimum of one year in their new trade, providing they meet the eligibility criteria set out in Annex A. The effective start date of the 12 months will be the

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<sup>22</sup> [AGAI 78](#) (PULHEEMS Administrative Pamphlet)

<sup>23</sup> JSP 468 - Loan and Secondment of Service Personnel to Commonwealth and Foreign Forces - Part 1: Directive para 02.04.

completion date of their trade training course, or the date taken on strength in their new CEG, whichever is latest. Transfer includes lateral transferees from QG SIGNALS<sup>24</sup>.

c. All R SIGNALS and QG SIGNALS SP<sup>1</sup> who CCE as a result of the Main Trade for Pay Allocation Panels (MAPs) (in line with the RSCM20) will not be subject to the above two paragraphs (a & b)<sup>25</sup>.

## Acting Rank

35. **Outline Policy.** Although meeting all the qualification rules for substantive rank is not mandatory for the granting of acting rank, it should be *exceptional* for acting rank to be granted to an individual who is not fully qualified and recommended for promotion. Outside of selection for promotion, the CO may apply for the grant of acting rank. Acting rank confers no rights of promotion protection for those who have been pre-selected for promotion and fail to gain the necessary qualifications within the permitted period. Where a rank range is shown against a position identification (PID), acting rank is only admissible to the lowest rank in the range.

36. **Authority.** R SIGNALS Soldiers Section is the issuing authority for the granting of acting rank<sup>26</sup>.

37. **Supervisor Courses.** All R SIGNALS soldiers on Supervisor courses will still be run to promotion boards in their original CEG. Those that are, or have been, selected for promotion will be promoted on the second day of the promotion year or the first day of the supervisory course, whichever is later. Soldiers must complete mandatory pre-requisite training e.g. ALDP, in order to attend a Supervisor course iaw R SIGNALS PD 12. This will apply for Cpls promoting to Sgt and Sgts promoting to SSgt in their original CEG. SSgts who promote in their CEG whilst on a Supervisor course can either opt to withdraw from the course and take up promotion to WO2 in their current CEG or refuse the promotion and complete the course, leaving as a SSgt in their new Supervisory CEG. This also applies to soldiers from other Cap-badges on Supervisor courses having transferred to R SIGNALS (on 1st day of the Supervisor course) following successful selection for Supervisor training.

38. **Gapped Posts.** In cases where R SIGNALS Soldiers Section is unable to fill a vacancy in a unit establishment that carries a higher rank, the CO may apply for acting rank for a soldier using Annex D. This is to enable the unit to select the best soldier for the post providing the following criteria are met:

- a. The soldier will fill an established unit vacancy in the higher rank for a period of up to 6 months<sup>27</sup>.
- b. The soldier is qualified for the higher rank by employment class.
- c. The soldier has received a SJAR containing a current recommendation for promotion.
- d. The CO is satisfied that the individual can fulfil all aspects of the post. Substitution pay, and/or local rank may be the appropriate solution during a trial period to enable the individual to be paid for extra duties.

39. **Rank Ranged Posts.** Acting Rank cannot be granted for the higher of range in a rank ranged post where the SP holds substantive rank of the lower range. R SIGNALS Soldiers Section

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<sup>24</sup> However, the needs of the Army are always considered and the Corps reserves the right to waive the 12 months in new CEG requirement in order to assist with WF stabilisation.

<sup>25</sup> This does not apply to R SIGNALS Reserve SP who are not currently being reviewed as part of the MAP process

<sup>26</sup> [Queen's Regulations \(QRs\) 1975 \(Reference C\) \(AC13206\) paras 9.147.](#)

<sup>27</sup> Any periods more than 6 months must be staffed through APC to D Pers WF Plans.

will only promote a SP to the higher rank when the individual is qualified for substantive promotion. Units with rank ranged posts must ensure that, as they retain an individual once selected for promotion, they support them to become qualified for substantive promotion. A SP who does not do this before end of promotion year will in effect become deselected and must re-promote.

40. **Waivers.** In exceptional cases where an individual does not meet the acting rank criteria, the CO may submit a waiver justification direct to R SIGNALS Soldiers Section.

41. **Operational Tours.** Special acting rank should normally be granted to an individual deploying to an operational theatre if they are selected for a post established for a rank higher than their substantive rank. Applications are to be submitted via Annex D and forwarded direct to SO3 R SIGNALS Soldiers Promotion Section before the soldier has deployed.

42. **No. 7 Board Operational Commitments Establishment (OCE).** When a soldier is warned for Ops via the No. 7 Board and is to fill a post in the next higher rank, there is no requirement to submit Annex D. The assignment order is the authority for R SIGNALS Soldiers Section desk officers to grant acting rank and update JPA accordingly. Where a post is filled by an SP below the rank required of the OCE tour, acting rank will be authorised for the duration of the tour.

43. **No. 7 Board E2 Assignments.** Where a soldier has applied for an E2 assignment in the higher rank and is successful at the No.7 board, acting higher rank would be granted for the duration of the assignment, however they must complete all pre-requisite training for substantive promotion iaw Annex A. If not successful on a promotion board during the assignment, the soldier will revert to substantive rank at the end of their E2 assignment.

44. **Application.** When an application is made for acting rank outside of the normal promotion/selection process the application is to be made in the same manner as the direction given in earlier paragraphs 35 onwards. The following criteria will apply:

- a. JPA requires applications for acting rank to be made in advance of the start date requested. Acting rank will only be back dated in exceptional circumstances.
- b. Unless otherwise advised by R SIGNALS Soldiers Section, acting rank will only be granted for periods up to 6 months from the date of deployment for an operational tour and excluding POTL. Any subsequent periods are subject to unit request and R SIGNALS Soldiers Section authority.
- c. Acting rank will not be granted for those individuals covering for soldiers on statutory maternity leave, occupational maternity absence<sup>28</sup>, authorised terminal leave, sabbatical special unpaid leave or late arrival of incoming incumbent. In these cases, substitution pay may be applicable.
- d. Acting rank cannot be granted for soldiers filling a vacancy created by those deployed on operations.

45. **Relinquishment of Acting Rank.** Acting rank will be relinquished on the date the holder ceases to fill the vacancy for which it was granted, except in the circumstances given in QRs.<sup>29</sup> A soldier will cease to fulfil the criteria for acting rank<sup>30</sup> if they receive a non-recommendation for promotion in their acting rank and will therefore be required to revert to their substantive rank.

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<sup>28</sup> Extended Paternity Leave and Adoption Leave

<sup>29</sup> [Queen's Regulations \(QRs\) 1975 \(Reference C\) \(AC13206\) paras 9.152.](#)

<sup>30</sup> [Queen's Regulations \(QRs\) 1975 \(Reference C\) \(AC13206\) paras 9.148b.](#)

CO's are required to ensure that the soldier granted acting rank is briefed on the rules governing the retention and relinquishment of acting rank<sup>31</sup>.

### Qualification for Substantive Rank.

46. R SIGNALS Soldiers Section load ALDP MT direct from the promotion boards. Individuals apply for ALDP ME direct through their local Army Education Centres (AECs).<sup>32</sup>

47. Soldiers will only be guaranteed one ALDP MT course place by APC in a 12-month period. Additional ALDP MT course places within a 12-month period may be available, and only on request from a soldier's Chain of Command. For soldiers who have been withdrawn from a mandatory ALDP MT course it is the responsibility of the unit to re-apply for an additional place. Units who fail to engage in this process may place the soldier at risk of reversion at the end of the promotion year.

48. All soldiers will have 12 months to successfully complete ALDP MT and ME (previously CLM Part 1 and 3), the **12 months will start on the first day of the promotion year** (see table below). Units are to ensure that soldiers arrive fully prepared and physically capable of completing all elements of the course. Preparation must start when soldiers are recommended for promotion in anticipation of success on the board noting personnel may be loaded to ALDP MT courses at the very start of the promotion year. Soldiers do not have to be in their new acting rank to attend ALDP (i.e. those who have not yet been assigned to their new unit / PID in the next rank); in this instance units are to grant local rank to attend the course.

Rank	To Substantiate in rank	Promotion Results Released	Promotion Year	ALDP MT and ME Complete NLT
Sig – LCpl	LCPL ALDP	Oct	1 Oct – 30 Sep	30 Sep
LCpl – Cpl	CPL ALDP	Jul	1 Oct – 30 Sep	30 Sep
Cpl – Sgt	SGT ALDP	Jun	1 Oct – 30 Sep	30 Sep
SSgt – WO2	WO ALDP	Feb	1 Apr – 31 Mar	31 Mar

49. Personnel notified of selection for promotion after the start of the promotion year (typically called 'reserve promotions' where personnel below publication line but above the quality line are offered opportunity to promote to a particular post) will have 12 months from the granting of acting rank to complete ALDP requirements and substantiate. This may run beyond the normal promotion year deadline. This will also apply for soldiers who have been successful on Special Grading Boards.

50. Soldiers who fail ALDP MT will have this recorded as an attempt. This rule will also apply to soldiers who fail to attend a course and have not followed the correct procedures contained within R SIGNALS PD 004. Soldiers who fail to complete their mandatory ALDP MT and ME within 12 months of the start of the promotion year will have any acting rank relinquished and will be re-assigned in their reverted substantive rank. Further specific detail can be found in Annex E.

51. Units must ensure that both ALDP MT and ME competencies are individually published on a Soldier's Joint Personnel Administration (JPA) system record. Failure to do so will result in soldiers not having their rank substantiated. Under ALDP criteria, individuals can be *recommended* for further promotion without having achieved 'competent' in all areas but will not be *eligible* for further promotion until they have achieved 'competent' in all areas. Where applicable, R SIGNALS Soldier Section must be informed when an individual achieves the competency.

<sup>31</sup> [Queen's Regulations \(QRs\) 1975 \(Reference C\) \(AC13206\) paras 9.147-157.](#)

<sup>32</sup> Full loading details can be found in the [ALDP Handbook](#)

52. Individuals still on selection from previous promotion boards will not be run to any further promotion board until this rank is substantiated or the soldier is reverted. If a soldier is granted an extension of acting rank to complete ALDP, this will prevent them running to any promotion board in this period. Extensions of acting rank are granted in 6 month blocks, up to a maximum of 12 months as per ALDP policy.

53. It is important that competencies, qualifications and training history are recorded on JPA promptly by the relevant authority when gained, in order that R SIGNALS Soldiers Section staff can process the substantive promotion of a selected individual at the earliest opportunity. The soldier, in conjunction with the Chain of Command, is responsible for ensuring that qualifications are published. Units and soldiers must ensure that competencies are recorded correctly to avoid promotion issues.

a. Soldiers attending ALDP MT will have their JPA competencies published by the Training Provider whether held centrally or over distributed locations.

b. It is an individual's responsibility to ensure that JPA is up to date with numeracy and literacy competencies in the correct format.

54. During a Loan Service tour, soldiers will not be permitted to attend UK courses or career interviews at UK public expense, including those required for promotion and/or specialist qualifications. Prospective volunteers must, therefore, satisfy themselves that they will not be disadvantaged by this and they must be willing to accept this before volunteering for a Loan Service tour<sup>33</sup>.

55. For a soldier to achieve substantive rank they must achieve the grading of 'Competent' both the ALDP MT and ME qualifications within the promotion year. Only in exceptional circumstances will R SIGNALS Soldiers Section grant an extension to this qualifying period (see Annex E). If a soldier already has the necessary ALDP qualifications they will automatically be granted substantive rank, once assigned into a post in their new rank. Soldiers promoting from Sgt to SSgt and WO2 to WO1 will automatically gain substantive rank on assignment into a post in their new rank.

### **Local rank**

56. **Scope.** Local rank may be granted<sup>34</sup> with or without substitution pay but **does not** carry any entitlement to pay allowance or pension rights.

### **Substitution pay**

57. **Scope.** Substitution pay will normally be granted when the soldier is selected for a post established for a higher rank than the soldier's substantive rank if:

a. The period is for less than 6 months.<sup>35</sup>

b. The post is not in an operational theatre.

c. The soldier does not meet the criteria for acting rank and SO1 R SIGNALS Soldiers Section does not grant an exception.

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<sup>33</sup> [JSP 468](#) - Loan and Secondment of Service Personnel to Commonwealth and Foreign Forces - Part 1: Directive para 03.23

<sup>34</sup> [Queen's Regulations \(QRs\) 1975 \(Reference C\) \(AC13206\) para 9.160.](#)

<sup>35</sup> The CO has authority to extend the period of SUPA to up to 12 months in 6 month blocks.

d. Requests for extensions to substitution pay beyond 12 months must be submitted to R SIGNALS Soldiers Section on JPA form JPA E005<sup>36</sup> for CM Policy Branch consideration and authority to D Pers WF Plans.

## Refusing promotion

58. **Refusal of promotion.** Soldiers may refuse promotion, if they wish. On refusing promotion, soldiers and their COs will be required to sign a certificate to the effect that they understand the implications of the refusal as outlined in the draft certificate shown at Annex F.

## Reversion or reduction in rank

59. **Reversion in rank.** Where soldiers are unable to obtain a qualification by completing the necessary training, they should be advised that reversion to substantive rank will normally occur. Annex E explains reversion in more detail along with providing the CofC with the procedure for requesting an extension to acting rank.

60. **Reversion at own request.** When soldiers revert to a lower rank at their own request, they will not be considered again for promotion until the soldier rescinds this action<sup>37</sup>. Individuals on the supervisory roster, who choose to relinquish their supervisory rank, will still be required to adhere to the original supervisory Training Return of Service.

61. **Reversion or reduction in rank.** R SIGNALS Soldiers Section is to be notified immediately, irrespective of any JPA action being taken, when a soldier:

- a. Is involved in a disciplinary proceeding that could lead, or has already led, to reduction in substantive or acting rank.
- b. Is warned for reduction in rank, or reduced in rank, or is ordered to relinquish acting rank for inefficiency or unsuitability under QRs<sup>38</sup> or AGAI 67 action.
- c. Reverts to a lower rank at his own request in writing through the chain of command.

62. A warrant officer or NCO holding an appointment which carries a minimum rank, who is reduced for inefficiency, unsuitability or by Court Martial to a rank below the minimum for the appointment, is to be deprived of such appointment and, under instructions of the APC is either to be returned to the roll appropriate to his original employment or be reclassified in an employment on a roll appropriate to the circumstances of the case<sup>39</sup>. When a supervisor is reduced to a rank below Staff Sergeant and cannot be mustered into their trade roster because no vacancy exists in the Corps quota, they may be held surplus until a vacancy occurs. If re-promotion is later approved, seniority is to reckon from the date of such subsequent substantive promotion and in no circumstances, is to confer any retrospective financial advantage.

63. **Re-promotion after reduction in substantive rank.** QRs<sup>40</sup> govern re-promotion of soldiers reduced in substantive rank.

64. **Promotion from UK Special Forces Communicator Course (UKSF CC).** On successful completion of the UKSF CC and assignment to 18 (UKSF) Sig Regt as a Special Forces Communicator (SFC) in trade, those signallers will be promoted to the rank of substantive LCpl iaw R SIGNALS PD 005 and Reference E.

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<sup>36</sup> [http://defenceintranet.diif.r.mil.uk/libraries/2/Docs2/20140621.1/JPAForms\\_PayAndCharges\\_JPAE005\(1\).doc](http://defenceintranet.diif.r.mil.uk/libraries/2/Docs2/20140621.1/JPAForms_PayAndCharges_JPAE005(1).doc).

<sup>37</sup> [Queen's Regulations \(QRs\) 1975 \(Reference C\) \(AC13206\) para 9.176.](#)

<sup>38</sup> [Queen's Regulations \(QRs\) 1975 \(Reference C\) \(AC13206\) para 9.177-179.](#)

<sup>39</sup> [Queen's Regulations \(QRs\) 1975 \(Reference C\) \(AC13206\) para 9.181](#)

<sup>40</sup> [Queen's Regulations \(QRs\) 1975 \(Reference C\) \(AC13206\) para 9.180 – 9.185](#)

*{Original Signed}*

MC Brookes  
Colonel  
Colonel R SIGNALS

Annexes:

- A. Summary of promotion criteria for R SIGNALS / QG SIGNALS.
- B. Promotion board timing, type, composition and the harmonised reporting year.
- C. Overdue SJAR follow up action.
- D. Application for acting rank.
- E. Reversion of acting rank.
- F. Promotion refusal letter.

**Annex A to  
R SIGNALS PD006  
Dated MAY 21**

**SUMMARY OF PROMOTION CRITERIA FOR R SIGNALS / QG SIGNALS**

Promotion <sup>41</sup> board	Employment competence <sup>42</sup>	Minimum time in substantive rank <sup>43</sup> / reckonable service	Education <sup>44</sup>	Current recommend on latest SJAR	Residual service	Board timetable	Promotion year <sup>45</sup>	Required to complete in 12 months to substantiate, calculated from the first day of the promotion year
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
Sig–LCpl (F Board)	Class 3	12 mths from gaining Class 3 competency before first day of promotion year	-	Y	12 mths as at 1 Oct of the promotion year	Sep	1 Oct – 30 Sep	LCPL ALDP MT <sup>46</sup>
LCpl-Cpl (E Board)	Class 2	24 mths in sub rank & 4 yrs of reckonable service before first day of promotion year <sup>47</sup>	LCPL ALDP Num&Lit Lvl 1	Y	12 mths as at 1 Oct of the promotion year	Jul	1 Oct – 30 Sep	CPL ALDP MT & ME
Cpl-Sgt (C Board)	Class 1 <sup>48</sup>	24 mths in sub rank & 7 yrs of reckonable	CPL ALDP MT & ME Num&Lit Lvl 2	Y	12 mths as at 1 Oct of the promotion year	May	1 Oct – 30 Sep	SGT ALDP MT & ME

<sup>41</sup> Those not fully qualified on the day of the promotion board will be filtered out.

<sup>42</sup> Must be qualified on the first day of the promotion board.

<sup>43</sup> [ABN 071/2020 Exemption for EXCP 1 Up from May 21 onwards.](#)

<sup>44</sup> Must be qualified on the first day of the promotion board.

<sup>45</sup> ROYAL SIGNALS/QG SIGNALS Soldiers selected for promotion and completed the relevant ALDP qualifications, will be granted substantive rank with effect from the second day of the promotional year or the date that they fill the vacancy, whichever is the later. Should a soldier be required to fill a post before this date they will do so in acting rank.

<sup>46</sup> Seniority is backdated to the date of Appointment as LCpl not before the 02 Oct of that promotion year on completion of the LCpl ALDP.

<sup>47</sup> SFC qualified soldiers are qualified as competent all parts of LCpl ALDP as per Annex A to R SIGNALS PD5.

<sup>48</sup> Class 1 Waiver applies to Networks Engineer and Information Services Engineer trades only for promotion board in 2021. See Annex A Para. 1-2 for full details of waiver.



		service before first day of promotion year <sup>49</sup>						
Sgt-SSgt (B Board)	Class 1	24 mths in sub rank & 10 yrs of reckonable service before first day of promotion year	SGT ALDP MT & ME Num&Lit Lvl 2	Y	12 mths as at 1 Apr of the promotion year	Mar	1 Apr – 31 Mar	
SSgt-WO2 (A2 Board)	Class 1	24 mths in sub rank & 16 yrs of reckonable service before first day of promotion year	Num&Lit Lvl 2	Y	12 mths as at 1 Apr of the promotion year	Jan	1 Apr – 31 Mar	WO ALDP
WO2-WO1 (A1 Board)	Class 1	12 mths in sub rank and 17 yrs of reckonable service before first day of promotion year	WO ALDP Num&Lit Lvl 2	Y	12 mths as at 1 Apr of the promotion year	Nov	1 Apr – 31 Mar	

1. **Class 1 waiver for Networks Engineer and Information Services Engineer in 2021.** A waiver for Class 1 competence for Networks Engineer and Information Services Engineer trade groups within R SIGNALS for eligibility for presentation to the Cpl-Sgt promotion board in May 2021 will apply and those eligible in all other respects may be selected for promotion to Sgt only with the following specific criteria:

- a. The exemption applies to only those who load to and commence a Class 1 CEUL course prior to 01 Oct 21 or commence the STT(P).
- b. Individuals selected for promotion on the Cpl-Sgt board who have not completed their Class 1 CEUL training course or the full STT(P) modules must complete their training prior to assignment into an OR6 PID in AHR within the Promotion Year 21/22 (01 Oct 21-30 Sep 22).
- c. Promotion to Sgt will therefore be tied to completion of the Class 1 competence or STT(P) within the CEQ.

2. In addition the following caveats apply to those selected for promotion to Sgt without Class 1 competence:

- a. Selected SP must complete their Class 1 course during or before the promotion year. Any requests for extensions must be staffed to R SIGNALS Soldier Section and should be exceptions which will be referred to D Pers Workforce Policy.

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<sup>49</sup> A soldier holding the specialist qualification of Army Pilot, Air Crewman or SAS Trooper is exempt from the need to gain a Class 1 R SIGNALS competency for promotion to Sgt and above.

- b. Attendance on the Class 1 course should be prioritised over (i.e. before) attendance on SNCO ALDP.
- c. Assignment orders will not be generated until a soldier has been loaded on their Class 1 course, and will be caveated to enable cancellation in the event the soldier does not complete the course.

Annex B to  
R SIGNALS PD006  
Dated MAY 21

PROMOTION BOARD TIMING, TYPE, COMPOSITION AND THE HARMONISED REPORTING YEAR

Rank	Written as at	To R SIGNALS Soldiers Section	Comments	Board	Board convened	Board composition
(a)	(b)	(c)	(d)	(e)	(f)	(g)
WO2	30 Jun	31 Aug	Promotion year 1 Apr – 31 Mar	<b>A1</b>	October	<b>President</b> Col R SIGNALS <b>Senior Member</b> AH Comd Sp <b>Members:</b> R SIGNALS CO COS R SIGNALS SO1 R SIGNALS Soldiers (APC) Observer: Comd SM
SSgt	30 Sep	30 Nov	Promotion year 1 Apr – 31 Mar	<b>A2</b>	January	<b>President:</b> Col R SIGNALS <b>Members:</b> SO1 R SIGNALS Soldiers (APC) CoS R SIGNALS R SIGNALS CO R SIGNALS CO (Comd QG SIGNALS vice CoS R SIGNALS for QG SIGNALS Board)
Sgt	30 Nov	31 Jan	Promotion year 1 Apr – 31 Mar	<b>B</b>	March	<b>President:</b> SO1 R SIGNALS Soldiers (APC) <b>Members:</b> R SIGNALS CO R SIGNALS CO R SIGNALS Major Comd SM (RSM QG SIGNALS for QG SIGNALS Board)

Rank	Written as at	To R SIGNALS Soldiers Section	Comments	Board	Board convened	Board composition
(a)	(b)	(c)	(d)	(e)	(f)	(g)
Cpl	31 Jan	31 Mar	Promotion year 1 Oct – 30 Sep	<b>C</b>	May	<b>President:</b> SO1 R SIGNALS Soldiers (APC) <b>Members:</b> R SIGNALS CO R SIGNALS CO R SIGNALS Major Comd SM (RSM QG SIGNALS for QG SIGNALS Board)
LCpl	31 Mar	31 May	Promotion year 1 Oct – 30 Sep	<b>E</b>	July	<b>President:</b> SO2 R SIGNALS Soldiers (APC) <b>Members:</b> R SIGNALS Major R SIGNALS Major Corps Adjt R SIGNALS WO1 (Adjt QG SIGNALS for QG SIGNALS Board)
Sig	31 May	31 Jul	Promotion year 1 Oct – 30 Sep	<b>F</b>	September	<b>President:</b> SO2 R SIGNALS Soldiers (APC) <b>Members:</b> SO2 R SIGNALS R SIGNALS Captain R SIGNALS Captain R SIGNALS WO1 (GM for QG SIGNALS Board)

**OVERDUE SJAR FOLLOW UP ACTION**

1. If an SJAR has not been presented to the promotion board the unit commander of the individual concerned is required to carry out the following actions:
  - a. Write to SO1 R SIGNALS Soldiers Section to explain why the SJAR was late.
  - b. Interview the soldier and formally explain that if he was qualified and recommended for promotion then he may have been disadvantaged due to his SJAR not being made available to the promotion board. Written confirmation will be required for inclusion in the soldier's P/file at R SIGNALS Soldiers Section in case of future litigation.



**Annex D to  
R SIGNALS PD006  
Dated MAY 21**

**APPLICATION FOR ACTING RANK**

To:  
SO3 R SIGNALS Soldiers Promotions  
Comd Sp Branch  
Mail Point 452  
Army Personnel Centre  
Kentigern House  
65 Brown Street  
Glasgow G2 8EX

From:  
*(Unit Details) Must be completed.*

Soldier's details:

Number .....

Name .....

Substantive Rank..... Date .....

Main Trade for Pay..... Class .....

Vacant Post Details (incl. PID number):

Unit UIN.....

PID.....

Rank .....

Period of Acting Rank Requested:	
From:	To:

Justification *(provide separate Force Gen / OET evidence):*

SIGNED..... (Unit Commander)

Rank:..... Name:..... Dated:.....





## **REVERSION OF ACTING RANK**

### References:

- A. Queens Regulations (QRs) 1975.
- B. AGAI 78 / PULHEEMS Administration Pamphlet.
- C. Army Leadership Development Programme Handbook.

### **Introduction**

1. Reversion in rank is an emotive subject. To ensure fairness and remain compliant with Army policy<sup>50</sup>, the Army Leadership Development Programme Handbook (ALDP Handbook) is an essential tool in the Career Management arsenal. This annex will describe the process and how the Chain of Command (CofC) can engage to ensure that soldiers are fully cognisant of the promotion and reversion process. The CofC is reminded that all soldiers get significant warning of an impending requirement to pass promotion qualifying courses, as follows:

- a. Recommendation for promotion.
- b. Selection for promotion.
- c. Possible assignment in acting rank.
- d. The receipt of course joining instructions.

### **Reasons for reversion**

2. Other than for the reasons outlined at paras 59 – 62 of PD 006, R SIGNALS Soldiers Section generally revert those in acting rank for one of 2 reasons:

- a. Failure to attend an ALDP MT and/or ME course.
- b. Attending but not completing an ALDP MT and/or ME course.

In general, most reversions are for non-completion of an ALDP MT and/or ME course. This mainly affects promotion to LCpl, Cpl, Sgt and WO2.

### **The reversion process**

3. R SIGNALS Soldiers Section will convene reversion boards twice per year in March and September to coincide with the start of the promotion years. These boards will assess the staff work produced by units for consideration for extensions to acting rank. Typically, these are granted for medical downgrades, Operational commitments or in exceptional circumstances on a case-by-case basis in which further evidence will be required.

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<sup>50</sup> [Army Leadership Development Programme Handbook](#)

## The R SIGNALS Reversion Board

4. The Reversion Board sits twice per year. The process is outlined below:
  - a. **Reversion warning order.** A list of those expected to be reviewed at the R SIGNALS reversion board will be passed to the CofC by R SIGNALS Soldiers Section one month prior to the reversion board. Utilising Appendix 2 for each soldier within their command, the CofC are to respond providing details of those with exceptional circumstances that should be considered for extension to their acting rank. In addition, they should also recommend to the Board how they would wish to manage the soldier should the individual be reverted to substantive rank. Appendix 2s must be returned to R SIGNALS Soldiers Section by the date specified in the WngO prior to the reversion board.
  - b. **Reversion Board frequency.** The Reversion Board will sit as follows:
    - (1) March
    - (2) September

In order to harmonise with the end of the promotion years and 6 months extensions.

- c. **Reversion Board members.** The board will consist of:
  - (1) SO1 Soldiers R SIGNALS (President)
  - (2) SO2 Soldiers R SIGNALS
  - (3) SO3 Promotions (Secretary)

5. The Reversion Board will consider all individuals promulgated in the reversion warning order for reversion or extension of their acting rank. Each individual soldier will be advised of the outcome of this board via the CofC. The Board may recommend specific actions by the soldier or the CofC. Appendix 2s and supporting staff work will be critical in deciding the future career management of the individual soldier. It should be noted that the maximum a soldier can have their acting rank extended is in 6-month blocks up to a maximum of 12 months. All individuals being reverted will be reverted on the same day, to be confirmed by a reversion board and promulgated with the results of the board. This is usually the first day of the promotion year or the first day after the 6-month extension. Where extensions are given, and run out, prior to the convening of a Reversion Board, where the soldier remains unqualified, they will be reverted the day after their extension runs out.

## Conclusion

6. This annex is designed to provide clarity and transparency to the emotive subject of reversion to substantive rank. It is essential to give the soldier the best possible chance at passing their qualification courses that the CofC adhere to the staff work requirement outlined in this annex and in Reference A. In this case, it must be that the MS triumvirate of soldier, CofC and CM must work together to ensure success.

Appendices:

1. Unit ALDP availability proforma.
2. R SIGNALS Reversion Board management proforma.

**Appendix 1 to  
Annex E to  
R SIGNALS PD006  
Dated MAY 21**

To:  
SO3 R SIGNALS Soldiers  
*Must be completed.*  
Comd Sp Branch  
Mail Point 452  
Army Personnel Centre  
Kentigern House  
65 Brown Street  
Glasgow G2 8EX

From:  
*(Unit Details)*

**UNIT ALDP AVAILABILITY PROFORMA**

1. The following named soldiers are Medically Fully Deployable (MFD) or medically suitable to attend ALDP.

Number	Rank	Name	Trade	Acting rank date	Course Preferred	Commitment Periods/Dates

The following named soldiers have Operational commitments over the following periods (state commitment and dates):

Number	Rank	Name	Trade	Acting rank date	Course Preferred	Operation Dates

2. Soldiers are reminded that they must complete their mandatory qualification courses within 1 year from the first date of the promotion year. Personnel not successfully passing their mandatory courses will be reverted to their substantive rank in accordance with R SIGNALS PD 6.

3. **This document is to be retained in the above soldier's documents. Form to be submitted to R SIGNALS Soldiers Section.**

**Appendix 2 to  
Annex E to  
R SIGNALS PD006  
Dated MAY 21**

**R SIGNALS REVERSION BOARD MANAGEMENT PROFORMA**

To:

SO3 R SIGNALS SOLDIERS Section  
APC, MP 452  
Kentigern House  
65 Brown St, Glasgow  
G2 8EX

From:

Rank/Name:  
Unit:  
Appt: (CO, OC, RCMO)  
Tel No:

Number	Sub Rank	Name	Main Trade for Pay	Unit

*\*Delete as appropriate*

Acting Rank Start Date: \_\_\_\_\_

Acting Rank Review Date (from JPA / end of promotion year): \_\_\_\_\_

Provide evidence of any extenuating circumstances for the soldier not completing ALDP/CLM or state agreement with reversion.

Medical Employability Status: \_\_\_\_\_ Temp/Perm\*

If not MFD has an Appendix 9 been sent to R SIGNALS Soldiers Section? Yes/No\*

If not MFD has MO issued BCCS fit to attend certificate for ALDP? Yes/No\*

If TNE/Maternity what is the anticipated return to work date: \_\_\_\_\_

**R SIGNALS Soldiers Section Action**

<b>Promotion year selected</b>	<b>Pub/UnPub/SGB</b>	<b>Date informed</b>	<b>JPA MES</b>	<b>Remarks</b>

Decision:

Extend/Revert\*

Extend to: \_\_\_\_\_ or \_\_\_\_\_ Revert on:

Reason for extension:

JPA Action Taken (initial & date):

CRM Note on JPA (date):

Noted on Promotion Roll:

Unit informed on (date):

If extended review on:

Review results:

**Annex F to  
R SIGNALS PD006  
Dated MAY 21**

**PROMOTION REFUSAL LETTER**

XXX Regiment/Squadron

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SO1 R SIGNALS Soldiers  
Comd Sp Branch  
Mail Point 452  
Army Personnel Centre  
Kentigern House  
65 Brown Street  
Glasgow G2 8EX

Date:

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**PROMOTION REFUSAL<sup>44</sup> NO.....RANK..... NAME.....R SIGNALS**

1. I confirm that I have been counselled by my Commanding Officer on my refusal to accept promotion in my selected promotion year and have had the implications that such action will have on my career fully explained to me.
2. Despite the advice given during the interview with my Commanding Officer, I still wish to refuse promotion and am prepared to accept the consequences of such action.
3. I confirm that I wish / do not wish to be considered for future promotion boards (*delete as applicable*).

Signed .....

Dated:.....

**Commanding Officer's Endorsement**

1. I have this day interviewed (*No...Rank...Name...*) and explained the impact of their action to them, which included:
  - a. The fact that they will not subsequently have restored any seniority lost through their refusal.
  - b. That they may be assigned in their normal turn in their current substantive rank.
  - c. Loss in salary and possible pension subject to future promotion.
  - d. The raising of possible doubt about level of ambition/commitment during future promotion boards.

<sup>44</sup> This form is only to be used by those candidates above the publication line. Any soldier offered an assignment that is associated with a reserve promotion can refuse that assignment through their Chain of Command.

2. They have been offered a follow up RCMO interview. They declined the offer/the interview took place on .....
3. Having been made aware of the penalties involved they remain content to proceed.

Rank  
Name  
Commanding  
Xth Regiment/Squadron

Dated.....

**Annex D to  
R SIGNALS PD006  
Dated MAY 21**

**APPLICATION FOR ACTING RANK**

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SO3 R SIGNALS Soldiers Promotions  
Comd Sp Branch  
Mail Point 452  
Army Personnel Centre  
Kentigern House  
65 Brown Street  
Glasgow G2 8EX

From:  
*(Unit Details) Must be completed.*

Soldier's details:

Number .....

Name .....

Substantive Rank..... Date .....

Main Trade for Pay..... Class .....

Vacant Post Details (incl. PID number):

Unit UIN.....

PID.....

Rank .....

Period of Acting Rank Requested:	
From:	To:

Justification *(provide separate Force Gen / OET evidence)*:

SIGNED..... (Unit Commander)

Rank:..... Name:..... Dated:.....



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<sup>1</sup> [Army Leadership Development Programme Handbook](#)

## The R SIGNALS Reversion Board

4. The Reversion Board sits twice per year. The process is outlined below:
  - a. **Reversion warning order.** A list of those expected to be reviewed at the R SIGNALS reversion board will be passed to the CofC by R SIGNALS Soldiers Section one month prior to the reversion board. Utilising Appendix 2 for each soldier within their command, the CofC are to respond providing details of those with exceptional circumstances that should be considered for extension to their acting rank. In addition, they should also recommend to the Board how they would wish to manage the soldier should the individual be reverted to substantive rank. Appendix 2s must be returned to R SIGNALS Soldiers Section by the date specified in the WngO prior to the reversion board.
  - b. **Reversion Board frequency.** The Reversion Board will sit as follows:
    - (1) March
    - (2) September

In order to harmonise with the end of the promotion years and 6 months extensions.

- c. **Reversion Board members.** The board will consist of:
  - (1) SO1 Soldiers R SIGNALS (President)
  - (2) SO2 Soldiers R SIGNALS
  - (3) SO3 Promotions (Secretary)

5. The Reversion Board will consider all individuals promulgated in the reversion warning order for reversion or extension of their acting rank. Each individual soldier will be advised of the outcome of this board via the CofC. The Board may recommend specific actions by the soldier or the CofC. Appendix 2s and supporting staff work will be critical in deciding the future career management of the individual soldier. It should be noted that the maximum a soldier can have their acting rank extended is in 6-month blocks up to a maximum of 12 months. All individuals being reverted will be reverted on the same day, to be confirmed by a reversion board and promulgated with the results of the board. This is usually the first day of the promotion year or the first day after the 6-month extension. Where extensions are given, and run out, prior to the convening of a Reversion Board, where the soldier remains unqualified, they will be reverted the day after their extension runs out.

## Conclusion

6. This annex is designed to provide clarity and transparency to the emotive subject of reversion to substantive rank. It is essential to give the soldier the best possible chance at passing their qualification courses that the CofC adhere to the staff work requirement outlined in this annex and in Reference A. In this case, it must be that the MS triumvirate of soldier, CofC and CM must work together to ensure success.

Appendices:

1. Unit ALDP availability proforma.
2. R SIGNALS Reversion Board management proforma.

**Appendix 1 to  
Annex E to  
R SIGNALS PD006  
Dated APR 21**

To:  
SO3 R SIGNALS Soldiers  
*Must be completed.*  
Comd Sp Branch  
Mail Point 452  
Army Personnel Centre  
Kentigern House  
65 Brown Street  
Glasgow G2 8EX

From:  
*(Unit Details)*

**UNIT ALDP AVAILABILITY PROFORMA**

1. The following named soldiers are Medically Fully Deployable (MFD) or medically suitable to attend ALDP.

Number	Rank	Name	Trade	Acting rank date	Course Preferred	Commitment Periods/Dates

The following named soldiers have Operational commitments over the following periods (state commitment and dates):

Number	Rank	Name	Trade	Acting rank date	Course Preferred	Operation Dates

2. Soldiers are reminded that they must complete their mandatory qualification courses within 1 year from the first date of the promotion year. Personnel not successfully passing their mandatory courses will be reverted to their substantive rank in accordance with R SIGNALS PD 6.

3. **This document is to be retained in the above soldier's documents. Form to be submitted to R SIGNALS Soldiers Section.**

**Appendix 2 to  
Annex E to  
R SIGNALS PD006  
Dated APR 21**

**R SIGNALS REVERSION BOARD MANAGEMENT PROFORMA**

To:

SO3 R SIGNALS SOLDIERS Section  
APC, MP 452  
Kentigern House  
65 Brown St, Glasgow  
G2 8EX

From:

Rank/Name:  
Unit:  
Appt: (CO, OC, RCMO)  
Tel No:

Number	Sub Rank	Name	Main Trade for Pay	Unit

*\*Delete as appropriate*

Acting Rank Start Date: \_\_\_\_\_

Acting Rank Review Date (from JPA / end of promotion year): \_\_\_\_\_

Provide evidence of any extenuating circumstances for the soldier not completing ALDP/CLM or state agreement with reversion.

Medical Employability Status: \_\_\_\_\_ Temp/Perm\*

If not MFD has an Appendix 9 been sent to R SIGNALS Soldiers Section? Yes/No\*

If not MFD has MO issued BCCS fit to attend certificate for ALDP? Yes/No\*

If TNE/Maternity what is the anticipated return to work date: \_\_\_\_\_



**Annex F to  
R SIGNALS PD006  
Dated MAY 21**

**PROMOTION REFUSAL LETTER**

XXX Regiment/Squadron

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SO1 R SIGNALS Soldiers  
Comd Sp Branch  
Mail Point 452  
Army Personnel Centre  
Kentigern House  
65 Brown Street  
Glasgow G2 8EX

Date:

---

**PROMOTION REFUSAL<sup>44</sup> NO.....RANK..... NAME.....R SIGNALS**

1. I confirm that I have been counselled by my Commanding Officer on my refusal to accept promotion in my selected promotion year and have had the implications that such action will have on my career fully explained to me.
2. Despite the advice given during the interview with my Commanding Officer, I still wish to refuse promotion and am prepared to accept the consequences of such action.
3. I confirm that I wish / do not wish to be considered for future promotion boards (*delete as applicable*).

Signed .....

Dated:.....

**Commanding Officer's Endorsement**

1. I have this day interviewed (*No...Rank...Name...*) and explained the impact of their action to them, which included:
  - a. The fact that they will not subsequently have restored any seniority lost through their refusal.
  - b. That they may be assigned in their normal turn in their current substantive rank.
  - c. Loss in salary and possible pension subject to future promotion.
  - d. The raising of possible doubt about level of ambition/commitment during future promotion boards.

<sup>44</sup> This form is only to be used by those candidates above the publication line. Any soldier offered an assignment that is associated with a reserve promotion can refuse that assignment through their Chain of Command.

2. They have been offered a follow up RCMO interview. They declined the offer/the interview took place on .....
3. Having been made aware of the penalties involved they remain content to proceed.

Rank  
Name  
Commanding  
Xth Regiment/Squadron

Dated.....

# ROYAL SIGNALS POLICY DIRECTIVE 012

EDITION 7.1 - DEC 20

## SUPERVISORY SELECTION, TRAINING AND INITIAL EMPLOYMENT

The information contained within this Policy Directive is specific to Royal Signals and Queens Gurkha Signals soldiers; Regular and Reserve. This is in accordance with the overarching direction contained within the relevant Joint Service Publications and Army Policies which retain primacy.

This Policy Directive provides governance policy relating to: **the selection, training and initial employment of individuals as R SIGNALS Supervisors.**

Issued under the authority of: **HQ R SIGNALS**

Owner: **Colonel R SIGNALS**

Author(s): **Corps Supervisors R SIGNALS**

This edition (7) supersedes all previous editions. Any queries on content should be directed to the Authors. Previous editions can be obtained by contacting the HQ R SIGNALS Corps Adjt.

Major Changes from edition 6 include:

- Timing changes for initial registration/submissions.
- Minor changes to eligibility requirements and exemption request requirements.
- Additional details for SFC candidate applications.
- Formalisation of the withdrawal process.
- Links for application forms added

### Introduction

1. Supervisors are SSgts and WOs who are trained to plan, deliver and manage Information Communications Services (ICS), Communication Information Systems (CIS) and/or Cyber and Electronic Warfare Activities to support a commanders' intent. HQ R SIGNALS is responsible for the selection, training and employment of R SIGNALS Supervisors. The process of how this is achieved is explained in this PD.

### Eligibility

2. **Cap Badge.** The following personnel are eligible to apply:
  - a. **R SIGNALS & QG SIGNALS.** Any CEQ for any supervisory route less SFC rosters which are only open to SFC candidates.
  - b. **Other Arms and Services (OA&S).** All roster, less SFC are open to all individuals but is based upon their knowledge, skills and experience.
  - c. **Army Reserve.** Not eligible.
3. **Rank.** The minimum rank for application is substantive Sgt.
4. **Last Appraisal.** The following SJAR requirements MUST be met:



a. **R SIGNALS & QG SIGNALS:**

Sub Rank	1UP Minimum Grade	2UP Minimum Grade	Potential (in both 1RO & 2RO)	Supervisory Recommendation <sup>1</sup>	CEQ
Sgt	Yes	-	Requires a statement of recommendation, for example “...has clear potential to be employed as a Supervisor and I would accept them in my Unit on completion of training”	Yes	Minimum Class 1 in R SIGNALS trade <sup>2</sup>
SSgt	-	-		Yes	

b. **OA&S.** Must meet the same criteria as R SIGNALS & QG SIGNALS personnel and require a 3RO from a R SIGNALS Lt Col or above and must include a clear statement of recommendation, for example “...has clear potential to be employed as a Supervisor and I would accept them in my Unit on completion of training”.

5. **Medical.** The minimum standard for candidates is MLD(P). Any individual that is not MFD will require an Occupational Health review and have an in-date Appendix 9 with APC prior to the Initial Grading Board (IGB). Any reduction to an individual’s medical employment standards following the IGB will be subject to another Occupational Health review and may result in removal from training.

6. **Security Clearance.** The minimum of Security Check (SC) is required to attend selection less candidates applying for the SFC or YofS(EW) rosters who must hold Developed Vetting (DV)<sup>3</sup>.

7. **Reckonable Service.** A minimum of 9 years served for all supervisory routes. This is calculated from 1 Apr in the year the selection board takes place.

8. **Residual Service.** The minimum time remaining until a candidate’s Engagement Expiry Date (EED), calculated from 1 Apr in the year the selection board takes place, is:

a. **Army Open Engagement (OE).** Those candidates on OE terms of service are to have a minimum of 4 years residual service and if selected, will be required to convert to Versatile Engagement (Full) (VEng(F)) terms prior to the commencement of training.

b. **VEng(F) or (L).** Those candidates on VEng(F) or (Long (L)) terms of service are to have a minimum of 6 years residual service on commencement of the course. Candidates with less than 6 years on VEng(F) can apply for an exemption to be

<sup>1</sup> On SJAR recommendations tab

<sup>2</sup> Non-R SIGNALS applicants will require an exemption.

<sup>3</sup> Due to clearance issues, Foreign & Commonwealth soldiers of non-UK nationality are not eligible to apply for the YofS(EW) roster without accepting UK nationality. DV with a minimum of 6 months to run will be required prior to commencement on the YofS(EW) course.

offered and convert to VEng(L) (see below) prior to course commencement. Although wider considerations will be considered before any exemption is granted<sup>4</sup>

## Exemptions

9. Candidates who do not meet the eligibility requirements outlined above may be considered by exception, with authority for this sitting with Colonel R SIGNALS. The CofC is to annotate the exemption requirement on the initial Annex A submission and a completed Appendix 1 to Annex A is to be forwarded to the Corps Adjt. A reply confirming or denying the exception request will be sent to the candidates CO/OC following the Exemption Assessment Panel (EAP) (see Annex F) and prior to the IGB<sup>5</sup>.

10. Requests for eligibility exemptions are expected to be minimal in number but might be considered in the following circumstances:

- a. Medical grounds.
- b. JPA reporting requirements<sup>6</sup>.
- c. CEQ status, inclusive of Class 1.
- d. Reckonable Service<sup>7</sup>.
- e. Minimum rank. Cpls demonstrating extraordinary levels of potential may be considered for supervisory selection. The candidate should hold the bearing, knowledge and professional outlook expected of a substantive Sgt. Additionally, the CofC should bear in mind that these individuals will be promoted to SSgt upon completion of their training and should be capable to fulfil this role, with limited time on course for CLM development.

## Registration

11. Candidates may register an application to be considered for one of the following Supervisory rosters:

- a. [Yeoman of Signals \(YofS\)](#)
- b. [Yeoman of Signals \(Electronic Warfare\) \(YofS\(EW\)\)](#)
- c. [Foreman of Signals \(FofS\)/Foreman of Signals \(Information Systems\) \(FofS\(IS\)\)](#)<sup>8</sup>
- d. [Special Forces Communicator](#)

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<sup>4</sup> HQ R SIGNALS, E1MB and APC will engage prior to granting and exemption requiring conversion to VEng(L).

<sup>5</sup> The following provides examples, but is not an exhaustive list, of what will **NOT** be considered for an exception to the criteria. Incorrect recommendations on SJAR, not enough reckonable service, not enough residual service, minimum rank (below Cpl), late submissions of Annex A/B/C.

<sup>6</sup> Exemptions cannot be granted for candidates who do not meet the minimum recommendations for promotion to SSgt in their latest SJAR (i.e. a Cpl requires minimum 2UP recommendation of YES alongside their exemption request).

<sup>7</sup> As per the guidelines laid down in R SIGNALS PD006 - Promotion

<sup>8</sup> SP will be considered for both supervisory rosters unless stated on the application form (Annex A).

- e. Special Forces Communicator FofS/FofS(IS)

12. Candidates wishing to apply to one of the above rosters and who meet the eligibility criteria will require their CofC<sup>9</sup> to complete an Initial Registration Form (see Annex A) NLT 28 Feb in the year of selection<sup>10</sup>; candidates CofC submitting a candidate with an exemption request should also complete Appendix 1 to Annex A<sup>11</sup>. Candidates may apply to one roster only<sup>12</sup>. Those candidates who are called forward to attend the Technical Presentation and Interview Panels (TPIP), following the IGB and publication of the Supervisory Filter List on MS Web, will be required to submit an Annex C (CV). Details and timings of this submission will be promulgated by the individual Corps Supervisors post IGB.

## Selection

13. A detailed breakdown of the selection process can be found at Annex D and the content of the technical presentation and interview panel at Annex E. A breakdown of the boarding procedure is contained within Annex F.

14. Successful candidates' names will be published via CM Comd Sp R SIGNALS Soldiers Section on the R SIGNALS specific capbadge MS web page following the selection process<sup>13</sup>.

15. If not selected for training, candidates can re-apply the following year if still eligible. This also applies to any reserve candidates who were not called forward for training.

## Pre-Course Requirements

16. Prior to the start of any supervisory course, candidates (including reserve candidates) and their units are required to ensure the following requirements are met:

- a. **Army Leadership Development Programme (ALDP) Training.** Individuals must be SNCO ALDP 'Green' in all areas prior to the commencement of training, failure to meet these criteria will result in deselection.
- b. **Pre-Course Learning** as directed by DSCIS upon selection.

## Promotion

17. Sgts selected for promotion who have also been selected to attend supervisor training will promote to SSgt during the course<sup>14</sup>. All others who successfully complete the course will promote to SSgt on the last day of the course. Cpls who have been selected to attend with an exemption will be promoted to Sgt on commencement of their respective supervisory course by CM Comd Sp R SIGNALS Soldier's Section.

18. SSgts will be run to promotion boards (if qualified and recommended) in their current CEQ prior to and during Supervisor training. If successful on the A2 Board the SSgt could

<sup>9</sup> Must be completed (at a minimum) by a R SIGNALS WO2. Self-nominations will not be accepted.

<sup>10</sup> The window for registration will be open annually from 1 Jan - 28 Feb.

<sup>11</sup> This is to be sent to the Corps Adjutant NLT 28 Feb in the year of selection.

<sup>12</sup> If candidates wish to apply for more than one roster, then an exemption form is required to accompany for their second application. However, candidates may apply for FofS and FofS(IS) concurrently with no exemption required.

<sup>13</sup> <https://modgovuk.sharepoint.com/teams/2678/Job%20Lists/SitePages/CM%20Branch%20Job%20Lists.aspx>

<sup>14</sup> IAW PD 006.

promote to WO2 in trade for engagement on the RD roster. In this case the SP can choose to accept the promotion on the RD roster and withdraw from the Supervisor course or can complete an Annex H to PD6 (refusal of promotion) and continue on the course.

## Terms of Service

19. **Return of Service (RoS).** All R SIGNALS Supervisory courses attract a RoS of 36 months, which is enforceable from the start date of the course<sup>15</sup>. All candidates are required to have signed a Training Return of Service Certificate<sup>16</sup> and an [AF B6848](#) prior to the commencement of training. DSCIS are responsible for ensuring that candidates have signed both a Training Return of Service Certificate and an AF B6848. Completed Training Return of Service Certificates and AF B6848s are to be forwarded to SO2 Soldiers (CM Comd Sp - R SIGNALS) by DSCIS.

20. **Change of Engagement.** Selected individuals on an Army Open Engagement contract will be offered and must accept VEng(F) prior to course start.

21. **Cap Badge Transfer.** Personnel from QG SIGNALS<sup>17</sup> and OA&S must transfer to R SIGNALS prior to the first day of training. This will require completion of an AFB241A by the individual via the unit chain of command to APC for action by the losing cap badge and R SIGNALS Soldiers Section. If removed from course they will be assigned as their new R SIGNALS trade group and not back to their previous cap badge. They can apply to return to their original cap-badge, but this decision does not sit with R SIGNALS.

22. **Change of CEQ.** Candidates will change from their original CEQ to the Supervisor CEQ they have successfully trained for, on course completion date +1 day (i.e. the day after all who pass the course are promoted to SSgt). DSCIS will conduct the required administration in accordance with their management practices.

## Withdrawal

23. **Pre-Selection.** Following formal submission of an application, but prior to successful selection, any candidate wishing to withdraw must submit an Annex G to the Corps Adjt, HQ R SIGNALS.

24. **Post Selection.** Prior to course commencement, any candidates wishing to be de-selected from the course (having been successfully selected to attend) must submit an [Annex A to PD004](#) (Withdrawal from a Career Course) which is to be submitted to APC.

25. **On Course.** Candidates may be removed from course/de-selected and re-assigned to their primary CEQ in their substantive rank. Previously non-R SIGNALS personnel will be assigned in their new R SIGNALS CEG as awarded on transfer into R SIGNALS. This could occur in the following instances:

- a. Failure to complete pre-course requirements.
- b. Course failure.

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<sup>15</sup> IAW JSP 750, Pt 1, Ch 3, Annex C, Para 2.

<sup>16</sup> IAW JSP 750, Pt 1, Ch 3, Annex E.

<sup>17</sup> IAW PD15.

- c. Voluntary withdrawal.
- d. As part of a major administrative sanction or a disciplinary matter which the CofC believe will compromise the candidate's suitability to be a Supervisor.

*{Original Signed}*

MC Brookes  
Colonel  
R SIGNALS

Annexes:

- A. Initial Registration.
- B. *Not Currently in Use.*
- C. Candidate CV.
- D. Selection Flow Chart.
- E. Technical Presentation and Interview Panel.
- F. Supervisory Selection Procedure.
- G. Pre-Selection Withdrawal Form

**Annex A to  
R SIGNALS PD012  
Dated Nov 20**

**INITIAL REGISTRATION**

1. Initial registration for supervisory selection, by roster, is completed via Microsoft Forms. These can be accessed at the following roster links:
  - a. [Yeoman of Signals \(YofS\)](#)
  - b. [Yeoman of Signals \(Electronic Warfare\) \(YofS\(EW\)\)](#)
  - c. [Foreman of Signals \(FofS\)/Foreman of Signals \(Information Systems\) \(FofS\(IS\)\)](#)
  - d. [Special Forces Communicator](#)
2. Registration is open 1 Jan – 28 Feb each selection year.
3. Candidates being registered with an exception to the eligibility criteria, must also have an Appendix 1 to Annex A submitted to the Corps Adjutant NLT 28 Feb in the year of selection.
4. File naming conventions must be adhered to in order stop any unnecessary administration, this is: YYYYMMDD-Annex#\_RegtNo\_Surname-OS-PERSONAL.

Appendices:

1. Eligibility Waiver Request.

**OFFICIAL (SENSITIVE) (WHEN COMPLETE)**

**Appendix 1 to  
Annex A to  
R SIGNALS PD012  
Dated Nov 20**

**ELIGIBILITY WAIVER REQUEST**

**Details of requesting officer (minimum rank of Lt Col R SIGNALS):**

Rank	
Name	
Email Address	
Appointment	
Regiment/Organisation	

**Candidates details:**

Number		Rank		Name	
CEQ					

**Area of dispensation (delete as appropriate):** CEQ Status / Medical Grounds / Rank / JPA Reporting Requirements / Residual Service / Reckonable Service / Vetting / Other

**Justification:**

*Provide a justification of why the candidate should be considered for selection despite not meeting the eligibility criteria.*

*Example Format –*

*Para 1 – Scene Setter (incl. Candidate’s Grading/Placing within the Unit)*  
*Para 2 – Evidence of Supervisory characteristics.*  
*Para 3 – Potential for Future Employability.*  
*Para 4 – Summary & Explicit Recommendations, including which rosters the individual is recommended for.*

*Any medical related information must only be communicated in accordance with the procedures defined within JSP 950, this may require the adjustment of the classification of this appendix prior to transmission.*

**Signature of submitting officer – To be added digitally under – File > Protect Document > Add a digital Signature**

**Annex B to  
R SIGNALS PD 012  
Dated Nov 20**

*NOT CURRENTLY IN USE*



**OFFICIAL (SENSITIVE) (when complete)**

**Annex C to  
R SIGNALS PD012  
Dated Nov 20**



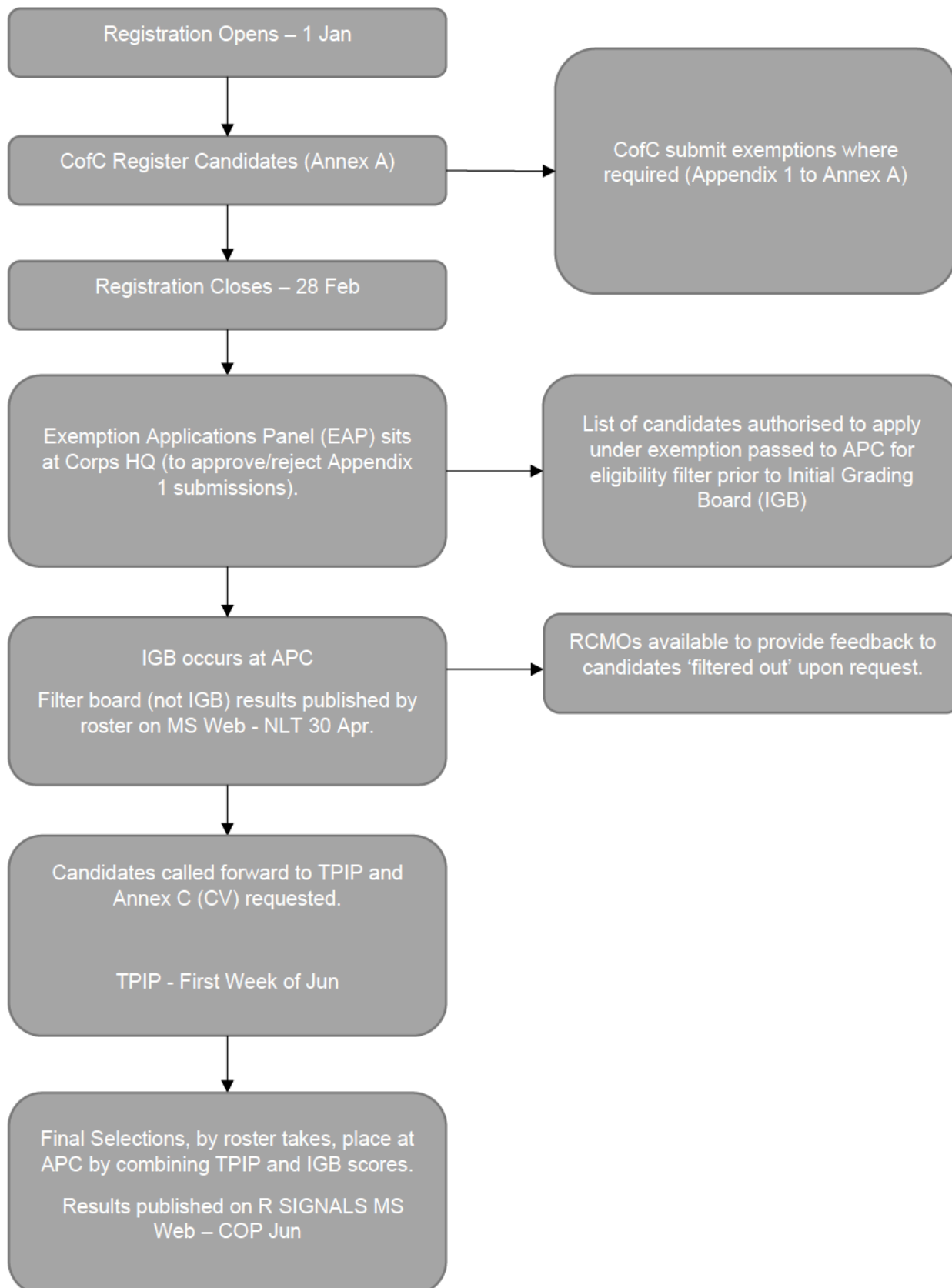
**CANDIDATE CV**

*When submitting this form, the following file naming convention **MUST** be used: RegtNum\_Surname-TPIP\_CV-OS*

**Personal Details:**

Number:		Rank:		Name & Initials	
Trade:				Years of Service	
Assignment History (Last 3 postings commencing with current Unit)					
Unit & Dates		Rank Held	Position Title and Summary of Responsibility		
Educational/Professional Qualifications/Other information					
Qualification(s):		School/College/University:		Date:	
Professional Qualification(s) (e.g. ITIL, CCNA etc):					
Professional Registrations(s) (e.g. ICTTech, CMgr, CITP etc.):					
Hobbies and Interests:					

**Annex D to  
R SIGNALS PD012  
Edition 6  
Dated Nov 20  
SELECTION FLOW CHART**



**TECHNICAL PRESENTATION AND INTERVIEW PANEL**

1. Candidates will deliver a presentation on their personal technical contribution to their work lasting no more than 15 mins with another 15 minutes for questions about the presentation<sup>18</sup>. It should cover:
  - a. Scene Setting.
  - b. The problem/issue/challenge the candidate faced.
  - c. How the problem/issue/challenge was overcome.
  - d. What the benefits were to the organisation.
  - e. What the candidate learnt during this time.
2. The methods and media of presentation are down to the candidate's choice; however, the only available IT system is MODNET. Any other IT requirements must be supplied by the individual and they are responsible for assuring compatibility with existing infrastructure.
3. **Security Classification.** All presentations should be no higher than OFFICIAL SENSITIVE<sup>19</sup>.
4. Immediately following the presentation, the Board will interview the candidate for a further 30 minutes to assess suitability for employment as a Supervisor. At the conclusion, the Board will score both the technical presentation and interview.
5. Any PowerPoint/Presentation media being delivered on MODNET are to be emailed to the Corps Supervisors NLT 1 week prior to the interview time.
6. Specific Roster details will be issued, by roster, following the publication of the Filter Board results on MS Web.

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<sup>18</sup> Full details will be issued by Corps Supervisors after the filter board in an Admin Instruction to candidates.

<sup>19</sup> Those wanting to conduct SECRET presentations will need to submit authority to the relevant Corps Supervisor.

**SUPERVISORY SELECTION PROCEDURE**

1. This instruction lays out the procedure for supervisory selection procedure. It is the authoritative document and should be adhered to throughout. Any issues or conflicts found within the document should be addressed immediately to the Corps Adjutant. The instruction is to be read fully by the Selection Board Secretary and Corps Supervisors prior to commencement of any Supervisory Selection Board and Technical Interview Panel.

**Initial Registration**

- 2. Initial registration is open to candidates CofC from the 1 Jan to the 28 Feb annually. Any applications received outside of this 2-month period are to be automatically returned to the originator informing them of the strict policy on late applications not being accepted. CofC's should be aware 28 Feb is the last date of submission, not the target date for submission.
- 3. Any applications being submitted with an exception to the qualifying criteria must also submit an Appendix 1 to Annex A NLT than 28 Feb in the year of selection. These are to be submitted to the Corps Adjt.
- 4. The Corps Adjt will collate any exemption requests. The details of those granted exception are to be forwarded to R SIGNALS Soldier Section.

**Initial Filter**

5. APC will filter candidates to ensure they meet the criteria laid out within the main document, in summary these are detailed in table F-1:

<b>Criteria</b>	<b>Substantive Sgt</b>
SJAR grading	Minimum 1 Up Yes (for Sgts)
SJAR potential box	Clear statement of recommendation, in both the 1 & 2 RO inserts such as <i>"...Has clear potential to be employed as a Supervisor and I would accept them in my unit on completion of training."</i>
CEQ	Minimum class 1 in R SIGNALS CEQ
ALDP	Graded 'Green' in current rank.
Medical	Minimum of MLD (P) and if required an in-date Appendix 9 submitted to APC.
Reckonable service	Minimum 9 years calculated from 1 Apr in the year the selection board takes place.
Residual service	Calculated from the 1 Apr in the year of selection: Army Open Engagement: 4 years, VEng (F) or (L): 6 years.

Table F-1 – Filter Criteria

6. Any candidates not meeting these criteria who do not have a Corps HQ endorsed Appendix 1 to Annex A (Exemption) will be 'filtered out' at this point.

## Exceptions Application Panel (EAP)

7. The EAP will sit annually in Blandford and assess candidates applying for an exemption. The panel will assess the Appendix 1 to Annex A for suitability, Cpls applying under this process must have scored above the quality line (25 points) on the most recent Cpl – Sgts board and received the required recommendations<sup>20</sup>. The panel will consist of the members detailed in table F-2.

Ser	Position	Appointment	Qty	Remarks
1	Chairman	Corps Colonel	1	
2	Panel member	Corps Supervisors	4	
3	Secretary	Corps Adjutant	1	

Table F-2 – EAP Members

## Eligibility Filter

8. The APC will be given all HQ R SIGNALS endorsed exemption requests before completing an administrative eligibility filter of all candidates. Those candidates who do not meet any of the eligibility criteria and do not have an endorsed exemption (from the EAP) will be removed from the selection process at this point. The list of those who have been successful on this filter check will be published on MS Web.

## Initial Grading Board (IGB)

9. **Aim.** The aim of the IGB is to:

- a. Examine documentation from annual reports and career qualification courses.
- b. Establish an order of merit for suitability for training within the roster applied for.

10. **Format.** The IGB is held at CM Comd Sp - R SIGNALS and follows the same format as a standard Promotion Board where the applicants' SJARs and career course reports are reviewed by roster (rather than a single cohort). Applicants are scored, placed in an order of march and candidates above the quality line are called forward to TPIP. The IGBs comprise the personnel listed in Table F-3 and will be unchanged for all rosters.

Ser	Position	Appointment	Qty	Remarks
1	Chairman	SO1 R SIGNALS Soldiers	1	
2	Board Members	Lt Col	1	Regular CO of a R SIGNALS unit
3		Lt Col or Maj (LE)	1	Tfc, Tfc(EW), TOT or TOT(IS)
4		Maj (DE or LE)	1	OC of a R SIGNALS unit
5		WO1	1	A Corps appointment or a WO1 Supervisor with a Regt'l appt
6	Secretary	CM Comd Sp – R SIGNALS	1	

Table F-3 – IGB composition

## Technical Presentation and Interview Panel (TPIP)

11. The TPIPs are to number no more than 4 Individuals as detailed in table F-4. The personalities of the panel should be based on the content of the candidate's presentation

<sup>20</sup> APC to confirm if candidate came above the quality line. SJAR required to have a minimum 1UP and 2UP Yes.

and the roster applied for. If the numbers require it, there could be up to 4 interview panels running interviews as part of the selection process at differing times/locations.

Ser	Position	Appointment	Qty	Remarks
1	Interview Chair	Lt Col	1	Ideally, to be made up of one DE and one LE.
2	Panel Members	Maj	1	
3		WO1	1	Corps/SFC Supervisor for the relevant roster.
		WO1	1	Supervisor in a technical appointment.

Table F-4 – TPIP composition

12. **Scoring.** The panel will score the candidates on their technical presentation, out of 10 and the presentation, out of 10; scoring criteria will be provided to panel members. Once proceedings are complete, the relevant Corps Supervisor is responsible for passing these scores to the Corps Adjutant. Candidates are not to be informed of their scores during this process and the Corps Adjutant will oversee the transfer of these scores to APC. Feedback on a candidate's performance during the TPIP will be available after the conclusion of the selection process via R SIGNALS Corps Supervisors, contactable via the CofC.

### Final Selection

13. The Final Selections will be conducted by R SIGNALS Soldiers Section and coordinated by SO1 R SIGNALS Soldiers Section. This will be done by combining IGB scores with TPIP scores to produce an OOM for each Supervisory roster. If a SP has applied and been successful on more than 1 Supervisory roster (FofS/FofS(IS)), they will be selected for the roster in which they have scored the highest. Details of those selected for training and those selected as a reserve will be published via MS Web.



Annex G to  
R SIGNALS PD012  
Dated Nov 20

**Supervisory Pre-Selection Withdrawal Form**

**Details of requesting officer (minimum rank of Lt Col R SIGNALS):**

Rank	
Name	
Email Address	
Appointment	
Regiment/Organisation	

**Candidates details:**

Number		Rank		Name	
CEQ					

**Reason for Request to Withdraw:**

**Signature of submitting officer** – *To be added digitally under – File > Protect Document > Add a digital Signature*

Completed forms are to be emailed to the Corps Adj, HQ R SIGNALS.



**OFFICIAL (SENSITIVE) (WHEN COMPLETE)**

**Appendix 1 to  
Annex A to  
R SIGNALS PD012  
Dated Nov 20**

**ELIGIBILITY WAIVER REQUEST**

**Details of requesting officer (minimum rank of Lt Col R SIGNALS):**

Rank	
Name	
Email Address	
Appointment	
Regiment/Organisation	

**Candidates details:**

Number		Rank		Name	
CEQ					

**Area of dispensation (delete as appropriate):** CEQ Status / Medical Grounds / Rank / JPA Reporting Requirements / Residual Service / Reckonable Service / Vetting / Other

**Justification:**

*Provide a justification of why the candidate should be considered for selection despite not meeting the eligibility criteria.*

*Example Format –*

*Para 1 – Scene Setter (incl. Candidate’s Grading/Placing within the Unit)*

*Para 2 – Evidence of Supervisory characteristics.*

*Para 3 – Potential for Future Employability.*

*Para 4 – Summary & Explicit Recommendations, including which rosters the individual is recommended for.*

*Any medical related information must only be communicated in accordance with the procedures defined within JSP 950, this may require the adjustment of the classification of this appendix prior to transmission.*

**Signature of submitting officer – To be added digitally under – File > Protect Document > Add a digital Signature**

**OFFICIAL (SENSITIVE) (WHEN COMPLETE)**

**Annex C to  
R SIGNALS PD012  
Dated Nov 20**

Insert Photo

(in Uniform, no  
Beret)

**CANDIDATE CV**

*When submitting this form, the following file naming convention **MUST** be used: RegtNum\_Surname-TPIP\_CV-OS*

**Personal Details:**

Number:		Rank:		Name & Initials	
Trade:				Years of Service	
Assignment History (Last 3 postings commencing with current Unit)					
Unit & Dates	Rank Held	Position Title and Summary of Responsibility			
Educational/Professional Qualifications/Other information					
Qualification(s):	School/College/University:			Date:	
Professional Qualification(s) (e.g. ITIL, CCNA etc):					
Professional Registrations(s) (e.g. ICTTech, CMgr, CITP etc.):					
Hobbies and Interests:					