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14 December 2021

Dear [REDACTED]

Thank you for your email of 29 November in which you requested the following information:

I am after any policy documents which would outline promotion criteria such as minimum time in rank.

This follows your request dated 17 November 2021 (FOI2021/14008) in which you asked for:

Can I please have a copy of any documents relating to promotion for regular soldiers in AGC Provost Branch.

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

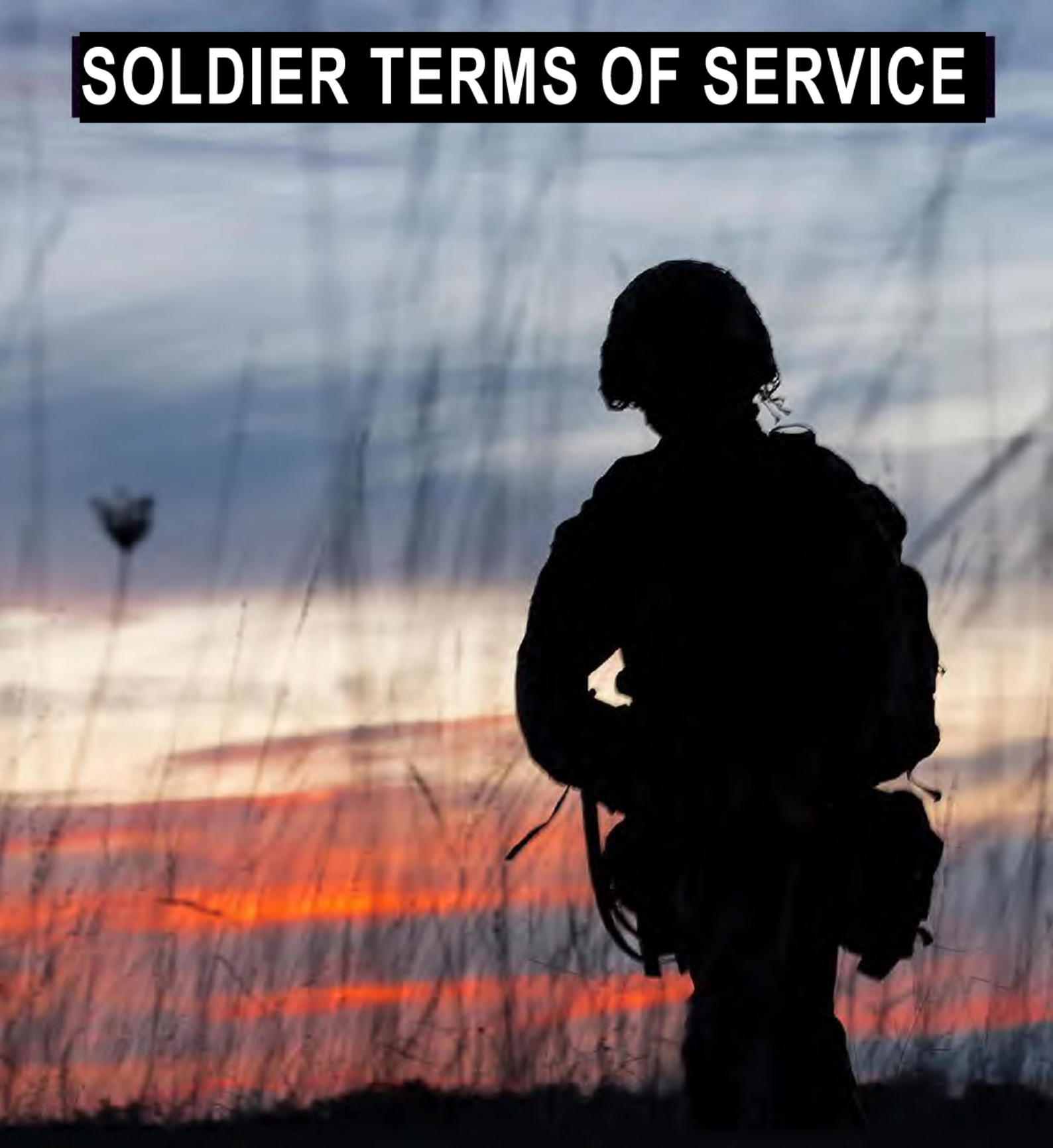
If you have any queries regarding the content of this letter, please contact this office in the first instance. Following this, if you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). 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 3
Army Policy & Secretariat

SOLDIER TERMS OF SERVICE



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SOLDIER TERMS OF SERVICE PUBLICATION

Version 2

Published 01 December 2021

This publication is sponsored by Pers Pol (Army). It covers Regular and Reserve Soldier Terms of Service. These instructions apply to the Regular Army and the Army Reserve. This instruction should be read in conjunction with the Army ToS Regulations 07, The Queen's Regulations for the Army 1975 and Reserve Land Forces Regulations 2016.

This policy has been considered against the Public Sector Equality Duty and an initial Equality Analysis Impact Assessment (EQIA) has been conducted. Amendments have been made to ensure impacts on equality have been identified and the following action took place:

Update to the policy on promotion whilst on shared parental leave to ensure parity with those on maternity leave.

The residual risks are not considered significant and a full EQIA is not required. The initial EQIA is archived and available from WF Pol.

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Soldier Terms of Service 1st Edition

FOREWORD

1. **Terms of Service.** Employment in the British Army is subject to its Terms and Conditions of Service (TACOS). Conditions of Service (CoS) refer to elements such as pay, pension, allowances, housing, medical, medals etc. Terms of Service (ToS) refer to types of engagements (soldiers) and commissions (officers), conversions, transfers, discharges etc upon which all Army personnel (Regular and Reserve) serve. This document is the new Soldier Terms of Service (or 'SToS') policy publication. The officer equivalent document is Army Commissioning Regulations (ACR).
2. **Authority.** SToS draw upon three levels of authority: secondary legislation (i.e. 'law') made under the authority of an Act of Parliament, prerogative instruments made under the authority of The Queen and policy approved by the 'competent military authority' (CMA). Under secondary legislation, the role of the CMA is invested in the Defence Council, the (Major General) Military Secretary of the Army Personnel Centre (APC) and the (Brigadier) Head of Personnel Policy (Army)¹ (PP(A)) in Army HQ.
3. **Making Soldiers' Terms of Service simpler and accessible.** Previously, the ToS for soldiers have been spread across many documents making it difficult for soldiers, commanders and career managers (CM) to access. Therefore, in line with an Army-wide effort to simplify and improve policy, the Army Headquarters are reviewing all ToS policy. This 1st edition SToS document is a major milestone in that work. The SToS has extracted Regular and Reserve soldier ToS from secondary legislation², and from prerogative instruments³, as well absorbing detail from a range of separate policy documents⁴ which have now been cancelled. The principal location to find the current version of SToS is on the Army Publications Page of Defence Connect.
4. **Capbadge policies.** In some areas, detail in the overarching Army ToS needs to be supplemented by some specific Capbadge policy⁵. These Capbadge policies are additions to, rather than deviations from, Army policy, and are necessary for the smooth-running of the Army. However, the Army policies are pre-eminent and the subordinate Capbadge policies draw their authority from the central Army ToS policies. To help soldiers to access and understand Capbadge policy, work is underway to co-locate all Capbadge ToS policies onto the same page of Defence Connect as the SToS.
5. **Improving understanding, opportunity and choice.** As well as simplifying personnel policies and making them more accessible, the intention is also to make policy more understandable and to improve soldiers' opportunities and choice. Therefore, regarding improved understanding, I draw your attention to the 'Soldier Terms of Service on a Page' at page VI of this document which seeks to provide a clear framework of ToS. In respect of improved opportunity and choice, I highlight the two-page overview at page VII of 'Employment Opportunities for Soldiers'. There are a tremendous number of opportunities to 'do something' different' if a fresh challenge is sought, whilst still contributing to the Army's great work. The graphic aims to inspire provoke thought and whet appetites. All the opportunities (and more) exist already, but we need to do more to make the

¹ Until 2018, this appointment was known as Director Manning (Army) (DM(A)), and some older publications may still refer to this title.

² The Reserve Land Forces Regulations (RLFR) 2016.

³ The Promotions and Appointments Warrant (PAW) 2009 and The Queen's Regulations for the Army (QR(Army)) for the Army 1975 (Ch 9, Pt 2).

⁴ Including: Army General and Administrative Instructions (AGAI) numbers 46 (Regular Soldier ToS), 47 Soldier Career Planning and Promotion Policy), 48 (Soldiers: Postings, Transfers, Attachments and Internal Recruiting); and a variety of Defence Instructions and Notices (DIN).

⁵ From Apr 21 specified Unified Career Management (UCM) cohorts will also provide this supplementary function.

potential pathways clearer to all. 'SToS' might appear to be a dry read, but they are an important and a flexible part of the foundation of delivering fighting spirit through our soldiers' 'beating hearts'⁶.

6. **Queries and point of contact.** In cases of doubt about the application of the policy in this SToS document, soldiers and commanders should consult their G1 personnel staff for guidance in their higher headquarters. In turn, HQ and CM staff may consult the policy sponsor in the Workforce Policy branch (WF Pol) of Personnel Policy (Army) in Army HQ via SO2 Soldier Policy. Comments and suggestions are welcome.

Head Personnel Policy (Army)

Directorate of Personnel

Army Headquarters

15th July 2020

⁶ CGS' speech at the RUSI Land Warfare Conference, 20 Jun 18: "... as commanders and leaders our prime responsibility is the nurture and nourishment of the fighting spirit of our men and women. ... we are all custodians of something exceptionally precious, not just our Army, but our nation's Army and it's made of flesh and blood - and beating hearts."

SOLDIER TERMS OF SERVICE PUBLICATION

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M	Oath of Allegiance/ Solemn Affirmation	WF Pol

SOLDIER TERMS OF SERVICE ON A PAGE

1. This page is designed to provide soldiers, the chain of command and career managers with a roadmap of where Soldier Terms of Service (ToS) can be found and the hierarchy of legislation, prerogative instruments and policy. Further legislation exists, but the detail is not required for routine career management. Capbadge and UCM cohort policy is subordinate to Army policy and must complement, not contradict Army policy. **From Apr 21 all revisions to capbadge policy require approval from WF Pol prior to publication.**

Army Reserve Legislation

- Reserve Forces Act 1996
- [Reserve Land Forces Regulations](#)
 - Non-Regular Permanent Staff
 - ARRG
 - Soldier Specialist Terms Of Service
 - Regular Reserve
 - Voluntary Ex Regular Reserve Service
 - FTRS
 - ADC

Regular Army Legislation

- Armed Forces Act 2006
- Army ToS Regulations 2007
- Army Terms of Service (Amendment) Regulations of 2009, 2011 and 2014

Regular Army Soldier Prerogative Instruments

- [Queen's Regulations for the Army 1975](#)

[AGAI 40 - Army Recruitment Policy](#)

- New recruits (Reg and Reserve)
- Rejoiners (Reg and Reserve)

Soldier Terms of Service Publication (Regular and Reserve)

- Engagements
 - VENG
 - SSCP
 - Type - S
 - MLSE
 - Reserve Engagements
- Promotions
- Assignments
- Transfers
 - Reg Army
 - Res to Regular
 - Army Reserve
 - Regular to Reserve
 - Within Basic Training and Initial Trade Training (Reserved)

[AGAI 49 – Soldier Discharge from the Army](#)
[AGAI 78 – Employment Policy](#)

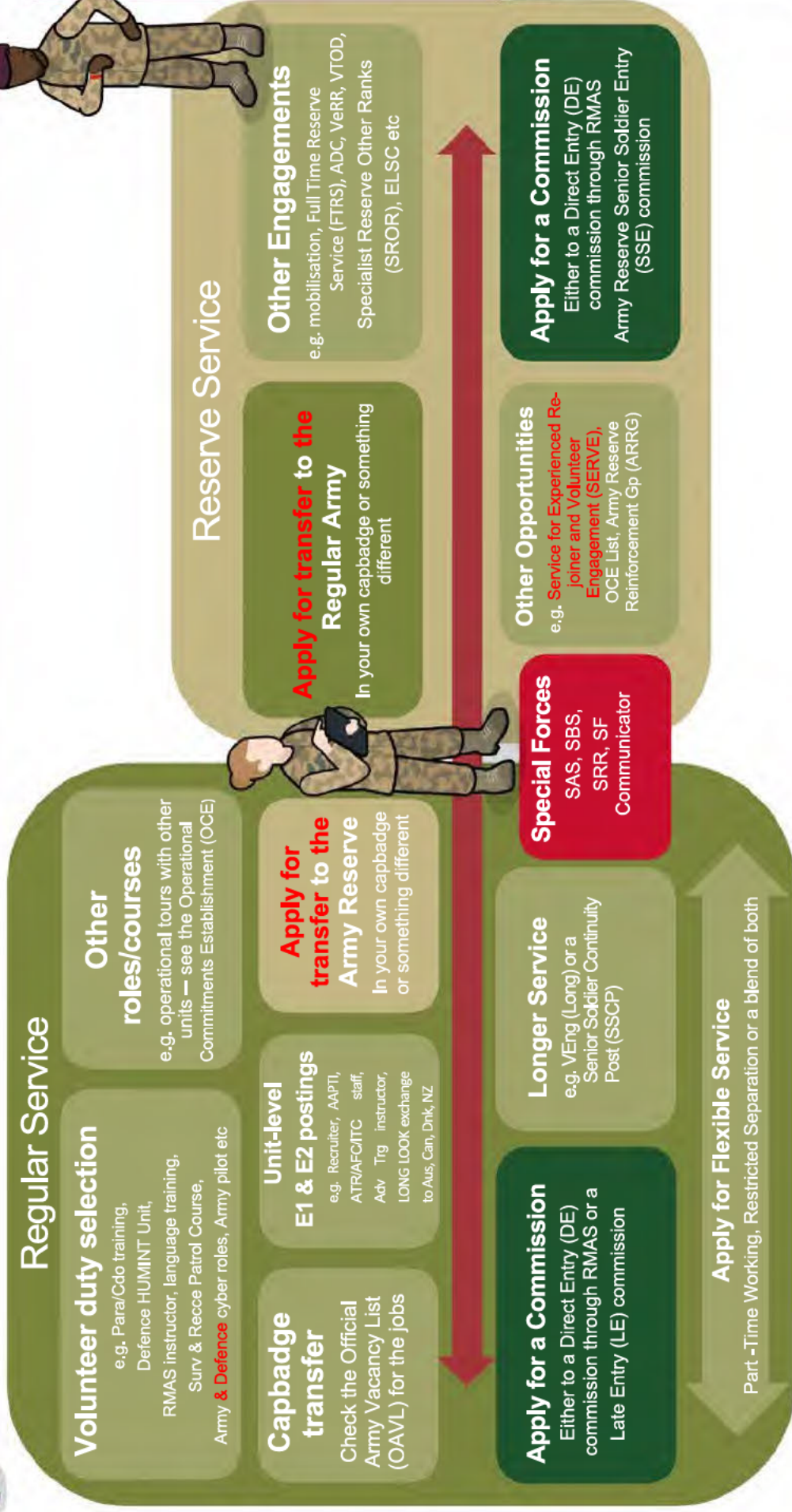
Capbadge and UCM cohort Policy
 Available on Defence Connect

Soldier Career Opportunities

1. The British Army is a large organisation and as such, a wealth of employment and career opportunities await those soldiers who wish to progress upwards, sideways or indeed wish to experience unique roles which may be outside of their own routine regimental or capbadge employment.
2. It is incumbent on all Career Managers, Regimental Career Management Officers (RCMOs) and commanders (at all ranks) to be aware of the many engagement types and employment opportunities available in order to be able to signpost, advise and facilitate career progression and maximise the talent of our people. This will both enhance the operational effectiveness of the organisation *and* offer more choice to soldiers, ensuring that Army careers remain relevant, attractive and sustainable. Soldiers are also empowered to identify these opportunities for themselves and seize the opportunities on offer through understanding the options available in this and other publications.
3. The schematic provides an overview of some of the many employment opportunities available to soldiers. Some are more routinely visible than others, but together, these options form an attractive package in an age where the individual demands opportunity and choice and the organisation needs skills.



Overview of Employment Opportunities for Soldiers



This schematic is intended to show potential opportunities for soldiers. It is not an exhaustive list but provides a flavour of what is available.

CHAPTER 1 – ENGAGEMENTS

PART 1 – VERSATILE ENGAGEMENT

Introduction

01.01. Introduction. The Versatile Engagement (VEng) was introduced on 1 Jan 08. VEng consists of 3 stages:

- a. Short - a career of 12 years;
- b. Full - a career of 24 years, and;
- c. Long - a career of 30 years.

01.02. For those Regular soldiers now joining on a VEng, their individual End of Engagement Date (EED) is calculated from the date of enlistment. An individual's EED may be adjusted to reflect periods of non-reckonable service, with the soldier's consent, provided they do not extend beyond the maximum age for the relevant engagement type.

01.03. This policy is broken down into 3 sections:

- a. Part 1: VEng Terms and Conditions of Service.
- b. Part 2: VEng Conversion Policy.
- c. Part 3: VEng Conversion Process.

01.04. Excluded categories. Soldiers serving on a Type 'S' Engagement and Military Local Service Engagement. See Chapter 1 Part 3 and 4

01.05. Content. This section covers the policy and process surrounding VEng conversions, including: VEng (Short) to VEng (Full); VEng (Full) to VEng (Long); and the policy regarding opportunities for those on legacy engagements, such as Open and Short Service (Type 'S'), to convert to VEng.

VEng Terms and Conditions of Service

01.06. Terms of Service (ToS). When accepting an offer of conversion, individuals are required to sign to say they agree to be bound to the appropriate VEng ToS as described within this document. Should these ToS change over time, details will be promulgated widely. Once an individual has converted to a different engagement they may not revert to a previous engagement even if the ToS subsequently change.

01.07. Length of Engagements. VEng offers three general career stages: 12, 24 and 30 years' service. Whilst most will initially enlist for 12 years, a full career for those on VEng is 24 years. Should there be a Service need; opportunities to extend their career beyond 24 years may be offered to some, especially those with key or niche skills.

01.08. Recording on JPA. For JPA purposes, VEng will generally be recorded as follows:

- a. **Initial – VEng (Short).** 12 years from date of enlistment.
- b. **EDP Terms – VEng (Full).** 24 years from date of enlistment.
- c. **Beyond EDP – VEng (Long).** 30 years from the date of enlistment.

01.09. Notice to Terminate (NTT). Soldiers have the right to terminate their Regular service having given a minimum of 12 months notice, provided that:

- a. The requested termination date is at least four years from the date of enlistment or their 18th birthday, whichever is later (See Annex F).
- b. They will not be subject to a formal return of service at the requested termination date (See Annex F).

01.010. Withdrawal of NTT. The policy and process for withdrawal of NTT is contained at Annex E.

01.011. Early Release. The policy and process for Early Release is contained at Annex F.

01.012. Regular Reserve Liability (RRL). An individual serving on any VEng type who submits their NTT will incur Regular Reserve liability for 6 years or to the date on which their engagement would have ended had they remained within the Service, whichever is earlier.

01.013. Transfer. Individuals who transfer to another trade or capbadge remain on their current engagement. Any future conversion offers may be made in accordance with their new capbadge or UCM cohort criteria as outlined in Annex A. Should a soldier already be in receipt of a conversion offer but has yet to accept it, consideration is to be given to their eligibility by the receiving capbadge or UCM cohort and confirmed prior to the transfer occurring.

01.014. Normal Retirement Age (NRA). Soldiers' engagement lengths are governed by length of Service. Those granted service beyond a full career (24 years) may be employed until the NRA of 60 subject to the needs of the Service. Service beyond 60 requires WF Pol Branch authority. The NRA of 60 will not be applied retrospectively though capbadges may offer new EEDs to those currently serving to NRA 55 on VEng. There is no right to serve until 60.

01.015. Conditions of Service – Pension Implications.

- a. Individuals on a VEng (Short) will qualify for a preserved pension if they complete 2 years of service.
- b. Conversion to VEng (Full) will allow individuals to reach their Early Departure Payment (EDP) points. For those on AFPS 05 and 15 there will be no difference to pay or pension arrangements should they subsequently transfer to VEng (Long).
- c. All personnel are advised to consult Veterans UK before agreeing to a change of engagement.

VEng Conversion Policy

01.016. Competent Military Authority. WF Pol has overall responsibility for setting VEng conversion policy and the eligibility criteria for conversion. Exceptionally, WF Pol may consider cases for conversion of engagement outwith this policy. Such applications are to be made through the relevant WF Plans Manning Bricks to WF Pol Branch.

01.017. Eligibility. Eligibility for conversion is subject to the criteria contained within this policy and specific capbadge criteria detailed in Annex A. Eligibility is determined by capbadges within the extremities of the conversion zones set out in this document. Annex A will be reviewed annually and this policy republished as necessary.

01.018. Training and Education. Capbadges and **UCM cohorts** may specify that individuals are only eligible for offers of conversion once they have reached a specified substantive rank and completed certain trade training. Any such requirements are stipulated at Annex A.

01.019. Medical Standards for Change of Engagement. In order to be offered conversion, individuals are normally required to meet the minimum medical retention standards for their capbadge as outlined in AGAI 78. Should an individual fall outside the standard, an assessment may be conducted in accordance with AGAI 78 prior to the granting of a conversion offer.

01.020. Offers of Conversion to Those Undergoing Discharge / Termination Proceedings. Offers of conversion are not to be made to those individuals undergoing discharge / termination proceedings. Should the situation change, the process of granting an offer may resume. Where offers of conversion have already been made but have not been accepted, the offer will be suspended until the outcome of the discharge / termination process is known. If individuals are to be discharged / terminated, they will not be able to convert their engagement. In particular:

a. Medical Discharge. Individuals undergoing medical discharge are ineligible to receive or accept an offer of conversion once an [AGAI 78](#) Appendix 22 has been signed at Part 1 by the Commanding Officer (CO), or an Appendix 12 has been signed by the doctor stating the soldier has been graded P8 at a Full Medical Board. Units are to inform **the APC/UCM** Career Manager (CM) of this situation as early as possible.

b. Administrative / Disciplinary Discharge. For disciplinary matters, individuals become ineligible once an application for discharge (whether by [AF B130A](#) or some other means) is signed by the Initiating Officer. Units are to keep **the APC/UCM** CM fully informed throughout the process.

c. Notice to Terminate (NTT). Soldiers become ineligible to accept an offer of conversion on the date they submit their request to NTT on JPA. They should however be considered on Conditional Boards and if applications to withdraw NTT are approved, soldiers become eligible from the date the request is approved, and any previous offer will be reinstated provided the offer remains valid.

Conversion Zones (CZ)

01.021. Length of Service (LoS). Service for conversion is counted according to LoS. LoS credits the number of years' service completed: a soldier who enlists in 2017 (LoS = 0) will have a LoS of 3 years in 2020. This metric is different to 'year of service' and must be understood when accurately calculating a soldier's eligibility for conversion.

01.022. Conversion Zones. The period between the point at which soldiers become eligible for conversion and the point at which they are no longer eligible is known as the Conversion Zone (CZ). Army policy articulates the extremities of the CZ. Capbadges **and UCM cohorts** may set their own CZ period, provided it remains within the parameters set out below. The specific CZ for each capbadge **and UCM cohort** are set out at Annex A.

a. VEng (Short) to VEng (Full). A soldier on VEng (Short) will enter the CZ to VEng (Full) after completing a minimum of 3 years' service (LoS = 3) and will remain in the zone up until 12 years' service (LoS = 11). The CZ is therefore LoS 3 – LoS 11 inclusive.

b. VEng (Full) to VEng (Long). A soldier on VEng (Full) will enter the CZ to VEng (Long) after completing a minimum of 6 years' service (LoS = 6) and will remain in the zone up until 24 years' service (LoS = 23). The CZ is therefore LoS 6 – LoS 23 inclusive.

c. VEng (Long) Extension. Offers of extensions to VEng (Long) may be made after an individual has completed a minimum of 6 years' service (LoS = 6). Individuals who enlisted straight onto a VEng (Full) or (Long), must complete 25 years' service (LoS = 25). In both cases, offers may be made until the end of the extant engagement.

d. Open or Type S Engagements. There is no CZ for those being offered conversion to VEng from the Notice, Open or Type S engagements. Offers may therefore be made at any time providing the soldier is eligible for conversion.

01.023. VEng Continuance. In accordance with [QR\(Army\)](#) 9.099 soldiers may be offered a total of up to two years' continuance during the last two years of current service by **their** CM in agreement with the **relevant** Manning Brick. Soldiers on continuance are not eligible for promotion.

a. VEng (Short). From LoS 9 – LoS 11 inclusive, up to 2 years continuance may be offered.

b. VEng (Full). From LoS 21 – LoS 23 inclusive, up to 2 years continuance may be offered.

01.024. Any offer of continuance must be held on record. In exceptional circumstances, and only with approval from WF Pol Policy Branch, further continuance of up to two years, to give a total of four years' continuance may be granted. Soldiers being offered continuance must agree to extend their service in writing (email is sufficient), prior to their EED being amended. For those who have already undertaken resettlement provision, JSP 534 paragraph **310** applies. Service on VEng continuance is not eligible for conversion to VEng (Full) / (Long) unless authority is sought from WF Pol.

01.025. VEng (Long) Extension. Extensions to VEng (Long) are managed on a case by case basis. Where a short-term **workforce** requirement exists, CM Branch Colonels⁷ may grant extensions up to a maximum of 2 years. WF Pol is the authority for extensions beyond the initial 2 years.

01.026. The Army Air Corps may grant an extension of up to 10 years to VEng (Long), though not beyond age 60. Only a maximum of 10 such extensions may be granted in any one financial year, and each one must be authorised by the APC CM Branch.

01.027. Other Types of Continuance. For those that remain on Open engagements opportunities for continuance no longer exist. Instead, conversion to an appropriate length VEng (with or without VEng continuance) may be offered. In exceptional circumstances WF Pol are the authority for continuance to a legacy engagement type.

01.028. Offers of Conversion. Offers of conversion are to be made in writing using Army Form [AFB 6848D](#) by **Career Managers** or the Chain of Command. No change in engagement is to take place until soldiers formally accept the offer in writing. Once a change of engagement has been enacted on JPA, soldiers cannot revert to the original engagement, for whatever reason.

01.029. Offers of conversion from Open and Notice engagements to VEng (Full) or (Long). Details of capbadge **and UCM cohort** criteria to convert from an Open or Notice engagement to VEng (Full) or (Long) are contained in Annex A.

01.030. Offers of conversion from Type S to VEng (Full) or (Long). Offers of conversion from Type S to VEng (Full) or (Long) are to be considered on a case-by-case basis. Cases for conversion are to be made by **Career Managers** to Manning Bricks.

⁷ Or OF5 equivalents for UCM CM Branches.

01.031. Offer cut-off date. Conversion offers within VEng are valid for six months. Conversion from any other engagement is valid for 90 days. If an individual is unable to make a decision within the timeframe for legitimate reasons **the** CM may authorise an extension of a further 90 days. Beyond this, extensions must be authorised by the SO1 CM Branch.

Selection Processes

01.032. Automatic Selection Process. Where individuals meet the eligibility requirements within this policy and the respective capbadge requirements at Annex A, they will automatically be selected for an offer of conversion. Where more candidates are eligible than the quotas set, **the APC/UCM** CM are to convene a board such that offers can be made in order of most suitable candidates for conversion.

01.033. Conditional Selection Process. Where there is a Service need to convert individuals, who are unlikely to meet the automatic selection criteria, this is known as the Conditional Selection Process. The number of vacancies available under this process will change with the **workforce** situation.

VEng Conversion Process

01.034. The VEng conversion process is based on an '**offer and accept**' system, rather than individuals being required to apply for conversions. Acceptance of the offer must be entirely voluntary. The process for offering and accepting is different depending on the type of engagement an individual is currently on, the type of engagement being offered and the timing of the offer. The conversion process is outlined below and illustrated in Annex C.

01.035. Automatic Selection Process

- a. **Making the offer.** The RCMO / Chain of Command is to complete Part 1 of [AFB 6848D](#), ensuring all details, including the 'offer cut-off date' are accurately recorded.
- b. [AFB 6848D](#) is handed to the soldier as the Formal Offer. The soldier and the RCMO / Chain of Command are required to sign the declaration at Part 2 confirming that an offer has been received.
- c. Once the declaration is signed by both parties, the form is then to be copied twice: the original is to be kept by the individual, one copy is to be retained within the individual's unit P File and **one copy** is to be forwarded to the relevant CM **who will record on JPA that the offer of conversion has been made.**
- d. **Accepting the Offer.** When individuals wish to accept the offer of conversion, they are to approach their RCMO / Chain of Command with their offer letter ([AF B6848D](#)) and in their presence, sign Part 3 of [AFB 6848D](#). The RCMO / Chain of Command is to countersign to witness the acceptance and confirm that it was made before the offer cut-off date has lapsed. Copies of the signed paperwork are to be made: one provided to the soldier, one retained on the SP Unit P/file, **and one submitted to the relevant CM for action.**
- e. **Discharge / Termination.** Should a soldier be undergoing a discharge / termination process, comment is to be made at Part 3 before forwarding the signed [AFB 6848D](#) to the relevant CM by the RCMO / Chain of Command. Units should retain a copy of the form.
- f. **EED Amendment.** On receipt of an eligible acceptance CM are to amend the Contract Type, **Start Reason, Status Reason** and EED on JPA, and record the details on the [AFB 6848D](#). The EED of the soldier will be extended by the balance of the longer

engagement type. Annex D is to be completed and forwarded to the soldier and unit as confirmation of conversion. Copies of all paperwork are to be retained by **the CM** and held within soldiers' unit P Files. If individuals have not received Annex D within 40 working days of signing Part 3 of the [AFB 6848D](#), they should approach the RCMO / Chain of Command who are to investigate the delay on behalf of the soldier.

c. Non-acceptance of an Offer to Convert. Should a soldier not accept an offer to convert before the offer cut-off date has lapsed this has to be articulated to the CM who will record the decision on JPA **including a Contract Status Reason update**, However, they are not precluded from receiving subsequent offers should eligibility to convert remain.

01.036. Conditional Selection Process. The Conditional Selection Process is not tied to an individual promoting to a substantive rank, instead, individuals will be offered conversion following a boarding/selection process.

a. Quotas. The number of offers made will be dependent on the Army's forecasted strength as identified annually through WF Plans' QMAP, **or for UCM cohorts the Lead Command's WF Plans forecasting process.**

b. Boarding. The CM will be informed of the structural requirement and are to convene a board in accordance with the **relevant** CM Boarding Manual in order to identify the most suitable candidates for conversion.

c. Results. The board results will be sent to the Chain of Command and/or published via the MS Webpage. On receipt of the results, RCMOs are to follow the procedures for the Automatic Selection Process.

01.037. Communication. The following notice is to be placed on Pt 1 orders

biannually. **Versatile Engagement (VEng) Conversion**

a. The VEng conversion process is based on an **'offer and accept'** system, rather than individuals being required to apply for conversions. Offers of conversion to VEng may be made on Army Form ['AFB 6848D'](#) to eligible personnel as follows:

b. VEng (Short) to VEng (Full): a 12 year to 24 year career,

c. VEng (Full) to VEng (Long): a 24 year to 30 year career,

d. VEng (Long) extensions: where there is a Service need, extensions may be exceptionally granted up to a maximum age of 65,

e. Open and Notice Engagements to VEng (Full) or VEng (Long): a 22 year to 24 or 30 year career,

f. Type S Engagements to VEng (Full) or VEng (Long): a career to 24 or 30 years.

01.038. Personnel are strongly recommended to ensure they fully understand the implications of accepting or declining an offer of conversion, requesting additional advice from their RCMO / Chain of Command where necessary.

01.039 – 01.040. Reserved.

PART 2 – SENIOR SOLDIER CONTINUITY POSTS

Introduction

01.041. For many years it has been Army policy to encourage soldiers of good conduct, who are fit, efficient and effective to continue in the Service beyond 22 years (Open Engagement (OE)) and 24 years (Versatile Engagement (Full) (VEng (Full))). Posts that require the experience and continuity a longer serving soldier can provide are termed 'Senior Soldier Continuity Posts' (SSCP), formerly known as the Long Service List (LSL). This is an "any Arm" list of posts to which **Regular** soldiers of all Arms⁸ can apply towards the end of their normal engagements for permanent employment at E2.

Eligibility

01.042. Age. The norm is that applicants are to be under 54 years of age at the point of transfer to SSCP and must have completed:

- a. A minimum of 22 years' Colour service, reckonable for pension if serving on an OE.
- b. A minimum of 24 years' Colour service, reckonable for pension if serving on VEng.

01.043. Rank. The rank range for SSCPs is substantive Sgt – WO1.

01.044. Medical Category. Soldiers who are categorised 'Medically Limited Deployable' (MLD) or 'Medically Non Deployable (Temporary)' (MND (Temp)) are not precluded from applying for SSCP service; however a lower medical category may restrict the type of assignment that can be offered. Soldiers whose medical category is MND (Perm) cannot apply for service in a SSCP. Soldiers who are graded MND (Perm) whilst serving in a SSCP may be discharged in accordance with the [AGAI 78](#).

01.045. Knowledge, Skills and Experience (KSE). Soldiers considering applying for service in a SSCP should ideally have broad ranging KSE. However, there are a number of SSCP assignments such as GSM / RSM / CSM, Range staff, Welfare staff and G4 where previous experience is desirable and in some appointments essential. However, SSCP soldiers will be expected to move routinely between assignments, subject to their KSE.

01.046. Engagement. All soldiers selected and assigned to a SSCP must transfer to the balance of a VEng (Long) engagement and associated TACOS. TACOS for VEng (Long) are covered in The Queen's Regulations for the Army 1975 ([QR\(Army\)](#)) and this policy.

01.047. Reduction in Rank.

- a. When applying to be considered for service in a SSCP, should there be no posts available in an applicant's current substantive rank, a post in a lower substantive rank may be offered, should one be available. If accepted, the applicant reverts in substantive rank to the new lower substantive rank in accordance with [QR\(Army\)](#) para 9.176, with pay and allowances reduced accordingly: soldiers should seek pension advice from Veterans UK before accepting a reduction in substantive rank.
- b. A soldier who has opted to revert to a lower substantive rank in order to secure a post on the SSCP will be dealt with for all purposes in the new lower substantive rank. This includes for honours and awards, reduction in rank through discipline (for example by a Commanding Officer or Court Martial), and for reduction in rank by way of administrative sanction. Reduction in rank in either of these ways could lead to an individual becoming ineligible for employment in their current SSCP appointment due to the rank requirement of

⁸ Inclusive of soldiers serving within UCM cohorts.

the role. If an SSCP post cannot be found for them in the rank they are reduced to, their SSCP service may be terminated.

01.048. Service Beyond 30 Years. Authorised extensions beyond 30 years' service will normally be granted for periods of 3 years at a time, and may continue until Normal Retirement Age (NRA) of 60. Service beyond 60 may be authorised in exceptional authority by WF Pol to a maximum of 65. Offers of extensions in service are affiliated to the assignment for which a soldier has been selected by the No7 SSCP Board. If a soldier chooses not to accept the assignment, then the soldier will remain on their current Engagement Expiry Date (EED) and not be granted an extension in service. In accordance with [QR\(Army\)](#) para 9.099.b.(2) if a soldier will reach their NRA within 365 days of the date of the end of their 3 year extension, the soldier may be granted an additional extension of less than 1 year, to their NRA subject to approval from WF Pol.

01.049. Notice to Terminate (NTT). All soldiers serving on VEng (Long), including SSCP, have the right to give a minimum of 12 months' notice to terminate in accordance with [QR\(Army\)](#) para 9.389. In accordance with current policy, the minimum notice period may be reduced on agreement between the soldier, employer and the APC's MS7 branch, and with authority from WF Pol.

01.050. Promotion. The rules governing promotion within SSCP differ to those for Regular service not on SSCP:

- a. **Promotions.** SSCPs are not viewed as a career stream, and as such there is no promotion or career progression (although soldiers may apply for Late Entry Commissioning). Despite this, Reporting Officers should continue to make recommendations for suitability for employment in higher rank as appropriate using the further service box on the soldier's SJAR.

01.051. Reversion in Rank. In cases where a SSCP soldier has accepted a reduction in substantive rank in order to assume a SSCP, they may, after their first assignment apply for a post in their former substantive rank, where vacancies exist. Applying for such a post will be deemed to satisfy the requirement of [QR\(Army\)](#) para 9.176 to be reconsidered for promotion. Applicants that opt to reduce in rank in order to assume a SSCP should not expect to promote as an entitlement (in order to revert to their original substantive rank) since higher ranked posts are subject to intense competition. Selection to a higher-ranked appointment in these circumstances will be made by the No.7 SSCP Board in accordance with the [Career Management](#) Boarding Manual. Those that are successful will be granted substantive rank accordingly.

- a. **Acting Rank.** Opportunities to assume a higher rank appointment in acting rank may occur but these will be extremely rare and highly competitive. Such acting rank promotions are usually limited to soldiers with a particular skill set for a particular job that cannot be filled by a soldier in that substantive rank. In such circumstances the award of acting rank will be granted by the No7 SSCP Board in accordance with the APC Boarding Manual.

01.052. Commissioning. Soldiers serving in SSCPs on VEng (Long) may apply for Late Entry Commissions providing that they meet the eligibility criteria as laid down in Army Commissioning Regulations 2019 and in the extant Late Entry Commission application policy.

01.053. Worldwide Employment. SSCP soldiers are employed in posts throughout the world and as such must remain fit to fight, available for worldwide postings and operational deployments, and prepared to serve in any post for which they have been selected by the No7 SSCP Board.

01.054. Operational Commitments Establishment (OCE) Assignments. Soldiers serving in a SSCP can apply, or be directed, to fill an OCE assignment. This will be done in conjunction with a soldier's chain of command and MS7.

01.055. Unspent Disciplinary Awards of Punishment and Extant Administrative Action Sanctions. Soldiers who have unspent disciplinary awards of punishment or **extant** administrative sanctions will have this taken into consideration when applying to transfer to SSCP. This will equally apply to soldiers currently serving within a SSCP and seeking a new assignment and/or further periods of employment beyond their current EED.

01.056. Pay and Allowances. Financial and non-financial conditions of service do not **normally**⁹ change on assuming SSCP. Soldiers who accept reduction in rank will join the pay range of the lower rank at an Increment Level taking into account time spent in both ranks, in accordance with JSP 754. Those that are subsequently successful in gaining 're-promotion' (reversion in rank), pick up from where they left their seniority when they last held that higher rank. Individuals considering applying for further service are strongly advised to discuss their trade supplement rates with their unit administrative staff. Entitlements to travel, Continuity of Education Allowance, removal expenses, etc. remain the same.

01.057. X-Factor. Soldiers on SSCP are subject to the normal routine of assignments and operational deployments. For this reason, Regular rates of X-Factor apply to SP on SSCP ToS.

01.058. Pensions. Soldiers who transfer to the SSCP, and hence a VEng (Long), continue to serve as a Regular soldier. As such SSCP soldiers do not receive their pension or terminal grant on completion of 22/24 years reckonable service as they are still serving. Pension information should be sought from Veterans UK. Additional information can be sought from unit administrative staff or advice from an independent financial advisor before accepting a SSCP and before accepting any reduction in rank.

01.059. Resettlement. SSCP soldiers remain eligible for resettlement in accordance with [JSP 534](#). Advice should be sought from **Individual Education and Resettlement Officers (IEROs)**.

Application and Selection

01.060. Application. Soldiers can apply for consideration for service in a SSCP in their last 24 months of service on either an OE or a VEng (Full), and should do so using Army Form [AFB 10036](#). Completed forms should be sent electronically to MS7, APC, who will forward to the soldier's current Career Manager to complete their part. Individuals already serving on a VEng (Long) will only be considered in exceptional circumstances and with the agreement of the relevant E1 Manning Brick.

01.061. Selection Process.

- a. **Stage 1 - SSCP Waiting List.** Application forms with accompanying SJARs are to be staffed to the SSCP Career Manager (MS7, APC). MS7 are responsible for confirming that applicants meet the minimum eligibility criteria before entering them onto the SSCP Waiting List: SO2 MS7 will inform individuals once their name has been entered on the Waiting List. Acceptance onto the SSCP Waiting List does not in any way guarantee future employment and applicants should continue to pursue their resettlement activities.

⁹ See Para 01.073

b. Stage 2 - SSCP Reserve List. The No7 SSCP Board grades all applicants on the SSCP Waiting List: those graded on or above the **quality** line are transferred to the SSCP Reserve List and placed in an Order of Merit (OOM) according to their score. Applicants who grade below the filter line will be informed by MS7 that they will no longer be considered for employment in a SSCP and will be removed from the Waiting List accordingly. Soldiers who have sufficient residual service can apply the following year should they wish. Acceptance onto the SSCP Reserve List does not in any way guarantee future employment and applicants should continue to pursue their resettlement activities.

c. Stage 3 - SSCP Live List. When a SSCP vacancy occurs or a new SSCP is established, the job specification will be examined to ascertain the required KSE. The post will then be offered to those on the SSCP Reserve List meeting the requirements and in accordance with the OOM. Those selected to serve in a SSCP move onto the SSCP Live List where they remain until their EED.

01.062. No7 SSCP Board. The No7 SSCP Board adheres to the Career Management Boarding Manual which is available from MS7 and is accessible via the MS Web page. The manual covers all aspects to which the No7 SSCP Board Secretariat and Members must conform.

Career Management

01.063. Career Manager. SSCP soldiers' careers are managed by MS7 which is part of the Career Management Operations (CM Ops) Branch in the APC. Contact details can be found on the [SSCP webpage](#) of the MS Web.

01.064. Unit Presentations. Unit presentations take place annually, usually in October of each year. The aim of the presentations is to brief existing and potential SSCP soldiers and employers on the latest SSCP information and current issues. The presentations also provide an opportunity for CMs to conduct career interviews where required/requested.

01.065. Career Interviews. Career advice can be sought from the SSCP CM at any stage in a soldier's career. Unless otherwise specified, interviews are normally only conducted as part of the annual MS7 presentation programme.

01.066. Timing. The No7 SSCP Board meets in May of each year for assignments commencing from Jan the following year. Soldiers who reach their Future Availability Date (FAD) / EED in the following year must submit an Assignment Preference Proforma (APP) in the current year (eg Submit APP by Apr 20 for FAD/EED falling between 1 Jan 21 – 31 Dec 21).

01.067. Boarding and Grading. SSCP soldiers on the Reserve List are graded for their suitability for further employment on the SSCP Live List based on their current and previous performance and KSE. Each soldier running to the No7 SSCP Board is graded in accordance with the CM Boarding Manual and placed in an OOM. Where a soldier is unsuccessful at Board because they scored below the filter line or because there is no post to which they can be assigned, they will not normally be offered further service beyond their current EED. This ensures unsuccessful soldiers are given a minimum of 12 months' notice before termination of service and to enable sufficient time for resettlement activities to take place.

01.068. Assigning. The No7 SSCP Board assigns soldiers in accordance with the grading OOM and KSE, and aims to meet a soldier's posting preferences as stated on the APP. This ensures that where there is competition for a particular post, assignment to that post is determined by graded score at Board and appropriate KSE. However, meeting the aspirations

of all soldiers' APPs will not always be possible and MS's binding principle¹⁰ will apply in all cases. Subject to the needs of the Army, SSCP soldiers are routinely assigned in the summer.

01.069. Duration of Assignment. The duration of assignment depends on the length of service completed prior to transferring to the SSCP:

- a. **OE.** Soldiers transferring to SSCP after 22 years' service will normally complete two assignments, each of four years (total of eight years) in order to complete a total of 30 years' service.
- b. **VEng (Full).** Those transferring to SSCP after 24 years' service will normally complete two assignments, each of three years (total of six years) in order to complete a total of 30 years' service.
- c. **Service Beyond 30 Years.** Assignments for SSCP soldiers successful in applying for an extension beyond 30 years' service will normally be for a duration of three years.

01.070. Extensions of Assignment. An extension in post may be requested with decisions subject to the needs of the Service, employer support, and competition for the post. Extensions in post are not normally granted beyond six years. Factors involved in MS7 making the decision include the KSE of an applicant and their competitors, and the applicant's place in the grading OOM.

01.071. Dress. SSCP soldiers, even if assigned to a lower rank post, will continue to wear the substantive rank and the capbadge of the Regiment or Corps in which they finished their previous Regular service. This higher rank will be known as their local rank.

01.072. SSCP Webpage. Further information on SSCP service can be found on the MS Web: [SSCP Web Page](#). The webpage also contains the SSCP Monthly Newsletter, latest updates and issues of interest to SSCP soldiers.

01.073. Applications from UCM Cyber Cadre. Successful applicants originating from UCM Cyber Cadre will be considered as Transferees at the point of assignment into an SSCP with no preserved rights to Cyber Cadre Competency Payments.

01.074. Service in a SSCP allows the Regular Army to retain high quality WOs and SNCOs whose KSE would otherwise be lost. Employment in a SSCP, on VEng (Long), offers the prospect of further service up to NRA, however service to NRA should not be expected as an entitlement. Employment is subject to the availability of post, and the soldier remaining fit, efficient, effective, and able to serve worldwide.

01.075 – 01.080. Reserved.

¹⁰ The needs of the Army must come first; those of officers, soldiers and their families must come a close second. But to be worthy of its pre-eminence the Army must be seen to give due consideration to the best interest and preferences of each individual officer and soldier.

PART 3 – TYPE ‘S’ ENGAGEMENTS

01.081. The Type ‘S’ Engagement. This may be a fixed period of Colour service of six months or any complete period of years from 1-12 inclusive. This enlistment is open to applicants other than those enlisted into the Brigade of Gurkhas. A person should be enlisted on this engagement only if ineligible for enlistment on the Versatile Engagement by reason of age, length of previous service or any other cause. Potential Officer Candidates are enlisted on this engagement.

01.082. The Special Type S Engagement. The special Type ‘S’ Engagement allows a limited number of Army Reserve soldiers to serve an engagement of one year in the Regular Army.

01.083. Change of engagement – eligibility. A soldier serving on a Type ‘S’ engagement will not normally be eligible to change to the Versatile Engagement, but provided that the applicant is within the age limits for the corps concerned and is qualified in all other respects the change may be authorised.

01.084. Extensions of service. Soldiers enlisted on the Type ‘S’ engagement may extend their service by one, two or three years at a time up to a total of 12 years. Any further period of extension beyond 12 years is to be effected by termination and re-enlistment. Such extension should be exceptional and only authorised when the person is ineligible for service on the Versatile Engagement.

01.085 – 01.090. Reserved.

PART 4 – MILITARY LOCAL SERVICE ENGAGEMENT

01.091. Introduction. Introduced on 1 January 1997 the Military Local Service Engagement (MLSE) provides for the enlistment of persons over the age of 18 years for a period of three years’ Colour service reckoned from the date of enlistment. An MLSE soldier restricts their service to a particular area of the United Kingdom. Those enlisted on this engagement may apply to re-engage for further 3-year periods up to the age of 60 years.

01.092. MLSE soldiers may give 90 days’ notice of their wish to be terminated provided that at their date of termination they will have completed at least one year’s service or two if the soldier had to undertake a course of military training upon enlistment of not less than 10 weeks duration. Service on MLSE incurs no Reserve liability. Currently only used for AGC(MPGS).

01.093. Extensions of service. Soldiers enlisted on the MSLE may apply to **re-engage for an additional three year periods** or if they will attain the age of 60 before the expiry of such a period, until the date on which they attains that age. The APC is the competent Service authority authorised to approve applications to extend service.

01.094. Periods of Extension. The minimum period for which an extension of service may normally be granted is six months. Applications for a period of more than six months should be for a period which is a multiple of six months. Where the extension of service is required for a special period which is not a period of six months or a multiple thereof, the reasons should be fully stated to the APC when the application is submitted.

01.095. Greater detail on the employment of soldiers on MLSE is contained within AGAI 43 pt 9 MPGS.

01.096 – 01.100. Reserved.

PART 5 – ARMY RESERVE ENGAGEMENTS

Reserve Engagements¹¹

Gp A Other Ranks

01.101. The initial term of engagement into the Army Reserve is for 12 years or to the Reserve NRA¹², whichever is earlier. In peace time successful applicants are to be enlisted into the corps of their choice and are to be assigned to whichever unit in that corps they may select provided that:

- a. A vacancy exists or overbearing authority has been granted.
- b. The CO agrees.

01.102. Career Management. The careers of Gp A reservists are managed by their Unit CoC in accordance with the CM handbook.

Gp A Specialist Reserve Other Ranks (SROR)

01.103. Employment. SROR are enlisted for their expertise and should not be employed outside the speciality for which they were recruited. Those who have not completed generalist career progression and promotion training appropriate to their SROR rank would likely be required to relinquish any rank gained in that speciality and re-enter the recruit training pipeline from the start or at Initial Trade Training.

01.104. Existing Group A Other Ranks. Existing Reserve Group A Other Ranks who are suitably qualified, may apply, and be selected for a specialist post. Unless they convert to SROR Terms and Conditions of Service, they must comply with generalist promotion and career advancement requirements. Once the appointment is completed, they may return to a generalist Reserve appointment. Those who elect to transfer to SROR TACOS to take up a SROR appointment and who subsequently wish to return to generalist employment, will need Prof Dev authority and may be required to complete generalist career development and the promotion courses they have missed.

01.105. Disestablishment. If a specialism is no longer required, or a post is disestablished, where possible and if in the interests of the Service, the SROR will be assigned to another unit in the same specialist role. If this is not possible, the individual will be assigned into the Army Reserve Reinforcement Group (ARRG) **until they secure an active list appointment**. Alternatively, if at the end of their tenure on the ARRG, no such appointment or transfer has been identified, the SROR may be discharged.

01.106. Operational Deployments. SROR cannot deploy to an operational theatre overseas until they have successfully completed Phase 2 Special to Arm training and the necessary pre-deployment training. Exceptions must be staffed to SO1 Pers(A) PJHQ. If the individual is required to deploy to an operational theatre, they must undertake the mandated mission specific training for their deployment category in the particular location in which they are to serve. This training may be within the UK or overseas.

01.107. Career Management

- a. The careers of a Gp A SROR are managed by their respective D Cap Sponsors and their Specialist Unit CO. The nature of Reserve Specialist employment is likely to limit the scope for traditional career development and many will not be able to progress beyond a certain level (often WO2 for ORs). It is likely to be appropriate for individuals to remain in a single appointment in the same unit for a protracted period whilst their specialisation remains in demand.

- b. **Untrained Elements.** The management of Untrained Elements (UTE) of Reserve Specialists rests with the respective D Cap Sponsors.

¹¹ Gp B,C,D and E engagements are to be found in Ch 9 [RLFR](#).

¹² NRA is normally 55 years except for SF 60 years, AMS professionally qualified SP 60 years and musicians 65 years.

Re-engagement

01.108. General. Soldiers of the Army Reserve may re-engage for further periods of up to 12 years, or up to NRA whichever is the sooner. Applications are made on [AFE 20038](#) and must be made no more than 12 months and no less than 3 months before the expiry of their current term of service.

01.109. Alternative Employment. If a soldier meets the requirements for re-engagement, but no suitable vacancy is available in their unit, the soldier is to be offered the opportunity to transfer to another unit or the ARRG. **If they reject the option to transfer to another unit or the ARRG, they are to be discharged on completion of their engagement under AGAI 49.**

01.110. Overage Extension. Soldiers who are **approaching or** above the NRA may re-engage if their retention is considered to be in the interests of the Service. Units are to submit AFE 20038 through their functional Chain of Command to the relevant CM Branch, APC not more than 12 months before the SP EED. The application must be with WF Plans not less than 3 months before the soldier's EED.¹³ Units should utilise the Data Quality MISR330001 on the JPA Dashboard to monitor OAEs.

01.111. APC will check for PID Multiple Occupancy and that the soldier is occupying an Active List appointment in the soldier's current substantive rank. If they support the application it will be forwarded to WF Plans, if not supported APC have the authority to reject the application without reference to Pers Pol (A) and return it to the Unit.

01.112. WF Plans Manning Bricks will check to ensure there is sufficient structural liability to sustain the extension without affecting other soldiers. If supported WF Plans submit to WF Pol, if not supported it can be returned to the Unit. If there is any disagreement between APC and MB, WF Pol will make the final decision.

01.113. WF Pol will ensure that if the soldier's Medical Employment Standard is MLD/MND that an in date Medical is recorded on JPA and an Appendix 9 to AGAI 78 is uploaded to the PAPMIS library. If the soldier is MFD, a self-declaration on the AFE20038B is required, declaring their medical state. If this information is not available the request will not be supported. Once the request is supported WF Pol are the only organisation that will amend the soldier's EED and Future Availability Date (FAD).

01.114. Soldiers are not normally to be mobilised or otherwise deployed to any operational theatre whilst serving on this OAE as an OAE is role specific.¹⁴

01.115. Soldiers on the ARRG will not be granted an overage extension.

01.116. Medical Waiver. Units wishing to re-engage soldiers who are below the minimum medical retention standards¹⁵ are to ensure the AGAI 78, Appendix 8 process has been completed and authorised prior to applying for re-engagement and that an in date medical (within 12 months of NRA) is provided.

01.117. Disability Award. A soldier who is in receipt of a disability award and for whom the original engagement or previous re-engagement was approved by the Ministry of Defence may have a further application approved by unit COs provided that:

- a. The PULHHEEMS assessment has not been changed.
- b. The disability award has not been altered or revised in any way.
- c. The applicant's previous engagement had not expired on the date of application.

¹³ Annex G, Chap 1.

¹⁴ If an OAE is required for mobilisation in accordance with RLFR Pt 1 Ch 1, Sect 3, para 01.01.045, then a separate application must be made to SO3 WF Pol.

¹⁵ [AGAI 78 Army](#) Medical Employment Policy

01.118. Effective Date. The re-engagement is completed as soon as it has been finally approved by the unit CO, or Pers Policy (A) in the case of Overage Extensions. The date of re-engagement is the date immediately after the completion of the existing engagement.

Non-Recommendation

01.119. Procedures for discharging SP who are not recommended to re-engage are in AGAI 49.

01.120. – 01.999. Reserved.

Annex A to Chapter 1 of Soldier Terms of Service

VERSATILE ENGAGEMENT (VEng) CONVERSION CRITERIA

1. **Capbadge Criteria.** Personnel who are members of the following capbadges shall be subject only to the criteria specified for their capbadge, and not to the criteria of the Corps in which they serve: QGE, QG SIGNALS, RGR, QOGLR, GSPS, Band BG¹⁶. **Personnel who are members of a UCM cohort shall be subject only to the conversion criteria for their cohort under Para 2.**

Capbadge	VEng (Short) to VEng (Full) Automatic Selection Process	VEng (Short) to VEng (Full) Conditional Selection Process	VEng (Full) to VEng (Long)	Open / Notice to VEng (Full)
HCav / RAC	Substantive LCoH or substantive Cpl. Offer remains open for 6 months from the promotion board release date.	Offers will be made to Substantive LCpl , with a positive conversion recommendation. LoS 10 and 11.	Offers will be made only if specific workforce requirements exist as stipulated by the RAC Manning Brick.	Offers will be made only if specific workforce requirements exist as stipulated by the RAC Manning Brick.
RA	On promotion to Substantive LBdr . The conversion offer remains open for 6 months from the point at which the individual signs to acknowledge receipt of the offer. All existing Substantive LBdrs will be offered the opportunity to convert from VEng (Short) to VEng (Full)	Offers will be made to meet specific workforce requirements as stipulated by the RA Manning Brick, in consultation with APC	Offers will be made to meet specific workforce requirements as stipulated by the RA Manning Brick, in consultation with APC. The conversion offer remains open for 6 months from the point at which the individual signs to acknowledge receipt of the offer.	Those who attain QGI status from GCC 30 (inclusive) and all Gunnery Staff Courses (Soldier) thereafter. Qualified vvk pilots As of 1 Apr 20, the RA will offer all Gnr, LBdr and Bdr presently on Army OE commitment, the opportunity to convert to VEng Full commitment.

¹⁶ Amendments to conversion criteria for capbadges within the Brigade of Gurkhas (BG) must be considered in conjunction with HQBG.

Capbadge	VEng (Short) to VEng (Full) Automatic Selection Process	VEng (Short) to VEng (Full) Conditional Selection Process	VEng (Full) to VEng (Long)	Open / Notice to VEng (Full)
RE	<p>Substantive LCpl</p> <p>Upon qualification as a Clk Wks or MPF.</p>	<p>Substantive Spr</p> <p>LoS 6 - 11</p> <p>Offers will be made to meet specific workforce requirements as stipulated by the RE Manning Brick, in consultation with APC.</p>	<p>Offers will be made to meet workforce requirements as stipulated by the RE Manning Brick in consultation with APC.</p>	<p>The offer to make such an engagement conversion will only be made once per individual.</p> <p>Other offers will only be made if a specific workforce requirement exists as stipulated by the RA Manning Brick</p> <p>The conversion offer remains open for 90 days from the point at which the individual signs to acknowledge receipt of the offer.</p> <p>All personnel remaining on Open or Notice engagements are to be offered VEng (Full).</p>
QGE	<p>Substantive Cpl</p>	<p>Substantive LCpl and Spr in LoS 7 and 8</p> <p>Upon qualification as a Clk Wks or MPF.</p>	<p>Offers will be made to meet specific workforce requirements as stipulated by the RE Manning Brick in consultation with APC.</p>	<p>Offers will be made to meet specific workforce requirements as stipulated by the RE Manning Brick, in consultation with APC.</p>

Capbadge	VEng (Short) to VEng (Full) Automatic Selection Process	VEng (Short) to VEng (Full) Conditional Selection Process	VEng (Full) to VEng (Long)	Open / Notice to VEng (Full)
R SIGNALS	Minimum Class 2 / Associate in R SIGNALS Employment Competence and: Substantive Sgt (EWSI trade) Substantive Cpl (All other trades)	In exceptional circumstances, offers will be made to meet specific workforce requirements outside of these LoS as stipulated by the RE Manning Brick in consultation with APC. Substantive Pte – Cpl in LoS 6 – 11	Offers will be made to meet specific workforce requirements as stipulated by the R SIGNALS Manning Brick.	Offers will be made to meet specific workforce requirements as stipulated by the R SIGNALS Manning Brick. Offers will also be made to all Substantive Pte – LCpl who successfully pass the SF Communicators Course
QG SIGNALS	Minimum Class 2 / Associate in R SIGNALS Employment Competence and: Substantive Cpl	Substantive Pte – Cpl in LoS 7-8 In exceptional circumstances, offers will be made to meet specific workforce requirements outside of these LoS in consultation with R SIGNALS Manning Brick, HQBG and unit CoC. Offers will also be made to all substantive Pte – LCpl who successfully pass the SF Comms Course	Offers will be made to meet specific workforce requirements as stipulated by the R SIGNALS Manning Brick.	Offers will be made to meet specific workforce requirements as stipulated by the R SIGNALS Manning Brick. Offers will also be made to all Substantive Pte – LCpl who successfully pass the SF Communicators Course.

Capbadge	VEng (Short) to VEng (Full) Automatic Selection Process	VEng (Short) to VEng (Full) Conditional Selection Process	VEng (Full) to VEng (Long)	Open / Notice to VEng (Full)
		QGS Pipers and Drummers with a current competence within their last 4 YoS will be boarded		
Infantry	Substantive Cpl	Substantive Pte - LCpl Offers will be made to selected Ptes and LCpls to support specific workforce requirements as stipulated by the Infantry Manning Brick in consultation with HQ Infantry and APC.	Offers will be made to selected SNCOs and WOs to support specific workforce requirements as stipulated by the Infantry Manning Brick in consultation with HQ Infantry and APC.	As per VENG (short) to (Full) conversions.
RGR	Substantive Sgt	Substantive Rfn – Cpl in LoS 7 and 8 In exceptional circumstances, offers will be made to meet specific workforce reqs, outside of these LoS in consultation with RGR MB, HQ BG and unit CoC. Must have successfully passed a JNCO Cadre.	Offers will be made to meet specific workforce requirements.	Offers will be made only if specific workforce requirements exist as stipulated by the RGR Manning Brick:
SAS / SRR	Offers will be made to all personnel who successfully transfer to the Permanent Cadre (PC) provided they remain within the CZ window (LoS 3 – 11) less those who transfer from other Services.	Those who are likely to transfer to Permanent Cadre but unable to do so before the end of the CZ window may be offered conversion early on a case by case basis.	Offers will be made only if specific workforce requirements exist as stipulated by the SF Manning Brick	Offers will be made only if specific workforce requirements exist as stipulated by the SF Manning Brick

Capbadge	VEng (Short) to VEng (Full) Automatic Selection Process	VEng (Short) to VEng (Full) Conditional Selection Process	VEng (Full) to VEng (Long)	Open / Notice to VEng (Full)
	<p>AGAI 43 should be consulted for further details.</p> <p>On expiry of VEng (Short), re-enlistment on Type S may be offered when conversion from VEng (Short) to VEng (Full) is unachievable due to workforce constraints.</p>	<p>The same principle outlined for automatic conversion applies for those transferring from other Services.</p> <p>On expiry of VEng (Short), re-enlistment on Type S may be offered when conversion from VEng (Short) to VEng (Full) is unachievable due to workforce constraints.</p>		<p>Type S to VEng (Full) conversion offers will be made only if specific workforce requirements exist as stipulated by the SF Manning Brick</p>
AAC Aircrew	<p>Offers will be made to all personnel completing Conversion To Role (CTR) provided they remain within the CZ window (LoS 3 – 11). For non AAC personnel, the conversion offer will take place on successful transfer to the AAC</p>	<p>Not available</p>	<p>Offers (board and offer) will be made only if specific workforce requirements exist as stipulated by the AAC E1 Manning Brick¹⁷. The minimum criteria for considerations are:</p> <ul style="list-style-type: none"> • Substantive SSgt-WO1 • LoS 20-23 	<p>Substantive Sgt – WO1.</p> <p>A minimum SJAR grading of B and a recommendation for further service on their most recent SJAR.</p>

¹⁷ Application for the Aircrew retention payment (as per 2019DJN01-077) does not confer automatic qualification for conversion to VEng(Long).

Capbadge	VEng (Short) to VEng (Full) Automatic Selection Process	VEng (Short) to VEng (Full) Conditional Selection Process	VEng (Full) to VEng (Long)	Open / Notice to VEng (Full)
AAC Ground Crew	Substantive Cpl Recommendation for conversion on most recent SJAR.	Substantive AirTpr - LCpl. LoS 10 & 11. Recommended for VEng (Full) by CoC on their most recent AR.	<ul style="list-style-type: none"> Must be able to conduct Flying Duties¹⁸. Have minimum SJAR grading of B and a recommendation for VEng(Long) on their most recent AR. Have a minimum grade of B (Average) in all areas of their Flying Attributes on their most recent AIS 2020G. Offers will be made only if specific workforce requirements exist as stipulated by the AAC E1 Manning Brick.	Substantive Cpl – WO1 A minimum SJAR grading of B
RLC	Substantive Cpl	Substantive Pte - LCpl LoS 6 - 11 Offers will be made only if specific workforce requirements exist as	Offers will be made only if specific workforce requirements exist as stipulated by the RLC Manning Brick:	Offers will be made to all personnel provided they have: Pte – WO1

¹⁸ The soldier should be qualified in a current in-service Army Aircraft type required by the Service. Where a soldier is not so qualified conditional offers of conversion may be made where the soldier is required to complete a CTT in conjunction with a Trg RoS certificate. Where offers are made on this basis the scheduled CTT end date must be no later than six months prior to the soldier's current (VEng(Full)) EED. Conversion to VEng(Long) will only occur on successful completion of the CTT. Where provisional offers are made the soldier is to be advised to consider starting resettlement activity prior to starting CTT. Where the scheduled CTT end-date has been unavoidably delayed and the soldier does not pass CTT a request for extraordinary continuance should be submitted to WF Pol.

Capbadge	VEng (Short) to VEng (Full) Automatic Selection Process	VEng (Short) to VEng (Full) Conditional Selection Process	VEng (Full) to VEng (Long)	Open / Notice to VEng (Full)
		stipulated by the RLC Manning Brick.		Other offers will be made only if specific workforce requirements exist as stipulated by the RLC Manning Brick.
QOGLR	Substantive Cpl	Substantive Pte - LCpl in LoS 7 and 8 In exceptional circumstances, offers will be made to meet specific workforce requirements outside of these LoS in consultation with RLC Manning Brick, HQBG and unit Chain of Command. Eligible for pre-selection to LCpl or Cpl as applicable or boarded for a bespoke trade / niche skill.	Offers will be made to meet specific workforce requirements	Offers will be made only if specific workforce requirements exist as stipulated by the RLC Manning Brick

<p>AMS: RAMC, RAVC, RADC, QARANC</p>	<p>Substantive Cpl less: RAMC Biomedical Scientists RAMC Radiographers RAMC Operating Department Practitioners RAMC Pharmacy Technicians RAMC Environmental Health Technicians QARANC Nurses</p> <p>The conversion offer will remain valid for six months from the promotion board release date.</p>	<p>All RAMC Allied Health Professionals and QARANC Nurses will receive an offer of conversion once they have completed 12 months service post Phase 2 training. They will require a positive recommendation for conversion in their post-Phase 2 SJAR. Those who don't meet the standard will be considered for VEng (Full) on a yearly, case by case basis.</p> <p>All other trades will be considered on a Board and Offer basis as follows:</p> <p>Substantive LCpl LoS 9, 10 or 11</p> <p>Positive recommendation for promotion to Cpl in their last: SJAR</p> <p>Trade-level quotas will be agreed between APC and the AMS E1 Manning Brick based on the current workforce situation and Service need.</p> <p>The conversion offer will remain valid for six months from the board release date.</p>	<p>Offers will be made if there are specific workforce requirements, directed by the AMS E1 Manning Brick.</p>	<p>Offers will be made to all personnel provided they have:</p> <p>Substantive Cpl – WO1 Class 1</p> <p>A minimum SJAR grading of B</p>
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Capbadge	VEng (Short) to VEng (Full) Automatic Selection Process	VEng (Short) to VEng (Full) Conditional Selection Process	VEng (Full) to VEng (Long)	Open / Notice to VEng (Full)
REME	<p>Technicians: Substantive Corporal Class 1</p> <p>Non-Technicians: Substantive Lance Corporal Class 1</p>	<p>Rank / trade class below that of the Automatic Selection Process</p> <p>LoS 7-11</p> <p>Minimum SJAR grading of B</p>	<p>Offers will be made only if specific workforce requirements exist as stipulated by the REME E1 Manning Brick.</p>	<p>Offers will be made to all personnel provided they:</p> <p>Have served a minimum of 3 years Reckonable Service in REME</p> <p>LoS 18 and below</p> <p>Have a minimum SJAR grading of B</p>
<p>AGC (SPS)</p> <p>Mil Pers Admin / MA.</p>	<p>Substantive Cpl</p> <p>The conversion offer will remain valid for six months from the promotion board release date.</p> <p>Specific dates for this will be communicated to the functional Chain by APC.</p>	<p>Offers will be made if specific workforce requirements exist as stipulated by the SPS Manning Brick:</p> <p>LCpl-Cpl (Pte by exception)</p> <p>LoS 10-11</p> <p>The conversion offer remains valid for six months from the date of the board release date. The formal window dates will be specified on the offer letter released by APC.</p>	<p>Soldier Employment Board (SEB)⁵</p> <p>Substantive Sgt – WO1 in LoS 19, 20 and 21</p> <p>MAS(A) personnel will be boarded on a special trade board.</p> <p>For those already converted to VEng(L), the SEB may also consider</p> <p>VEng(L) extensions for Sgt to WO1 in accordance with service need.</p>	<p>Offers will be made to all personnel provided they have:</p> <p>Substantive Cpl – WO2</p>

Capbadge	VEng (Short) to VEng (Full) Automatic Selection Process	VEng (Short) to VEng (Full) Conditional Selection Process	VEng (Full) to VEng (Long)	Open / Notice to VEng (Full)
AGC (SPS) AWW	Offers will be made to all personnel who successfully transfer to the AWW provided they remain within the CZ window (LoS 3-11)	Not available	Conversion offers remain valid for 6 months as stipulated by APC.	Offers will be made to all personnel: Substantive Cpl – WO2
GSPS	Substantive Cpl The conversion offer will remain valid for six months from the promotion board release date. Specific dates for this will be communicated to the Functional Chain by APC.	Substantive Pte – LCpl in LoS 7 and 8 In exceptional circumstances, offers will be made to meet specific workforce requirements outside of these LoS in consultation with AGC(SPS) Manning Brick, HQBG and unit Chain of Command.	Not available	Offers will be made only if specific workforce requirements exist as stipulated by the AGC (SPS) Manning Brick
AGC (RMP)	Substantive Sgt	<ul style="list-style-type: none"> LoS 7 - 11 Cpls must have a positive recommendation for promotion to Sgt (minimum Yes 1UP).	Offers will be made where there is a requirement to retain specific SQEP.	Offers will be made to all Sgts and above currently serving on OE

Capbadge	VEng (Short) to VEng (Full) Automatic Selection Process	VEng (Short) to VEng (Full) Conditional Selection Process	VEng (Full) to VEng (Long)	Open / Notice to VEng (Full)
AGC (MPS)	Offers will be made to all personnel who successfully complete the Detention Specialist Course and transfer to the MPS provided they remain within the CZ window (LoS 3 – 11).	Not available	Offers will be made where there is a requirement to retain specific SQEP.	Offers will be made to all personnel who successfully complete the Detention Specialist Course and transfer to the MPS
SASC	Offers will be made to all personnel who successfully complete the SASC Cadre and transfer to the SASC provided they remain within the CZ window (LoS 7 (1st transfers) – 11)	Not available	Offers will be made only if specific workforce requirements exist as stipulated by the SASC Manning Brick	Offers will be made to all personnel who successfully complete the SASC Cadre and transfer to the SASC
INT CORPS	Substantive Sgt	Substantive LCpl LoS 9 and 11.	Board and Offer based on conversion quotas obtained during Quarterly Manpower Assessment Process (QMAP) Substantive Sgt – WO2. LoS 18 to 23. Recommended in their	Offers will be made only if specific workforce requirements exist as stipulated by the INT CORPS Manning Brick
RAPTC	Offers will be made to all personnel who successfully complete the Class One Physical Training Instructors course and transfer to the RAPTC	Not available	Not available	Offers will be made to all personnel provided they have: Substantive Sgt – SSgt

Capbadge	VEng (Short) to VEng (Full) Automatic Selection Process	VEng (Short) to VEng (Full) Conditional Selection Process	VEng (Full) to VEng (Long)	Open / Notice to VEng (Full)
	provided they remain in the CZ window.			Offers will also be made to substantive Sgt – SSgt who successfully complete the Class One Physical Training Instructors course and transfer to the RAPTIC.
RCAM	Substantive LCpl CEQ Level 1 The conversion offer remains open for 6 months from the date of the annual VEng Conversion board	Substantive Pte CEQ Level 1 The conversion offer remains open for 6 months from the date of the annual VEng Conversion board	Offers will be made only if specific workforce requirements exist as stipulated by the RCAM Manning Brick	Offers will be made only if specific workforce requirements exist as stipulated by the RCAM Manning Brick
Band BG	Substantive LCpl	Substantive Pte in LoS 7 and 8 In exceptional circumstances, offers will be made to meet specific workforce requirements outside of these LoS in consultation with HQBG and unit Chain of Command.	Offers will be made to meet specific workforce requirements.	Offers will be made only if specific workforce requirements exist as stipulated by the Band BG Manning Brick.

2. **Unified Career Management Cohort Criteria.** Irrespective of capbadge, members of a Unified Career Management cohort shall be subject to the conversion criteria for their cohort as follows.

Cohort	VEng (Short) to VEng (Full) Automatic Selection Process	VEng (Short) to VEng (Full) Conditional Selection Process	VEng (Full) to VEng (Long)	Open / Notice to VEng (Full)
UCM Cyber Cadre	Offers will be made upon substantiation in the rank of Cpl, or on assignment into the Cadre in the rank of Sgt, SSgt or WO1.	N/A	Board and Offer based on conversion quotas. LoS 19-23	Offers will be made upon assignment into the Cadre.

Annex B to Chapter 1 of Soldier Terms of Service

PROCESS GUIDE

VERSATILE ENGAGEMENT (VEng) CONVERSION PROCESS

AEL 143

Ch 1 - B-1

AC 64671

VEng (Short) to VEng (Full) - Automatic Selection Process

1. Promotion Board pre-selects individual for promotion to set substantive rank.
2. **APC/UCM** publishes results confirming pre-selection.
3. Unit briefs all pre-selected soldiers that they will be automatically offered conversion on substantiation.
0. Soldier carries out necessary action to substantiate (ALDP) and then soldier substantiates.

Other Selection Process

- a. Soldiers filtered according to Annex A and boarding process conducted if required.
- b. **APC/UCM** publishes results confirming who is to be granted an offer.

Soldier eligible to receive offer

1. Unit compiles Pt 1 to AFB 6848D and RCMO / Chain of Command personally briefs soldier explaining changes to Terms of Service.
2. Annex B is handed to soldier and Pt 2 to AFB 6848D is signed by soldier and briefer.
3. 2 copies of AFB 6848D are made. One handed to the soldier, one placed in unit P File and one sent to APC.

Soldier does not wish to accept offer

1. No further action is required.
2. Soldier may re-enter the process provided they remain eligible.

Soldier accepts offer before cut-off date

Soldier approaches RCMO / Chain of Command and in their presence, signs Pt 3a to AFB 6848D.

1. RCMO / Chain of Command countersigns Pt 3a. A copy of the signed paperwork is given to the soldier.
2. If discharge procedures are underway, the unit is to comment at Pt 3b before sending the AFB 6848D to APC within 2 weeks.
3. Copies of all paperwork and correspondence are to be retained by the **APC/UCM** and within unit P File.

Soldier accepts offer after cut-off date

1. Soldier briefed that they are too late to accept offer.
2. Unit completes Pt 3a and 3 copies are made. One is handed to the soldier, one placed in unit P File and one forwarded to **APC/UCM** for retention.
3. No further action is required.
4. Soldier may re-enter the process provided they remain eligible.

APC/UCM receive signed AFB 6848D

- Within 2 weeks of receipt of form, Career Manager (CM) checks eligibility and completes Pt 4 of AFB 6848D.
- If eligible, CM amends Engagement / End of Engagement Date on JPA and forwards completed Annex D to soldier and unit.
- If ineligible, soldier and unit informed of reason in writing. Copies of all paperwork and correspondence are to be retained at **APC/UCM** and within unit P File.

Soldier has not received a confirmation letter within 40 working days of handing in signed AFB 6848D

1. Soldier informs RCMO / Chain of Command.
2. Unit identify delay in system and informs soldier.
3. Necessary action undertaken.

Annex C to Chapter 1 of Soldier Terms of Service

VERSATILE ENGAGEMENT CONFIRMATION OF CHANGE OF ENGAGEMENT

Name and Service number of soldier

References:

- A. Statutory Instrument 3382 / 2007 – Army Terms of Service Regulations 2007.
- B. [AFB 6848D](#) dated [*Date of soldier's signature*]
- C. Soldiers Terms of Service Publication

1. In accordance with Reference A, you have agreed to an offer of extended Army service and conversion to [*Type of Engagement*]. This agreement is recorded at Reference B and made having had full sight of the engagement Terms of Service detailed at Reference C.

2. JPA has been amended to reflect your new engagement and End of Engagement Date (EED) which is now [*EED*]. You will remain on this new engagement until you leave the Army or are otherwise offered and subsequently agree to additional further service as detailed in Reference C.

3. If you have any questions concerning this letter, please contact your RCMO / Chain of Command in the first instance.

Signature Block

Distribution:

[*Soldier Name and Details*]

Copy to:

[*Unit – to be retained in Soldier's P File*]
APC File

Annex D to Chapter 1 of Soldier Terms of Service**VERSATILE ENGAGEMENT ASSURANCE**

1. **Assurance.** The Army's future structure is only sustainable if the right number and proportion of personnel progress through the VEng career stages. The Chain of Command is key to ensuring the successful implementation of this policy, not only by making sure offers of conversion are made correctly as outlined above, but also by appropriately advising their soldiers and encouraging them to convert in a timely manner where offers have been made.
2. **Unit Assurance – Level 1.** COs are to ensure that an assurance programme (Level 1) is in place which checks unit boards are conducted appropriately where they have been devolved down from APC; that soldiers are being suitably briefed about conversion offers; that they are provided with the completed (Part 1 and 2) [AFB 6848D](#) that individuals are routinely reminded that the conversion offer is available if they have not yet accepted it; acceptances are signed correctly and forwarded to APC in a timely manner; that amendments have been suitably made on JPA by APC; and that P Files hold copies of the forms and letters throughout the soldier's career.
3. **Unit Assurance – Level 2.** An AGC (SPS) inspecting team will provide Level 2 Assurance during the unit G1 Support Inspection.
4. **APC Assurance – Level 1.** Within the APC, Level 1 Assurance shall be provided by CM Branches who are to ensure that:
 - a. Acceptances are recorded centrally;
 - b. AR books are fit for purpose;
 - c. The names of those who are to be offered conversion are sent to the correct unit points of contact;
 - d. Changes to engagement types and the EEDs are correctly amended on JPA and the soldier informed (via [Annex C](#));
 - e. APC Files hold copies of the relevant forms and letters throughout a soldier's career.
 - f. Provide assurance where offers and selections are devolved to unit level.
 - g. Maintain the soldiers JPA record to reflect the outcome of a soldier's decision to refuse the offer of conversion or where offers are not to be made.
5. **APC Assurance – Level 2.** Level 2 Assurance in the APC shall be provided by MS' Assurance team who will periodically audit APC CM responsibilities at para 4.

Annex E to Chapter 1 of Soldier Terms of Service

Policy and Process for Withdrawal of Notice to Terminate (NTT)

Introduction

1. Soldiers who submit NTT **may apply** to withdraw it. The decision to allow the withdrawal will be based on the current workforce environment. Personnel have no automatic right to have **their** application to withdraw NTT accepted.

Policy

2. **Authority.** Hd Pers Pol/DM(A) is the authority to decide upon applications for Withdrawal of NTT. This authority is further delegated to the Army Employment Board and thereafter as follows:

- a. **Soldier CMs.** Soldiers whose request for Withdrawal of NTT is supported by the CoC, WF Plans and CM.
- b. **CM Branch Colonels.** Soldiers whose request for Withdrawal of NTT is not supported by either the CoC, WF Plans or the CM.

Where the CM Branch Colonel considers there to be exceptional circumstances requiring higher-level consideration they may refer the matter to the Army Employment Board (AEB). Advice from WF Pol must be sought when considering whether to refer cases.

3. **Appeals.** Individuals have the right to appeal should they disagree with a decision or how their application has been managed. The authority to consider appeals are as listed below. Individuals retain the right to submit Service Complains in accordance with JSP 831.

- a. **AH WF Pol.** For applications that had previously been decided by the Soldier CM or CM Branch Colonel.
- b. **Army Employments Appeals Board (AEAB).** Where applications were considered by the AEB appeals will be heard by the AEAB.

4. Soldiers serving on an Open or Versatile Engagement must submit their NTT **at least** 12 months prior to transfer to the Regular Reserve. A soldier who has submitted NTT has no automatic right to have any subsequent withdrawal application accepted, specifically if workforce restrictions are in place.

- a. Withdrawal of NTT may be authorised in any of the following cases:
 - (1) The Chain of Command supports the soldier's retention.
 - (2) The soldier is employed in a Rank, trade or competency which is currently or forecast to be in deficit.
 - (3) The soldier possesses a niche skill which is in the interest of the Service to retain. The soldier is warned off to deploy, or is already deployed on operations.
 - (4) Pers Pol (Army) considers that they have exceptional circumstances.
- b. Authority is unlikely to be granted if:
 - (1) The chain of command does not support the application.
 - (2) The soldier's rank, trade or competency has a workforce surplus against liability unless the circumstances described in paragraph 4b to f makes it justifiable to do so.

Administration

5. Process. Soldiers are to complete the proforma at Appendix 1. If supported by the chain of command, the application should be signed by the CO¹⁹ and forwarded to the relevant CM Branch, at the APC.

6. Records of Decisions. Records of decisions made with respect to applications for withdrawal of NTT must be retained on the soldier's P File.

7. Timeliness. Applications are to be submitted and moved up the chain of command with suitable speed to allow the Authority sufficient time to consider prior to the requested release date. Delayed applications will result in delayed decisions. The Army Employment Board meets ten times annually.

8. Duration. Any change to this policy will be communicated by an ABN.

Appendix:

1. Soldier Application Proforma for withdrawal of NTT.

¹⁹ CO's can also consider a cover letter if the application requires a strong justification.

APPENDIX 1 TO ANNEX E TO CHAPTER 1 OF SOLDIER TERMS OF SERVICE

APPLICATION FOR WITHDRAWAL OF NTT

Part 1a (To be completed by the soldier)

No _____ Rank _____ Name _____ Regt/Corps _____ Unit _____
CEG... ..

I submitted my NTT on JPA on ____ / ____ / ____.

I would like to withdraw my NTT because...

Signature...Date.....

Part 1b (To be completed by the Commanding Officer)

I support / do not* support the withdrawal of NTT of the above named soldier.
Comment (a cover letter will be more appropriate where the soldier's circumstances do not meet the criteria detailed in Annex E):

Signature..... Rank.....

Name Date.....

Part 2a – Soldier CM

I support / do not support this application to withdraw NTT.

Comment:

Signature..... Rank.....

Name Date.....

Part 2b – WF Plans (E1MB / SO1 WF Plans / SO2 WF Plans)

I support / do not support this application to withdraw NTT.

Comment:

Signature Rank

Name Date

Part 3 – Col CM Branch (Only required if application not supported at Part 1b, 2a or 2b)

I approve / refuse / am referring this application to withdraw NTT.

Comment:

Signature Rank

Name Date

Annex F to Chapter 1 of Soldier Terms of Service

Application for Early Release

1. **Introduction.** All personnel have an obligation to serve a notice period after submitting notice to terminate (NTT). This policy explains the process for personnel to apply for release from service before serving the full notice period. The default position is that all personnel will be expected to serve their full notice period. The offer of civilian employment is not, in itself, sufficient grounds to authorise early release.
2. **Qualification for pension and/or Early Departure Payments.** All personnel are to seek financial information from unit HR staff relating to eligibility for pension or Early Departure Payments and if necessary independent financial advice, prior to submitting any application to leave the service.
3. **Qualification for resettlement and leave.** Those personnel who apply to leave before the completion of their notice period should expect to relinquish their unspent Graduated Resettlement Time (GRT) and leave entitlement (annual and terminal leave). Service Leavers must be advised by their Chain of Command to make a considered decision, balancing the opportunity for early release and the risks of not taking full advantage of resettlement entitlement. The taking of GRT post discharge will not be approved for the reasons of early release alone. However, if a CO supports an individual's request to take GRT whilst they are still in Service, despite leaving early, then Early Release application form should be annotated as such prior to it being forwarded to APC. The granting of GRT will be confirmed by the Early Release approver and will be authorised by the Individual Education and Resettlement Officer. Access to other resettlement activities, such as Career Transition Workshops, will not be affected by the ERS and may, in some cases, be accessed post discharge in accordance with [JSP 534](#). Terminal leave and unspent annual leave may be taken at the CO's (for soldiers) discretion and is subject to the regulations laid down in [JSP 760](#).
4. **Authority.** DM(A) is the authority to decide upon applications for Early Release and has delegated this authority as follows:
 - a. **APC and UCM Soldier CMs.** Where applications are unanimously supported or not supported by the CoC, Manning Brick and CM, except where the date of requested termination would result in an unexpended RoS/Trg RoS.
 - b. **CM Branch Colonels.** Soldiers whose request for Early Release is not supported by the CoC, Manning Brick or the CM, except where the date of requested termination would result in an unexpended RoS/Trg RoS.
 - c. **Army Employment Board (AEB).**
 - (1) Where the date of requested termination would result in an unexpended RoS/Trg RoS.
 - (2) Where the CM Branch Colonel considers there to be exceptional circumstances requiring higher-level consideration. Advice is to be sought from WF Pol prior to making such referrals.
5. **Appeals.** Individuals have the right to appeal should they disagree with a decision. The authority to consider appeals are as listed below. Individuals retain the right to submit Service Complain in accordance with JSP 831.
 - a. **AH WF Pol.** For applications that had previously been decided by the Soldier CM or CM Branch Colonel.

b. **Army Employments Appeals Board (AEAB).** Where applications were considered by the AEB appeals will be heard by the AEAB.

Criteria

6. Reduction in Notice Period.

- a. The date of early release is to be not less than 6 weeks after the date of the application for early release.
- b. Applications where the soldier would not have completed the minimum service period²⁰ at the point of termination or where there is an unexpended Return of Service / Training Return of Service will normally be refused unless there are exceptional circumstances. Deciding authorities are to seek advice from WF Pol prior to making their decision.

7. **Decision making.** Every application will be considered on a case by case basis. Broadly, the following criteria will inform any decision:

- a. Whether an soldier is employed in a trade competency which is in surplus or deficit against the endorsed Army structure.
- b. The early release and potential gap is supported by the soldier's Chain of command.
- c. The soldier is not committed to operations or standing tasks.
- d. There are exceptional circumstances (advice should be sought from WF Pol)
- e. How early the applicant is wishing to leave. An applicant wishing to leave 6 weeks after submitting NTT is less likely to be successful compared with an applicant applying to leave 4 weeks before their full notice termination date.
- f. Whether the soldier is transferring to another Single Service, or to an FTRS commitment.

8. Factors likely to be detrimental against applications for early release will include:

- a. The individual is subject to any outstanding disciplinary or administrative action; or if the applicant is a respondent in a service complaint.
- b. The early release will result in the non-completion of a training or financial incentive return of service (RoS).
- c. Those pending a decision on medical discharge.
- d. Personnel warned off or selected to deploy, or who are already deployed on operations.
- e. The individual possesses a niche skill which is in the interest of the Service to retain.

9. **Policy.** A soldier who has submitted their NTT may apply for early release. This is considered a privilege rather than a right and the decision on granting early release will depend upon the soldier's individual circumstance. The default position is that individuals will serve their full notice period and early release will not be authorised.

²⁰ Regular soldiers on VEng: 4 years from enlistment or 18th birthday, whichever is later. Regular soldiers on MLSE: 12 months from enlistment.

10. Process. Soldiers are to complete the proforma at Appendix 1. If supported by the chain of command, the application should be signed by the CO²¹ and forwarded to the relevant CM Branch. Advice should be sought from E1 Manning Bricks or WF Pol as required.

Administration

11. Timeliness. Applications are to be submitted and moved up the chain of command with suitable speed to allow the Authority sufficient time to consider prior to the requested release date. Delayed applications will result in delayed decisions. **It should be noted that the Army Employment Board meets on ten occasions annually.**

12. Records of Decisions. Records of decisions made with respect to applications for early release must be retained on the soldier's P File.

Appendix:

1. Soldier Application Proforma for Early Release.

²¹ COs should consider a cover letter to accompany the application if the specific circumstances will require strong justification.

APPENDIX 1 TO ANNEX F TO CHAPTER 1 OF SOLDIER TERMS OF SERVICE

APPLICATION FOR SOLDIER EARLY RELEASE

Stage 1 (To be completed by the soldier with assistance from unit HR staff)

No _____ Rank _____ Name _____ Regt/Corps _____ Unit _____
CEG _____

Prior to NTT, I was due to leave the Army on _____ / _____ / _____.

I submitted my NTT on JPA on _____ / _____ / _____.

Date of enlistment _____ / _____ / _____ Date of 18th birthday _____ / _____ / _____.

I wish to be released early on _____ / _____ / _____.

I understand that, if granted Early Release I may be required to forgo any further entitlement that I have to Terminal Leave, Annual Leave and Graduated Resettlement Time (GRT).

Comment (if representation is to be made to take remaining GRT / leave):

Signature _____ Date _____.

Stage 2 (To be completed by the Commanding Officer)

I support / do not* support the Early Release of the above named soldier. Where I support the application, notwithstanding workforce priorities, I am prepared to stand the gap up to 1 year from NTT date.

Comment (consider cover letter if you feel strong justification is

required): I support the retention / loss of GRT to facilitate Early

Release. Comment:

Leave is / is not* approved as follows:

Signature _____ Rank _____.

Name _____ Date _____.

Stage 3a (To be completed by the Manning Brick / WF Plans

I support / do not support the Early Release of the above named soldier.

Comment (Summary of relevant WF situation):

Signature.....Rank.....

Stage 3b (To be completed by the APC CM)

The applicant's requested termination date would / would not leave an unexpended RoS / Trg RoS.

I support / do not support the application for Early Release of the above named soldier (if not supported refer to Col CM Branch)

Comment (*attach advice received from E1 Manning Brick or other relevant party as required*):

Signature.....Rank.....

NameDate.....

Stage 4 (To be completed by the Col CM Branch

I support / do not support / wish to refer to the AEB the application for Early Release of the above named soldier (if not supported refer to Col CM Branch).

Comment (*if referring to the AEB state the exceptional or contentious circumstances*):

Signature.....Rank.....

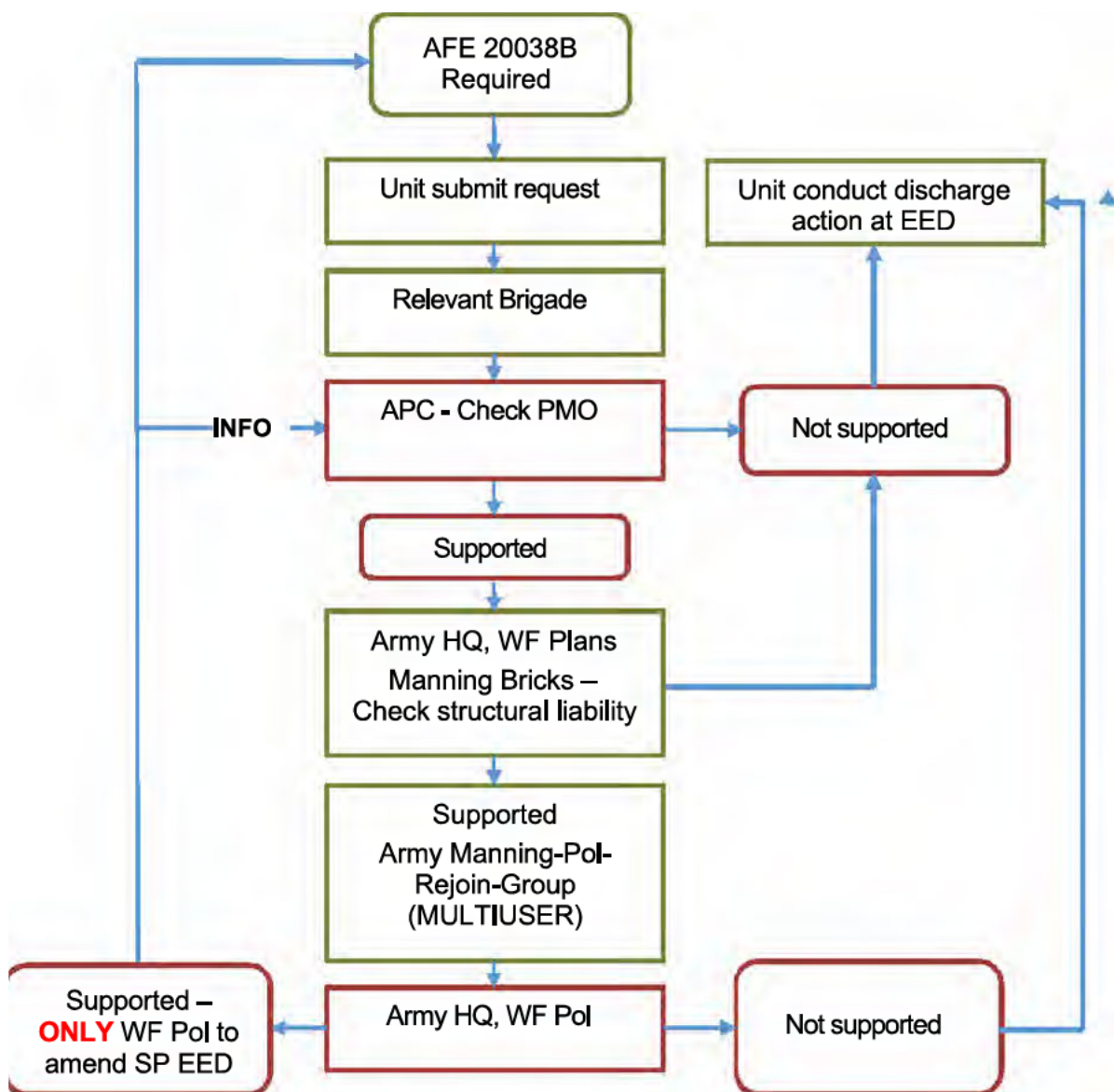
NameDate.....

Annex G to Chapter 1 of Soldier Terms of Service

PROCESS GUIDE

RESERVE OVERAGE EXTENSION PROCESS

SPs who are above the NRA may re-engage if their retention is considered to be in the interests of the Service. Units are to submit AFE 20038B through their functional Chain of Command to the relevant CM Branch, APC not more than 12 months before the SP EED. The application must be with WF Plans not less than 3 months before the SP's EED. Units should utilise the Data Quality MISR330001 on the JPA Dashboard to monitor OAEs.



CHAPTER 2 – SOLDIER CAREER PLANNING AND PROMOTION POLICY

PART 1 – GENERAL CONCEPT

Introduction

02.01. This instruction covers the promotion rules for both Regular and Reserve soldiers. It complements the basic instructions contained within Queen's Regulations 1975 and Reserve Land Forces Regulations. Where a paragraph only applies to a Regular or Reserve soldier this will be made clear at the start of the paragraph.

02.02. Soldier career planning for Regular soldiers is based on a 24 year engagement. Throughout this period soldier career planning will continue to consist of the following essential features:

- a. A target structure with supporting management plans for measuring and regulating promotion opportunities.
- b. Control of continuance and extensions beyond 24 years.
- c. A promotion policy based normally on merit, but tempered where necessary by seniority and length of service, with the object of avoiding promotion blockages and of achieving an even flow of promotion each year.
- d. A comprehensive system of appraisal reporting.

02.03. Reserve soldier career planning is based on an initial 12 year engagement and then subsequent volunteer service until the Normal Retirement Age (NRA).

02.04. Terms and Definitions. The following terms are used in this instruction:

- a. **Soldier.** Throughout the Chapter the term soldier embraces the rank range Private to Warrant Officer Class I.
- b. **Main Trade for Pay.** All OR trades that receive Core Pay are grouped into Main Trades for Pay (MTfPs), and each MTfP is allocated to a Pay Supplement, which determines the rates of additional pay linked to that Pay Supplement. MTfP are also used as a mechanism for career managing trades and groups of trades.
- c. **Career Employment Qualification.** For management purposes MTfPs may be further split in sub-sets linked to Career Employment Qualification (CEQ). Promotion may be gained either within a specific CEQ or, more normally, within the wider MTfP.

General Concept

02.05. Career planning in the short and long term is necessary to ensure that the Army's need for NCOs and WOs is met and to offer soldiers the best possible career prospects consistent with their ability. To serve the interests of all soldiers, this planning seeks to achieve an even flow of promotion each year and to avoid blockages by means of a regulated promotion policy. Army Reserve current promotion is based on vacancy. There is no planned flow of promotion or quotas set. Career Management and career progression is the responsibility of their Commanding Officer.

02.06. WF Plans, in conjunction with each Arm and Service, plan the target level of Regular promotion opportunities, including commissioning, within the limits of the Army workforce requirement. This is to match the necessary experience and ability required in each MTfP and rank. Once these target prospects are established, the relevant Career Management (CM) Soldier Branches exercise control over the entire range of soldier career administration. In particular, promotions, transfers, control over length of service and the granting of continuance beyond the normal end of engagement point, to ensure that the level of opportunities is consistently maintained. Promotion quotas at each rank and by Capbadge will then be authorised by AH WF Plans **or their UCM equivalent** on an annual basis.

02.07. Army Reserve promotions are vacancy based for both E1 (capbadge) and E2 (pan – Army) vacancies and length of Service is managed by the existence of the Normal Retirement Age (NRA), for Reserve Soldiers.

02.08. The prospects within a MTfP are largely determined by its structure and future vacancies and, apart from major fluctuations in Army requirements, these are influenced by run out, retirement and wastage. The pattern of outflow varies according to the number of soldiers wasting out or reaching specific length of service points and, for senior ranks in particular, their end of engagement. A direct relationship exists, therefore, between prospects, recruiting, vacancies, outflow and length of service. Consequently it is necessary to regulate the number of soldiers in the Regular Army who are promoted or allowed to serve on, having regard to their capabilities and length of service. Without this control, future vacancies cannot be assured and blockages may occur affecting the number and prospects for future promotions.

02.09. In accordance with the procedure outlined above, selection for promotion will normally be made on merit from those who are eligible by being qualified, recommended and meeting special to Arm or Service requirements. The selections made may be regulated where necessary in the career structure interests of the entire MTfP. The overall framework for measuring and regulating soldiers' prospects to satisfy the Army's workforce requirement and the ambitions of the soldier is the target structure and management plan system.

02.010. Responsibility. The overall responsibility for soldier career planning, within the guidelines laid down by the Ministry of Defence, remains with Hd Pers Pol (Army) in their capacity as Director Manning (Army) (DM(A)). Any capbadge **or UCM cohort** promotion policy must be agreed by Pers Pol (Army) prior to publication. The control of planning and management will normally be vested in the appropriate Soldier Branch within the Army Personnel Centre (APC) **or Unified Career Management (UCM)²² cohorts within the Lead Command's UCM cell, overseen by the relevant Col CM or equivalent.**

02.011. The Target Structure. Within each Capbadge **or UCM cohort**, the future workforce requirement is estimated for each capbadge and is depicted as a structure covering **all required ranks**, set against a years of service scale, showing:

²² UCM allows for tri-Service cohorts of the same or similar specialisations to be managed centrally under a nominated Lead Command. Whilst the APC remains the Service Manning Authority for the Army, UCM cohorts act as both Career Managers and Workforce Planners/Manning Bricks for the specified cohort. Members of UCM cohorts remain subject to Army Personnel Policy.

- a. The number of posts in each rank as determined by the tasks and responsibilities of the Capbadge or UCM cohort concerned.
- b. An estimate of intake, run out, wastage, transfers and commissions by rank and year of service.
- c. Target numbers for promotion and zones related to length of service, within which promotions should normally occur, to provide reasonable chances and speeds of promotion consistent with ability.
- d. The distribution of strengths by rank and length of reckonable service, i.e. the workforce structure, which will enable the target prospects to be achieved.

02.012. The future workforce requirement for Army Reserve is estimated and planned by Reserve Unit, not capbadge due to the geographical nature of the organisation, set against:

- a. The number of posts in each Unit determined by the tasks and responsibilities of the organisation.
- b. An estimate of inflow and outflows for the unit.
- c. There are some differences to this where a Demand plan is based on Workforce Requirement and current strength. Direction will be given to Units in these cases.

02.013. The resultant structure viability is assessed through annual sustainability checks and represents the workforce requirement for each capbadge some years ahead and provides the main guide in constructing management plans. The target promotion zones indicate the desirable progression through the ranks for the career soldiers. Where major changes occur in workforce requirements, or the pattern of outflow, it will be necessary to update target structures.

02.014. Management Plans. Regular Army only. These are normally prepared annually (and updated quarterly) by forecasting the workforce strength 10 years ahead and comparing it with the target structure. This comparison will expose the extent, if any, of promotion blockages or structural imbalances and indicate where measures should be taken for the benefit of the capbadge as a whole. The plan so formulated should guide the promotion and recruiting policy plans for that year.

02.015. For Army (non-UCM) cohorts the 4-Ball²³ are responsible for producing and periodically updating the management plans for each of their capbadges and producing guidelines on promotion policy, control over length of service and continuance requirements. The main considerations to be taken into account in deciding the promotion advice for each rank are:

- a. An estimate of promotable quality from the rank under consideration.
- b. A forecast of the number of vacancies in the rank above having taken into account all outflow from that rank.
- c. A distribution of vacancies by comparison with the target structure strength requirement to ascertain the areas where promotions should be made.

02.016. From these considerations, promotion plans for each rank can be formulated, showing the numbers of promotions that might be made on merit. For ease of control and comparison with target structures, promotion plans will group recommended promotions by completed years of adult

²³ DPERS, APC, Corps Cols and Hds of Capability.

service as at 1 Apr each year. In general, promotion plans will allow for soldiers of average ability to be promoted at normal speeds, with promotion for outstanding or less able soldiers to be achieved at faster or slower speeds as appropriate. However, where necessary, the plans may be changed from year to year to allow for short term commitments, to correct workforce imbalances or to allow for a lack of promotable quality.

PART 2 – PROMOTION POLICY

02.017. The promotion policy outlined is applicable to all vacancy systems including those where the number of posts have been determined on a quota basis. Rules for time promotion are to be applied where applicable, in accordance para 02.033

02.018. Promotion selection board procedure starts at Pte rank depending on Arm or Service policy. The procedures can be split into three essential elements of:

- a. Eligibility for selection.
- b. Selection on merit, which may incorporate consideration of experience in the rank.
- c. Regulating procedures in the interests of future prospects.

02.019. Final Approval. All promotions and appointments are conditional on final approval by the relevant CM branch at APC, or **UCM CM branch**.

02.020. Eligibility for Selection on Vacancy Promotion. To be considered for substantive promotion soldiers must normally:

- a. Have a positive recommendation for promotion in their latest Soldier Joint Appraisal Report (SJAR).

b. Transferees. (Army Reserve only) Any soldier who has had a change of Terms and Condition of Service (TACOS) is required to have a minimum of one Army Reserve SJAR **in their new TACOS** to run to a promotion board **if qualified in all other respects**. By exception a Reservist who has a minimum of one report as a Regular Reserve does not require a minimum of one Army Reserve report to filter in for promotion.

- c. Have the necessary minimum service or reports in rank²⁴ (to obtain experience as required by their Arm or Service). If, in the interests of the Service, it is considered that an individual should be promoted with less than 12 months' residual service, a case should be made by the relevant CM Branch to Deputy Military Secretary APC²⁵ who may approve on a case by case basis.

- d. Hold the necessary educational, military, medical, employment and special qualifications as laid down in ACSO [3234](#) and [3225](#), **QR(Army)** and Capbadge instructions.

- e. Not be in captivity. A soldier is not eligible for substantive promotion by vacancy while they are in captivity. However they are to retain their selection and, provided they are recommended for promotion within 12 months of joining a unit for duty after release from captivity they are to be considered for promotion into the first available vacancy, and if selected, their seniority is to be adjusted to the position they would have held had they not been taken prisoner.

02.021. Eligibility for Selection on Time Promotion. Soldiers will become eligible for time promotion as follows:

²⁴ Only Appraisal Reports in substantive rank are counted for promotion board filtering purposes.

²⁵ For soldiers in UCM cohorts authority should be sought from Army WF Pol

- a. On completion of all mandated CLM/ALDP and capbadge training for the next rank as laid down in ACSO [3234](#) and [3225](#), **QR(Army)** and Capbadge instructions.
- b. When they have served the mandated time period as stated in Table 2 – Time Promotion.
- c. A positive recommendation for promotion in their current²⁶ Soldier Joint Appraisal Report (SJAR).
- d. Any delay of completion of the criteria stated above will result in the delay of the promotion of the soldier.

02.022. Eligibility for selection of Regular soldiers who have submitted their NTT.

Soldiers who have submitted their notice to terminate (NTT) to end their current engagement early remain eligible to be selected for promotion, both before and after the application has been authorised. Such soldiers are not to be considered differently by the relevant promotion selection board. The parent unit is under no obligation to load soldiers who have submitted their NTT onto courses which would award qualification necessary to make them eligible for promotion, but may do so through mutual agreement with the soldier. Soldiers under NTT will only become ineligible for selection if they have less than 30 calendar days of residual service remaining.

- a. Subject to any workforce restrictions, soldiers who have submitted their NTT but are selected for promotion will be notified of their selection in the normal way. Soldiers are then given a period of 30 calendar days, from the date of promulgation to withdraw their NTT to become eligible for substantive promotion. **After this period they will be considered to have been automatically de-selected.**
- b. Where workforce restriction prevent soldiers from withdrawing their NTT, their selection for promotion is not to be promulgated publicly. The results may be communicated to the soldiers by **their CM** through the unit CoC.
- c. Where soldiers have submitted their NTT and do not wish to withdraw it or where workforce restrictions prevent the withdrawal of the NTT, the next soldier on the reserve list is to be offered promotion. This offer is to be generated by the **APC/UCM** and made through the unit chain of cmd. If the soldier on the reserve list has also submitted their NTT then the processes above are to be repeated.
- d. **If a soldier submits their NTT subsequent to their selection for promotion then they will be automatically de-selected at the point of acceptance. If the soldier subsequently withdraws their NTT they may be added to the reserve list.**

02.023. Residual Service. **Soldiers must have 12 months' residual service to be eligible for substantive promotion. For Regular soldiers this is calculated from the beginning of the promotion year. For Reserve soldiers this is calculated from the date of assignment in the higher rank.** If in exceptional circumstance, in the interests of the Service, it is considered that an individual should be promoted with less than 12 months residual service, a case should be made by the relevant Career Management Branch APC to Deputy Military Secretary APC who may approve on a case by case basis. **UCM Career Management Branches should submit cases to WF Pol.** Reserve Overage extensions do not count towards residual service.

02.024. Opportunities for Accelerated Promotion. Soldiers graded with a potential recommendation of 'Exceptional for promotion one rank up' in their Annual Report, Short Tour or Duty Period (STDP) report and Special Circumstance report (in lieu of an Annual Report) will be considered for early promotion, providing they have completed the required military training and

²⁶ Army Reserve Appraisal Reports are considered current for the two consecutive promotion boards that follow the reporting period.

education for their current rank without having to be formally accelerated into the field for selection. This is recognised by both the target structure zones and management plans, which are designed to allow for a proportion of exceptional soldiers to be promoted at faster speeds than average. Soldiers graded 'Exceptional' will compete on merit with all those eligible for promotion who are considered by the promotion selection board and will be subject to the same controlling considerations. No other capbadge policy, processes or restrictions are to be implemented in addition to this policy.

02.025. Selection. Having assessed the expected number of vacancies, the promotion board should normally make a preliminary selection on merit of those eligible for promotion. Seniority in the rank is a measure of the experience gained in that rank and as such a consideration in this selection process. The extent to which experience or rank seniority is reflected in the overall merit assessment of individual soldiers is a matter for the respective Arm or Service since the employment requirements may demand a different ratio of ability and experience.

02.026. Promotion years. Regular Soldiers only. Once a soldier is selected and notified of promotion, the following promotion years in Table 1 apply to all capbadges. Substantive promotion outside of these promotion years should only be in exceptional circumstances.²⁷

Serial	Rank	Promotion Year	RCAM	UCM Cyber Cadre
1	Pte – LCpl	1 Oct – 30 Sep	2 Apr – 31 Mar	1 Apr – 31 Mar
2	LCpl – Cpl	1 Oct – 30 Sep		
3	Cpl – Sgt	1 Oct – 30 Sep		
4	Sgt – SSgt	1 Apr – 31 Mar		
5	SSgt – WO2	1 Apr – 31 Mar		
6	WO2 – WO1	1 Apr – 31 Mar		

Table 1: Promotion Years

Substantiation

02.027. Substantiation. Promotion in the Army is regulated by vacancies. Having been selected as suitable for promotion, a soldier **must be qualified for the next rank** and assigned into a post in the next substantive rank in order to promote.

02.028. Army Reserve substantive promotion to warrant officer and non-commissioned rank is to be made by the CO on the written recommendation of the sub-unit commander following a selection board, assignment of the soldier into a vacancy on the authorised establishment of the unit and completion of the required qualifications for the next rank. Army Reservists are to complete the required ALDP and capbadge training within 24 months²⁸ from the date of assignment. Where such training is not completed within specified timelines the soldier is considered to have been de-selected and is to be assigned into a post of their substantive rank.

02.029. Promotion to the rank of warrant officer or non-commissioned rank must be approved by the Career Management authority who will enter it on JPA, at which point the promotion is complete and final.

02.030. When promotion to the substantive rank of warrant officer has been approved, application is to be made by the relevant Career Management Branch to the Defence Business Services (DBS) for the preparation and issue of a warrant.

²⁷ RCAM and UCM Cyber Cadre are exempt from the harmonised soldier MS year. For UCM Cyber Cadre promotion to WO1 is direct from SSgt. See JSP 757 Part 2 Vol 2 Annex M.

²⁸ Extensions may be granted upon application to APC.

02.031. Rank-Ranged Posts. Occupation of a Rank-Ranged post in the lower rank does not imply a vacancy at the higher rank. In line with **QR(Army)** and JSP 754, Acting Higher Rank is only permitted in the lower rank of any Rank-Ranged post. Personnel selected for promotion may be substantively promoted in a Rank-Ranged post once appropriately qualified and assigned in their new substantive rank. **Such posts will routinely be filled in the lower rank. Where there is no NCO available or suitable to fill the lower rank, the post may be filled by an NCO in the next higher substantive rank.**

02.032. Seniority. Seniority in the Army is to reckon from the date of promotion to that rank. However soldiers who promote substantively whilst holding the same acting rank will be granted seniority from the date of the grant of acting rank **or the start of the promotion year, whichever is the later.**

Time Promotion

Reckoning of Service for Time Promotion

02.033. Employment in a trade listed in the Time Promotion Table 2 shall count as reckonable service for time promotion in that employment once qualified. Additionally, the following service may also count:

- a. Former service in a vacancy listed in the Time Promotion Table, on a current or previous Regular engagement or as a member of the Reserve on mobilised service.
- b. Service as an emergency commissioned officer which immediately followed service in an employment listed in the Time Promotion Table.
- c. Service as an Army pilot or as a member of the Special Air Service.
- d. Non-regular mobilised service. The admissible amount of such service shall be restricted to the amount necessary to qualify for the first step in promotion prescribed in the time promotion table.

Non-reckonable service for Time Promotion

02.034. The following service shall not count as reckonable service for time promotion:

- a. Any period of service not admissible as “reckonable service” as listed in JSP 754.
- b. In the case of soldiers reduced in rank on time promotion under Armed Forces Act 2006 by court martial or by their commanding officer following a charge heard summarily, or in accordance with section 332 of the Armed Forces Act 2006, only service accrued after the date on which the warrant officer or NCO was reduced will count as reckonable service for promotion except as provided for in **QR(Army)** para 9.185.
- c. For a soldier with former service in an employment referred to in the time promotion table, who rejoins or is recalled to the Colours, but who is not immediately qualified for their former rank – any service between the date of rejoining and the date of re-qualification in that rank.
- d. Service in a Senior Soldier Continuity Post.

02.035. If a soldier on time promotion promoted to the rank of Lance Corporal in accordance with the time scale is reduced in rank by their commanding officer, they may subsequently be re-promoted after a 12 month period on the recommendation of their commanding officer through a positive recommendation for promotion in a SJAR. On re-promotion the service rendered in the rank of

Lance Corporal before their reduction shall not be allowed to reckon for the purpose of subsequent promotion.

02.036. Unless granted dispensation by their respective Regt/ Corps Colonel, soldiers who do not complete the appropriate ALDP training and education for their minimum rank for trade or are reduced in rank below the minimum rank for trade will be required to transfer to an alternate Main Employment for Trade or Capbadge.

02.037. A soldier eligible for promotion by time who becomes a prisoner of war may continue, during their period of captivity, to be granted promotion by time. Such promotion shall be reviewed at the end of the period of 12 months' from the date on which the soldier is taken on the strength of a British unit after the soldier's escape or release from captivity. If the soldier then fails to fulfil the qualifications appropriate to their new rank or appointment, the soldier shall revert from the day following the completion of the 12 months period defined above, to the substantive rank held at the time of capture or to the rank or appointment for which the soldier is qualified.

02.038. Time Promotion Restriction. A soldier promoted by time shall not be eligible for promotion by vacancy unless it is intended that they are to perform a duty in the vacancy into which they are promoted and cease to be subject to promotion by time. Should they at any future date assume an appointment with the agreement of APC where promotion is governed by time their rank is to be assessed in accordance with the conditions laid down in this policy.

02.039. Time Promotion Table. The trades listed below may be promoted to the rank specified on completion of the requisite number of years of reckonable service and meeting the criteria at para 02.021.

Se	Main Trade for r Pay	Arm or Service	Rank on appt to trade/ qualification	Pte LCpl	LCpl Cpl	Cpl – Sgt	Sgt SSgt	SSgt – WO2
1.	Biomedical Scientist	RAMC	Cpl			2 years from Class 1		
2.	Environment Health Technician	RAMC	LCpl		1 year from Class 2	2 years from Class 1		
3.	Operating Department Practitioner	RAMC	LCpl		1 year from Class 1	3 years from Class 1		
4.	Radiographer	RAMC	Cpl			3 years from Class 1		
5.	Cyber Operators (Reserve)	R SIGNALS	LCpl			1 year from Cpl and completion of CI 1		

Table 2: Time Promotion

02.040. Trades Granting Rank on Qualification/Appointment – With No Further Time Promotion. The below trades may be promoted to the rank specified therein on completion of the requisite trade qualification.

Ser	Main Trade for Pay	Arm or Service	Rank on appt to trade/ qualification	Rank on appt to trade/ qualification	Comment
1.	Clerk of Works (C, E and M)	RE	SSgt	N/A	
2.	Military Plant Foreman	RE	SSgt	N/A	
3.	ME (Infra) (Res) Selected on Engineer Leadership Board	RE	N/A	SSgt	
4.	Foreman of Signals	R SIGNALS	SSgt	N/A	
5.	Yeoman of Signals	R SIGNALS	SSgt	N/A	
6.	Yeoman of Signals (Electronic Warfare)	R SIGNALS	SSgt	N/A	
7.	Foreman of Signals (Information Systems)	R SIGNALS	SSgt	N/A	
8.	Electronic Warfare Systems Intelligence	R SIGNALS	LCpl	N/A	
9.	Information Services Engineer	R SIGNALS	LCpl	N/A	This MTfP will be removed from this table on next update in line with Higher Starting Pay Increment implementation. ²⁹
0.	Special Forces Communicator	R SIGNALS	LCpl	LCpl	From 1 Apr 19
1.	Mil Police	AGC (RMP)	LCpl	N/A	
2.	Custodial Staff (MPS)	AGC (MPS)	Cpl	N/A	
3.	Operator Military Intelligence	INT CORPS	LCpl	LCpl	
4.	Operator Technical Intelligence	INT CORPS	LCpl	N/A	
5.	Artificer – All Disciplines	REME	SSgt	SSgt	
6.	PTI	RAPTC	Sgt	Sgt	
7.	Registered Veterinary Nurses	RAVC	LCpl	N/A	

²⁹ UKTAP Info Svcs Engrs starting Initial Trade Training (ITT) course CEBR on or before 31 Mar 20 will be promoted to LCpl after gaining Comm Sys Engr Class 3 and PNCO/ALDP competences.

GURTAM Info Svcs Engrs from the same Recruit Intake (RI19) are recognised as numbris and will be treated the same to maintain kaida. All of RI19 Info Svcs Engrs on CEBR courses will leave training as Signallers, even if one course started on or before 31 Mar 20 and one afterwards.

Those SP who start ITT on or after 1 Apr 20 will not be granted rank on qualification; all will leave as Signaller in line with others in Cyber Engineer grouping.

Ser	Main Trade for Pay	Arm or Service	Rank on appt to trade/ qualification	Rank on appt to trade/ qualification	Comment
18.	Pilots	AAC	Sgt	N/A	
19.	Registered Nurse (Adult and Mental Health)	QARANC	Cpl	Cpl	
20.	Registered Nurse (Child and Midwife)	QARANC	N/A	Cpl	
21.	Pharmacy Technician	RAMC	LCpl	LCpl	Both Direct Entry and Direct Entry (Qualified)
22.	Dental Nurses	RADC	LCpl	LCpl	
23.	CMT (Paramedic)	RAMC	NA	Cpl	On completion of NQP and in a Paramedic PID.
24.	Technician (Electronic, Avionic and Aircraft)	REME	LCpl	N/A	
25.	Bandmaster	RCAM	SSgt	N/A	
26.	Ammunition Technician	RLC	LCpl	LCpl	
27.	Photographer	RLC	Cpl	Sgt	
28.	Systems Analyst	RLC	Sgt	N/A	
29.	Army Welfare Worker	AGC(SPS)	Sgt	N/A	
30.	Management Accountant	AGC(SPS)	SSgt	N/A	On completion of the Strategic level ICS

Table 3: Minimum Rank for Trade

02.041. Trades Granting Rank on Completion of a Period of Probation. The below trades may be substantively promoted to the rank specified therein on successful completion of a period of probation in role.

Ser	Main Trade for Pay	Arm or Service	Rank on completion of probation	Rank on completion of probation (Reserve)	Comment
1.	UCM Cyber Cadre	Any	Cpl	N/A	

Promotion whilst on maternity or shared parental leave

02.042. Promotion whilst on maternity or shared parental leave. Occupational Health, APC should be the first point of contact to check on extant policy for officers or soldiers on Maternity Leave (ML).

a. When selected for promotion. If a soldier is selected for promotion, but is unable to assume an appointment in the higher rank due to being on maternity leave or shared parental leave, then they must be promoted in Acting Rank on the last day of the appropriate promotion year. Training and education should be completed within ALDP timelines on their return otherwise their promotion will be cancelled and they will be reverted back to their previous rank by APC/UCM.

b. When selected for promotion and awarded an appointment. If a soldier is selected for promotion and has been selected for an appointment on a set date, but they cannot take up the appointment in the higher rank due to being on maternity leave or shared parental leave, then they must still be promoted in Acting Rank on that date. Training and education should be completed within ALDP timelines on their return otherwise their promotion will be cancelled and they will be reverted back to their previous rank by APC/UCM.

c. Should a soldier be awarded an appointment, but is below the minimum Medical Employment Standard (MES) standard required for the post on return from ML and unlikely to return to that minimum MES standard, they may be offered an equivalent post which would offer a similar level of career progression and profile. Should their assignment date change because of this new assignment and is linked to promotion, the soldier should promote in Acting Rank on their original assignment date.

d. Soldiers on Time Promotion. Soldiers who meet the requirements to promote on time promotion but are on maternity leave or shared parental leave should promote on their anticipated date.

Those soldiers who are on time promotion and are unable to complete the required ALDP training and education to promote due to being on maternity leave should promote in Acting Higher Rank (AHR) on their anticipated date. This is a WF Pol approved exception to the limitation for those on Time Promotion. Should they fail to complete the required training and education within existing ALDP timelines, their promotion shall be cancelled and they will be reverted back to their previous rank by APC. For Acting Rank, the soldier must not be assigned to the Higher Rank of a Rank-Range PID in accordance with JSP 754.

Promotion for distinguished service

02.043. A soldier may be granted substantive promotion for distinguished or exceptional service, subject to the approval of the Defence Council.

02.044. Where promotion is governed by the procedure in this policy, a soldier may be promoted up to and including the rank of Sergeant, provided that the establishment is not exceeded by more than five per cent and that soldiers so promoted are absorbed in the vacancies to which they would have succeeded in the ordinary course.

Acting Rank

02.045. Acting Rank. The rules for the granting of acting rank for soldiers on merit based promotion are laid down in **QR(Army)** paras 9.147 - 9.158 and JSP 754. A soldier employed on time promotion shall not be granted paid Acting Rank without the authority of Pers Pol (Army).

02.046. Deferment of assignment or promotion as a result of disciplinary or AGAI 67 proceedings. See AGAI 62 para 62.233 – 62.243.

Control Over Length of Service - General

02.047. Regular soldiers only. To safeguard the promotion opportunities for Regular soldiers it may be necessary for the APC to restrict the number of soldiers serving beyond certain length of service points because they are blocking promotion. The APC has the power under **QR(Army)** para 9.413 to terminate the service of soldiers at the end of 3, 6, 9, 12 or 15 years' service of an Open or Versatile Engagement if their continued employment will cause unacceptable difficulty or block promotion. **UCM authorities seeking to utilise this provision must submit a request to APC through Pers Pol (A).**

02.048. Pers Strat (Army) and the 4-Ball³⁰ will jointly consider the question of control on length of service as part of their annual review of **Army (non-UCM)** management plans through the QMAP. This review will ascertain the degree of workforce imbalances and identify the numbers by rank, capbadge and years of service.

02.049. Having assessed the need for and, if appropriate, the degree of restriction necessary, action will then pass to the appropriate MS Soldier Branch who should review the appraisal reports of soldiers whose employment is causing significant difficulty and institute discharge procedures when appropriate.

02.050. Commanding officers are to submit special reports, as requested by the CM Branch of those soldiers who they believe have reached their ceilings or whose employability is limited.

02.051. Having identified those soldiers with limited employment or promotion prospects, the relevant CM Branch is then to formally board them taking account of the view and judgement of the soldier's CO. Such soldiers are always to be offered the alternative of applying for transfer to another MTfP or capbadge. Only where it proves impossible to place the soldier should discharge be considered.

02.052. Any Regular soldier whose service is so terminated is to be given 12 months' Notice of Termination. The soldier will be entitled to the same terminal benefits as if they had given notice to leave at that point.

02.053. Reserved.

Retrospective Grant of Rank

02.054. Retrospective promotion is not normally to be authorised as it would be financially improper for a soldier to be paid the salary and emoluments of a higher rank when they have not carried out the full duties and responsibilities of that rank. However, where the soldier has fulfilled these requirements, or there has been an error, CM Branch Cols may retrospectively authorise up to six months. Authority for periods beyond six months sits with DMS, **or WF Pol for UCM cohorts.**

02.055. The terms 'rank' and 'promotion' used in this section apply to substantive and acting rank, except that agreement to the retrospective grant of acting rank can never be given for a date earlier than that on which a soldier took up the duties of the higher rank.

02.056. The exceptional occasions when retrospective promotion may be approved are listed below:

³⁰ DPERS, APC, Corps Col and Head of Capability

a. **Time Promotion.**

(1) **Qualified and Recommended Soldiers.** When, solely through administrative error, time promotion has not been authorised at the correct date, full retrospection of seniority may be authorised with all the accompanying benefits of seniority, pay and allowances.

(2) **Special Operational Employment.** On the rare occasion when, solely because of special operational employment, a soldier subject to promotion by time is prevented from becoming qualified by their due date for substantive promotion they may be granted the Acting Rank to which they would otherwise be entitled at the discretion of the relevant CM Branch Col. **CM Branch Cols must satisfy themselves the generating TLB lacks capacity to rotate the soldier, or this is prevented due to the nature of the operation.** This is a WF Pol approved exception to the limitation of AHR for those on Time Promotion. They will be given 12 months from the date of ceasing their special operational employment in which to obtain the necessary qualifications. Subject to successfully gaining the necessary qualifications full retrospection of seniority may be authorised.

b. **Vacancy and Time Promotion.** When, solely through administrative error, a soldier's promotion has not been authorised, full retrospection of seniority may be authorised but retrospection of pay, allowances and non-effective benefits will be limited to one year.

(1) **Delay in the Promulgation of Qualifying Examination Results.** When a promotion has not been authorised at the correct time because the result of a qualifying examination has not been published for solely administrative reasons, consequential benefits will be admissible as though the promotion had taken place at the due date, which will be the effective date of promotion.

(2) **Delay in the Promulgation of a New or Revised Establishment.** When due to the delay in the promulgation of a new or revised establishment or amendment of an existing establishment, a soldier's promotion against an established vacancy has not been authorised but the soldier has been carrying out the duties of a higher rank, retrospection of pay, allowances and non-effective benefits will be limited to one year or the effective date of implementation, whichever is the later.

Promotion Authority – Retrospective Cases

02.057. Reserved.

02.058. When it is discovered that a promotion has been delayed through oversight or error it may be authorised by the Soldier Branch concerned for a period not exceeding 6 months, provided that the soldier is in all respects fully qualified and recommended for promotion. Where it is considered that the soldier's promotion should be retrospective beyond 6 months the case is to be forwarded to DMS, **or WF Pol for UCM cohorts.** The following details are to be provided:

- a. An explanation why the promotion was delayed.
- b. A statement of the measures taken to prevent a recurrence.
- c. The rank and date originally due for promotion.

02.059. When promotion has not occurred due solely to the delay in promulgation of a new or revised establishment, or amendment to an existing establishment, it may be authorised by the soldier's promotion authority for a period not exceeding six months, provided that the soldier is in all respects fully qualified, recommended for promotion and a vacancy exists. When it is

considered that the soldier's promotion should be retrospective beyond six months the case is to be forwarded to DMS, **or WF Pol for UCM cohorts.**

Overbearing by Rank

02.060. The term 'overborne by rank' applies to all cases where a soldier is held against a post of a lower rank than their current substantive rank.

02.061. In general assignment authorities are to make every attempt to fill posts with soldiers of the correct rank that can be expected to complete a normal tour before they are due for promotion. Exceptionally there will be a need for soldiers to be overborne by rank and the procedure detailed at para 02.062 is intended to deal with cases which arise when:

- a. A assignment authority wishes to assign a soldier of a higher substantive rank than the rank for which the post is established;
- b. A soldier is selected for substantive promotion part way through a tour and away from their parent Arm or Service;
- c. A post is downgraded in rank part way through a soldier's tour.

02.062. In no case will authority be given for a soldier holding acting rank to be overborne by rank.

02.063. Applications by assignment authorities to overbear soldiers by rank are to be forwarded to Pers Pol (A). Each application is to contain the following details:

- a. Number, rank, name and regiment/or corps of the soldier concerned.
- b. Rank and post the soldier is filling, or is to fill.
- c. Substantive rank to which the soldier is to be promoted (if applicable) and the effective date.
- d. Reason why the soldier should be posted to or remain in the post.
- e. The dates for which authority is requested.

02.064. In cases which are approved, the authority to overbear a post by rank will be issued to the assignment authority by WF Policy within Pers Pol (A).

Reversion in Rank

02.065. Voluntary Reversion. A warrant officer or NCO may, with their CO's consent, voluntarily revert to a lower rank. The soldier should be made aware that under JSP 754 Tri-Service Regulations for Pay, voluntary reversion in rank will result in them being assimilated into pay scales in such a way as to achieve at least a 2% reduction in pay from that in issue on the day before voluntary reversion in rank. A certificate signed by the soldier and personally countersigned by the CO that the reversion is voluntary is to be attached to the soldier's documents and the CO is, before consenting to such reversion, to be satisfied that there is no disciplinary action pending or outstanding against the warrant officer or NCO. Seniority in the rank to which they revert is to count from the date of their original promotion to that rank, and to take into account time spend at the higher rank. The warrant officer or NCO will remain ineligible for further promotion until such time as the APC/UCM receives an application from the soldier, countersigned by their CO, stating that they wish to be reconsidered for promotion under normal rules. When re-promotion is approved seniority in the new rank is to reckon from the latest date of such substantive promotion

to that rank. Soldiers taking up an FTRS commitment in a lower rank do not revert in their substantive rank. See [QR\(Army\)](#) para 9.176.

02.066. Reversion as a condition of entry into a trade. Where a soldier has been promoted in substantive and/or Acting Higher Rank in order to undertake a period of probation or a course of instruction³¹ they may subsequently be reduced in rank should they voluntarily withdraw or be deemed unsuitable to continue. A determination of unsuitability in this manner is to be made by an appropriately competent board. In such cases reversion will take place upon assignment. The soldier is to be informed of the potential to revert in rank in this manner when offered entry into a trade or capbadge via probation or a course of instruction, and is to provide acknowledgement in writing. Seniority in the rank to which they revert is to count from the date of original promotion to that rank, and is to take into account time spent at the higher rank. Where re-promotion is approved seniority in the new rank is to reckon from the latest date of such substantive promotion to that rank. Reduction in substantive rank in this manner is carried out under the provision of [QR\(Army\)](#) 9.176b. Trades and capbadges where this provision may apply are listed below.

Ser	Capbadge	Trade	Entry Mechanism	Authority to Reduce in Rank
1	Any	UCM Cyber Cadre	Probation	UCM Probation Board

02.067 - 02.080. Reserved.

Reduction in Rank and Removed from Appointment for Inefficiency or Unsuitability

02.081. See [QR\(Army\)](#) para 9.178 and AGAI Vol 2 Ch 67.

02.082 – 02.999. Reserved.

³¹ See [QR\(Army\)](#) 9.134

CHAPTER 3 – ASSIGNMENTS

03.01. Assignments. Assignment is the previous, current, next or future position of a Soldier. Soldiers are assigned to the position via the Assignment Order, this can be to either a position within the same unit or a new unit.

03.02. For the Regular Army, soldier assignment policy is detailed in **QR(Army)** paras 9.260 - 9.274. The mechanics of soldier assignments are implemented by the Career Management Branches of the Army Personnel Centre (APC) or **UCM authority** under policy laid down by Pers Pol (A).

03.03. Soldiers may be trickle assigned or Arms Plotted, the first involves the movement of individuals to fill specific vacancies, the second the movement of soldiers as a formed body on the relocation of the parent unit. There are no laid down norms and both systems are open to all capbadges.

03.04. The majority of trickle assignments is undertaken to fill vacancies created by soldiers leaving the service at their own choice, on completion of an engagement, or on completion of an assignment. The rate that soldiers leave the service, the timing of their leaving and where they leave from determines the number and location of vacancies and assignments. For these reasons although it is MS policy for the APC/UCM to provide soldiers with reasonable tour lengths and notice of assignments this will not always be possible and it is the responsibility of all soldiers to ensure that they are available for worldwide assignment at any time, see [QR\(Army\)](#) para 9.260.

03.05. Assignments where both partners are serving. In the interests of good personnel management and soldier retention, every reasonable effort is to be made by parent CM Branches to consider the assignment preferences of both service personnel, which may include service in the same geographic area where possible. When considering assigning a soldier with a serving partner, the CM is to liaise with the CM responsible for the other soldier. It is, however, almost inevitable that the couple will experience separated service and, when advising service couples, responsible officers are to ensure that their expectations are realistic. The interests of the service require that assignments in the same general area cannot be considered a right, nor should the interests of other soldiers be allowed to suffer as a result of the policy of attempting to co-locate serving couples.

03.06. Serving couples are encouraged to engage with their Career Managers and register their details and preferences. Serving couples are also able to request a Serving Couples Discussion with APC, to ensure both Career Managers are informed and the Serving Couples considerations are fully understood.

03.07. Reserve Assignments. All Army Reserve transfers and assignments are to be carried out at unit level for all soldiers. APC CM Branches will only action transfers and / or assignments when the unit do not have the required JPA access to complete the required action, and the timeframe for assignment occurs before the necessary JPA permissions can be granted.

03.08. – 03.999. Reserved.

CHAPTER 4 – TRANSFERS

PART 1 – REGULAR ARMY TRANSFER POLICY

Introduction

04.01. The Army is committed to eliminating the unnecessary loss of trained personnel, creating opportunities for individuals and making the most of its workforce. Interested personnel must be encouraged and incentivised to apply to transfer between corps, capbadges and trades where there are openings, particularly as an alternative to terminating their service prematurely. The chain of command must facilitate the process of transfers, considering the wider Army workforce rather than just their individual units. The Army's transfer policy is designed to maximise opportunities for personnel to transfer in support of achieving a full workforce against the Army's structure. Just as Army personnel may apply to transfer to the Royal Navy or Royal Air Force, the Army will also consider applications for transfer from the other Services.

04.02. This part is for Regular Army soldiers and is divided into the following sections:

- a. Section 1: Intra – Army Transfer Policy.
- b. Section 2: General Transfer Criteria and Conditions.
- c. Section 3: Transfer Process and flowchart at Annex A.

04.03. Soldiers in Basic and Initial Trade Training. This part does not apply to soldiers undergoing Basic Training (BT) and Initial Trade Training (ITT). See Chapter 4, Part 6 (currently reserved).

04.04. Arm / Capbadge Internal Transfers. This part does not cover routine capbadge internal transfers or re-trades. This process remains the responsibility of the capbadges. A soldier's first point of contact should be their Regimental Career Management Officer (RCMO).

Section One – Transfer policy

04.05. The Army's transfer policy enables the Army to make the most of its workforce; address its structural imbalances; and give soldiers the opportunity to further their career in another capbadge. It is incumbent on the chain of command to support all personnel expressing an interest in transfer, even if opposed to the transfer itself. The chain of command must not prevent an individual from applying for transfer and they are to assist personnel at every stage of the Transfer Process, particularly in the preparation of personnel for assessment and testing.

04.06. The transfer of a soldier is to be voluntary even if it originates from an invitation to transfer or results from their capbadge finding difficulty in identifying suitable employment. Compulsory transfer of a soldier will take place only in exceptional circumstances and only on the authority of the Hd Pers Pol (Army) in their capacity as DM(A) (see [QR\(Army\)](#), para 9.229).

04.07. Soldiers who fail to qualify for a specific employment are to be strongly encouraged to transfer voluntarily to a capbadge or UCM cohort for which they are potentially suitable. Discharge action should be initiated only after all possibility for transfer has been considered. All applications for voluntary transfer are to be processed with the minimum delay.

04.08. There is to be no bar³² to any soldier applying for transfer. Soldiers who have or are considering **submitting their** NTT are to be actively encouraged to consider transfer as an alternative to discharge.

04.09. All NCOs and WOs should be guided by their CMs and advised that when applying for transfer their relative lack of experience of their new employment may make it difficult to absorb them directly into the capbadge **or UCM cohort** of their choice at their present rank. In such cases acceptance for transfer may be on the condition that they voluntarily revert in rank ([QR\(Army\)](#), para 9.201 refers). Voluntary reduction in rank and transfer of trade to one in a lower pay supplement will result in reduction in pay. Details are contained in [JSP 754](#).

04.010. Except for recruits, and transfers to RN and RAF, which are to be referred to the APC Deputy Military Secretary (DMS)³³, it will be unusual for a transfer request to be refused unless the receiving capbadge **or UCM cohort** is unable or unwilling to offer a place to the potential transferee. Decisions will be based on the needs of the Army, closely followed by those of the individual. The relevant capbadge **or UCM cohort** is responsible for setting the transfer criteria to their Arm or Corps.

04.011. All cases of dispute over a transfer, however raised, or where the start of transfer training will exceed six months from the date of initiation of the [AFB 241](#) are to be referred by the losing CM Branch to AH CM Pol for investigation and arbitration. Any case where the interests of the soldier have been compromised are to be advised to WF Pol.

Official Army Vacancies List (OAVL)

04.012. The OAVL contains detail of all those trades or specialisms where there is a current or forecast workforce shortfall against the Army structure. The OAVL is frequently updated and subject to more frequent change as workforce levels fluctuate. It is the responsibility of the candidate's unit to liaise with the APC prior to starting the process, to ensure personnel do not apply for a non-existent vacancy. However, transfers outside of trades listed on the OAVL are not precluded and this should be a discussion between APC/UCM and the E1 MB. The OAVL will be updated regularly and is available on MS Web.

Transfer of those who have submitted Notice to Terminate (NTT)

04.013. Those who have submitted their NTT may still apply to transfer, however, the NTT process will not be suspended unless cancelled through the normal NTT withdrawal process. Individuals should continue with their resettlement as if they had not applied to transfer. Should an individual be successful in becoming a Transferee (i.e. moving to Stage 3 as outlined below) prior to their termination, the NTT is to be cancelled by APC/UCM.

Transfer Processes

04.014. Inter-Service Transfer (Army to RN or RAF). Army personnel may apply to transfer to the other Services. The application process differs between each Service but will be facilitated by the APC. Army candidates are to complete [AF B241\(A\)](#) to initiate the process and register their interest. The APC/UCM will then staff the application to the relevant Service Career Manager.

04.015. Inter-Service Transfer (RN or RAF to Army). Personnel serving in the Royal Navy or Royal Air Force should apply to transfer to the Army by submitting an [AF B241\(A\)](#) through their Personnel Branch to the receiving APC **CM³⁴. Applications for transfer directly into a UCM cohort will normally be declined.**

³² But a PULHHEEMS assessment less than MFD, conduct assessment of less than Exemplary and lack of security clearance may constrain choice.

³³ Applicants for Inter-Service transfer should be referred to APC for consideration by DMS.

³⁴ Details can be found on MS Web.

Additional Opportunities for Service in the Military Environment

04.016. Personnel are actively encouraged to consider service with the Army Reserve, Military Provost Guard Service (MPGS) or Army Cadet Force (ACF). Service with the ACF is voluntary and service with the MPGS or Army Reserve requires personnel to be employed under different terms of engagement. Further information may be found here:

- a. **MPGS.** See [AGAI 43](#) Pt 9. Applications to join the MPGS should follow the same transfer process as outlined below.
- b. **Army Reserve.** See Chapter 4, part 3. The transfer from Regular to Army Reserve is designed to be a simple process which an individual can begin by applying through their Regular unit RCMO, annotating their preferred Army Reserve unit.
- c. [Army Cadet Force.](#)

Section 2 – General Intra – Army transfer criteria and conditions

Transfer Criteria and Selection

04.017. The following intra-Army transfer options are available:

- a. **Capbadge Transfers.** The relevant capbadge is responsible for setting the transfer criteria to their capbadge. The selection and, if appropriate, testing of transfer candidates is **overseen** by the APC in consultation with the capbadge. The OAVL provides further information on the selection / entry requirements of each arm / capbadge and relevant Main Trade for Pay (MTFP)³⁵.
- b. **Transfers to/from a UCM Cohort.** The Lead Command for the relevant cohort is responsible for setting the entry criteria and selecting personnel for transfer to a UCM trade and cadre. Successful candidates remain in their capbadge throughout the application process and upon transfer whilst changing MTFP. Upon transfer to a UCM trade their Career Management will no longer be delivered directly by the APC. Applications for transfer out of a UCM trade and into service-managed trades are to be managed in accordance with Para a.

Conditions of Application

04.018. The following conditions apply to **potential transfer** candidates:

- a. Applications for **capbadge** transfer should be focused towards MTFPs listed on the OAVL. However, transfers outside of trades listed on the OAVL are not precluded, as this may prevent an individual terminating their service prematurely.
- b. A candidate must meet the Guideline Transfer Criteria, specific to the capbadge / MTFP they have applied for, as defined by capbadge **or UCM cohort**. Details are contained on the OAVL.
- c. Where appropriate the candidate must pass any relevant selection tests as directed by the associated capbadge **or UCM cohort**.

³⁵ Where Disclosure and Baring Service clearance is required for trade training as defined in AGAI 119, the transfer may be delayed until satisfactorily cleared by the receiving capbadge.

- d. **Army personnel within UCM cohorts will not normally be eligible to apply for capbadge transfer without transferring out of their cohort.**

04.019. Residual Service. From the date of transfer, a transferee must have enough residual service to:

- a. Attend relevant courses.
- b. Serve the appropriate Training Return of Service as listed in [JSP 750](#) or a minimum of 2 years once trained (whichever is greater), before the start of terminal leave.

04.020. Medical. The medical standards for retention in the Regular Army are described in [AGAI 78](#).

04.021. Security Vetting Standards. Where an individual wishes to transfer to a trade which requires a higher security vetting than they already hold, their transfer should not be delayed pending the outcome of the vetting process. However, should they subsequently fail to achieve the necessary standard, they will be treated as if they have failed their re-training. In order that an outcome can be determined as soon as possible, the vetting process should begin as early in the transfer process as is feasible.

04.022. Mark Time Rates of Pay (MTRP). If an individual is accepted for transfer for Service reasons, to meet a Service demand in the new trade (i.e. if the trade is on the OAVL), or for medical reasons (outside their control), and as a result is required to take a reduction in rank or move to a lower pay supplement within the same rank, the individual will retain the higher rate of pay on a Mark Time Rate of Pay (MTRP) basis, in accordance with [JSP 754](#). The maximum time they may remain on this rate is 2 years, after which, their pay will be re-aligned in accordance with [JSP 754](#). If the change in trade and resulting drop in rank / pay supplement arises for reasons other than that outlined in this section (e.g. personal choice, or for inefficiency or unsuitability reasons) then pay will be aligned to the new lower rank / pay supplement. Personnel transferring to the MPGS will not receive MTRP.

04.023. Exceptional circumstances. Hd Pers Pol, in the position of Director Manning (Army) can grant authority and direct transfers into areas not recorded on the OAVL in exceptional circumstances in the direct need of the Service.

Section 3 – Transfer process

The Transfer Process

04.024. The transfer process is divided into 3 stages and should take no longer than 8 weeks:

- a. **Stage 1.** The Potential Transfer Candidate (PTC) applies to the Army Personnel Centre using [AF B241\(A\)](#) and their application is screened. The APC will acknowledge each application and notify the PTC if they have been accepted as a Transfer Candidate (TC) within 2 weeks.
- b. **Stage 2.** Having completed Stage 1 the PTC becomes a Transfer Candidate (TC) and undergoes any necessary assessment and testing. The TC is to undergo assessment and testing and be notified if they have been successful within a further 4 weeks.
- c. **Stage 3.** If successful, the TC becomes a Transferee having transferred to their new cap badge. At this point new rank and pay rates will take effect. The Transferee

will then conduct relevant trade training. If necessary the Transferee will commence service within their new capbadge whilst they await further training.

04.025. Specific provisions contrary to this process.

- a. MPS / SASC / RAPTC.** Transfer into the MPS, SASC or RAPTC will not take place until individuals have undertaken the relevant Phase 3 course. Individuals will, therefore, remain in their original capbadge and only move into Stage 3 once they have successfully completed the training. This is due to the course high failure rates and the fact that these capbadges accept soldiers onto courses at a lower rank than that for which they are structured. If a lower ranked individual does move into Stage 3, their transfer will also result in their promotion to the necessary rank. Specific policy on transfer to the AAC and RAPTC are contained at Annexes B and C.
- b. UCM Cyber Cadre.** Where following assessment and testing a Transfer Candidate is accepted into the UCM Cyber Cadre on probation they will only become a Transferee when determined by a UCM Probation Board. During the period of probation the TC will continue to board for promotion and conversion of engagement by their parent capbadge career manager. Where the TC is deemed eligible for conversion of engagement an offer is to be made. Where the TC is selected for promotion by their parent capbadge in their trade the UCM CM is to be informed and the TC is to be offered promotion. The TC will have 30 days to accept or reject promotion within their parent capbadge. If the promotion is accepted the TC will end their probationary service with the UCM Cyber Cadre. If the soldier rejects the promotion they will remain in the Cadre on probation. If the TC subsequently ends their probationary period and returns to their previous trade within the same promotion year they may be added to the Reserve list and may be selected for promotion if structural space allows. Where selection by the capbadge is to the rank of substantive Cpl the UCM Probation Board may use this as justification to substantiate the soldier in rank and end the probation period. Where this occurs substantiation and seniority must be on the date of qualification for rank or the first day of the promotion year for which they were originally selected, whichever is later. Transferees within the UCM Cyber Cadre remain on their parent capbadge's strength but are no longer held against their workforce requirement. They remain subject to their parent capbadge's customs and traditions or Service, but are no longer subject to its policies for Career Management or terms of service policies. TCs accepted into the Cadre without requirement for probation will become Transferees on the date of assignment into a Tier 1 post.
- c. Brigade of Gurkhas (BG)³⁶.** Applications for transfer out of the BG will not normally be approved until the soldier has completed a minimum service period. For Gurkhas soldiers enlisting on or after 31 Dec 18 this period is seven years from the date of enlistment. For Gurkhas soldiers enlisting before this date the period of five years. Gurkhas soldiers wishing to transfer to another BG capbadge are eligible after five years' service from enlistment. In exceptional circumstances HQ BG and the receiving capbadge may authorise transfer in advance of these dates.

04.026. Transfer Process Flowchart. As flowchart of the transfer process is contained at Annex A.

³⁶ The limitation on transfer to the wider Armed Forces is derived from Ministerial Arrangements under Section 41(2)(d) of the Race Relations Act 1976 as made on 8 Mar 07 and amended under Schedule 23 of the Equality Act 2010 on 12 Nov 18.

Conditions of Application

04.027. The following conditions apply:

- a. Throughout Stages 1 and 2 of the transfer process, personnel remain on the strength of their parent capbadge. Personnel may elect to leave the transfer process at any time during these stages. As outlined above, those transferring to the MPS, SASC, RAPTC will remain on their parent capbadge strength until they have successfully completed their retraining.
- b. Having entered Stage 3 of the transfer process, the successful TC is no longer on the strength of their capbadge³⁷ and may not return to it as a matter of choice, unless by re-application as a PTC.
- c. The successful TC is to commence employment with their new Capbadge or UCM cohort as soon as practicable and is to be informed of this date by the APC on becoming a Transferee.

Failure to Pass Retraining or Achieve Security Vetting Standard

04.028. If having been accepted as a Transferee, personnel subsequently fail to complete retraining or fail to meet the necessary national security vetting standards required of their new trade, measures will be taken as detailed below.

- a. The relevant capbadge or UCM cohort will facilitate a period of re-training and subsequent re-testing if appropriate.
- b. The relevant capbadge or UCM cohort will consider and, if possible, facilitate the internal transfer to an alternative, more suitable, MTFP in the same capbadge or UCM cohort providing an appropriate vacancy exists. Transferees (personnel who have reached Stage 3) will be given higher priority than PTC or TC (personnel in Stage 1 or 2). Where no alternative exists, the APC³⁸ may assign the Transferee to a suitable vacancy, for which they are qualified, elsewhere in the Army under the authority of the Army Board. In extremis, if no suitable vacancy is available, the individual will be discharged under [QR\(Army\)](#) para 9.414, *Released From Army Service*.

Failure to Pass Retraining – Having Transferred to Another Service

04.029. If a Transferee subsequently fails re-training having transferred to either the RN or RAF, they will remain with the receiving Service. Equally RN or RAF personnel who have transferred to the Army will remain with the Army. CMs will be responsible for making alternative arrangements for such personnel where possible and are to do so before considering administrative discharge under **QR(Army)**, paragraph 9.414 - *Released From Army Service*

04.030. Reserved.

³⁷ Transferees to UCM cohorts remain on the strength of their capbadge but are no longer subject to its career management/terms of service policies or processes, and may not return to it or any other trades without re-application as a PTC.

³⁸ Where the soldier is a member of a UCM cohort the relevant UCM cell must apply to the APC to identify such a vacancy.

Annexes:

- A. Routine Transfer Process Flow Chart.
- B. Policy for transfer to the AAC.
- C. Policy for transfer to the RAPTC.
- D. Policy for transfer to the SASC.
- E. Reserved.

PROCESS GUIDE

ANNEX A: TRANSFER PROCESS FLOWCHART

